

Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING Meeting Notice and Agenda

March 3, 2025
6:00 P.M

NOTICE IS HEREBY GIVEN that the Boards of Directors of **Woodmen Valley Fire Protection District**, County of El Paso, State of Colorado, will hold a special meeting at the above date and time at 1150 W. Woodmen Rd, Colorado Springs, CO and remotely at:

** Please join the meeting from your computer, tablet or smartphone**

<https://video.cloudoffice.avaya.com/join/184251558>

United States: +1 (213) 463-4500

Meeting ID: 184251558

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
 - Jakrapong Pattamasaevi, District Manager
- Captain Rich Valdez and the Station 12 Staff**

ORDER OF BUSINESS

- I. Opening Ceremony Time: _____
- II. Verification of Quorum:
- III. **Captain Valdez and Station 12**
- IV. Minutes of Previous Board Meeting: Review and consider approval of Board meeting minutes from December 2nd, 2024.
- V. Operations Reports
 1. *Treasurer's Report*
 - a. *Financials (enclosed)*
 - b. *Approve Payables (enclosed)*

- c. 2024 Payment to City?
- d. Change banking? Change signature requirements?

- 2. Chief's Report
 - a. 2Q24/3Q24/4Q2024 CSFD Performance

- 3. Fire Mitigation / Medical Report

VI. Old Business

- 1. 2025 Elections

- a. Status
- b. Remaining Steps

- 2. Northfield/Southfield Emergency Egress

- a. Red Spring Valley road north to AFA in reasonably good condition if take fork to Ice Lake. *Abandoning this route based on strong comment from Sheriff, AFA and consultants.*
- b. Could build road from end of Southfield to Woodmen Oaks at high cost.
- c. Possible road from middle of Northfield to Timber Valley if get permanent easement from homeowners and cross creek. *Justin and consultants investigating and looking for other alternatives.*
- d. Examined possible westbound egress from Northfield via CSU retaining pond.

- 3. State Grants

- a. CWPP Creation:
 - i. *Received 1st and 2nd Draft. Final Draft Date TBD.*
 - ii. *Completed 3-acre "shaded fuel break" from Northfield to Timber Valley and at corner of Timber Valley and Westwood using excess funds.*
- 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.*
 - iii. *Labor and supplies to build emergency egress from Northfield to Timber Valley*

- 4. Fire Station Maintenance / Future

- 5. _____
 - a. _____
 - b. _____
 - c. _____

VII. New Business

- 1. Legal

- a. Review and consider approval of the Resolution for Exemption from Audit. (enclosed separately)
- b. _____

2. c. _____

 a. _____
 b. _____
 c. _____
3. _____
 a. _____
 b. _____
 c. _____

VIII. Upcoming Deadlines

2025	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
<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
!!!	Jan 30	Post Notice of Regular BOD Meetings	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 ?? – Feb ??	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
!!!	Feb ??	Write-In Candidate Affidavit of Intent Due (64 th day before)	Designated Election Official CRS 1-4-1101(1) (2)
!!!	Jan ?? -- Feb ??	Self-Nomination Forms Due	Secretary and Designated Election Official 32-1-804.3(3)
!!!	Feb ??	Request extension for Mail Ballot Plan	SOS Election Rule 12.3.5
!!!	Feb ??	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
!!!	Feb ??	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

	Mar ??	Certification of Ballot, Select County or Mail Ballot	County Clerk & Recorder
	Mar ??	Send list of nominated candidates and self-nomination or write-in forms	County Clerk & Recorder Secretary of State
	Mar ??	Mail ballot plan on file at the principal office of the special district.	
	Mar ??	Order Registration Records	From County Assessor
	Mar ??	See remaining election requirements	1-13.5-1104(1)
	Mar ??	Earliest day for election judge training	
	Mar ??	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)
	Apr ??	Publish Notice of Election at least 10 days before election.	Newspaper, Public Posting, C&R 1-5-205
	Apr ??	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
	May ??	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	
	June ??	Certificate of Election Results	Div of Local Govt 1-11-103(3)
	June 3 (BOD Mtg)	Appoint Budget Officer to prepare final budget (before Oct 15, can be non-BOD)	29-1-104
	June 3 (BOD Mtg)	Election of Board Officers	
	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)
	Sep 30 WV Sep 15 TB, PC	CSFD Slash Program Start	Round 2 for 2024
	Sep 10	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

	<i>Dec 2 (BOD Mtg)</i>	<i>Acknowledge Election Results, Change Mill Levy if Applicable and Revise Tentative Budget</i>	<i>Div of Local Govt</i>
	<i>Dec 2 (BOD Mtg)</i>	<i>Certificate of Election Results</i>	<i>Division of Local Govt</i>
	<i>Dec 2 (BOD Mtg)</i>	<i>Certification of Mill Levy and Adoption of Budget (before Dec 15)</i>	<i>Board of County Commissioners 29-1-108(2); Division of Local Govt 32-5-128(1)</i>
	<i>Dec 2 (BOD Mtg)</i>	<i>Resolution Appropriating Sums of Money - Before (by Dec 31 – Lose 10% of funds if not completed by Dec 31!)</i>	<i>WVFPD Board 29-1-108(4)</i>
	<i>Dec 2 (BOD Mtg)</i>	<i>Appoint Chief</i>	<i>WVFPD Board</i>
	<i>Dec 2 (BOD Mtg)</i>	<i>Establish 2025 BOD Meeting Dates and Pass Resolution Designating Notice Posting Place and Regular Meeting Dates and Times</i>	<i>WVFPD Board Posting Places 26-6-402(2)(c)</i>
	<i>Dec 2 (BOD Mtg)</i>	<i>Resolution Calling for 2025 Election to Elect BOD Directors and Appoint Designated Election Official</i>	<i>WVFPD BOD</i>
	<i>Dec 10</i>	<i>Receive Revised Assessment</i>	<i>From County Clerk 39-1-111</i>
	<i>Dec 30</i>	<i>Check to CSFD for IGA</i>	<i>CSFD</i>

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

- June 2, 2025
- September 1, 2025
- December 1, 2025

X. Adjournment



Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING MINUTES December 2, 2024 AT 6:00 PM

Attendance:

Kevin Bush, Chairman

Doug May, Vice Chairman

Justin Morrill, Secretary

Deanne Yankey, Assistant Secretary

Eric Barnes, Treasurer (present until 6:23 PM. Quorum maintained throughout the meeting)

Others in attendance:

Jakrapong Pattamasaevi, WSDM District Managers

- I. Opening Ceremony at 18:07 .**
- II. Verification of Quorum:** The meeting was conducted in person and virtually. A quorum of the Board was present.
- III. Minutes of Previous Board Meeting**
 1. After review, Director Bush moved to approve the October 7, 2024 Minutes as presented; seconded by Director May. Motion passed unanimously.
- IV. Operations Report**
 1. Treasurer's Report
 - a. Financials: Approved of concurrent with Payables.
 - b. Approve Payables: Mr. Pattamasaevi presented the Payables. Director Morrill moved to approve the Payables and Financials; seconded by Director Yankey. Motion passed unanimously.
 2. Chief's report
 - a. No chief's report was received at this time.
 3. Fire Mitigation / Medical Report: The Board discussed the recent chipping program.
- V. Old Business**
 1. The board discussed the emergency egress.
 2. State grant was discussed briefly.
 3. The Board discussed the fire station's maintenance.
 4. The Board discussed the fire chief position and the fire mitigation officer positions.
 - a. Barry Pleshek's fire chief position was discussed.
 - b. Lucinda Stancato's fire mitigation officer position was discussed.

- c. Director Bush moved to appoint Barry Pleschek as Fire Chief, Lucinda Stancato as the Fire Mitigation Officer, and WSDM as the District's mManager. Director Yankey seconded. Motion passed unanimously.

VI. New Business

1. 2025 Budget Resolution: The meeting was open to the public for comments and questions. There were no public comments or questions. After review, Director Yankey moved to approve the Budget resolution seconded by Director May. Motion passed unanimously.
2. 2025 WSDM Engagement Letter. After review, Director Bush moved to approve the 2025 WSDM Engagement Letter seconded by Director Yankee. Motion passed unanimously.
3. 2025 Annual Administrative Resolution. After review, Director Yankey moved to approve the 2025 Annual Administrative Resolution seconded by director Morrill. Motion passed unanimously.
4. Digital Accessibility Policy. After review, Director Bush moved approve the Digital Accessibility Policy seconded by Director Yankey. Motion passed unanimously.

VII. Upcoming Deadlines: The Board reviewed the upcoming deadlines.

VIII. Confirm Upcoming Meeting Dates: The next meeting was scheduled for March 3, 2025 at 6:00 p.m.

IX. Adjournment: The Board unanimously adjourned the meeting at 19:32 PM.

APPROVED AS THE OFFICIAL MINUTES OF THE WOODMEN VALLEY FIRE PROTECTION DISTRICT:

Director



Woodmen Valley Fire Protection District
PAYMENT REQUEST
2/24/2025
GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Colorado Springs Fire Department	10925	1/9/2025	\$ 100,000.00	Paid
Colorado Springs Utilities	121624	12/16/2024	\$ 144.33	Paid
Colorado Springs Utilities	11425	1/14/2025	\$ 178.11	Paid
Colorado Springs Utilities	21225	2/12/2025	\$ 182.93	Paid
Home Depot	15106173306	12/12/2024	\$ 70.55	Paid
Host Gaor	11225	1/12/2025	\$ 162.00	Paid
Jeriod Fowler	120424	12/4/2024	\$ 484.84	Paid
Segway	297368-0125	1/1/2025	\$ 10.28	Paid
Segway	297368-0225	2/1/2025	\$ 10.28	Paid
Segway	297368-0325	3/1/2025	\$ 10.28	Paid
SDA	22125	2/21/2025	\$ 435.23	
Simplisafe	120524	12/5/2024	\$ 31.99	Paid
Simplisafe	10625	1/6/2025	\$ 31.99	Paid
Simplisafe	12725	1/27/2025	\$ 31.99	Paid
The Gardner Law Office	10433	12/15/2024	\$ 240.00	
WSDM District Managers	642	1/31/2025	\$ 742.88	
TOTAL			\$ 102,767.68	

, President

1st Bank Balance	\$	167,005.82
Unpaid Payables	\$	(1,418.11)
1st Bank Balance after Payables	\$	165,587.71

