

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING  
January 6, 2021**

**1. Call to Order**

Called to Order at 3:05 p.m.

Board Attendance: Mark Gunderman, Charlie Fleece, Larry Schwarz, and Duane Garrett.  
Chairman Gunderman made a motion to excuse Director Hartung, with a second by Director Fleece.

Other Attendees: Vinny Burns, Fire Chief

**2. Executive Session pursuant to C.R.S. 24-6-402(4)(f) to discuss a confidential personnel matter with Fire Chief Burns**

Director Schwarz made a motion to enter Executive Session. with a second by Director Fleece. The Board unanimously voted enter into the Executive Session at 3:06 p.m. The Board unanimously voted to come out of Executive Session.

**3. Adjourn:**

- Director Schwarz made a motion to adjourn executive session at 3:23 p.m., with a second by Director Garrett. The Board voted unanimously to adjourn executive session at 3:23 p.m.

Respectfully submitted,  
Stacey Popovich

**APPROVAL**

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

  
\_\_\_\_\_  
Mark Gunderman, Chairman

  
\_\_\_\_\_  
Duane Garrett, Treasurer

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING  
January 12, 2021**

**1. Call to Order**

Called to Order at 3:02 p.m.

Board Attendance (via Zoom): Mark Gunderman, Charlie Fleece, Larry Schwarz, and Duane Garrett. Chairman Gunderman made a motion to excuse Director Hartung, with a second by Director Garrett.

Other Attendees: Vinny Burns, Fire Chief

**2. Executive Session pursuant to C.R.S. 24-6-402(4)(f) to discuss a confidential personnel matter with Fire Chief Vinny Burns.**

Director Fleece made a motion to enter Executive Session, with a second by Director Schwarz. The Board unanimously voted enter into the Executive Session at 3:03 p.m. The Board unanimously voted to come out of Executive Session.

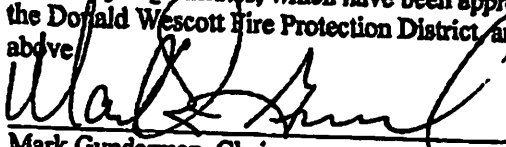
**3. Adjourn:**

- Chairman Gunderman made a motion to adjourn executive session at 4:57 p.m., with a second by Director Garrett. The Board voted unanimously to adjourn executive session at 4:59 p.m.

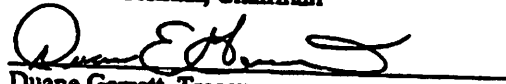
Respectfully submitted,  
Stacey Popovich

**APPROVAL**

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

  
\_\_\_\_\_

Mark Gunderman, Chairman

  
\_\_\_\_\_

Duane Garrett, Treasurer

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING  
January 12, 2021**

**1. Call to Order**

**Called to Order at 3:02 p.m.**

**Board Attendance (via Zoom):** Mark Gunderman, Charlie Fleece, Larry Schwarz, and Duane Garrett. Chairman Gunderman made a motion to excuse Director Hartung, with a second by Director Garrett.

**Other Attendees:** Vinny Burns, Fire Chief

**2. Executive Session pursuant to C.R.S. 24-6-402(4)(f) to discuss a confidential personnel matter with Fire Chief Vinny Burns.**

Director Fleece made a motion to enter Executive Session. with a second by Director Schwarz. The Board unanimously voted enter into the Executive Session at 3:03 p.m. The Board unanimously voted to come out of Executive Session.

**3. Adjourn:**

- Chairman Gunderman made a motion to adjourn executive session at 4:57 p.m., with a second by Director Garrett. The Board voted unanimously to adjourn executive session at 4:59 p.m.

Respectfully submitted,  
Stacey Popovich

**APPROVAL**

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

  
\_\_\_\_\_  
Mark Gunderman, Chairman

\_\_\_\_\_  
Duane Garrett, Treasurer

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
January 19, 2021**

**1. Call to Order**

**Called to Order at 4:01 p.m.**

**Board Attendance:** Mark Gunderman, Charlie Fleece, Larry Schwarz, Joyce Hartung (arrived late) and Duane Garrett.

Chairman Gunderman made a motion to excuse Director Hartung, with a second by Director Fleece.

**Executive Staff:** Chief Vincent Burns, Assistant Chief Scott Ridings

**Legal Counsel:** Michelle Ferguson

**Sign In:** Wayne Krzemien, Lucas Owens, Justin Myers, Cory Trottier, Bill Lowes, Justin Chavez, Mark Gunderman, Roger Lance, Allison Robenstein, Shannon Balvanz, Shaun Leonhardt, Curt Leonhardt, Dennis Feltz, Eric Bogenrief, Rachel Dunn,

**2. Review and Approval of Agenda**

- Director Fleece made a motion to approve the agenda, with a second by Director Garrett. The Board unanimously voted to approve the agenda.

**3. Public Comment (3 minutes)**

- None

**4. Administrative**

- The year-end financials were presented for the Board's review and approval. Director Garrett made a motion to approve the year-end financials as presented, with a second by Director Schwarz. The Board unanimously approved the year-end financials as presented.
- The November District Board regular and two special meeting minutes for the joint meeting held with the District and SubDistrict were presented for the Board's review and approval. Director Garrett made a motion to approve the November minutes as presented, with a second by Director Fleece. The Board unanimously approved the November Board Regular and two special meeting minutes as presented.
- The December Special Board meeting minutes for the joint meeting held with the District and Subdistrict were presented for the Board's review and approval. Director Schwarz made a motion to approve the December special minutes as presented, with a second by Director Garrett. The Board unanimously approved the December special Board meeting minutes as presented.
- The two January Special Board meeting minutes for the joint meeting held with the District and Subdistrict were presented for the Board's review and approval. Director Fleece made a motion to approve the two January special minutes as presented, with a second by Director Schwarz. The Board unanimously approved the two January special Board meeting minutes as presented.

**5. Chief's Report**

- December 12th was the District's pandemic friendly Santa Patrol; the Santa Patrol reached about 60% of the District.
- The District has received lots of cards and treats, including a touching card from the McAllisters.
- The District received a "thank-you" from Chief Collas for the District's mutual aid at the Bear Creek Fire
- Chief Burns wanted to publicly congratulate Colorado Springs Fire Chief Collas on his retirement.
- ISO update. The District is in the evaluation phase, and awaits the final ISO rating
- Chief Burns read a letter from Training Chief McBride about the significant training milestones that the District had achieved in 2020, including:

- The District's submission to the ISO requires the District Staff submit documentation of training for each member in the following areas: Company training, Hazmat training, Officer training, Driver training, and Facility training. The District has met this requirement with the career staff with limited exceptions, most of which were explainable and at times beyond the District's control due to COVID-19.
- As of 31 December 2020, the District has documented the completion of approximately 9,138 hours of training, activities and events. The current average of all members is approximately 199 hours per member.
- Colorado Division of Fire Safety identifies Job Performance Requirements (JPRs) for Fire Fighters. Chief Burns and Chief Staff developed a goal for the career staff to demonstrate and document completion of Fire Fighter I JPRs for Colorado by year's end. This new goal was met with limited exceptions.
- National Fire Protection Association Standard 1410 identifies a series of performance drills. A portion of these drills were successfully adapted to the District and incorporated into the District's training. Upon completion of this training, the District is in line with the national standard. Something the District has not done before.
- Battalion Chiefs (BCs) completed the Occupational Safety and Health Administration's thirty-hour Safety and Health course. In 2020 training, OSHA topics were incorporated to address employee safety and improve regulatory compliance. Providing the BC's with this nationally recognized health and safety program improved their ability to manage a safe compliant work environment.
- Online learning has been introduced to supplement in-person learning. Courses assigned supported cognitive learning in ground operations, introduction of leadership skills for officers, OSHA compliance, Human Resource skills, and Driver safety.
- The District completed its first hybrid learning course based on the International Fire Service Training Association's Hazardous Materials Operations course. The program provided flexible scheduling to meet the needs of the District's volunteer members. It was planned to conduct this same hybrid approach for Fire Fighter I training for the new volunteer members.
- The new training program began the process of targeting leadership skills training for the first line officers. New officers and existing officers are being introduced to leadership and the legal requirements of their position. Expanded leadership training was originally planned to expand in 2021.
- New to the District was the requirement that it is no longer acceptable for officers to just conduct training that is not documented and/or supported by approved, recognized standards and OSHA compliance. The requirement to document and follow lesson plans, ensures that the training is accurate, reproducible, effective and safe for the members.
- The District participated in a series of joint training drills with the Colorado Springs Fire Department (CSFD) at the CSFD training center.
- The fire service, like most organization's is challenged when responding to change. It's understandable that the changes in training in 2020 have not been viewed in a positive light by all of the members. Change however was needed for Fire Fighter and community safety. This change management was effectively managed by the District leadership with documented results.
- Staff has received the grant for the exhaust system. Parts are being delivered and installation will begin on January 25th. The work is estimated to take 2-3 weeks.
  - Unfortunately Staff did not anticipate that the electrical fuse box will need to be upgraded in order to accommodate the new exhaust system. It will cost \$8,500.00 to make the fuse box compliant. The cost for the entire exhaust system is \$6,500. We would spend a total of \$15,000.00 for the entire project.

- Chairman Gunderman: "If we chose not to spend the money and install the exhaust system, what happens?"
  - BC Balvanz: "I can call but we may be responsible for paying for the materials already delivered, and adjusting the grant."
- Chairman Gunderman: "Our concern is dumping money into Station 3, then later in the year have to decide what to do with that building." The rest of the Board was in agreement about the concern. The Board tabled the decision until getting further information.
- **Monthly Run Report**
  - December 2019 total call volume 77 calls, 2020 72 calls 6% decrease.
  - December 2020 no fire loss
  - COVID-19 update: District had to isolate employees for one operational period, 12 hours and those employees were able to come in to work after receiving negative results back. PPE supply is in good shape.
  - Thank you to the hospital system. Staff have started the first round of COVID-19 vaccinations; about 70% of the emergency workers at the District have received their first shot.
  - Chief Burns publicly announced his retirement after 40 years of service determining the time has come for personal and health reasons. He has spoken with the Board and crews and will remain at the District for 4-6 weeks to assist with the transition.
  - LT Leonhardt: we received a donation to specifically purchase protective vests. 9 sets total, 4 for Ladder 531, 4 for Engine 511, and one for the BC. There is a 10-12 week lead time. We will need 4 more helmets to make all of our sets complete over the sizable donation. Each helmet is \$485.00, we are \$1,500.00 over the donation, the Chief will be taking it out of the current operating budget.

## **6. Old Business**

- **Member Handbook Update:** Legal Counsel and Chief Staff continue to work on the new Member Handbook and analyzing the District's payroll procedures, which will impact some of the policies in the draft Handbook. The intent is to provide a draft copy to the Board for discussion at the February meeting.

## **7. New Business**

- 2021 Committees (Chief, FF, Board Member) to start planning and present quarterly:
  - Capital Improvements
  - Compensation including salary and benefits

## **8. Firefighter's Forum**

- Lt. Bogenrief: I would like to thank the Chief who took a chance on us.
- BC Balvanz: We have had an amazing time for our career. He helped us promote, he honored us in promoting and thank you for everything you have done for me and my family.

## **9. Public Comment**

- Ms. Robenstein: I can only write about topics that are discussed in the open meeting, so can we open up the public forum again?
- Chairman Gunderman opened the Firefighter's Forum again. Dennis Feltz asked for status on his request. Chairman Gunderman indicated that the Board received an email from Dennis Feltz and are working on your response and will get back to you in writing.

## **10. Adjourn:**

- Director Fleece made a motion to adjourn the meeting at 5:05 p.m., with a second by Director Schwarz. The Board voted unanimously to adjourn the meeting at 5:05 p.m.

Respectfully submitted,  
Stacey Popovich

**APPROVAL**

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

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Mark Gunderman, Chairman

*Lawrence S. Schwarz*

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Lawrence Schwarz, Secretary

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District, are a true and accurate record of the meeting held on the date stated above



Mark Gunderman, Chairman

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Lawrence Schwarz, Secretary



**DONALD WESCOTT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING  
January 25th, 2021**

**1. Call to Order**

Called to Order at 3:05 p.m.

Board Attendance: Mark Gunderman, Charlie Fleece, Larry Schwarz, Joyce Hartung, and Duane Garrett.

**2. Approval of Agenda**

Director Hartung made a motion to accept the agenda as posted, with a second by Director Garrett. The Board voted unanimously to approve the agenda as posted.

**3. Executive Session pursuant to C.R.S. 24-6-402(4)(b) to receive advice of legal counsel on various outstanding organizational issues.**

Director Garrett made a motion to enter Executive Session, with a second by Director Hartung. The Board unanimously voted to enter into the Executive Session at 3:07 p.m.

**4. Adjourn:**

- Director Fleece made a motion to adjourn the Executive Session at 5:00 p.m., with a second by Director Garrett. The Board voted unanimously to adjourn Executive Session at 5:00 p.m.
- Director Schwarz made a motion to adjourn the special meeting at 5:01 p.m., with a second by Director Fleece. The Board voted unanimously to adjourn the special meeting at 5:01 p.m.

Respectfully submitted,  
Stacey Popovich

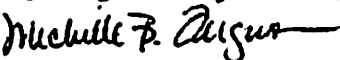
**APPROVAL**

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\_\_\_\_\_  
Mark Gunderman, Chairman

\_\_\_\_\_  
Lawrence Schwarz, Secretary

I hereby attest that the information communicated during the Executive Sessions, which were not recorded, constituted privileged attorney-client communications.



\_\_\_\_\_  
Michelle Ferguson, Esq.

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING  
January 25th, 2021**

**1. Call to Order**

Called to Order at 3:05 p.m.

**Board Attendance:** Mark Gunderman, Charlie Fleece, Larry Schwarz, Joyce Harttung, and Duane Garrett.

**2. Approval of Agenda**

Director Harttung made a motion to accept the agenda as posted, with a second by Director Garrett. The Board voted unanimously to approve the agenda as posted.

**3. Executive Session pursuant to C.R.S. 24-6-402(4)(b) to receive advice of legal counsel on various outstanding organizational issues.**

Director Garrett made a motion to enter Executive Session, with a second by Director Harttung. The Board unanimously voted to enter into the Executive Session at 3:07 p.m.

**4. Adjourn:**

- Director Fleece made a motion to adjourn the Executive Session at 5:00 p.m., with a second by Director Garrett. The Board voted unanimously to adjourn Executive Session at 5:00 p.m.
- Director Schwarz made a motion to adjourn the special meeting at 5:01 p.m., with a second by Director Fleece. The Board voted unanimously to adjourn the special meeting at 5:01 p.m.

Respectfully submitted,  
Stacey Popovich

**APPROVAL**

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

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Mark Gunderman, Chairman

*Lawrence S. Schwarz*

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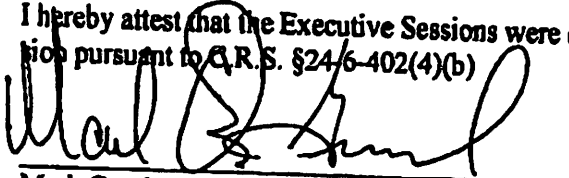
Lawrence Schwarz, Secretary

I hereby attest that the information communicated during the Executive Sessions, which were not recorded, constituted privileged attorney-client communications.

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Michelle Ferguson, Esq.

I hereby attest that the Executive Sessions were confined to topics authorized for discussion in Executive Sessions pursuant to C.R.S. §24-6-402(4)(b)



Mark Gunderman, Chairman

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
February 16, 2021**

**1. Call to Order**

**Called to Order at 4:03 p.m.**

**Board Attendance:** Mark Gunderman, Larry Schwarz, Joyce Hartung and Duane Garrett.  
Chairman Gunderman made a motion to excuse Director Hartung, with a second by Director Fleece.

**Executive Staff:** Assistant Chief Scott Ridings

**Legal Counsel:** Michelle Ferguson

**Sign In:** Shannon Balvanz, Allison Robenstein, Bill Lowes, Roger Lance, Mary Gunderman, Tim Hampton, Rachel Dunn, Justin Chavez, Justin Myers, Lucas Owens, Curt Leonhardt, Dennis Feltz

**2. Review and Approval of Agenda**

- Director Garrett made a motion to approve the agenda, with a second by Director Hartung. The Board unanimously voted to approve the agenda.

**3. Public Comment (3 minutes)**

- Mary Gunderman: "Nicely done on the website".

**4. Administrative**

- The January financials were presented for the Board's review and approval. Director Hartung made a motion to approve the January financials as presented, with a second by Director Schwarz. The Board unanimously approved the January financials as presented.
- The meeting minutes for the December 1st, 2020, District Board Meeting for the District and SubDistrict were presented for the Board's review and approval. Director Garrett made a motion to approve the December minutes as presented, with a second by Director Hartung. The Board unanimously approved the December Board Regular meeting minutes as presented.
- The January 19th regular Board meeting minutes and January 25th, 2021 Special Board meeting minutes were presented for the Board's review and approval. Director Garrett made a motion to approve the two January meeting minutes as presented, with a second by Director Hartung. The Board unanimously approved the two January Board meeting minutes as presented.

**5. Chief's Report**

- Monthly Run Report
  - January- increase of 26%, no fire loss
    - 2021- 91 calls
    - 2020- 72 Calls
- Presented highlights from Year End Report, including:
  - Staffing level increased, addition of Battalion Chief
  - The ISO audit is complete
  - A 3,500 gallon tender is in service
  - District response times have been lowered
  - Fire loss is low at \$78,000.00
  - Community passed the District's de-Gallagher Amendment to stabilize the District's revenue.

Additional discussion next month after Board has had a chance to review.

**6. Old Business**

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- Exhaust System: The project is almost complete. All three stations will have the system installed. Station 3 was including without any extra funds. LT Leonhardt is working on installing a few magnetic exhaust pipe fittings. The Ladder and the brush truck are done.
    - Chief Ridings: "We will take some videos of the final product."
    - Chairman Gunderman: "Maybe we can even put it on our social media."
    - Director Garrett: "What was the work around?"
    - BC Balvanz: "The biggest issue was it is not a commercial panel and they moved some breakers around."
  - Employee Handbook Update: Legal counsel still has additional revisions to make based on some changes relating to information addressed in the FLSA audit. We have a special meeting planned for Thursday to discuss legal advice related to the FLSA audit in executive session. After this, we will be able to finish updates.
  - Lt Leonhardt: Ballistic gear has arrived except the helmets.
    - Director Schwarz: "What is the training required for the District's employees?"
    - Lt. Leonhardt: The District has held 3 trainings with North group.
    - BC Balvanz: Staff will be participate in an active shooter training with Monument PD.

#### **7. New Business**

- Meet and Confer Resolution 2021-0216: This Resolution establishes the Meet & Confer procedures for the Union representatives to meet with Chief Staff and Board to discuss various items as outlined in the Firefighter Safety Act. This Resolution is not a recognition of the Union.
  - Director Schwarz made a motion to approve Resolution 2021-0216, with a second by Director Garrett. The Board unanimously voted to approve the Resolution.

#### **8. Firefighter's Forum**

- The Union asked for clarification about the Meet & Confer Resolution and about steps to be recognized by the Board. The Board addressed that this Resolution is a first step to engaging in discussions and start dialogue about any issues or concerns. A question was asked about the steps being taken to fill the Fire Chief position. Chairman Gunderman indicated that the plan is for the current Executive Leadership to stay where they are and for the Board to look to hire an interim Fire Chief from the outside. He indicated the Board plans to discuss this with legal counsel further at the upcoming special meeting.

#### **9. Public Comment**

- Ms. Robenstein asked about the Interim Fire Chief hiring. It was stated that the Board has not made any final decisions, but has discussed with legal counsel options for an interim Fire Chief.
- Mr. Feltz: I want to make sure that the Board has addressed the anonymous letter I received regarding accusations against the Executive Staff and the third-party investigation. Chairman Gunderman responded that it was aware of the letter, but would not comment on confidential personnel matters, especially in response to an anonymous letter full of factual inaccuracies. To be clear at no time were the District's operations at issue.

#### **10. Adjourn:**

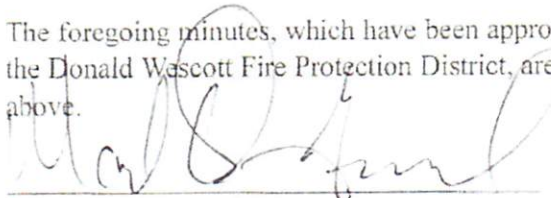
- Director Hartung made a motion to adjourn the meeting at 4:59 p.m., with a second by Director Schwarz. The Board voted unanimously to adjourn the meeting at 4:59 p.m.

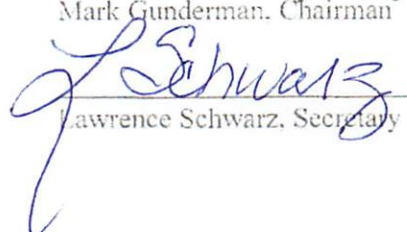
Respectfully submitted,  
Stacey Popovich

APPROVAL

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The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wascott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

  
\_\_\_\_\_  
Mark Gunderman, Chairman

  
\_\_\_\_\_  
Lawrence Schwarz, Secretary

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
March 16, 2021**

**1. Call to Order**

**Called to Order at 4:05 p.m.**

**Board Attendance:** Mark Gunderman, Joyce Hartung, Charles Fleece and Duane Garrett.

Chairman Gunderman made a motion to excuse Director Schwarz, with a second by Director Fleece.

**Executive Staff:** Assistant Chief Scott Ridings

**Legal Counsel:** Michelle Ferguson, Emily Powell

**Sign In:** Mary Gunderman, Jonathan Urban, Lucas Jones, Seung Han, George Laugesen, Justin Myers, Roger Lance, Tim Hampton, Rachael Peters, Brian Kirkpatrick, Cory Trottier, Lucas Owens, Shaun Leonhardt, Allison Robenstein, Sean Pearson, Justin Chavez

**2. Review and Approval of Agenda**

- Director Hartung made a motion to approve the agenda, with a second by Director Fleece. The Board unanimously voted to approve the agenda.

**3. Public Comment (3 minutes)**

- None

**4. Administrative**

- The February financials were presented for the Board's review and approval. Director Hartung made a motion to approve the February financials as presented, with a second by Director Fleece. The Board unanimously approved the February financials as presented.
- The February Board Meeting minutes for the District and SubDistrict were presented for the Board's review and approval. Director Garrett made a motion to approve the February Board meeting minutes for the District and the Donald Westcott Fire Protection Northern SubDistrict, as presented, with a second by Director Fleece. The Motion passed unanimously.

**5. Chief's Report**

- Monthly Run Report
  - February- increase of 17%, no fire loss
    - 2021- 84 calls
    - 2020- 72 calls
- ISO Rating: The District achieved an Insurance Services Offices rating (generally known as an ISO Rating) of 2 for all property within 5 miles of a hydrant. On a scale of 1-10, with 1 being the highest rating, out of 556 fire departments, only 9 are class 1, and 61 are class 2 rating. The District is in the top 11% in the state of Colorado. Because the District has access to two tenders, the District can haul 5,000 gallons of water to a fire. The new ISO rating goes into place June 1, 2021. Staff plan to provide information to help residents and property owners reach out to their insurances to make sure the insurance has the latest ISO Rating.
- Snowstorm: A Unified Command consisting of various entities in the area, along with the Office of Emergency Management. There were 500 staff hours and 18 calls for service related to the snowstorm. Thanks were given to Chief Pearson and Chief Balvanz for their work operating command. The staff appreciates your hard work. The Northgroup sheltered 150 people over the weekend.

- **Body Armor:** Thank you to Lieutenant Leonhardt and Driver Kirkpatrick for putting the equipment on the trucks.
- **FLSA Audit and Handbook:** Thank you to Administrative Assistant Popovich for all of her work on the FLSA Audit and the revisions to the Member Handbook.
- **Exhaust System:** Thank you to Chief Balvanz for finishing up the FEMA Grant. He will be creating a public relations video as well.

## 6. Old Business

- **Committees:** The Committees discussion will be tabled until Director Schwarz returns.
- **Member Handbook Update:**
  - Attorney Ferguson stated that the Board was given a copy of the proposed revisions to the Member Handbook for review. She asked if there were any questions. Board discussion followed regarding process for review. Driver Owens asked if the Union could see a copy for review. Attorney Ferguson replied that the Board would need to review the draft first before she recommends it provide copies to other parties.
- **FLSA Audit:**
  - Attorney Ferguson also thanks Administrative Assistant Popovich for her work on the FLSA Audit. She noted that their office and Administrative Assistant Popovich have finished reviewing payroll records for 2019, 2020, and the first couple months of 2021. It was determined that some employees were overpaid and other employees were underpaid in accordance with FLSA rules. As a result, seven employees are owed compensation, ranging from \$ 45.00 to \$ 4,000.00. Director Fleece made a motion to pay those seven individuals the amounts owed as determined by the audit with a second by Director Hartung. The Board unanimously approved the payment. Further correspondence to affected staff regarding the audit results will be sent by email.
- **Interim Chief Hiring Update:** As reported previously, the Board has invited the remaining candidate, Warren Jones, to come back and meet with Chairman Gunderman and Director Garrett and staff on Thursday and request feedback before moving forward.

## 7. New Business

- None

## 8. Firefighter's Forum

- Lt Lance asked if there will be an opportunity for staff to give input on the handbook?
  - Attorney Ferguson stated that the decision to get input would be made by the Board after they have had a chance to review the proposed changes. She also recommended that Staff receive training on these new Member Handbook once it is adopted.
  - Chairman Gunderman stated that the Board is open to feedback, but the Board will need to put parameters around how to gather that feedback.

## 9. Public Comment

- Mary Gunderman: "We appreciate Wescott and it's nice to hear all the positive feedback."

## 10. Adjourn:

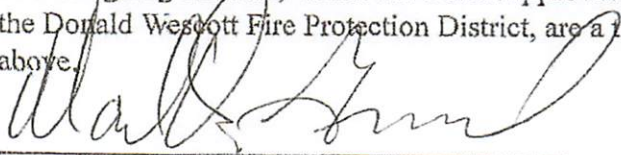
- Director Hartung made a motion to adjourn the meeting at 4:58 p.m., with a second by Director Garrett. The Board voted unanimously to adjourn the meeting at 4:58 p.m.

Respectfully submitted,  
Stacey Popovich

APPROVAL



The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Westcott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.



Mark Gunderman, Chairman



Duane Garrett, Treasurer

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING  
March 29th, 2021**

**1. Call to Order**

Called to Order at 3:00 p.m.

**Board Attendance (via Zoom):** Mark Gunderman, Duane Garrett, Charles Fleece, Larry Schwarz, and Joyce Hartung.

Legal Counsel: Michelle Ferguson

Public: Allison Robenstein

Director Hartung made a motion to approve the agenda, with a second by Director Fleece. The Board unanimously voted to approve the agenda.

**2. Executive Session**

Director Hartung made a motion to enter into Executive session pursuant to C.R.S. § 24-6-402(4)(b) to receive advice of legal counsel on FLSA audit, Interim Chief hiring process, and personnel matters, with a second by Director Fleece. The Board unanimously approved the motion.

Attorney Ferguson stated for the record that the Executive Session is considered confidential Attorney-Client communication and would not be recorded.

Director Garrett made a motion to exit Executive session, with a second by Director Fleece. The Board unanimously approved the motion.

**3. New Business**

Chairman Gunderman made a motion to direct legal counsel to write an offer letter to Warren Jones as Interim Fire Chief with a start date to be determined in April; with a second by Director Fleece. The Board unanimously approved the motion.

Chairman Gunderman made a motion that the Personnel Committee, (which consists of himself and Director Schwarz) will sit with Charles Ragland and one other staff member and review the member handbook, with a second by Director Garrett. The Board unanimously approved the motion.

Director Schwarz made a motion to adjourn the special session at 4:02 p.m., with a second by Director Garrett. The Board voted unanimously to adjourn executive session at 4:02 p.m.

Respectfully submitted,

Stacey Popovich

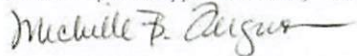
APPROVAL

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

  
\_\_\_\_\_  
Mark Gunderman, Chairman

  
Larry Schwarz, Secretary

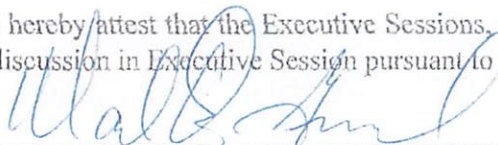
I hereby attest that the information communicated during the Executive Sessions, which were not recorded, constituted privileged attorney-client communications.



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Michelle Ferguson, Esq.

I hereby attest that the Executive Sessions, which were not recorded, was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. §24-6-402(4)(b).



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Mark Gunderman, Chairman

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
April 20, 2021**

*Due to the COVID-19 pandemic, the Board meeting was held electronically. Information for the Public to attend the meeting was provided on the Agenda.*

**1. Call to Order**

**Called to Order at 4:03 p.m.**

**Board Attendance:** Mark Gunderman, Joyce Hartung, Larry Schwarz, Charles Fleece and Duane Garrett

**Executive Staff:** Chief Vinny Burns, Assistant Chief Scott Ridings

**Legal Counsel:** Michelle Ferguson, Emily Powell

**Sign In:** Brian Kirkpatrick, Curt Leonhardt, Stef Metcalf, Westin Haislet, LT Hampton, Cory Trottier, George Laugesen, Roger Lance, Allison Robenstein, Tom Sistare, Bryan Ackerman, Lucas Owens, Rachael Peters, Sean Pearson, Charles Ragland

**2. Review and Approval of Agenda**

- Several changes were requested to the Agenda. Director Hartung made a motion to approve the revised agenda, with a second by Director Garrett. The Board unanimously voted to approve the revised agenda.

**3. Swearing in of Paramedic George Laugesen, Cory Trottier, and Fire Chief Warren Jones**

**4. Audit 2020 presented by Tom Sistare**

- The District's Auditor presented an overview of the 2020 audit. Director Garrett made a motion to adopt the audit of the District's financial statements for the year ended December 31, 2020 (2020 Audit), with a second by Director Fleece. The Board unanimously adopted the 2020 Audit.

**5. Public Comment (3 minutes)**

- None

**4. Administrative**

- The March financials were presented for the Board's review and approval. Director Hartung made a motion to approve the March financials as presented, with a second by Director Schwarz. The Board unanimously approved the March financials as presented.
- The March 9 Board meeting minutes for the District and SubDistrict were presented for the Board's review and approval. Director Schwarz made a motion to approve the March regular Board meeting minutes with revisions, with a second by Director Garrett. The Board unanimously approved the March 9 meeting minutes as revised.
- The March 16 and March 29 Board meeting minutes for the District and SubDistrict were presented for the Board's review and approval. Director Schwarz made a motion to approve the March regular Board meeting minutes and special meeting minutes as presented, with a second by Director Garrett. The Board unanimously approved the March meeting minutes and special meeting minutes as presented.

**5. Chief's Report**

- Monthly Run Report
  - March - Decrease of 25%
    - 2021- 72 calls
    - 2020- 96 Calls
- Chief Vincent Burns: It has been an amazing ride since 1980 and I am appreciative to have been a part of it.
- Chief Warren Jones: I would like to thank the Board for this opportunity and also to Chief Burns and his efforts to make this District great. I look forward to celebrating his years of service this summer. I am here to help the District move forward into this next chapter.
- Chairman Gunderman: Chief Burns you are much appreciated and will be missed. Over the past few years you have been the heart and soul to this organization. You made a promise to the community that you would improve our ISO Rating and you are a man of your word and did so.

- Director Schwarz: We have known each other for many years. Congratulations on your retirement.

#### 6. Old Business

- FLSA Audit:
  - Michelle Ferguson reported that after the District sent out notices to employees, the District received some questions relating to the findings. Upon further discussion, we are recommending removing any payments received from the State for wildland work from the analysis, as such amounts were reimbursed by the State. In addition, 2021 should be treated separately and not lumped together with 2019 or 2020. This results in a total of \$27,730.00 owed to the employees. Director Schwarz made a motion to pay employees the amounts identified in the FLSA audit, with a second by Director Fleece. The Board unanimously approved the payments.

#### 7. New Business

- None

#### 8. Firefighter's Forum

- Firefighter Ragland: Congratulations Chief and enjoy retirement.

#### 9. Public Comment

- Allison Robenstein:
  - Asked if these were second checks being issues for the FLSA audit Chairman Gunderman stated that the original checks were not issued because the District had already discovered the additional issue prior to issuing the initial checks.
  - Asked what the Chief will be doing for retirement? He replied that the only thing for sure is traveling to see family.
  - Will Board meetings continue to be held on Zoom? Chairman Gunderman stated that the Board continues to evaluate the recommendations by public health agencies and will keep the public informed.

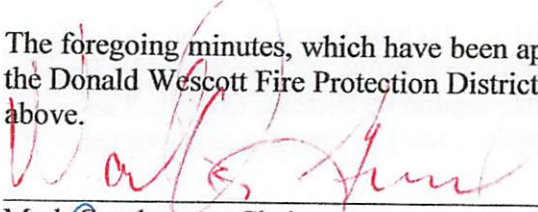
#### 10. Adjourn:

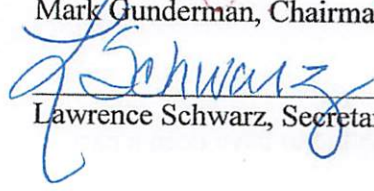
- Director Hartung made a motion to adjourn the meeting at 5:07 p.m., with a second by Director Garrett. The Board voted unanimously to adjourn the meeting at 5:07 p.m.

Respectfully submitted,  
Stacey Popovich

#### APPROVAL

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

  
\_\_\_\_\_  
Mark Gunderman, Chairman

  
\_\_\_\_\_  
Lawrence Schwarz, Secretary

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS WORK SESSION  
May 13th, 2021**

**1. Call to Order**

**Called to Order at 6:30 p.m.**

**Board Attendance:** Mark Gunderman, Joyce Hartung, Larry Schwarz, Charles Fleece and Duane Garrett

**Executive Staff:** Fire Chief Warren Jones

**Legal Counsel:** Emily Powell

**2. Review and Approval of Agenda**

- Upon motion duly made and seconded, the Board voted unanimously to approve the agenda.

**3. Work Session**

The Board, jointly with the Board of Directors of Tri-Lakes Monument Fire Protection District, received a presentation from Attorney Powell regarding various options for the proposed unification of the District with Tri-Lakes Monument Fire Protection District, including the following: Authority, Merger by Inclusion, Two-Step District-to-District Transfer, and Legal Consolidation.

Executive Staff and Board discussion followed. The possible unification of these fire districts would create a new regional fire protection and emergency services agency serving their joint jurisdictional areas. This new agency would build on the current cooperative efforts that are already in place for response to fires and other emergencies. These efforts seek to bring sufficient resources to an emergency scene and operate under a common incident command structure. This cooperation was displayed on a recent structure fire in the Fox Pine subdivision. Formal unification would integrate administrative, training, fire prevention, and other critical internal support functions to support field operations. More specifically, a new unified agency would:

- Increase the depth of available emergency resources.
- Maximize current fire station locations and apparatus deployment.
- Provide for more cost-effect expansion of fire stations to serve new development.
- Establish uniformity in training, operations, and fire code enforcement.
- Integrate operational procedures.
- Increase the cost-effectiveness of legal, accounting, payroll, and medical billing services.
- Improve the career opportunities for personnel.

**4. Adjourn:**

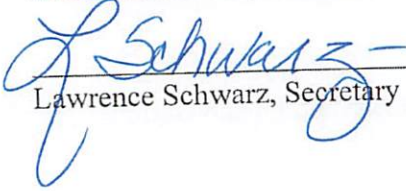
- Upon motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 8:18 p.m.

Respectfully submitted,  
Stacey Popovich  
Administrative Assistant

**APPROVAL**

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

  
\_\_\_\_\_  
Mark Gunderman, Chairman

  
\_\_\_\_\_  
Lawrence Schwarz, Secretary

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING  
May 17th, 2021**

**1. Call to Order**

**Called to Order at 3:03 p.m.**

**Board Attendance (via Zoom):** Mark Gunderman, Charlie Fleece, Larry Schwarz, Duane Garrett, and Joyce Hartung.

**Executive Staff:** Fire Chief Warren Jones

**Legal Counsel:** Emily Powell

**2. Review and Approval of Agenda**

- Director Schwarz made a motion to approve the agenda, with a second by Director Garrett. The Board unanimously voted to approve the agenda.

**3. Executive Session**

- 1. Executive Session pursuant to C.R.S. 24-6-402(4)(b) and (e) to receive advice of legal counsel and to discuss matters subject to negotiation related to the potential unification of the District with Tri-Lakes Monument Fire Protection District.**

Director Fleece made a motion to go into Executive Session pursuant to C.R.S. 24-6-402(4)(b) and (e) to receive advice of legal counsel and to discuss matters subject to negotiation related to the potential unification of the District with Tri-Lakes Monument Fire Protection District, with a second by Director Hartung. The Board unanimously voted to enter Executive Session. Attorney Powell certified for the record that the executive session constitutes privileged attorney-client communications and would not be recorded. The Board went into executive session at 3:05 p.m.

Director Hartung made a motion to come out of executive session at 3:53 p.m., with a second by Director Schwarz. The Board voted unanimously to come out of executive session at 3:53 p.m.

- 4. Possible action on any matter discussed in executive session**  
None.

**5. Adjournment.**

- Director Garrett made a motion to adjourn the meeting at 3:55 p.m., with a second by Director Hartung. The Board voted unanimously to adjourn the meeting at 3:55 p.m.

Respectfully submitted,  
Stacey Popovich  
Administrative Assistant

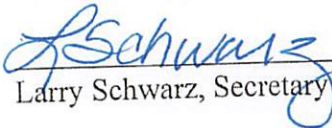
**APPROVAL**

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.





Mark Gunderman, Chairman

  
Larry Schwarz, Secretary

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
DONALD WESCOTT FIRE PROTECTION DISTRICT NORTHERN SUBDISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
May 18, 2021**

**1. Call to Order**

**Called to Order at 4:08 p.m.**

**Board Attendance:** Mark Gunderman, Larry Schwarz, and Duane Garrett

**Board Absences:** Joyce Hartung and Charlie Fleece

**Executive Staff:** Fire Chief Warren Jones, Assistant Chief Scott Ridings

**Legal Counsel:** Emily Powell

- Director Schwarz made a motion to excuse the absences of Director Hartung and Director Fleece, with a second by Director Garrett. The Board unanimously voted to approve the absences.
- **Sign In:** Mary & Joe Gunderman, Allison Robenstein, Dennis Feltz, Justin Chavez, Shannon Balvanz, Steve Simpson

**2. Review and Approval of Agenda**

- Director Schwarz made a motion to approve the revised agenda, with a second by Director Garrett. The Board unanimously voted to approve the revised agenda.

**3. Public Comment (3 minutes)**

- Steve Simpson: Expressed that he is glad the District is exploring the opportunity for unification with Tri-Lakes Fire Protection District given the improved emergency services and career opportunities for firefighters.
- Allison Robenstein: Requested additional context regarding the change in legal counsel.
  - Chairman Gunderman: Explained that Emily Powell and Michelle Ferguson work at the same law firm. Michelle is still part of the District's legal team, but due to some scheduling changes, Emily will now be the District's main contact.

**4. Administrative**

- The April financials were presented for the Board's review and approval. Director Schwarz made a motion to approve the April financials as presented, with a second by Director Garrett. The Board unanimously approved the April financials as presented.
- The April regular Board Meeting Minutes were presented for the Board's review and approval. Director Garrett made a motion to approve the April regular Board meeting minutes, with a second by Director Schwarz. The Board unanimously approved the April regular Board meeting minutes.

**5. Chief's Report**

- **Monthly Run Report**
  - April- Increase of 36%
    - 2021- 76 calls
    - 2020- 56 Calls
  - Pre-incident value of \$ 587,394.00 Property saved with a \$ 4,300.00 fire loss.
  - Completed the Pleasantview homeowners group mitigation project. Big thank you to Matt Gibbs, Lucas Owens, Justin Myers for donating their time to man the chipper.
- Physical Agility test has been completed by all employees in 7 minutes or less.
- Completed NWCG pack test, 3 mile walk with 40lb backpacks in 45 minutes or less

- Collaborative efforts were outstanding on the fire that the District participated in responding to in Tri-Lakes Monument Fire Protection District ("Tri-Lakes Monument").
- Chief Jones presented his short term action plan (below).
- Rachel Dunn did a nice article about her experience in the field for 101 days. Director Schwarz would like to see it up on the website.

Chief Jones recognized what he's observed so far as the District's strengths.

- Excellent operational cooperation between the District, Tri-Lakes Monument and Black Forest Fire Protection District.
- Dedicated and engaged workforce.
- High commitment to community service.
- Class 2 ISO rating.
- Good current condition of apparatus, equipment and facilities (with the exception of Station 3).

### Short-Term Action Plan (Mid-May to Mid-July)

Action Item	Current State	Actions	Timeline
Vacant Lieutenant position	One Lieutenant position is vacant and being filled by an acting Lieutenant.	Promote a new Lieutenant in accordance with the current handbook, eligibility requirements and testing process.	Testing the week of June 14
Shift assignments	A new Lieutenant and new paramedics will create unbalanced companies.	Realign shift personnel to meet response needs related to skill and experience mix on each company.	Mid-July
Shift personnel vacation	Current vacation practices for shift personnel are not in alignment with current handbook and SOGs.	Bring vacation practices into conformance with handbook and SOGs.	June 1
National and regional wildland fire deployment	National and regional wildland fire deployments totaled 356 days in 2020. 131 days were for three full-time management or staff personnel.	Focus on crew deployments to build training and experience of company personnel. Limit single resource deployment to one deployment per person for full-time personnel.	Immediate
FLSA pay system	Shift personnel have transitioned to the new FLSA pay system but knowledge of the FLSA system is inadequate.	Provide more training for the administrator in FLSA procedures and deliver another round of education for shift personnel	Immediate
Station 3 safety	Station 3 is currently used for the Battalion Chief quarters and office. There are several significant safety hazards in this building.	Make immediate safety repairs and improvements.	June
Union meet and confer	The Board adopted a resolution authorizing a meet and confer process with the union. The union leadership has indicated they would like engage this process.	Engage the meet and confer process in accordance with the Board resolution.	June

Mid-year budget review	The 2021 budget is starting to indicate trends and issues that will require Board consideration.	Conduct a mid-year budget evaluation to identify immediate trends and issues. This may require line realignment and possible use of reserves. This may also include new costs related to unification planning.	June-July
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**6. Old Business**

- None.

**7. New Business**

- Follow-up from May 13 Joint Work Session with Tri-Lakes Monument.
  - Both Boards were excited to see what the possibilities are, timing is good. We are doing this for the community and the staff. Chief Kovacs and Chief Jones will be assisting in getting a feasibility study from ESCI, an emergency services consulting third party.
  - Chief Jones stated that he hopes to have a proposal for the ESCI feasibility study in June and what type of cost-share will come with that between the two organizations.

**8. Firefighter's Forum**

- The Union would like to thank you and we appreciate it.

**9. Public Comment**

- None

**10. Adjourn:**


- Director Garrett made a motion to adjourn the meeting at 4:50 p.m., with a second by Director Schwarz. The Board voted unanimously to adjourn the meeting at 4:50 p.m.

Respectfully submitted,  
 Stacey Popovich  
 Administrative Assistant

**APPROVAL**

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

  
 \_\_\_\_\_  
 Mark Gunderman, Chairman

  
 \_\_\_\_\_  
 Lawrence Schwarz, Secretary

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
DONALD WESCOTT FIRE PROTECTION DISTRICT NORTHERN SUBDISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
June 15th, 2021**

**1. Call to Order**

**Called to Order at 4:00 p.m.**

**Board Attendance:** Larry Schwarz, Duane Garrett, Charles Fleece and Joyce Hartung

**Board Absences:** Mark Gunderman

**Executive Staff:** Fire Chief Warren Jones, Assistant Chief Scott Ridings

**Legal Counsel:** Emily Powell

**Invited Guests:** Chief Kovacs from Tri-Lakes Monument Fire Protection District

- Director Garrett made a motion to excuse the absence of Chairman Gunderman, with a second by Director Fleece. The Board unanimously voted to approve the absence.
- **Sign In:** Former Chief Vincent Burns, Charles Ragland, Allison Robenstein, Dennis Feltz, Steve Simpson

**2. Review and Approval of Agenda**

- Director Garrett made a motion to approve the agenda, revised to add a discussion about Station 3, with a second by Director Fleece. The Board unanimously voted to approve the revised agenda.

**3. Public Comment (3 minutes)**

- None

**4. Administrative**

- The May financials were presented for the Board's review and approval. Director Garrett made a motion to approve the May financials as presented, with a second by Director Hartung. The Board unanimously approved the May financials as presented.
- COVID - 19 reimbursement grants: The District was awarded \$91,809.73 and reimbursed through DOLA, and the survey put out through the SDA to see if the District had additional reimbursements to claim has been submitted. The District has been reimbursed for all expenses due to COVID 19.
- The May 13th Special Board Meeting Minutes were presented for the Board's review and approval. Director Fleece made a motion to approve the May 13th Board meeting minutes, with a second by Director Hartung. The Board unanimously approved the May 13th Board meeting minutes.
- The May 17th Special Board Meeting Minutes were presented for the Board's review and approval. Director Garrett made a motion to approve the May 17th Board meeting minutes, with a second by Director Fleece. The Board unanimously approved the May 17th Board meeting minutes.
- The May 18th Regular Board Meeting Minutes were presented for the Board's review and approval. Director Fleece made a motion to approve the May 18th Board meeting minutes, with a second by Director Hartung. The Board unanimously approved the May 18th Board meeting minutes.

**5. Chief's Report**

- Monthly Run Report
  - May- Decrease of 13%
    - 2021- 61 calls
    - 2020- 70 Calls

- 0 fire loss, 1 significant traffic accident on Highway 83. The Chief expressed confidence that the District's quick response and highly skilled chiefs and firefighters made a difference with this call.
- Volunteers:
  - All is back to normal with training and shift work. The District had one volunteer take a leave of absence.
- Training:
  - B-Shift crews Ladder 531, Engine 511 and Battalion Chief 502 went to the Colorado Springs Fire Department (CSFD) training tower for 8 hours of practical training. Thanks to CSFD personnel for allowing use of their training tower.
- Mitigation:
  - A shift and C shift crews (Eric Bogenrief, Shawn Ballard, Cory Trotter, Curt Leonhardt, Stef Metcalf and Brian Kirkpatrick) assisted with neighborhood chipping projects. The first was Timber Edge Lane. This consisted of 16 properties with a total of 79 man hours of slash cleanup. The second project was the Gleneagle North HOA. This consisted of chipping two days, along side homeowners at the cleanup site, where residents dropped off slash. The Chief thanked Black Forest Fire Protection District for allowing the District to borrow their skid steer. This piece of equipment really helped out during the Gleneagle Clean-up day.
- For the good:
  - A big thank you to Stacey Popovich for researching and submitting COVID relief grants for reimbursement for monies spent. Thank you to Lieutenant Curt Leonhardt and Brian Kirkpatrick for working with Sit Means Sit dog training. They assisted while dogs in training performed skills around our fire apparatus.
- Chief Jones updated his short term action plan (below).

### Short-Term Action Plan (Mid-May to Mid-July)

Action Item	Current State	Actions	Timeline
Vacant Lieutenant position	One Lieutenant position is vacant and being filled by an acting Lieutenant.	Promote a new Lieutenant in accordance with the current handbook, eligibility requirements and testing process.	Complete. Congratulations to Matt Gibbs
Shift assignments	A new Lieutenant and new paramedics will create unbalanced companies.	Realign shift personnel to meet response needs related to skill and experience mix on each company.	Week of July 5th
Shift personnel vacation	Current vacation practices for shift personnel are not in alignment with current handbook and SOGs.	Bring vacation practices into conformance with handbook and SOGs.	Complete
National and regional wildland fire deployment	National and regional wildland fire deployments totaled 356 days in 2020. 131 days were for three full-time management or staff personnel.	Focus on crew deployments to build training and experience of company personnel. Limit single resource deployment to one deployment per person for full-time personnel.	Complete

FLSA pay system	Shift personnel have transitioned to the new FLSA pay system but knowledge of the FLSA system is inadequate.	Provide more training for the administrator in FLSA procedures and deliver another round of education for shift personnel	Waiting on return of employment attorney
Station 3 safety	Station 3 is currently used for the Battalion Chief quarters and office. There are several significant safety hazards in this building.	Make immediate safety repairs and improvements.	Getting Contractor
Union meet and confer	The Board adopted a resolution authorizing a meet and confer process with the union. The union leadership has indicated they would like engage this process.	Engage the meet and confer process in accordance with the Board resolution.	Not Scheduled yet
Mid-year budget review	The 2021 budget is starting to indicate trends and issues that will require Board consideration.	Conduct a mid-year budget evaluation to identify immediate trends and issues. This may require line realignment and possible use of reserves. This may also include new costs related to unification planning.	Preliminary work started

## 6. Old Business

- Chief Jones and Chief Kovacs presented the Emergency Services Consulting International (ESCI) proposal to prepare the Unification Feasibility Study.
  - Director Fleece: Great information and thank you Chief's for putting this together.
  - Director Garrett: Was there any cost savings or time savings since Tri-Lakes Monument FPD has used them before?
    - Chief Kovacs: Based on the cost, it was probably not discounted. And the timeline will not be sped up either.
  - Director Schwarz: So are we still looking at all 4 unification options as possibilities?
    - Chief Jones: Once we meet with the attorneys we will have a better understanding next month.
- Director Garrett made a motion to cooperate with the Tri-Lakes Monument FPD for the production of a unification feasibility study from ESCI in accordance with the proposal dated June 2021, and to authorize the Fire Chief to reimburse Tri-Lakes Monument FPD a maximum of \$28,480.00 for the ESCI study, with a second by Director Fleece. The Board unanimously approved the motion.

## 7. New Business

- Fire Chief Retirement
  - Director Hartung made a motion to approve the Fire Chief Retirement Agreement for Vincent Burns who will be retiring on June 22, 2021, with a second by Director Fleece. The Board unanimously approved the Retirement Agreement.
- SDA Conference- The Keystone conference is Sept 14-16. And the SDA yearly virtual conference is June 29th from 8:30 am-3:45 pm
- Ambulance Contract- Contract ended Dec. 31, 2019. The District provided them with 3 personnel and quarters inside the station. The District does not currently provide them personnel but they are continuing to use the facility. Chief Jones and Chief Ridings met with Jesse at AMR to determine the value of

using the facility. However, because the District not have a contract with AMR, we may not collect the \$25,000.00 that was allocated in the budget.

- Meeting Format- The staff likes the hybrid format of the Board meeting, and the Board likes the hybrid format as well. Allison from the Our Community News commented that she does not like virtual meetings because it's very hard to hear via a phone. The Board commented that hopefully residents that want to meet in person will be allowed back in the station soon, but still give staff and residents the option to zoom in. Legal will continue to join virtually unless needed on-site.
- Public Use Agreement-The Board would like to review a Facility Use Agreement incorporating a security deposit at July's meeting and hopefully open the Community room back up to HOA's, Scouts, Water Districts, and other community groups to have their monthly meeting. This Agreement would include requirements that the room be kept neat, setup the way it was when they found it, and leave the kitchenette tidy. We have had some groups in the past not respect the community room. Legal will be giving us a template to review and have all groups sign and pay the deposit prior to use of the room.
- Budget Review Methodology- Director Garrett would like to be a part of this next month.
- Station 3- Director Schwarz wants to know the status of Station 3 as far as its usability?
  - Chief Jones: We are trying to assess Station 3 prior to unification as to whether to recommend keeping it or not. The Board would need to give Chief Jones direction on what they want done with the building.
  - Director Garrett would like to direct Chief to assess Station 3 as far as usability. Director Fleece stated that because his property borders Station 3, he may have an actual or perceived interest in its use. For that reason, he will choose to recuse himself from discussions and votes about Station 3. The Board did not take a formal position regarding Station 3.

#### 8. Firefighter's Forum

- None

#### 9. Public Comment

- Steve Simpson: Conveyed that he is really thrilled about unification. He expressed his support for a policy allowing the residents back in to the meeting, and pushing back the meeting time so he can join in person. Maybe sending a cost savings flyer for all residents could make a really compelling argument to join forces with one of our neighboring districts.
- Charles Fleece: The firefighters were over at Station 3 chipping and I love the fact that they are just loving on my family and I love that they are very engaged with our community.

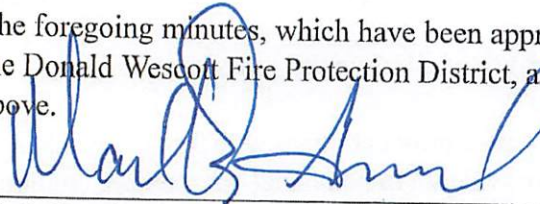
#### 10. Adjourn:

- Director Fleece made a motion to adjourn the meeting at 5:31 p.m., with a second by Director Garrett. The Board voted unanimously to adjourn the meeting at 5:31 p.m.

Respectfully submitted,  
Stacey Popovich  
Administrative Assistant

#### APPROVAL

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

  
\_\_\_\_\_  
Mark Gunderman, Chairman



*Lawrence A Schwarz*  
Lawrence Schwarz, Secretary

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
DONALD WESCOTT FIRE PROTECTION DISTRICT NORTHERN SUBDISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
July 20th, 2021**

**1. Call to Order**

Called to Order at 4:08 p.m.

Board Attendance: Larry Schwarz, Mark Gunderman, and via zoom Charles Fleece

Board Absences: Joyce Hartung, Duane Garrett

Executive Staff: Fire Chief Warren Jones, Assistant Chief Scott Ridings

Legal Counsel: Emily Powell

- Chairman Gunderman made a motion to excuse the absences of Director Garrett and Director Hartung, with a second by Director Schwarz. The Board unanimously voted to approve the absences.
- Sign In: Lieutenant Justin Chavez, Carolyn Gibb, Battalion Chief Sean Pearson, Battalion Chief Shannon Balvanz, Steve Simpson, Natalie Barszcz

**2. Review and Approval of Agenda**

- Director Schwarz made a motion to approve the agenda, with a second by Director Fleece. The Board unanimously voted to approve the agenda.

**3. Public Comment (3 minutes)**

- None

**4. Swearing in of Lieutenant Matthew Gibbs, Paramedic Charles Ragland and Paramedic Rachael Peters**

**5. Administrative**

- The June financials were presented for the Board's review and approval. Director Fleece made a motion to approve the June financials as presented, with a second by Director Schwarz. The Board unanimously voted to approve the June financials as presented.
- The June 15th Regular Board Meeting Minutes were presented for the Board's review and approval. Director Fleece made a motion to approve the June 15th Board meeting minutes, with a second by Director Schwarz. The Board voted 2-1 to approve the June 15th Board meeting minutes, with Director Gunderman abstaining due to his absence from the last meeting.

**6. Chief's Report**

- Monthly Activity Report
- June- Increase of 11%
  - 2021- 84 calls
  - 2020- 76 Calls
    - No Fire Loss
    - The District responded to 2 traffic accidents on State Hwy 83, both had multiple injuries and needed extrication. Tri-Lakes FPD and Black Forest FPD provided automatic aid.
  - Training Report
    - 150 training hours per person this year.
    - All company officers have been certified through Blue Card.
    - Colorado Springs Fire Department has opened their tower and the District has scheduled facility time down there at their training facility.

- Tri-Lakes FPD has an acquired structure and the District has been up there every week for training, and will continue to have multi-agency training until the structure comes down.
- The District hosted the Colorado State pump trailer and this training gave us some really good tools and we would like to do this training again.
- Chief Jones
  - A request to place a Cell Tower at Station 2 has been received by the District.
    - Board discussed with Legal, and directed that if it isn't going to be drawn out or time consuming then maybe look into it, but felt that with everything going on the District doesn't need to spend a lot of time on it.
  - Residential Assessment Rate Brief from Legal Counsel
    - Attorney Powell updated the Board on the recent passage of Senate Bill 21-293 and the proposed 2021 Ballot Initiative 27. Both measures would affect residential and commercial assessment rates in Colorado. However, due to the District's revenue stabilization ballot measure that passed in November 2020, the District will be able to adjust its mill levy to compensate for any revenue lost as the result of lowered residential or commercial assessment rates and is unlikely to be negatively affected by Senate Bill 21-293 or 2021 Ballot Initiative 27.

## 7. Old Business

- SDA Conference- The Keystone conference is Sept 14-16, Board members who wish to attend should please get with Stacey by the end of the week.
- The Facility Use Agreement for the public's use of the Board room for community activities was presented to the Board of Directors, the Board agreed it looks good and will be handed by Executive Staff.
- Status of Unification with Tri-Lakes Monument FPD
  - Feasibility study underway
    - Mostly data collection now.
    - Site visit first week of August.
    - Reduced cost by \$2,258.
  - Chiefs and attorneys met on June 24 to further review and discuss the unification options.
    - Focus is on authority and merger-by-inclusion.
    - Preference for authority to start, with eventual conversion to merger-by-inclusion.
    - Delay decision on unification option until feasibility study is completed.
    - State date for new organization January 1, 2023.
- 2021 Mid-year Budget Review
  - The Good News
    - Increased current revenue of \$116,368.
    - Negative gap between current revenues and current expenses is 5% of expenditures, or \$149,388. Not a favorable situation but manageable.
    - Reserves in 2021 are adequate to provide for the TABOR and 25% cashflow reserve going into 2022.
    - There are reserves available to help bridge the gap between current revenue and expenditures, \$152,705.
  - The Bad News
    - Except for TABOR and cashflow reserves, all other reserves will be exhausted if used to help bridge the gap between current revenues and expenditures.
    - Unlikely that the District will be able to fund "committed" expenses in the 2022 budget.
    - If reserves are not used to fill the gap the most likely impacts will be:
      - Reduction in minimum staffing due to shortage in overtime.

- Elimination or reduction of portable radio replacement.
- Elimination or reduction of external training.
- Strategies to close negative current year gap
  - Increase revenue
    - Wildland fire deployment. Director Fleece voiced support for using discretion and opening up deployments a little more.
  - Reduce expenses
    - Reduce minimum staffing. Chairman Gunderman does not like this option.
    - Reduce or eliminate radio replacement. Director Fleece would like to see if we could get by without the radio replacements and keep staffing.
    - Reduce or eliminate external training.
  - Use reserves. Director Fleece doesn't want to eliminate the entire Reserve fund even with the extra staffing.
  - Some combination of above.
    - Chairman Gunderman would like to see the combination presented at next month's meeting and how much actually needs to come out of Reserves. Battalion Chief Pearson currently has 7 radios that are loaned from the City of Colorado Springs because the District's are not compatible anymore. The Board and Staff can re-evaluate, but need to equip the main apparatus. The radio grant was for 50% of cost but the grant decision has not come back yet. Chief Jones also does not want to go into unification with a lot of out-dated costly equipment and we need to keep that in mind when we bring items to the table.
- Update on Station 3- Chief Jones needs firm direction on whether to pursue selling Station 3
  - Chief Jones commented that both opening a fire station and closing a fire station in a neighborhood can cause community concern.
  - Chairman Gunderman suggested postponing this discussion due to not having enough Board members present at the meeting to weigh in and because Charles Director Fleece is recusing himself from discussions due to potential conflict of interest.

**8. New Business**

- 2022 Budget Process
  - See Below

**Wescott FPD Preliminary 2022 Budget Calendar**

	July	August	September	October	November	December
Staff	Develop Budget Calendar & Process	Preliminary AV revenue numbers received	Draft Preliminary Budget	Adjust Preliminary Budget from September review	Receive Final AV	Draft final budget
		Brief Internal on Process			Update preliminary budget	
		Solicit Internal Input on Needs			Update insurance	
					Public notices	

Board	Approve Calendar & Process	Review Preliminary Budget	Budget hearing
	Identify Major Board issues	Work Session Scheduled	Final budget for Board Approval
	Appoint Budget Officer		Budget approved
			Year end documentation

- The District's Administrative Assistant has headed up meeting with her counterparts from different agencies and put together a plan to look at going for large group healthcare vs small group.
- Director Fleece made a motion to appoint Chief Jones as the 2022 Budget officer, with a second by Director Schwarz. The Board unanimously approved appointing Chief Jones as the 2022 budget officer.
- Chief Jones stated he would like to know what issues the Board would like to address in next year's budget, as well as the pay plan for parity with Tri-Lakes FPD as well as health care. He would like to address this in the forefront before the District gets to December.

**9. Firefighter's Forum**

- None

**10. Public Comment**

- None

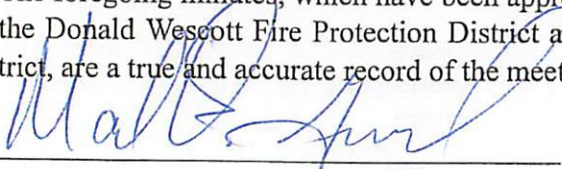
**11. Adjourn:**

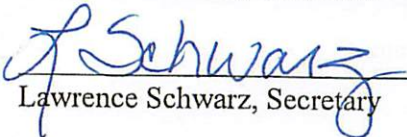
- Director Fleece made a motion to adjourn the meeting at 5:57 p.m., with a second by Director Schwarz. The Board voted unanimously to adjourn the meeting at 5:57 p.m.

Respectfully submitted,  
Stacey Popovich  
Administrative Assistant

APPROVAL

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District and the Donald Wescott Fire Protection District Northern Subdistrict, are a true and accurate record of the meeting held on the date stated above.

  
\_\_\_\_\_  
Mark Gunderman, Chairman

  
\_\_\_\_\_  
Lawrence Schwarz, Secretary

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
DONALD WESCOTT FIRE PROTECTION DISTRICT NORTHERN SUBDISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
August 17th, 2021**

**1. Call to Order**

Called to Order at 4:02 p.m.

Board Attendance: in person - Larry Schwarz, Mark Gunderman; via Zoom - Charles Fleece, Duane Garrett

Board Absences: Joyce Hartung

Executive Staff: Fire Chief Warren Jones, Assistant Chief Scott Ridings

Legal Counsel: Emily Powell

Sign In: Amanda Fleece

- Director Garrett made a motion to excuse the absence of Director Hartung, with a second by Director Fleece. The Board unanimously voted to approve the absence.
- 2. Review and Approval of Agenda**
- Director Schwarz made a motion to approve the agenda, with a second by Director Garrett. The Board unanimously voted to approve the agenda.
- 3. Public Comment (3 minutes)**
- None
- 4. Administrative**
- The July financials were presented for the Board's review and approval. Director Schwarz made a motion to approve the July financials as presented, with a second by Director Garrett. The Board unanimously voted to approve the July financials as presented.
  - The July Regular Board Meeting Minutes were presented for the Board's review and approval. Director Fleece made a motion to approve the July Board meeting minutes, with a second by Director Schwarz. The Board approved the July Board meeting minutes as presented.
    - Chairman Gunderman inquired about the increase in income.
      - Chief Jones: I will have Stacey answer next month when she returns.
- 6. Chief's Report**
- Monthly Activity Report
  - July- Increase of 27%
    - 2021- 79 calls
    - 2020- 62 Calls
      - No Fire Loss
      - No significant calls for service
    - Training Report
      - Mutual aid and multi-company training on structure fire in Tri-Lakes Monument Fire Protection District multiple times this month for each shift
      - The District is averaging about once every other week of multi-agency trainings which has been really positive
        - Director Schwarz asked whether the District's operations and tools are cooperative with those of other agencies. BC Ridings responded that most equipment is similar because all agencies are part of the Northgroup and due to NFPA standards. However, some equipment such as the District's Scott Airpaks face mask hoses are not universal.

- Chairman Gunderman asked whether the exhaust system is finished. BC Ridings responded that one more should be installed today or tomorrow, and thanked LT Leonhard for his work on the project. BC Ridings also reported on a 28-day mixed crew deployment to Montana. All apparatus is home and feedback has been positive from the crews.
- Chief Jones
  - His six month contract is up the day after the October meeting, so if the Board would like to extend to the end of the year, the Board may wish to consider a contract amendment at the September meeting. It was the consensus of the Board to consider a contract amendment at the September meeting extending Chief Jones's contract until December 31.
  - Thank you to the Union folks for doing a nice event for Chief Burns's retirement.
  - The District received almost all the money it applied for for the radio replacement, so congratulations to Battalion Chief Sean Pearson and Battalion Chief Shannon Balvanz, this will replace 80% of the District's radios.

## 7. Old Business

- Cell Tower Lease Proposals: Chief Jones will be hosting the cell companies to come out to Station 2 so they can both submit proposals for lease options. Attorney Powell will be reviewing both proposals and will provide her comments to the Board.
  - Chairman Gunderman would like a high level overview of the lease option proposals, as the District is lukewarm in even proceeding.
- Unification Status: ESCI was here about two weeks ago and toured the District's facility and gathered a lot of data and interviewed employees. We should receive feedback in late October, which may require a work session. They did find that, among all parties, momentum behind this needs to keep moving along and the unification should happen earlier than January 1st, 2023. We are working on speeding up the timeline. They also mentioned that they looked at the District's fleet and we should expect apparatus sticker shock, which has been discussed this in prior meetings.
- Update on Station 3-
  - Chief Jones received a communication from EIS, Emergency Incident Support, stating that they would like to be considered to purchase Station 3 if the Board decides to sell it. It was the consensus of the Board to table this another month.
- Mid-Year Budget Follow-up
  - Order radios: Budgeted for 10 but ordered 8
  - Awards Banquet: Budgeted \$5,000, but may be lower and get down to \$3,000
  - Overtime
  - Salaries
  - Legal Costs
  - The District has cut all extra spending to compensate for the over budget line items
- 2022 Budget Process
  - Chief Staff have sent out requests to program managers asking them what they would like for 2022. We are focusing on new requests and not recurring expenses like annual contracts. We want our program managers to have a say in their department.
  - The District is waiting for preliminary AV numbers, which may be available by the end of next week.
  - The District will still have its own budget next year even if the Unification occurs. Chief Staff would like the Board to think about preparing a comprehensive document with detail instead of just a spreadsheet. The pay plan should be adopted every year. Chief Jones suggested these issues could be discussed during the work session as to what the Board would like to see in the budget document.

- The Board discussed the options for a budget work session or special meeting, and matters for discussion and decision, including reserve amounts, pay plan, health insurance, and fleet issues.

**8. New Business**

- None

**9. Firefighter's Forum**

- None

**10. Public Comment**

- None

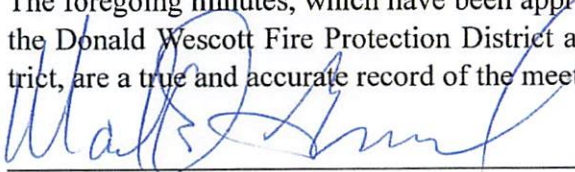
**11. Adjourn:**

- Director Schwarz made a motion to adjourn the meeting at 5:01 p.m., with a second by Director Garrett. The Board voted unanimously to adjourn the meeting at 5:01 p.m.

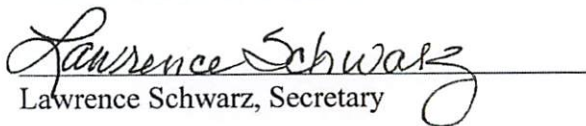
Respectfully submitted,  
Stacey Popovich  
Administrative Assistant

APPROVAL

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District and the Donald Wescott Fire Protection District Northern Subdistrict, are a true and accurate record of the meeting held on the date stated above.



Mark Gunderman, Chairman



Lawrence Schwarz, Secretary



**DONALD WESCOTT FIRE PROTECTION DISTRICT  
DONALD WESCOTT FIRE PROTECTION DISTRICT NORTHERN SUBDISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
September 21st, 2021**

**1. Call to Order**

Called to Order at 4:00 p.m.

Board Attendance: in person - Larry Schwarz, Mark Gunderman, Charles Fleece; via Zoom - Duane Garrett

Board Absences: Joyce Hartung

Executive Staff: Fire Chief Warren Jones, Assistant Chief Scott Ridings

Legal Counsel: Emily Powell

Sign In: Natalie Barasz, Mary Gunderman, Dennis Feltz, Tim Hampton, Bill Lowes, Mark Parker, John Hildebrandt, Justin Chavez, Mike Badger

**2. Review and Approval of Agenda**

- Director Schwarz made a motion to approve the agenda, with a second by Director Fleece. The Board unanimously voted to approve the agenda.

**3. Public Comment (3 minutes)**

- None

**4. Administrative**

- The August financials were presented for the Board's review and approval. Administrative Assistant Popovich addressed increases in tax revenue, wildland dispatch reimbursements, and the COVID grant reimbursement. Director Fleece made a motion to approve the August financials as presented, with a second by Director Schwarz. The Board unanimously voted to approve the August financials as presented.
- The August Regular Board Meeting Minutes were presented for the Board's review and approval. Director Garrett made a motion to approve the August Board meeting minutes with revisions, with a second by Director Fleece. The Board approved the August Board meeting minutes as revised.

**6. Chief's Report**

- Monthly Activity Report
- August- Increase of 20%
  - 2021- 85 calls
  - 2020- 71 Calls
    - The District responded to one significant traffic accident on Highway 83 and old Lasso Point. The District also responded to a shooting; both victims were treated and transported to the hospital and are recovering.
    - The District had one mitigation project last Saturday totaling 50 man-hours; the firefighters utilized the chipper and helped the Pleasant View homeowners with chipping slash from completed mitigation work.
- Chief Jones
  - The District has an opening and is beginning to test for the Driver position, and then after that is filled the District will have an open Firefighter position. If the unification with Tri-Lakes Monument FPD happens, these new hires will go to the academy like Tri-Lakes Monument FPD personnel.
  - Station 1 roof: The Station 1 roof has major wind damage and it looks like the repair will be \$25,000-\$28,000. The District's deductible is based on a percentage of the building value and would be \$34,000,

so we will be paying for this out of the District's budget. The Chief would like to ask the Board to approve up to \$40,000.00 for the repairs out of reserves.

- Director Schwarz made a motion to approve up to the cost of the deductible for the repair of the Station 1 roof out of reserves. Director Garrett made a second and the Board unanimously approved the repair of the Station 1 roof up to the cost of the deductible.
- SDA Conference: Chief Jones and Director Schwarz attended. There was discussion regarding the likelihood of seeing a ballot issue every election cycle involving limiting local government revenue in some form.

## **7. Old Business**

- Cell Tower Lease Proposals: The District received 2 proposals.
  - Chief Jones stated that the District would be looking at significant legal costs and not much benefit. Both are option contracts to lease later, and the District gets paid a small amount to keep the option to lease open for them. The timeline, if the option were exercised, is a 30 year lease, which is significant because of the potential impacts of the unification process. Chief Staff is looking for Board direction regarding whether to continue with this process. President Gunderman said that he believes the District's focus should be elsewhere at this time, and Director Schwartz agreed that the cell tower lease proposal would be a distraction.
  - Chief Jones will reach out to the 2 cell companies and let them know the District isn't interested at this time.
- Unification Status:
  - Chief Kovacs and Chief Jones will have a rough draft of the ESCI feasibility study in mid October and to the Board at the end of October. They are proposing to hold another Joint work session before Thanksgiving, and then reach a decision regarding moving forward in December. Attorney Powell explained the timing and process of moving forward with a merger-by-inclusion instead of an authority. A merger-by-inclusion will be a longer process because it would require addressing the status of the Northern Subdistrict before the merger could proceed; however, it would result in a single unified fire district at the end of the process.
  - Chief Jones advised the Board that ESCI noted the District's lack of apparatus replacement whether the unification occurs or not. Additional information will be provided to the Board during the work session tomorrow.
- Update on Station 3-
  - Tabled the discussion last meeting.
  - President Gunderman, Director Garrett, and Director Schwarz agreed that the District is using Station 3 and doesn't need any outside distractions related to trying to sell it at this time.
- Mid-Year Budget Follow-up
  - The District has a roughly \$150,000.00 hole in the 2021 budget. However, the Wildland deployments are doing well right now. Hopefully the District can do one more engine deployment in 2021. Chief Jones is directing staff to stop spending even if its approved. We also are going to use the Battalion Chief to backfill overtime to reduce spending. The District will be starting this effective October 1st.

## **8. New Business**

- Chief Jones and President Gunderman presented the Interim Chief Contract Extension through December 2021.
- Director Schwarz made a motion to approve the extension of the Interim Chief contract through December 2021, with a second by Director Fleece. The Board unanimously voted to approve the extension.

- o The Board inquired about the options for the Fire Chief position in 2022. Chief Jones said this should be discussed after reviewing the feasibility study. The District could contract with Tri-Lakes Monument FPD to have Chief Kovacs serve as the District's Chief, the District could hire another Interim Chief, or the District could have the Battalions Chiefs take on a supervisory role.

**9. Firefighter's Forum**

- None

**10. Public Comment**

- None

**11. Adjourn:**

- Director Fleece made a motion to adjourn the meeting at 5:09 p.m., with a second by Director Garrett. The Board voted unanimously to adjourn the meeting at 5:09 p.m.

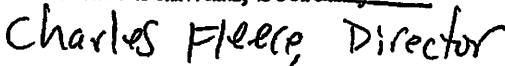
Respectfully submitted,  
Stacey Popovich  
Administrative Assistant

**APPROVAL**

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District and the Donald Wescott Fire Protection District Northern Subdistrict are a true and accurate record of the meeting held on the date stated above.

  
\_\_\_\_\_  
Mark Gunderman, Chairman

  
\_\_\_\_\_  
Lawrence Schwarz, Secretary

  
Charles Fleece, Director

## **Donald Wescott Fire Protection District**

### **Monthly Statistics**

September 2020 Call Volume	94
September 2021 Call Volume	84
MTD Decrease:	-10%

#### **September 2021 summary:**

We had no property damage or fire loss for the month of September 2021.

We responded to a couple of very serious traffic accidents on state highway 83.

A wildland urban interface fire is our biggest and one of the most likely threats to our district. The local fire danger remains high and we remain at a steady state of readiness to respond. We did respond to a small grass fire along highway 83 and we had mutual aid from Colorado Springs, Tri-Lakes, and Black Forest Fire.

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS WORK SESSION  
September 22nd, 2021**

**1. Call to Order**

Called to Order at 3:04 p.m.

**Board Attendance:** Mark Gunderman, Larry Schwarz, Charles Fleece and Duane Garrett

**Board Absences:** Joyce Hartung

**Executive Staff:** Fire Chief Warren Jones

**2. Review and Approval of Agenda**

- Director Fleece made a motion to approve the agenda as presented, with a second by Director Schwarz. The Board unanimously voted to approve the agenda as presented.

**3. Work Session**

- Fire Chief Jones presented the draft 2022 budget to the Board. The Board provided feedback on the draft budget. Significant matters discussed included: (1) a tuition reimbursement program potentially being added back into the budget; (2) no changes to insurance; and (3) a plan for allowing flexible staffing to lower over-time expense. Chief Staff will incorporate the Board's comments in the next draft of the 2022 budget.

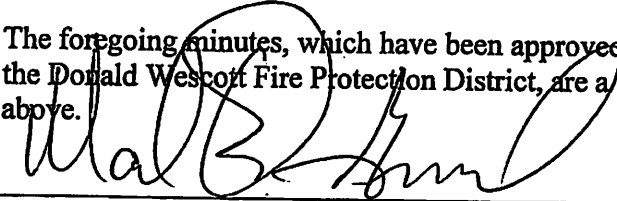
**4. Adjourn**

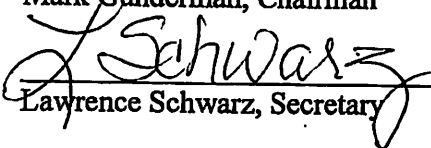
- Upon motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 5:09 p.m.

Respectfully submitted,  
Stacey Popovich  
Administrative Assistant

**APPROVAL**

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

  
\_\_\_\_\_  
Mark Gunderman, Chairman

  
\_\_\_\_\_  
Lawrence Schwarz, Secretary

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
DONALD WESCOTT FIRE PROTECTION DISTRICT NORTHERN SUBDISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
October 19th, 2021**

**1. Call to Order**

Called to Order at 4:09 p.m.

Board Attendance: in person - Mark Gunderman, Charles Fleece; via Zoom - Duane Garrett

Board Absences: Joyce Hartung, Larry Schwarz

Executive Staff: Fire Chief Warren Jones, Assistant Chief Scott Ridings

Legal Counsel: Emily Powell

Sign In: Natalie Barasz, Tim Hampton, Shaun Leonhardt, Steve Simpson

Director Garrett made a motion to excuse the absence of Larry Schwarz, with a second by Director Fleece.

The Board voted unanimously to excuse the absence of Director Schwarz.

**2. Review and Approval of Agenda**

- Director Fleece made a motion to approve the agenda as presented, with a second by Director Garrett. The Board unanimously voted to approve the agenda as presented.

**3. Public Comment (3 minutes)**

- None

**4. Swearing In of Driver Justin Myers, Firefighter/EMT: David Bowker, Matthew Griggs, and Seung Ju Han**

- Driver Justin Myers and Firefighter/EMTs David Bowker, Matthew Griggs, and Seung Ju Han were sworn into their positions with the District.

**5. Administrative**

- The September financials were presented for the Board's review and approval. Director Fleece made a motion to approve the September financials as presented, with a second by Director Garrett. The Board unanimously voted to approve the September financials as presented.
- The September Regular Board Meeting Minutes were presented for the Board's review and approval. Director Fleece made a motion to approve the September Board meeting minutes as presented, with a second by Director Garrett. The Board approved the September Board meeting minutes.

**6. Chief's Report**

- Monthly Activity Report
  - September- Decrease in calls of 10%
  - 2021- 84 calls
  - 2020- 94 Calls
- The District experienced no property damage or fire loss for the month of September 2021. The District responded to a couple of very serious traffic accidents on State Highway 83. A Wildland urban interface fire is the biggest and one of the most likely threats to the District. The local fire danger remains high and the District is in a state of readiness to respond. Personnel did respond to a small grass fire along highway 83 and received mutual aid from Colorado Springs, Tri-Lakes FPD, and Black Forest FPD.

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## Chief Jones

- The District has now promoted Driver Justin Myers, creating an open Firefighter position. At the end of this month, we will test and fill that opening. Hopefully by mid-November we will have the open position filled.
- Station 1 roof: The Station 1 roof repair has started, and is waiting on materials. The actual cost is anticipated to be around \$26,000.00, well below the Board-approved amount of \$40,000.00.
- There are several days of Live fire training scheduled at the Air Force Academy and Chief Jones will provide the dates to any Board members who would like to observe. The District will be training with Tri-Lakes FPD.
- One personnel member is recovering from an accident at home. It is uncertain how long he will be out, so keep him in your thoughts.
- The District's Annual Awards lunch is November 6<sup>th</sup>. Administrator Stacey Popovich has already sent invitations.
- The District purchased the 8 handheld radios, which will be implemented with a grant. The District is almost done with its radio replacement program. Chief Jones extended a big thank you to Battalion Chief Pearson, Battalion Chief Balvanz, and Lieutenant Gibbs for their work on this.
- Administrator Popovich will be taking medical leave beginning November 9<sup>th</sup>. She will not be in the office the rest of the year, so please keep her in your thoughts. She will work remotely once she is able.

## 7. Old Business

### • Unification Status

- Chief Jones and Chief Kovacs are expecting the result of the ESCI study very soon. They will arrange a joint work session with both Boards so they are presented the data at the same time. They have discussed that if the Boards decide to pursue and Authority, then the employees could be leased to the Authority mid-year, with a full transfer of employment January 2023. The project is expected to move quickly once the final direction is known.

### • 2021 Budget Status

- The Board is aware of the 2021 Budget shortages. Some helpful factors are that Wildland income is currently sitting at \$150,000.00 when it was originally budgeted at \$50,000.00, and the Battalion Chiefs are covering the first open shift instead of always backfilling. Chief Staff have deferred all extra spending, even that which was previously approved.
- If the District ends up drawing funds from Reserves to cover expenses, the Board will need to approve the use of reserve funds as part of a Supplemental Budget.

### • 2022 Budget Update

- Staff will finish the draft 2022 budget next week, incorporating the Board discussion from the work session last month. Chief Staff also created a 5-year budget projection for the District. Due to property value reassessments being conducted every other year, revenue was assumed to increase 1% in odd years and 13% in even years. Chief Staff also only increased personnel expenses by 5% per year to cover step increases and COLA. By not doing any other spending, the District could be able to replenish the reserves to \$1.4 million and start apparatus replacement at the end of the 5 years.
- Upon further review of the budget, Chief Jones stated that the District probably not be able to fund tuition assistance outside of the Paramedic program.

## 8. New Business

- Volunteer Firefighter Pension Fund retirement benefit increase. At last month's Pension Board meeting, Lieutenant Hampton presented the bi-annual Volunteer Firefighter Pension Fund Actuarial Report from the Fire & Police Pension Association, showing that the Pension Fund is actuarial sound, and can support a retirement benefit increase from \$400.00 to \$450.00 for a 20-year pension without an additional contribution

amount from the District. This retirement benefit increase is show as benefits option Plan B in the 2021 Actuarial Report, and also includes other benefit increases that are calculated based on the amount of the District's 20-year pension. Director Garrett made a motion to increase pension benefits in accordance with Plan B of the 2021 Actuarial Report, with a second by Director Fleece. The Board unanimously approved the motion.

**9. Firefighter's Forum**

- None

**10. Public Comment**

- None

**11. Adjourn:**

- Director Fleece made a motion to adjourn the meeting at 4:56 p.m., with a second by Director Garrett. The Board voted unanimously to adjourn the meeting at 4:56 p.m.

Respectfully submitted,  
Stacey Popovich  
Administrative Assistant

**APPROVAL**

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District and the Donald Wescott Fire Protection District Northern Subdistrict, are a true and accurate record of the meeting held on the date stated above.



Mark Gunderman, Chairman



Lawrence Schwarz, Secretary

Duane Garrett, Director



**DONALD WESCOTT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS WORK SESSION  
November 10th, 2021**

**1. Call to Order**

**Called to Order at 6:31 p.m.**

**Board Attendance:** Mark Gunderman, Larry Schwarz, Charles Fleece and Duane Garrett

**Board Absences:** Joyce Hartung

**Executive Staff:** Fire Chief Warren Jones

**2. Review and Approval of Agenda**

- Upon motion duly made and seconded, the Board voted unanimously to approve the agenda.

**3. Work Session**

- The Board, jointly with the Board of Directors of Tri-Lakes Monument Fire Protection District, received a presentation from Emergency Services Consulting International (ESCI) regarding the feasibility of the proposed unification of the Donald Wescott Fire Protection District and Tri-Lakes Monument Fire Protection District.

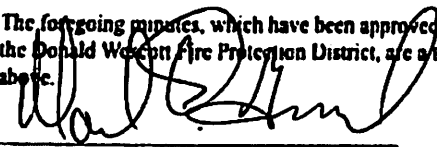
**4. Adjourn:**

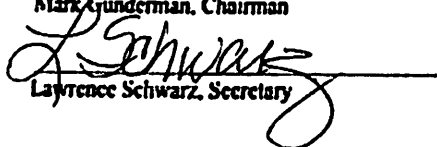
- Upon motion duly made and seconded, the Board voted unanimously to adjourn the meeting following conclusion of the ESCI presentation. Due to administrative oversight, the time of the adjournment was not noted.

Respectfully submitted,  
Stacy Popovich  
Administrative Assistant

**APPROVAL**

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

  
\_\_\_\_\_  
Mark Gunderman, Chairman

  
\_\_\_\_\_  
Lawrence Schwarz, Secretary

**DONALD WESCOTT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS SPECIAL BOARD MEETING  
December 15th, 2021**

**1. Call to Order**

**Called to Order at 3:59 p.m. via Zoom**

**Board Attendance:** Mark Gunderman, Larry Schwarz and Duane Garrett

**Board Absences:** Joyce Hartung, Charles Fleece

**Executive Staff:** Fire Chief Warren Jones

**2. Review and Approval of Agenda**

- Director Garrett made a motion to approve the amended agenda, with a second by Director Schwarz. The Board voted unanimously to approve the agenda as amended.

**3. Public Comments**

- There were no public comments.

**4. Chief's Report**

- Chief Jones reported that the unification with Tri-Lakes Monument FPD (TLMFPD) is moving forward.
  - TLMFPD Deputy Chief Bradley has already implemented plans for crew moving on January 11th.
  - Chief Jones's services contract with the District is expiring next week. He requested authorization to appoint one of the Battalion Chiefs as Acting Fire Chief for the last ten days of 2021, until the IGA to Provide Operational and Administrative Services with TLMFPD becomes active on January 1, 2022.
    - Director Schwarz made a motion to authorize Chief Jones to appoint one of the Battalion Chiefs as Acting Fire Chief for the last ten days of 2021. Director Garrett seconded and the Board approved the motion unanimously.
- Chief Jones asked whether the Board would like to begin meeting at TLMFPD Station 1 in their newly renovated training room. It was the consensus of the Board to begin meeting at TLMFPD Station 1.
- Chief Jones reported that Chief Ridings will make a full recovery and will be able to perform in his new position, but will be out a few weeks.
- Chief Jones informed the Board that he has developed a bonus system for the District's employees in accordance with the Board's direction at the regular December meeting, which was communicated to employees today.
- Chief Kovacs has put together an FAQ regarding the unification that will be made available on the TLMFPD and District websites for the public to review.

**5. SCBA Purchase**

- Chief Jones reported that the District found that its SCBAs are not compatible with TLMFPD's. He requested to buy 6 sets of compatible SCBAs from this year's budget at a cost of \$68,779.50 from Reserves. The District will then apply for a grant for another 10 sets of compatible SCBAs. Staff would also like to declare the District's current 16 SCBAs as surplus property, as well as the 512 International.
  - Director Schwarz what type of SCBA brand would be purchased.
    - Chief Bradley replied that they would be Scott brand. In 2018, the SCBAs were upgraded to be universal across packs, and the mask and regulator are not compatible.
  - Director Schwarz made a motion to authorize the purchase of 6 sets of compatible SCBA as proposed. Director Garrett seconded and the Board approved the motion unanimously.

**6. Surplus Property**

- Director Garrett made a motion to surplus the 512 International, and up to 20 of the District's current SCBAs. Director Schwarz seconded and the Board approved the motion unanimously.

**7. Firefighter's Forum**

- Chief Bradley would like to commend LT Gibbs for a very short turnaround for the air packs.

**8. Public Comments**

- Chairman Gunderman would like to again express his gratitude to Chief Jones for helping the District get to where it is going. Chief Jones was presented with a gift.

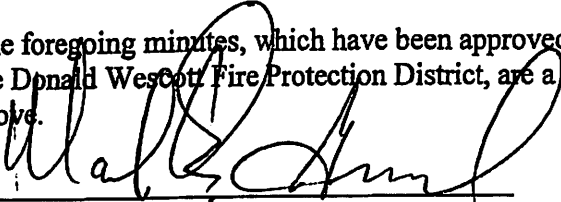
**9. Adjourn:**

- Director Schwartz made a motion to adjourn the meeting at 4:24pm. Director Garrett seconded and the Board approved the motion unanimously.

Respectfully submitted,  
Stacey Popovich  
Administrative Assistant

**APPROVAL**

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Westcott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

  
\_\_\_\_\_  
Mark Gunderman, Chairman

  
\_\_\_\_\_  
~~Lawrence Schwarz, Secretary~~

Charles Freese, Director.