

Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING Meeting Agenda

March 4, 2024
7:00 P.M

OFFICERS AND ADVISORS

- Kevin Bush, Chairman (*May 2027*)
- Eric Barnes, Director and Treasurer (*May 2025*)
- Doug May, Vice Chairman (*May 2025*)
- Justin Morrill, Director and Secretary (*May 2027*)
- Deanne Yankey, Director (*May 2027*)
- Barry Pleshek, Chief
- Lucinda Stancato, Fire Mitigation Officer
- Kevin Walker, District Manager

ORDER OF BUSINESS

- I. Opening Ceremony Time: 7:00PM
- II. Verification of Quorum:
- III. Minutes of Previous Board Meeting
- IV. Operations Reports
 1. *Treasurer's Report*
 - a. *Financials*
 - b. *Approve Payables*
 2. *Chief's Report*
 - a. *4Q23 CSFD Performance – Revised*
 - b. *Signage for Hydrants*
 3. *Fire Mitigation / Medical Report*
- V. Old Business
 1. *Station Monitoring – SIMPLISAFE INSTALLED. HAVE NOT ENABLED ALARMS YET.*
 2. *Northfield/Southfield Emergency Egress*
 - a. *Did tour of neighborhood with Congressman Doug Lamborn's Chief of Staff. Doug Lamborn team offering to help again with AFA or other Emergency Egress.*

- b. Red Spring Valley road north to AFA in reasonably good condition if take fork to Ice Lake.
 - c. Could build road from end of Southfield to Woodmen Oaks at high cost.
 - d. Possible road from middle of Northfield to Timber Valley if get permanent easement from homeowners and cross creek.
 - e. Examined possible westbound egress from Northfield via CSU retaining pond.
3. State Grants – RFP issue. Four responses received. Hope start CWPP development in a couple of months.
- a. CWPP Creation: Paul Rochette was granted funding to create Community Wildfire Protection Plans (CWPP). Waiting for State to send money. Then will create RFPs for firms to create plans for WVFPD, Monument, and Highway 115. Once select firms, will contact WVFPD to start the process.
 - b. Other Ideas:
 - i. Labor only grant to reduce overall fuel on heavily wooded undeveloped land with homeowner approval.
 - ii. Labor only grant to mitigate first 20' on both sides of all roads with homeowner approval.

4. Fire Station Maintenance / Future

5. Remaining Properties for Exclusion

6. _____
- a. _____
 - b. _____
 - c. _____

VI. New Business

1. _____
- a. _____
 - b. _____
2. _____
- a. _____
 - b. _____

VII. Upcoming Deadlines

2024	Deadline	Action	Government Office
!!!	Jan 1	Current Map of District Boundaries	Div of Local Govt, County Assessor 32-1-306
!!!	Jan 15 DEADLINE	Send notice including the name of district, biz address, phone, contact and name of chair	DLG, County Commissioners, County Assessor, County Treasurer, C&R
!!!	Jan 15 DEADLINE	Publish yearly Special District Transparency Disclosure Statement per Senate Bill 09-87; BOD Names, Date of next Election (May ??, 2022), Mill levy and	County Clerk, Public Loc, Mailer (opt), SDA Website, Website 32-1-809

		<i>total property tax revenues, Board meeting info; District Contact Info</i>	
!!!	Jan 30	<i>Post Notice of Regular BOD Meetings</i>	<i>WVFPD Public Locations, Website County Clerk and Recorder 26-6-402(2)(c)</i>
!!!	Jan 31	<i>Certified Copy of Adopted Budget and copies of Resolutions to Adopt, Set Levies & Appropriate Funds</i>	<i>Div of Local Govt 29-1-113(1)</i>
N/A	Jan 22 – Feb 17	<i>Publish call for BOD Director Nominations one time (<90 days >75 days before election)</i>	<i>Secretary, Public Posting, Newspapers and County C&R</i>
!!!	Feb 1	<i>File notice with DLG of any intergovernmental contracts, nature of contract and expiration dates</i>	<i>Div of Local Govt. 29-1-205</i>
N/A	Feb 2	<i>Write-In Candidate Affidavit of Intent Due (64th day before)</i>	<i>Designated Election Official CRS 1-4-1101(1) (2)</i>
N/A	Jan 1 -- Feb 24	<i>Self-Nomination Forms Due</i>	<i>Secretary and Designated Election Official 32-1-804.3(3)</i>
N/A	Feb 26	<i>Request extension for Mail Ballot Plan</i>	<i>SOS Election Rule 12.3.5</i>
	Feb 26	<i>File mail ballot plan for May election by Feb 26 or Mar 5 if filed extension</i>	<i>SOS Election Rule 12.3.5</i>
!!!	Feb 28	<i>El Paso County Special Districts Annual Report and Disclosure Form</i>	<i>El Paso County Board of Comm specialdistrictnotices@elpasoco.com El Paso County Assessor El Paso County Treasurer</i>
N/A	Feb 28	<i>Cancel Election if no more Candidates than open BOD positions. Resolution recognizing cancellation and declaring candidates elected by acclamation (63th day before)</i>	<i>DEO, Public Posting Places, Newspapers, County C&R, SOS, and DLG. Notify Winners and provide certificates, CRS 1-5-208(1.5)</i>
!!!	Mar 1	<i>File information report on District's nonrated public securities as of 12/31</i>	<i>Department of Local Affairs</i>
N/A	Mar 4	<i>Certification of Ballot, Select County or Mail Ballot</i>	<i>County Clerk & Recorder</i>
N/A	Mar 4	<i>Send list of nominated candidates and self-nomination or write-in forms</i>	<i>County Clerk & Recorder Secretary of State</i>
N/A	Mar 9	<i>Mail ballot plan on file at the principal office of the special district.</i>	
N/A	Mar ??	<i>Order Registration Records</i>	<i>From County Assessor</i>
N/A	Mar ??	<i>See remaining election requirements</i>	<i>1-13.5-1104(1)</i>
N/A	Mar 19	<i>Earliest day for election judge training</i>	
N/A	Mar 23	<i>Last day to order voter registration and property owners list (40 days early)</i>	
!!!	Mar 31	<i>File Application for Audit Exemption if less than \$500k</i>	<i>State Auditor 29-1-604(3)</i>
N/A	Apr 12	<i>Publish Notice of Election at least 10 days before election.</i>	<i>Newspaper, Public Posting, C&R 1-5-205</i>
N/A	Apr 17	<i>Appointment of Election Judges</i>	
!!!	May 1 – Same for Excluded Props?	<i>File Court Order of Inclusion with CR for new property to be included in tax levy</i>	<i>39-1-110(1.5) / 32-1-105</i>
N/A	May 2	<i>Regular Election 1st Tue after 1st Mon in May</i>	<i>BOD directors and TABOR issues in even years only 32-1-103(17)(21), 32-1-805(2)</i>
!!!	May 15 - ERIC	<i>WVFPD (Volunteer) Exempt Organization Filing</i>	
N/A	June ??	<i>Certificate of Election Results</i>	<i>Div of Local Govt 1-11-103(3)</i>
	June 3 (BOD Mtg)	<i>Appoint Budget Officer to prepare final budget (before Oct 15, can be non-BOD)</i>	<i>29-1-104</i>
	June 3 (BOD Mtg)	<i>Election of Board Officers</i>	
N/A	June 1 DEADLINE	<i>Swear in Elected Directors (Send full BOD list and proof of bond too) – Must be</i>	<i>Division of Local Govt, 4th Judicial Court 32-1-901/902</i>

		<i>AFTER election and no more than 30 days later.</i>	
June 22		Notify C&R in writing if intend to participate in November election	CRS 1-7-116(5)
June 30 (Rcvd Exemption)		Auditor to submit audit report	Board of Directors 29-1-606(1)
July 1 – Same for Excluded Props?		Deadline to file court order of inclusion with C&R to enable district to levy tax on newly included property	Clerk and Recorder
July 30 (Rcvd Exemption)		Audit Report (Must be submitted within 30 days after received from auditor)	State Auditor (if not filed, county treasurer will withhold tax revenue!) 29-1-606(3)
Aug ?? : WV Aug ?? TB, PC		CSFD Slash Program Start	Round 2 for 2024
Sep ???		Thunderbird Picnic	Buhler House
Oct 7 (BOD Mtg)		First Pass 2025 Budget to Board – Oct Mtg	Board of Directors
Oct 15		Deadline for Budget Officer to present Proposed 2025 Budget	Board of Directors 29-1-105
Oct 15		Publish “Notice of Budget”, Make budget available for inspection in public place, Set and Publish public hearing date and time	County Clerk, Public Loc, Newspaper 29-1-106, 29-1-106(3)(b)
Nov ??		Special Election may be held 1 st Tue of odd years and 1 st Mon of even years	32-1-103(21), 32-1-805(2)
Nov 16 – Jan 15		Publish yearly Special District Transparency Disclosure Statement per Senate Bill 09-87	County Clerk, Public Loc, Mailer (opt), SDA Website, Website 32-1-809
Nov 28 (3-Day)		Notice of Public Budget Hearing	County Clerk, Public Loc, Newspaper 29-1-108(1)
Dec 2 (BOD Mtg)		2024 Amended Budget (if needed) Public Hearing 6:30P (before Dec 15)	Public
Dec 2 (BOD Mtg)		2025 Proposed Budget Public Hearing 6:45P (before Dec 15)	Public
Dec 2 (BOD Mtg)		Acknowledge Election Results, Change Mill Levy if Applicable and Revise Tentative Budget	Div of Local Govt
Dec 2 (BOD Mtg)		Certificate of Election Results	Division of Local Govt
Dec 2 (BOD Mtg)		Certification of Mill Levy and Adoption of Budget (before Dec 15)	Board of County Commissioners 29-1-108(2); Division of Local Govt 32-5-128(1)
Dec 2 (BOD Mtg)		Resolution Appropriating Sums of Money - Before (by Dec 31 – Lose 10% of funds if not completed by Dec 31!)	WVFPD Board 29-1-108(4)
Dec 2 (BOD Mtg)		Appoint Chief	WVFPD Board
Dec 2 (BOD Mtg)		Establish 2025 BOD Meeting Dates and Pass Resolution Designating Notice Posting Place and Regular Meeting Dates and Times	WVFPD Board Posting Places 26-6-402(2)(c)
Dec 2 (BOD Mtg)		Resolution Calling for 2025 Election to Elect BOD Directors and Appoint Designated Election Official	WVFPD BOD
Dec 10		Receive Revised Assessment	From County Clerk 39-1-111
Dec 30		Check to CSFD for IGA	CSFD

VIII. Confirm Upcoming Meeting Dates – AT 6:00PM!

- June 3, 2024
- October 7, 2024
- December 2, 2024

IX. Adjournment

4Q23 CSFD PERFORMANCE (Revised)

Date	Hundred Block/Intersection	Alarm Time	1st Arrival Time	1st Arrival Company	Initial Response (Hour/Min/Sec)	Emergency Y/N	Arrival Time Exceeded Reason	Incident Length (Hour/Min/Sec)	Resolution Actions	Category	Units on Call	Dispatch Call Description
10/19/2023	78XX GILLEN RD	2:06:20	2:16:58	E12	0:10:38			0:27:31	Assistance, other	300 - Rescue & EMS	E12	FEMALES WITH PAIN ABOVE NAVEL > 45
10/25/2023	18XX NORTHFIELD RD	21:04:49	21:17:50	E12	0:13:01	Emergency	Call Handling Distance	0:44:36	Provide advanced life support (ALS)	300 - Rescue & EMS	E12	CHOKING - ABNORMAL BREATHING (PARTIAL OBSTRUCTION)
10/27/2023	78XX TUDOR RD	21:04:25	21:12:58	E12	0:08:33			0:24:17	Provide advanced life support (ALS)	300 - Rescue & EMS	E12	OVIED - FALL - NOT DANGER AREA - ON GROUND/FLOOR
11/14/2023	78XX GILLEN RD	10:00:26	10:09:19	E12	0:08:53	Emergency	Call Handling Time	2:11:42	Hazardous materials leak control & containm	400 - Hazardous Conditions - No Fire	H14, E12, B04, IC1, SD52	HAZMAT INCIDENT
11/19/2023	78XX KELLY LN	23:01:02	23:13:56	E12	0:12:54	Emergency	Call Handling Distance	0:31:34	Assistance, other	300 - Rescue & EMS	E12, B12	UNCONSCIOUS FAINTING - NOT ALERT
11/28/2023	58XX HIDDEN VALLEY RD	13:36:57	13:49:31	E12	0:12:34	Emergency	Call Handling Time	0:30:31	Assistance, other	300 - Rescue & EMS	E12	UNCONSCIOUS FAINTING - NOT ALERT
12/15/2023	18XX INDIAN WELLS LN	5:03:29	5:16:25	E12	0:12:56			0:47:18	Provide advanced life support (ALS)	300 - Rescue & EMS	E12	OVIED - FALL - UNK STATUS - ON GROUND/FLOOR
12/12/2023	18XX W WOODMEN RD	12:16:50	12:37:03	E12	0:10:13			0:43:14	Investigate	700 - False Alarm False Call	E12	ALARM - RESIDENTIAL - CO
12/17/2023	78XX TUDOR RD	8:31:08	8:37:42	E12	0:06:34			0:34:50	Provide advanced life support (ALS)	300 - Rescue & EMS	E12	UNCONSCIOUS FAINTING - ALERT - ABNORMAL BREATH

Summary of 2023 WVFPD by NFRS Category					
NFRS Category	1Q	2Q	3Q	4Q	Grand Total
100 - Fire	-	-	-	-	31
300 - EMS	10	6	8	7	4
400 - Hazardous Condition	-	1	2	1	9
500 - Service Call	5	3	1	-	3
600 - Good intent	2	1	-	-	4
700 - False Alarm	-	2	1	1	51
Grand Total	17	13	12	9	51

Average Emergent Response Times - 2023					
	1Q	2Q	3Q	4Q	Grand Total/Average Emergent Response Time
# of Calls with CSFD Arrivals	4	1	4	4	13
Average Response Times (Hr/Min/Seconds)	0:10:31	0:10:32	0:12:13	0:11:50	0:11:27

Emergent Calls Only	Total CSFD Emergent Responses		Average Response Time (Hour/Min/Sec)		# of Emergent calls with arrival times		Total Response Time (Hour/Min/Sec)	
	Emergent Calls Only	Only CSFD Arrivals	2023	2022	2021	2020	2019	
Year over Year WVFPD incidents by NFRS Category								
NFRS Category								
100 - Fire	-	1	-	-	-	-	-	-
300 - EMS	31	25	36	10	10	26	2	2
400 - Hazardous Condition	4	2	-	5	3	12	5	2
500 - Service Call	9	13	5	3	6	5	2	2
600 - Good intent	3	7	6	1	1	2	2	2
700 - False Alarm	4	3	6	1	1	2	2	2
Total	51	51	53	19	47	47	47	47