

Elk Creek Fire Protection District Board of Directors

Regular Meeting Agenda

Thursday, September 8th 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 August, 2022 Regular Meeting Minutes
- VI. Financial Matters
- VII. Chief Ware Report
- VIII. Swearing in Ceremony
- IX. Old Business
 1. Public Outreach committee meeting minutes
 2. Consolidation committee meeting minutes
- X. New Business
- XI. Citizen issues
- XII. Adjournment

RECORD OF MINUTES
Elk Creek Fire Protection District
Regular Board Meeting
August 11th, 2022 In person and via Zoom

Director Wagner called the regular meeting of the Board of Directors to order on August 11th, 2022 at 18:01 hours.

ROLL CALL

Directors Present:

Greg Pixley via zoom

Kent Wagner

Sharon Woods

Melissa Baker

Chuck Newby

Also Present:

Jacob Ware, Fire Chief

Barbara Stockton, District Administrator

PLEDGE OF ALLEGIANCE

Pledge led by Chuck Newby

AGENDA

All board members reviewed the Agenda. Discussion of Board of Directors Letter to Bike Park added to New Business. **MOTION** to approve agenda with the addition. (Director Baker seconded by Director Woods) **MOTION PASSED**

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APPROVAL OF MINUTES

MOTION to approve the July 2022 regular meeting minutes. (Director Newby seconded by Director Baker) **MOTION PASSED**

PRESENTATION OF AUDIT BY THE ADAMS GROUP

MOTION to approve the Audit. (Director Pixley seconded by Director Baker) **MOTION PASSED.**

FINANCIAL MATTERS

MOTION to approve the July 2022 expenses. (Director Baker seconded by Director Pixley) **MOTION PASSED.**

OLD BUSINESS

1. Community Outreach and Engagement and Communication Policy update. The committee has a meeting scheduled for next week.
2. Discussion about service Agreements on new developments was tabled due to the ongoing legal case with Foothills Housing LLC.

3. Memorandum of Understanding for Conifer Counseling **MOTION** to approve. (Director Pixley seconded by Director Newby) to be executed this week when Director Pixley returns. **MOTION PASSED.**
4. Public Hearing for inclusion of 13640 Old Paint Trail **MOTION** to approve (Director Woods seconded by Director Pixley) to be executed this week when Director Pixley returns **MOTION PASSED.**

NEW BUSINESS

1. Authorization for expenditure for consolidation market research up to \$30,000 **MOTION** to approve (Director Pixley seconded by Director Baker)
Discussion - Director Newby expressed concern that the Request for Proposal for market research is not citizen focused **MOTION PASSED.**
2. Board of Directors Letter to the Bike Park to remove the language of “partnership” from their campaign literature. Director Pixley to send a letter when he returns.
3. Wildland Division IGA **MOTION** to approve (Director Baker seconded by Director Pixley) to be executed this week when Director Pixley returns **MOTION PASSED.**
4. Second Addendum to JCMARS IGA adding fees associated with a backup fiber connection from EFR to JEFFCO **MOTION** to approve (Director Newby seconded by Director Baker) to be executed this week when Director Pixley returns **MOTION PASSED.**

CITIZEN ISSUES

1. Concern was expressed that the ongoing Consolidation discussion is not a balanced discussion including both sides of the issue. There was concern that there seemed to be more information shared for the consolidation than against. Preference towards a more local, grass roots approach involving local board presentations at town hall meetings and discussions would be preferred rather than using an outside marketing firm. There was additional concern there has not been enough discussion about the mil levy and the perceived inequities between the participating districts.

ADJOURNMENT

MOTION (Director Pixley; seconded by Director Baker) to adjourn the meeting. **MOTION PASSED.**

The meeting of the Board of Directors concluded at 19:16 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 Eight Months Ending August 31, 2022

		Current Month Actual	Year to Date Actual	Year to Date Budget
Revenues				
104000	Property Tax Revenue - Jeffco	60,915	3,231,426	3,311,286
104010	Property Tax Revenue -Parkco	6,776	386,259	390,867
104040	Delinquent Taxes	0	-3,689	-3,000
104100	Specific Own. Taxes - Jeffco	18,652	143,541	175,000
104110	Specific Own. Taxes - Parkco	3,858	28,960	45,000
104200	Interest Income Jeffco	1,482	1,797	1,000
104210	Interest Income Parkco	181	269	500
104220	Interest Income Investments	9,577	26,815	1,500
104300	Ambulance Billings	0	227,304	700,000
104310	Ambulance Billings-MCR/MCD Adj	0	-96,205	-250,000
104325	Ambulance Billings Refunds	-50	-50	0
104400	Other Income	396	2,933	0
104430	Permits - Inspection Fees	3,125	7,912	22,000
104450	Donations	200	3,450	5,000
104460	Lease Revenue	2,492	42,980	50,000
104480	Revenue from Surplus Equipment	0	57,000	10,000
104700	CRRF Reimbursement	169,096	454,367	1,278,275
104720	Travel	-226	-1,861	0
104760	Miscellaneous	0	40	0
104800	Mitigation Contracts	0	15,545	63,507
	Total Revenues	276,475	4,528,792	5,800,935
Expenses - Administration				
	Total Expenses - Administration	27,584	380,937	945,141
Expenses - Fire				
	Total Expenses - Fire	43,374	433,481	689,550
Expenses - Training				
	Total Expenses - Training	137	21,986	193,668
Expenses - Prevention				
	Total Expenses - Prevention	7,017	46,161	149,918
Expenses - EMS				
	Total Expenses - EMS	64,543	629,373	950,735
Expenses - Wildland/Suppression				
	Total Expenses - Wildland/Suppression	50,488	383,279	542,868

ELK CREEK FIRE PROTECTION DISTRICT

Income Statement

For the Eight Months Ending August 31, 2022

	Current Month Actual	Year to Date Actual	Year to Date Budget
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Expenses - Fuels Crew			
Total Expenses - Fuels Crew	13,246	51,781	0
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Expenses - CRRF			
Total Expenses - CRRF	99,039	531,587	1,083,284
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Expenses - Maintenance			
Total Expenses - Maintenance	9,641	46,448	0
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Expenses - Fire Stations			
Total Expenses - Fire Stations	6,419	114,008	290,750
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Expenses - Leases/Capital			
608326 Capital - EMS	0	0	25,000
608336 Capital - Fire	1,630	167,830	120,000
608606 Capital - Facilities	0	8,151	800,000
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Total Expenses - Leases/Capital	1,630	175,981	945,000
Total Expenses	323,119	2,815,021	5,790,914
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Net Income	-46,644	1,713,771	10,021
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Fire Department Monthly Status Report

September 8, 2022

MESSAGE FROM THE CHIEF

The end of August is when the counties have the preliminary valuations for the district and this year they have dropped slightly. This means the district will have a slightly lower budget for 2023. We will be looking at some larger infrastructure improvements for 2023 that include improvements to some stations as well as apparatus replacement.

I am working with the area coordinators within the department to start building the preliminary budget and working on what 2023 will look like for the District.

With the possibility of consolidation and the administrative alignment that Inter Canyon, North Fork and Elk Creek have been working on, the 3 fire chiefs will be working together on our processes and making sure we are able to provide the best service for our residents and attempting to eliminate some of the redundancies within our districts.

Fire season has continued to march on across the west with large, fast-moving fires, loss of life and property as well as significant resource damage. Colorado has avoided any large fires so far this year. In our area we have stayed at a moderate fire danger for most of the summer which has allowed us to assist other areas with fires.

We will be starting recruiting for the 2023 fire academy in the next few weeks.

Jacob N. Ware
Fire Chief

OPERATIONS (August)

- Volunteer firefighters had 395 hours of staffing at Station 1.
- Elk Creek Averaged 3.3 members per call.
- 17% of the calls overlapped (21 Calls)
- Average Response Time 9:51

August - Emergency Incidents	2020	2021	2022
1. Fire	8	3	2
2. Emergency Medical Services (EMS) & Rescue	70	63	68
3. Hazardous Condition (No Fire)	4	2	5
3. Service Call	8	8	16
4. Good Intent Call	25	17	16
5. False Alarm and False Call	5	8	14
6. Special Incident	1	0	1
Total	121	101	122

August - Additional Emergency Incidents	2020	2021	2022
Automatic/Mutual Aid Emergency Responses provided to the Elk Creek by other Agencies	5	7	11

August Ambulance Transports	2020	2021	2022
	35	33	36

TRAINING

- Firefighters logged 199 hours of training for the month.
- Firefighter Zach Niece is doing his field internship for his paramedic program with Platte Canyon FPD.

FIRE PREVENTION

- Fire Marshal Parker completed 84 inspections for the month of February.
- There have been several new developments that have broken ground in the district for single family homes.
- The district is maintaining its stance on not providing exceptions for county code on access and driveways.

**EXPLORATORY COMMITTEE FOR COMMUNITY ENGAGEMENT
- meeting minutes -**

September 1, 2022

COMMITTEE MEETING AUGUST 26, 2022 AT 10:00AM

Meeting Agenda:

- Continue discussions regarding community engagement;
- Here views and ideas from PIO Urban; and
- Develop next steps.

Invitees:

Director Wagner
Director Newby
Fire Chief Ware
PIO Urban
PIO Trilk

Attendees:

Director Wagner
Director Newby
Fire Chief Ware
PIO Urban
PIO Trilk

Previous Meeting Minutes:

Minutes for the 7/12/2022 meeting of the Exploratory Committee for Community Engagement via Zoom are available.

Chronological Meeting Minutes:

1. With all attendees present, Director Wagner started the meeting promptly at 10:00am by asking that the group discuss ideas for updating the fire district's website.
2. Fire Chief Ware started the discussion by describing the history of how the website began its development with a particular, seemingly well-qualified website developer; the fact that that developer chose to develop the site on a now outmoded, unsupported platform; and how the website developer eventually

exited his website development business thus leaving the fire district without technical assistance. PIO Trilk confirmed that the fire district's current website platform is hopelessly outmoded.

3. PIOs Trilk and Urban described the fire district website redesign efforts that are currently underway with a SIPA qualified website developer Trish (last name?) who is currently engaged under a (fixed price?) \$6,500 contract to redevelop the fire district website to SIPA, OIT, as well as other state and federal accessibility standards, presumably under the elkcreekefire.colorado.gov domain name. There was quite a bit of constructive discussion about possible website content, functionality, and the like among the group, for example, discussion as to how the fire district might integrate "breaking news"; the more urgent but also the more general social media posts; the wildland fire webpages that are currently hosted as ArcGIS StoryMaps; as well as new content such as an extensive FAQ page, governance page, and other appropriate pages.
4. Director Newby asked about the development status of the fire district's new website; the design review process for the site; the expected development timeline for the site; and pointed out that, "While 'design by committee' is never a good idea, the development process for the new website will benefit from a critical review with respect to usability, content, and messaging of the site..." - there was agreement on this point. PIO Trilk offered that the schedule for development of the district's new website is somewhat flexible such that a prototype could be developed fairly quickly and a first live version of the site may be ready by Thanksgiving. Director Newby asked that a prototype of the district's new website be made available for review by interested district leadership as soon as a functional prototype is available.
5. PIO Urban asked Directors Wagner and Newby what was meant by the terms "community outreach" and "community engagement". Director Newby offered that he viewed community outreach as the process by which the fire district communicates critical, important, as well as general information to the community while community engagement is more a two-way, continuous conversation between the fire district and the community through the use of an array of venues and methods. Director Wagner offered that his view of community engagement involved positive communications that allows the fire district to tell the community about the core things the district does do but also set expectations around what the district does not and cannot do.
6. Fire Chief Ware described that there is opportunity for the new district website to be a positive means for communicating important information both internally and externally. Director Newby asked if it would be appropriate for the new district

website to be a means of communication regarding possible fire district consolidation and if the timing would work - there was discussion among the group in this regard - the consensus was that, if done properly, such communications could be a net positive for the district and the community.

7. Director Wagner turned the discussion to next-steps for the Committee: It was agreed that the next meeting would take place on September 19 at Elk Creek FPD Station 1 at 6:00pm and the group is to bring their ideas for overall website vision as well as for important content including an extensive FAQ; operations, strategy, and governance page(s); and pages detailing the district's core areas of responsibility vs areas within which the district cannot participate.

Consolidation Meeting, 8/30/2022

Attendees:

Elk Creek: Chief Ware, Directors Sharon Woods, Greg Pixley

ICFPD: Chief Shirlaw, Director Jackie White

North Fork: Chief Rogers, Directors Steve Brown, Jim Mann

- Review of Community Survey proposals
 - Three companies responded to RFP: Mission CIT, AP Triton and Turn Corps
 - General feedback
 - At first glance, Mission CIT and AP Triton are considerably less in cost than Turn Corps. When looking at itemized proposal, Turn Corps scope of work is close in costs to others.
 - Steve Brown mentioned company leaders have fire/EMS experience as previous chiefs and it's not evident that their core strength is data collection and analysis. Jackie White agreed.
 - Jackie White: Let's ask companies to share who the team will be that will conduct survey. Are they data scientists? What is the number of residents that will be statistically significant for the survey? According to AP Triton study, EC has 17,000 residents, ICFPD has 5,000 and NF has 1,700. EC population outnumbers ICFPD 3 to 1. Need to segment results by district so results aren't skewed by EC's larger population. How does the consultant do that? Will respondent have to provide street address or self select their district? Can we rely on residents to know who their fire dept is? What is a suitable length of a survey to get respondents to complete it and how will data be collected? (Via phone, in person (grocery stores) or online.) Do we educate public first about consolidation or just send them the survey and get their cold opinion? It'll be a big ask for residents to read AP Triton study then answer a survey.
 - Chiefs Shirlaw and Ware stated Foothills Fire has a ballot initiative for Nov. They will find out if they hired a consultant and who that company is.
 - Jackie's marketing experience shows Labor Day through Election Day will see an increase in direct mail and TV ads plus phone call surveys about ballot initiatives. Public will be fatigued with media messages and will be less likely to respond to survey or hear it through the noise. Companies typically lower their ad spend because they will be lost in the election cycle clutter. Chief Rogers said the consultants recommended not conducting a survey during the holidays because responses will be low. Jackie mentioned that survey should be pushed until after holidays
 - Sharon Woods would like to see sample surveys from consultants. Turn Corps may cost more, but "you get what you pay for." Jackie commented that cheaper consultant may not provide valuable accurate data and could be a waste of money.

- Jim Mann: Are three proposals enough? Would be helpful to have at least one more. Jackie suggested pushing back RFP timeline to 9/23 to perhaps gather at least one more proposal. Original submission deadline was 9/1.
 - Chiefs would like boards to select a consultant at Sept board meetings. Boards said that may not be feasible. Jackie said ICFPD hasn't reviewed Consolidation Study together and is planning a strategy session for Oct. Decision about spending money on a survey may not happen until after that.
 - If results of survey indicate public is not interested in a consolidation, then group agreed no money will be spent on marketing for ballot initiation. Next step would be to evaluate results of survey and determine how to move forward.
 - AP Triton: Concern among the group that they will craft survey to support their findings in consolidation study.
 - Turn Corps: Most expensive, but proposal is itemized and cost of survey may be more in line with cost for other companies. ICFPD used Turn Corps for 2018 Mill Levy increase. Skip had positive things to say about company.
 - Mission CIT: Is the proposal a template? Didn't feel like it was catered to needs of three depts. Could this company be the most impartial due to lack of experience with three depts?
 - Next steps:
 - Chiefs to reach out to three companies for input on Jackie's questions about data collection.
 - Chiefs to update RFP submission deadline to 9/23
 - Next joint board meeting is 9/27.
- Discussion about shared attorney services
 - Chiefs Ware and Shirlaw brought up possible cost savings if three depts use the same firm. Back and forth with redlining docs between firms can be costly.
 - Jackie asked how attorneys are currently used. Ware and Shirlaw said for document review and personnel issues. EC used attorney when sued by a developer.
 - Jackie mentioned attorneys may feel a conflict of interest to represent all three districts in the same firm. Sharon stated it may not be a cost savings since the billable hours will just be under one roof instead of three.
 - Chief Ware stated their attorney reviewed the 2013 ballot initiative language and determined that the mill levy sunsets at the end of 2024, not 2023 as previously shared. EC will go to a ballot in 2023 regarding mill levy increase and not wait until 2024. They will use the 2024 election cycle as a fall back if it doesn't pass in 2023.
 - Jim Mann indicated this new timeline gives boards more time to do homework with survey. Chief Rogers doesn't want to drag out the timeline to do survey and analysis.
 - Next Step:

- Chiefs to inquire with legal firms about fee structure and conflict of interest in representing all three districts in one firm.