

Elk Creek Fire Protection District Board of Directors

Regular Meeting Agenda

Thursday, June 9th 18:00hr

In person and Via Zoom

(located on ECFPD website)

- I. Call to Order
- II. Pledge of Allegiance
- III. Swearing in of elected Board Members
- IV. Assignment of Board seats
- V. Roll Call of Board Members
- VI. Additions or Deletions to, and Approval of the Agenda
- VII. Review and Approval of May, 2022 Regular Meeting Minutes
- VIII. Financial Matters
- IX. Chief Ware Report
- X. Old Business
- XI. New Business
 1. Purchase of a new utility vehicle
 2. Community Outreach, Engagement, and Communications Policies
- XII. Citizen issues
- XIII. Adjournment

RECORD OF MINUTES
Elk Creek Fire Protection District
Regular Board Meeting
May 12th, 2022 In person and via Zoom

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

ROLL CALL

Directors Present:

Greg Pixley

Kent Wagner - joined immediately following the roll call

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 Melissa Baker

AGENDA

Agenda was reviewed by board members and reorganized to move the Election Process update from John Chmil from New Business to Old Business, House Bill (HB) 21-1110 was added as item #3 under New Business. A Wildland Report was added to the Chief's Report.

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APPROVAL OF MINUTES

Director Devaney requested the April 2022 minutes revise the language under Citizen Issues item #2 "Nextdoor and social media postings ~~should~~ could also be increased."

MOTION to approve the April, 2022 regular meeting minutes with revisions. (Dominique Devaney seconded by Melissa Baker) **MOTION PASSED**

FINANCIAL MATTERS

MOTION to approve the April 2022 expenses. (Kent Wagner seconded by Melissa Baker) **MOTION PASSED.**

EXECUTIVE SESSION

MOTION to move into Executive Session as authorized by §24-6-402(4)(b), Conferences with an attorney for the purposes of receiving legal advice on the Election Process (Sharon Woods seconded by Melissa Baker) **MOTION PASSED.**

Executive session began at 18:52 and adjourned at 19:22.

OLD BUSINESS

1. Consolidation Report - There is nothing new to report. Boards decided to wait until after the election to resume discussions.
2. Election Process update by Legal Counsel, John Chmil. The results currently posted are the unofficial abstract. There is an eight-day process required by the Election Judges for any UOCAVA ballots. After the eight days, the Canvas Board will confirm the election numbers and certify the results as final. If the numbers indicate a tie, there is a procedure to determine the winner. If the results determine a close win, then there will be a recount. Any candidate can ask for a recount at their expense.

NEW BUSINESS

1. SDA Workshop. On June 10th there will be an SDA workshop in Evergreen. The next one will be June 23rd off Countyline Road.
2. Sale of Vehicles **MOTION** to surplus the 2011 Chevy Suburban (Dominique Devaney seconded by Melissa Baker) **MOTION PASSED**
3. House Bill (HB) 21-1110, which requires state and local public entities to meet established website accessibility standards. Under the law, government websites must provide reasonable accommodations for people with disabilities. There was discussion about the department signing an agreement with the Statewide Internet Portal Authority (SIPA) to work towards compliance. The board will be required to approve this agreement.

CITIZEN ISSUES

1. There was a request for more information about the location, time and process of the Canvas Board meeting.
2. Concern was expressed about the quality of the accommodations for the Wildland Fire Crew
3. Concern was expressed about notice for those who applied to the Academy

ADJOURNMENT

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

The meeting of the Board of Directors concluded at 19:50 hours

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

DISTRICT

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

ELK CREEK FIRE PROTECTION DISTRICT

Income Statement

For the Five Months Ending May 31, 2022

		Current Month Actual	Year to Date Actual	Year to Date Budget
Revenues				
104000	Property Tax Revenue - Jeffco	\$ 435,572	\$ 1,956,221	\$ 3,311,286
104010	Property Tax Revenue -Parkco	\$ 81,302	\$ 255,409	\$ 390,867
104040	Delinquent Taxes	(\$ 252)	(\$ 3,794)	(\$ 3,000)
104100	Specific Own. Taxes - Jeffco	\$ 17,067	\$ 90,378	\$ 175,000
104110	Specific Own. Taxes - Parkco	\$ 2,904	\$ 16,738	\$ 45,000
104200	Interest Income Jeffco	\$ 51	(\$ 187)	\$ 1,000
104210	Interest Income Parkco	\$ 5	\$ 5	\$ 500
104220	Interest Income Investments	\$ 2,982	\$ 5,775	\$ 1,500
104300	Ambulance Billings	\$ 4,855	\$ 130,267	\$ 700,000
104310	Ambulance Billings-MCR/MCD Adj	\$ 0	(\$ 47,476)	(\$ 250,000)
104400	Other Income	\$ 0	\$ 2,500	\$ 0
104430	Permits - Inspection Fees	\$ 1,898	\$ 3,990	\$ 22,000
104450	Donations	\$ 200	\$ 2,550	\$ 5,000
104460	Lease Revenue	\$ 25,539	\$ 35,506	\$ 50,000
104480	Revenue from Surplus Equipment	\$ 0	\$ 1,250	\$ 10,000
104700	CRRF Reimbursement	\$ 0	\$ 0	\$ 1,278,275
104720	Travel	\$ 0	(\$ 1,340)	\$ 0
104760	Miscellaneous	\$ 0	\$ 40	\$ 0
104800	Mitigation Contracts	\$ 0	\$ 0	\$ 63,507
	Total Revenues	\$ 572,122	\$ 2,447,830	\$ 5,800,935
Expenses - Administration				
	Total Expenses - Administration	\$ 40,732	\$ 291,669	\$ 945,141
Expenses - Fire				
	Total Expenses - Fire	\$ 42,853	\$ 264,474	\$ 689,550
Expenses - Training				
	Total Expenses - Training	\$ 527	\$ 17,054	\$ 193,668
Expenses - Prevention				
	Total Expenses - Prevention	\$ 7,902	\$ 30,865	\$ 149,918
Expenses - EMS				
	Total Expenses - EMS	\$ 69,300	\$ 396,241	\$ 950,735
Expenses - Wildland/Suppression				
	Total Expenses - Wildland/Suppression	\$ 53,295	\$ 233,841	\$ 542,868
Expenses - Fuels Crew				

ELK CREEK FIRE PROTECTION DISTRICT

Income Statement

For the Five Months Ending May 31, 2022

	Current Month Actual	Year to Date Actual	Year to Date Budget
Total Expenses - Fuels Crew	\$ 14,303	\$ 36,953	\$ 0
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Expenses - CRRF			
Total Expenses - CRRF	\$ 58,776	\$ 89,847	\$ 1,083,284
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Expenses - Maintenance			
Total Expenses - Maintenance	\$ 9,664	\$ 25,290	\$ 0
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Expenses - Fire Stations			
Total Expenses - Fire Stations	\$ 6,808	\$ 81,566	\$ 290,750
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Expenses - Leases/Capital			
608326 Capital - EMS	\$ 0	\$ 0	\$ 25,000
608336 Capital - Fire	\$ 91,630	\$ 143,860	\$ 120,000
608606 Capital - Facilities	\$ 0	\$ 8,151	\$ 800,000
Total Expenses - Leases/Capital	\$ 91,630	\$ 152,011	\$ 945,000
Total Expenses	\$ 395,789	\$ 1,619,810	\$ 5,790,914
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Net Income	<u>\$ 176,333</u>	<u>\$ 828,020</u>	<u>\$ 10,021</u>



Fire Department Monthly Status Report

June 9, 2022

MESSAGE FROM THE CHIEF

The 2022 fire academy is almost complete with 10 Elk Creek members. The final Hazardous Materials test is July 12th. The graduation is being scheduled for early August and it will include the last academy that did not have a graduation due to the COVID-19 pandemic.

Fire season is picking up across the west while the front range continues to see moisture. The predictions are the summer will dry out in August and will be drier and warmer. With our lower fire danger, we have been able to send resources out to NM and TX to assist with fires.

Many capital improvements are starting, including updating the training room which will include new screens and sound system, a “gas boy” fuel system and some improvements to the living quarters.

The consolidation project is going to start after a break with the board elections. The next meeting will be at the end of June.

The hiring process is moving into the interview stage with interviews being set for the end of the month.

Jacob N. Ware
Fire Chief

OPERATIONS (May)

- Volunteer firefighters had 179 hours of staffing at Station 1.
- Elk Creek Averaged 2.6 members per call.
- 51% of the calls overlapped (59 Calls)
- Average Response Time 10:03

February - Emergency Incidents	2020	2021	2022
1. Fire	3	2	2
2. Emergency Medical Services (EMS) & Rescue	56	53	70
3. Hazardous Condition (No Fire)	6	6	9
3. Service Call	13	4	18
4. Good Intent Call	14	17	15
5. False Alarm and False Call	10	7	6
6. Special Incident	0	1	0
Total	102	90	120

May- Additional Emergency Incidents	2020	2021	2022
Automatic/Mutual Aid Emergency Responses provided to the Elk Creek by other Agencies	1	2	5

May Ambulance Transports	2020	2021	2022
	32	30	32

TRAINING

- Firefighters logged 150 hours of training for the month.
- The 2022 recruit academy has completed all of their training and the final test is on July 12th. We are looking at early August for a graduation ceremony.
- The Elk Creek/ Inter Canyon type 4 IMT had a joint training with the Jefferson County Type 3 IMT.

FIRE PREVENTION

- Fire Marshal Parker completed 63 inspections.

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FLEET, EQUIPMENT, & FACILITIES

Fleet:

- We were able to sell the 2002 type 6 engine and a surplus pump/ tank package for 50,000 to another Fire Department in Nebraska
- The insurance work on the engine's has been delayed due to a parts shortage.



Elk Creek/Inter-Canyon Fire Protection Districts Wildfire Division Report 2021 Time & Work Report May, 2022



- **Wildfire Prepared**
 - o 20 assessments were completed this month
 - weather forced several reschedules
 - 9 were in Hilldale Pines planning unit for the FRWM grant
 - cutting has already begun by contractors
- **Ambassadors**
 - o have continued to be on-board
 - 32 ambassadors currently due to some attrition
- **COSWAP:**
 - o Two grants were submitted jointly by Elk Creek, Jefferson County, and USPP members and have been funded. More details will be provided at the next board meeting

- **Foxton**
 - Final grant reimbursement paperwork has been submitted to the state for \$17,000. No response from the state as of tonight.
- **Firefighter Safety and Disease Prevention Grant**
 - This will help purchase new bunker gear and
 - Moya is coordinating and has started sizing new bunker gear.

- **Glenelk**
 - o FRWM project is ongoing work is nearly completed on the fuel break above Glenelk

- **Sampson / Maxwell**
 - o Planning continues for the connecting road between the two communities. Lockheed Martin still involved for potential 3rd option to exit the communities to Wadsworth in the event of emergency.

- o Exploring potential for COSWAP Workforce Grant to mitigate roadsides of the 1st mile of Sampson Road.

Type 4 Team Training

- Planned and executed a type 4 wildfire scenario through the wildland division and Jefferson County's type 3 team
 - Went very well and our type 4 team gained great experience
- **Fuels Crew**
- May was a challenging month due to personnel/hiring issues, sickness, weather, and vehicle shuffling.
- Two new hires voluntarily resigned from their positions within the first 4 days of our Critical 80 training.
- We had a new volunteer recruit jump at the opportunity which allowed the Fuels Crew to go into the second week of critical with 4 personnel. g.
- After finishing critical, a wave of illness hit the crews in Station 2 and caused crewmembers to take time off for sickness.
- Wagon Wheel Dump site
 - MOU With County has been approved
 - County will remove all material

Module

- Critical 80 began with 10 Module crewmembers and 4 Fuels crewmembers. May 13th, training was complete with all training topics successfully covered, arduous physical training, and a staff ride to South Canyon Fire completed.
- May 16th, after Ready Review was complete a crewmember sustained an injury to his ankle and was on light duty the entire month.
- Project work focus was on the ridge top fuel break of Glenelk, as well as chipping piles that were around cabins within the community.
- **Module overhead conducted an S-212 classroom and field day for 5 agencies between May 21st and May 29th.**