

# Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

## BOARD MEETING Meeting Agenda

June 5, 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
  1. April 3, 2023
- IV. Operations Reports
  1. *Treasurer's Report*
    - a. *Financials*
    - b. *Insurance Renewal*
    - c. *Approve Payables*
  2. *Chief's Report*
  3. *Fire Mitigation / Medical Report*
- V. Old Business
  1. *Station Monitoring – SIMPLISAFE INSTALLED. HAVE NOT ENABLED ALARMS YET.*
  2. *CSFD Use of Fire Station – ON HOLD FOR STATUS OF EXTENDED IGA.*
  3. *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.
4. State Grants – FOUND NEW FUNDING FOR PROPOSAL
- a. Paul Rochette submitted fund request to complete Community Wildfire Protection Plan with emphasis on Egress on 10/7/22. **Were originally denied, but Forest Service is offering to fund. Will work with Paul in late June to revive effort.**
  - 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.
5. Extended CSFD Service Agreement – FINAL IN HANDS OF CSFD ATTORNEYS. CSFD CANNOT SIGN UNTIL NOVEMBER.
- a. 20-year agreement
  - b. 2-year termination at convenience
  - c. No fees due for 2-years if CSFD cancels
  - d. Keep fire station?
  - e.
6. 2023 Elections
- a. Kevin Bush, Justin Morrill and Deanne Yankey reelected
  - b. Motion to Ratify DEO Actions and Election Results?
7. Reverse 9-1-1 Replacement
- a. Update website
  - b. Email blast
- NEW SYSTEM IN PLACE NEED TO SIGN UP WITH EVERBRIDGE. WILL SEND TO NEIGHBORHOOD.

VI. New Business

- 1. Election of BOD Officers
- 2. 2024 Budget Process
  - a. Appoint Designated 2024 Budget Officer (DEO) to produce and present proposed budget to BOD by Oct 15. (Planned for Aug 5, but can do early.)
  - b. \_\_\_\_\_
- 3. \_\_\_\_\_
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_

## VII. Upcoming Deadlines

<b>2023</b>	<b>Deadline</b>	<b>Action</b>	<b>Government Office</b>
☑	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 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 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
☑	Feb 2	Write-In Candidate Affidavit of Intents Due (64 <sup>th</sup> day before)	Designated Election Official CRS 1-4-1101(1) (2)
☑	Jan 1 -- Feb 24	Self-Nomination Forms Due	Secretary and Designated Election Official 32-1-804.3(3)
☑	Feb 26	Request extension for Mail Ballot Plan	SOS Election Rule 12.3.5
☑	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
N/A	Feb 28	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)
!!!	<b>Mar 1</b>	<b>File information report on District's nonrated public securities as of 12/31</b>	<b>Department of Local Affairs</b>
☑	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
☑	Mar 9	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 19	Earliest day for election judge training	
☑	Mar 23	Last day to order voter registration and property owners list (40 days early)	
!!!	<b>Mar 31</b>	<b>File Application for Audit Exemption if less than \$500k</b>	<b>State Auditor 29-1-604(3)</b>

☑	Apr 12	Publish Notice of Election at least 10 days before election.	Newspaper, Public Posting, C&R 1-5-205
☑	Apr 17	Appointment of Election Judges	
!!!	<b>May 1 – Same for Excluded Props?</b>	<b>File Court Order of Inclusion with CR for new property to be included in tax levy</b>	<b>39-1-110(1.5) / 32-1-105</b>
☑	May 2	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)
☑	May 15 - ERIC	WVFPD (Volunteer) Exempt Organization Filing	
☑	June ??	Certificate of Election Results	Div of Local Govt 1-11-103(3)
☑	June 5 (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 <sup>th</sup> 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)
	<b>Aug 7 (BOD Mtg)</b>	<b>Appoint Budget Officer to prepare final budget (before Oct 15, can be non-BOD)</b>	<b>29-1-104</b>
	Aug 25	Assessor preliminary total assessed valuation of all taxable property	Board of Directors 39-5-128
	Sep ???	Thunderbird Picnic	Buhler House
	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)
	Aug 14: WV Aug 28 TB, PC	CSFD Slash Program Start	Round 2 for 2024
	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 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

	<i>Dec 4 (BOD Mtg)</i>	<i>Establish 2022 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 4 (BOD Mtg)</i>	<i>Resolution Calling for 2022 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 ~12/10</i>	<i>Check to CSFD for IGA</i>	<i>CSFD</i>

VIII. Confirm Upcoming Meeting Dates

- *Aug 7, 2023*
- *Oct 2, 2023*
- *Dec 4, 2023 After Public Budget Hearing*

IX. Adjournment