

Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING

Meeting Agenda

April 5, 2021

7:00 P.M

Note: Due to emergency orders by the Governor of Colorado prohibiting any public meetings in response to the 2020 COVID-19 Pandemic, this meeting is being held telephonically. The meeting is open to the public using the dial-in and access code below. Under these emergency conditions, only urgent issues will be covered. All decisions, motions and resolutions made at this meeting will be ratified at the next full in-person meeting.

Woodmen Valley Fire Protection District April 5 2021 Board meeting
Mon, Apr 5, 2021 7:00 PM - 8:00 PM (MDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/576523085>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 576-523-085

Any shared materials are available upon request by emailing: kevin@wvfpd.org or leaving a message at 719-522-9666. Please include a return email address or physical mailing address.

OFFICERS AND ADVISORS

- Kevin Bush, Chairman
- Steve Black, Vice Chairman (May 2020)
- Eric Barnes, Director and Treasurer (Next Election | May 2022)
- Doug May, Director and Business Affairs (May 2022)
- Justin Morrill, Director and Secretary (Next Election | May 2020)
- Barry Pleshek, Chief
- Kathie Walker, Fire Mitigation Officer

ORDER OF BUSINESS

- I. Opening Ceremony Time:
- II. Verification of Quorum:

III. 2021 Declaration of Emergency Procedures and Authorized Telephonic Meetings

Resolution No 2-2021 Declaring Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings until Further Notice – See Resolution 2-2021

IV. Minutes of Previous Board Meeting

1. Dec 5, 2020
2. Feb 1, 2021 Canceled due to lack of quorum

V. Treasurer's Report

1. Financials
2. Approve Expenditures
 - a. Kathie Walker Thank You Gift

VI. Operations (Chief's) Report

VII. Old Business

1. ***Excluded Tax Properties***

- a. ***December letter sent to remaining properties?***
- b. ***Response from Dusty Hills to email and letter regarding refilling of exclusion?***
- c. ***Response from Colton HOA to email and letter regarding refilling of exclusion?***
- d. ***Resolution to Approve Exclusions?***

2. *Neighborhood Address Signs – Eagle Scout Project*

3. *Website Management*

- a. *Train Justin as administrator*

4. *Adding Rebecca Hardekopf to FirstBank electronic banking*

- a. *No signature authority - View only for balances and check verification – Requires in-bank meeting. Also remove Laurie VonPelt.*

5. _____

- a. _____

- b. _____

VIII. New Business

1. *Resolution 2-2021 Approving Telephonic Meetings during COVID-19 Restrictions.*
2. *Ratify Resolution 3-2021 Approving an Exemption from Audit for Fiscal Year 2020.*

3. *Ratification of all Motions and Resolutions enacted via teleconferencing during the April 6, 2020 BOD meeting. – **DELAYED FOR NEXT PHYSICAL MEETING.***
 - a. *Resolution 3-2020 Declaration of Emergency Procedures passed due to extraordinary circumstances of statewide stay-at-home orders*
 - b. *Acceptance of December 2, 2019 Minutes. No Minutes for February 3, 2020 due to inclement weather cancellation.*
 - c. *Motion to approve payment of all presented accounts payable items.*
 - d. *Resolution 4-2020 ratifying cancellation of the May 5 elections by the Designated Election Official and declaring the candidates elected by acclamation for the terms presented.*
 - e. *Motion to approve Treasurer's report for April 6, 2020.*
 - f. *Motion to granting Rebecca Hardekopf non-signatory, view-only access to electronic banking accounts for reporting and check management purposes.*
 - g. *Motion to adjourn.*

4. *Ratification of all Motions and Resolutions enacted via teleconferencing during the June 1, 2020 BOD meeting. – **DELAYED FOR NEXT PHYSICAL MEETING.***
 - a. *Reaffirmation of Resolution 3-2020 Declaration of Emergency Procedures passed due to extraordinary circumstances of statewide stay-at-home orders*
 - b. *Acceptance of April 6, 2020 Minutes.*
 - c. *Motion to approve Treasurer's report for June 1, 2020 and to approve payment of all presented accounts payable items.*
 - d. *Motion to appoint Eric Barnes as the WVFPD 2021 Designated Budget Officer.*
 - e. *Motion to adjourn.*

5. *Ratification of all Motions and Resolutions enacted via teleconferencing during the August 3, 2020 BOD meeting. – **DELAYED FOR NEXT PHYSICAL MEETING.***
 - a. *Reaffirmation of Resolution 3-2020 Declaration of Emergency Procedures passed due to extraordinary circumstances of statewide stay-at-home orders*
 - b. *Acceptance of June 1, 2020 Minutes.*
 - c. *Motion to adjourn.*

6. *Ratification of all Motions and Resolutions enacted via teleconferencing during the October 5, 2020 BOD meeting. – **DELAYED FOR NEXT PHYSICAL MEETING.***
 - a. *Reaffirmation of Resolution 3-2020 Declaration of Emergency Procedures passed due to extraordinary circumstances of statewide stay-at-home orders*
 - b. *Acceptance of Aug 3, 2020 Minutes.*
 - c. *Motion to approve Treasurer's report and payment of all accounts payables as well as preapprove printing of Red Book for up to \$750.*
 - d. *Motion to keep Board Officers the same as in 2019.*
 - e. *2021 Proposed Budget presented to Board. No significant changes.*
 - f. *Motion to adjourn.*

7. *Ratification of all Motions and Resolutions enacted via teleconferencing during the December 6, 2020 BOD meeting. – **DELAYED FOR NEXT PHYSICAL MEETING.***
 - a. *Reaffirmation of Resolution 3-2020 Declaration of Emergency Procedures passed due to extraordinary circumstances of statewide stay-at-home orders*
 - b. *Acceptance of Dec 7, 2020 Minutes.*
 - c. *Motion to Approve Yearly Payment to City of Colorado Springs for Fire Services.*
 - d. *Motion to approve Treasurer's report and payment of all accounts payables as well as preapprove printing of Red Book for up to \$1500.*

- e. *Motion and Resolution to Adopt 2021 Budget and Release Sums to Fund the District for the 2021 year.*
- f. *Motion and Resolution to Appoint Barry Pleshek Fire Chief and Advisor for the 2021 year.*
- g. *Motion and Resolution to Appoint Walker Special District Managers (WSDM) as District Manager for the 2021 year.*
- h. *Motion to Set the Board of Directors Meeting Dates in 2021 to Feb 1, Apr 5, June 7, Aug 2, Oct 4 and Dec 6 and Set the 2022 Public Budget Hearing to Dec 6. All meetings to be held at 7:00PM at the Fire Station.*
- i. *Motion to adjourn.*

8. *BiggsKofford CPA Engagement Renewal*

9. *Audit Exemption*

- a. *Ratify Resolution 3-2021 signed via DocuSign*

10. *Kelly Lane Access (Require Executive Meeting?)*

11. *WSDM Interest in Purchasing Fire Station*

- a. *WSDM presentation*
- b. *Positives and negatives*

12. *Furnace Replacement*

- a. *Current unit is 35 years old and not serviceable*
- b. *Current unit could last longer or may fail without notice*
- c. *Current unit has a pilot light that could go out without notice*
- d. *Sierra Mechanical did last service free of charge and provided attached quote*
 - i. *2-stage 80% efficiency*
 - ii. *Approximately \$3000 if can use existing vent, \$3875 if new vent is needed*
 - iii. *Higher efficiency is possible with alternate venting*

13. *Station Monitoring*

- a. *Have no way to know if temperature drops, pipe breaks, someone breaks in, or door is left open – Possible options:*
- b. *Add Simplisafe system for approximately \$250 equipment and \$15 monthly with no cameras, or \$450 and \$25 monthly with two cameras*
- c. *Find a way to add internet (Centurylink or cellular) and use smart thermostat with entry and water sensors, and/or IP phone and voicemail*
- d. *Do nothing and continue to take the risk of water damage and/or theft*

14. _____

- a. _____
- b. _____

15. _____

- a. _____
- b. _____

IX. Upcoming Deadlines

	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 ??, 2020), 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)
✓	Feb 1	File notice with DLG of any intergovernmental contracts, nature of contract and expiration dates	Div of Local Govt. 29-1-205
N/A	Jan 16 – Feb 20	Publish call for BOD Director Nominations one time (<90 days >75 days before election)	Secretary, Public Posting, Newspapers and County C&R
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 El Paso County Assessor El Paso County Treasurer
N/A	Feb 28	Self-Nomination Forms Due	Secretary and Designated Election Official 32-1-804.3(3)
N/A	Mar 2	Write-In Candidate Affidavit of Intent Due (64 th day before)	Designated Election Official CRS 1-4-1101(1) (2)
N/A	Mar 3	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 24	Order Registration Records	From County Assessor
N/A	Mar 24	See remaining election requirements	1-13.5-1104(1)
N/A	Mar 6	Certification of Ballot, Select County or Mail Ballot	County Clerk & Recorder
N/A	Mar 6	Send list of nominated candidates and self-nomination or write-in forms	County Clerk & Recorder Secretary of State
N/A	Mar 11	Mail ballot plan on file at the principal office of the special district.	
N/A	Mar 20	Mail absentee ballots to eligible electors who have applied for and are designated as a "covered voter".	1-13.5-168 1-8.3-103(1)(d) 1-8.3-110(1)
N/A	Mar 24	Order Registration Records	From County Assessor
N/A	Mar 24	See remaining election requirements	1-13.5-1104(1)
N/A	Mar 6	Certification of Ballot, Select County or Mail Ballot	County Clerk & Recorder
N/A	Mar 6	Send list of nominated candidates and self-nomination or write-in forms	County Clerk & Recorder Secretary of State
N/A	Mar 11	Mail ballot plan on file at the principal office of the special district.	

N/A	Mar 20	Mail absentee ballots to eligible electors who have applied for and are designated as a "covered voter".	1-13.5-168 1-8.3-103(1)(d) 1-8.3-110(1)
N/A	Mar 21	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 15	Publish Notice of Election at least 10 days before election.	Newspaper, Public Posting, C&R 1-5-205
N/A	Apr 20	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 5	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	WVFPD Exempt Organization Filing	
	June 2	Certificate of Election Results	Div of Local Govt 1-11-103(3)
	June 3 (BOD Mtg)	Election of Board Officers	
	June 7 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)
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
N/A	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) -- June 3 BOD	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 ???	Thunderbird Picnic	Buhler House
	Oct 7 (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)
	Oct 25: TB, PC Nov 1: WV	CSFD Slash Program Start	Per Ashley email 1/8/21
N/A	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 7 (BOD Mtg)	2019 Amended Budget (if needed) Public Hearing 6:30P (before Dec 15)	Public
	Dec 7 (BOD Mtg)	2020 Proposed Budget Public Hearing 6:45P (before Dec 15)	Public
N/A	Dec 7 (BOD Mtg)	Acknowledge Election Results, Change Mill Levy if Applicable and Revise Tentative Budget	Div of Local Govt
	Dec 7 (BOD Mtg)	Certificate of Election Results	Division of Local Govt

	<i>Dec 7 (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 7 (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 7 (BOD Mtg)</i>	<i>Appoint Chief</i>	<i>WVFPD Board</i>
	<i>Dec 7 (BOD Mtg)</i>	<i>Establish 2020 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 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>

X. Confirm Next Meeting Date

- *June 7, 2021 7:00PM*
- *August 2, 2021 7:00PM*
- *October 4, 2021 7:00PM*
- *December 6, 2021 7:00PM (after Public Budget Hearing)*

XI. Adjournment

RESOLUTION

No 1 – 2021

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

Woodmen Valley Fire Department Station
1150 W. Woodmen 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 **2021**:

February 1, April 5, June 7, August 2, October 4, December 6.

AND FURTHERMORE, designates that its 2022 Budget Public Hearing and 2021 Amended Budget Public Hearing (if needed) will be held on

December 6, 2021 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 7, 2020.

Chairman

Date

Secretary

Date

RESOLUTION

No 2 - 2021

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

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.

The Remainder of this Page is Intentionally Left Blank

ADOPTED THIS 1st DAY OF FEBRUARY 2021.

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

Officer of the District

ATTEST:

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys at Law

General Counsel to the District

*Signature Page to Resolution Declaring Emergency Procedures Authorizing Teleconferencing for
Regular and Special Meetings dated February 1, 2021*

RESOLUTION

No 3 - 2021

DocuSign Envelope ID: 5133CBE1-4AE1-46A9-BB6F-357602AC34D0

RESOLUTION/ORDINANCE FOR EXEMPTION FROM AUDIT (Pursuant to Section 29-1-604, C.R.S.)

A RESOLUTION/ORDINANCE APPROVING AN EXEMPTION FROM AUDIT FOR FISCAL YEAR 2020 FOR THE WOODMEN VALLEY FIRE PROTECTION DISTRICT STATE OF COLORADO.

WHEREAS, the board of directors of Woodmen Valley Fire Protection District wishes to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

WHEREAS, Section 29-1-604, C.R.S. states that any local government where neither revenues nor expenditures exceed seven hundred and fifty thousand dollars may, with the approval of the state auditor, be exempt from the provision of Section 29-1-603, C.R.S.; and

WHEREAS, neither revenues nor expenditures for Woodmen Valley Fire Protection District exceeded \$750,000 for fiscal year 2020; and

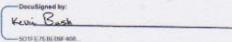
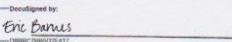
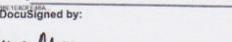
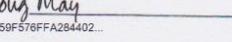
WHEREAS, an application for exemption from audit for Woodmen Valley Fire Protection District has been prepared by BiggsKofford, P.C., and independent accountant with knowledge of government accounting; and

WHEREAS, said application for exemption from audit has been completed in accordance with regulation issued by the state auditor.

NOW THEREFORE, be it resolved/ordained by the board of directors of the Woodmen Valley Fire Protection District that the application for exemption from audit for Woodmen Valley Fire Protection District for the fiscal year ended December 31, 2020, has been personally reviewed and is hereby approved by a majority of the board of directors of the Woodmen Valley Fire Protection District; that those members of the board of directors have signified their approval by signing below; and that this resolution shall be attached to, and shall become a part of the application for exemption from audit of the Woodmen Valley Fire Protection District for the fiscal year ended December 31, 2020.

ADOPTED THIS 22nd day of March, A.D. 2021.

ATTEST:

Type or Print Names of Members of Governing Body	Date Term Expires	Signature
<u>Kevin Bush</u>	<u>May 2023</u>	
<u>Eric Barnes</u>	<u>May 2022</u>	
<u>Steven Black</u>	<u>May 2023</u>	
<u>Douglas May</u>	<u>May 2022</u>	
<u>Justin Morrill</u>	<u>May 2023</u>	



719-488-9760

BILL TO:

Kevin Bush
7950 Westwood Rd
Colorado Springs CO 80919

DATE

3/15/2021

INVOICE #

000005683

CUST #

0002580

QUOTE

SHIP TO:

Kevin Bush
Firehouse

P.O. NUMBER	TERMS	SALES PERSON
	COD	
DESCRIPTION		AMOUNT
GOODMAN GMEC801005CN 80% UF/HO 100K 4"VENT 2ST (FR800)		2,760.38
Additional cost to replace vent through roof if necessary. The vent will be inspected on the inside of lining upon removal of the existing furnace. If it is reusable, then the addition cost of replacement will be unnecessary.		875.00
I50-742 tstat		248.00
TOTAL		\$3,883.38

Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING Minutes

December 7, 2020

Attendance:

Kevin Bush, Chairman
Steve Black, Vice Chairman
Eric Barnes, Director and Treasurer
Doug May, Director and Business Affairs
Justin Morrill, Director and Secretary
Barry Pleshek, Chief
Kevin Walker, Walker Schooler District Managers (WSDM)

XII. Opening Ceremony at 19:11

XIII. Verification of Quorum. The meeting was conducted virtually, with streaming audio and video as well as with call-in telephone access. All Board members were present and confirmed that they could hear and participate in the proceedings.

XIV. Chairman Bush reaffirmed Declaration of Emergency Procedures and Authorized Telephonic Meetings

Resolution No 3-2020 Declaring Emergency Procedures
and Authorizing Teleconferencing for Regular and Special
Meetings until Further Notice

XV. Minutes of previous Board Meeting: The Board reviewed the minutes of the Board meeting of October 5, 2020. Chairman Bush made a motion to approve the minutes, and the motion was seconded by Vice Chairman Black. The motion passed unanimously.

XVI. Treasurer's Report:

A. Director Barnes reviewed the District's finances including current balance and accounts payable. A motion to accept the report and the accounts payable was made by Director May, and was seconded by Vice Chairman Black. The motion passed unanimously

B. The yearly payment to the City of Colorado Springs for Fire and Emergency Medical Service was reviewed. Director May made a motion to approve the finance report and the payment to the City of Colorado Springs, and Director Morrill seconded the motion which passed unanimously.

XVII. Operations report: Chief Pleshek presented the CSFD 3Q20 performance. No issues were noted.

XVIII. Old Business

- A. Excluded Tax Properties: Mr. Walker confirmed that he had sent emails and US Mail letters to Dusty Hills and to Colton HOA regarding refileing of their petitions for exclusion from the WVFPD. He has received no response from either.
- B. Neighborhood Address Signs: The Eagle Scout project has been delayed by the Covid-19 pandemic.
- C. Website Management: Chairman Bush's training of Director Morrill to be a co-administrator of the website continues to be delayed due to Covid-19.
- D. Adding Rebecca Hardekopf and removing Laurie VonPelt for access electronic review access to the WVFPD FirstBank account: Chairman Bush reported that he has set himself up for online access to the FirstBank account, but that he still needs to add Ms. Hardekopf for review access and remove Ms. VonPelt from access.
- E. "Red Book" phonebook progress. Fire Mitigation Officer Kathie Walker has completed gathering all the residents' contact information, and Chairman Bush has completed formatting and has submitted it for printing. The cost is exceeding the original estimated \$750. Director May made a motion to authorize payment for printing and distribution not to exceed \$1500. The motion was seconded by Vice Chairman Black. The motion passed unanimously.

Mrs. Walker, the District Fire Mitigation Officer for many years, joined the meeting and announced that she is retiring from her role as District Fire Mitigation Officer effective immediately. The Board expressed their gratitude for her many contributions to the community over the years served. The Board all agreed that she will be sorely missed.

- F. The Gallagher Amendment was repealed in the 2020 Colorado general election. As a result, the WVFPD mil levy will remain at 7.15%.

XIX. New Business

- A. Ratification of all Motions and Resolutions enacted via teleconferencing during April 6, 2020 BOD meeting. – DELAYED FOR NEXT PHYSICAL MEETING.
 - 1. Resolution 3-2020 Declaration of Emergency Procedures passed due to extraordinary circumstances of statewide stay-at-home orders.
 - 2. Acceptance of December 2, 2019 Minutes. No Minutes for the February 3, 2020 meeting due to inclement weather cancellation.
 - 3. Motion to approve payment of all presented accounts payable items.
 - 4. Resolution 4-2020 ratifying cancellation of the May 5 elections by the Designated election Official and declaring the candidates elected by acclamation for the terms presented.
 - 5. Motion to approve Treasurer's report for April 6, 2020
 - 6. Motion to grant Rebecca Hardekopf non-signatory, view-only access to electronic banking accounts for reporting and check management purposes.
 - 7. Motion to adjourn.

- B. Ratification of all Motions and Resolutions enacted via teleconferencing during June 1, 2020 BOD meeting. – DELAYED FOR NEXT PHYSICAL MEETING
 - 1. Reaffirmation of Resolution 3-2020 Declaration of Emergency Procedures passed due to extraordinary circumstances of statewide stay-at-home orders
 - 2. Acceptance of April 6, 2020 Minutes.
 - 3. Motion to approve Treasurer’s report for June 1, 2020 and to approve payment of all presented accounts payable items.
 - 4. Motion to appoint Eric Barnes as the WVFPD 2021 Designated Budget officer
 - 5. Motion to adjourn.

- C. Ratification of all Motions and Resolutions enacted via teleconferencing during August 3, 2020 BOD meeting. – DELAYED FOR NEXT PHYSICAL MEETING
 - 1. Reaffirmation of Resolution 3-2020 declaration of Emergency Procedures passed due to extraordinary circumstances of statewide stay-at-home orders.
 - 2. Acceptance of June 1, 2020 Minutes
 - 3. Motion to adjourn.

- D. Ratification of all Motions and Resolutions enacted via teleconferencing during the October 5, 2020 BOD meeting. – DELAYED FOR NEXT PHYSICAL MEETING
 - 1. Reaffirmation of Resolution 3-2020 declaration of Emergency Procedures passed due to extraordinary circumstances of statewide stay-at-home orders.
 - 2. Acceptance of Aug 3, 2020 Minutes
 - 3. Motion to approve Treasurer’s report and payment of all accounts payables as well as preapprove printing of Red Book for up to \$750.
 - 4. Motion to keep Board Officers the same as in 2019
 - 5. 2021 Proposed Budget presented to the Board. No significant changes.
 - 6. Motion to adjourn.

- E. 2021 Proposed Budget
 - 1. Notice of the Public Budget Hearing was posted in the *Gazette* newspaper, and on the WVFPD website.
 - 2. The 2021 Proposed Budget was presented at the 2021 WVFPD Public Budget Hearing (held virtually due to the Covid-19 crisis) on December 7, 2020 at 19:00.
 - 3. The Board reviewed and discussed the details from that meeting and no changes were made to the Proposed Budget.
 - 4. A motion for Resolution 6-2020 to adopt the 2021 Budget and to release sums to fund the 2021 budget was made by Vice Chairman Black, and seconded by Director May. The motion passed unanimously.
 - 5. The final budget will be posted on the WVFPD website by Chairman Bush and Mr. Walker will send a version with “Adopted” along with the mil levy to all pertinent government offices.

- F. 2021 Fire Chief. Chairman Bush made a motion for Resolution 7-2020 to designate Chief Pleshek as the 2021 Fire Chief for the District. The motion was seconded by Director Barnes and passed unanimously.

- G. 2021 District Manager. Director Barnes made a motion to name Walker Schooler District Managers (WSDM) as the District Manager for 2021. Director May seconded the motion which passed unanimously.
- H. 2021 BOD Meeting Dates: Director Morrill made a motion that the 2021 meeting dates specified in Resolution 1-2021 be as follows: February 1, April 5, June 7, August 2, October and December 6, with December 6 also be the date for the 2021 Budget Public Hearing. The motion was seconded by Director May, and passed unanimously.

XX. Adjournment: Director Morrill moved that the meeting be adjourned, Director May seconded, and the motion passed unanimously. Chairman Bush declared the meeting adjourned at 20:04.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL December 7, 2020 MINUTES OF THE WOODMEN VALLEY FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Kevin Bush, Chairman

Justin Morrill, Director and Secretary

Eric Barnes, Director and Treasurer

Steve Black, Vice Chairman

Doug May, Director and Business Affairs

