

# Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

## BOARD MEETING

### Meeting Agenda

December 5, 2022

7:00 P.M

#### OFFICERS AND ADVISORS

- Kevin Bush, Chairman (**May 2023**)
- Steve Black, Vice Chairman (**May 2023**)
- Eric Barnes, Director and Treasurer (May 2025)
- Doug May, Director and Business Affairs (May 2025)
- Justin Morrill, Director and Secretary (**May 2023**)
- Deanne Yankey, Proposed Director (**TBD**)
- Barry Pleshek, Chief
- Lucinda Stancato, Fire Mitigation Officer
- Kevin Walker, District Manager

#### ORDER OF BUSINESS

- I. Opening Ceremony                      Time:
- II. Verification of Quorum:
- III. Minutes of Previous Board Meeting
- IV. Operations Reports
  1. *Treasurer's Report*
    - a. *Financials*
    - b. *Insurance Renewal*
    - c. *Approve Payables*
  2. *Chief's Report*
  3. *Fire Mitigation / Medical Report*
    - a. *CSFD Slash Program Results and Upcoming Dates*
- V. Old Business
  1. *Website Management - SELECTED NEW VENDOR – NO UPDATE*
    - a. *Problems with email blocking? – New vendor – But Eric's email blocked*
    - b. *New Wordpress platform? – Investigating - New vendor supports Wordpress*
    - c. *Train Justin as administrator – On hold*

2. *Station Monitoring – SIMPLISAFE INSTALLED. HAVE NOT ENABLED ALARMS YET.*
3. *CSFD Use of Fire Station – ON HOLD FOR STATUS OF EXTENDED IGA.*
4. *Northfield/Southfield Emergency Egress*
  - a. *Did tour of neighborhood with Congressman Doug Lamborn’s Chief of Staff. NOT RESPONDING NOW.*
  - 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.*
5. *State Grants*
  - a. *Paul Rochette submitted fund request to complete Community Wildfire Protection Plan with emphasis on Egress on 10/7/22. WAITING ON RESPONSE. TERRY CARVER SENDING LETTER OF SUPPORT.*
  - b. *Labor only grant to reduce overall fuel on heavily wooded undeveloped land with homeowner approval.*
  - c. *Labor only grant to mitigate first 20’ on both sides of all roads with homeowner approval.*
6. *NTSOC Construction – NO NEWS*
  - a. *Agreed to allow daytime parking in front of building during construction until CSFD starts using station.*
  - b. *Agreed to storage of SwimPod in tanker bay.*
7. *Extended CSFD Service Agreement – ACCEPTED OFFER – WAITING ON CONTRACT.*
  - a. *20-year agreement*
  - b. *2-year termination at convenience*
  - c. *No fees due for 2-years if CSFD cancels*
  - d. *Keep fire station?*
8. *New Director*
  - a. *Deanne Yankey proposed to fill Steve Black’s seat.*
  - b. *Discussion*
  - c. *Steve Black resignation*
  - d. *Resolution to Appoint*
9. \_\_\_\_\_
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_

VI. *New Business*

1. *2022 Revised Budget*
  - a. *Notice and Budget on Website, Gazette?*
  - b. *Public Hearing Results*
  - c. *Changes*
  - d. *Adopt and Resolution*

- e. *Post on Website*
- 2. *2023 Proposed Budget*
  - a. *Notice and Budget on Website, Gazette?*
  - b. *Public Hearing Results*
  - c. *Changes*
  - d. *Adopt and Resolution*
  - e. *Post on Website*
- 3. *2023 Fire Chief / Fire Mitigation Officer*
- 4. *2023 District Manager*
- 5. *2023 BOD Meeting Dates*
- 6. *2023 Elections*
  - a. *Kevin, Justin and Steve/Deanne up for reelection*
  - b. *Resolution Declaring Election and Appoint Designated Election Official*
  - c. *Next Steps*
- 7. *2023 Telephonic Meeting Authorization*
- 8. *Other Deadlines*
  - a. *Special District Public Transparency Postings*
  - b. *Map of District Boundaries*
  - c. *Notice of District Name, Business Address, Phone, Contacts and Chair*
  - d. *Notice of BOD Public Meeting Dates*
  - e. *Intergovernmental contracts and expiration dates*
- 9. \_\_\_\_\_
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_

VII. Upcoming Deadlines

<b>2022</b>	<b>Deadline</b>	<b>Action</b>	<b>Government Office</b>
<input checked="" type="checkbox"/>	Jan 1	Current Map of District Boundaries	Div of Local Govt, County Assessor 32-1-306
	???	WVFPD Holiday Dinner	
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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 total property tax revenues, Board meeting info; District Contact Info	County Clerk, Public Loc, Mailer (opt), SDA Website, Website 32-1-809
<input checked="" type="checkbox"/>	Jan 30	Post Notice of Regular BOD Meetings -- KEVINW VERIFY CLERK	WVFPD Public Locations, Website County Clerk and Recorder 26-6-402(2)(c)
<input checked="" type="checkbox"/>	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)

<input checked="" type="checkbox"/>	Jan 23 – Feb 17	Publish call for BOD Director Nominations one time (<90 days >75 days before election)	Secretary, Public Posting, Newspapers and County C&R
<input checked="" type="checkbox"/>	Feb 1	File notice with DLG of any intergovernmental contracts, nature of contract and expiration dates	Div of Local Govt. 29-1-205
	Feb 2	Write-In Candidate Affidavit of Intents Due (64 <sup>th</sup> day before)	Designated Election Official CRS 1-4-1101(1) (2)
<input checked="" type="checkbox"/>	Feb 25	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 <a href="mailto:specialdistrictnotices@elpasoco.com">specialdistrictnotices@elpasoco.com</a> El Paso County Assessor El Paso County Treasurer
<input checked="" type="checkbox"/>	Mar 1	Cancel Election if no more Candidates than open BOD positions. Resolution recognizing cancellation and declaring candidates elected by acclamation (63 <sup>th</sup> day before)	DEO, Public Posting Places, Newspapers, County C&R, SOS, and DLG. Notify Winners and provide certificates, CRS 1-5-208(1.5)
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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 26	Last day to order voter registration and property owners list (40 days early)	
<input checked="" type="checkbox"/>	Mar 31	File Application for Audit Exemption if less than \$500k	State Auditor 29-1-604(3)
N/A	Apr 13	Publish Notice of Election at least 10 days before election.	Newspaper, Public Posting, C&R 1-5-205
N/A	Apr 18	Appointment of Election Judges	
<input checked="" type="checkbox"/>	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 3	Regular Election 1 <sup>st</sup> Tue after 1 <sup>st</sup> Mon in May	BOD directors and TABOR issues in even years only 32-1-103(17)(21), 32-1-805(2)
<input checked="" type="checkbox"/>	May 15 - ERIC	WVFPD (Volunteer) Exempt Organization Filing	
<input checked="" type="checkbox"/>	June ??	Certificate of Election Results	Div of Local Govt 1-11-103(3)
<input checked="" type="checkbox"/>	June 2 (BOD Mtg)	Election of Board Officers	
<input checked="" type="checkbox"/>	June 2 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 <sup>th</sup> Judicial Court 32-1-901/902
N/A	June 22	Notify C&R in writing if intend to participate in November election	CRS 1-7-116(5)
N/A	June 30 (Rcvd Exemption)	Auditor to submit audit report	Board of Directors 29-1-606(1)
N/A	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 5 (BOD Mtg) 6/6 BOD Mtg	Appoint Budget Officer to prepare final budget (before Oct 15, can be non-BOD)	29-1-104
☑	Aug 25	Assessor preliminary total assessed valuation of all taxable property	Board of Directors 39-5-128
☑	Sep 19	Thunderbird Picnic	Buhler House
☑	Oct 3 (BOD Mtg)	First Pass Budget to Board – Oct Mtg	Board of Directors
☑	Oct 15	Deadline for Budget Officer to present Proposed 2020 Budget	Board of Directors 29-1-105
	Oct 15 – KEVIN.W	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)
☑	Sep 12: WV Oct 10: TB, PC	CSFD Slash Program Start	Per Melissa email 11/30/21 Note WV before TB/PC this time
	Nov ??	Special Election may be held 1 <sup>st</sup> Tue of odd years and 1 <sup>st</sup> 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 5 (BOD Mtg)	2021 Amended Budget (if needed) Public Hearing 6:30P (before Dec 15)	Public
!!!	Dec 5 (BOD Mtg)	2022 Proposed Budget Public Hearing 6:45P (before Dec 15)	Public
	Dec 5 (BOD Mtg)	Acknowledge Election Results, Change Mill Levy if Applicable and Revise Tentative Budget	Div of Local Govt
	Dec 5 (BOD Mtg)	Certificate of Election Results	Division of Local Govt
!!!	Dec 5 (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 5 (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 5 (BOD Mtg)	Appoint Chief	WVFPD Board
!!!	Dec 5 (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 5 (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 ~12/10	Check to CSFD for IGA	CSFD

VIII. Confirm Upcoming Meeting Dates

- TBD

IX. Adjournment

# RESOLUTION

No. 4 - 2022

## WOODMEN VALLEY FIRE PROTECTION DISTRICT RESOLUTION TO AMEND 2022 BUDGET

WHEREAS, the Board of Directors of Woodmen Valley Fire Protection District (the "District") certifies that at a meeting of the Board of Directors of the District held December 5th, 2022, a public hearing was held regarding the 2022 amended budget, and, subsequent thereto, the following Resolution was adopted by affirmative vote of a majority of the Board of Directors:

WHEREAS, the Board of Directors of the District adopted a budget and appropriated funds for fiscal year 2022 as follows:

General Fund	\$ _____
Debt Service Fund	\$ _____

and;

WHEREAS, the necessity has arisen for additional expenditures by the District due to additional costs which could not have been reasonably anticipated at the time of adoption of the budget, requiring the expenditure of funds in excess of those appropriated for fiscal year 2022; and

WHEREAS, funds are available for such expenditure.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District do hereby amend the adopted budget for fiscal year 2022 as follows:

General Fund	\$ _____
Debt Service Fund	\$ _____

BE IT FURTHER RESOLVED, that such sums are hereby appropriated from the revenues of the District to the funds named above for the purpose stated, and that any ending fund balances shall be reserved for purposes of complying with Article X, Section 20 of the Colorado Constitution.

*[Remainder of page intentionally left blank.]*

ADOPTED this 5<sup>th</sup> day of December, 2022.

**WOODMEN VALLEY FIRE  
PROTECTION DISTRICT**

\_\_\_\_\_  
Officer of the District

ATTEST:

\_\_\_\_\_  
  
STATE OF  
COLORADO  
COUNTY OF  
EL PASO  
WOODMEN VALLEY FIRE PROTECTION DISTRICT

I hereby certify that the foregoing resolution constitutes a true and correct copy of the record of proceedings of the Board adopted at a meeting held on Monday, December 5, 2022, at 1150 West Woodmen Road, Colorado Springs, CO, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 5<sup>th</sup> day of December 2022.

\_\_\_\_\_  
Kevin Bush, Chairman

\_\_\_\_\_  
Justin Morrill, Director and Secretary

\_\_\_\_\_  
Eric Barnes, Director and Treasurer

\_\_\_\_\_  
Steve Black, Vice Chairman

\_\_\_\_\_  
Doug May, Director

# RESOLUTION

No. 5 – 2022

## WOODMEN VALLEY FIRE PROTECTION DISTRICT RESOLUTION ADOPTING BUDGET, IMPOSING MILL LEVY AND APPROPRIATING FUNDS (2023)

The Board of Directors of Woodmen Valley Fire Protection District (the “**Board**”), County of El Paso, Colorado (the “**District**”) held a special meeting held at 1150 W. Woodmen Road, Colorado Springs, Monday, December 5th, 2022, at the hour of 7:00 P.M.

Prior to the meeting, each of the directors was notified of the date, time and place of the budget meeting and the purpose for which it was called and a notice of the meeting was posted or published in accordance with §29-1-106, C.R.S.

[Remainder of Page Intentionally Left Blank.]

**NOTICE AS TO PROPOSED 2023 BUDGET**

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET AND APPROPRIATING SUMS OF MONEY TO EACH FUND IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE DISTRICT FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2023 AND ENDING ON THE LAST DAY OF DECEMBER 2023.

WHEREAS, the Board has authorized its accountant to prepare and submit a proposed budget to the Board in accordance with Colorado law; and

WHEREAS, the proposed budget has been submitted to the Board for its review and consideration; and

WHEREAS, upon due and proper notice, provided in accordance with Colorado law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 5th, 2022, interested electors were given the opportunity to file or present any objections to said proposed budget at any time prior to final adoption of the budget by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Section 1. Adoption of Budget. The budget attached hereto and incorporated herein is approved and adopted as the budget of the District for fiscal year 2023. In the event of recertification of values by the County Assessor's Office after the date of adoption hereof, staff is hereby directed to modify and/or adjust the budget and certification to reflect the recertification without the need for additional Board authorization. Any such modification to the budget or certification as contemplated by this Section 1 shall be deemed ratified by the Board.

Section 2. Levy for General Operating Expenses. For the purpose of meeting all general operating expenses of the District during the 2023 budget year, there is hereby levied a tax of \_\_\_\_\_.\_\_\_\_\_mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 3. Levy for Debt Service Obligations. For the purposes of meeting all debt service obligations of the District during the 2023 budget year, there is hereby levied a tax of \_\_\_\_\_.\_\_\_\_\_mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 4. Levy for Contractual Obligation Expenses. For the purposes of meeting all contractual obligations of the District during the 2023 budget year, there is hereby levied a tax of \_\_\_\_\_.\_\_\_\_\_mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 5. Levy for Capital Project Expenses. For the purposes of meeting all capital project obligations of the District during the 2023 budget year, there is hereby levied a tax of \_\_\_\_\_.\_\_\_\_\_mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 6. Certification to County Commissioners. The Board directs its legal counsel, manager, accountant or other designee to certify to the Board of County Commissioners of El Paso County, Colorado the mill levies for the District as set forth herein. Such certifications shall be in compliance with the requirements of Colorado law.

Section 7. Appropriations. The amounts set forth as expenditures in the budget attached hereto are hereby appropriated.

Section 8. Filing of Budget and Budget Message. The Board hereby directs its legal counsel, manager or other designee to file a certified copy of the adopted budget resolution, the budget and budget message with the Division of Local Government by January 30 of the ensuing year.

Section 9. Budget Certification. The budget shall be certified by a member of the District, or a person appointed by the District, and made a part of the public records of the District.

*[Remainder of page intentionally left blank.]*

ADOPTED this 5th day of December, 2022.

**WOODMEN VALLEY FIRE  
PROTECTION DISTRICT**

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Officer of the District

ATTEST:

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STATE OF  
COLORADO  
COUNTY OF  
EL PASO  
WOODMEN VALLEY FIRE PROTECTION DISTRICT

*[Remainder of page intentionally left blank.]*

I hereby certify that the foregoing resolution constitutes a true and correct copy of the record of proceedings of the Board adopted at a meeting held on Monday, December 6, 2022, at 1150 West Woodmen Road, Colorado Springs, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 5th day of December, 2022.

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Kevin Bush, Chairman

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Justin Morrill, Director and Secretary

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Eric Barnes, Director and Treasurer

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Steve Black, Vice Chairman

---

Doug May, Director

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**EXHIBIT A**  
**BUDGET DOCUMENT**

**EXHIBIT A**  
**BUDGET MESSAGE**

# RESOLUTION

No 6 - 2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
WOODMEN VALLEY FIRE PROTECTION DISTRICT TO APPOINT  
THE DEPARTMENT CHIEF FOR THE 2023 CALENDAR YEAR

WHEREAS, District Bylaws and subsequent Resolutions dictate that the Board of Directors of Woodmen Valley Fire Protection District must meet annually to appoint the Department's Fire Chief for a term of one year;

BE IT RESOLVED THAT, the Board of Directors of the Woodmen Valley Fire Protection District, by unanimous consensus, appointed \_\_\_\_\_ Chief for the term starting January 1, 2023 and concluding December 31, 2023.

APPROVED by Board of Directors at their regular meeting on December 6, 2022.

\_\_\_\_\_

Chairman

\_\_\_\_\_

Date

\_\_\_\_\_

Secretary

\_\_\_\_\_

Date

# RESOLUTION

No 7 - 2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
WOODMEN VALLEY FIRE PROTECTION DISTRICT TO APPOINT  
A DISTRICT MANAGER FOR THE 2023 CALENDAR YEAR

WHEREAS, any individual(s) or agencies hired or appointed as District Manager for the Woodmen Valley Fire Protection District must be approved by the Board of Directors;

BE IT RESOLVED THAT, the Board of Directors of the Woodmen Valley Fire Protection District, by unanimous consensus, appointed \_\_\_\_\_ as District Manager for the term starting January 1, 2023 and concluding December 31, 2023. This appointment may be changed at any time by a consensus of the Board of Directors.

APPROVED by Board of Directors at their regular meeting on December 6, 2022.

\_\_\_\_\_

Chairman

\_\_\_\_\_

Date

\_\_\_\_\_

Secretary

\_\_\_\_\_

Date

# RESOLUTION

No 1 – 2023

## A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WOODMEN VALLEY FIRE PROTECTION DISTRICT DESIGNATING NOTICE POSTING PLACES AND REGULAR MEETING DATES AND TIMES

WHEREAS, the Bylaws of the Woodmen Valley Fire Protection District dictate that its Board of Directors must yearly establish a regular meeting schedule; and

WHEREAS, the Bylaws of the Woodmen Valley Fire Protection District dictate that its Board of Directors must year designate public places for all District postings;

BE IT RESOLVED THAT, the Board of Directors of the Woodmen Valley Fire Protection District designates the following public locations for District postings

Woodmen Valley Fire Protection District Website: [www.wvfpd.org](http://www.wvfpd.org)

Woodmen Valley Fire Department Station  
1150 W. Woodmen Road, Colorado Springs, CO 80919

Bush Residence  
7950 Westwood Road, Colorado Springs, CO 80919

El Paso County Clerk and Recorder  
200 S Cascade Av, Colorado Springs, CO 80919

AND, designates that the Board of Directors will hold monthly meetings at 7:00PM at the Woodmen Valley Fire Department Building on the following dates in **2023**:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

AND FURTHERMORE, designates that its 2023 Budget Public Hearing and 2022 Amended Budget Public Hearing (if needed) will be held on

\_\_\_\_\_ at **7:00** p.m. at the Woodmen Valley Fire Department Building located at 1150 W. Woodmen Road, Colorado Springs, CO 80919

APPROVED by Board of Directors at their regular meeting on December 6, 2022.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

# RESOLUTION

NO. 2 - 2023

## A RESOLUTION BY THE BOARD OF DIRECTORS OF THE WOODMEN VALLEY FIRE PROTECTION DISTRICT CALLING AN ELECTION

§§ 32-1-804, 1-1-111(2), 1-13.5-1103(1), and 1-13.5-513(1), C.R.S.

At a meeting of the Board of Directors (the “**Board**”) of the Woodmen Valley Fire Protection District (the “**District**”), it was moved to adopt the following Resolution:

WHEREAS, the District was organized as a special district pursuant to §§ 32-1-101, *et seq.*, C.R.S. (the “**Special District Act**”); and

WHEREAS, the District is located entirely within El Paso County, Colorado (the “**County**”); and

WHEREAS, pursuant to § 32-1-804, C.R.S., the Board governs the conduct of regular and special elections for the District; and

WHEREAS, the Board anticipates holding a regular election on May 5th, 2023, for the purpose of electing directors and submitting ballot issues and questions to eligible electors of the District, and desires to take all actions necessary and proper for the conduct thereof (the “**Election**”); and

WHEREAS, the Election shall be conducted pursuant to the Special District Act, the Colorado Local Government Election Code and the Uniform Election Code of 1992, to the extent not in conflict with the Colorado Local Government Election Code, including any amendments thereto, and shall also comply with Article X, § 20 of the Colorado Constitution (“**TABOR**”), as necessary; and

WHEREAS, pursuant to § 1-1-111(2), C.R.S., the Board is authorized to designate an election official (the “**Designated Election Official**”) to exercise authority of the Board in conducting the Election; and

WHEREAS, pursuant to § 1-13.5-513(1), C.R.S., the Board can authorize the Designated Election Official to cancel the Election upon certain conditions.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Board hereby calls the Election for the purpose of electing directors and presenting certain ballot issues and/or questions to the electorate. The Election shall be conducted as an independent mail ballot election in accordance with §§ 1-13.5-1101, *et seq.*, C.R.S.

2. The Board names \_\_\_\_\_ of the law firm of White Bear Ankele Tanaka & Waldron as the Designated Election Official for the Election. The Designated Election Official shall act as the primary contact with the County and shall be primarily responsible for ensuring the proper conduct of the Election.

3. Without limiting the foregoing, the following specific determinations also are made:
  - a. The Board hereby directs general counsel to the District to approve the final form of the ballot to be submitted to the eligible electors of the District and authorizes the Designated Election Official to certify those questions and take any required action therewith.
  - b. The Board hereby directs general counsel to the District to oversee the general conduct of the Election and authorizes the Designated Election Official to take all action necessary for the proper conduct thereof and to exercise the authority of the Board in conducting the Election, including, but not limited to, causing the call for nominations; appointment, training and setting compensation of election judges and a board of canvassers, as necessary; all required notices of election, including notices required pursuant to TABOR; printing of ballots; supervision of the counting of ballots and certification of election results; and all other appropriate actions.
4. The District shall be responsible for the payment of any and all costs associated with the conduct of the Election, including its cancellation, if permitted.
5. The Board hereby ratifies any and all actions taken to date by general counsel and the Designated Election Official in connection with the Election.
6. The Board hereby authorizes and directs the Designated Election Official to cancel the Election and to declare the candidates elected if, at the close of business on the sixty-third day before the Election, or at any time thereafter, there are not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates, and so long as the only ballot questions are for the election of candidates. The Board further authorizes and directs the Designated Election Official to publish and post notice of the cancellation as necessary and file such notice and cancellation resolutions with the County Clerk and Recorder and with the Division of Local Government, as required. The Designated Election Official shall also notify the candidates that the Election was canceled and that they were elected by acclamation.
7. This Resolution shall remain in full force and effect until repealed or superseded by subsequent official action of the Board.

***[Remainder of Page Intentionally Left Blank]***

ADOPTED this 5th day of December, 2022.

**WOODMEN  
VALLEY FIRE  
PROTECTION  
DISTRICT**

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Officer of the District

ATTEST:

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STATE OF  
COLORADO  
COUNTY OF  
EL PASO  
WOODMEN VALLEY FIRE PROTECTION DISTRICT

I hereby certify that the foregoing resolution constitutes a true and correct copy of the record of proceedings of the Board adopted at a meeting held on Monday, December 6, 2022, at 1150 West Woodmen Road, Colorado Springs, CO, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 5th day of December, 2022.

---

Kevin Bush, Chairman

---

Justin Morrill, Director and Secretary

---

Eric Barnes, Director and Treasurer

---

Steve Black, Vice Chairman

---

Doug May, Director

# RESOLUTION

No 3 - 2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
WOODMEN VALLEY FIRE PROTECTION DISTRICT DECLARING EMERGENCY PROCEDURES  
AND AUTHORIZING TELECONFERENCING FOR REGULAR  
AND SPECIAL MEETINGS

WHEREAS, Woodmen Valley Fire Protection District (the “**District**”) is a quasi-municipal corporation and political subdivision of the State of Colorado (the “**State**”) organized to serve a public use and promote the health, safety, prosperity, security and general welfare of the residents of the District and the State of Colorado; and

WHEREAS, pursuant to § 32-1-903, C.R.S., all official business of the Board of Directors of the District (the “**Board**”) shall be conducted only during regular and special meetings at which a quorum is present, and all said meetings shall be open to the public; and

WHEREAS, § 32-1-1001(1)(h) C.R.S., provides the Board with the management, control and supervision of all the business and affairs of the District; and

WHEREAS, the Governor of the State declared a state of emergency on March 10, 2020 (the “**Emergency**”) due to the threat that COVID-19 coronavirus (“**COVID-19**”) poses to the health, safety and welfare of the citizens of the State and has subsequently announced additional warnings; and

WHEREAS, the Colorado Department of Public Health and Environment recommends certain precautions in order to attempt to slow the spread of COVID-19, including minimizing close contact with large numbers of people; and

WHEREAS, in order to attempt to protect the health and safety of the residents of the District from COVID-19, while at the same time continuing with the required business of the District, the Board wishes to have the ability to hold regular and special meetings *via* teleconferencing until such time that the Emergency is lifted by the State or sooner as otherwise determined by the Board; and

WHEREAS, the Board wishes to establish certain procedures and requirements for when the District determines to hold regular and special meetings *via* teleconferencing during the Emergency.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DISTRICT AS FOLLOWS:**

1. Teleconferencing for Regular and Special Meetings. The Board hereby authorizes the holding of regular and special meetings for the District by teleconferencing methods until such time that the Emergency is lifted, or sooner as otherwise determined by the Board.

2. Quorum of the Board for Teleconferenced Regular and Special Meetings. A quorum of the Board for attendance and voting purposes at regular and special meetings shall be established by the attendance of a majority of the members of the Board on the teleconferencing platform. Each Board member must be able to clearly hear and participate in any teleconferenced meetings.

3. Posting of Regular and Special Meeting Notices. The District shall continue to post notice of all regular and special meetings pursuant to the District's previously adopted policies and State law.

4. Public Attendance at Teleconferenced Regular and Special Meetings. The District shall arrange for a dial-in-number for members of the public and the Board to utilize in order to attend the teleconferenced regular and special meetings of the District. Members of the public may be excluded from executive sessions that are held by the Board in accordance with State law. The dial-in number shall be included on the agenda for the meeting.

5. Ratification of Actions. Any actions, including, but not limited to the adoption of this Resolution, taken at a regular or special meeting held by teleconference platform shall be ratified at the first regular or special in-person Board meeting that takes place after adoption of this Resolution.

6. Term. This Resolution shall remain in full force and effect until such time as the Board determines that the Emergency conditions necessitating its adoption no longer exist, including when State or local public officials no longer impose or recommend measures to promote social distancing and limitations on public events.

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ADOPTED THIS 5th DAY OF DECEMBER, 2022.

Woodmen Valley Fire Protection District,  
a quasi-municipal corporation and political  
subdivision of the State of Colorado

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Officer of the District

ATTEST:

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APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law

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General Counsel to the District

# RESOLUTION

No 4 - 2023

## A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WOODMEN VALLEY FIRE PROTECTION DISTRICT FOR CANCELLATION OF ELECTION AND DECLARATION DEEMING CANDIDATES ELECTED

WHEREAS, the Designated Election Official of the Woodmen Valley Fire Protection District has been duly authorized by the Board of Directors to cancel and declare candidates elected at the close of business on the sixty-third day before the election to be conducted on May 3, 2023,

AND WHEREAS, there were not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates.

NOW THEREFORE, pursuant to 1-5-208 (1.5), C.R.S., the Designated Election Official HEREBY cancels the regular election to be conducted on the 3rd day of May 2023.

THE ELECTION IS CANCELED BY FORMAL RESOLUTION AND THE FOLLOWING CANDIDATES ARE DECLARED ELECTED BY ACCLAMATION FOR THE FOLLOWING TERMS OF OFFICE:

### *Four-Year Term Ending May 30, 2026:*

- Kevin Bush            7950 Westwood Road, Colorado Springs, CO 80919
- Justin Morrill        7745 Eastwood Road, Colorado Springs, CO 80919
- Steve Black           105 El Dorado Lane, Colorado Springs CO 80919
- Deanne Yankey       81 El Dorado Lane, Colorado Springs CO 80919

Adopted by Board of directors at their regular meeting on \_\_\_\_\_, 2023.

_____	_____
Designated Election Official	Date
_____	_____
Chairman	Date
_____	_____
Secretary	Date

For further information, contact Justin Morrill, Secretary of the Board, 719-522-9666. Woodmen Valley Fire Protection District, 1150 West Woodmen Road, Colorado Springs, CO 80919, 719-522-9666.