

DONALD WESCOTT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS Regular Board Meeting
January 15, 2013
Open Session Minutes

1. **Call to Order & Pledge of Allegiance** Called to Order at 7:26 pm
Attendance: Greg Gent, Harland Baker, Joyce Hartung and William McAllister present
Scott Campbell absent (excused)
Exec Staff: Chief Vinny Burns and Assistant Chief Scott Ridings present

2. **Introductions**
 - € Guests: see attached sign in sheet
 - € Public Comments: None

3. **Administrative**
 - € December 4, 2012 meeting minutes were unanimously approved
 - € December financial statements provided; however end of year adjustments still in progress
 - € 97% expended of approved budget
 - € Received reimbursement from all wildland fires, except for Hewelett Fire which will be posted to 2012 once received
 - € An amended budget will be prepared once all postings have been completed
 - € 2012 Budget materials submitted to State and County as required by law, along with the Special Transparency Notice. Next election will be held on May 6, 2014.
 - € Correction to the 2013 Board Schedule to reflect the third Tuesday of the month

4. **New Business**
 - € Bruce Panter and Todd Henson from Wells Fargo Business Banking presented information on their in-house payroll processing that is estimated to reduce costs by 50% over the current system with Paychex. As part of the payroll transition, Wells Fargo recommended moving the District's general banking accounts to Wells Fargo to help streamline banking and reduce the # number of days required to process payroll.
 - € Admin has been working with Wells Fargo over the last several weeks to determine if their online system could handle the unique requirements for the firefighting industry.
 - € Board approved unanimously to transfer banking accounts from Peoples National Bank to Wells Fargo
 - € Board kept financial controls the same (no changes); two signatures required for checks over \$2K, all board members and two Chiefs will remain as signature authority on the account

5. **Chief's Report**
 - € Christmas Awards party was held December 8 with great success
 - € First annual Kids' Christmas Party held on December 15. Thanks to Karen McAllister and FF Lamarca for their efforts.
 - € Santa Patrol was a huge success and well received throughout the neighborhoods. Kudos to AC Ridings for his efforts on planning and executing this community event.
 - € Chief thanked everyone for watching their budget categories and coming in "under budget" for the year
 - € Pleasant View Estates has been nationally recognized as a Firewise Community for their efforts and commitment to fire mitigation in their neighbor. Signs will be displayed around the neighborhood acknowledging their efforts.

- € Firefighters have transitioned into the 48/96 schedule to coincide with the North Group
- € End of Year Review of Calls
 - 2012 total call volume = 2006 as compared to 2011 of 1559, a 29% increase year to date
 - District 6 with 606 calls, District 5 with 416 calls, AMR with calls 614, mutual aid with calls 370, and approximately \$162,300 in fire loss damage
 - 1,013 in Training hours completed, equates to 2.77 hrs of training per day

6. Old Business

7. Adjourn

Adjourned at 8:07 pm

DONALD WESCOTT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS Regular Board Meeting
February 19, 2013
Open Session Minutes

1. **Call to Order & Pledge of Allegiance** Called to Order at 7:26 pm
Attendance: Scott Campbell, Greg Gent, Harland Baker, Joyce Hartung and William McAllister
Exec Staff: Chief Vinny Burns and Assistant Chief Scott Ridings present

2. **Introductions**
 - € Guests: see attached sign in sheet
 - € Public Comments: None

3. **Swearing In Ceremony**
 - € Valerie Marshall sworn in as the newest Paramedic after completing an intense two year study and internship.

4. **Administrative**
 - € January 15, 2013 meeting minutes were unanimously approved
 - € Preliminary End of the Year 2012 Financial Report presented; however, still finalizing last minute invoices and conducting close out activities. Except a final statement to be presented to the Board in March for approval. Once approved, a public notice will be published for the inspection of the Amended 2012 Budget, followed by final submission to the State.
 - € January financial statements provided; 5% expended to date
 - € Highlights in January: IT Annual Maintenance Contract paid up front

5. **Chief's Report**
 - € Burns attended the El Paso County ESA meetings, the regulatory arm for providing emergency medical services in the County. Colorado Springs Fire is expressing some interest in getting into ambulance business which may impact our way of doing business with EMS. City CAD system is designed for a sole provider of emergency services, whereas in real life, there are multiple providers of services (AMR, Black Forest, Tri-Lakes) which may be providing the impetus for the change
 - € End of Year Review of Calls
 - January Total Runs = 185, a 33% increase from 2012 total call volume of 139. Breakdown of calls: 2 Fire, 106 EMS, 7 Service Calls, 61 Good Intent Calls, and 9 False Alarms

6. **Old Business**

7. **New Business**

8. **Adjourn** Adjourned at 8:07 pm

DONALD WESCOTT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS Regular Board Meeting
March 19, 2013
Open Session Minutes

1. **Call to Order & Pledge of Allegiance** Called to Order at 7:10 pm
Attendance: Scott Campbell, Greg Gent, Joyce Hartung and William McAllister were present. Harland Baker was absent.
Exec Staff: Chief Vinny Burns present and Assistant Chief Scott Ridings on vacation

2. **Introductions**
 - € Guests: see attached sign in sheet
 - € Public Comments: None

4. **Administrative**
 - € February 19, 2013 meeting minutes were unanimously approved
 - € 2012 End of Year Financial Statements for review. Pending review an amended Budget for 2012 will be ready for review by Public and Adoption by the Board in March.
 - € Financial Statements for February were accepted
 - € First payroll using Wells Fargo ran 2/19/13; processing and set up issues have been resolved

5. **Chief's Report**
 - € Monthly Run Report: Will be provided next month
 - € Fire Marshal Report: Very dry season; fire danger high
 - Prepared and submitted 5 grants for a total amount of \$82,000
 - Awarded grant from International Association of Fire Chiefs (IAFC) for \$1,633 to offset printing Ready, Set, Go! brochures
 - Four other grants submitted to State; anticipate several months before hearing results
 - Pleasant View Estates will be presented with their Firewise Community plaque at the next community chipping day, April 27.
 - June 1 – Wescott Safety Fair from 10 am until 2pm. Saturday.
 - € Chief Report:
 - Working on a Shaded Fuel Break area worked on Hwy 83, south of Station #2
 - Gearing up for another fire season by providing training to personnel for their "red card"

6. **Old Business -** None

7. **New Business**
 - a. Motion made by Scott Campbell to go into Executive Session per Colorado Revised Statue, CRS Section 24-402(4)(f) to discuss personnel matters" Motion seconded by Bo McAllister. Executive session began at 7:48 pm with the following individuals in attendance: Scott Campbell, Greg Gent, Joyce Hartung, Bo McAllister, Chief Vinny Burns and Cheryl Marshall. Executive session ended at 7:59. No decisions made.
 - b. Motion made by Scott Campbell to go into Executive Session per CRS Section 24-402(4)(e) to determine positions relative to matter that maybe subject to negotiations" Motion seconded by Joyce Hartung. Executive session began at 8:00pm with Scott Campbell, Greg Gent, Joyce Hartung, Bo McAllister, Chief Vinny Burns, and Cheryl Marshall attending. Executive session ended at 9:20 pm. No decisions were made.

8. **Adjourn** Adjourned at 9:21 pm

DONALD WESCOTT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS Regular Board Meeting
April 16, 2013
Open Session Minutes

1. Call to Order & Pledge of Allegiance

Called to Order at 7:15 pm

Attendance: Scott Campbell, William McAllister, Harland Baker and Greg Gent were present.
Joyce Hartung was excused.

Exec Staff: Chief Vincent Burns, Asst Chief Scott Ridings

2. Introductions

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

3. Swearing In Ceremony

- € Robert Hurt and Charles Ragland were sworn in as full member Volunteers for the District

4. Administrative

- € Meeting minutes from March 19, 2013 were unanimously approved
- € End of Year (EOY) financial statements provided to the Board for information; data also provided to the District's Auditor in preparation for the upcoming audit
- € Financial statements for March 31, 2013 will be presented next month.

5. Chief's Report

- € Monthly Run Report for:
 - February: 168 runs (1 Fire, 93 EMS, 4 HAZMAT, 7 Service Calls, 52 Good Intent, and 11 False Alarm) equates to a 16% increase from the previous year
 - March: 194 runs (3 Fire, 117 EMS, 4 HAZMAT, 12 Service Calls, 49 Good Intent, and 9 False Alarm) equates to a 43% increase from the previous year
- € Pleasant View HOA Chipping Day scheduled for Saturday, May 4th
- € Fire mitigation efforts on going on 13 acres of land along Hwy 83 –
- € North Group Fire Chiefs has officially been re-instated and active again. The group is comprised of 8 fire districts in the surrounding community. As a result, several sub-committees have been formed, i.e. training, communications, and admin. The intent is to improve operations and training among the fire districts and to take advantage of shared resources.

6. Old Business

- € Baker motioned the \$185,000 carry-over funds in 2012 to be applied to the principal payment on the Wells Fargo construction loan in order to eliminate the long term debt to the District. Gent seconded the motion. Board unanimously approved this motion.
- € Information was presented to the Board regarding the changes in financing the Build America Bond (BAB) and the reduction in rebate from 35% to 33% due to the recent government sequestration.
- € Wells Fargo provided several financial scenarios for the Board's consideration, from refinancing the current BAB loan to adding more debt (increase loan amount) to make improvements to Station #3. Information provided for discussion purposes only.

€ With regard to switching bank accounts, a "Public Entity" fund was established with Wells Fargo; however, there are limitations on how to electronically pay bills. Wells Fargo recommends using the "Commercial Electronic Office" (CEO) portal, as the means to make payments to our vendors. The staff is working on getting the CEO portal operational.

- McAllister motioned to add Administrative Assistant, Cheryl Marshall, as an Authorized Signer on the account, Gent seconded the motion. The board voted unanimously to approve.

7. New Business

€ Black Forest Fire and Rescue (BFFR) and Wescott Fire Board of Directors' Retreat is scheduled for Tuesday, May 7th at 6:30pm. Dinner will be served.

8. Adjourn

Adjourned at 8:35 pm

**DONALD WESCOTT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS Regular Board Meeting
May 21, 2013
Open Session Minutes**

1. Call to Order & Pledge of Allegiance

Called to Order at 8:02 pm

Attendance: Greg Gent, Harland Baker, and William McAllister were present.
Scott Campbell and Joyce Hartung were excused.

Exec Staff: Chief Vincent Burns, Asst Chief Scott Ridings

2. Introductions

€ Guests: see attached sign in sheet

€ Public Comments: None

3. Administrative

€ Meeting minutes from April 16, 2013 were unanimously approved

€ Financial statements for April and March 2013 were presented and accepted

○ Principal Payment: While the Board approved an additional payment of \$185,000, the loan structure would not allow additional payments. The loan is structured to allow an early payoff of the entire balance only. The board expressed interest in finding a bank that would support a loan structure in which multiple payments could be made over the life of the loan, or a shorter loan period. The board asked the executive staff to begin a dialogue with several local banks to investigate the costs associated with a new loan.

○ The auditor has completed reviewing the financials for the District and will have a final audit report by the end of June.

4. Chief's Report

€ Monthly Run Report for:

€ April: 166 runs (4 Fire, 133 EMS, 3 HAZMAT, 9 Service Calls, 14 Good Intent, 11 False Alarm, 1 Severe Weather) equates to a -5% increase from the previous year. No fire loss.

€ Safety Fair will be on Saturday, June 1, 2013 at Station #1 – everyone is invited to attend

€ Sponsored and successfully held the Pleasant View HOA Chipping Day. Received another \$20,000 grant to continue fire mitigation efforts in the neighborhood, for a total grant of \$40,000. Pleasant View Estates is the first community in our District to be awarded as a "Firewise Community."

€ Hopefully this pilot program will help set the stage for future community endeavors

€ Alerting system for the Stations is still being researched

5. Executive Session

a. The Board entered into Executive Session at 8:35 pm, in accordance with CRS Section 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations, and instructing negotiations." In attendance were: Greg Gent, Harland Baker, William McAllister, Chief Vinny Burns, Assistant Chief Scott Ridings and Cheryl Marshall. There were no decisions made during Executive Session, and it concluded at 9:49pm.

b. Upon reconvening the Regular Board meeting, McAllister motioned the Board to approve the formation of a committee to explore future relationships with the Black Forest Fire and Rescue Department. Two committee members were nominated: Joyce Hartung and William McAllister. Baker seconded the motion, and the vote was unanimous in favor of said motion.

6. Adjourn

Adjourned at 9:57pm

DONALD WESCOTT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS Regular Board Meeting
June 18, 2013
Open Session Minutes

1. Call to Order & Pledge of Allegiance

Called to Order at 7:07pm

Attendance: Scott Campbell, Greg Gent, Harland Baker, Joyce Hartung and William McAllister were present.
Exec Staff: Chief Vincent Burns

2. Introductions

- € Guests: see attached sign in sheet
- € Public Comments: See below under Chief's Report.

3. Swearing In Ceremony

- o Shaun Leonhardt was sworn in as the newest full member volunteer for the District

4. Administrative

- € Due to the Black Forest Fire, meeting minutes and financial statements were postponed until next month.
- € Chief Bob Harvey from Black Forest Fire and Rescue District addressed the Board regarding the recent events of the Black Forest Fire. He noted the exceptional performance by the Wescott team members as they held the fire at the High Forest Ranch. He commented on being strong team players, and how the Wescott crews shined. He mentioned that Chief Vincent Burns, Assistant Chief Scott Ridings and Captain Sean Pearson will be awarded a Medal of Commendation from Black Forest Fire and Rescue for their strong leadership during this crisis.
- € Board approved a letter to Wells Fargo authorizing the issuance of business credit cards to personnel listed below, and authorizing Chief Burns to make any adjustments to the list as deemed necessary for the effective operations of the District. Cheryl Marshall will service as the administrator of the accounts.
 - Vincent P. Burns Chief \$15,000 Credit Limit
 - Christopher S. Ridings Asst Chief \$10,000 Credit Limit
 - Sean Pearson Captain \$5,000 Credit Limit
 - Shannon Balvanz Lieutenant \$5,000 Credit Limit
 - Curt Leonhardt Lieutenant \$5,000 Credit Limit
 - Jonathan Urban Engine Boss \$5,000 Credit Limit
 - Brenden Hogle Engine Boss \$5,000 Credit Limit
 - Cheryl Marshall Admin \$2,000 Credit Limit
- € Wescott appeared in the national publication of Parents Magazine for the July issue, highlighting their recent attendance at a fire-themed birthday celebration.

5. Chief's Report

- € No Monthly Run Report due to the Black Forest Fire.
- € Mr. Henry W. Wolpert, PhD, from Struthers Ranch attended the meeting concerned about fire mitigation efforts in the Struthers Ranch area and also to learn more about the Black Forest Fire situation.
- € El Pomar Foundation gave a generous \$6,000 grant for the purchase of wildland equipment and supplies due to the Black Forest Fire. A final report on how the funds were used is due 30 September 2013.

€ Black Forest Fire Update. The Chief presented an overview of the Black Forest Fire operations within the District. The fire began around 1:30pm on June 11, 2013 around the vicinity of Falcon Drive in a ravine area. The high winds quickly fanned the flames and the fire took off. Most extreme fire behavior – with 400 ft. flame lengths, worse than Waldo Canyon. It was a true “fire storm” in every aspect. Superb effort by all fire districts in the North Group. Game plan established to draw the line at Hwy 83, to stop the fire from jumping, and to protect the homes in High Forest Ranch. No houses lost in Wescott Fire District.

6. Executive Session

The Board entered into Executive Session at 9:10pm in accordance with CRS Section 24-6-402(4)(e) “to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations, and instructing negotiators.” In attendance were Scott Campbell, Joyce Hartung, Harland Baker, William McAllister, Chief Vincent Burns, Captain Sean Pearson, and Cheryl Marshall. There were no decisions made during Executive Session.

The board exited from Executive session at 10:32pm and the regular board meeting reconvened. McAllister motioned the Board to pursue actions to increase the District’s mill levy from 7 to 11. Hartung seconded the motion. A discussion ensued about the specific number for the mill levy increase. The board voted 3 yea’s and 1 nay to approve the mill levy increase to 11; motion carried. The Board further directed the Executive Staff to engage with the County on the election process.

7. Adjourn

Adjourned at 10:51 pm

DONALD WESCOTT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS Regular Board Meeting
July 16, 2013
Open Session Minutes

1. Call to Order & Pledge of Allegiance

Called to Order at 7:15pm

Attendance: Harland Baker, Joyce Hartung and William McAllister were present. Greg Gent arrived late. Scott Campbell was excused.

Exec Staff: Chief Vincent Burns and Assistant Chief Scott Ridings

2. Introductions

- € Guests: see attached sign in sheet
- € Public Comments

3. Swearing In Ceremony

- Tanner Finnicum was sworn in as the newest full member Volunteer for the District

4. Administrative

- € June 16, 2013 meeting minutes were unanimously approved
- € June financial statements accepted
- € The 2012 audit was completed and filed with the State of Colorado on June 30, 2013, by Hoelting & Company, LLC. The Board unanimously accepted the results of the 2012 Audit.

5. Chief's Report

- € June Monthly Run Report: There were a total of 364 calls in the month of June, a 15% increase from 2012. There was one rescue from a stalled elevator that occurred in the storage unit facility on Northgate/Voyager Blvd.
- € Asst Chief Ridings highlighted an ongoing maintenance issue on Ladder 531, in which it is being recommended to upgrade the double J-brake system. As a side note, Engine 511 has the double J-brake system. The cost is around \$7,000-\$8,000 for the system. It was recommended to fund this repair from the reserve designated funds. The current vehicle maintenance budget is \$36,000 and expended to date is around \$24,000, leaving a balance of around \$8,000 for the remainder of the year. The Board approved the repair and recommended the funds come from the vehicle maintenance program, realizing that adjustments might be required from the Reserve budget later down the line.
- € Chief Burns informed the board about the numerous calls from the public expressing interest in fire mitigation. Ridings mentioned the positive effect of having a long term plan already in place in the aftermath of the Black Forest Fire. With the designed and approved CWPP as the roadmap, fire mitigation efforts continue. Any grant monies will be applied towards the CWPP planned projects. Two grant projects underway in 2013 are in the Pleasant View Estates and the Shamrock Ranch areas, and total about \$28,000.
- € The chipper has been a huge success for the District by bringing the community together in tackling major fire mitigation projects. Black Forest Fire is looking at purchasing a separate piece of equipment that could augment the chipper and cut the workload in half.

- € Burns reported about a Special District Association (SDA) class that he and AC Ridings attended last month. The class was designed primarily for fire districts. Burns reported there was only one area of concern, from SDA's perspective, that might warrant improvement in the way/method the District handles roll call (attendance) at board meetings. SDA recommends each board member vote to accept a board members absence as excused or unexcused. The Board made no formal action or recommendation.

6. Old Business

- € Station Alerting. Some of the North Group Fire Chiefs have expressed interest in combining efforts to purchase a station alerting system, in the hopes of getting a better price break. However, the other fire districts are struggling with the financial costs, and have not committed to the purchase. Wescott is moving ahead and will purchase the system by next month.
- € Black Forest Merger Committee Report. The committee has not met due to the Black Forest Fire. However, on the operational side, there has been progress made with combined training opportunities and combined officer's meetings.
- € Gent motioned and McAllister seconded the motion to accept and approve Resolution 2013-002 to authorize the District to pursue increasing the tax mill levy in the 2013 Coordinated Election (see attached). The Board voted and unanimously approved the Resolution.

7. New Business

- € Gent motioned and Hartung seconded the motion to accept and approve Resolution 2013-001 to appoint Cheryl Marshall as the Designated Election Officer (DEO) for the upcoming 2013 Coordinated Election (see attached). The Board voted and unanimously approved the Resolution.
- € McAllister announced the 2nd Annual Kids' Safety Fair to be held on Saturday, August 10, 2013 at Chapel Hills Mall. Wescott attended last year and it was a huge event. Wescott was invited to attend again this year.

8. Adjourn

Adjourned at 8:42 pm

DONALD WESCOTT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS Regular Board Meeting
August 20, 2013
Open Session Minutes

1. Call to Order & Pledge of Allegiance

Called to Order at 7:22 pm

Attendance: Greg Gent, Joyce Hartung and William McAllister were present.
Scott Campbell was excused. Harland Baker was unexcused.

Exec Staff: Chief Vincent Burns and Assistant Chief Scott Ridings

2. Introductions

- € Guests: see attached sign in sheet
- € Public Comments

3. Administrative

- € July 16, 2013 meeting minutes were unanimously approved
- € July financial statements accepted. A few categories were highlighted to the board where unplanned and unforeseen expenditures were expected to exceed budgeted amounts: vehicle maintenance, station maintenance and IT Infrastructure/Networking. The board directed to proceed ahead with budget execution as planned and final adjustments would be made at the end of the year.

4. Chief's Report

- € July Monthly Run Report: There were a total of 197 calls in the month of July, a 6% decrease from 2012. There were 5 Fire, 80 EMS, 2 HAMAT, 11 service calls, 76 good intent calls, 10 false alarms, 1 severe weather call and 1 special incident.
- € Chief Burns noted the large number of events Wescott Fire has been participating in over the summer months, to include picnics, block parties, parades, safety fairs, and dinners by the hosted by the local community. Fire mitigation and property assessments have been record high.
- € Chief Ridings thanked Greenbelt Turf Farms for donating supplies and manpower to install sod at Station #2. It has brought a professional finish to the station.
- € Fire Marshal Report (Margo Humes):
 - a. Many presentations have been made to the surrounding communities with average attendance ranging around 100-150. The North Group Fire Marshals have been asked to participate in a Governor's assessment of the Black Forest Fire.
 - b. The NG Fire Marshals are developing a professional video presentation for educational purposes to explain why fire mitigation is important. Expect to have the video completed before the one year anniversary of the Black Forest Fire.
 - c. El Paso County sent a letter to the District requesting action to finalize the adoption of fire codes. Humes provided a draft response from the North Group Fire Marshals. Instead of requiring a sprinkler system for a certain square footage, the recommendation by the Fire Marshals is for builders to meet the fire flow requirement, which gives a wider range of options for the homeowner and builder to consider, such as the installation of sprinklers, connecting to a fire hydrant, building an accessible pond, or installation of cisterns. Another item the Fire Marshals are suggesting is using "fire rated" products for new construction. A final resolution will be presented at the next board meeting in September for board approval and adoption.

5. Old Business

- € Vehicle Purchase. There are funds set aside in the 2013 budget for One Time Purchases, specifically \$60,000 with the intent of purchasing a utility vehicle for the fleet. Ridings asked the board for authorization to purchase a new Chief vehicle, and then transitioning the older model to serve as the District's utility vehicle. The board agreed with the purchase of the new Chief vehicle and requested Chief Ridings to investigate price options and present at next month's meeting.
- € Black Merger Committee Report. The committee met and exchanged information from previous discussions. There were pros/cons discussed about the formation of fire authority, and how boards are comprised by the two districts. No decisions were made.
- € 2013 Coordinated Election. A copy of the signed Intergovernmental Agreement (IGA) was provided to each board member. Marshall highlighted the cost to participate in the mail-in election for the District will be \$20,000.
- € Resolution 2013-003 presented to the Board for signature and approval. The resolution contains the language which will appear in the ballot. The blank number will be filled in prior to final submission to the Elections Department. This number will be provided by the El Paso County Property Assessor's office. The Board unanimously approved and signed the Resolution.

6. New Business

- € None.

7. Adjourn

Adjourned at 9:10 pm

DONALD WESCOTT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS Regular Board Meeting
September 17, 2013
Open Session Minutes

1. Call to Order & Pledge of Allegiance

Called to Order at 7:07 pm

Attendance: Scott Campbell, Harland Baker and William McAllister were present. Greg Gent arrived late. Joyce Hartung was excused.

Exec Staff: Assistant Chief Scott Ridings present. Chief Vincent Burns excused due to training.

2. Introductions

- € Guests: see attached sign in sheet
- € Public Comments: Ms. Judy Woodley, Volunteer Board Member on the Tri-Lakes Economic Development Corp invited Wescott Fire to an upcoming breakfast on November 19 in which key organizations, such as utility companies, fire districts and other agencies have been asked to participate. Chief Ridings accepted the invitation.

3. Administrative

- € August 20, 2013 meeting minutes were unanimously approved
- € August Financials were accepted - with 76% expended to date. Expecting reimbursement from wildland fires.

4. Chief's Report

- € August Monthly Run Report: There were a total of 183 calls in the month of August, a 25% increase from 2012. There were 2 Fire, 92 EMS, 3 HAMAT, 20 service calls, 43 good intent calls, 17 false alarms, 5 severe weather calls and 1 special incident. No fire loss.
- € Operational Report: Annual Employee Reviews have been completed. Volunteer Ragland has returned to full duty status from his injury on the fire line in California.
- € High Forest Ranch (HFR) Homeowners Association collected over \$10,400 in donations to Wescott Fire during their annual community event, and showed their appreciation holding the fire at the NW corner of the Black Forest Fire area. Handwritten thank you notes were sent to each person who made a donation.
- € MDA Fundraiser during Memorial Day raised \$6,800 for the "Fill the Boot" campaign
- € VFIS approved the repair/replacement of the roof for Station #1. Repairs underway.
- € Vehicle Replacement – no estimates were obtained, tabled until next month

5. Old Business

- € Black Merger Committee Report. No report
- € 2013 Coordinated Election. Marshall stated the final "proof" of the ballot language has been approved and submitted to the County. Station #1 will be a drop off location for the mail-in ballot.
- € Fire Codes: Falcon Fire Marshal Vernon Champlin has been working with surrounding fire districts to develop a "unified" Fire Codes that will mutually beneficial to fire districts and homeowners. Champlin met with the Homebuilders Association to discuss the Fire Code. A new resolution will be presented in October for the Board to approve.

6. New Business

- € Draft 2014 Budget was delivered to the Board in accordance with the Colorado Revised Statute. The draft budget shows a side-by-side comparison of the budget at 7 mills and 11 mills. Questions and further discussion can be continued during next month's board meeting. Highlights as follows:
 - General Property Tax Revenue increased by only \$41,000, while health insurance premium increased by \$31,000.
 - Under the 7 mills proposal, Vehicle and Station Maintenance were increased to reflect a more accurate spending levels based upon current maintenance cycles
 - Under the 11 mill proposals, the goal is to increase manpower to adequately staff the District to support the increase call volume experienced within the District

7. Adjourn

Adjourned at 7:36 pm

DONALD WESCOTT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS Regular Board Meeting
October 15, 2013
Open Session Minutes

1. Call to Order & Pledge of Allegiance

Called to Order at 7:12 pm

Attendance: Harland Baker, Joyce Hartung, and William McAllister were present. Greg Gent and Scott Campbell were excused.

Exec Staff: Chief Vincent Burns and Assistant Chief Scott Ridings were present

2. Introductions

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

3. Administrative

- € September 17, 2013 meeting minutes were unanimously approved
- € September Financials were accepted - with 81% expended to date. Received reimbursement for four fires, still expecting reimbursement for two additional fires. Expenditures were slightly higher than the expected 75% due to station and vehicle maintenance expenses.

4. Chief's Report

- € September Monthly Run Report: There were a total of 168 calls, a 6% decrease from 2012. There were 5 Fire, 95 EMS, 4 HAMAT, 10 service calls, 44 good intent calls, 9 false alarms, 0 severe weather calls and 1 special incident. Fires: one building fire in Black Forest (mutual aid), one portable building fire (mutual aid), woods/forest fire in Fox Run (mutual aid), one brush/grass fire on Stella Drive (mutual aid), and a garbage can fire in Fox Run Park (mutual aid).
- € Burns reported Justin Chavez, Jonathan Urban and Chief Burns attended Fire Officer 1 class
- € McAllister asked for an update on the station alerting system. Ridings responded the project is on hold pending County Dispatch the upgrades to their communications equipment. Also researching whether E911 could possible fund the purchase of a basic unit for each fire district, thus allowing each district to tailor (at their own expense) the design to meet their specific needs. Pikes Peak Chief's Forum is also involved and discussing options that meet NFPA standards.

5. Old Business

- € Black Merger Committee Report. No report. However, Burns reported that operationally, joint training events have been held and crews are starting to meld together in a more cohesive manner
- € 2013 Coordinated Election. Tabor notices mailed to residents who own property within the District, but who are not registered to vote, in accordance with Election laws. Station #1 will serve as a Mail In Ballot location for the County.
- € Vehicle Purchase. Burns reported he continues to research and test drive different vehicles, namely the Chevy Suburban, Dodge Durango, and GMC Yukon, but no decision has been made
- € McAllister motioned to Adopt a Resolution on the 2009 IFC Codes with Local Amendments, and Hartung seconded the motion. The Board voted unanimously to approve the Resolution as written.

The resolution will be forwarded to Fire Marshall Vern Champlin at Falcon Fire Department who is collecting resolutions and will present a coordinated response to the Board of County Commissioners.

€ 2014 Budget: Initial draft was presented to the Board in September with the intent to answer any questions the Board might have during this month's meeting. Baker suggested delaying any discussion on the budget until after the November election. Board members agreed to table until next month.

6. New Business No new items.

7. Adjourn

Adjourned at 8:04 pm

DONALD WESCOTT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS Regular Board Meeting
November 19, 2013
Open Session Minutes

1. Call to Order & Pledge of Allegiance

Called to Order at 7:10 pm

Attendance: Scott Campbell, Joyce Hartung, Greg Gent, Harland Baker and William McAllister

Exec Staff: Chief Vincent Burns and Assistant Chief Scott Ridings were present

2. Introductions

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

3. Administrative

- € October meeting minutes were unanimously approved
- € October financials were accepted with 85% expended to date. Payments have been received for all wildland fire incidents.

4. Executive Session: Entered into Executive Session Pursuant to CRS Section 24-6-402(4)(f) to discuss "personnel matters at 7:28pm (exceptions: not available for the following discussions: 1) discuss general personnel policies; 2) if the employee who is the subject of the executive session has requested an open meeting; 3) if the personnel matter involves more than one employee and all of the affected employees have requested an open meeting; or 4) to discuss any member of the governing body or the appointment of any person to fill the office of a member of a member of the governing body.")

Members in attendance were: Scott Campbell, Joyce Hartung, Greg Gent, Harland Baker, William McAllister, Chief Vinny Burns and Assistant Chief Scott Ridings. There were no decisions made during executive session. The session ended at 7:42 pm upon which the regular session was restarted at 7:43pm.

5. Chief's Report

- € October Monthly Run Report: There were a total of 187 calls, a 2.7% increase from 2012. There were 1 Fire, 104 EMS, 3 HAMAT, 13 service calls, 59 good intent calls, 7 false alarms, 0 severe weather calls and 0 special incident. Average response time is 6 minutes.
- € On November 9, 2013, AMR Paramedic Robert Good and EMT/FF Jared Whiteley were presented with the Colorado's highest EMS Gold Award, for responding to a vehicle accident in which the car was in flames. Without regard to their own personal safety, they were able to successfully remove the driver from the vehicle, and performed life- saving CPR.
- € Received a generous donation check for \$2600 from a family trust
- € Second annual Kids' Christmas Party on December 14, 2013

6. Old Business

- € Black Merger Committee Report. Meeting held on November 18, with Chief Bob Harvey in attendance from Black Forest, and Chief Burns, Joyce Hartung and Bo McAllister from Wescott. It was recommended to try to set up a more formal meeting schedule next year. On the operational side, joint training and operations have been underway and great progress has been made. Most of the discussions focused on the Fire Authority route, which gives more flexibility for both districts.
- € 2013 Coordinated Election. Issue 5A for the mill levy increase for Wescott Fire did not pass. The final votes were 3,287 opposed and 2,813 votes in favor, a difference of 474 votes.

- € Vehicle Purchase: Burns withdrew his request to purchase a new vehicle in 2013 from the Reserve/Designated funds. Board acknowledged.
- € 2014 Budget: Final Property Valuation Assessments from the County are expected the last week of November, and will be incorporated into the final budget for board approval on December 3, 2013. Meanwhile, a current draft of the budget was presented for board review. Public notices will be posted in accordance with state regulations. A summary of major changes to the budget as follows:
 - Vehicle maintenance increased to reflect a more realistic projection of periodic maintenance and repairs (PMR) and tire usage/replacement based upon current maintenance records
 - Health insurance rates continue to rise; mostly due to increased family dynamics (marriages, new births, etc.).
 - Budget is based upon core operational aspects of firefighting and emergency services
 - One time planned purchases from reserve/designated funds discussed for 2014 to cover two items: SCBA replacement at \$200,000 and bunker gear replacement at \$60,000. Chief Ridings mentioned pursuing a grant to help with the SCBA. Board recommended reallocating reserve funds from construction into fire equipment, and any approvals for purchases will need Board approval.
 - Next board meeting will be December 3, 2013, to finalize and adopt the Budget for 2014

7. New Business No new items.

8. Executive Session. Joyce Hartung motioned to enter into Executive Session pursuant to CRS Section 24-6-402(4)(f) to discuss "personnel matters at (exceptions: not available for the following discussions: 1) discuss general personnel policies; 2) if the employee who is the subject of the executive session has requested an open meeting; 3) if the personnel matter involves more than one employee and all of the affected employees have requested an open meeting; or 4) to discuss any member of the governing body or the appointment of any person to fill the office of a member of a member of the governing body."). Greg Gent seconded the motion.

The board entered into executive session at 8:29 pm. In attendance: Scott Campbell, Joyce Hartung, Greg Gent, Harland Baker, and William McAllister. There were no decisions made during executive session. The executive session ended at 8:59 pm, and the regular session was immediately adjourned at 9:00pm.

9. Adjourn

Adjourned at 9:00 pm

DONALD WESCOTT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS Regular Board Meeting
December 3, 2013
Open Session Minutes

1. Call to Order & Pledge of Allegiance

Called to Order at 7:15 pm

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

Exec Staff: Chief Vincent Burns and Assistant Chief Scott Ridings were present

2. Introductions

€ Guests: see attached sign in sheet

€ Public Comments: None.

3. Administrative

€ November and December meeting minutes and financial reports will be presented in January

4. Chief's Report

€ The November and December run report will be presented in January

€ Christmas Party is Saturday, December 14, 2013 at 7pm at Sundance Mountain Lodge. Kids' Christmas is scheduled the same day at 9am at Station #2.

5. 2014 Budget Adoption

€ Public Notice was given on November 30, 2013, in the Gazette and on the Station website as required by state statute. Copies of the proposed 2014 budget were available for public review with hardcopy available in Station #1 and also on the website. No public comments were received.

€ The board voted unanimously to approve the following documents:

- Board Resolution to Adopt the 2014 Budget
- Certification of Tax Levies for 2014
- Resolution to Appropriate Sums of Money for 2014
- 2014 Budget Message
- Lease-Purchase Supplemental Schedule to the Adopted Budget

6. Adjourn

Adjourned at 7:43 pm