

**DONALD WESCOTT FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS Regular Board Meeting**  
**January 25, 2012**  
**Open Session Minutes**

**1. Call to Order & Pledge of Allegiance**

Called to Order at 7:08 pm

**Attendance:** Scott Campbell, Joyce Hartung, Greg Gent, Bo McAllister and Harland Baker  
**Exec Staff:** Chief Vincent Burns and Assistant Chief Scott Ridings

**2. Introductions**

- € Guests: see attached sign in sheet
- € Public Comments: None

**3. Administrative Matter**

- o Minutes from December 7, 2011 were unanimously approved
- o November and December 2011 Financial Statements provided. Board requested to add Action Item for next month to Amend the 2011 Budget, pending final postings of transactions.

**4. Chief's Report**

- € Asst Chief Ridings provided an End of Year Analysis of the response calls for 2011. The District responded to 1,559 calls, an increase of 17% over last year's call volume. There was an estimated property loss of \$15,000. Average firefighter per call was four. Campbell wanted to look at creative ways to use this information to advertise the good things the District has done over the year. For 2012, the reports will be broken down into geographical area, or polygons, to give a more detailed picture of the type of call and the response provided.
- € Gent inquired about when the next ISO would take place. Ridings responded there is no set scheduled and occurs upon request. Burns stated the last ISO was done in 2003/2004 and since then, a lot has changed in the District, such as new fire station, new equipment, and more people, which will help with the ratings. However, Burns stated more work is needed in this area before the District should requests a new ISO rating. This will be a goal for the District this year.
- € Fire Marshal Report: Chief Ridings recommended the Fire Marshal and Training Officer provided quarterly reports to the Board. Board agreed and approved.
- € Santa Patrol was successful, covering 75% of the District by using two Engines and crews
- € Wescott assisted with a garage fire in the Tri-Lakes Monument Fire.
- € Two firefighters attended the Colorado Wildland Academy in December.
- € Three new hires onboard and integrated into their new shifts
- € Wescott has complied with all legal requirements regarding the 2012 budget

**5. Old Business**

- € Construction Update: Major progress is being made. The facility is secured at night. The flooring has been completed. The well pump will be installed later in the week and will provide water to the building. Burns reported a delay in ordering the backup generator. Occupancy of the building will not be an option without the generator.

**6. New Business.**

- € There will be two board positions open for re-election in 2012. A public notice announcing the Call for Nominations will be published in the local paper as well as the District's website (per Colorado

statutes. Deadline for submitting a Self-Nomination and Acceptance form is Friday, March 2, 2012. Deadline to cancel the election is Tuesday, March 6, 2012. Election Day will be Tuesday, May 8<sup>th</sup>, 2012.

- € The Board approved the Open House and Dedication Ceremony for Saturday, March 24, 2012, at 11am. Invitations will be mailed to our Guests of Honor and the community.
- € Burns requested authorization to purchase an Assistant Chief vehicle. Hartung motioned to approve the purchase of a new diesel vehicle not to exceed \$65,000, Gent seconded the motion and the board unanimously approved.
- € Campbell notified the board a decision was reached by the Appeals Court stating the County Judge did have authority to make a ruling and sent it back to the County for a decision. Currently, the District will await a decision from the County Judge.
- € McAllister praised the Santa Patrol success and noted the positive impact upon the community.
- € McAllister commended Captain Pearson for his efforts in organizing "close quarter combat training" for the firefighters

## 7. Adjourn

Adjourned at 8:39 pm

**DONALD WESCOTT FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS Regular Board Meeting**  
**February 22, 2012**  
**Open Session Minutes**

**1. Call to Order & Pledge of Allegiance**

Called to Order at 7:15 pm

**Attendance:** Scott Campbell, Joyce Hartung, Greg Gent, Bo McAllister and Harland Baker  
**Exec Staff:** Chief Vincent Burns and Assistant Chief Scott Ridings

**2. Introductions**

- € Guests: see attached sign in sheet
- € Public Comments: None

**3. Administrative Matter**

- o Minutes from January 25, 2011 were unanimously approved
- o January 2012 financial statements provided. Funds from El Paso County have not been received, but expected early April.

**4. Chief's Report**

- € Monthly Run Report: 138 total monthly calls (last year was 109 for the same time period). Details are now provided by polygons, or District areas. An average of 4.45 calls per day.
- € Special Announcements: Ridings passed along a couple of "thank you" cards received from the community
- € Burns stated the Pikes Peak Firefighters Association's requested help in housing their REHAB vehicle, which provides food and refreshments throughout the region during emergency responses. Since our equipment currently housed in Station #3 will be moved to Station #2, there will be open space available in Station #3 to house the REHAB vehicle. A mutual agreement will be arranged between both parties.

**5. Old Business**

- € The Board unanimously approved a resolution to appoint Cheryl Marshall as the Designated Election Official (DEO) for the May 2012 election.
- € Construction Update: Final stages of construction. Water drainage problems resolved. Fire sprinkler system installed. Final inspections underway. Temporary Certificate of Occupancy issued. The County Planning Commission gave final approval for the rezoning and subdivision of Station #2 on February 8<sup>th</sup>.
  - Roughly \$35,000 in non-construction contract work still needs to be accomplished and will use contingency funds
  - Project remains ON BUDGET
  - Grand Opening and Dedication of Station #2 will be held March 24, 2012 at 11:00 a.m.
- € Ridings reported the Assistant Chief vehicle shipped on Feb 23 and should be delivered sometime in mid-March.

**6. New Business. None.**

**7. Adjourn**

Adjourned at 8:10 pm

**DONALD WESCOTT FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS Regular Board Meeting**  
**March 21, 2012**  
**Open Session Minutes**

**1. Call to Order & Pledge of Allegiance**

Called to Order at 7:19 pm

**Attendance:** Scott Campbell, Joyce Hartung, Greg Gent, Bo McAllister and Harland Baker  
**Exec Staff:** Chief Vincent Burns and Assistant Chief Scott Ridings

**2. Introductions**

- € Guests: see attached sign in sheet
- € Public Comments: None

**3. Administrative Matter**

- o Minutes from February 22, 2012 were unanimously approved
- o February Financial Statements were accepted

**4. Chief's Report**

- € Monthly Run Report: 145 total monthly calls (117 emergency medical, 3 HAZMAT, 6 service calls, 6 good intent, and 13 false alarms), up 25% from last year, mostly attributed to an increased in AMR and mutual aid calls. Baker asked for historical average response times by quarter for two years to be provided.
- € Fire Marshal: One quarter of the businesses within the district have been inspected to date. Fire Marshall Margo Humes announced her appointment by the International Association of Arson Investigators as the District Leader for 9 counties covering Colorado to Kansas. FM Humes presented an educational video and training about the benefits of fire sprinklers in large structures.
- € County Board of Commissioners Update. Chief Burns provided an updated regarding the International Fire Code 2009. Invitations sent to Darryl Glenn, our local County Commissioner, to meet with personnel in an effort to educate and advocate for the fire codes. Pikes Peak Regional Building stated building plans will no longer be sent to fire districts for review, raising concern that homeowners could build a home not realizing that a sprinkler system is required. A long discussion ensued about the county commissioner's refusal to recognize the Fire Codes as submitted by the board.
- € Special Announcement: Grand Opening for Station #2 on Saturday, March 14, 2012 at 11am.

**5. Old Business**

- € Construction Update: Final touches being made on the building. Awaiting for the final deed from Mr. Wismer. Generator still under testing.
- € Asst Chief Ridings informed the Board of a new initiative to seek help from the Falcon School District's Information Technology class in developing an alerting system that can be networked with the other local fire departments

**6. New Business. None.**

**7. Adjourn**

Adjourned at 8:52 pm

**DONALD WESCOTT FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS Regular Board Meeting**  
**April 25, 2012**  
**Open Session Minutes**

**1. Call to Order & Pledge of Allegiance**

Called to Order at 7:19 pm

**Attendance:** Scott Campbell, Joyce Hartung, Greg Gent, Bo McAllister and Harland Baker  
**Exec Staff:** Chief Vincent Burns and Assistant Chief Scott Ridings

**2. Introductions**

- € Guests: see attached sign in sheet
- € Public Comments: None

**3. Administrative Matter**

- o Minutes from March 16, 2012 were unanimously approved
- o March Financial Statements were accepted

**4. Chief's Report**

- € Monthly Run Report: 136 total monthly calls (4 fire, 100 emergency medical, 2 HAZMAT, 8 service calls, 16 good intent, and 6 false alarms), up 8% from last year.
- € Firefighter Lance was injured last week as he disembarked from the engine and landed on uneven ground resulting in a twisted ankle. Safety Officer notified
- € Wescott was the first responder to a house fire located within the mutual aid district of Colorado Springs Fire. Wescott laid the first hoses on the scene, while Springs Fire entered the structure using training techniques to ensure their safety. Luckily for the crew, their training paid off because entry into the building was compromised, and the floor collapsed from the fire. Chief reiterated the importance of training both individually and collectively as a team unit.
- € Grand opening ceremonies for Station #2 were outstanding
- € Summer Safety Fair scheduled for Saturday, June 2, from 10am until 2pm at St#1
- € Special Announcement: Grand Opening for Station #2 on Saturday, March 14, 2012 at 11am.

**5. Old Business**

- € Construction Update: Received the final deed to the property located on Hwy83 for St#2.
- € Purchase Request: Chief Ridings presented a demo wood chipper for sale with 295 hours of operation and a 1-year warranty from Vermeer Equipment & Rental for purchase from the Unreserved 2012 budget. Price: \$35,000. Campbell motioned to approve, Gent 2<sup>nd</sup> the motion, with all five board members approving the purchase.

**6. New Business.**

- € The law firm of Hanes, Hrbacek and Bartels, LLC notified the district that Pat Hrbacek left partnership with their firm to pursue other interests. Since legal counsel is obtained and approved by the Board, the Board directed Chief Burns to contact Pat Hrbacek to inquire whether he would like to continue to represent the District, and to report his findings at the next board meeting.

**7. Adjourn**

Adjourned at 8:30 pm

**DONALD WESCOTT FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS Special Board Meeting**  
**May 16, 2012**  
**Open Session Minutes**

**1. Call to Order & Pledge of Allegiance**

Called to Order at 7:19 pm

**Attendance:** Scott Campbell, Joyce Hartung, Greg Gent, Bo McAllister and Harland Baker  
**Exec Staff:** Chief Vincent Burns and Assistant Chief Scott Ridings

**2. Introductions**

- € Guests: No Guests
- € Public Comments: None

**3. Executive Session**

- € Entered into Executive Session at 7:17pm with same participants as listed above per C.R.S. Section 24-6-402(4)(e) in "determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators."
- € Roger Lance, Board Member from Tri-Lakes Monument Fire Protection District joined the Executive Session to answer general questions about the Tri-Lakes Boards' intent.
- € Exited Executive Session at 9:04pm and reconvened regular meeting. As a result of the executive session, Gent motioned the Board to support gathering information and entering discussions with Tri-Lakes Monument Fire Protection District on a variety of issues. Campbell seconded the motion. The Board voted, and all members agreed with the motion.

**4. Adjourn**

Adjourned at 9:24 pm

**DONALD WESCOTT FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS Regular Board Meeting**  
**May 23, 2012**  
**Open Session Minutes**

**1. Call to Order & Pledge of Allegiance**

Called to Order at 7:10 pm

**Attendance:** Scott Campbell, Joyce Hartung, Greg Gent, Bo McAllister and Harland Baker  
**Exec Staff:** Chief Vincent Burns and Assistant Chief Scott Ridings

**2. Introductions**

- € Guests: see attached sign in sheet
- € Public Comments: None

**3. Administrative**

- Scott Campbell and William McAllister sworn in as new board members. Board members voted and unanimously approved to keep the same board members in their current positions for the next two years, as follows:
  - Scott Campbell           Chairman
  - Joyce Hartung            Treasurer
  - Greg Gent                 Secretary
- FF Jake Alcorn sworn in as new career firefighter
- Board unanimously approved a resolution to appoint Patrick A. Hrbacek from Forbush Legal Offices in Colorado Springs as the District's legal counsel
- April 25<sup>th</sup> board meeting minutes were unanimously approved
- May 16<sup>th</sup> special board meeting minutes were unanimously approved
- April financial statements were accepted. Close attention is being paid regarding each line item. However, in some categories, actual expenses may exceed planned amounts; yet, overall, the expenditure rate is 32% and right on target.
- The District is expecting two more invoices from Colarelli Construction to complete Station #2.
- The VFIS Length of Service Award Life Insurance policies for employees, board members and volunteers were cancelled. The District received a check in the amount of \$12,259.68 for the cash value of the policies. The Board directed the funds to be deposited into the General Fund. The Board requested alternatives to be researched for Budget 2013.

**4. Chief's Report**

- € Monthly Run Report: 175 total monthly calls (4 fire, 133 emergency medical, 3 HAZMAT, 9 service calls, 14 good intent, 11 false alarms, and 1 Severe Weather), up 28% from last year.
- € For the month of April, the District accomplished 80 hours in training, with 235 attendees
- € Summer Safety Fair scheduled for Saturday, June 2, from 10am until 2pm at St#1
- € Station #3 housecleaning uncovered several miscellaneous firefighting items no longer being used. Items were donated to firefighters in San Luis valley in Colorado for rehab and future use.
- € Pikes Peak Rehab has moved into Station #3 as part of a rental agreement.
- € Assistant Chief vehicle has been delivered and available for inspection
- € The Vermeer Chipper was purchased and currently being housed in Station #2
- € Pleasant View Homeowners fire mitigation project is underway with 17 homeowners participating. Properties have been inspected and areas identified for fire mitigation. The State Forest office is

looking to our program as a possible "pilot program" to implement state wide because of the community involvement and positive results achieved to date. FM Humes has been coordinating and attending numerous homeowner's meetings to make this event a success.

Total hours for the Chipper = 24 hours

€ Hewelett Fire – a four member crew deployed to northern Colorado.

#### **5. Old Business**

€ Construction Update: Landscaping underway. Final walk-through inspections being conducted.

#### **6. New Business.**

€ Board Member McAllister said he was approached by Colorado Springs Police Department about using District's Hummer as part of a Family Day exhibit at Chapel Hill Mall on Saturday, June 30<sup>th</sup> from 10 am until 6pm. This event will be added to the calendar.

€ No other unplanned items

#### **7. Adjourn**

Adjourned at 7:56 pm



**DONALD WESCOTT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS Regular Board Meeting  
July 11, 2012**

(Original board meeting scheduled for June 27, 2012,  
rescheduled to July 11, 2012 due to the Waldo Canyon Fire)  
**Open Session Minutes**

**1. Call to Order & Pledge of Allegiance**

Called to Order at 7:15 pm

**Attendance:** Scott Campbell, Joyce Hartung, Greg Gent, Bo McAllister and Harland Baker  
**Exec Staff:** Chief Vincent Burns

**2. Introductions**

- € Guests: see attached sign in sheet
- € Public Comments: None

**3. Administrative**

- Meeting Minutes from May 23, 2012 were unanimously approved pending correction to paragraph #6 for "Colorado Springs Fire Department" to read "Colorado Springs Police Department"
- May Financial Statements provided
  - 510.4 Health and Wellness shows account over budget. However, the District is expecting \$1,000 check from the Monument Firefighter's Union Local 4318 for combat gear apparel. Once this check is received the account will be back in balance
  - Board voted to approve a sign for Station #2 to be placed on Hwy83 and authorized the Chief to procure said sign

**4. Chief's Report**

- € Monthly Run Report = 162 for June (3 fire, 1 explosion, 112 EMS, 1 HAZMAT, 4 service, 35 good intent and 6 false alarms) for a 30% increase from the previous year with a \$200,000 property damage caused by the structural fire in Middle Creek
- € Summer Safety Fair held in early June was a huge success. Thanks to Margo Humes for her efforts. Attendees were around 200-250. Good turnout with local vendors.
- € ENG 2 deployed to the Whitewater Baldy fire in New Mexico for two-weeks
- € El Paso County requested Wescott ENG 2 within one hour of the Waldo Canyon fire in Colorado Springs. The crew remained on scene until July 2, 2012, and then immediately deployed north to Wyoming to help with the Arapahoe fire.
- € Community support to the firefighters has been overwhelming
- € Participated in a week long training program with AFA
- € FF Valerie Marshall completed and graduated from Paramedic School. State testing and Dr. Ross' testing are the last hurdles. Once successfully completed, she will promote to FF/Medic
- € Fire Marshal: Fire Investigator Margo Humes said the phones have been ringing from homeowner's concerns about fire mitigation. Efforts underway to educate homeowner's and provide them with the "Ready, Set, Go!" information.

**5. Executive Session**

- € Gent motioned to move into Executive Session per C.R.S. Section 24-6-402(4)(e) to "determine the District's position on matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators" McAllister seconded. Board voted unanimously to enter into Executive Session at 8:19pm.
- € In attendance were: Campbell, Gent, Baker, Hartung and McAllister with Chief Burns and Roger Lance Sr. from Tri-Lakes Monument Board of Directors.
- € Exited executive session at 9:29pm. No decisions were made during executive session.

**6. New Business.**

- € Next month's board meeting will be held on Tuesday, July 24, 2012

**7. Adjourn**

Adjourned at 9:29 pm

**DONALD WESCOTT FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS Regular Board Meeting**  
**July 24, 2012**  
**Open Session Minutes**

**1. Call to Order & Pledge of Allegiance**

Called to Order at 7:15 pm

**Attendance:** Scott Campbell, Joyce Hartung, Greg Gent, and Bo McAllister. Harland Baker was absent.

**Exec Staff:** Chief Vincent Burns and Assistant Chief Scott Ridings

**2. Introductions**

€ Guests: see attached sign in sheet

€ Public Comments: None

**3. Administrative**

€ No meeting minutes were provided

€ June Financial Statements provided with the following highlights:

- Received last cash infusion from County with 97% of the funds collected to date
- Received \$8,300 IN PROFIT from the Lower North Fork fire in northern Colorado
- Received \$5,000 in grant funds from El Pomar Foundation to help defray the costs associated with the Waldo Canyon fire
- Paid initial installment of \$5,900 for the annual audit
- Paid \$138,632 for the annual loan payment
- Current % expended to date: 54%

€ Colarelli Construction presented their last three final invoices for payment. Payment initiated from the construction loan to pay one of the invoices and the remaining invoices paid from the Reserve funds. The construction loan has been depleted.

**4. Chief's Report**

€ Monthly Run Report = 152 for July (9 fire, 93 EMS, 2 HAZMAT, 5 service, 30 good intent and 13 false alarms) for an 18% increase from the previous year

€ Fire Marshal Report: A Resolution to Rescind the Adoption of the 2009 IFC with Local Amendments submitted to the County in January was presented to the Board. Based upon recent developments and coordination with other fire districts, the Board unanimously voted and signed the Resolution to Rescind the original package. The Board also unanimously voted to approve a Resolution to Adoption the 2009 IFC without local amendments (removing the fire sprinkler issue) and directed the resolution to be submitted to the County for approval.

€ Other Items:

- Engine 2 is deployed to South Dakota
- The Hummer and Ladder Truck participated in a community event held at Chapel Hills Mall

**5. Old Business.**

€ Tri Lakes Monument Fire Update: All efforts for future discussions with Tri-Lakes have been terminated at this point. Tri-Lakes Fire is facing many difficult decisions and tasks in the next coming months; thus their attention and efforts will be focused in those areas.

- € Board Meetings - Gent motioned to change the regular board meetings to the third Tuesday of each month. Hartung seconded the motion. The board voted unanimously to change the schedule. An updated schedule for the remainder of the year will be posted.
- € Committee – Burns requested the Board to reinstate the Strategic Vision committee to explore options for future development. The Board voted to assign Joyce Hartung and Bo McAllister as committee members.

## **6. New Business.**

- € Planned: No items.
- € Unplanned: Received the Court of Appeals Opinion that denied monetary compensation from the exclusion of certain properties from the District.

## **7. Adjourn**

Adjourned at 8:08 pm

**DONALD WESCOTT FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS Regular Board Meeting**  
**August 21, 2012**  
**Open Session Minutes**

**1. Call to Order & Pledge of Allegiance**

Called to Order at 7:26 pm

**Attendance:** Scott Campbell, Greg Gent, and Bo McAllister. Joyce Hartung was excused. Harland Baker was absent.

**Exec Staff:** Chief Vincent Burns and Assistant Chief Scott Ridings

**2. Introductions**

€ Guests: see attached sign in sheet

€ Public Comments: None

**3. Administrative**

€ July 11, 2012 meeting minutes were unanimously approved

€ July 24, 2012 meeting minutes were unanimously approved

€ July Financial Statements provided with the following highlights:

- Paid \$138,632 in June for the annual construction loan payment
- Paid \$136,875.87 for the remaining invoices to Colarelli Construction for St#2
- 521.0 Water will be over budget due to a leak in the sprinkler system, causing higher than normal monthly bills. The sprinkler system has been turned off.
- Current % expended to date: 63%

€ 2011 Audit. Copies provided to each board member. Highlighted one area of concern on pg 15 with the following statement:

- "For the year ending December 31, 2011, expenditures exceeded appropriations in the General Fund by \$386,583, which may be in violation of state statutes. These over expenditures, which were primarily related to unbudgeted capital outlays, were funded by available beginning fund balance in the General Fund."
- After discussions with the auditor regarding our budget, it was recommended that the Beginning Fund balance should be reflected in the annual budget, along with the capital outlay expenditures. These items were removed from the budget in 2012 and managed separately by the Board; however, not realizing the conflict it would create with the Audit.

€ 2012 Amended Budget

- The Board directed the 2012 Budget be AMENDED to reflect the Beginning Fund Balance and to include the Non-Operating Expenses (i.e. capital outlay projects).
- A public notice will be posted in The Gazette asking electors within the District for comments on the Amended Budget will be placed on September 4<sup>th</sup>. Amended budget will be made available for public inspection until September 14<sup>th</sup>. Public comments must be provided by COB on September 14<sup>th</sup>.
- Board will ratify the Amended Budget at the next board meeting scheduled for Tuesday, September 18<sup>th</sup>, and will be submitted to the State.

€ 2013 Budget

- Expect Property Tax Revenue amounts to be provided by the County on Friday, September 24, 2012.
- Draft Budget will be presented to the Board on September 18, 2012

#### **4. Chief's Report**

- € Monthly Run Report = 172 for July (5 fire, 118 EMS, 1 HAZMAT, 7 service, 31 good intent, 8 false alarms, 1 severe weather, and 1 special incident) for an 14.5% increase from the previous year. Up 21.43% YTD.
- € Staffing: Fire Chiefs are looking at different staffing options to man both stations
- € Fire Marshal Report: FM Humes is working with the other Fire Districts to fine tune the Adoption of the 2009 IFC Fire
- € Four-man crew currently deployed to support the Rush Fire in California. Expect a full 2 week deployment with a potential follow-on crew
- € MDA Chili Cook-off went well with the Local Union #4319 taking 2<sup>nd</sup> place for Red Chili and 2<sup>nd</sup> place for Best Booth
- € Expect to participate in the annual "Fill the Boot" campaign for MDA to support kids with Muscular Dystrophy
- € In the process of obtaining an estimate for the stone entrance marker to St#2

#### **5. Old Business.**

- € None.

#### **6. New Business.**

- € Asst Chief Ridings will present to the Board next month a new station alerting program

#### **7. Adjourn**

Adjourned at 7:58 pm

**DONALD WESCOTT FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS Regular Board Meeting**  
**September 18, 2012**  
**Open Session Minutes**

**1. Call to Order & Pledge of Allegiance**

Called to Order at 7:13 pm

**Attendance:** Scott Campbell, Harland Baker, and Bo McAllister. Joyce Hartung was excused. Greg Gent was absent.

**Exec Staff:** Chief Vincent Burns and Assistant Chief Scott Ridings

**2. Introductions**

€ Guests: see attached sign in sheet

€ Public Comments: None

**3. Administrative**

€ August 21, 2012 meeting minutes were unanimously approved

€ August Financial Statements accepted

- 74% expended to date; right on track with \$492,000 remaining in the budget
- \$33K in wildland salaries for two deployments which will be reimbursed by the state

€ 2012 Amended Budget

- Presented an Amended budget to reflect the Beginning Fund Balance and to include the Non-Operating Expenses (i.e. capital outlay projects) as part of the budget process. No other changes were made to the budget.
- A public notice was posted in the Gazette and no comments were received
- Board adopted a Resolution to Amend the 2012 Budget and directed notifications be made to appropriate agencies.

**4. Chief's Report**

€ Monthly Run Report = 146 for August (1 fire, 106 EMS, 4 HAZMAT, 4 service, 28 good intent, 3 false alarms, 0 severe weather, and 0 special incident) for a 5.8% increase from the previous year. There was a fire loss of \$300 in damages.

€ Raised approximately \$13,470.71 for the Muscular Dystrophy Association (MDA) "Fill the Boot" Campaign over Labor Day weekend

€ Brought on 5 new volunteers in September

€ AC Ridings gave County Commissioner Darryl Glenn a two-hour tour of the fire district

€ Fire Marshal: Received a \$12K in grant funds for fire mitigation efforts, eight homeowners have taken advantage of the grant funds, leaving about \$5K remaining in the grant to be used by April. Presented fire mitigation briefings to numerous HOAs and church groups.

- The IFC 2009 Code Amendments have been submitted to the Home Builders Association for comments. Awaiting comments before making any final recommendations.

**5. Old Business**

€ 2011 Audit. Tom Sistare presented a one page summary of the audit. An "Unqualified Opinion" was rendered, meaning a "clean" audit was achieved.

- € Cash was down based upon the debt service proceeds (revenue) being spent on the new fire station, which was expected
- € Property tax receivables were down from 2010 due to declining property value assessments, and the loss of revenue from the parcels in the southern part of the district being annexed.
- € Restricted fund balance were up to account for funds to pay the loan payment
- € Expenditures were high this year because of the new station, should level off next year
- € Internal controls were improved from last year
- € With the small administrative staff, there were concerns noted about the segregation of duties. However, internally the staff takes extra precautionary steps to ensure proper checks and balances are in place to prevent fraudulent activity
- € A recommendation was made to move the Volunteer Pension Fund from the general accounting database into its own database; Mr. Sistare concurred; and the Board voted unanimously for this action to be implemented as soon as possible
- € Harland motioned to accept the 2011 Audit; McAllister seconded and the board voted unanimously

## 6. New Business.

- € 2013 Draft Budget. As required by state statute, the Chief presented to the Board his recommendations for fire and emergency operations within the District boundaries. Highlights as follows:
  - Gained \$14,000 in general tax revenue funds from last year
  - Increased Vehicle Maintenance and Fuel by \$7,000
  - Adjusted Station Operations to reflect actual costs
  - New Insurance rates incorporated
  - Non-Operating Expense categories are open for discussion
- € Campbell requested the draft budget spreadsheet be sent to all board members
- € Asst Chief Ridings provided an estimate of \$20,000 for the new station alerting program

## 7. Adjourn

Adjourned at 8:15pm



**DONALD WESCOTT FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS Regular Board Meeting**  
**October 16, 2012**  
**Open Session Minutes**

**1. Call to Order & Pledge of Allegiance**

Called to Order at 7:05 pm

**Attendance:** Scott Campbell, Harland Baker, Greg Gent and Bo McAllister. Joyce Hartung was excused.

**Exec Staff:** Chief Vinny Burns and Assistant Chief Scott Ridings

**2. Introductions**

€ Guests: see attached sign in sheet

€ Public Comments: None

**3. Administrative**

€ FF Aaron Nonko was sworn in a full member volunteer firefighter with the District

€ September 18, 2012 meeting minutes were unanimously approved

€ September Financial Statements were accepted

- 83% expended to date; right on track with \$310,000 remaining in the budget
- Still awaiting reimbursement from the State for wildland fires
- Medicare and Social Security were under budgeted and did not account for the use of part time firefighters (Tri-Lakes). These accounts will be adjusted for 2013
- Treasurer Hartung approved moving \$400,000 from ColoTrust to Peoples National Bank, Peak Fund, to augment operations for the 1<sup>st</sup> quarter of 2013. As an interest bearing account, Peak Fund earns more interest than ColoTrust. This action will be reflected in November transactions.
- Gent recommended the District check with the auditor about moving funds from ColoTrust into an interest bearing account, and whether there are statutes prohibiting such an action.

€ Wildland Deployment:

- Wescott participated in eight (8) wildland deployments this fire season
- Reimbursement received for the Lower North Fork, Hewelett and Whitewater Baldy fires, awaiting reimbursement for five (5) more
- No firefighter injuries during deployments
- Projected profit for deployments is \$175,000 (REVISED w/adjustments)
- Profit is comprised of :
  - Salaries: regular deployed salaries, overtime for deployed crews, and backfill
  - Benefits: Medicare, Social Security, Insurance and Workmen's Comp
  - Equipment: Daily equipment for fire apparatus
  - Transport: Reimbursed for mileage over 300 miles to destination
  - Misc: Reimbursed for admin salary to prepare and submit packages

**4. Chief's Report**

€ Monthly Run Report = 179 for September (4 fire, 120 EMS, 2 HAZMAT, 5 service, 43 good intent, 5 false alarms, 0 severe weather, and 0 special incident) for a 31% increase from the previous year.

- 2011 YTD total calls were 1173, 2012 YTD total calls is 1430; a 42% increase

- € Burns reported on the auto shop fire on Voyager Parkway. Car (Porsche) total engulfed in flames and was a total loss, along with approximately \$50,000 in property damage to the facility
- € Burns presented to the Board a Certificate of Appreciation from the Standing Rock Reservation (the Sioux Tribe) in South Dakota for our assistance in fighting the McIntosh fire
- €

## 5. Old Business

- € 2013 Draft Budget. Review of Version 4
  - Increased Special Ownership Tax by \$1,000
  - Increased telephone operating bills for the three stations
  - In accordance with the personnel salary matrix previously approved by the Board, firefighters due for a step increase will receive those increases. Officer's received no increase in salary.
  - Two possible major purchases for next year: utility vehicle and station alerting
  - Final property assessment will be received in November
  - Do not expect any further changes in the budget
  - Public notice will be given late November to allow electors in the District to review the budget and provide comments prior
  - Final approval of the budget scheduled with the board for December 4, 2012
- € St#2 Entry Sign – it appears the land into the entrance of St#2 belongs to CDOT and the District will be unable to install a new sign or make modifications without CDOT approval. Therefore, Burns recommended to the Board to hold off in making any major purchase of a new sign until future roadways could be investigated. An option would be to install a temporary sign.
  - Ridings submitted a request to CDOT for installing fire truck road signs on Hwy 83

## 6. New Business

## 7. Adjourn

Adjourned at 8:08pm

**DONALD WESCOTT FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS Regular Board Meeting**  
**November 13, 2012**  
**Open Session Minutes**

**1. Call to Order & Pledge of Allegiance**

Called to Order at 7:02 pm

**Attendance:** Scott Campbell, Greg Gent and Bo McAllister. Harland Baker and Joyce Hartung were absent.

**Exec Staff:** Chief Vinny Burns was excused and Assistant Chief Scott Ridings was present

**2. Introductions**

€ Guests: see attached sign in sheet

€ Public Comments: None

**3. Administrative**

€ October 16, 2012 meeting minutes were unanimously approved

€ October Financial Statements were accepted

- Almost 88% expended to date; right on track with \$233,000 remaining in the budget
- Expended 22% of Reserved/Designated Funds
- Income currently shows zero amounts pending from El Paso County. An updated financial statement will be mailed to board members once information is received from the county.
- Miscellaneous Income currently shows \$115,000 attributed to the AMR ambulance agreement and wildland fires.
- Property Insurance for 2013 will be paid on a quarterly basis beginning in Oct 2012 since the policy renews every September.
- Received reimbursement from the Whitewater Baldy fire; still awaiting 5 additional fires
- Station Repair reflects partial payment for the St#3 roof replacement

**4. Chief's Report**

€ Monthly Run Report = 182 for October (2 fire, 118 EMS, 6 HAZMAT, 5 service, 37 good intent, 13 false alarms, 0 severe weather, and 1 special incident) for a 61% increase from the previous year.

€ Engine 513 sustained no damage during a traffic accident during a light snow day. No injuries were sustained by District personnel. No injuries were sustained by the other vehicles' driver; however, their vehicle sustained minor damage.

€ Wescott, along with several other fire districts in the region, will be working with El Paso County to develop a Pre-Disaster All Hazards Mitigation Plans. A final plan will be delivered to the Board at the end of next year for approval. By participating in this endeavor, the District would be eligible for qualifying for different federal grants.

€ Received a beautiful "Thank You" framed photo from John and Judy Kewley who lost their home in the Waldo Canyon Fire.

€ Beginning in January 2013, the District will adopt a 48/96 schedule for a one year trial period. Falcon and Black Forest have already implemented this new schedule. Tri-Lakes is slated to adopt this new schedule in 2013 as well. This will get us in step with other fire districts.

€ A "new" hire list is being developed to fill a recent vacancy in our career staff as a result of a FF who recently resigned. Expect to fill the vacancy by the end of the month.

## 5. Old Business

### € 2013 Budget.

- Public Notice will be published in the Gazette notifying district electors the budget is available for public inspection and comments must be received prior to the Adoption of the Budget which is scheduled for December 4, 2012 at 7:00pm
- Budget has been posted on the website for review and a printed copy is available at St#1

€ Christmas Party is scheduled for Saturday, December 8<sup>th</sup> at Sundance Mountain Lodge in Monument, CO. RSVP requested.

€ Flu Shots – Sign up sheet available at St#1

## 6. New Business. None.

## 7. Adjourn

Adjourned at 7:21 pm

**DONALD WESCOTT FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS Regular Board Meeting**  
**December 4, 2012**  
**Open Session Minutes**

1. **Call to Order & Pledge of Allegiance** Called to Order at 7:17 pm  
**Attendance:** Greg Gent, Harland Baker, Joyce Hartung and William McAllister were present.  
Scott Campbell was absent.  
**Exec Staff:** Chief Vinny Burns and Assistant Chief Scott Ridings present
  
2. **Introductions**
  - € Guests: see attached sign in sheet
  - € Public Comments: None
  
3. **Administrative**
  - € November 13, 2012 meeting minutes were unanimously approved
  - € Postponed acceptance of the October & November Financial Statements until Jan 2013
  
4. **Chief's Report**
  - € Monthly Run Report = 182 for November (2 fire, 118 EMS, 6 HAZMAT, 3 service, 37 good intent, 19 false alarms, 0 severe weather, and 0 special incident) for a 37% increase from previous year
  - € Community Chipping Day held at Pleasant View Estates. Successful event.
  - € Wescott Fire attended Fire Prevention Week at Antelope Trails Elementary School. Every student, in one capacity or another, was taught something about fire prevention.
  - € Received reimbursement from the State for the Arapahoe and Myrtle fires and
  - € Hosted a Truck Company Operations Class conducted by Task Force One to help driver operators to properly spot apparatus on scenes. Organized by Chief Ridings and Captain Pearson, and opened for other fire districts to attend. Burns read a letter from Grand Valley Fire District thanking Wescott for hosting this valuable class & the professionalism from the career staff
  - € New career firefighter Luke Jones has been selected from our volunteer ranks to join Wescott Fire on December 11, 2012
  
5. **Old Business**
  - € 2013 Budget. The following documents were officially read into the record by Acting Chairman Greg Gent. No public comments were made and the documents were approved by a 4-0 vote:
    - Resolution to Adopt the 2013 Budget
    - Resolution to Appropriate Sums
    - Certification of Tax Levies
    - Lease-Purchase Supplement to the Adopted Budget
    - Letter of Budget Transmittal
  - € Christmas Party is Saturday, December 8<sup>th</sup> at Sundance Mountain Lodge in Monument, CO
  
6. **New Business.** The Board approved the 2013 Regular and Pension Board meeting schedule by a 4-0 vote.
  
7. **Adjourn** Adjourned at 7:50 pm