

Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING

Meeting Agenda

December 4, 2023

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 – Through 11/26/23*
 - b. *Signage for Hydrants*
 - c. *Remove Barrels Blocking Hydrants*
 - d. *Road Conditions Slowing Emergency Response*
 3. *Fire Mitigation / Medical Report*
- V. Old Business
 1. *Station Monitoring – SIMPLISAFE INSTALLED. HAVE NOT ENABLED ALARMS YET.*

2. Northfield/Southfield Emergency Egress – **JUSTIN FORMING NORTHFIELD SWAT TEAM**
 - a. Did tour of neighborhood with Congressman Doug Lamborn's Chief of Staff. **Spence Nelson got commitment from new local chief of staff to assist.**
 - 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 – **MOVING FORWARD SLOWLY**
 - 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. Extended CSFD Service Agreement – **DONE!**
 - a. 20-year agreement, 2-year termination at convenience, No fees due for 2-years if CSFD cancels
 - b. Keep fire station?
 - c. **Send email blast on new agreement - SENT**

VI. New Business

1. 2024 Budget Review and Approval
 - a. Notice and Budget on Website/Paper?
 - b. Public meeting results
 - c. Discussion and changes
 - d. Resolution adopting budget and releasing funds for 2024 year
 - e. Mailings and website
2. 2024 Fire Chief
3. 2024 District Manager
4. 2024 BOD Meeting Dates
5. 2024 Telephonic Meeting Authorization
6. Other Deadlines
 - a. Special District Public Transparency Posting
 - b. Map of District Boundaries
 - c. Notice of District Name, Biz Address, Phone, Contacts and Chair
 - d. Notice of BOD Public Meeting Dates

e. Intergovernmental Contracts and Expiration Dates

7. _____
 a. _____
 b. _____
8. _____
 a. _____
 b. _____

VII. Upcoming Deadlines

2023	Deadline	Action	Government Office
☑	Oct 2 (BOD Mtg)	First Pass 2024 Budget to Board – Oct Mtg	Board of Directors
☑	Oct 15	Deadline for Budget Officer to present Proposed 2024 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 28 (3-Day)	Notice of Public Budget Hearing	County Clerk, Public Loc, Newspaper 29-1-108(1)
!!!	Dec 4 (BOD Mtg)	2021 Amended Budget (if needed) Public Hearing 6:30P (before Dec 15)	Public
!!!	Dec 4 (BOD Mtg)	2022 Proposed Budget Public Hearing 6:45P (before Dec 15)	Public
!!!	Dec 4 (BOD Mtg)	Acknowledge Election Results, Change Mill Levy if Applicable and Revise Tentative Budget	Div of Local Govt
!!!	Dec 4 (BOD Mtg)	Certificate of Election Results	Division of Local Govt
!!!	Dec 4 (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 4 (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 4 (BOD Mtg)	Appoint Chief	WVFPD Board
!!!	Dec 4 (BOD Mtg)	Establish 2022 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 4 (BOD Mtg)	Resolution Calling for 2022 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
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	Post Notice of Regular BOD Meetings -- KEVINW VERIFY CLERK	WVFPD Public Locations, Website County Clerk and Recorder 26-6-402(2)(c)
!!!	Jan 31	Certified Copy of Adopted Budget and copies of Resolutions to Adopt, Set Levies & Appropriate Funds	Div of Local Govt 29-1-113(1)
!!!	Jan 22 – Feb 17	Publish call for BOD Director Nominations one time (<90 days >75 days before election)	Secretary, Public Posting, Newspapers and County C&R
!!!	Feb 1	File notice with DLG of any intergovernmental contracts, nature of contract and expiration dates	Div of Local Govt. 29-1-205
N/A	Feb 2	Write-In Candidate Affidavit of Intent Due (64 th day before)	Designated Election Official CRS 1-4-1101(1) (2)
N/A	Jan 1 -- Feb 24	Self-Nomination Forms Due	Secretary and Designated Election Official 32-1-804.3(3)
N/A	Feb 26	Request extension for Mail Ballot Plan	SOS Election Rule 12.3.5
N/A	Feb 26	File mail ballot plan for May election by Feb 26 or Mar 5 if filed extension	SOS Election Rule 12.3.5
	Feb 28	El Paso County Special Districts Annual Report and Disclosure Form	El Paso County Board of Comm specialdistrictnotices@elpasoco.com El Paso County Assessor El Paso County Treasurer
N/A	Feb 28	Cancel Election if no more Candidates than open BOD positions. Resolution recognizing cancellation and declaring candidates elected by acclamation (63 th day before)	DEO, Public Posting Places, Newspapers, County C&R, SOS, and DLG. Notify Winners and provide certificates, CRS 1-5-208(1.5)
	Mar 1	File information report on District's nonrated public securities as of 12/31	Department of Local Affairs
N/A	Mar 4	Certification of Ballot, Select County or Mail Ballot	County Clerk & Recorder
N/A	Mar 4	Send list of nominated candidates and self-nomination or write-in forms	County Clerk & Recorder Secretary of State
N/A	Mar 9	Mail ballot plan on file at the principal office of the special district.	
N/A	Mar ??	Order Registration Records	From County Assessor
N/A	Mar ??	See remaining election requirements	1-13.5-1104(1)
N/A	Mar 19	Earliest day for election judge training	
N/A	Mar 23	Last day to order voter registration and property owners list (40 days early)	
	Mar 31	File Application for Audit Exemption if less than \$500k	State Auditor 29-1-604(3)
N/A	Apr 12	Publish Notice of Election at least 10 days before election.	Newspaper, Public Posting, C&R 1-5-205
N/A	Apr 17	Appointment of Election Judges	
	May 1 – Same for Excluded Props?	File Court Order of Inclusion with CR for new property to be included in tax levy	39-1-110(1.5) / 32-1-105
N/A	May 2	Regular Election 1 st Tue after 1 st Mon in May	BOD directors and TABOR issues in even years only 32-1-103(17)(21), 32-1-805(2)
	May 15 - ERIC	WVFPD (Volunteer) Exempt Organization Filing	
N/A	June ??	Certificate of Election Results	Div of Local Govt 1-11-103(3)
N/A	June 5 (BOD Mtg)	Election of Board Officers	
N/A	June 1 DEADLINE	Swear in Elected Directors (Send full BOD list and proof of bond too) – Must be AFTER election and no more than 30 days later.	Division of Local Govt, 4 th Judicial Court 32-1-901/902

	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 7 (BOD Mtg) JUNE MTG	Appoint Budget Officer to prepare final budget (before Oct 15, can be non-BOD)	29-1-104
	Aug 14: WV Aug 28 TB, PC	CSFD Slash Program Start	Round 2 for 2024
	Sep 17	Thunderbird Picnic	Buhler House
	Oct 2 (BOD Mtg)	First Pass 2024 Budget to Board – Oct Mtg	Board of Directors
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	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
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	Dec 10	Receive Revised Assessment	From County Clerk 39-1-111
	Dec 30	Check to CSFD for IGA	CSFD

VIII. Confirm Upcoming Meeting Dates

- ???
- ???

IX. Adjournment

4Q23 CSFD PERFORMANCE (Through 11/26/23)

Date	Hundred Block/Intersection	1st Arriving Company	Initial Response (Hour/Min/Sec)	Emergent - Y/N	Arrival Time Exceeded Reason	Incident Length (Hour/Min/Sec)	Resolution Actions	Category	Units on Call	Dispatch Call Description
10/18/2023	7XXX GILLEN RD	E12	0:10:38			0:27:31	Assistance, other	300 - Rescue & EMS	E12	FEMALES WITH PAIN ABOVE NAVEL > 45
10/25/2023	1XXX NORTHFIELD RD	E12	0:13:01	Emergent	Call Handling Distance	0:44:36	Provide advanced life support (ALS)	300 - Rescue & EMS	E12	CHOKING - ABNORMAL BREATHING (PARTIAL OBSTRUCTION)
10/27/2023	7XXX TUDOR RD	E12	0:08:33			0:24:17	Provide advanced life support (ALS)	300 - Rescue & EMS	E12	CMED - FALL - NOT DANGER AREA - ON GROUND/FLOOR
11/1/2023	7XXX GILLEN RD	E12	0:08:53	Emergent	Call Handling Time	2:11:42	Hazardous material leak control & contain	400 - Hazardous Conditions - No Fire	H14, E12, BC4, IC1, SD52	HAZMAT INCIDENT
11/18/2023	7XXX KELLY LN	E12	0:12:54	Emergent	Call Handling Distance	0:31:34	Assistance, other	300 - Rescue & EMS	E12, 312	UNCONSCIOUS/FAINTING - NOT ALERT

Emergent Calls Only	Total CSFD Emergent Responses	Average Response	# of Emergent calls with arrival times	Total Response
Emergent Calls Only	3	0:11:36	3	3:27:52
Only CSFD Arrivals				

Summary of 2023 WVFPD by NFIRS Category					
NFIRS Category	1Q	2Q	3Q	4Q	Grand Total
100 - Fire					0
300 - EMS	10	6	8	4	28
400 - Hazardous Condition		1	2	1	4
500 - Service Call	5	3	1		9
600 - Good intent	2	1			3
700 - False Alarm		2	1		3
Grand Total	17	13	12	5	47

Average Response Times - 2023					
	1Q	2Q	3Q	4Q	Grand Total/ Average Emergent Response Time
# of Calls with CSFD Arrivals	4	1	4	3	12
Average Response Times (Hr/Min/Seconds)	0:10:31	0:10:32	0:12:13	0:11:36	0:11:21

Year over Year WVFPD incidents by NFIRS Category					
NFIRS Category	4Q 2023 (through November 26)	2022	2021	2020	2019
100 - Fire	0	1			
300 - EMS	28	25	36	10	26
400 - Hazardous Condition	4	2		5	2
500 - Service Call	9	13	5	3	12
600 - Good intent	3	7	6		5
700 - False Alarm	3	3	6	1	2
Total	47	51	53	19	47