

Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING Meeting Notice and Agenda

December 1, 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/723711821>

United States: +1 (213) 463-4500

Meeting ID: 723711821

OFFICERS AND ADVISORS

- ☐ Kevin Bush, Chairman (*May 2027*)
- ☐ Eric Barnes, Director and Treasurer (*May 2029*)
- ☐ Doug May, Vice Chairman (*May 2029*)
- ☐ Justin Morrill, Director and Secretary (*May 2027*)
- ☐ Deanne Yankey, Director (*May 2027*)
- ☐ Barry Pleshek, Chief
- ☐ Lucinda Stancato, Fire Mitigation Officer
- ☐ Danielle Daigle-Chavez, District Manager, WSDM

ORDER OF BUSINESS

- I. Opening Ceremony Time: _____
- II. Verification of Quorum:
- III. CSFD / NTSOC Introductions
- IV. Minutes of Previous Board Meetings
- V. Operations Reports
 - 1. *Treasurer's Report*
 - a. *Financials*
 - b. *Approve Payables*
 - c. *Final Central Bank steps*
 - d. *Closing Out First Bank*
 - 2. *Chief's Report*
 - a. *3Q25 CSFD Performance (see attachment)*
 - 3. *Fire Mitigation / Medical Report*

VI. Old Business

1. *Signage – Completed*
2. *Northfield/Southfield Emergency Egress – No Progress*
 - a. *Examined possible westbound egress from Northfield via CSU retaining pond.*
3. *State Grants*
 - a. *CWPP Creation: Final CWPP posted to website*
 - 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. _____
 - a. _____
 - b. _____
 - c. _____

VII. New Business

1. *2025 Amended Budget Approval – If Any*
2. *2026 Proposed Budget Approval and Adoption*
 - a. *Public hearing results*
 - b. *Discussion*
 - c. *Certification of mil levy and budget adoption*
 - d. *Resolution appropriating sums*
3. *2025 CSFD Payment*
4. *2026 BOD Meeting Dates and Times*
5. *2026 Public Posting Locations*
6. *Appoint 2026 District Manager*
7. *Appoint 2026 Fire Chief and Fire Mitigation Officer*
8. _____
 - a. _____
 - b. _____

VIII. Upcoming Deadlines

2025	Deadline	Action	Government Office
<input checked="" type="checkbox"/>	Jan 1	Current Map of District Boundaries	Div of Local Govt, County Assessor 32-1-306
<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

☑	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)
N/A	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
N/A	Mar ??	Certification of Ballot, Select County or Mail Ballot	County Clerk & Recorder
N/A	Mar ??	Send list of nominated candidates and self-nomination or write-in forms	County Clerk & Recorder Secretary of State
N/A	Mar ??	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 ??	Earliest day for election judge training	
N/A	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)
N/A	Apr ??	Publish Notice of Election at least 10 days before election.	Newspaper, Public Posting, C&R 1-5-205
N/A	Apr ??	Appointment of Election Judges	
N/A	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 ??	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)
☑	June 2 (BOD Mtg)	Appoint Budget Officer to prepare final budget (before Oct 15, can be non-BOD)	29-1-104
☑	June 2 (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

N/A	June 22	Notify C&R in writing if intend to participate in November election	CRS 1-7-116(5)
☑	Jun 23 TB, PC Jul 7 WV, CVL	CSFD Slash Program Start	Round 1 for 2025
!!!	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)
☑	Sep 1 (BOD Mtg)	BOD Meeting	Board of Directors
☑	Sep 14 2:00P	Thunderbird Picnic	St. Michael's Church
☑	Sep 15 TB, PC Sep 29 WV, CVL	CSFD Slash Program Start	Round 2 for 2025
☑	Oct 15	Deadline for Budget Officer to present Proposed 2026 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 25 (3-Day)	Notice of Public Budget Hearing	County Clerk, Public Loc, Newspaper 29-1-108(1)
!!!	Dec 1 (BOD Mtg)	2025 Amended Budget (if needed) Public Hearing 6:30P (before Dec 15)	Public
!!!	Dec 1 (BOD Mtg)	2026 Proposed Budget Public Hearing 6:45P (before Dec 15)	Public
N/A	Dec 1 (BOD Mtg)	Acknowledge Election Results, Change Mill Levy if Applicable and Revise Tentative Budget	Div of Local Govt
	Dec 12 (BOD Mtg)	Certificate of Election Results	Division of Local Govt
!!!	Dec 1 (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 1 (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 1 (BOD Mtg)	Appoint District Manager	WVFPD Board
!!!	Dec 1 (BOD Mtg)	Appoint Chief and Fire Mitigation Officer	WVFPD Board
!!!	Dec 1 (BOD Mtg)	Establish 2026 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)
N/A	Dec 1 (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

2026	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
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N/A	Mar ??	<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 ??	<i>Earliest day for election judge training</i>	
N/A	Mar ??	<i>Last day to order voter registration and property owners list (40 days early)</i>	
!!!	Mar 31	File Application for Audit Exemption if less than \$500k	State Auditor 29-1-604(3)

IX. Confirm Upcoming Meeting Dates

- Time and Dates TBD

X. Adjournment

3Q2025 CSFD ACTIVITY

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)
Only CSFD Arrivals	4	0:13:55	4	3:10:09

Hundred Block/Intersection	Alarm Date Time	1st Arriving Company	Initial Response (Hour/Min/Sec)	Emergent - Y/N	Arrival Time Exceeded Reason	Resolution Actions	Category
1XXX TIMBER VALLEY RD	7/10/2025 4:00:54 PM	E18	0:13:03	Non-Emergent		300 - Rescue & EMS	FALL - NOT ALERT
3XX HIDDEN VALLEY RD	7/27/2025 1:59:47 AM	E12	0:12:55	Non-Emergent		300 - Rescue & EMS	CMED - FALL - POSS DANGER AREA
1XXX W WOODMEN RD	7/31/2025 11:08:22 PM	-	-	Unknown		600 - Good Intent Call	UNCONSCIOUS ABNORMAL
3XX HIDDEN VALLEY RD	8/4/2025 1:06:54 AM	E12	0:14:01	Non-Emergent		300 - Rescue & EMS	FALL - NOT ALERT
5XX HIDDEN VALLEY RD	8/5/2025 6:49:06 PM	E12	0:13:25	Emergent	Call Handling	300 - Rescue & EMS	STROKE - SUDDEN SPEECH, READING,
3XX HIDDEN VALLEY RD	8/11/2025 8:24:17 PM	E12	0:10:28	Emergent	Distance	300 - Rescue & EMS	UNCONSCIOUS FAINTING -
6XX RED SPRING VALLEY PL	8/25/2025 7:50:36 PM	E18	0:16:58	Emergent	Distance from ST 18	300 - Rescue & EMS	CONTINUOUS OR MULTIPLE SEIZURES
1XXX W WOODMEN RD	8/30/2025 1:30:55 PM	E18	0:14:50	Emergent	Call Handling, Distance	300 - Rescue & EMS	STROKE - UNK STATUS - NO EVID < T
1XXX NORTHFIELD RD	9/8/2025 2:54:44 PM	E12	0:09:36	Emergent	Distance	300 - Rescue & EMS	DIFF BREATHING - NOT ALERT
7XXX GILLEN RD	9/21/2025 12:37:16 PM	E12	0:08:15	Emergent	Turnout	300 - Rescue & EMS	FALL - UNCONSCIOUS
6XX W WOODMEN RD	9/27/2025 10:31:12 AM	E12	0:07:53	Emergent		300 - Rescue & EMS	TRAUMATIC INJ - DANGEROUS BODY
8XXX WESTWOOD RD	9/27/2025 10:32:57 PM	E18	0:11:18	Emergent	Distance from ST 18	300 - Rescue & EMS	HX SEVERE ALLERGIC REACTION

NFIRS Category	Q1	Q2	Q3	Q4	Grand Total
100 - Fire	-	-	-	-	-
300 - Rescue & EMS	4	4	11	-	19
400 - Hazardous Condition	-	1	-	-	1
500 - Service Call	2	2	-	-	4
600 - Good intent Call	2	2	1	-	5
700 - False Alarm	1	2	-	-	3
Grand Total	9	11	12	-	32

Summary of 2024 WVFPD by First Arriving Company

Unit	Q1	Q2	Q3	Q4	Grand Total
E12	4	5	7	-	16
E18	4	3	4	-	11
E14	-	2	-	-	2
No Arrival	1	1	1	-	3
Others	-	-	-	-	-
Grand Total	9	11	12	-	32

Average Emergent Response Times - 2024

	Q1	Q2	Q3	Q4	Grand Total/ Average Emergent Response Time
# of Calls with CSFD Arrivals	3	5	8	-	16
Average Response Times (Hr/Min/Seconds)	0:11:14	0:12:12	0:11:35		0:11:43

Year over Year WVFPD incidents by NFIRS Category

NFIRS Category	2025	2024	2023	2022	2021
100 - Fire	-	-	-	1	-
300 - EMS	19	21	31	25	36
400 - Hazardous Condition	1	2	4	2	
500 - Service Call	4	4	9	13	5
600 - Good intent Call	5	1	3	7	6
700 - False Alarm	3	2	4	3	6
Total	32	30	51	51	53