

MONUMENT FIRE DISTRICT

16055 Old Forest Point, Suite #102

Monument, CO 80132

(719) 484-0911

www.monumentfire.org

Proudly serving the Tri-Lakes Region



Dr. John Hildebrandt, President

Roger Lance, Vice President

Thomas Tharnish, Director

Thomas Kelly, Treasurer

Terri Hayes, Director

Michael Smaldino, Secretary

Jason Buckingham, Director

MEETING AGENDA

Meeting Date/Time: January 25, 6:30 pm

LOCATION: Fire Station 1, 18650 Hwy 105, Monument

[Zoom Meeting Invite](#)

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Roll Call**
- IV. **Approval of Agenda**
- V. **Approval of Minutes**
 - i. Regular meeting – December 2022
- VI. **Financial Report**
 - i. Financial Report – December 2022
- VII. **Items not on the agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
- VIII. **Old Business**
 - i. Station 1 Training Center Update
- IX. **New Business**
 - i. **Resolution 2023-01, 2023 Board of Directors election** (Roll-call vote)
MOTION: to approve Resolution 2023-01 calling for the regular 2023 election
 - ii. Review and approve 2022 Audit Engagement letter with Erickson, Brown & Kloster, LLC.
 - iii. Approve the 2023 Board of Directors Policy Manual
- X. **Chief's Report (November and December)**

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XI. Executive Session

Pursuant to §24-6-402(4)(b), conference with the attorney for the public entity for the purposes of receiving legal advice on specific legal questions to review, meet and confer plus agreement.

XII. Future Agenda Items**XIII. Adjourn**

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MEETING AGENDA

Meeting Date/Time: December 7, 2022, 6:30 pm

LOCATION: Fire Station 1, 18650 Hwy 105, Monument

LOCATION: ZOOM MTG: **816-2574-6594**

PSWD: **922535**

[Zoom Meeting Invite Link](#)

I. Call to Order

The meeting was called to order by President Hildebrandt at 6:36 p.m.

II. Pledge of Allegiance

III. Roll Call

Roll call was taken by President Hildebrandt. Director Buckingham had an approved absence.

IV. Approval of Agenda

Director Smaldino approved the agenda as presented. Director Kelly seconded the motion.

V. Approval of Minutes

- i. Regular meeting – November 16, 2022

Director Lance approved the minutes from the November meeting. Director Kelly seconded the motion.

VI. Financial Report

- i. November 2022

No financial report.

VII. Items not on the agenda – Board/Citizen/Staff Comment

(Individuals will be kept to a 3-minute time limit)

No comments were provided.

VIII. Old Business

- i. Station 1 Training Center Update

Chief Kovacs provided a brief update on the various options for the location of the training center. Once land is identified for the training center, more discussion will occur regarding the offerings that can be provided for training.

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IX. New Business

i. 2023 Employee Handbook

MOTION: to approve the 2023 Employee Handbook

Chief Kovacs gave a brief overview of the changes to the 2023 Employee Handbook. Most of the changes were minor (e.g., changing from Tri-Lakes Fire to Monument Fire). The two major changes were to the sick leave policy and a new section on special events and how they will be staffed.

Director Lance approved the employee handbook. Director Hayes seconded the motion.

ii. 2023-2024 Meet and Confer Plus Agreement

MOTION: to approve the extension of the 2021-2022 Meet and Confer Plus Agreement

Chief Kovacs discussed the conversation he had with L4319 regarding the meet and confer agreement. There are a couple of options in 2023. 1) extend the existing contract through the first quarter of 2023, 2) approve the existing contract for 2023-2024, 3) consider the meet and confer agreement with binding arbitration language, and 4) create a collective bargaining agreement. More discussion will occur next month.

X. Chief's Report

No Chief's Report this month. Chief Kovacs did provide an update on apparatus purchases, facilities projects, and the entry-level firefighter recruitment process. Director Tharnish gave an update on the water line project. Director Tharnish stated that they would perform the bore under Highway 105 to the Fire Station 1 property on December 19, 2022.

XI. Executive Session - Fire Chief performance review.

Pursuant to §24-6-402(4)(f), C.R.S., Personnel matters. Andy Kovacs.

The BOD entered an executive session at 7:18 p.m. The board concluded at 8:04 p.m. and returned to the open meeting. Director Lance approved returning to the open meeting, with Director Kelly seconding the motion.

XII. Future Agenda Items

Facilities updates

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XIII. Adjourn

Director Lance made a motion to adjourn the meeting at 8:08 p.m. Director Kelly seconded the motion.

**RESOLUTION
BOARD OF DIRECTORS
TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT**

A RESOLUTION CALLING FOR A REGULAR ELECTION ON MAY 2, 2023

WHEREAS, the Tri-Lakes Monument Fire Protection District ("***District***") is a political subdivision of the State of Colorado, organized pursuant to C.R.S. § 32-1-101, *et seq.* ("***Act***");

WHEREAS, pursuant to C.R.S. § 1-13.5-111, the District is required to hold a regular election on the Tuesday succeeding the first Monday in May in the year 2023 to fill Director positions that have become vacant through expiration of the term of office or otherwise. Accordingly, the District is required to hold an election on May 2, 2023 ("***Election***");

WHEREAS, during the Election, four eligible electors must be elected to fill the positions currently held by Directors Lance, Hayes, Tharnish, and Buckingham, which elected officials will then serve for a term of four years each;

WHEREAS, pursuant to C.R.S. §§ 1-13.5-108 and 32-1-804(2), the District's Board of Directors ("***Board***") is required to name a Designated Election Official ("***DEO***") who is responsible for conducting the Election in accordance with the Colorado Local Government Election Code, the Special District Act, and all other applicable laws, rules, and regulations (collectively, "***Applicable Law***"); and

WHEREAS, it is necessary to set forth certain procedures concerning the conduct of the Election.

NOW, THEREFORE, be it resolved by the Board of Directors of the Tri-Lakes Monument Fire Protection District that:

1. A regular polling place election of the eligible electors of the District shall be held on May 2, 2023, between the hours of 7:00 a.m. and 7:00 p.m. pursuant to and in accordance with all Applicable Law. At that time, four Directors will be elected to serve a term of four years each.

2. The Board hereby designates Andy Kovacs to serve as the District's DEO for the Election. The Board may, at its discretion, retain a special district elections consultant or firm to assist the DEO in conducting the Election. The DEO and, if applicable, elections consultant or firm shall have full authority to take any and all actions necessary and appropriate to conduct the Election in accordance with the requirements of Applicable Law, including, but not limited to,

publishing a Call for Nominations, designating one or more polling place(s) within the boundaries of the District, and appointing election judges.

3. Self-Nomination and Acceptance Forms shall be available at the DEO's office at 16055 Old Forest Point, Suite 102, Monument, CO 80132. All candidates must file Self-Nomination and Acceptance Forms with the DEO no later than the close of business on Friday, February 24, 2023.

4. If Applicable Law permits the DEO to cancel the Election because, on the date established by Applicable Law, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent to be a write-in candidate, then the DEO, or, if applicable, elections consultant or firm, may cancel the Election in accordance with the requirements of Applicable Law. In such case, the DEO, or, if applicable, elections consultant or firm, shall have full authority to take any and all actions necessary and appropriate to cancel the Election.

5. The District shall be responsible for the payment of any and all costs associated with the conduct of the Election, including its cancellation, if necessary.

6. If any section, paragraph, clause, or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.

7. The provisions of this Resolution shall take effect immediately.

ADOPTED this 25th day of January 2023 by the Board of Directors of the Tri-Lakes Monument Fire Protection District.

President

Secretary

**CALL FOR NOMINATIONS
TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT**

TO WHOM IT MAY CONCERN, and particularly, to the eligible electors of the Tri-Lakes Monument Fire Protection District ("District"), El Paso County, Colorado.

NOTICE IS HEREBY GIVEN that a polling place election will be held on Tuesday, May 2, 2023, between the hours of 7:00 a.m. and 7:00 p.m. At that time, four eligible electors will be elected to serve a four-year term each on the District's Board of Directors.

In order to be a candidate for one of the Board of Director positions, a qualified individual must submit a Self-Nomination and Acceptance Form. The Self-Nomination and Acceptance Form is available from Andy Kovacs, Designated Election Official of the District, at the contact information below:

Andy Kovacs, Designated Election Official
Tri-Lakes Monument Fire Protection District
16055 Old Forest Point, Suite 102, Monument, CO 80132
719-484-0911
akovacs@monumentfire.org
Hours: Monday - Friday, 8:00 am – 4:30 pm

The Self-Nomination and Acceptance Form must be returned to the Designated Election Official by 5:00 p.m. on Friday, February 24, 2023. A Self-Nomination and Acceptance Form that is not sufficient may be amended once at any time before 3:00 on Friday, February 24, 2023. Earlier submittal is encouraged as the deadline will not permit correcting a form deemed insufficient after the deadline.

An Affidavit of Intent To Be A Write-In Candidate must be submitted to the Designated Election Official by 5:00 p.m. on Monday, February 27, 2023.

NOTICE IS FURTHER GIVEN that applications for absentee ballots may be filed with the Designated Election Official at the contact information referenced above no later than the close of business on Tuesday, April 25, 2023. Further information regarding applications for absentee ballots also may be obtained from the Designated Election Official.

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

Andy Kovacs, Designated Election Official

**SELF-NOMINATION AND ACCEPTANCE
TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT**

SECTION 1: Self-Nomination

I, _____, who resides at
(**PRINTED** full name of candidate as it will appear on the ballot; cannot use titles such as "MD", "Reverend", or "Chief")

(residence street name and number) (city/town) (zip code) (county) (state)

(mailing address if different from residential address)

and whose email address is: _____
(email address)

hereby nominate myself and accept such nomination for the following office of director at the May 2, 2023 election ("Election") of the Donald Wescott Fire Protection District ("District") and will serve if elected:

_____ A four-year term commencing in May 2023 and ending in May 2027

SECTION 2: Eligibility

I affirm that I am an eligible elector of the District at the date of signing this Self-Nomination and Acceptance. I am an eligible elector because I am registered to vote in Colorado and I am **[mark at least one]**:

_____ A resident of the District.

_____ A person who is obligated to pay taxes under a contract to purchase taxable property within the District.

_____ The owner (or spouse or civil union partner of the owner) of taxable real or personal property within the boundaries of the District.

Property address: _____

Spouses name, if applicable: _____

Circle YES or NO: I am a member of an executive board of a unit owners' association, as defined in C.R.S. § 38-33.3-103, located within the boundaries of the District for which I am running for office. **YES NO**

SECTION 3: Affirmation

I affirm that I am familiar with the provisions of the Fair Campaign Practices Act as required in section 1-45-110 of the Colorado Revised Statutes. I will not, in my campaign for this office, receive contributions or make expenditures exceeding two hundred dollars (\$200) in the aggregate during the election cycle; however, if I do so, I will thereafter file all disclosure reports required under the Fair Campaign Practices Act.

Candidate Signature: _____ Date: _____

Email Address: _____ Telephone: _____

SECTION 4: Witness Certification

I, _____, an eligible elector of the state, who resides at
(**PRINTED** full name of witness)

(residence street name and number) (city/town) (zip code) (county) (state)

(mailing address if different from residential address)

_____, sign this Self-Nomination and Acceptance Form as witness to the Candidate's signing.
(telephone number)

Witness Signature: _____ Date: _____

PROCEDURAL INSTRUCTIONS: This form must be filed with the District's Designated Election Official at the address below before the close of business (4:30 pm) on Friday, February 24, 2023 (i.e., 67 days before the Election). While the deadline for filing this form is the close of business 67 days before the Election, the deadline by which any insufficiency in the form must be cured is 3:00 p.m. on the deadline date. To ensure that candidates have time to amend the form if it is not sufficient, it is strongly recommended that prospective candidates submit their Self-Nomination and Acceptance form before 5:00 p.m. on the deadline date.

Andy Kovacs, Designated Election Official
Tri-Lakes Monument Fire Protection District
16055 Old Forest Point, Suite 102, Monument, CO 80132
719-484-0911
akovacs@monumentfire.org
Hours: Monday - Friday, 8:00 am – 4:30 pm

FOR USE BY THE DESIGNATED ELECTION OFFICIAL (OR HIS/HER DESIGNEE):

Received on: _____, at _____ a.m./p.m.
(date) (time)

Received by: _____
(name)

Self Nomination and Acceptance Form Deemed:

Sufficient on: _____
(date)

Not sufficient on: _____; Candidate notified on _____
(date) (date)

Amended form received on: _____
(date)

Amended form deemed:

Sufficient on: _____
(date)

Not sufficient on: _____
(date)

ONLY IF THE ELECTION IS NOT CANCELLED, a copy of the Self-Nomination and Acceptance must be filed with the Secretary of State no later than Friday, March 3, 2023 (i.e., 60 days before the Election):

Copy sent to the Secretary of State on: _____
(date)



January 12, 2023

Board of Directors and Management
Tri-Lakes Monument Fire Protection District
Monument, Colorado

We are pleased to confirm our understanding of the services we are to provide Tri-Lakes Monument Fire Protection District for the year ended December 31, 2022.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the disclosures, which collectively comprise the basic financial statements of Tri-Lakes Monument Fire Protection District as of and for the year ended December 31, 2022. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplemental information (RSI), such as management's discussion and analysis (MD&A), to supplement Tri-Lakes Monument Fire Protection District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Tri-Lakes Monument Fire Protection District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Revenues, Expenditures, and Changes in Fund Balance (General Fund) – Budget and Actual
- 3) Schedule of the District's Proportionate Share of the Net Pension Liability/(Asset) – Fire Police Statewide Defined Benefit Plan
- 4) Schedule of Employer Contributions

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that

an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditors' Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the

third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Tri-Lakes Monument Fire Protection District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Other Services

We will also prepare the financial statements and the GASB 68 adjustments of Tri-Lakes Monument Fire Protection District in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

As part of its agreement with the Tri-Lakes Monument Fire Protection District, EBK may provide access to a cloud-based accounting solution provided by LeaseCrunch, LLC ("LeaseCrunch Services"). As between Tri-Lakes Monument Fire Protection District and EBK, EBK disclaims all liability related in any way to Tri-Lakes Monument Fire Protection District's use of the LeaseCrunch Services. EBK also disclaims any warranties related to the LeaseCrunch Services. Tri-Lakes Monument Fire Protection District is solely responsible for the acts and omissions of any third party, including employees or contractors, who Tri-Lakes Monument Fire Protection District has designated as a user of the LeaseCrunch Services (each an "End User"). Each End User is required to accept the LeaseCrunch Acceptable Use Policy upon initial login to the LeaseCrunch Services. Tri-Lakes Monument Fire Protection District agrees to indemnify and hold EBK and its affiliates harmless from any and all liability and expenses, including reasonable attorneys' fees and costs, related to third-party claims arising out of Tri-Lakes Monument Fire Protection District's or its End User's use of LeaseCrunch Services in violation of LeaseCrunch's Acceptable Use Policy.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information

Parties' Understandings Concerning Situation Around COVID-19

Erickson, Brown & Kloster, LLC (EBK) and Tri-Lakes Monument Fire Protection District acknowledge that, due to the ongoing COVID-19 pandemic, to the extent that any of the services described in this engagement letter requires or relies on EBK or Tri-Lakes Monument Fire Protection District's personnel to travel and/or perform work onsite, either at Tri-Lakes Monument Fire Protection District's or EBK's facilities, including, but not limited to, maintaining business operations and staffing levels, EBK and Tri-Lakes Monument Fire Protection District acknowledge and agree that the performance of such work may be delayed, and thus certain services described herein may need to be rescheduled and/or suspended at either EBK's or Tri-Lakes Monument Fire Protection District's sole discretion. EBK and Tri-Lakes Monument Fire Protection District agree to provide the other with prompt written notice (email will be sufficient) in the event any of the services described herein will need to be rescheduled and/or suspended. EBK and Tri-Lakes Monument Fire Protection District also acknowledge and agree that any delays or workarounds due to the situation surrounding COVID-19 may increase the cost of the services described herein. EBK will obtain Tri-Lakes Monument Fire Protection District's prior written approval (email will be sufficient) for any increase in the cost of EBK services that may result from the situation surrounding COVID-19.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Erickson, Brown & Kloster, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Colorado Division of Local Government or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Erickson, Brown & Kloster, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the Colorado Division of Local Government or its designee. The Colorado Division of Local Government or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Mitchell K. Downs, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for services will be \$17,100, plus out-of-pocket costs (such as confirmations, report reproduction, word processing, postage, travel, copies, telephone, lease processing etc.). If Tri-Lakes Monument Fire Protection District changed the chart of accounts in the current year (more than minor edits or additions), we estimate that an additional \$1,200 will be required to update the prior year records accordingly. If Tri-Lakes Monument Fire Protection District is party to any leases (current or new) that require processing through the LeaseCrunch Services Software in order to comply with lease standards according to accounting principles generally accepted in the United States of America, the fee for each lease will be \$125. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is

necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Tri-Lakes Monument Fire Protection District's financial statements. Our report will be addressed to management and the Board of Directors of Tri-Lakes Monument Fire Protection District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We appreciate the opportunity to be of service to Tri-Lakes Monument Fire Protection District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy, and return it to us.

Very truly yours,

Erickson, Brown and Kloster, LLC

Erickson, Brown & Kloster, LLC

RESPONSE: This letter correctly sets forth the understanding of Tri-Lakes Monument Fire Protection District.

Management Signature: _____

Title: _____

Date: _____

Governance Signature: _____

Title: _____

Date: _____

MONUMENT FIRE DISTRICT



BOARD OF DIRECTORS POLICIES MANUAL 2023

Serving with Character, Connection, & Commitment

MONUMENT FIRE DISTRICT
BOARD OF DIRECTORS POLICIES MANUAL
2023

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BOARD OF DIRECTORS POLICY MANUAL FOR THE TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

PART 1 – GENERAL RULES

RULE 1-I: Purpose

The purpose of the policies set forth in this manual is to govern the conduct of the Board of Directors (BOD) of the Tri-Lakes Monument Fire Protection District (TLMFPD) both during and outside meetings of the BOD.

RULE 2-II: Suspension or Amendment of Rules

A majority vote of the BOD at any lawfully convened meeting may suspend, alter, amend or replace any of the rules, either for a set period of time or indefinitely, not otherwise required by the law.

PART 2 – BASIS OF AUTHORITY

RULE 2-I: Authority of the Board

The BOD is the governing authority of the District. No Director may individually commit the District to any policy, act, or expenditure. All powers, privileges, and duties vested in or imposed upon the District shall be exercised and performed by and through the Board acting as a body. The Board may delegate to officers, employees, and agents of the District or to any single member or sub-group of the BOD any and all administrative and ministerial powers.

RULE 2-II: Representation

The BOD as a whole should not represent any factional segment of the District but rather represent and act for the District as a whole.

RULE 3-III: Governing Laws

The BOD shall comply with and be guided by all applicable state laws and regulations, including, without limitation, the Colorado Special District Act.

PART 3 – BOARD STRUCTURE

RULE 3-I: Officers

Annually, at the first regular board meeting following the biennial election of board members and during the same month in the following year, the BOD shall elect a President, Vice-President, Secretary, and Treasurer to serve for the following calendar year. All such officers shall be members of the BOD, except that the BOD may appoint the Fire Chief or a designee to act as and perform the duties of Secretary to the BOD.

RULE 3-II: President

The President shall perform the duties of the presiding officer at all meetings of the BOD and shall perform such other duties as the BOD prescribes.

The President shall be the BOD liaison to the Fire Chief and shall work with the Fire Chief to develop the BOD agenda before each BOD meeting. The President (Chairman) shall convey the BOD actions and directions to the Fire Chief and monitor the Fire Chief's progress on BOD directives and policies.

The President is authorized to sign all contracts, deeds, notes, debentures, warrants, and other instruments on behalf of the District with the approval of the BOD, and the BOD may delegate to the Chief or other administrative official such authority within prescribed limits.

RULE 3-III: Vice-President

In the absence of the President, the Vice President shall perform the President's duties. When the President abstains from participating in an agenda item, the Vice President shall perform the duties of the presiding officer.

RULE 3-IV: Secretary

The Secretary shall attest to the signature of the President on documents executed by the President and shall ensure that accurate minutes of BOD meetings are kept and preserved.

RULE 3-V: Treasurer

The Treasurer shall be a member of the BOD and shall be responsible for seeing that appropriate financial procedures are in place, and that accurate financial records are kept. The Treasurer shall also be responsible for seeing that an annual budget is prepared and adopted pursuant to the requirements of the Colorado Budget Act.

RULE 3-VI: Fire Chief

The BOD may appoint a Fire Chief to serve for such term and upon such conditions, including compensation, as the BOD may establish. The Fire Chief shall be the chief administrative official of the district, shall have supervision over the administration of the affairs, employees, and business of the District, and shall be charged with the hiring and discharging of employees and the management of District properties. The Fire Chief shall have the care and custody of the general funds of the District and shall deposit or cause to be deposited the same in the name of the District in such banks or savings associations as the BOD may select.

RULE 3-VII: Committees

The BOD may create standing or ad-hoc committees at its discretion. Committee motions and recommendations shall be advisory to the BOD and not commit the District to any policy, act, or expenditure. No committee has the authority to direct staff to perform specific duties unless authorized by the BOD.

PART 4 – CODE OF CONDUCT AND ETHICS

RULE 4-I: Code of Conduct

The BOD is committed to providing excellence in legislative leadership that results in the provision of the highest quality services and representation of the District's constituents. In order to assist in the government of the behavior between and among the members of the BOD, the following guidelines are recommended:

RULE 4-IA: Respect

The dignity, style, values, and opinions of each Director shall be respected.

RULE 4-IB: Listening and Engagement

Responsive and attentive listening in communication is encouraged. Directors should fully participate in BOD meetings and other public forums while demonstrating respect, consideration, and courtesy to others.

RULE 4-IC: Representation

Acting in the best interest of the District and its constituents shall at all times be the priority of the BOD.

RULE 4-ID: Responsibility

The primary responsibility of the BOD is the formulation and evaluation of policy. Members of the BOD should respect this role and the role of the Fire Chief to handle day-to-day operational matters and all matters of employment and contract within the purview of the Fire Chief as the chief administrative official. Members of the BOD should not arrive at an emergency scene or call for service without first checking with the Fire Chief to ensure that their presence would not be detrimental or distracting to the response efforts.

RULE 4-IE: Attitude

Directors should commit themselves to inspiring public confidence in the District by emphasizing the positive and avoiding double-talk, hidden agendas, backbiting, and other negative forms of interaction.

RULE 4-IF: Issue-Orientation

Directors should commit themselves to focusing on issues and not personalities. The presentation of opinions of others should be encouraged. Cliques and voting blocs based on personalities rather than issues should be avoided. Directors should work for win-win — strive for consensus and seek common ground.

RULE 4-IG: Openness

Different viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Directors should voice disagreement agreeably and professionally (use appropriate language, tone, nonverbal gestures, etc.). Once the BOD takes action by majority vote, all Directors should support the action and not create barriers to the implementation of such action. There should be no minority or individual disagreement with the action publicly expressed once district action is taken by the BOD.

RULE 4-IH: Collaboration

Directors should willingly share information and avoid surprises or use time during public meetings as a way to publicly expose a person for criticism or ridicule. Directors should commit to praise in public and criticize in private whenever possible.

RULE 4-II: Information

Directors should abide by the following procedures:

RULE 4-IIA: Clarification

In seeking clarification or further information on informational and policy items to be considered by the BOD, Directors should directly approach the Fire Chief to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making. It is preferred that such clarification is sought before BOD meetings.

RULE 4-IIB: Constituent Requests and Complaints

When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel. Complaints from residents and property owners of the District should be referred to the Fire Chief for a response. BOD members should refrain from attempting to handle complaints without the involvement of the Fire Chief.

RULE 4-IIC: Safety

Safety or hazard concerns should be reported to the Fire Chief or the district administrative office.

RULE 4-IID: Policy

Concerns regarding administrative actions or policies, especially those involving personnel, legal action, land acquisition, finances, and programming, should be directed to the Fire Chief.

Rule 4-IIE: Distribution of Information

Information distributed before BOD meetings shall be provided to all Directors.

RULE 4-III: Interaction with Staff

When approached by District personnel concerning specific District policy, Directors should direct inquiries to the Fire Chief or the appropriate staff supervisor. *The chain of command must be followed.* Neither the BOD nor any member thereof shall have the authority to require the hiring, promotion, suspension, transfer, or termination of any person by the Fire Chief. Except for the purpose of making specific inquiries, all members of the BOD shall deal with administrative personnel or consultants solely through the Fire Chief or the Fire Chief's designee, and no member of the BOD shall give orders to any employee of the District.

RULE 4-IV: Team-Effort

The smooth workings of the District are a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

RULE 4-V: Interaction with the Fire Chief

Directors should develop a working relationship with the Fire Chief so that current issues, concerns, and District projects can be discussed comfortably and openly.

RULE 4-VI: BOD as a Whole

Directors should function as part of the whole BOD. Issues should be brought to the attention of the BOD as a whole rather than to individual members selectively.

RULE 4-VII: Monitoring Progress

Directors are responsible for monitoring the District's progress in attaining its goals and objectives while pursuing its mission.

RULE 4-VIII: Preparation

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the BOD. Information may be requested from staff through the Fire Chief or exchanged between Directors between meetings within the limits of the Colorado Open Meetings Act.

RULE 4-IX: Questions

Directors shall defer to the President for the conduct of meetings of the BOD but shall be free to question and discuss items on the agenda. All comments should be confined to the matter that is being discussed by the BOD.

RULE 4-X: Minutes

Minutes shall include a summary of actions taken, including actual motions made and properly seconded with the number of votes for and against, and shall include the identity of the Directors voting for and/or against.

Minutes shall list the Directors who are absent at the meeting, with a notation of whether the absence is excused or not excused, as determined by the BOD.

Directors may request that brief comments pertinent to an agenda item (including, if desired, a position on abstention or dissenting vote) be included in the minutes of a meeting. Such a request shall be made only at the meeting where the item is discussed.

RULE 4-XI: Conflict of Interest; Voting

Unless participation is otherwise allowed by state law, Directors shall abstain from participating in consideration of any item involved in a legally prohibited conflict of interest. However, unless such a conflict exists, Directors should not abstain from the BOD's decision-making responsibilities, including voting on all action items. When a Director abstains from voting because of a conflict of interest, the Director shall be considered to be absent for the purpose of determining a quorum and the vote.

RULE 4XII-: Code of Ethics

RULE 4XII-A: No Private Gain

Director shall not use his or her public office or position or disclose or use confidential information in order to obtain private gain for himself or herself, for his or her immediate family, for any business entity with which he or she is affiliated, or for any person or entity with whom the Director is negotiating or has any arrangement concerning prospective employment. A Director shall not use or authorize the use of District time, facilities, equipment, or supplies for personal or private benefit.

RULE 4XII-B: Confidential Records and Communications

A Director shall not disclose any information or records that are not available to the public, which was acquired in the course of official duties, except in the performance of official duties or as required by law or court order.

RULE 4XII-C: Special Consideration

A Director shall not request or grant to any person any special consideration, treatment, or advantage beyond that which would be made available to every other person in similar circumstances or need.

RULE 4XII-D: Discrimination and Harassment.

General rule - District affairs must be conducted without bias or prejudice. A Director shall not, in the performance of official duties, manifest by words or conduct bias or prejudice toward any person, group, or entity, including bias or prejudice based upon race, sex, religion, national origin, disability, age, sexual orientation, or socioeconomic status, and shall not permit others subject to his or her direction and control to do so.

PART 5 – BOD MEETING PROCEDURES

RULE 5-I: Regular Meetings

The date, time, and place of regular meetings shall be reconsidered annually on the agenda at the first meeting of the BOD for that year via resolution and properly noticed.

RULE 5-II: Special Meetings (Non-Emergency)

Special meetings (non-emergency) of the BOD of Directors may be called by any director by informing the other directors of the date, time, and place of such special meeting, and the purpose for which it is called, and by posting a notice at least 72 hours in advance as provided in Sections 32-1-903, CRS, and 24-6-402, CRS.

RULE 5-IIA: Agenda

An agenda shall be prepared as specified for the regular and special BOD meetings and shall be posted 24 hours in advance of the meeting. The agenda shall include all items of business to be considered, as nearly as known at the time of the posting.

RULE 5-IIB: New Business

Only those items of business listed in the call for the special meeting shall be considered at any special meeting.

RULE 5-III: Emergency Meetings

In the event of an emergency involving matters upon which prompt action is necessary due to the disruption or threatened immediate disruption of public facilities, the BOD may hold an emergency special meeting without complying with the notice timeframes required in Rule 5-II. An emergency means a crippling disaster that severely impairs public health, safety, or both, as determined by the Manager and BOD President or Vice President in the President's absence. An emergency meeting may be called by the BOD President or any two BOD Members. All members of the BOD shall receive

notice of such meeting, as far in advance of the meeting as possible. Only items relevant and necessary to deal with the emergency shall be considered at the emergency meeting.

RULE 5-IV: Adjourning Meetings

A majority vote by the BOD may terminate any BOD meeting at any place in the agenda to any time and place specified in the successful motion of adjournment, except that if a quorum is lacking at any regular or adjourned meeting, the Fire Chief may declare the meeting adjourned to a stated time and place and/or canceled. He/she shall cause a written notice of adjournment to include information on the date, time, and place for the meeting to be continued, if to be continued, to be given to the BOD and posted as required by Section 32-1-903, CRS.

RULE 5-V: Order of Agenda

The presiding officer of the meeting described herein shall determine the order in which the agenda items shall be considered for discussion and/or action by the BOD.

RULE 5-VI: Meeting Room Preparation

The President and the Fire Chief shall ensure that appropriate information is available for the audience at meetings of the BOD and that physical facilities for said meetings are functional and appropriate.

RULE 5-VII: Motions and Resolutions

All actions of the BOD necessary for the governance and management of the District's affairs shall be by the passage of motions or resolutions.

PART 6 – BOD MEETING CONDUCT; PARLIAMENTARY PROCEDURE

RULE 6-I: Parliamentary Procedure

Meetings of the BOD shall be conducted by the presiding officer in a parliamentary manner consistent with this rule and as needed to ensure that the business of the BOD is conducted efficiently and with appropriate decorum while considering the rights of each member of the BOD to fully participate, debate and take action. In the event of any objection by any member of the BOD over the parliamentary procedure invoked by the presiding officer, the latest edition of *Robert's Rules of Order*, Revised, shall also be used as a general guideline for meeting protocol.

RULE 6-IA: Call for Question

A "call for question" shall be deemed a non-binding request that the presiding officer close debate and bring a motion to an immediate vote. The presiding officer may choose to continue the discussion of the issue.

RULE 6-IB: Motion to Close Debate

The “motion to close debate,” if seconded, shall be a non-debatable motion and shall have precedence over any other motion except for a parliamentary inquiry or a motion to adjourn. Should the “motion to close debate” pass by a majority vote, the presiding officer shall thereafter immediately call the question on the pending motion.

RULE 6-IC: Reconsideration (Same Meeting)

Any director that voted on the prevailing side on a motion on an agenda item may move to reconsider that item at the same meeting. If seconded by any other director and passed by a majority vote, the effect of the motion is to vacate the earlier motion such that a new motion may be debated. The BOD should not reverse a decision where the audience that provided public input to the initial action has departed.

RULE 6-ID: Reconsideration (Subsequent Meeting)

Any two Directors may request that an item resolved at an earlier meeting be added to the agenda of a subsequent meeting. The presiding officer may reject this request if no new information is presented to warrant further debate.

RULE 6-IE: Motion to Continue

Any Director may move that an item be continued to a specific future BOD meeting even if the main motion is pending consideration. If such a motion is seconded and passed, all consideration on that item is halted until the subsequent meeting.

RULE 6-IF: Motion to Table

Any Director may move that an item be tabled for an indefinite time even if the main motion is pending consideration. If such a motion is seconded and passed, all consideration on that item is halted until the director requests consideration on a subsequent agenda.

RULE 6-II: Conduct Objective

The conduct of meetings shall, to the fullest extent possible, enable directors to consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems and receive, consider, and take any needed action with respect to reports of accomplishments of District operations.

RULE 6-III: Public Input

Provisions for permitting any individual or group to address the BOD concerning any item on the agenda of a special meeting, or to address the BOD at a regular meeting on any subject that lies within the jurisdiction of the BOD, shall be as follows:

RULE 6-IIIA: Time-Limits

The President, unless a majority of the BOD objects, may allow a maximum amount of time for each speaker and a maximum amount of time for each subject matter.

RULE 6-IIIC: Personnel Allegations

Speakers should be encouraged to refrain from making public without first submitting them in writing to the BOD.

RULE 6-IV: Willful Disruption

Willful disruption of any meeting of the BOD shall not be permitted. If the President, with the concurrence of a majority of the Directors, finds that there is, in fact, willful disruption of any meeting of the BOD, he/she may order the room cleared and subsequently conduct the BOD's business, allowing only those persons who were not responsible for the willful disruption to re-enter the meeting room before any further business is conducted. In such an event, only matters appearing in sufficient detail on the previously posted agenda (no new business) may be considered in such a continued meeting.

RULE 6-V: Quorum and Voting

Action can only be taken by the vote of the majority of the BOD present at the meeting, provided a quorum is present. One more than fifty percent of the number of Directors holding office at the time represents a quorum for the conduct of business. A majority shall consist of more than fifty percent of the Directors present and entitled to vote on an issue.

RULE 6-VI: Consensus Directives

The BOD may give consensus directives that are not formal actions. Such directives may include the BOD's directives and instructions to the Fire Chief in the nature of administrative actions. Consensus directives shall be stated by the President, who may seek informal approval of the Board. Should any two directors challenge the statement of the President or the determination that there is consensus on the directive, a voice vote may be requested. A formal motion may be made to place a disputed directive on that agenda or on a future agenda for BOD consideration or to take some other action (such as to refer the matter to the Fire Chief for review and recommendation, etc.). Informal action by the BOD is still BOD action and shall only occur regarding matters which appear on the agenda for the BOD Meeting during which said informal action is taken.

PART 7 – REMUNERATION

RULE 7-I: Compensation

BODs compensation shall be established by a BOD resolution, as governed by 32-1-902 (3), CRS. Staff will provide for payment of BOD meeting attendance compensation on a monthly basis based on the BOD meetings attended by each BOD member. The District will not compensate BOD

members for ceremonial events such as annual festivals where no business is conducted, even if notice of such a meeting was posted.

RULE 7-II: BOD Member Expenses

BOD members that incur expenses for activities on behalf of the District at the request of the BOD shall be reimbursed on the basis established under the District's reimbursement guidelines.



MONUMENT FIRE DISTRICT

Monthly Activity Report – November/December 2022

Submitted by Fire Chief Andy Kovacs

Serving with Character, Connection, and Commitment



Chief's Remarks

As we conclude 2022, I am happy to report the completion of 21 initiatives identified in the 2022-2026 Strategic Plan. Staff worked diligently to accomplish the goals outlined.

On November 1, the district hosted its second annual awards and recognition ceremony. All had a great time.

On November 8, DW Board President Gunderman, Chief Bradley, and I met with residents of Sun Hills to discuss options for the disposition of the Sun Hills Fire Station.

On December 7, Chief Bumgarner and I received a check from the Lion's Club totaling \$1,488. The donation will be used to purchase the radio chargers for the new squad.

On December 8, staff met with QuikTrip to discuss purchasing land for a future fire station/training tower at Baptist and Terrazzo Drive.

On December 8, I virtually attended the CHFC special membership meeting.

On December 12, staff met with OZ Architects regarding the Fire Station 3 project.

On December 15, Chief Bradley and I attended a regional meeting to discuss county-wide radio identifiers.

I continue to attend the following local, regional, and national-level meetings:

- North El Paso County Fire Chiefs
- Pikes Peak Region Wildfire Preparedness
- Pikes Peak Mutual Aid
- Pikes Peak Fire Chiefs Council
- MFD/Monument Police Department Command Staff
- Colorado State Fire Chief's Town Hall & Legislative
- Labor/Management Meeting with Local 4319
- International Association of Fire Chiefs Human Relations Committee
- Center for Public Safety Excellence (CPSE) – peer reviewer
- Rocky Mountain Accreditation Consortium
- International Association of Fire Chiefs Missouri Valley Division – Colorado representative



November/December Quick Facts

Number of Fire Incidents	Number of EMS Incidents	Training Hours Completed	Fire Inspections Completed
6	226	1571	1
Major Incidents, Projects, and Events			
<ul style="list-style-type: none">The 21 initiatives outlined in the 2022-2026 Strategic plan were completed this year. Staff worked diligently to complete the goals set forth before them.We continue to work with the Town of Monument and a Denver-based architectural firm to discuss our options for Fire Station 3.We continue to investigate options for a training tower.We are continuing our efforts to complete our Community Risk Assessment and Standards of Cover for agency accreditation.			

Administration – Jennifer Martin/Stacey Popovich

Upcoming Events & Notable Items:

- Open enrollment was completed during the month of November.
- Our second annual district awards and recognition ceremony was well attended and memorable.

Promotions/Change of Assignments:

- Nothing to report.

Hiring/Resignations/Leave of Absence:

- New hires have completed their background checks, psychological profile, and physicals.
- Stacey Popovich has taken an administrative assistant position with Security Fire. We wish her well in her new endeavors.

Local 4319:

- Firefighter Schmidt was selected as the new L4319 President. L4319 hopes the boards had a great holiday season and look forward to working collectively in 2023.



Operations – Division Chief Jonathan Bradley

Summary of Significant Events:

- Edited the district's response plans to create more similarities between the North Group agencies.
- The regional fire dispatch steering committee has decided to visit other dispatch centers in the state before recommending changes to unit IDs in El Paso County. Scheduled for January.
- Continue to attend the Pikes Peak Fire Chief's Council meetings.
- Completed a new entry-level firefighter paramedic hiring process to augment our previous hiring process. Three eligible candidates were identified for any open position that may occur before January 2024.
- Completed uniform and PPE preparation for the academy recruits.
- Participated in a 911 Hero Award presentation for a ten-year-old in the district who used the emergency communication system to get help for a medical emergency.
- Worked with Red Cross to pre-position resources for winter storms.

Operations:

A Shift – Battalion Chief Coyle

- 11/2/2022 - 531 and 581 attended the Tri-Lakes Cares ribbon cutting for their reopening ceremony.
- 11/3/2022 - 512 visited Prairie Winds Elementary to accept thank you cards for Firefighter Appreciation. 350 students presented cards to 512 outside of PWES. Each class made a card for MFD.
- 11/9/2022 – 531 assisted an elderly gentleman in changing the halyard on his flagpole using the aerial bucket.
- 11/21/2022 – Crews, including Palmer Lake 2011, attended extrication training at Station 1. Two cars were used to complete stabilization and extrication skills.
- 11/21/2022 – 513, 531, 544, and 502 were dispatched to a grass fire off Synthes Dr by Monument PD. Crews arrived onscene and found a small pile of sticks smoldering with MPD utilizing their fire extinguishers. 513 completed extinguishing the fire. The scene was left with MPD.
- 12/2/2022 – 513, 514, 581, 585, 502, and Palmer Lake 2011 completed a 4-hour Traffic Incident Management Refresher at Station 1. Crews reviewed highway safety and how to operate quickly and efficiently on all roadways.
- 12/3/2022 – 512 covered BFFD from BFFD Station 2 from 0800-1700 so BFFD employees could attend training throughout the day.
- 12/3/2022 – 531 delivered Santa Claus to Limbaugh Park for the Town of Monument tree lighting ceremony.
- 12/15/2022 - 512, 531, 584, and 502 completed a 4-hour Traffic Incident Management Refresher at Station 1. Crews reviewed highway safety and how to operate quickly and efficiently on all roadways.



B Shift – Battalion Chief Branden

- B-shift worked Thanksgiving, Christmas Eve, Christmas day, and New Year's Eve. B-shift appreciates the District's support in providing food during the two holidays.
- 11/06/22 Ramblin Rose Rd., Chicken coop fire, three chickens rescued, all others self-evacuated, partial loss to the coop, cause determined to be an electrical short.
- 11/07/22 Curwood Drive, structure fire. CSFD and PLVFD mutual aid were provided.
- 11/19/22 North Academy, MCI mutual aid to CSFD with 585 and 584 for the Club Q shooting, both units released by command.
- 11/25/22 B-shift battalion TIMS training at MFD station 1 classroom, State Patrol and CDOT invited but unable to attend. PLVFD attended.
- 11/30/22 Battalion extrication training cutting cars at station 1, crews rotated through various scenarios.
- 12/13/22 Quarterly safety inspections completed by all stations.
- 12/14/22 Pinery Dr., MFD 512, 564, and 502 provided mutual aid to Black Forest Fire for a working structure fire.
- 12/19/22 HWY83 and Shoup Rd., High-speed rollover with major damage with a car on fire. 2 patients transported. 512, 514, 502, 585, 584. And CSFD E22 responded.
- 12/31/22 Queensmere Dr., Animal rescue, 512 requested assistance from DOW for a trapped deer. 512 assisted DOW in facilitating a successful rescue.

C Shift – Battalion Chief Dooley

- 11/5/22 Hosted girl scout troop for a tour of Station 1.
- 12/17/22 514 and 575 attended a 911 Hero Award presentation.
- 11/22/22 Vehicle fire. Multi-unit response. Fire extinguished. Two patients were treated for burns.
- 11/24/22 Multi-vehicle accident on Hwy 105. Patients were transported to Memorial North Hospital.
- 12/05/22 Animal Rescue. Assisted in the rescue of a deer from a seven-foot deep window well.
- 12/23/22 Diesel leak from semi-truck saddle tank on I-25. Crews contained the leak.



Training – Battalion Chief Mola

Summary of Significant Events:

- Blue Card IC initial class for nine MFD attendees.
- TIM (Traffic Incident Management) classes.
- Extrication training at Fire Station 1.

Summary of Training Events:

- Vehicle stabilization.
- EMS training.
- Annual review and renewal of certifications.
- Prepared the 2023 training calendar.

Training Plan for the Month:

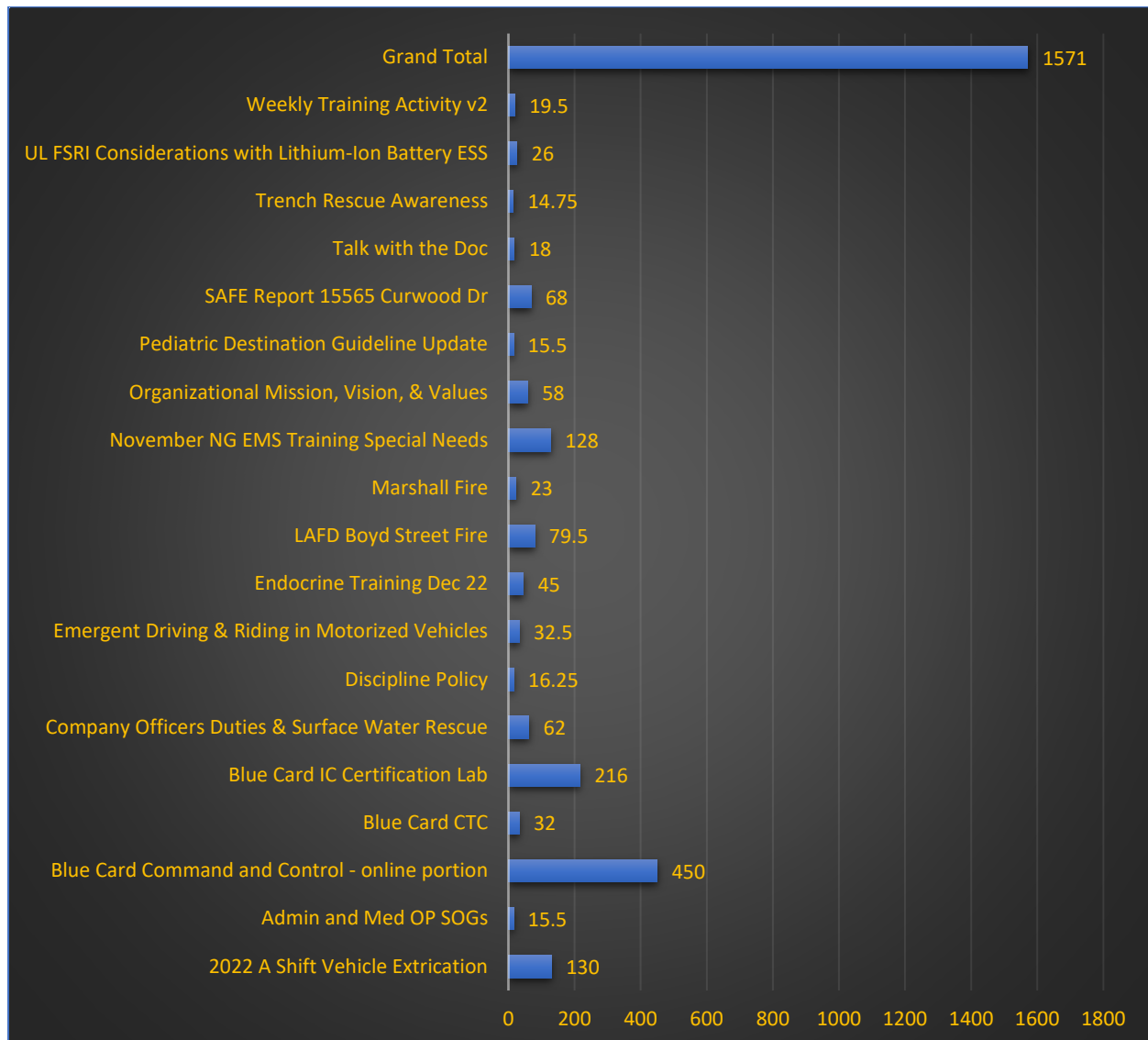
- Ice rescue refresher training.
- Preparing the firefighter survival training Conex box.
- The district will be performing NFPA 1410 drills in 2023.



Auto extrication training at Fire Station 1.



Training hours for the month of November/December –1571 Training Hours.





Emergency Medical Services – Battalion Chief Pearson/EMS Coordinator Soll

Summary of Significant Events:

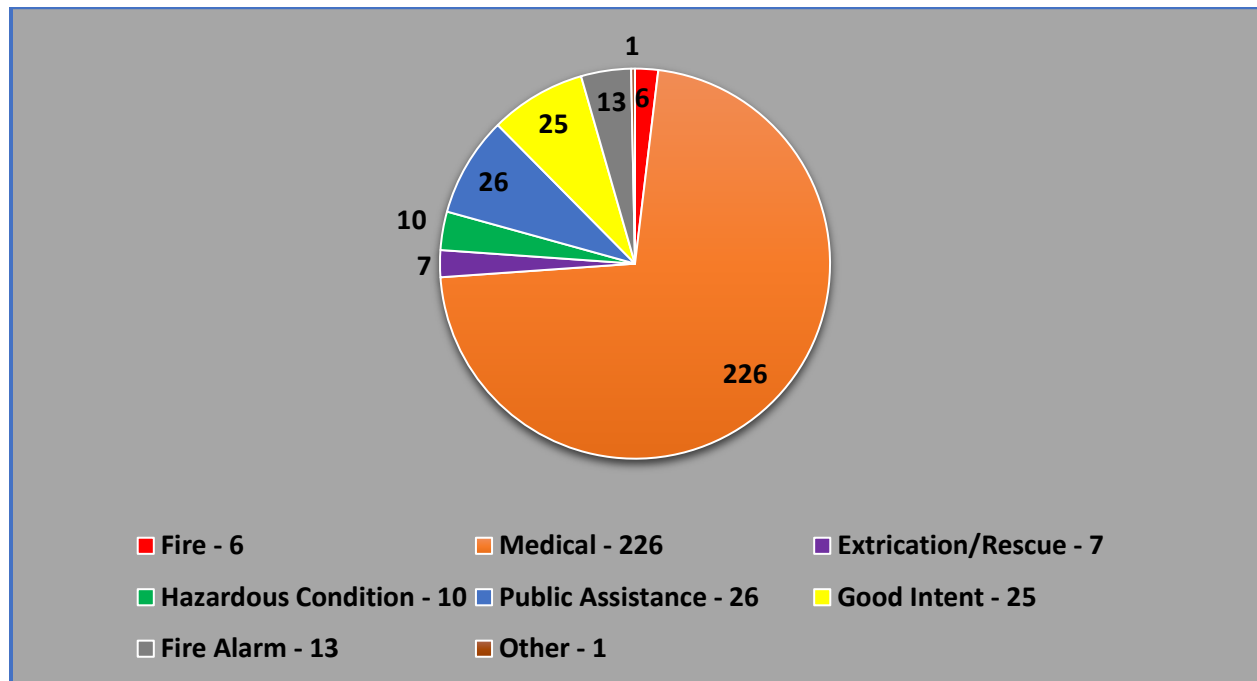
- The district is collaborating with Walmart to do monthly talks with staff about various fire department topics. The EMS division is helping establish an emergency response team (ERT) within the store. A Stop the Bleed class and an active shooter talk with Monument PD will be in January.
- The MCI group has received a grant for \$45,000 to help equip the county agencies with updated triage kits. The hope is for the entire county to adopt the updated RETAC MCI plan being finalized. North Group agencies have already agreed to adopt this plan. The county medical directors have also endorsed the plan and will aid in getting other agencies on board.
- New modems have been installed on the cardiac monitors to make uploading data from the monitors to the patient care reports easier.
- An assisted living liaison group has been established to begin a File of Life program and offer training to the district's assisted living facilities.
- An AED registry program has been started by one of the medical directors. The program is through an app called Pulse Point. AEDs throughout the district have been getting registered. When a person calls 911 for a cardiac arrest, EPSO dispatch will access the registry and be able to direct the caller to the nearest AED.
- Two district ambulances responded to the Club-Q shooting in November to assist CSFD and AMR. Both units were canceled in staging.



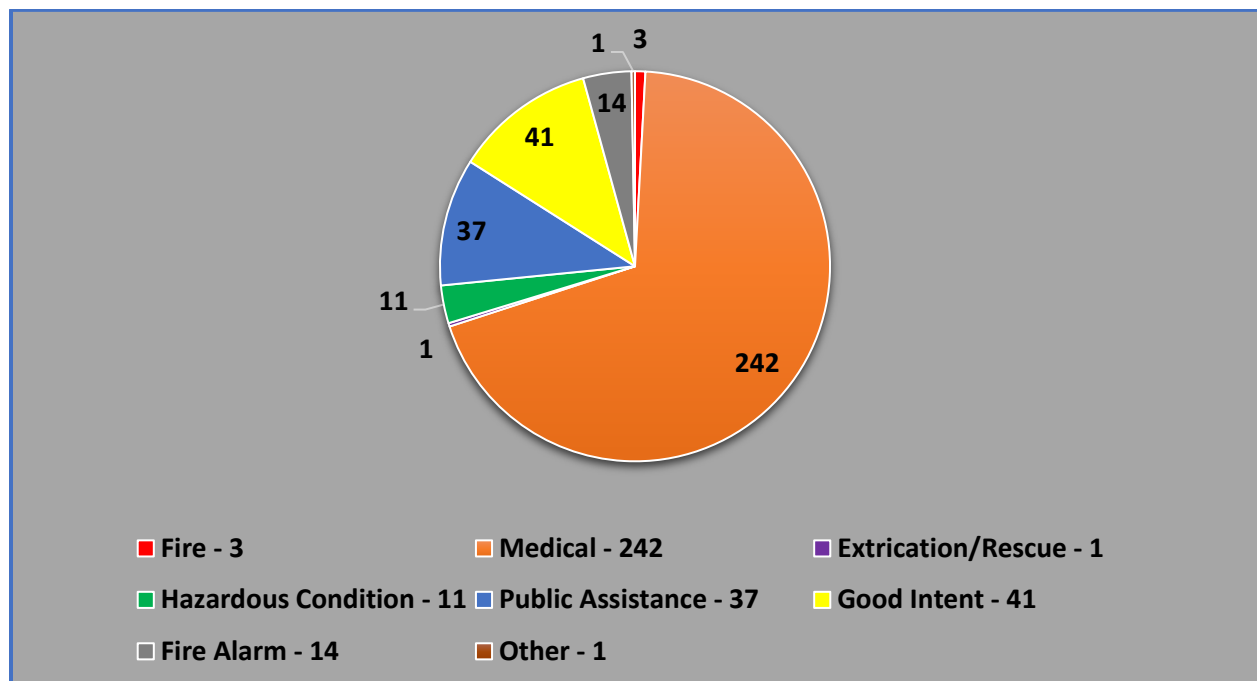
Multi-company training.



Incidents by Call Type – November



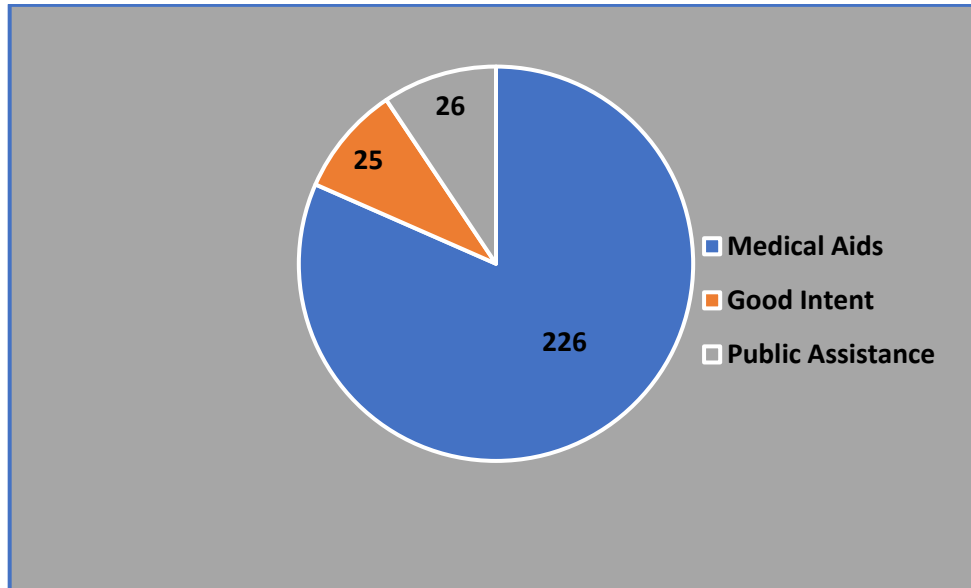
Incidents by Call Type – December



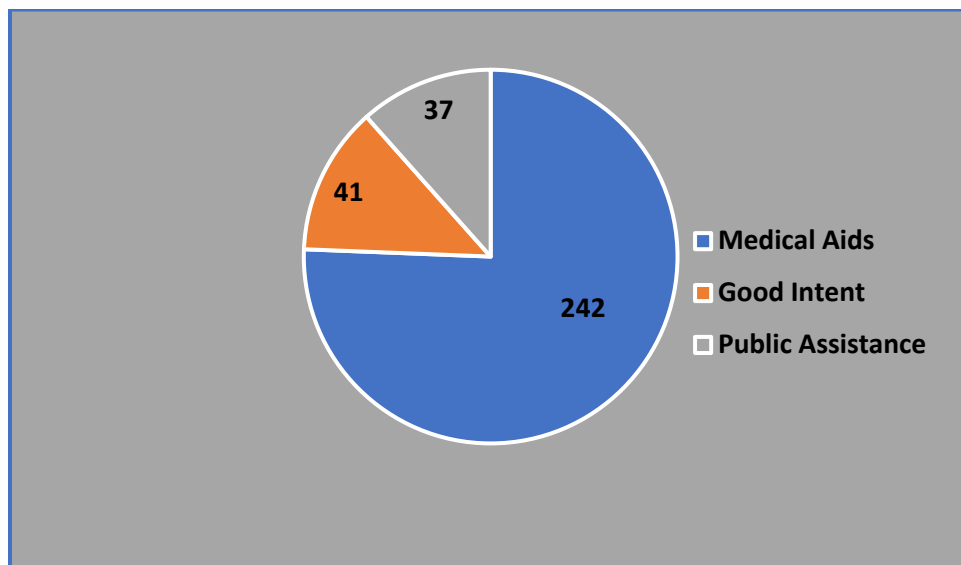


- Fire calls include structure fires, outside fires, and other
- Hazardous condition includes spills/leaks, chemical release, electric wiring/equipment problem
- Public assistance includes a person in distress or assistance required (e.g., lift assist)
- Good intent includes canceled enroute, no emergency fund, controlled burn
- Fire alarm includes false alarms, system malfunctions, unintentional system activation

Incidents – Top 3 Response Categories – November

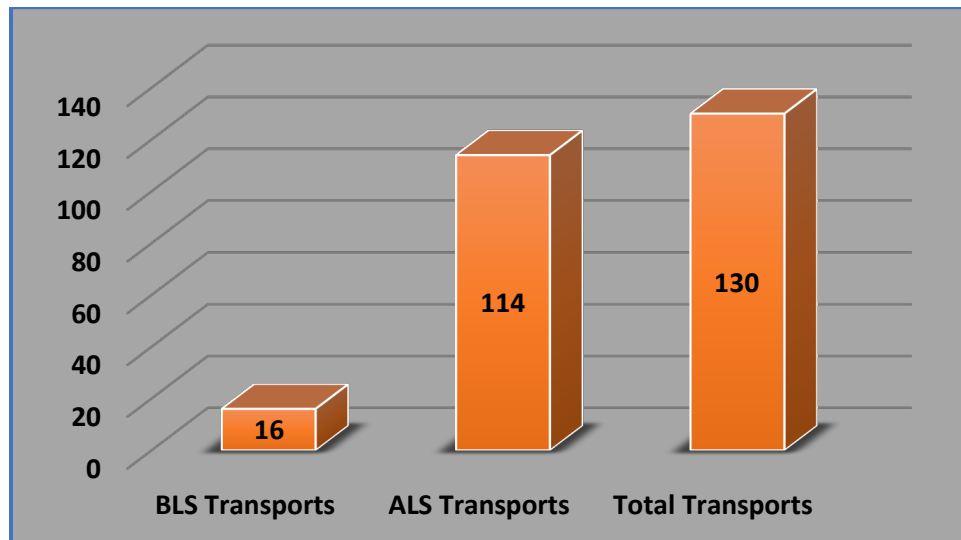


Incidents – Top 3 Response Categories – December

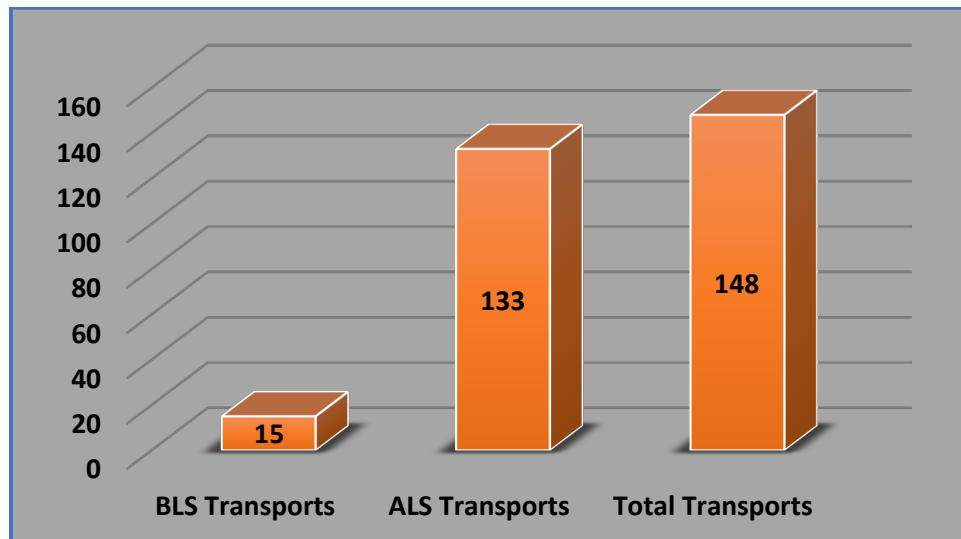




Ambulance Transports – November

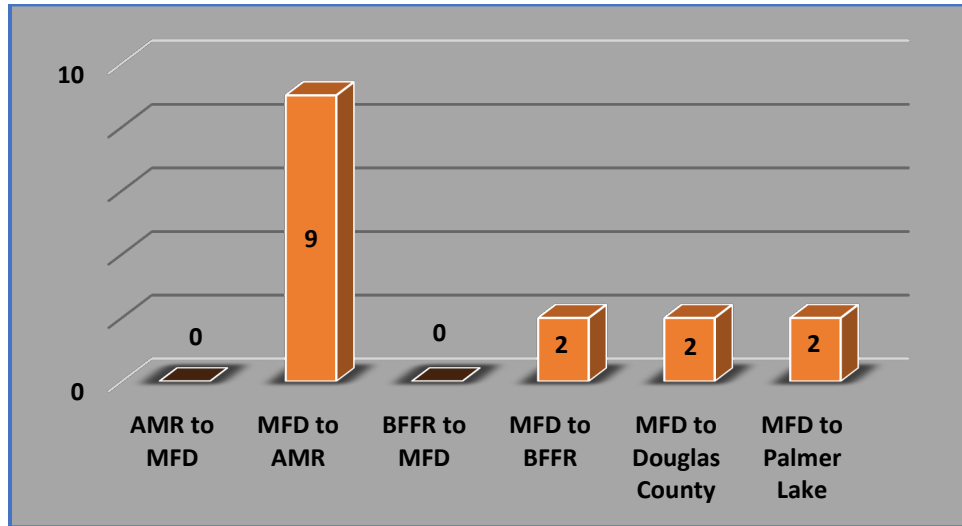


Ambulance Transports – December



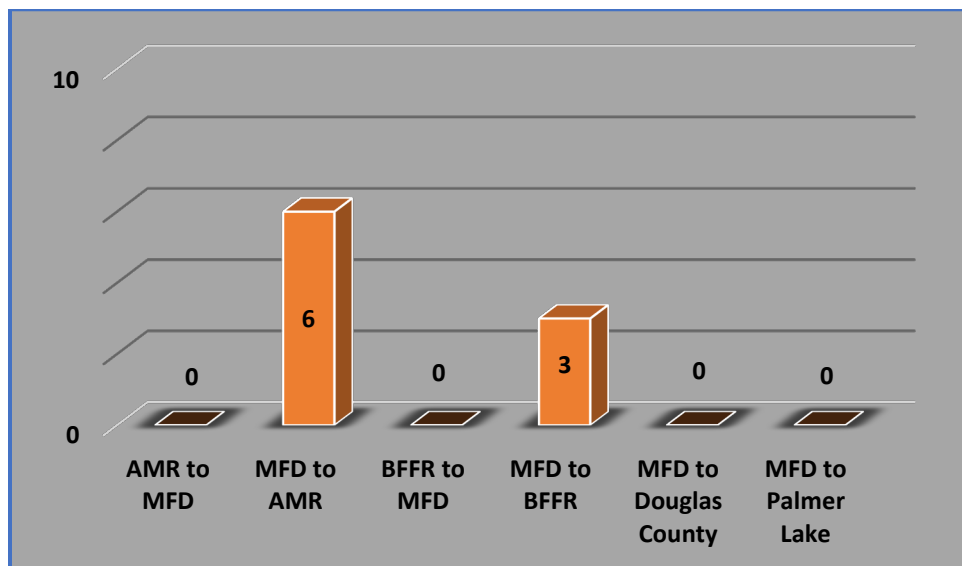


Ambulance Automatic/Mutual Aid – November



Calls are dispatched and enroute, and do not consider cancellations.
TLM to AMR – 7 calls accepted.

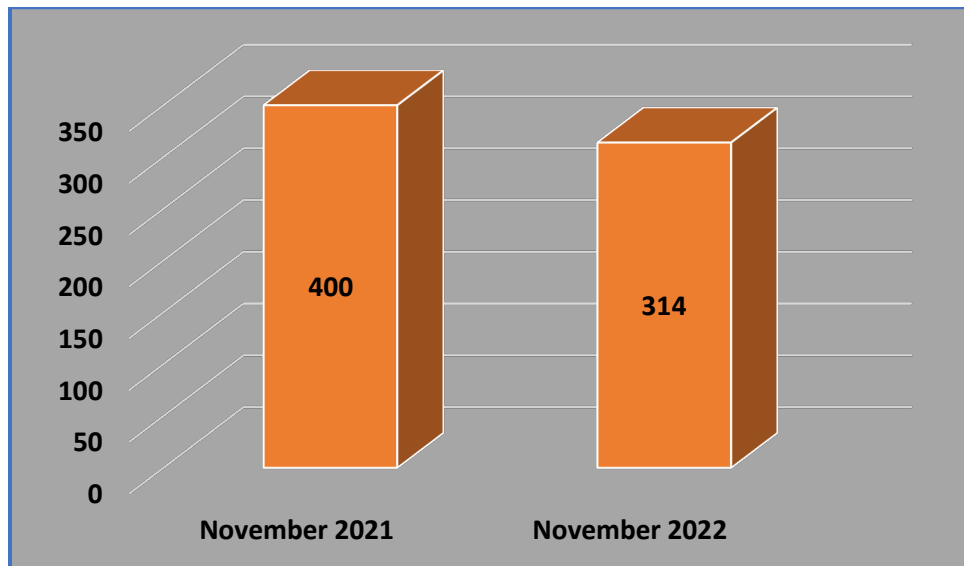
Ambulance Automatic/Mutual Aid – December



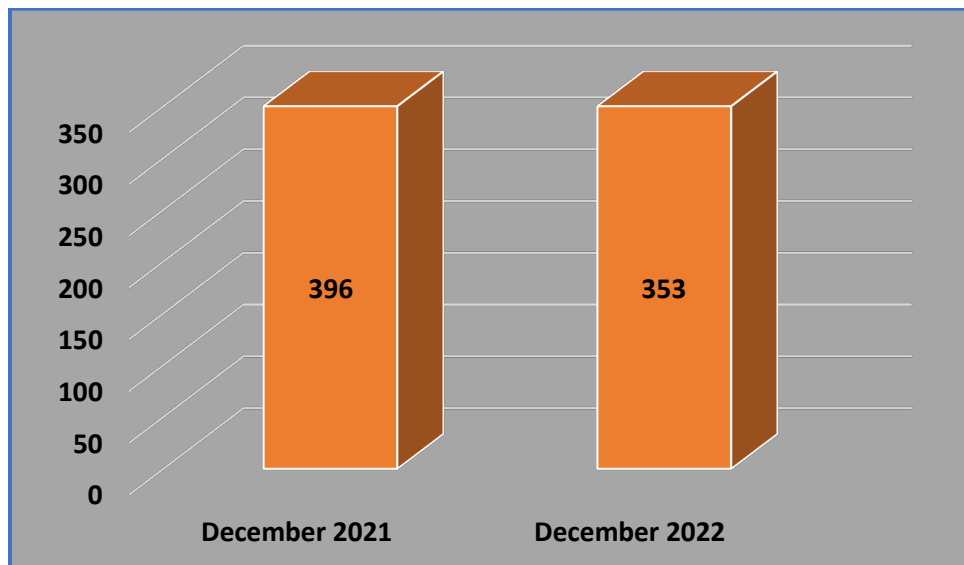
Calls are dispatched and enroute, and do not consider cancellations.
TLM to AMR – 4 calls accepted.



Month-to-Month Comparison – Total Incidents – November

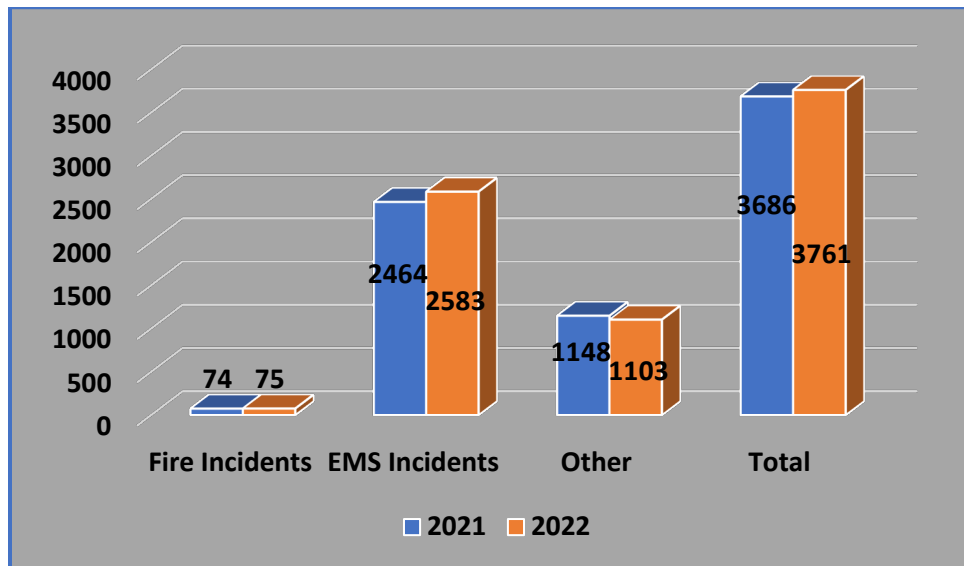


Month-to-Month Comparison – Total Incidents – December

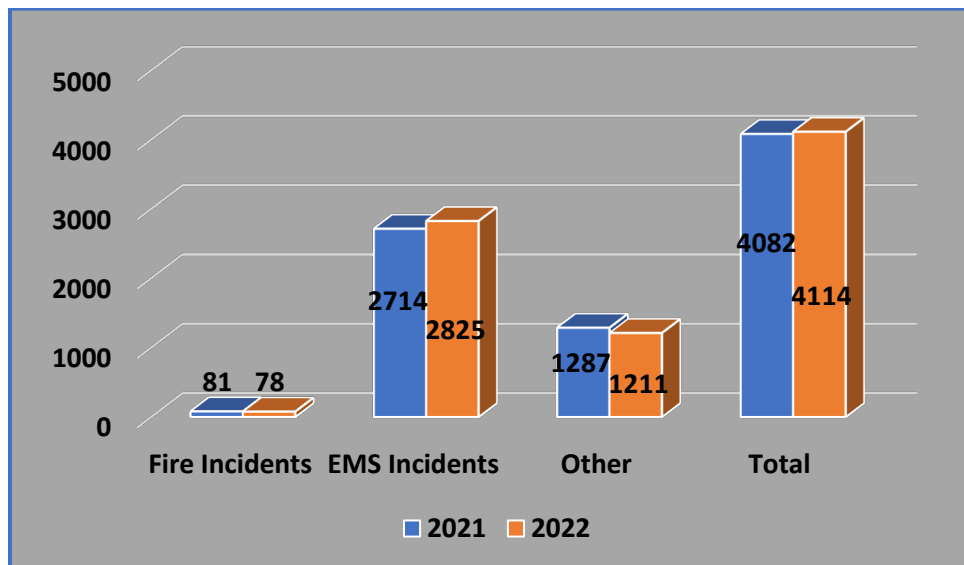




Year-To-Date Comparison – 2021/2022 – November



Year-To-Date Comparison – 2021/2022 – December





Administration – Division Chief Jamey Bumgarner

Summary of Significant Events:

- Conducted the district's 1st Budget Planning meeting with the budget coordinators to prepare for 2023.
- Reviewed and signed several administrative contracts for services to begin in 2023.

Public Education / Community Outreach:

- Prepared social media messaging for the holidays.
- Meet with several builders about current and upcoming projects in the district.
- Worked to refine the project scopes for fleet and facilities in 2023.

Fire Inspections / Plan Review Services:

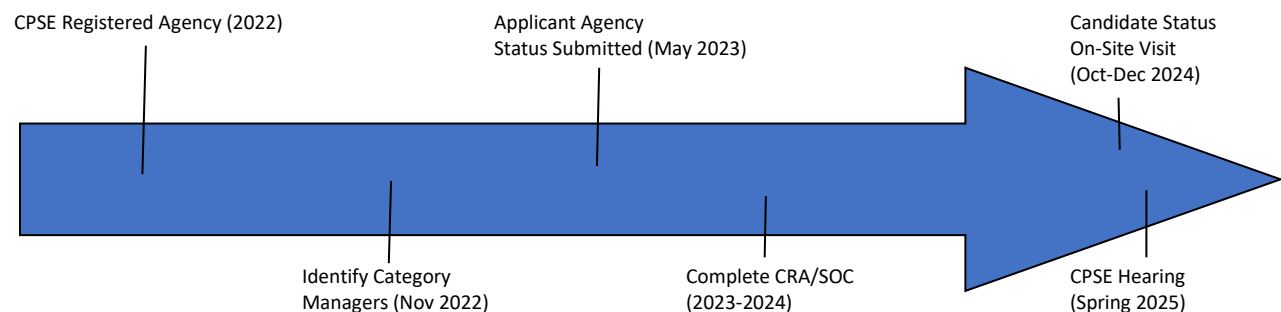
- Worked collaboratively with El Paso County fire districts to edit the new 2021 International Fire Code, which will be presented for adoption in 2023.
- Continue to work with the Town of Monument Development Review Team regarding commercial developments.
- Completed fire finals on one commercial property and a walkthrough for another multi-family project.

Fire Investigations:

- Continue to meet monthly with the Pikes Peak Fire Investigation Task Force.

Accreditation – Accreditation Manager Scott Ridings

- The timeline for agency accreditation has been established (see below).
- Category Managers have been identified and are completing the self-assessment.
- Continuing to work on the Community Risk Assessment and Standards of Cover to be completed this year.





Logistics – Lieutenant Chris Keough

Fleet:

- The squad has been placed in service at Fire Station 5. The full complement of tools and equipment has not yet been received.
- The ambulance that was in for repairs at the dealership has \$1,500 of emergency lighting stolen. Replacement parts have been ordered, but we have not taken delivery.
- 90% of the vehicle rebranding/decals has been completed.
- The 2005 Smeal Type 1 engine sold for \$40,000 to the Elliot Fire Department, IA.

Facilities:

- Fire Station 1
 - The electrician is still working on the signage.
 - The training props have been moved from the Sun Hills station to a Conex box.
- Fire Station 2
 - We are still waiting for parts for the garage door opener. The door is in service.
- Fire Station 3
 - Nothing to report.
- Fire Station 4
 - Nothing to report.
- Fire Station 5
 - Nothing to report.

Information Technology:

- Work continues to enhance our IT capabilities and transition accounts to Monument Fire District.

Personal Protective Equipment / Tools & Equipment:

- Installation of the extractor at Fire Station 1 continues.



New engine final inspection.



November 30, 2022

L4319 - Monument CO Fire Fighters
P.O. Box 351
Monument, CO 80132

Dear Members of L4319,

As we wrap up 2022, I wanted to express my appreciation to **Monument Fire District**. I cannot thank you enough for your continued support. Your department members did incredible work this year, and you should be very proud. The countless hours that **Jon Bodinski** put into planning Fill the Boot will make a life-saving difference for families living with the challenges of neuromuscular diseases.

The 2022 Fill the Boot campaign was an incredible success in Colorado this year. Congratulations on raising **\$14,770.37**! I am so proud of your success and appreciate your continued support. This funding will help MDA's commitment to empowering people living with neuromuscular disease to achieve their potential.

Thank you for helping provide help and hope to those we serve in Colorado. Because of the support of fire fighters, MDA has been able to fund research directly linked to approved, life-changing therapies across multiple neuromuscular diseases. In just the past seven years, 19 drugs have been approved through the FDA to treat diseases in MDA's program. These therapies are life-changing for MDA families where walking, talking and even breathing can be difficult. This would not have been possible without the support of the fire fighters across Colorado.

Thank you again for all you have done and are continuing to do to help MDA. It is because of partners like you, local families affected by neuromuscular diseases have hope and the support they need.

Sincerely,

A handwritten signature in black ink, appearing to read "Amanda Borrer", with a long horizontal line extending to the right.

Amanda Borrer
Account Director Fire Fighter Partnerships - IAFF 9th District
Muscular Dystrophy Association
317.431.0587 | aborrer@mdausa.org

W. S. 1992

[illegible]

Dear Fire Fighters,

My name is Remy St. Pierre and I have Spinal Muscular Atrophy. As a kid I required a lot of assistance and this prevented me from doing normal kid activities. From the time I was 6 years old to 17 I attended MDA Summer Camp. This was one of the only times that I was able to feel like a kid without my parents. It gave me independence. Your amazing work every year allowed me to attend camp with no financial burden on my parents!

However, the work that you do does so much more. The funds you raise contribute millions of dollars to research for various types of muscular dystrophy including mine. I was fortunate enough to receive the first FDA approved drug for SMA over five years ago. My life will be forever changed because of this. When I was born there were no known cures for SMA and now I have an entire life ahead of me. I will be graduating from the University of Denver with a bachelors degree in Business Analytics this coming fall and have a job lined up.

The work that you do changes lives, including mine, so thank you!!!

Remy

August 1st 1881

Dear Mr. [Name] I have much to write you but am so busy that I cannot find time to do so. I have been very busy with my work and have not had time to write you. I have been very busy with my work and have not had time to write you. I have been very busy with my work and have not had time to write you.

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