

Elk Creek Fire Protection District Board of Directors

Regular Meeting Agenda

Thursday, May 12th 18:00hr

In person and Via Zoom

(located on ECFPD website)

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call of Board Members
- IV. Additions or Deletions to, and Approval of the Agenda
- V. Review and Approval of April, 2022 Regular Meeting Minutes
- VI. Financial Matters
- VII. Chief Ware Report
- VIII. Executive Session
- IX. Old Business
 1. Consolidation Report
- X. New Business
 1. Election Process - John Chmil
 2. SDA Workshop
 3. Sale of Vehicles
- XI. Citizen issues
- XII. Adjournment

RECORD OF MINUTES
Elk Creek Fire Protection District
Regular Board Meeting
April 14th, 2022 In person and via Zoom

Director Pixley called the regular meeting of the Board of Directors to order on April 14th, 2022 at 18:12 hours.

ROLL CALL

Directors Present:

Greg Pixley
Kent Wagner
Sharon Woods
Melissa Baker
Dominique Devaney

Also Present:

Jacob Ware, Fire Chief
Barbara Stockton, District Administrator
John Chmil, District Attorney

PLEDGE OF ALLEGIANCE

Pledge led by Greg Pixley during the Pension Board meeting

AGENDA

Two additions to the Agenda were requested.

Under Old Business, Attorney John Chmil will provide an update on Foothills Housing v. Elk Creek Fire Protection District. Additionally, under New Business, the District Administrator will provide an update on the Board Election

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APPROVAL OF MINUTES

Director Woods requested the March 2022 minutes reflect that Chief Ware is to provide the google drive link to board members in place of the note stating that she would provide the link.

MOTION to approve the March, 2022 regular meeting minutes with revisions. (Sharon Woods seconded by Dominique Devaney) **MOTION PASSED**

FINANCIAL MATTERS

MOTION to approve the March 2022 expenses. (Sharon Woods seconded by Melissa Baker) **MOTION PASSED.**

OLD BUSINESS

1. Employee Union 4710 CBA **MOTION** to approve. (Dominique Deaney seconded by Melissa Baker) **MOTION PASSED.**

2. Attorney John Chmil provided an update on Foothills Housing 1 v. Elk Creek Fire Protection District. ECFPD's motion to dismiss the last claim was granted.

NEW BUSINESS

1. Resolution for continued consolidation research. **MOTION** to continue research into the district consolidation. (Kent Wagner seconded by Sharon Woods) **MOTION PASSED.**
2. Resolution for Records Retention **MOTION** . (Kent Wagner seconded by Sharon Woods) **MOTION PASSED.**
3. Surplus of Type 6 engine **MOTION** to approve the surplus of the Type 6 Engine. (Dominique Devaney seconded by Melissa Baker) **MOTION PASSED.**
4. Update from the District Administrator on Election. All deadlines and requirements for Election requirements have been met.
5. The Audit is in process. Paperwork is currently being reviewed and it will likely take through the end of May. It may be ready for review at the June Board of Directors meeting.

CITIZEN ISSUES

1. There was concern that the Designated Election Official (DEO) is not performing the job as needed for a fair election. The District Attorney clarified that although the DEO has not been as involved as expected, the District Administrator has stepped up to fulfill the role. He further reminded everyone that all requirements have been met for the Election.
2. There was concern that ECFPD has not publicized the Election
 - a. The absentee ballot request was not posted to the ECFPD website. The posting was verified during the meeting.
 - b. Polling times were not posted to the District website. This was also verified during the meeting. It was brought to the District's attention that the posting could be more visible..
 - c. Nextdoor and social media postings should also be increased.
3. There was a request for the status of the CWPP. The last signature was completed on Monday and the CWPP will be published to the website soon. Everyone who has signed up will receive notification
4. There was a request for an update on the County's adoption of the IWUI code. Currently there is nothing new to report.
5. Review of the Consolidation Timeline. The Consolidation will go before the voters but may get pushed out to avoid voter fatigue. Prior to the Consolidation vote, ECFPD will need to address the 2013 mill levy of 2.5 mills that sunsets in 2023. It was requested that the Board include a consolidation update on future meeting agendas under Old Business.

ADJOURNMENT

MOTION (Dominique Devaney; seconded by Melissa Baker) to adjourn the meeting. **MOTION PASSED.**

The meeting of the Board of Directors concluded at 19:59 hours

**BY ORDER OF THE BOARD OF DIRECTORS
OF THE ELK CREEK FIRE PROTECTION**

DISTRICT

BY: /s/ Melissa Baker
Secretary of the District.

Draft

ELK CREEK FIRE PROTECTION DISTRICT
Income Statement
For the Four Months Ending April 30, 2022

		Current Month Actual	Year to Date Actual	Year to Date Budget
Revenues				
104000	Property Tax Revenue - Jeffco	\$ 247,128.76	\$ 1,520,648.45	0.00
104010	Property Tax Revenue -Parkco	38,766.98	174,107.14	0.00
104040	Delinquent Taxes	309.54	(3,541.41)	0.00
104100	Specific Own. Taxes - Jeffco	19,837.54	73,311.14	0.00
104110	Specific Own. Taxes - Parkco	3,570.64	13,833.47	0.00
104200	Interest Income Jeffco	34.47	(237.93)	0.00
104220	Interest Income Investments	1,551.31	2,792.70	0.00
104300	Ambulance Billings	(706.03)	80,389.20	0.00
104310	Ambulance Billings-MCR/MCD Adj	0.00	(14,815.46)	0.00
104400	Other Income	0.00	2,500.00	0.00
104430	Permits - Inspection Fees	2,177.79	4,049.57	0.00
104450	Donations	1,500.00	2,350.00	0.00
104460	Lease Revenue	2,491.62	9,966.48	0.00
104480	Revenue from Surplus Equipment	1,250.00	1,250.00	0.00
104720	Travel	(48.22)	(1,340.11)	0.00
104760	Miscellaneous	40.00	40.00	0.00
	Total Revenues	317,904.40	1,865,303.24	0.00
Expenses - Administration				
	Total Expenses - Administration	45,404.56	240,117.09	0.00
Expenses - Fire				
	Total Expenses - Fire	45,391.55	221,549.50	0.00
Expenses - Training				
	Total Expenses - Training	1,670.00	16,797.24	0.00
Expenses - Prevention				
	Total Expenses - Prevention	3,760.99	26,077.29	0.00
Expenses - EMS				
	Total Expenses - EMS	74,656.59	325,822.03	0.00
Expenses - Wildland/Suppression				
	Total Expenses - Wildland/Suppression	44,776.69	179,279.77	0.00
Expenses - Fuels Crew				
	Total Expenses - Fuels Crew	(12,006.46)	22,650.03	0.00
Expenses - CRRF				
	Total Expenses - CRRF	3,204.15	30,223.09	0.00

ELK CREEK FIRE PROTECTION DISTRICT
Income Statement
For the Four Months Ending April 30, 2022

	Current Month Actual	Year to Date Actual	Year to Date Budget
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Expenses - Maintenance			
Total Expenses - Maintenance	15,254.86	28,612.77	0.00
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Expenses - Fire Stations			
Total Expenses - Fire Stations	14,908.58	71,363.91	0.00
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Expenses - Leases/Capital			
608336 Capital - Fire	0.00	88,663.69	0.00
608606 Capital - Facilities	941.43	3,531.21	0.00
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Total Expenses - Leases/Capital	941.43	92,194.90	0.00
Total Expenses	237,962.94	1,254,687.62	0.00
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Net Income	\$ 79,941.46	\$ 610,615.62	\$ 0.00
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Fire Department Monthly Status Report

May 12, 2022

MESSAGE FROM THE CHIEF

The last month has brought warmer weather and more wind with limited moisture.

Our fire danger across the district is slowly increasing and we have had 2 fires which remained small due to the efforts of the firefighters. Both fires were related to power lines and burned within feet of structures.

Elk Creek has been able to help with some other fires in the west including a fire in Nebraska and New Mexico.

The hiring process is proceeding with 15 individuals advancing into the next phase, with the goal to have them on board by the end of June.

Jacob N. Ware
Fire Chief

OPERATIONS (April)

- Volunteer firefighters had 110 hours of staffing at Station 1.
- Elk Creek Averaged 3.3 members per call.
- 27% of the calls overlapped (22 Calls)
- Average Response Time 10:59

February - Emergency Incidents	2020	2021	2022
1. Fire	3	0	3
2. Emergency Medical Services (EMS) & Rescue	36	64	67
3. Hazardous Condition (No Fire)	4	0	10
3. Service Call	10	4	9
4. Good Intent Call	15	16	19
5. False Alarm and False Call	9	8	5
6. Special Incident	0	0	5
Total	77	92	118

April- Additional Emergency Incidents	2020	2021	2022
Automatic/Mutual Aid Emergency Responses provided to the Elk Creek by other Agencies	4	2	3

February Ambulance Transports	2020	2021	2022
	11	30	28

TRAINING

- Firefighters logged 99 hours of training for the month.
- The 2022 recruit academy is now finishing with HazMat and final testing in June.
- The Wildland Fire Suppression Module and Fuels crew will finish their 80-hour critical training and be available on May 17.

FIRE PREVENTION

- The Community Ambassador Program is going well with several planning units starting to have community meetings and exploring a “saws and slaws” program.
- The CWPP is finalized with signatures from all of the stakeholders.

FLEET, EQUIPMENT, & FACILITIES

Fleet:

- We have purchased a hybrid Ford Escape for a utility truck. This is a change from the usual full-size trucks. The SUV is getting around 35 mpg vs the 12 mpg that the full-size pickups get. This will help with cost containment as well as provide a more efficient way to get around the district.
- The insurance work on the engine and tender are now being completed and the apparatus should be back in service by the end of June.