

Elk Creek Fire Protection District Board of Directors

Regular Meeting Agenda

Thursday, January 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 December, 2022 Regular Meeting Minutes
- VI. Financial Matters
- VII. Chief Ware Report
- VIII. Old Business
 1. Outreach Committee Update
 - a. Website Demonstration
 2. Consolidation Committee Update
 - a. Survey Results
 - b. Turn Corps Contract
- IX. New Business
 1. 2023 Election
 - a. Election Resolution
 - b. DEO announcement
 2. Motion to Schedule a Special Meeting - Newby
- X. Citizen issues
- XI. Adjournment

RECORD OF MINUTES
Elk Creek Fire Protection District
Regular Board Meeting
December 8th, 2022 In person and via Zoom

Director Pixley called the regular meeting of the Board of Directors to order on December 8th, 2022 at 18:01 hours.

ROLL CALL

Directors Present:

Greg Pixley
Kent Wagner
Sharon Woods
Melissa Baker
Chuck Newby

Also Present:

Jacob Ware, Fire Chief
Barbara Stockton, District Administrator

PLEDGE OF ALLEGIANCE

Pledge led by Director Newby

AGENDA

All board members reviewed the Agenda. No additions or deletions requested to the Agenda. **MOTION** to approve the Agenda. (Director Newby seconded by Director Woods) **MOTION PASSED**

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APPROVAL OF MINUTES

A revision was requested by Director Pixley to the Citizens Comments on the November Meeting Minutes to clarify that the Board did not approve any language that suggests a partnership with the developer of the Bike Park. **MOTION** to approve the November 2022 regular meeting minutes with the revision. (Director Wagner seconded by Director Woods) **MOTION PASSED**

FINANCIAL MATTERS

MOTION to approve the November 2022 expenses. (Director Wagner seconded by Director Baker)
MOTION PASSED.

OLD BUSINESS

1. 2023 Budget Adoption. Board reviewed the 2023 budget
 - a. **MOTION** to approve the Resolution to Adopt 2023 Budget (Director Wagner seconded by Director Baker) **MOTION PASSED**
 - b. **MOTION** to approve the Resolution to set Mill Levies for 2023 (Director Newby seconded by Director Wagner) **MOTION PASSED**

- c. **MOTION** to approve the Resolution to Appropriate Sums of Money 2023 (Director Baker seconded by Director Wagner) **MOTION PASSED**
2. FAMLI Leave Act - It was shared that the employees were surveyed for input and they agreed the current plan offered by the Department is preferred over the benefits included in the FAMLI Leave Act. It was also shared that at any time, an employee may choose to opt into the program. At that time, the Department would pay into the program for that employee. **MOTION** to Opt out of the FAMLI Act program (Director Wagner seconded by Director Woods) **MOTION PASSED**.

The committee is moving forward on a new website with the intention of launching in December.
3. Outreach Committee Update - Website looks great but is not ready to be shared. The intent is to have a Website Demonstration at the January Board meeting with a tentative launch date of January 17th. Director Woods requested to review the site and beta test. Additional discussion included who would be responsible for updates. It was shared that there are 4-5 people within the department who could do monthly updates to the site.
4. Consolidation Committee - Chief shared that the consulting firm has already received well over one thousand responses. The consulting firm has not started data analysis. Once the analysis is complete, the committee will meet again to review the information and start the discussion about next steps. Director Pixley reminded the board and citizens to continue to share the link. The survey is available until December 14th.

NEW BUSINESS

None.

CITIZEN ISSUES

1.
 - a. Concern was expressed about discrepancies between the 2021 Audit and the 2021 Budget. The numbers shared did not match the current budget sheet reviewed by the board at the meeting. This document was provided to the Citizen at the meeting.
 - b. Additional discrepancies in the Triton Report from 2021 were mentioned. Chief agreed there were errors in the report.
 - c. It was also shared that the transparency notice was outdated on the website.
 - d. Citizen requested a copy of the chart of accounts.
2.
 - a. Clarification on the amount of money within the CRRF reimbursement that is over and above our expenses was requested. Chief shared approximately 23% of the reimbursement is what's left after expenses. However, the Chief also shared there are additional benefits to the department since the employee is taken off the Department's payroll providing significant savings. Chief and Director Woods shared they would try to revise the numbers to include this additional savings.
 - b. On the Consolidation Survey there was a question pertaining to a single dispatch system. Clarification was requested about the mentioned single dispatch system and how it would relate to JeffCom. Chief shared the intent of the question was not to get input on a single dispatch system, but rather feedback about a dispatch system that could improve response time by toning a single department rather than each individually.

- c. Concern was expressed about the impact of inflation on the 2023 budget. Chief agreed costs are going up and there are certainly impacts. The Department's plan is to save money for large expenses to avoid interest rates on loans. The intent is to stabilize the mill levy that sunsets and then look to the survey results for direction from the residents.
3. Request for information on an operational plan for consolidation. Chief shared the intent is to review the survey analysis and let the results guide the direction. The questions within the survey that mention a mill levy lift open questions for the benefits to the taxpayer if a mill levy lift is requested.
4.
 - a. Clarification about the relationship between the mill levy and consolidation. Chief shared that consolidation does not depend on a mill levy increase. The survey's intent is to gauge the residents' appetite for the mill levy increase. Chief clarified that we will need to stabilize the sunset mill levy in 2023.
 - b. Clarification on the operational plan was requested. Chief reiterated we are waiting on the results of the survey. Chief also shared that we would never close a fire station. Land is too valuable in our area.
5. Additional concern was expressed about the Triton Report pertaining to the ISO rating and the classification of the stations within the district. Chief shared that the classifications listed are an error.

ADJOURNMENT

MOTION (Director Newby; seconded by Director Woods) to adjourn the meeting. **MOTION PASSED.**

The meeting of the Board of Directors concluded at 19:19 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 Twelve Months Ending December 31, 2022

	Current Month Actual	Year to Date Actual	Year to Date Budget	
Revenues				
104000	Property Tax Revenue - Jeffco	\$25,512	\$3,308,399	\$3,311,286
104010	Property Tax Revenue -Parkco	\$2,356	\$391,334	\$390,867
104040	Delinquent Taxes	\$0	-\$6,186	-\$3,000
104100	Specific Own. Taxes - Jeffco	\$18,753	\$226,509	\$175,000
104110	Specific Own. Taxes - Parkco	\$4,211	\$44,878	\$45,000
104200	Interest Income Jeffco	\$1,697	\$4,969	\$1,000
104210	Interest Income Parkco	\$165	\$641	\$500
104220	Interest Income Investments	\$19,145	\$87,191	\$1,500
104300	Ambulance Billings	\$747	\$523,630	\$700,000
104310	Ambulance Billings-MCR/MCD Adj	\$0	-\$162,529	-\$250,000
104325	Ambulance Billings Refunds	-\$25	-\$75	\$0
104400	Other Income	\$0	\$2,933	\$0
104430	Permits - Inspection Fees	\$0	\$11,142	\$22,000
104450	Donations	\$0	\$9,710	\$5,000
104460	Lease Revenue	\$2,566	\$53,246	\$50,000
104480	Revenue from Surplus Equipment	\$0	\$57,000	\$10,000
104488	Grant Award - Fire	\$0	\$3,500	\$0
104700	CRRF Reimbursement	\$0	\$1,242,007	\$1,278,275
104760	Miscellaneous Income	\$0	\$40	\$0
104800	Mitigation Contracts	\$0	\$15,545	\$63,507
	Total Revenues	<u>\$75,130</u>	<u>\$5,813,884</u>	<u>\$5,800,935</u>
Expenses - Administration				
	Total Expenses - Administration	<u>\$156,218</u>	<u>\$692,156</u>	<u>\$945,141</u>
Expenses - Fire				
	Total Expenses - Fire	<u>\$53,262</u>	<u>\$681,312</u>	<u>\$689,550</u>
Expenses - Training				
	Total Expenses - Training	<u>\$2,753</u>	<u>\$61,630</u>	<u>\$193,668</u>
Expenses - Prevention				
	Total Expenses - Prevention	<u>\$14,318</u>	<u>\$72,592</u>	<u>\$149,918</u>
Expenses - EMS				
	Total Expenses - EMS	<u>\$85,780</u>	<u>\$979,002</u>	<u>\$950,735</u>
Expenses - Wildland/Suppression				
	Total Expenses - Wildland/Suppression	<u>\$49,418</u>	<u>\$598,024</u>	<u>\$542,868</u>
Expenses - Fuels Crew				
	Total Expenses - Fuels Crew	<u>\$7,318</u>	<u>\$22,792</u>	<u>\$0</u>

ELK CREEK FIRE PROTECTION DISTRICT
Income Statement
For the Twelve Months Ending December 31, 2022

	Current Month Actual	Year to Date Actual	Year to Date Budget
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Expenses - CRRF			
Total Expenses - CRRF	\$0	\$819,420	\$1,083,284
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Expenses - Maintenance			
Total Expenses - Maintenance	\$11,630	\$72,084	\$0
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Expenses - Fire Stations			
Total Expenses - Fire Stations	\$12,719	\$204,061	\$290,750
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Expenses - Leases/Capital			
608326 Capital - EMS	\$0	\$0	\$25,000
608336 Capital - Fire	\$0	\$168,729	\$120,000
608606 Capital - Facilities	\$2,898	\$24,321	\$800,000
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Total Expenses - Leases/Capital	\$2,898	\$193,050	\$945,000
Total Expenses	\$396,314	\$4,396,123	\$5,790,914
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Net Income	-\$321,185	\$1,417,761	\$10,021
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Fire Department Monthly Status Report

January 12, 2023

MESSAGE FROM THE CHIEF

C Shift finished up 2022 with call 1424 being answered at 8:20 PM and then the first call of 2023 was at 1:19 am on January 1.

2022 wrapped up with many positive changes to the department. From the addition of some new employees to the return of the volunteer fire academy, 2023 will be an exciting time.

Garrett Gutman is our new firefighter/paramedic. He came to us from Oklahoma and started on A shift on January 1, 2023. Volunteer firefighter John Zeugschmidt has started working part time for us as a Human Resources manager. He has an extensive background in HR and will be an asset moving forward.

Inter Canyon, North Fork and Elk Creek are continuing to work together. Currently we are integrating our training schedules. This will give firefighters more opportunity to attend trainings as well as integrate some of our trainings. Training Captains Winefeldt and Buckles have started meeting and are working on some larger scale classes for 2023. Over the last few months, we have had a significant increase in participation in training by our members and I believe it is directly related to the quality and organization that Captain Winefeldt brings to Elk Creek.

Jacob N. Ware
Fire Chief

OPERATIONS (December)

- Volunteer firefighters had 177 hours of staffing at Station 1.
- Elk Creek Averaged 3.2 members per call.
- 38% of the calls overlapped (47 Calls)
- Average Response Time 11:01

December - Emergency Incidents	2020	2021	2022
1. Fire	1	5	6
2. Emergency Medical Services (EMS) & Rescue	77	75	74
3. Hazardous Condition (No Fire)	4	15	10
3. Service Call	6	16	12
4. Good Intent Call	17	22	16
5. False Alarm and False Call	10	13	7
6. Special Incident	0	1	0
Total	115	146	125

December - Additional Emergency Incidents	2020	2021	2022
Automatic/Mutual Aid Emergency Responses provided to the Elk Creek by other Agencies	6	6	12

December Ambulance Transports	2020	2021	2022
	31	31	36

TRAINING

- Firefighters logged 332 hours of training for the month.
- The 2023 fire academy has started with 14 recruits in class. There were a total of 27 applicants.
- The 9 individuals in the Inter Canyon EMT class have completed class and are now finishing National Registry Testing.

FIRE PREVENTION

- Fire Marshal Parker completed 67 inspections for the month of December.

FLEET/ FACILITIES

- We are moving forward on the purchase of another utility vehicle. Fleet Manager Hojnowski has located a used Ford Ranger that we will be purchasing.