# Woodmen Valley Fire Protection District

## 1150 W. Woodmen Road, Colorado Springs, CO 80919 719-522-9666

### **BOARD MEETING**

#### **Meeting Agenda**

##### October 3, 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)

❑ Barry Pleshek, Chief

❑ Lucinda Stancato, Fire Mitigation Officer   
❑ Kevin Walker, District Manager

ORDER OF BUSINESS

1. Opening Ceremony Time:
2. Verification of Quorum:
3. Minutes of Previous Board Meeting

1. Operations Reports
2. *Treasurer’s Report* 
   1. *Financials*
   2. *Insurance Renewal*
   3. *Approve Payables*
3. *Chief’s Report*
   1. *3Q22 CSFD Performance*
4. *Fire Mitigation / Medical Report*
   1. *CSFD Slash Chipping – TB/PC STARTS OCT 10*
5. Old Business
6. *Website Management - SELECTED NEW VENDOR – NO UPDATE*
   1. *Problems with email blocking? – New vendor – But Eric’s email blocked*
   2. *New Wordpress platform? – Investigating - New vendor supports Wordpress*
   3. *Train Justin as administrator – On hold*
7. *Station Monitoring* 
   1. *WiFi access via Nursing Center – DONE*
   2. *Simplisafe monitoring -- ORDERED 10/3*
8. *CSFD Use of Fire Station – ON HOLD FOR STATUS OF FIRE STATION*
9. *Northfield/Southfield Emergency Egress*
   1. *Did tour of neighborhood with Congressman Doug Lamborn’s Chief of Staff. Red Spring Valley road north to AFA in reasonably good condition if take fork to Ice Lake.*
   2. *Examined possible westbound egress from Northfield via CSU retaining pond.*
   3. *Attempt to raise awareness with recent mailer.*
10. *State Grants*
    1. *Paul Rochette submitting fund request to complete Community Wildfire Protection Plan with emphasis on Egress. DUE OCT 7.*
    2. *Labor only grant to reduce overall fuel on heavily wooded undeveloped land with homeowner approval.*
    3. *Labor only grant to mitigate first 20’ on both sides of all roads with homeowner approval.*
11. *NTSOC Construction*
    1. *Agreed to allow daytime parking in front of building during construction until CSFD starts using station.*
    2. *Agreed to storage of SwimPod in tanker bay.*
    3. *NTSOC will extinguisher and ruptured sewer line.*
12. *October Board Dinner – ANY PREFERRED DATE? LOCATION?*
13. *Extended CSFD Service Agreement – NEW OFFER FROM CSFD*
    1. *20-year agreement*
    2. *2-year termination at convenience*
    3. *No fees due for 2-years if CSFD cancels*
    4. *Keep fire station?*

1. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
   1. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
   2. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

###### New Business

1. *2022 Amended and 2023 Proposed Budget Presentation*
2. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
   1. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
   2. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
3. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
   1. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
   2. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
4. Upcoming Deadlines

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| ***2022*** | ***Deadline*** | ***Action*** | ***Government Office*** |
| *🗹* | *Jan 1* | *Current Map of District Boundaries* | *Div of Local Govt, County Assessor  32-1-306* |
|  | *???* | *WVFPD Holiday Dinner* |  |
| *🗹* | *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 -- 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 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* |
| *🗹* | *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 (64th day before)* | *Designated Election Official CRS 1-4-1101(1) (2)* |
| *🗹* | *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* [specialdistrictnotices@elpasoco.com](mailto:specialdistrictnotices@elpasoco.com) *El Paso County Assessor El Paso County Treasurer* |
| *🗹* | *Mar 1* | *Cancel Election if no more Candidates than open BOD positions. Resolution recognizing cancellation and declaring candidates elected by acclamation (63th 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* |
| *🗹* | *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)* |  |
| *🗹* | *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* |  |
| *🗹* | *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*  *1st Tue after 1st 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 2 (BOD Mtg)* | *Election of Board Officers* |  |
| *🗹* | *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, 4th 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 1st Tue of odd years and 1st 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* |

1. Confirm Upcoming Meeting Dates

* *December 5 with 2023 Public Budget Hearing*

###### Adjournment

**3Q22 CSFD PERFORMANCE**



