

Elk Creek Fire Protection District Board of Directors

Regular Meeting Agenda

Thursday, November 10th 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 October, 2022 Regular Meeting Minutes
- VI. Financial Matters
- VII. Chief Ware Report
- VIII. Old Business
 1. SCBA Purchase
 2. 2023 Budget
 3. Outreach Committee Update
 4. Consolidation Committee Update
- IX. New Business
 1. Approval of 2022 Audit Engagement Letter
 2. Approval of FAMLI program
- X. Citizen issues
- XI. Adjournment

RECORD OF MINUTES
Elk Creek Fire Protection District
Regular Board Meeting
October 13th, 2022 In person and via Zoom

Director Pixley called the regular meeting of the Board of Directors to order on October 13th, 2022 at 18:07 hours immediately following the Pension Board meeting.

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 occurred during the Pension Board meeting.

AGENDA

All board members reviewed the Agenda.

APPROVAL OF MINUTES

MOTION to approve the September 2022 regular meeting minutes. (Director Woods seconded by Director Newby)
MOTION PASSED

FINANCIAL MATTERS

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

OLD BUSINESS

1. Community Outreach and Engagement Committee

The committee is moving forward on a new website. The committee would like to include a section about the board's role and contact information for the board. There was discussion about providing separate contact information per board member versus one email for the board that forwards to all board emails. Preference was expressed for one email that forwards to each board member's email.

2. Consolidation Committee

Responses from the RFP have been received and a selection has been made. The contract has been reviewed by legal. Elk Creek, Intercanyon and North Fork Fire Districts have chosen to proceed with hiring Turn Corps for consolidation consulting services. Turn Corps will develop surveys that will be distributed to the community. The selection came in under the originally approved budget of \$30,000.

NEW BUSINESS

1. ECFPD was awarded a health and safety grant to purchase 20 units of SCBA. The current models need replacement. All units need to be replaced at the same time. **MOTION** to approve up to \$160,000 to purchase the balance of the SCBA fleet. (Director Newby seconded by Director Woods) **MOTION PASSED**
2. Draft Budget - The board reviewed a preliminary budget for 2023 based on preliminary numbers from Jefferson County. The budget is predicted to go down. One item of note is to add a full-time Fire Marshal. In addition, insurance is predicted to increase approximately 20%.
3. **MOTION** to approve up to \$7,100, approximately one third of the total cost of \$21,250, to provide the finances necessary for the consulting agreement for consolidation between Elk Creek, Intercanyon and North Fork Fire Protection Districts. (Director Baker seconded by Director Wagner) **MOTION RESCINDED**

MOTION to approve the agreement as drafted with Turn Corps to provide the consulting services for the consolidation. (Director Wagner seconded by Director Newby) **MOTION PASSED**

CITIZEN ISSUES

1. Concern was expressed for fire truck access to properties in the district. A presentation was shared explaining the difficulties associated with using the current Jefferson County Transportation Design and Construction Manual.
2. It was shared with the Board that the Bike Park developers continue to state they are collaborating with Elk Creek Fire Protection District.
3. A subcontractor shared an invitation to see their installation of a fire-retardant spray
4. Additional information was requested about the consolidation
 - a. What is the methodology for writing survey questions? It was shared that questions will be written by the consolidation consultant
 - b. How will the board be determined for the consolidated district? How many members? Will there be subdivisions, districts or “wards”? Will Board Directors represent specific areas of the district?
 - c. In the 2019 Mil Levy vote, 33% voted against the mil levy increase. If these same people believe that consolidation will increase taxes they will likely vote no. How will this be mitigated?
5. There was a request for an update on the Engine that sustained damage in a house fire earlier in the year. Currently the engine is awaiting parts.

ADJOURNMENT

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

The meeting of the Board of Directors concluded at 19:43 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 Ten Months Ending October 31, 2022

		Current Month	Year to Date	Year to Date Budget
Revenues				
104000	Property Tax Revenue - Jeffco	\$ 9,037	\$ 3,274,716	\$ 3,311,286
104010	Property Tax Revenue -Parkco	\$ 512	\$ 388,486	\$ 390,867
104040	Delinquent Taxes	\$ 0	(\$ 3,046)	(\$ 3,000)
104100	Specific Own. Taxes - Jeffco	\$ 19,453	\$ 187,373	\$ 175,000
104110	Specific Own. Taxes - Parkco	\$ 3,264	\$ 37,084	\$ 45,000
104200	Interest Income Jeffco	\$ 291	\$ 3,270	\$ 1,000
104210	Interest Income Parkco	\$ 23	\$ 447	\$ 500
104220	Interest Income Investments	\$ 13,981	\$ 51,734	\$ 1,500
104300	Ambulance Billings	\$ 0	\$ 437,163	\$ 700,000
104310	Ambulance Billings-MCR/MCD Adj	\$ 0	(\$ 136,145)	(\$ 250,000)
104325	Ambulance Billings Refunds	\$ 0	\$ 50	\$ 0
104400	Other Income	\$ 0	\$ 2,933	\$ 0
104430	Permits - Inspection Fees	\$ 1,774	\$ 10,248	\$ 22,000
104450	Donations	\$ 860	\$ 4,310	\$ 5,000
104460	Lease Revenue	\$ 2,566	\$ 48,113	\$ 50,000
104480	Revenue from Surplus Equipment	\$ 0	\$ 57,000	\$ 10,000
104488	Grant Award - Fire	\$ 3,500	\$ 3,500	\$ 0
104700	CRRF Reimbursement	\$ 558,258	\$ 1,198,085	\$ 1,278,275
104760	Miscellaneous Income	\$ 0	\$ 40	\$ 0
104800	Mitigation Contracts	\$ 0	\$ 15,545	\$ 63,507
	Total Revenues	\$ 613,519	\$ 5,580,804	\$ 5,800,935
Expenses - Administration				
	Total Expenses - Administration	\$ 29,153	\$ 477,327	\$ 945,141
Expenses - Fire				
	Total Expenses - Fire	\$ 46,102	\$ 572,185	\$ 689,550
Expenses - Training				
	Total Expenses - Training	\$ 26,640	\$ 49,919	\$ 193,668
Expenses - Prevention				
	Total Expenses - Prevention	\$ 9,038	\$ 55,100	\$ 149,918
Expenses - EMS				
	Total Expenses - EMS	\$ 65,389	\$ 784,663	\$ 950,735
Expenses - Wildland/Suppression				
	Total Expenses - Wildland/Suppression	\$ 60,525	\$ 504,820	\$ 542,868

ELK CREEK FIRE PROTECTION DISTRICT

Income Statement

For the Ten Months Ending October 31, 2022

	Current Month	Year to Date	Year to Date Budget
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Expenses - Fuels Crew			
Total Expenses - Fuels Crew	\$ 10,768	\$ 20,782	0
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Expenses - CRRF			
Total Expenses - CRRF	\$ 15,034	\$ 773,523	1,083,284
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Expenses - Maintenance			
Total Expenses - Maintenance	\$ 10,189	\$ 56,033	0
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Expenses - Fire Stations			
Total Expenses - Fire Stations	\$ 9,068	\$ 152,785	290,750
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Expenses - Leases/Capital			
608326 Capital - EMS	\$ 0	\$ 0	25,000
608336 Capital - Fire	\$ 0	\$ 170,092	120,000
608606 Capital - Facilities	\$ 0	\$ 21,274	800,000
Total Expenses - Leases/Capital	\$ 0	\$ 191,366	945,000
Total Expenses	\$ 281,906	\$ 3,638,503	5,790,914
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Net Income	\$ 331,613	\$ 1,942,301	10,021
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Fire Department Monthly Status Report

November 10, 2022

MESSAGE FROM THE CHIEF

I would like to recognize Firefighter/Paramedic Zach Niece. He has graduated from the St. Anthony's Paramedic program and will be promoted to Paramedic. He was hired several years ago as an EMT and made the decision to attend Paramedic School. It was a challenging year due to several changes at the school. He was able to persevere through the changes and passed his National Registry test on Monday of this week.

Lt. Jesse Winefeldt has been promoted to the new Training Captain. He has been handling training as a collateral duty since this summer. He has done a very good job organizing and working with our partner agencies. In October we had a record number of training hours recorded. We hosted 3 classes with individuals from multiple agencies attending. He is also working with Platte Canyon on the Burn Building project that we are a part of. He has a number of new ideas and brings a lot to the position.

Finally, we have the engine back and repaired from the damage it sustained during the month of February. It is fully functional and will be returned to service next week.

Jacob N. Ware
Fire Chief

OPERATIONS (October)

- Volunteer firefighters had 170 hours of staffing at Station 1.
- Elk Creek Averaged 3.6 members per call.
- 23% of the calls overlapped (28 Calls)
- Average Response Time 8:30

October- Emergency Incidents	2020	2021	2022
1. Fire	8	2	4
2. Emergency Medical Services (EMS) & Rescue	67	64	69
3. Hazardous Condition (No Fire)	6	2	0
3. Service Call	2	6	24
4. Good Intent Call	28	33	124
5. False Alarm and False Call	12	13	4
6. Special Incident	1	0	0
Total	124	120	125

October - Additional Emergency Incidents	2020	2021	2022
Automatic/Mutual Aid Emergency Responses provided to the Elk Creek by other Agencies	10	2	3

October Ambulance Transports	2020	2021	2022
	39	32	47

TRAINING

- Lt. Jesse Winefeldt has promoted to Training Captain and is
- Firefighters logged 1464 hours of training for the month. This is a record training month for Elk Creek. This includes the following classes: Rigging for Rescue, EMTB Class, a non-invasive entry class and the regular company drills.
- Firefighter Zac Niece has completed the St. A's Paramedic program and passed the National Registry test. He will be promoted to Firefighter/ Paramedic.

FIRE PREVENTION

- Fire Marshal Parker completed 39 inspections for the month of October.

FLEET/ FACILITES

- The 2003 Smeal engine that was damaged in February is finally repaired and will be returned to service in November.



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



- Wildfire Prepared

- o Continuing assessments for voluntary and grant funded hilldale pines and oehlman park homes
- o 9 assessments total for the month
- o Helped with Glenelk defensible space marking for the crew.
- o The first Wildfire Prepared Home was awarded a certificate. Homeowner received their original assessment on Jun 7, 2022 and had completed their work by Aug 26, 2022.
- o Kelleigh was available for assignment with the Wildland Suppression Module and was on standby waiting for a resource order. The Module did not receive an order during the month of September

- Ambassadors

- o 35 Ambassadors (31 Planning units)
- o The program continues to grow and the winter training series has begun

- Glenelk

- o FRWM project is ongoing. Work is completed on the fuel break above Glenelk and the crew has begun cutting the defensible space marked by the Wildfire Prepared Program

Fuels Crew

- Total Hour Committed to Chipping 28
- Monthly Properties Chipped: 67
- The community chipping program was able to be completed mid October and ended with 480 residences serviced, 3575 piles chipped, and 900 cubic yards of biomass removed. After completion of the chipping requests the Fuels Crew assisted the Suppression Module on the Glen Elk cut project. This allowed ourseasonals to get valuable saw training. Our seasonals last

day of work was October 28th. The fuels crew focus will now turn to mastication training, hiring for 2023 and program review for the next season to come.

Module

- 42 hours committed to saw projects
- Module continued projects for October due to the slowing fire season nationally and locally.
- Most work consisted of a cut project on Glenelk, Module shifted focus to defensible space around Group 1 houses in Glenelk.
- All other time spent was on end of season prep for the seasonals and additional training. Last day of work for Seasonals 10/28/22.
- Time spent on future planning, training, FFT1 prep and task book review.

	<u>2021 Final</u>	<u>2022 Projected</u>	<u>2023 Proposed</u>
Beginning Balance	\$2,679,093	\$3,245,316	\$3,255,356
REVENUES			
	Tax Revenue		
Property Taxes	\$3,200,954	\$3,699,172	\$3,626,625
Specific Ownership Taxes	\$220,974	\$220,000	\$220,000
	Total Tax	\$3,919,172	\$3,846,625
	Non-Tax Revenue		
Net Ambulance Billings	\$409,791	\$450,000	\$380,000
CRRF Wildfire Reimbursements	\$171,500	\$1,278,275	\$925,000
Grants	\$141,176		
Interest Income	\$2,556	\$3,000	\$30,500
Lease Revenue	\$57,560	\$50,000	\$50,000
Mitigation Contracts	\$65,188	\$63,507	\$123,000
Other Income	\$76,510	\$37,000	\$32,000
	Total Non-Tax Revenue	\$1,881,782	\$1,540,500
	Total Revenue	\$5,800,954	\$5,387,125
EXPENDITURES			
Expenses-Administration	\$590,954	\$945,141	\$1,067,300
Expenses-CRRF	\$750,429	\$1,083,284	\$768,333
Expenses-EMS	\$827,192	\$950,185	\$882,382
Expenses-Fire	\$477,218	\$689,549	\$672,748
Expensees-Fuels Crew	\$5,243	\$0	\$12,200
Expenses-Fire Stations	\$184,210	\$290,750	\$127,330
Expenses-Leases/Capital	\$320,165	\$945,000	\$560,000
Expenses-Maintenance	\$0	\$0	\$309,968
Expenses-Prevention	\$100,327	\$149,917	\$137,954
Expenses-Training	\$64,357	\$194,219	\$258,047
Expenses-Wildland/Suppression	\$459,891	\$542,870	\$583,445
	Total Expenditures	\$5,790,915	\$5,379,707
TOTAL REVENUE IN EXCESS OF EXPENDITURES	\$566,223	\$10,039	\$7,418
	Available Funds	\$3,245,316	\$3,255,357
RESERVES			
Tabor Reserves	\$130,386	\$174,029	\$161,614
General Fund (Carryover) Reserves	\$500,000	\$500,000	\$500,000
Board Designated Reserves	\$100,000	\$100,000	\$100,000
Capital Reserve Fund Savings	\$500,000	\$750,000	\$1,000,000
Unrestricted Reserves	\$2,014,930	\$1,731,328	\$1,501,160
	Total Reserves	\$3,245,316	\$3,262,774

Paid Family Leave Update



Stay connected with FAMLI

Colorado's new voter-approved paid Family and Medical Leave Insurance (FAMLI) program will ensure workers have access to paid family and medical leave benefits to take care of themselves or their loved ones when life pulls them away from their work. CDLE's new FAMLI Division is tasked with administering the program, and throughout 2022, we're connecting with employers to help them prepare for the new statewide program.

Here's what employers need to know:

- Most employers must participate in FAMLI with few exceptions.
- Employers will need to begin FAMLI payroll deductions on **January 1, 2023**. The first premium payments will be due to the Division at the end of Q1 2023.
- **Premiums are 0.9% of the employee wages:** 0.45% is paid by the employer and 0.45% paid by the employee.
- **FAMLI Wages = Unemployment Insurance Wages:** To make things as easy as possible for Colorado employers, the FAMLI program will mirror the unemployment insurance program's definition of wages, and will make minor amendments to current regulations to reflect this approach.
- **All employers must register** in the online employer services system we are currently building for FAMLI. Stay tuned for details on how to get access!
- Colorado workers will be able to apply for FAMLI benefits starting on **January 1, 2024**.

To learn more about how FAMLI benefits both employers and workers, visit our website at FAMLI.colorado.gov.

Stay connected with FAMLI

To receive the latest updates about Colorado's FAMLI program, be sure to follow us on Facebook and Twitter @ColoradoFAMLI, and sign up for our FAMLI email newsletter at FAMLI.colorado.gov

Upcoming webinars

Participating in our monthly FAMLI employer webinar series is a great way to get the information and answers you need to prepare for paid family and medical leave. Upcoming webinars include:

- **July**
Benefits and Employer Participation
- **August**
Private Plans
- **September**
Registering Your Business and Live Q&A Open Forum



COLORADO
Family and Medical Leave
Insurance Program (FAMLI)
Department of Labor and Employment