

DONALD WESCOTT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS WORK SESSION
May 13th, 2021

1. Call to Order

Called to Order at 6:30 p.m.

Board Attendance: Mark Gunderman, Joyce Hartung, Larry Schwarz, Charles Fleece and Duane Garrett

Executive Staff: Fire Chief Warren Jones

Legal Counsel: Emily Powell

2. Review and Approval of Agenda

- Upon motion duly made and seconded, the Board voted unanimously to approve the agenda.

3. Work Session

The Board, jointly with the Board of Directors of Tri-Lakes Monument Fire Protection District, received a presentation from Attorney Powell regarding various options for the proposed unification of the District with Tri-Lakes Monument Fire Protection District, including the following: Authority, Merger by Inclusion, Two-Step District-to-District Transfer, and Legal Consolidation.

Executive Staff and Board discussion followed. The possible unification of these fire districts would create a new regional fire protection and emergency services agency serving their joint jurisdictional areas. This new agency would build on the current cooperative efforts that are already in place for response to fires and other emergencies. These efforts seek to bring sufficient resources to an emergency scene and operate under a common incident command structure. This cooperation was displayed on a recent structure fire in the Fox Pine subdivision. Formal unification would integrate administrative, training, fire prevention, and other critical internal support functions to support field operations. More specifically, a new unified agency would:

- Increase the depth of available emergency resources.
- Maximize current fire station locations and apparatus deployment.
- Provide for more cost-effect expansion of fire stations to serve new development.
- Establish uniformity in training, operations, and fire code enforcement.
- Integrate operational procedures.
- Increase the cost-effectiveness of legal, accounting, payroll, and medical billing services.
- Improve the career opportunities for personnel.

4. Adjourn:

- Upon motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 8:18 p.m.

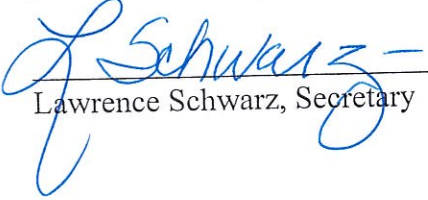
Respectfully submitted,
Stacey Popovich
Administrative Assistant

APPROVAL

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.



Mark Gunderman, Chairman



Lawrence Schwarz, Secretary

**DONALD WESCOTT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
May 17th, 2021**

1. Call to Order

Called to Order at 3:03 p.m.

Board Attendance (via Zoom): Mark Gunderman, Charlie Fleece, Larry Schwarz, Duane Garrett, and Joyce Hartung.

Executive Staff: Fire Chief Warren Jones

Legal Counsel: Emily Powell

2. Review and Approval of Agenda

- Director Schwarz made a motion to approve the agenda, with a second by Director Garrett. The Board unanimously voted to approve the agenda.

3. Executive Session

1. Executive Session pursuant to C.R.S. 24-6-402(4)(b) and (e) to receive advice of legal counsel and to discuss matters subject to negotiation related to the potential unification of the District with Tri-Lakes Monument Fire Protection District.

Director Fleece made a motion to go into Executive Session pursuant to C.R.S. 24-6-402(4)(b) and (e) to receive advice of legal counsel and to discuss matters subject to negotiation related to the potential unification of the District with Tri-Lakes Monument Fire Protection District, with a second by Director Hartung. The Board unanimously voted to enter Executive Session. Attorney Powell certified for the record that the executive session constitutes privileged attorney-client communications and would not be recorded. The Board went into executive session at 3:05 p.m.

Director Hartung made a motion to come out of executive session at 3:53 p.m., with a second by Director Schwarz. The Board voted unanimously to come out of executive session at 3:53 p.m.

4. Possible action on any matter discussed in executive session

None.

5. Adjournment.

- Director Garrett made a motion to adjourn the meeting at 3:55 p.m., with a second by Director Hartung. The Board voted unanimously to adjourn the meeting at 3:55 p.m.

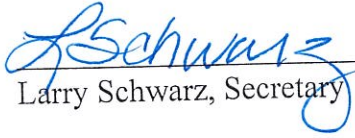
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Stacey Popovich
Administrative Assistant

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~~Mark Gunderman, Chairman~~

A handwritten signature in blue ink, appearing to read 'L. Schwarz', is written over a horizontal line. The signature is stylized and cursive.

Larry Schwarz, Secretary

**DONALD WESCOTT FIRE PROTECTION DISTRICT
DONALD WESCOTT FIRE PROTECTION DISTRICT NORTHERN SUBDISTRICT
BOARD OF DIRECTORS REGULAR MEETING
May 18, 2021**

1. Call to Order

Called to Order at 4:08 p.m.

Board Attendance: Mark Gunderman, Larry Schwarz, and Duane Garrett

Board Absences: Joyce Hartung and Charlie Fleece

Executive Staff: Fire Chief Warren Jones, Assistant Chief Scott Ridings

Legal Counsel: Emily Powell

- Director Schwarz made a motion to excuse the absences of Director Hartung and Director Fleece, with a second by Director Garrett. The Board unanimously voted to approve the absences.
- **Sign In:** Mary & Joe Gunderman, Allison Robenstein, Dennis Feltz, Justin Chavez, Shannon Balvanz, Steve Simpson

2. Review and Approval of Agenda

- Director Schwarz made a motion to approve the revised agenda, with a second by Director Garrett. The Board unanimously voted to approve the revised agenda.

3. Public Comment (3 minutes)

- Steve Simpson: Expressed that he is glad the District is exploring the opportunity for unification with Tri-Lakes Fire Protection District given the improved emergency services and career opportunities for firefighters.
- Allison Robenstein: Requested additional context regarding the change in legal counsel.
 - Chairman Gunderman: Explained that Emily Powell and Michelle Ferguson work at the same law firm. Michelle is still part of the District's legal team, but due to some scheduling changes, Emily will now be the District's main contact.

4. Administrative

- The April financials were presented for the Board's review and approval. Director Schwarz made a motion to approve the April financials as presented, with a second by Director Garrett. The Board unanimously approved the April financials as presented.
- The April regular Board Meeting Minutes were presented for the Board's review and approval. Director Garrett made a motion to approve the April regular Board meeting minutes, with a second by Director Schwarz. The Board unanimously approved the April regular Board meeting minutes.

5. Chief's Report

- Monthly Run Report
 - April- Increase of 36%
 - 2021- 76 calls
 - 2020- 56 Calls
 - Pre-incident value of \$ 587,394.00 Property saved with a \$ 4,300.00 fire loss.
 - Completed the Pleasantview homeowners group mitigation project. Big thank you to Matt Gibbs, Lucas Owens, Justin Myers for donating their time to man the chipper.
 - Physical Agility test has been completed by all employees in 7 minutes or less.
 - Completed NWCG pack test, 3 mile walk with 40lb backpacks in 45 minutes or less

- Collaborative efforts were outstanding on the fire that the District participated in responding to in Tri-Lakes Monument Fire Protection District ("Tri-Lakes Monument").
- Chief Jones presented his short term action plan (below).
- Rachel Dunn did a nice article about her experience in the field for 101 days. Director Schwarz would like to see it up on the website.

Chief Jones recognized what he's observed so far as the District's strengths.

- Excellent operational cooperation between the District, Tri-Lakes Monument and Black Forest Fire Protection District.
- Dedicated and engaged workforce.
- High commitment to community service.
- Class 2 ISO rating.
- Good current condition of apparatus, equipment and facilities (with the exception of Station 3).

Short-Term Action Plan (Mid-May to Mid-July)

Action Item	Current State	Actions	Timeline
Vacant Lieutenant position	One Lieutenant position is vacant and being filled by an acting Lieutenant.	Promote a new Lieutenant in accordance with the current handbook, eligibility requirements and testing process.	Testing the week of June 14
Shift assignments	A new Lieutenant and new paramedics will create unbalanced companies.	Realign shift personnel to meet response needs related to skill and experience mix on each company.	Mid-July
Shift personnel vacation	Current vacation practices for shift personnel are not in alignment with current handbook and SOGs.	Bring vacation practices into conformance with handbook and SOGs.	June 1
National and regional wildland fire deployment	National and regional wildland fire deployments totaled 356 days in 2020. 131 days were for three full-time management or staff personnel.	Focus on crew deployments to build training and experience of company personnel. Limit single resource deployment to one deployment per person for full-time personnel.	Immediate
FLSA pay system	Shift personnel have transitioned to the new FLSA pay system but knowledge of the FLSA system is inadequate.	Provide more training for the administrator in FLSA procedures and deliver another round of education for shift personnel	Immediate
Station 3 safety	Station 3 is currently used for the Battalion Chief quarters and office. There are several significant safety hazards in this building.	Make immediate safety repairs and improvements.	June
Union meet and confer	The Board adopted a resolution authorizing a meet and confer process with the union. The union leadership has indicated they would like engage this process.	Engage the meet and confer process in accordance with the Board resolution.	June

Mid-year budget review	The 2021 budget is starting to indicate trends and issues that will require Board consideration.	Conduct a mid-year budget evaluation to identify immediate trends and issues. This may require line realignment and possible use of reserves. This may also include new costs related to unification planning.	June-July
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6. Old Business

- None.

7. New Business

- Follow-up from May 13 Joint Work Session with Tri-Lakes Monument.
 - Both Boards were excited to see what the possibilities are, timing is good. We are doing this for the community and the staff. Chief Kovacs and Chief Jones will be assisting in getting a feasibility study from ESCI, an emergency services consulting third party.
 - Chief Jones stated that he hopes to have a proposal for the ESCI feasibility study in June and what type of cost-share will come with that between the two organizations.

8. Firefighter's Forum

- The Union would like to thank you and we appreciate it.

9. Public Comment

- None

10. Adjourn:

- Director Garrett made a motion to adjourn the meeting at 4:50 p.m., with a second by Director Schwarz. The Board voted unanimously to adjourn the meeting at 4:50 p.m.

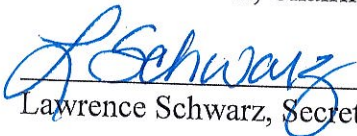
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 Mark Gunderman, Chairman



 Lawrence Schwarz, Secretary

