

**TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**
16055 Old Forest Point, Suite 103
Monument, CO 80132
(719) 484-0911



Dr. John Hildebrandt, President
Roger Lance, Vice- President
Jason Buckingham, Treasurer
Michael Smaldino, Secretary
Thomas Tharnish, Director
Terri Hayes, Director
Tom Kelly, Director

MEETING AGENDA

Meeting Date/Time: January 22, 2020 6:30P

LOCATION: Station 1, 18650 Hwy 105, Monument, CO 80132

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - i. Regular meeting – December 4, 2019
- VI. Financial Report**
 - i. 2019 Finances Summary
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**

(Individuals will be kept to a 3-minute time limit)
- VIII. Old Business**
 - i. Investment Policy
- IX. New Business**
 - i. 2020 Regular Election
RESOLUTION 2020-01: A RESOLUTION CALLING FOR THE 2020 REGULAR DISTRICT ELECTION AND APPOINTING A DESIGNATED ELECTION OFFICIAL, SETTING THE PRECINCT AND POLLING PLACE LOCATION, DELEGATING TO THE DESIGNATED ELECTION OFFICIAL THE AUTHORITY TO APPOINT JUDGES OF ELECTION FOR THE REGULAR ELECTION, AND SETTING THE COMPENSATION OF THE APPOINTED ELECTION JUDGES.
- X. Chief's Report**
- XI. Future Agenda Items**
- XII. Adjournment**

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2019 FINAL CALL VOLUME

	<u>2018</u>	<u>2018 YTD</u>	<u>2019</u>	<u>YTD</u>	<u>2019 DAILY AVG (month/yr)</u>
Jan	168	168	232	232	7.5/7.5 (+38.1%)
Feb	186	354	215	447	7.7/7.6 (+26.3%)
Mar	217	571	332	779	10.7/8.7 (+36.4%)
Apr	222	793	248	1027	8.3/8.6 (+29.5%)
May	217	1010	290	1317	9.4/8.7 (+30.3%)
Jun	246	1256	215	1532	7.2/8.5 (+22.0%)
July	228	1484	282	1814	9.1/8.6 (+22.2%)
Aug	221	1705	249	2063	8.0/8.5 (+21.0%)
Sep	201	1906	240	2303	8.0/8.4 (+20.8%)
Oct	176	2082	259	2562	8.4/8.4 (+23.1%)
Nov	216	2298	226	2788	7.8/8.4 (+21.3%)
Dec	221	2519	222	3010	7.2/8.2 (+19.5%)

EXCELLENCE

INTEGRITY

LOYALTY

RESPECT

SERVICE

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MEETING MINUTES

Meeting Date/Time: December 4, 2019 6:30P

LOCATION: Station 1, 18650 Hwy 105, Monument, CO 80132

- I. **Call to Order** (Hildebrandt, 6:31P)
- II. **Pledge of Allegiance**
- III. **Roll Call** – Present: Lance, Hayes, Kelly, Hildebrandt
Absent: Smaldino, Buckingham, excused
Tharnish, excused
- IV. **Approval of Agenda**
 - i. Agenda read and approved. (Lance: 4-0).
- V. **Approval of Minutes**
 - i. Regular meeting – November 20, 2019. Minutes read and approved.
(Kelly: 3-0, Hayes abstain).
- VI. **Financial Report** – None
- VII. **Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
- Director Hayes welcomed Director Kelly
- VIII. **PROMOTION** - Lieutenant Mike Smith
- IX. **Old Business**
 - i. **RESOLUTION 2019-06 Final Budget Approval** (Roll call vote)
MOTION: to approve Resolution 2019-06 summarizing expenditures and revenues for each fund adopting a budget for 2020. (Kelly: Ayes: Kelly, Hayes, Lance, Hildebrandt, Nays: None).
 - ii. **RESOLUTION 2019-07, 2020 Budget Appropriations** (Roll call vote)
MOTION: to approve Resolution 2019-07 appropriating sums of money to the various funds in the amount and for the purpose as set forth below, for the Tri-Lakes Monument Fire Protection District 2020 budget year. (Lance: Ayes: Kelly, Hayes, Lance, Hildebrandt, Nays: None).
 - iii. **RESOLUTION 2019-08, 2020 Property Tax Levy** (Roll call vote)
MOTION: to approve Resolution 2019-08 levying property taxes for the year

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2020, to help defray the costs of government for the Tri-Lakes Monument Fire Protection District 2020 budget year. (Lance: Ayes: Kelly, Hayes, Lance, Hildebrandt).

iv. 2020 Wage Schedule

MOTION: to approve 2020 Wage Schedule. (Lance: 4-0).

X. New Business

i. 2020 Fee Schedule

MOTION: to approve the 2020 TLMFPD Fee Schedule. (Hayes: 4-0).

ii. 2020 Board of Directors Meeting Schedule

MOTION: to approve 2020 Board of Directors' Meeting Schedule. (Hayes: 4-0).

XI. Chief's Report

i. Station 1 remodel update

ii. Station 1 annexation

iii. Engine 5

iv. 2020 Board Election-

i. Director Hayes, Buckingham, Lance and Tharnish seats are up=3-year terms.

ii. Director Kelly seat= 2-year term.

iii. January 1st self-nomination forms will be available. Public Notice and form will go on website.

iv. January, the Board will need to elect a "designated election official."

XII. Future Agenda Items

i. Investment Policy review

ii. Board Self Nomination

XIII. Adjournment

MOTION: to adjourn. (Hayes: 4-0, 6:57P)

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2019 CALL VOLUME (as of 11/29/19)

	<u>2018</u>	<u>2018 YTD</u>	<u>2019</u>	<u>YTD</u>	<u>2019 DAILY AVG (month/yr)</u>
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MEETING AGENDA

Meeting Date/Time: February 26, 2020 6:30P

LOCATION: Station 1, 18650 Hwy 105, Monument, CO 80132

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - i. Regular meeting – January 22, 2020
- VI. Financial Report**
 - i. January Finances Report
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
- VIII. Old Business**
 - i. Investment Policy – COLOTrust presentation
- IX. New Business**
 - i. Presentation of the 2015 Fire Code
MOTION: To approve adoption of the 2015 International Fire Code with TLMFPD Amendments
 - ii. Policy 318 – Ambulance Billing Adjustment Requests
MOTION: To approve Policy #318 that identifies the District's policy and management of handling Ambulance Billing Adjustment Requests
- X. Chief's Report**
- XI. Future Agenda Items**
- XII. Executive Session** - pursuant to CRS 24-6-402(4)(e) to develop strategies for negotiations and instructor negotiators re: possible land acquisition.
- XIII. Adjournment**

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2020 CALL VOLUME

	<u>2019</u>	<u>2019 YTD</u>	<u>2020</u>	<u>YTD</u>	<u>2019 DAILY AVG (month/yr)</u>
Jan	232	232	254	254	8.2/8.2 (+9.5%)
Feb	215	447			
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MEETING MINUTES

Meeting Date/Time: January 22, 2020 6:30P

LOCATION: Station 1, 18650 Hwy 105, Monument, CO 80132

- I. Call to Order** (Hildebrandt, 6:31pm)
- II. Pledge of Allegiance**
- III. Roll Call** – Present: Hildebrandt, Lance, Buckingham, Hayes, Kelly
Absent: Smaldino, Tharnish - excused.
- IV. Approval of Agenda**
 - i. Agenda amended with addition of the "Treasurer's Report." Read and approved.
(Lance: 5-0)
- V. Approval of Minutes**
 - i. Regular meeting – December 4, 2019
Minutes read and approved. (Lance: 4-0. Director Buckingham abstained).
- VI. Financial Report**
 - i. 2019 Finances Summary – presented by President Hildebrandt
 - ii. December Treasurer report read by Director Buckingham. Report approved.
(Lance: 5-0)
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
- VIII. Old Business**
 - i. Investment Policy – draft reviewed by Maureen Juran, attorney for the district.
Board agreed policy needs to be simplified and will review with the Chief at next meeting. Goal of the policy is to maximize savings with less risk.
- IX. New Business**
 - i. 2020 Regular Election.
MOTION: to approve RESOLUTION 2020-01: A RESOLUTION CALLING FOR THE 2020 REGULAR DISTRICT ELECTION AND APPOINTING A DESIGNATED ELECTION OFFICIAL, SETTING THE PRECINCT AND POLLING PLACE LOCATION, DELEGATING TO THE DESIGNATED ELECTION OFFICIAL THE AUTHORITY TO APPOINT JUDGES OF ELECTION FOR THE REGULAR ELECTION, AND SETTING THE COMPENSATION OF THE APPOINTED ELECTION JUDGES.
(Rollcall vote: Hildebrandt, Lance, Buckingham, Hayes, Kelly. Hayes: 5-0)

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- "Call for Nominations" to be published in January 29th edition of the Tri-Lakes Tribune for Board of Directors.
- "Self-Nomination" forms are located at the administration building and on the website at tlmfire.org.

X. Chief's Report

Deputy Chief, Randy Trost provided the chief report in the absence of the Fire Chief.

- Fire Station one was successfully annexed into the Town of Monument.
- Drainage plans are being created by the architects in prep for the station remodel.
- Job announcement went out this week for a "Division Chief of Logistics."
- No updates on status of AMR for the county.
- Air Force Academy Fire Chief Ken Helgersen retired to California and a national search for a new chief will occur.
- Jan 7th- 3 firefighters began paramedic school.
- Training- Battalion Chief Bradley reported roll out of new electronic policy system called Lexipol.
- Division Chief of Community Risk, Jamey Bumgarner
 - o Board will receive presentation of 2015 Fire Code at next meeting.
 - o 9-12 requests for this year from different communities have come into schedule chipping days.
 - o Tri-Lakes United Methodist church received National Wildfire Award for their emergency preparedness group.

XI. Future Agenda Items

- i. Presentation of the 2015 Fire Code
- ii. Impact fees at the request of Director Hayes. Hayes asked the District to contact Home Builder Association/HBA regarding collecting something from the builders who build within the county and are not currently paying impact fees.

XII. Adjournment

MOTION: to adjourn. (Lance: 5-0. 7:50PM)

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2019 FINAL CALL VOLUME

	<u>2018</u>	<u>2018 YTD</u>	<u>2019</u>	<u>YTD</u>	<u>2019 DAILY AVG (month/yr)</u>
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CANCELLED

MEETING AGENDA

Meeting Date/Time: March 25, 2020 6:30P

LOCATION: Station 1, 18650 Hwy 105, Monument, CO 80132

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - i. Regular meeting – February 26, 2020
- VI. Financial Report**
 - i. February Finances Report
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
- VIII. Old Business**
 - i. Investment Policy
 - ii. Election update
 - i. Candidate bios
- IX. New Business**
- X. Chief's Report**
- XI. Future Agenda Items**
- XII. Adjournment**

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2020 CALL VOLUME

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Jan	232	232	254	254	8.2/8.2 (+9.5%)
Feb	215	447			
Mar	332	779			
Apr	248	1027			
May	290	1317			
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Tom Kelly, Director

MEETING AGENDA

Meeting Date/Time: April 22, 2020 6:30P

LOCATION: ZOOM MTG: 125-032-159

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - i. Regular meeting – February 26, 2020
- VI. Financial Report**
 - i. March Finances Report
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**

(Individuals will be kept to a 3-minute time limit)
- VIII. Old Business**
 - i. Investment Policy –
 - i. **MOTION: To approve Policy #218 – Investment Policy as presented.**
 - ii. **RESOLUTION 2020-03 - A RESOLUTION AUTHORIZING THE TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT TO JOIN WITH OTHER LOCAL GOVERNMENTS AS A PARTICIPANT IN THE COLORADO LOCAL GOVERNMENT LIQUID ASSET TRUST (THE TRUST) TO POOL FUNDS FOR INVESTMENT. (Optional)**
- IX. New Business**
 - i. Vollmer Properties Purchase resolution
RESOLUTION 2020-02 - AUTHORIZING THE PURCHASE OF APPROXIMATELY 15 ACRES OF PROPERTY NEXT TO FIRE STATION #1 KNOWN AS THE VOLLMER PROPERTIES.
 - ii. COVID-19 Update
- X. Chief's Report**

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XI. Future Agenda Items

XII. Adjournment

2020 CALL VOLUME

	<u>2019</u>	<u>2019 YTD</u>	<u>2020</u>	<u>YTD</u>	<u>2019 DAILY AVG (month/yr)</u>
Jan	232	232	254	254	8.2/8.2 (+9.5%)
Feb	215	447	216	470	7.4/7.8 (+5.1%)
Mar	332	779	242	712	7.8/7.8 (-8.6%)
Apr	248	1027			
May	290	1317			
Jun	215	1532			
July	282	1814			
Aug	249	2063			
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MEETING MINUTES

Meeting Date/Time: February 26, 2020 6:30P

LOCATION: Station 1, 18650 Hwy 105, Monument, CO 80132

- I. Call to Order (Lance, 6:30P)**
- II. Pledge of Allegiance**
- III. Roll Call** – Present: Lance, Smaldino, Tharnish, Hayes, Kelly
Absent: Buckingham, Hildebrandt – excused.
- IV. Approval of Agenda**
 - i. Agenda read and approved. (Hayes: 5-0).
- V. Approval of Minutes**
 - i. Regular meeting – January 22, 2020. Minutes read and approved.
(Hayes: 3-0. Smaldino, Tharnish abstained).
- VI. Financial Report**
 - i. January Finances Report- reviewed and approved. (Smaldino: 5-0).
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
- VIII. Old Business**
 - i. Investment Policy – COLO Trust presentation- presentation by Brett Turner.
- IX. New Business**
 - i. Presentation of the 2015 Fire Code
MOTION: To approve adoption of the 2015 International Fire Code with TLMFPD Amendments. (Smaldino: 5-0)
 - ii. Policy 318 – Ambulance Billing Adjustment Requests
MOTION: To approve Policy #318 that identifies the District's policy and management of handling Ambulance Billing Adjustment Requests.
(Smaldino: 5-0 with amendments. Firefighters, police officers, EMT, paramedics, who live in the District are eligible for a waiver of payment with TLMFPD ambulance transport as well as retired employees to include spouse and dependents.
- X. Chief's Report**

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- i. Chief met with Home Builders Association and meeting was positive.
- ii. Currently hiring Division Chief of Logistics and Ems Captain.
- iii. Coronavirus preparation
- iv. Sold Life Pak 12's to Olathe Fire Department.
- v. DC Trost discussed plan to get 2 bridges in the District rated (bridge on Arnold and the other on Mt. Herman Road). Neither bridge can carry weight of the ladder truck. County will address one bridge and the District may need to cost share with the Town of Monument on the other. Director Tharnish said new bridge in Willow Springs development coming.
- vi. Three new cots arrived.
- vii. BC Bradley gave brief overview on training. S215 wildfire interface class conducted. It was a 3-day course that involved multiple agencies. Hosted annual wildfire refresher. Paramedics can now to refresher remotely with the hospital classes.
- viii. Division Chief Bumgarner reported that he attended a presentation to the Tri-Lakes united Methodist Church for a National Wildfire Mitigation Award. Group to be recognized in Reno, nationally. In addition, the County is planning a voluntary evacuation drill in North West location in September.
- ix. The Chief reported final day to send in Self Nomination Forms for the available board seats in Friday.

XI. Future Agenda Items

- i. Investment Policy follow up.

XII. MOTION: To enter Executive Session - pursuant to CRS 24-6-402(4)(e) to develop strategies for negotiations and instructor negotiators re: possible land acquisition. (Smaldino: 5-0, 8:13 P).
8:47P, Executive Session concluded.

XIII. MOTION: To approve \$15,000 for the investigation of a possible land acquisition. (Lance: 5-0).

XIV. MOTION: To authorize for the Board President to execute a land purchase agreement not to exceed \$390,000 contingent on the satisfaction of due diligence requirements. (Kelly: 5-0).

XV. Adjournment

Motion: To adjourn: (Smaldino: 5-0, 8:50P).

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2020 CALL VOLUME

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Tom Kelly, Director

MEETING AGENDA

Meeting Date/Time: May 27, 2020 6:30P

LOCATION: ZOOM MTG: 841-1231-4151

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Swear-in of Board Members**
- IV. Roll Call**
- V. Approval of Agenda**
- VI. Approval of Minutes**
 - i. Regular meeting – April 22, 2020
- VII. Financial Report**
 - i. April Finances Report
- VIII. Items not on the Agenda – Board/Citizen/Staff Comment**

(Individuals will be kept to a 3-minute time limit)
- IX. New Business**
 - i. Engineer Promotions – FFs Matthew Edmunds, Braden Stoenner
- X. Old Business**
 - i. Board Officer election
MOTION:
To approve _____ for the position of TLMFPD Board President
To approve _____ for the position of TLMFPD Vice-President
To approve _____ for the position of TLMFPD Treasurer
To approve _____ for the position of TLMFPD Secretary
 - ii. COVID-19 Update
- XI. Chief's Report**
- XII. Future Agenda Items**

**TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**
16055 Old Forest Point, Suite 103
Monument, CO 80132
(719) 484-0911



Dr. John Hildebrandt, President

Roger Lance, Vice- President
Jason Buckingham, Treasurer
Michael Smaldino, Secretary

Thomas Tharnish, Director
Terri Hayes, Director
Tom Kelly, Director

XIII. Executive Session

- pursuant to CRS 24-6-402(4)(e) to develop strategies for negotiations and instruct negotiators re: possible property acquisition.
- pursuant to CRS 24-6-402(4)(e) to develop strategies for negotiations and instruct negotiators re: possible land acquisition.

XIV. Adjournment

2020 CALL VOLUME

	<u>2019</u>	<u>2019 YTD</u>	<u>2020</u>	<u>YTD</u>	<u>2019 DAILY AVG (month/yr)</u>
Jan	232	232	254	254	8.2/8.2 (+9.5%)
Feb	215	447	216	470	7.4/7.8 (+5.1%)
Mar	332	779	242	712	7.8/7.8 (-8.6%)
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*- 793 in 2018

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Terri Hayes, Director
Tom Kelly, Director

MEETING MINUTES
Meeting Date/Time: April 22, 2020 6:30P
LOCATION: ZOOM MTG: 125-032-159

- I. Call to Order (Hildebrandt,6:38P)**
- II. Pledge of Allegiance**
- III. Roll Call – Present:** Lance, Buckingham, Tharnish, Hayes, Kelly, Smaldino, Hildebrandt
- IV. Approval of Agenda**
 - i. Agenda read and approved. (Smaldino: 7-0)
- V. Approval of Minutes**
 - i. Regular meeting – February 26, 2020.
- Minutes read and approved with correction of adding word “take” in section VII of the Chief’s report. “Paramedics can now take refresher remotely with the hospital classes.” (Hayes: 5-0. Buckingham and Hildebrandt abstained).
- VI. Financial Report**
 - i. March Finances Report – Report read and approved by Director Hildebrandt. At the bottom of the report, Dr. Hildebrandt suggested adding “total” at the bottom where it says expenses Jan.- Mar. (Hayes: 6-0. Buckingham left meeting briefly).
 - ii. Dept of HHS grant offer
MOTION: To refuse a grant from the Department of Health and Human Services CARES Act for \$12,700.14. (Lance: 6-0, Buckingham abstain).
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit).
 - Lisa Hatfield said, “Thank you Division Chief of Community Risk for all the help in Colorado Estates.”
- VIII. Old Business**
 - i. Investment Policy –
 - i. **MOTION: To approve Policy #218 – Investment Policy as presented.** (Lance: 7-0).
 - ii. **RESOLUTION 2020-03 - A RESOLUTION AUTHORIZING THE TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT TO JOIN WITH OTHER LOCAL GOVERNMENTS AS A PARTICIPANT IN THE COLORADO LOCAL**

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Tom Kelly, Director

**GOVERNMENT LIQUID ASSET TRUST (THE TRUST) TO POOL FUNDS
FOR INVESTMENT.**

Rollcall vote – (Ayes: 7, Nays: 0)

IX. New Business

- i. Vollmer Properties Purchase resolution.
MOTION: TO APPROVE RESOLUTION 2020-02 - AUTHORIZING THE PURCHASE OF APPROXIMATELY 15 ACRES OF PROPERTY NEXT TO FIRE STATION #1 KNOWN AS THE VOLLMER PROPERTIES.
Rollcall vote – (Ayes: 7, Nays: 0)
- ii. COVID-19 Update – multiple reports from Chief Officers provided.
 - * Deputy Chief Trost reported on Operations
 - * Battalion Chief Bradley reported on Logistics.
 - * Division Chief Bumgarner reported as Liaison officer
 - * Jen Martin reported as Administration.
 - * Paramedic Jenny Catanach was recognized for all the hard work with ordering EMS supplies.
 - * Chief reported EMS calls decreased and said, “the staff has done a great job and I am very impressed.”

X. Chief's Report

- i. Election update – May 5th is District election
- ii. Reported station 1 remodel may be postponed due to watching economy.
- iii. Dean Wahl has accepted position of Division Chief of Logistics. Start date Jun. 1st.
- iv. New El Paso County Deputy Fire Warden is Kevin Junglen.
- v. Chief met with HBA in Feb. regarding builders paying impact fees. Still waiting for response from the meeting.
- vi. Deputy Chief Trost gave report on stations and fleet.
- vii. Engineer Promotions to occur next month.
- viii. March 7th, Duty Chief vehicle was involved in an accident on I-25. The vehicle was deemed a total loss. Insurance to pay for actual value of the custom truck. CDOT recognized that the location on I-25 (MM164) where the truck was hit is a “hot spot” and they are working on lane plus lighting configurations. New truck ordered. Battalion Chief Bradley truck converted to new Duty Chief vehicle until new truck arrives.
- ix. Battalion Chief Bradley reported on training. Many trainings cancelled due to COVID. Three firefighters in paramedic school are doing remote work.
- x. Division Chief Bumgarner reported “birthday drive byes” very popular. Fire in conjunction with police drive in parade format with lights and sirens to the birthday persons house. Pike Peak Office of Emergency Management still planning local evacuation drill in the fall. District is a finalist for “Ready Set Go Grant.”

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- xi. The Chief thanked the Board of Directors for the approval of paid time off for employees due to COVID current situation.

XI. Future Agenda Items

- i. Board Swear-in
- ii. Board officers
- iii. Engineer promotion
- iv. COVID-19 Update

XII. Adjournment

MOTION: To adjourn. (Smaldino, 7-0, 8:31P)

2020 CALL VOLUME

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Tom Kelly, Director

MEETING AGENDA

Meeting Date/Time: June 24, 2020 6:30P

LOCATION: ZOOM MTG: 886-8850-7523

PSWD: 187219

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - i. Regular meeting – May 27, 2020
- VI. Financial Report**
 - i. May Finances Report
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**

(Individuals will be kept to a 3-minute time limit)
- VIII. New Business**
 - i. Swear in of Division Chief of Logistics – Dean Wahl
 - ii. 2019 Audit Presentation

MOTION: To accept the 2019 audit report as presented
- IX. Old Business**
 - i. Station 1 Annexation

MOTION: To approve an amount not to exceed \$142,000 to pay off the remaining balance of the Station 1 debt.
- X. Chief's Report**
- XI. Future Agenda Items**
- XII. Executive Session** - pursuant to CRS 24-6-402(4)(e) to develop strategies for negotiations and instruct negotiators re: possible property acquisition.
- XIII. Adjournment**

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Tom Kelly, Director

2020 CALL VOLUME

	<u>2018</u>	<u>2018</u> <u>YTD</u>	<u>2019</u>	<u>2019</u> <u>YTD</u>	<u>2020</u>	<u>YTD</u>	<u>2020 DAILY AVG</u> <u>(month/yr)</u>
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Thomas Tharnish, Director
Terri Hayes, Director
Tom Kelly, Director

MEETING MINUTES
Meeting Date/Time: May 27, 2020 6:30P
LOCATION: ZOOM MTG: 841-1231-4151

- I. **Call to Order** (Hildebrandt, 6:33P)
- II. **Pledge of Allegiance**
- III. **Swear-in of Board Members**
 - President Hildebrandt swore in Directors' Lance, Buckingham, Kelly, and Tharnish
- IV. **Roll Call** – Present: Buckingham, Kelly, Lance, Hildebrandt
(Zoom): Tharnish, Smaldino
Absent: Hayes (Excused)
- V. **Approval of Agenda**
 - i. Agenda read and approved. (Smaldino: 6-0)
- VI. **Approval of Minutes**
 - i. Regular meeting – April 22, 2020. Minutes read and approved. (Lance: 6-0)
- VII. **Financial Report**
 - i. April Finances Report – Report read and approved. (Lance: 6-0)
- VIII. **Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
- IX. **New Business**
 - i. Engineer Promotions – FFs Matthew Edmunds, Braden Stoenner
- X. **Old Business**
 - i. Board Officer election
MOTION:
To approve **John Hildebrandt** for the position of TLMFPD Board President
To approve **Roger Lance** for the position of TLMFPD Vice-President
To approve **Jason Buckingham** for the position of TLMFPD Treasurer
To approve **Mike Smaldino** for the position of TLMFPD Secretary
(Kelly: 6-0)
 - ii. COVID-19 Update from the Chief

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- a. Number of people diagnosed and hospitalized in the state have decreased.
- b. Recommend holding off rescinding State of Emergency for the District just in case numbers increase in the future.
- c. FEMA account request for reimbursement for costs. Total expenses incurred less than \$20,000 to include overtime.
- d. Battalion Chief Bradley reported supply stock is "doing well."
- e. Recent increase in run numbers especially for traffic accidents
- f. Suspended COVID AM meetings since there is no new information to share.
- g. County reduced frequency of their meetings.
- h. CSFD sends updates to the Chief daily.
- i. Pandemic 36 protocol suspended pertaining to dispatch.
- j. Fire response to wildland fires unchanged across county
- k. Deputy Chief Trost continues to monitor calls for COVID issues
- l. Division Chief Bumgarner said mitigation assessments scheduled still going as planned. Commercial projects continue and residential building within the town limits continue.

XI. Chief's Report

- i. Congratulations to re-elected Board of Directors members and thank you to all candidates.
"Thank you, Jen and Jamey, for coordinating election day."
- ii. Annual audit starts this week with goal for auditor to present at June meeting.
- iii. Dean Wahl to start as Division Chief of Logistics June 1st.
- iv. EMS Captain to start mid to late June.
- v. "Monument Living" magazine printed article on TLMFPD, MPD and the Town of Monument. Photos of staff and vehicles are included in the print.
- vi. Ferrari Film created four 3-minute videos on TLMFPD and MPD chief's values in the community.
- vii. Lieutenant Hankins was interviewed by KKTU news reporter.
- viii. Residential assessment rate projected to decrease in 2022. The District is fortunate that it did de-Gallagher.
- ix. Palmer Lake announced new fire chief.
- x. Department photos are first week in June.
- xi. Deputy Chief Trost received compliments by the Chief for doing a "stellar job" handling fleet and stations. Fleet and station duties will be passed to the new Division Chief of Logistics. Deputy Chief Trost publicly thanked Lieutenant Chris

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- Keough for building the shop at station 1 and all the work on the rigs. Lieutenant Keough saved the district time and money by working on rigs in house.
- xii. Battalion Chief Bradley reported on training. Multi company trainings to start first week in June.
 - xiii. Division Chief Bumgarner reported the district received "Ready Set Go" grant and details are unknown at this time. Chipping program to start in June.

XII. Future Agenda Items

- i. Swear in of Division Chief of Logistics – Dean Wahl
- ii. 2019 Audit Presentation

XIII. MOTION: To enter into Executive Session

- i. pursuant to CRS 24-6-402(4)(e) to develop strategies for negotiations and instruct negotiators re: possible property acquisition.
- ii. pursuant to CRS 24-6-402(4)(e) to develop strategies for negotiations and instruct negotiators re: possible land acquisition. (Hildebrandt: 6-0, 7:41P)
- iii. 9:00P, Executive Session concluded and return to open meeting.

XIV. MOTION: To direct the Fire Chief to pursue negotiations regarding possible property purchase or lease. (Lance: 6-0)

MOTION: To direct the Fire Chief to provide a letter of tentative support for interest in a land development. (Lance: 6-0)

XV. Adjournment

MOTION: To adjourn. (Smaldino: 6-0, 9:10P)

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2020 CALL VOLUME

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Tom Kelly, Director

MEETING AGENDA

Meeting Date/Time: July 22, 2020 6:30P
LOCATION: ZOOM MTG: : 886-8850-7523
PSWD: 187219

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - i. Regular meeting – June 24, 2020
- VI. Financial Report**
 - i. June Finances Report
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
- VIII. New Business**
- IX. Old Business**
- X. Chief's Report**
- XI. Future Agenda Items**
- XII. Adjournment**

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2020 CALL VOLUME

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MEETING MINUTES
Meeting Date/Time: June 24, 2020 6:30P
LOCATION: ZOOM MTG: 886-8850-7523
PSWD: 187219

- I. Call to Order** (Hildebrandt, 6:32P)
- II. Pledge of Allegiance**
- III. Roll Call** – Present: Tharnish, Kelly, Smaldino, Hildebrandt
(Zoom): Hayes (Present at 6:32P)
Absent: Buckingham, Lance (Excused).
- IV. Approval of Agenda**
Agenda read and approved. (Smaldino: 4-0)
- V. Approval of Minutes**
 - i. Regular meeting – May 27, 2020. Minutes read and approved. (Smaldino: 4-0)
- VI. Financial Report**
 - i. May Finances Report. Financial report read approved. (Kelly: 5-0).
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
- VIII. New Business**
 - i. Swear in of Division Chief of Logistics – Dean Wahl
 - ii. 2019 Audit Presentation – Presentation of 2019 audit by District auditor
MOTION: To accept the 2019 audit report as presented. (Kelly: 5-0).
- IX. Old Business**
 - i. Station 1 Annexation
MOTION: To approve an amount not to exceed \$142,000 to pay off the remaining balance of the Station 1 debt. (Smaldino: 4-0, Tharnish abstained)
- X. Chief's Report**
 - i. State passed law this year increasing .5% employer's contribution for FPPA beginning 2021, with a total rate of 12% in 2028.
 - ii. Gallagher Repeal to go on Nov. ballot. (Lt. Hankins reported CPFF to support De-Gallagher election).

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- iii. Station 1 remodel. High level discussion with contractor and architect regarding the building addition on the east side.
- iv. Department photos nearly complete.
- v. 2021 budget preparation begins this month. The Chief asked the Board if there are any priorities or items to focus on for 2021 budget (due mid-July).
- vi. DC Trost gave ladder truck update. Drivers of the truck have noticed an improved difference since the truck has been back. Since the truck has had so many issues, may need to look at replacement costs sooner.
- vii. DC Trost reported 4 new vehicles scheduled to come in August and gave I-25 Gap update.
- viii. Multi-mission aircraft flies over the Front Range to detect potential wildland fires.
- ix. DV Bumgarner busy inspecting schools, and scheduling days for chipper to go to different communities. Evacuation drill with the county is postponed until May of 2021.
- x. BC Bradley reported:
 - i. Wildland drill on Station 1 property
 - ii. North Group webinar on domestic violence and resiliency
 - iii. Blue Card Simulation
 - iv. Water rescue awareness.
 - v. Congratulations to Tyler Ruona for completion of ladder truck practical exam.

XI. Future Agenda Items

- XII. MOTION: To enter Executive Session** - pursuant to CRS 24-6-402(4)(e) to develop strategies for negotiations and instruct negotiators re: possible property acquisition. (Hildebrandt: 5-0). (8:07P)

MOTION: To close the executive session and return to open meeting. (Kelly: 5-0, 8:26P)

Open Meeting (8:27P)

XIII. MOTION: To approve the following:

- the purchase of suites 102 and 104 in the Jackson Creek Commerce Center building of 16055 Old Forest Point, for a price not to exceed \$1,050,000 pending an appraisal of the property to be financed through a partial down payment of \$250,000 and a 10-yr lease/purchase agreement with Community Banks of Colorado
- associated lease/purchase fees for the above purchase not to exceed \$6,000
- the vacating of the lease on suite 103 at a time that is convenient for both the Tri-Lakes Monument FPD and Ferrari Studios

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- the interim lease of suite 104 for \$1,530/month through the closing date on the above purchase
- an expenditure of \$25,000 from the Capital Reserves Account for the remodel of suites as needed. (Smaldino: 5-0)

XIV. Adjournment

MOTION: To adjourn. (Smaldino: 5-0, 8:35P).

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2020 CALL VOLUME

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Bus: (719) 484-0911 Fax (719) 481-3456



Christopher Truty, Fire Chief

MEMO

TO: BOARD OF DIRECTORS

FROM: CHIEF TRUTY

DATE: JULY 17, 2020

RE: CHIEFS' STAFF REPORT

Here's a brief summary of what has been happening at TLMFPD this past month:

- CPR renewals. We are in the process of standardizing the renewal period across the organization. Our instructors will provide this renewal course every year in June. The purpose of this is to provide renewal opportunities for all staff while reducing the number of courses offered throughout the year and streamlining the credential tracking function.
- Vertical Ventilation: TLM, Black Forest, and Wescott jointly participated this course designed to teach and/or refresh vertical ventilation skills such as saw usage, team dynamics, building/roof evaluation, and tactical considerations
- Flight For Life Helicopter Training: We hosted Life Guard 3 for a helicopter operations and safety event. The helicopter crew discussed working around the helicopter, emergency operations, and capability of helicopter crews to provide medical and ancillary services.
- We have completed a variety of different trainings at a vacant house that was made available to us on Mount Herman Road. Several of the trainings included our neighboring partners.
- We have engaged our internal training groups to begin planning the 2021 annual training plan and budget. These groups are comprised of individuals of all ranks who have specific expertise or interest in a service or discipline offered by the District. Their input is critical to ensuring we create and maintain a high quality training program.
- We have begun evaluating Target Solutions as records and learning management system for training. This product is used by our immediate neighbors as well as our fire academy provider (West Metro) and the largest department in the county, Colorado Springs. It offers a more comprehensive training content and tracking system as well as the capability of sharing content between departments of the system.
- The I-25 Emergency Service Working Group (joint makeup of El Paso and Douglas County officials) is looking at an evacuation plan for a large scale incident.

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16055 Old Forest Point, Suite 103

Monument, CO 80132

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Christopher Truty, Fire Chief



- Staff is reviewing a new software system (ESO) that has received favorable reviews from other departments. The software has improved interaction between functional modules, greater ease of use, and improved reporting capabilities.
- COVID Operational Guidelines are still being reviewed and continually updated.

**TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**
16055 Old Forest Point, Suite 103
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(719) 484-0911



Dr. John Hildebrandt, President
Roger Lance, Vice- President
Jason Buckingham, Treasurer
Michael Smaldino, Secretary
Thomas Tharnish, Director
Terri Hayes, Director
Tom Kelly, Director

MEETING AGENDA
Meeting Date/Time: July 22, 2020 6:30P
LOCATION: ZOOM MTG: : 886-8850-7523
PSWD: 187219

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - i. Regular meeting – June 24, 2020
- VI. Financial Report**
 - i. June Finances Report
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
- VIII. New Business**
- IX. Old Business**
- X. Chief's Report**
- XI. Future Agenda Items**
- XII. Adjournment**

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2020 CALL VOLUME

	<u>2018</u>	<u>2018</u> <u>YTD</u>	<u>2019</u>	<u>2019</u> <u>YTD</u>	<u>2020</u>	<u>YTD</u>	<u>2020 DAILY AVG</u> <u>(month/yr)</u>
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MEETING MINUTES
Meeting Date/Time: June 24, 2020 6:30P
LOCATION: ZOOM MTG: 886-8850-7523
PSWD: 187219

- I. Call to Order** (Hildebrandt, 6:32P)
- II. Pledge of Allegiance**
- III. Roll Call** – Present: Tharnish, Kelly, Smaldino, Hildebrandt
(Zoom): Hayes (Present at 6:32P)
Absent: Buckingham, Lance (Excused).
- IV. Approval of Agenda**
Agenda read and approved. (Smaldino: 4-0)
- V. Approval of Minutes**
 - i. Regular meeting – May 27, 2020. Minutes read and approved. (Smaldino: 4-0)
- VI. Financial Report**
 - i. May Finances Report. Financial report read approved. (Kelly: 5-0).
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
- VIII. New Business**
 - i. Swear in of Division Chief of Logistics – Dean Wahl
 - ii. 2019 Audit Presentation – Presentation of 2019 audit by District auditor
MOTION: To accept the 2019 audit report as presented. (Kelly: 5-0).
- IX. Old Business**
 - i. Station 1 Annexation
MOTION: To approve an amount not to exceed \$142,000 to pay off the remaining balance of the Station 1 debt. (Smaldino: 4-0, Tharnish abstained)
- X. Chief's Report**
 - i. State passed law this year increasing .5% employer's contribution for FPPA beginning 2021, with a total rate of 12% in 2028.
 - ii. Gallagher Repeal to go on Nov. ballot. (Lt. Hankins reported CPFF to support De-Gallagher election).

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- iii. Station 1 remodel. High level discussion with contractor and architect regarding the building addition on the east side.
- iv. Department photos nearly complete.
- v. 2021 budget preparation begins this month. The Chief asked the Board if there are any priorities are items to focus on for 2021 budget (due mid-July).
- vi. DC Trost gave ladder truck update. Drivers of the truck have noticed an improved difference since the truck has been back. Since the truck has had so many issues, may need to look at replacement costs sooner.
- vii. DC Trost reported 4 new vehicles scheduled to come in August and gave I-25 Gap update.
- viii. Multi-mission aircraft flies over the Front Range to detect potential wildland fires.
- ix. DV Bumgarner busy inspecting schools, and scheduling days for chipper to go to different communities. Evacuation drill with the county is postponed until May of 2021.
- x. BC Bradley reported:
 - i. Wildland drill on Station 1 property
 - ii. North Group webinar on domestic violence and resiliency
 - iii. Blue Card Simulation
 - iv. Water rescue awareness.
 - v. Congratulations to Tyler Ruona for completion of ladder truck practical exam.

XI. Future Agenda Items

- XII. MOTION: To enter Executive Session** - pursuant to CRS 24-6-402(4)(e) to develop strategies for negotiations and instruct negotiators re: possible property acquisition. (Hildebrandt: 5-0). (8:07P)

MOTION: To close the executive session and return to open meeting. (Kelly: 5-0, 8:26P)

Open Meeting (8:27P)

XIII. MOTION: To approve the following:

- the purchase of suites 102 and 104 in the Jackson Creek Commerce Center building of 16055 Old Forest Point, for a price not to exceed \$1,050,000 pending an appraisal of the property to be financed through a partial down payment of \$250,000 and a 10-yr lease/purchase agreement with Community Banks of Colorado
- associated lease/purchase fees for the above purchase not to exceed \$6,000
- the vacating of the lease on suite 103 at a time that is convenient for both the Tri-Lakes Monument FPD and Ferrari Studios

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- the interim lease of suite 104 for \$1,530/month through the closing date on the above purchase
- an expenditure of \$25,000 from the Capital Reserves Account for the remodel of suites as needed. (Smaldino: 5-0)

XIV. Adjournment

MOTION: To adjourn. (Smaldino: 5-0, 8:35P).

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Christopher Truty, Fire Chief

MEMO

TO: BOARD OF DIRECTORS
FROM: CHIEF TRUTY
DATE: JULY 17, 2020
RE: CHIEFS' STAFF REPORT

Here's a brief summary of what has been happening at TLMFPD this past month:

- CPR renewals. We are in the process of standardizing the renewal period across the organization. Our instructors will provide this renewal course every year in June. The purpose of this is to provide renewal opportunities for all staff while reducing the number of courses offered throughout the year and streamlining the credential tracking function.
- Vertical Ventilation: TLM, Black Forest, and Wescott jointly participated this course designed to teach and/or refresh vertical ventilation skills such as saw usage, team dynamics, building/roof evaluation, and tactical considerations
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- We have begun evaluating Target Solutions as records and learning management system for training. This product is used by our immediate neighbors as well as our fire academy provider (West Metro) and the largest department in the county, Colorado Springs. It offers a more comprehensive training content and tracking system as well as the capability of sharing content between departments of the system.
- The I-25 Emergency Service Working Group (joint makeup of El Paso and Douglas County officials) is looking at an evacuation plan for a large scale incident.

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Christopher Truty, Fire Chief



- Staff is reviewing a new software system (ESO) that has received favorable reviews from other departments. The software has improved interaction between functional modules, greater ease of use, and improved reporting capabilities.
- COVID Operational Guidelines are still being reviewed and continually updated.

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MEETING AGENDA

Meeting Date/Time: August 26, 2020 6:30P

LOCATION: ZOOM MTG: : 886-8850-7523

PSWD: 187219

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - i. Regular meeting – July 22, 2020
- VI. Financial Report**
 - i. July Finances Report
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**

(Individuals will be kept to a 3-minute time limit)
- VIII. New Business**
 - i. Fire Chief hiring process
MOTION:
 - 1) to allow the Fire Chief Search committee to make interim decisions up to the point the search firm makes a recommendation of a final pool of candidates;
 - 2) approve an amount not to exceed \$35,000 for the purposes of conducting a fire chief search
- IX. Old Business**
 - i. Suite 102/104 Purchase
- X. Chief's Report**
- XI. Future Agenda Items**
- XII. Adjournment**

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MEETING MINUTES

Meeting Date/Time: July 22, 2020 6:30P

LOCATION: ZOOM MTG: : 886-8850-7523

PSWD: 187219

- I. Call to Order, 6:34P**
- II. Pledge of Allegiance**
- III. Roll Call – Present:** Tharnish, Kelly, Hayes, Buckingham, Smaldino, Lance, Hildebrandt (Zoom)
- IV. Approval of Agenda**
Agenda read and approved. (Smaldino 6-0)
- V. Approval of Minutes**
 - i. Regular meeting – June 24, 2020. Minutes read and approved. (Kelly: 6-0)
- VI. Financial Report**
 - i. June Finances Report. Financial report read and approved. (Kelly: 6-0)
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
 - Chief Truty announced his retirement at the end of the year.
 - Board approved the establishment of an internal search committee to be made up of the following:
 - 2 Board members
 - 1 Executive staff member
 - 2 Union members
 - Also, the Board established two goals for the August Board meeting:
 - 1) Establish composition of the search committee
 - 2) Select a third party executive search firm
 - Director Hayes brought up lake rescue discussion at Monument Lake.
- VIII. New Business**
- IX. Old Business**

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X. Chief's Report

- i. Audit reported underpresented how exceptional the auditing process and the Districts' financial records are. Kudos were given to Jen Martin and her team.
- ii. Updates on the current COVID situation were reported
- iii. An update was provided on the Assistant EMS Coordinator position which will hopefully come from within the organization.
- iv. Payment was successfully completed for the Station 1 payoff allowing the deed to be transferred to the District.
- v. Station 1's addition project continues with a mtg to discuss preliminary design concepts with the contractor and architect for next Friday, 7/31.
- vi. An update on the appraisal for Suite 102/104 was provided. The appraisal came in \$5000 above the negotiated sale price. Current closing date is September 2, 2020.
- vii. Very preliminary 2021 property tax revenues appear to come in approximately 1.4% above 2020, the lowest increase since 2010.
- viii. Chief had a positive introductory meeting with Palmer Lake's new fire chief Chris McCarthy
- ix. Chief informed the Board that part of this year's annual approval process will be approving a renewal of the union's Meet-and-Confer-Plus Agreement.
- x. See attached Chief Report from July 22.

XI. Future Agenda Items

- i. Update on hiring process for the Chief

XII. Adjournment

MOTION: To adjourn. (Hayes: 6-0, 7:39P)

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Christopher Truty, Fire Chief

MEMO

TO: BOARD OF DIRECTORS
FROM: CHIEF TRUTY
DATE: AUGUST 21, 2020
RE: CHIEFS' STAFF REPORT

Here's a brief summary of what has been happening at TLMFPD this past month:

- An evacuation plan for a large scale incident along the I-25 Gap Project is being developed
- The District had one of our seven EMS/Paramedics resign recently. With this resignation we will begin the hiring process for a new replacement firefighter. In our last hiring process when we needed a FF/EMT, we hired an EMS/Paramedic which made us heavy of EMS/Paramedics. This time, we will then replace the EMS/Paramedic with a FF/EMT. It's planned this FF/EMT will attend a January 2021 fire academy in West Metro.
- A new policy that outlines daily responsibilities for shift commanders was issued.
- A driveway replacement from damage caused by a District vehicle last winter was completed. The cost of replacement was covered by the District's liability insurance.
- Completed the annual inspection for the Monument Academy East Campus for the 2020/21 school year.
- Crews have completed seven community chipping days this season with various HOA's.
- Continue to work with the IAFC and Ready, Set, Go grant program. We are still planning a site visit by the IAFC in September 2020 with mitigation work on the chosen site to be completed in May 2021.
- We are preparing alongside our partners at CSFD for Fire Prevention Week in the schools. Our current work is focusing on developing a series of videos for all age groups that would be interactive and online.
- We are supporting the May 2021 Northwest Passage evacuation exercise, no movement at this time.
- B/C Keough provided an overview/update of the federal Traffic Incident Management program. We provided this lecture remotely and included Black Forest and Wescott personnel. Colorado State Patrol and Monument PD participated as adjunct instructors.
- EMS Webinar-Stroke: Lecture provided by Neurologist (Dr. Aguillar)
- Units from TLM, Black Forest, and Wescott jointly participated a hazardous material decontamination training to refresh skills for immediate responder and community safety.
- We have engaged the Regional Medical Directors Group on developing regional EMS Guidelines and continuous quality improvement programs. The proposal is intended to provide a consistent product to all county EMS providers, create administrative efficiency, and

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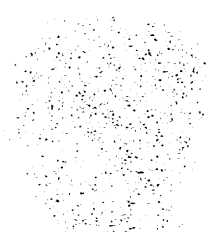


Christopher Truty, Fire Chief

standardize training programs based on data review from the county medical practice documentation.

- The three TLM paramedic students have returned to the district to finish their capstone evaluation with our staff. They are tentatively scheduled to complete their final evaluations in the middle of September. We are expecting them to be fully certified paramedics in October.

Respectfully submitted,



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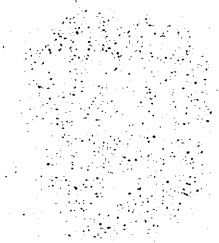
MEETING AGENDA

Meeting Date/Time: September 3, 2020 6:30P

LOCATION: ZOOM MTG: : 886-8850-7523

PSWD: 187219

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Old Business**
 - i. Suite 102/104 Purchase
MOTION: to approve Resolution No. 2020-04 of The Board Of Directors of the Tri-Lakes Monument Fire Protection District, Colorado, Approving the Form of the Real Property Financing Lease/Purchase Agreement with Peoples National Bank for Lease Purchase Financing of the Real Property Located at 18650 Highway 105, Monument, Colorado 80132, and Authorizing the Execution and Delivery Thereof
- VI. Adjournment**



THE OFFICE OF THE
ATTORNEY GENERAL
STATE OF NEW YORK
ALBANY

IN SENATE,
January 10, 1906.

REPORT OF THE
COMMISSIONER OF THE
LAND OFFICE

ALBANY:
J. B. LIPPINCOTT & CO.
PRINTERS
1906

REPORT OF THE COMMISSIONER OF THE LAND OFFICE
FOR THE YEAR 1905

ALBANY: 1906

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MEETING AGENDA
Meeting Date/Time: September 23, 2020 6:30P
LOCATION: ZOOM MTG: : 886-8850-7523
PSWD: 187219

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of Agenda
- V. Approval of Minutes
 - i. Regular meeting – August 26, 2020
 - ii. Special meeting – September 3, 2020
- VI. Financial Report
 - i. August Finances Report
- VII. Items not on the Agenda – Board/Citizen/Staff Comment
(Individuals will be kept to a 3-minute time limit)
- VIII. Old Business
 - i. Fire Chief hiring process update
- IX. New Business
 - i. Fire Chief job description
MOTION: To make the modification to the Fire Chief job description that calls for a job requirement that replaces the Red Card certification with *"Hold and maintain a credential or equivalent experience to perform command or support functions in All-Hazards or wildfire incidents."*
 - ii. First presentation of the 2021 budget
- X. Chief's Report
- XI. Future Agenda Items
- XII. Adjournment

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2020 CALL VOLUME

	<u>2018</u>	<u>2018</u>	<u>2019</u>	<u>2019</u>	<u>2020</u>	<u>YTD</u>	<u>2020 DAILY AVG</u>
		<u>YTD</u>		<u>YTD</u>			<u>(month/yr)</u>
Jan	173	173	232	232	254	254	8.2/8.2 (+9.5%)
Feb	181	354	215	447	216	470	7.4/7.8 (+5.1%)
Mar	217	571	332	779	242	712	7.8/7.8 (-8.6%)
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Sep	201	1906	240	2303			
Oct	176	2082	259	2562			
Nov	218	2300	226	2788			
Dec	219	2519	222	3010			

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

16055 Old Forest Point, Suite 103
Monument, CO 80132
(719) 484-0911



Dr. John Hildebrandt, President

Roger Lance, Vice- President
Jason Buckingham, Treasurer
Michael Smaldino, Secretary

Thomas Tharnish, Director
Terri Hayes, Director
Tom Kelly, Director

MEETING MINUTES

Meeting Date/Time: August 26, 2020 6:30P

LOCATION: Station 1/Zoom

- I. Call to Order, 6:32 PM**
- II. Pledge of Allegiance**
- III. Roll Call** – Present: Smaldino, Hayes, Lance, Tharnish, Kelly, Hildebrandt
Absent: Buckingham, excused
- IV. Approval of Agenda**
Agenda read and approved. (Smaldino: 6-0)
- V. Approval of Minutes**
Regular meeting – July 22, 2020. Minutes read and approved. (Kelly: 6-0)
- VI. Financial Report**
July Finances Report. Financial report read by the Chief.
Reviewed and approved. (Lance: 6-0)
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
 - i. J. Martin “thank you to the Timber HOA for the generous donation.”
 - ii. DC Trost “thank you EIS for the pediatric kits.”
 - iii. Hildebrandt “kudos to the staff for participating in the chipping program.”
 - iv. Tharnish reported the town of Monument signed contracts for new water tank to be built on Forest View Way with up to two miles of pipeline possible.
- VIII. New Business**
 - i. Fire Chief hiring process –
 - i. Search committee unanimously agreed to hire Prothman company from Washington to facilitate the search process. A representative of the company will come to the District Sept. 15th and 16th to work on the development of the profile and meet with the committee.
 - ii. All meetings regarding the fire chief hiring process must be public; to include meeting postings, agendas, and minutes. Legal advice was provided to the District on the “Colorado Open Meetings law controls” on conducting searches for fire chiefs.

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Tom Kelly, Director

- iii. Search committee to define parameters of the search, but the full Board will make the final decision on the candidate.

MOTION:

1) to allow the Fire Chief Search committee to make interim decisions up to the point the search firm makes a recommendation of a final pool of candidates; (Hayes: 6-0)

2) approve an amount not to exceed \$35,000 for the purposes of conducting a fire chief search. (Kelly: 6-0)

IX. Old Business

- i. Suite 102/104 Purchase – Special Meeting of the Board of Directors to occur September 3rd to approval closing documents related to the purchase.

X. Chief's Report

- i. COVID update – 3 months supply of PPE's is still objective
- ii. Station 1 annexation process update. Waiting for Town of Monument's response.
- iii. Station 1 remodel update – contractor gathering pricing.
- iv. Stage 2 burn restrictions in place for El Paso County. Fuels in the area are considered moderate to high. Restrictions may be enforced for a couple of weeks.
- v. Crew deployed to Pine Gulch fire. Their last day on the fire is 8/31/2020. A battalion chief was deployed as a single resource division supervisor trainee to the Williams Fork fire for 2 weeks as well.
- vi. The Fire Chief Counsel to address de-Gallagher vote in November and is working on a plan to educate the public.
- vii. First deposit made to ColoTrust. Money will remain readily available should we need it. A new line in the financial report will show trust financials.
- viii. Assistant EMS position – interviews are Sept. 14th and 15th.
- ix. Thank you to Tri-Lakes Women's Club for the generous donation in which the district purchased three exercise bikes, 1 per station.

XI. Future Agenda Items

- i. Fire Chief hiring update
- ii. First presentation of the 2021 budget

XII. Adjournment

MOTION: to adjourn. (Lance: 6-0)

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16055 Old Forest Point, Suite 103
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Dr. John Hildebrandt, President	
Roger Lance, Vice- President	Thomas Tharnish, Director
Jason Buckingham, Treasurer	Terri Hayes, Director
Michael Smaldino, Secretary	Thomas Kelly, Director

MINUTES OF SPECIAL MEETING
MEETING DATE/TIME: September 3, 2020, 6:30P
LOCATION: Zoom

The Board of Directors of Tri-Lakes Monument Fire Protection District, met in [****regular****] session at the District offices on September 3, 2020, at 6:30 p.m., and the following officials were present or absent as indicated:

<u>NAME</u>	<u>PRESENT/ABSENT</u>
John Hildebrandt President and Director	Present
Roger Lance Vice-President and Director	Absent
Jason Buckingham Treasurer and Director	Present
Michael Smaldino Secretary and Director	Present
Tom Tharnish Director	Present
Terri Hayes Director	Present
Tom Kelly Director	Present

The President of the Board declared that a quorum was present and called the meeting to order.

The matter of authorizing the District to enter into a lease purchase transaction with NBH Bank, as lessor, and the District, as lessee, came on for consideration and was discussed.
Director Hildebrandt introduced a resolution entitled as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS AUTHORIZING TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT TO ENTER INTO A LEASE PURCHASE AGREEMENT WITH NBH BANK FOR THE ACQUISITION OF CERTAIN FACILITIES FOR USE BY THE DISTRICT; AND AUTHORIZING AND APPROVING CERTAIN ACTIONS IN CONNECTION WITH THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH.

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Jason Buckingham, Treasurer
Michael Smaldino, Secretary

Thomas Tharnish, Director
Terri Hayes, Director
Thomas Kelly, Director

On motion duly made by Director Kelly and seconded by Director Smaldino for the adoption of the resolution, the resolution was thereupon considered and discussed, and the President of the Board of Directors put the question of the adoption of the resolution to a roll call vote, and the vote thereon was as follows:

Aye: Hildebrandt, Buckingham, Smaldino, Kelly, Hayes, Tharnish,
Nay: None

Thereupon, the President of the Board of Directors declared the resolution duly passed, and the resolution was signed by the President of the Board of Directors and attested by the Board Secretary.

Meeting was adjourned at 6:50p,

Respectfully submitted

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Jason Buckingham, Treasurer
Michael Smaldino, Secretary
Thomas Tharnish, Director
Terri Hayes, Director
Tom Kelly, Director

MEETING AGENDA
Meeting Date/Time: September 23, 2020 6:30P
LOCATION: ZOOM MTG: : 886-8850-7523
PSWD: 187219

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - i. Regular meeting – August 26, 2020
 - ii. Special meeting – September 3, 2020
- VI. Financial Report**
 - i. August Finances Report
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**

(Individuals will be kept to a 3-minute time limit)
- VIII. Old Business**
 - i. Fire Chief hiring process update
- IX. New Business**
 - i. Fire Chief job description
MOTION: To make the modification to the Fire Chief job description that calls for a job requirement that replaces the Red Card certification with *"Hold and maintain a credential or equivalent experience to perform command or support functions in All-Hazards or wildfire incidents."*
 - ii. First presentation of the 2021 budget
- X. Chief's Report**
- XI. Future Agenda Items**
- XII. Adjournment**

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2020 CALL VOLUME

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MEETING MINUTES

Meeting Date/Time: August 26, 2020 6:30P

LOCATION: Station 1/Zoom

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- II. Pledge of Allegiance**
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Agenda read and approved. (Smaldino: 6-0)
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Regular meeting – July 22, 2020. Minutes read and approved. (Kelly: 6-0)
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- iii. Search committee to define parameters of the search, but the full Board will make the final decision on the candidate.

MOTION:

- 1) to allow the Fire Chief Search committee to make interim decisions up to the point the search firm makes a recommendation of a final pool of candidates; (Hayes: 6-0)**
- 2) approve an amount not to exceed \$35,000 for the purposes of conducting a fire chief search. (Kelly: 6-0)**

IX. Old Business

- i. Suite 102/104 Purchase – Special Meeting of the Board of Directors to occur September 3rd to approval closing documents related to the purchase.

X. Chief's Report

- i. COVID update – 3 months supply of PPE's is still objective
- ii. Station 1 annexation process update. Waiting for Town of Monument's response.
- iii. Station 1 remodel update – contractor gathering pricing.
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- viii. Assistant EMS position – interviews are Sept. 14th and 15th.
- ix. Thank you to Tri-Lakes Women's Club for the generous donation in which the district purchased three exercise bikes, 1 per station.

XI. Future Agenda Items

- i. Fire Chief hiring update
- ii. First presentation of the 2021 budget

XII. Adjournment

MOTION: to adjourn. (Lance: 6-0)

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MINUTES OF SPECIAL MEETING
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Jason Buckingham Treasurer and Director	Present
Michael Smaldino Secretary and Director	Present
Tom Tharnish Director	Present
Terri Hayes Director	Present
Tom Kelly Director	Present

The President of the Board declared that a quorum was present and called the meeting to order.

The matter of authorizing the District to enter into a lease purchase transaction with NBH Bank, as lessor, and the District, as lessee, came on for consideration and was discussed.
Director Hildebrandt introduced a resolution entitled as follows:

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Terri Hayes, Director
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On motion duly made by Director Kelly and seconded by Director Smaldino for the adoption of the resolution, the resolution was thereupon considered and discussed, and the President of the Board of Directors put the question of the adoption of the resolution to a roll call vote, and the vote thereon was as follows:

Aye: Hildebrandt, Buckingham, Smaldino, Kelly, Hayes, Tharnish,
Nay: None

Thereupon, the President of the Board of Directors declared the resolution duly passed, and the resolution was signed by the President of the Board of Directors and attested by the Board Secretary.

Meeting was adjourned at 6:50p,

Respectfully submitted

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Terri Hayes, Director
Thomas Kelly, Director

MEETING AGENDA

Meeting Date/Time: October 28, 2020 6:30P

LOCATION: ZOOM MTG: : 886-8850-7523

PSWD: 187219

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - i. Regular meeting – September 23, 2020
- VI. Financial Report**
 - i. September Finances Report
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**

(Individuals will be kept to a 3-minute time limit)
- VIII. Public Hearing – 2020 Amended Budget**
- IX. New Business**
 - i. Second presentation of the 2021 budget
- X. Old Business**
 - i. Fire Chief hiring process update
- XI. Chief's Report**
- XII. Future Agenda Items**
- XIII. EXECUTIVE SESSION – Labor Agreement**

pursuant to CRS 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators.
- XIV. Adjournment**

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2020 CALL VOLUME

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Thomas Tharnish, Director
Terri Hayes, Director
Thomas Kelly, Director

MEETING MINUTES

Meeting Date/Time: September 23, 2020 6:30P

LOCATION: ZOOM MTG: : 886-8850-7523

PSWD: 187219

- I. Call to Order, 6:34P**
- II. Pledge of Allegiance**
- III. Roll Call** – Present: Lance, Buckingham, Tharnish, Kelly, Hildebrandt
Absent: Smaldino, Hayes, excused
- IV. Approval of Agenda**
 - i. Agenda read and approved. (Buckingham: 5-0)
- V. Approval of Minutes**
 - i. Regular meeting – August 26, 2020. Minutes read and approved. (Lance: 4-0, Buckingham abstain)
 - ii. Special meeting – September 3, 2020. Minutes read and approved. (Buckingham: 4-0, Lance abstain)
- VI. Financial Report**
 - i. August Finances Report. Read and approved. (Lance: 5-0)
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
- VIII. Old Business**
 - i. Fire Chief hiring process update –
 - i. Fire Chief profile was completed and initial ads were posted today. Profile complete.
 - ii. Hiring timeline –
 - 1. Applications close on Oct. 25th.
 - 2. Oct 26th – Nov 1st applications screened.
 - 3. Nov 16-20th – work session with committee.
 - 4. Nov 30th – Dec 7th – interviews
 - iii. Discussion on updating job description to match profile.
- IX. New Business**
 - i. Fire Chief job description
MOTION: To make the modification to the Fire Chief job description that

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calls for the following job requirement to replace the Red Card qualification: "Hold and maintain a credential or equivalent experience to perform command or support functions in All-Hazards or wildfire incidents."
(Lance: 5-0)

- ii. First presentation of the 2021 budget

X. Chief's Report

- i. Wildland deployment update. Crew deployed for 3 weeks to Pine Gulch fire and BC Keough deployed to Williams Fork fire for 2 weeks.
- ii. Administrative offices moved from suite 103 to 102. Suite 103 has 6 months' worth of expenses budgeted in 2021 in case there is no interest to lease.
- iii. Station 1 remodel update. Proposal came back higher than expected. Chief Wahl met with architects today to reduce cost and make modifications to plans.
- iv. President Hildebrandt signed Annexation Agreement for the Town of Monument to combine Station 1 property with the newly purchased property next to it.
- v. Stephanie Soll is the new Assistant EMS Coordinator.
- vi. Following DEA guidance, the District will not accept dropped off drugs/narcotics of any kind.
- vii. Colorado Fire Commission working on state mutual aid, new wildland fire and funding, how to improve data tracking within the Colorado fire service.
- viii. Three firefighters completed paramedic school and are operating as medics in training on shifts. Staffing is back to 15 per shift.
- ix. 390 homes to come to Jackson Creek North with six filings.
- x. IAFC presented Ready Set Go Grant and will create customized brochure for Monument.
- xi. Lt. Bodinsky coordinated virtual MDA benefit and did a great job.
- xii. October fire prevention month will be through media. Chief Bumgarner in conjunction with CSFD are working on multimedia project that will be ready in Spring of 2021.

XI. Future Agenda Items

- i. 2020 Amended Budget Presentation
- ii. 2021 Budget Presentation
- iii. Executive Session pertaining to union agreement

XII. Adjournment

MOTION: to adjourn. (Lance: 5-0, 9P)

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Bus: (719) 484-0911 Fax (719) 481-3456



Christopher Truty, Fire Chief

MEMO

TO: BOARD OF DIRECTORS
FROM: CHIEF TRUTY
DATE: OCTOBER 23, 2020
RE: CHIEFS' STAFF REPORT

Here's a brief summary of what has been happening at TLMFPD this past month:

- I-25 Snow/Road Closure plans are being developed with CDOT
- A job offer was accepted by Garrett O'Hara who will be begin the West Metro Firefighter Academy in January 2021.
- Two EMS/Paramedics, Jay Bruchis and Nate Boyce will be joining Garrett O'Hara at the Academy eventually adding to the number of Firefighter/Paramedics has.
- Activities for the purchase, license, and training of drone operation are underway.
- New employment tests are being planned for early 2021. Existing hiring lists expire at the end of 2020.
- Communications is taking place with PLFD to provide/assist in joint training and training calendars.
- Blue Card simulation lab for big box stores took place
 - Reviewed response scenarios via simulation and discussion.
- Blue Card field day for big box stores
 - Practiced response scenarios and communication in the Jackson Creek area.
- The District provided an extrication continuing education course provided by an outside instructor using tools available on our response units. Firefighter Matt Godson was responsible for
- We continued the process of configuring the Target Solutions learning management system for our training program needs focusing on appropriate categories for credential maintenance and training program compliance with national standards.
- The three TLM paramedic students are continuing their internal field instruction program. Each of them has passed all testing and certification processes and are fully certified Colorado paramedics. We expect the students to complete the internal training process and review in November and will be eligible to operate independently as paramedics on TLM units.
- The planning process for the 2021 Annual Training Plan is continuing. We have selected topics and assigned rough timelines for each event. We expect to deliver the plan to the staff in December.
- We meet with Colorado Structures Inc. about a proposed 250 plus unit apartment complex and associated needs for the Fire Department

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TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

16055 Old Forest Point, Suite 103

Monument, CO 80132

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Christopher Truty, Fire Chief

- Finalized the site for the mitigation project to be completed in May 2021. Currently, the plan is to conduct the mitigation at Lewis Palmer Elementary School. We continue to conduct bi-weekly phone call or online meetings for update and planning purposes. We are gathering pictures for the Ready, Set, Go guide customized for homeowners with local photographs and speaks of our local fuel types.
- We have completed our final event for the 2020 Community Chipping Season and will get the chipper serviced and ready for 2021.
- We began our monthly School Pillars (Public Safety for Schools) meetings in August. Regular attendees for the meeting represent most of the School Districts in El Paso County, Law Enforcement Agencies, and Fire Departments.
- Continue Fire District support for the May 2021 Northwest Passage evacuation exercise.

[illegible][illegible]

The first thing I noticed when I stepped out of the car was the cold, crisp air. It was a relief after the warm, humid weather of the city. I walked towards the entrance of the building, my eyes drawn to the ornate architecture. The large, arched windows and the intricate carvings on the facade gave it a sense of grandeur. As I approached the door, I noticed a group of people standing outside, some looking at their watches and others talking in small groups. I felt a bit out of place among them, but I pushed forward, determined to see what was inside. The door opened with a soft creak, and I stepped into a vast, open space. The room was filled with people, some sitting at long tables and others standing. The atmosphere was one of quiet anticipation. I looked around, trying to find a familiar face, but everyone seemed to be strangers. I felt a bit lost, but I knew I had to keep going. I walked towards the center of the room, where a large, ornate chandelier hung from the ceiling. The light from the chandelier cast a warm glow over the scene, highlighting the details of the room. I felt a sense of awe and wonder, knowing that I was about to witness something important.

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

16055 Old Forest Point, Suite 102
Monument, CO 80132
(719) 484-0911



Dr. John Hildebrandt, President

Roger Lance, Vice- President
Jason Buckingham, Treasurer
Michael Smaldino, Secretary

Thomas Tharnish, Director
Terri Hayes, Director
Thomas Kelly, Director

MEETING AGENDA

Meeting Date/Time: November 18, 2020 6:30P

LOCATION: Station 1, 18650 Hwy 105, Monument, CO 80132

LOCATION: ZOOM MTG: : 886-8850-7523

PSWD: 187219

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - i. Regular meeting – October 28, 2020
- VI. Financial Report – October**
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
- VIII. PUBLIC HEARING - 2021 Proposed Budget**
- IX. Old Business**
 - i. 2020 Amended Budget
**RESOLUTION: 2020 – 05, 2020 Amended Budget
A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH
FUND AND ADOPTING AN AMENDED BUDGET FOR THE TRI-LAKES
MONUMENT FIRE PROTECTION DISTRICT FOR THE CALENDAR YEAR
BEGINNING ON THE FIRST DAY OF JANUARY 2020 AND ENDING ON THE
LAST DAY OF DECEMBER 2020.**
 - ii. 2021 Proposed Budget (Final Review)
 - iii. Fire Chief Search Update
**MOTION: To declare the six names of Fire Chief applicants presented to the
Board as 'finalists' for the position.**
 - iv. *Fire Chief Job Description*
 - v. *COVID Update*

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Thomas Tharnish, Director
Terri Hayes, Director
Thomas Kelly, Director

- X. New Business**
- XI. Chief's Report**
- XII. Future Agenda Items**
- XIII. Adjournment**

2020 CALL VOLUME

	<u>2018</u>	<u>2018</u> <u>YTD</u>	<u>2019</u>	<u>2019</u> <u>YTD</u>	<u>2020</u>	<u>2020</u> <u>YTD</u>	<u>2020 DAILY AVG</u> <u>(month/yr)</u>
Jan	173	173	232	232	254	254	8.2/8.2 (+9.5%)
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Oct	176	2082	259	2562	235	2249	7.6/7.4 (-12.3%)
Nov	218	2300	226	2788			
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Thomas Kelly, Director

MEETING MINUTES

Meeting Date/Time: October 28, 2020 6:30P

LOCATION: ZOOM MTG: : 886-8850-7523

PSWD: 187219

- I. **Call to Order, 6:36P**
- II. **Pledge of Allegiance**
- III. **Roll Call – Present:** Lance, Tharnish, Hayes, Kelly, Hildebrandt, Smaldino (6:41P)
Absent: Buckingham (excused)
- IV. **Approval of Agenda**
 - i. **Agenda read and approved.** (Hayes: 5-0).
- V. **Approval of Minutes**
 - i. Regular meeting – September 23, 2020.
Minutes read and approved. (Kelly: 4-0, Hayes abstain).
- VI. **Financial Report**
 - i. September Finances Report. Reviewed and approved. (Lance: 5-0).
- VII. **Items not on the Agenda – Board/Citizen/Staff Comment**

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

 - i. President Hildebrandt reported Oscar Gillespie, former Director of TLMFPD died. The Chief and President Hildebrandt plan to attend funeral.
 - ii. Accountant Becky Weese provided message to the Chief to thank the crew who assisted her family member in an auto accident.
 - iii. Director Tharnish provided “water pipeline” update.
- VIII. **Public Hearing – 2020 Amended Budget**
 - i. **MOTION: to open the public hearing before the Board of Directors of the Tri-Lakes Monument Fire Protection District** (Kelly: 6-0).
 - i. No public comments in favor or against adoption of the 2020 Amended Budget.
 - ii. **MOTION: to close the hearing.** (Lance: 6-0).
 - iii. **MOTION: to approve the 2020 Amended Budget as presented.**
 - i. Roll call vote:
 1. Ayes: Lance, Smaldino, Tharnish, Hayes, Kelly, Hildebrandt
 2. Nays: None
- IX. **New Business**

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Thomas Kelly, Director

- i. Second presentation of the 2021 budget
 - i. Thank you, Lieutenant Richmond, and Battalion Chief Mola for all the research with SCBA. Fleet Replacement schedule should be used as a planning document.
 - ii. Consideration should be given to adjusting Reserves-Fleet savings rate to prepare for purchase of an engine (E6) with the possible District expansion to a 4th fire station. Will be considered for 2022 budget.

X. Old Business

- i. Fire Chief Search Update – President Hildebrandt gave update.
 - o 37 applicants, zoom meeting with Prothman
 - o Search committee to meet with Prothman on Nov. 12th.
 - o Board to interview 5-7 candidates in Dec.

XI. Chief's Report

- i. Chief asked the Board if they wanted to keep same meeting schedule for next year.
- ii. Reported that annexation process for station 1 complete.
- iii. Suite 103 has had multiple interests.
- iv. State Representative Tim Geitner gave the District a certificate and a state flag in recognition of First Responders Appreciation Day.
- v. Red Rock Ranch HOA donated \$1000 for NFPA assistance for the chipping program.
- vi. Chief provided an update on the impact of COVID to the District.
- vii. This year three firefighters completed paramedic school and next year three EMS/Paramedics will attend the fire academy in January with a goal to have 24/7 ALS engines in the future.
- viii. Formal District photos are now hung in the administrative office.
- ix. The District wished to extend appreciation to Randy Estes and Darlene Johnson for the donation of a house for training.
- x. Kudos to the staff for their demonstrated integrity in using Admin-COVID time approved by the Board of Directors for COVID leave. DC Trost explained "symptom model" for return to work. The approach to the model and testing process is conservative since no one symptom guarantees COVID.

XII. Future Agenda Items

- i. 2020 Amended Budget
- ii. 2021 Proposed Budget (Final Review)
- iii. Fire Chief Job Description
- iv. Fire Chief Search Update

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XIII. EXECUTIVE SESSION – Labor Agreement , (Hildebrandt, 8:29P)
pursuant to CRS 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators.

XIV. Adjournment

2020 CALL VOLUME

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TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

16055 Old Forest Point, Suite 103

Monument, CO 80132

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Christopher Truty, Fire Chief

MEMO

TO: BOARD OF DIRECTORS
FROM: CHIEF TRUTY
DATE: NOVEMBER 13, 2020
RE: NOVEMBER CHIEFS' STAFF REPORT

Here's a brief summary of what has been happening at TLMFPD in the shorter than usual turnaround from last month's meeting:

- We continue to have multi-jurisdictional discussions regarding the closure of I-25 and its impact on local communities and roads. Jurisdictions include DOT/CSP/MPD/PLFD/PLPD/TLM
- Continued planning on the Jan 1 hiring of our new firefighter
- Continued planning for the upcoming January West Metro Fire Academy to include:
 - logistics development, including temporary shift changes, to accommodate the attendance of three of our staff (1 new hire and two current EMS/Paramedics)
 - Lining up shift personnel to be instructors for the Academy
- Coordinating for Drone purchase, licensure, training, and SOG
- New Entrance Test for EMS/Paramedic and FF/EMT- EMS/Paramedic List is exhausted and FF/EMT List Expires 12/31/2020- New test Early 2021
- Coordinating with PLFD to provide/assist in joint training and 2021 training calendar.
- Development reviews and home mitigation inspections are on-going
- We continue to conduct bi-weekly phone calls or online meetings for updates and planning with the IAFC Ready, SET, GO, and Staff. The mitigation site is finalized for the project to be completed in May 2021, which will be conducted at Lewis-Palmer Elementary School. We continue gathering pictures for the Ready, Set, Go guide customized for homeowners with local photographs and speaks of our local fuel types.
- Community chipping is complete for 2020. We completed 10 different chipping events for over 80 hours of staff time, and we estimate we chipped 1100 cubic yards of debris.
- Continue Fire District support for the May 2021 Northwest Passage evacuation exercise.
- Shifts participated in multi-jurisdictional live-burn training at Black Forest Fire Rescue's new training site (Palmer Ridge Regional Training Center). Thank you to their staff for allowing us to use their site.

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

16055 Old Forest Point, Suite 103

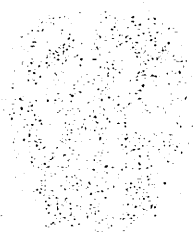
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Christopher Truty, Fire Chief

- Evaluations continue on transitioning to new software (and possibly hardware) technologies to accommodate better multi-system data integration that includes:
 - Fire reporting
 - EMS reporting
 - EMS billing
 - Remote reporting
- New vehicles are slated to begin having the technologies and lighting installed the last week of November



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16055 Old Forest Point, Suite 102
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(719) 484-0911



Dr. John Hildebrandt, President

Roger Lance, Vice- President
Jason Buckingham, Treasurer
Michael Smaldino, Secretary

Thomas Tharnish, Director
Terri Hayes, Director
Thomas Kelly, Director

MEETING AGENDA

Meeting Date/Time: December 2, 2020 6:30P

LOCATION: Station 1, 18650 Hwy 105, Monument, CO 80132

LOCATION: ZOOM MTG: : 886-8850-7523

PSWD: 187219

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - i. Regular meeting – November 18, 2020
- VI. Financial Report – None**
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
- VIII. Old Business**
 - i. Fire Chief Search Committee Update
 - ii. **RESOLUTION 2020- 06, 2021 Final Budget Approval** (Roll call vote)
MOTION: to approve Resolution 2020-0 summarizing expenditures and revenues for each fund adopting a budget for 2021.
 - iii. **RESOLUTION 2020- 07, 2021 Budget Appropriations** (Roll call vote)
MOTION: to approve Resolution 2020-0 appropriating sums of money to the various funds in the amount and for the purpose as set forth below, for the Tri-Lakes Monument Fire Protection District 2020 budget year.
 - iv. **RESOLUTION 2020- 08, 2021 Property Tax Levy** (Roll call vote)
MOTION: to approve Resolution 2020 - levying property taxes for the year 2021, to help defray the costs of government for the Tri-Lakes Monument Fire Protection District 2021 budget year.

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Thomas Kelly, Director

IX. New Business

- i. 2021 Fee Schedule
MOTION: to approve the 2021 TLMFPD Fee Schedule
- ii. 2021 Wage Schedule
MOTION: to approve 2021 Wage Schedule.
- iii. 2021 Board of Directors Meeting Schedule
MOTION: to approve 2021 Board of Directors' Meeting Schedule
- iv. 2021/2022 Collaborative Meet and Confer Plus Agreement
MOTION: to approve 2021-2022 Collaborative Meet and Confer Plus Agreement with TLMFPD Local 4319.

X. Chief's Report

XI. Future Agenda Items

XII. Adjournment

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

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Monument, CO 80132
(719) 484-0911



Dr. John Hildebrandt, President

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Thomas Kelly, Director

MEETING MINUTES

Meeting Date/Time: November 18, 2020 6:30P

LOCATION: Station 1, 18650 Hwy 105, Monument, CO 80132

LOCATION: ZOOM MTG: : 886-8850-7523

PSWD: 187219

- I. **Call to Order, 6:30 P**
- II. **Pledge of Allegiance**
- III. **Roll Call** – Present: Buckingham, Hayes, Kelly, Hildebrandt
Excused: Tharnish, Lance, Smaldino
- IV. **Approval of Agenda**
 - i. **Agenda reviewed and approved.** (Buckingham: 4-0)
- V. **Approval of Minutes**
 - i. Regular meeting – October 28, 2020. Minutes approved with addition of executive session closing at 9:45PM. (Kelly: 3-0, Buckingham abstained).
- VI. **Financial Report – October**
 - i. Financial report read and reviewed by Treasurer Buckingham.
Approved (Hayes: 4-0)
- VII. **Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
- VIII. **PUBLIC HEARING - 2021 Proposed Budget, 6:38pm**

MOTION: to open public hearing on the approval of the proposed 2021 budget. (Kelly: 4-0)

 - i. There was no public comment.

MOTION: to close the public hearing on approval of the proposed 2021 budget. (Kelly: 4-0)
- IX. **Old Business**
 - i. 2020 Amended Budget
RESOLUTION: 2020 – 05, 2020 Amended Budget

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Thomas Kelly, Director

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING AN AMENDED BUDGET FOR THE TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2020 AND ENDING ON THE LAST DAY OF DECEMBER 2020.

(Kelly: 4-0 Ayes: Buckingham, Hayes, Kelly, Hildebrandt, Nays: None)

- ii. 2021 Proposed Budget (Final Review)
 - Chief Truty provided the final review of the 2021 proposed budget. No updates were made to the proposed numbers. 2020 projections were updated based on numbers through the end of October.
- iii. Fire Chief Search Update –
 - * 37 applicants down to 6 finalists.
 - * Interviews by staff panel to take place on November 21st.
 - * Final interviews in person with the Board of Directors to take place on December 5th, 2020. Location TBD
 - * Finalist names will be posted on the District's website (See attached)

MOTION: To declare the six names of Fire Chief applicants presented to the Board as 'finalists' for the position. (Buckingham: 4-0).
- iv. Fire Chief Job Description –

MOTION: to approve Fire Chief job description. (Hayes: 4-0)
- v. COVID Update
 - i. Staff use of COVID time off. Very few have used the leave and the staff is "doing a stellar job." For 2021, should the board consider placing a cap on paid time off due to COVID? To be discussed next meeting.
 - ii. St. Peters closed testing site due to parking lot being too small.
 - iii. Administrative employees are encouraged to work remotely. Chief officers rotate days working physically in the office. Jen will be at the office Monday – Friday 8-noon.
 - iv. All interagency training suspended.
 - v. Most cases of positive COVID tests are from family members not from agency.
 - vi. Vaccination update

X. New Business

- i. None

XI. Chief's Report

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- i. Update on county winter weather workshop
- ii. Wildfire potential- dry winter ahead
- iii. D38 Appreciation for first responder's week – public recognition
- iv. County has a fire investigation collaboration group which Div/C Bumgarner is involved.
- v. Station 1 remodel plan 99% complete.
- vi. Monument Police taking lead for toy drive for families in need. Town of Monument website has link for submitting request for family in need.

XII. Future Agenda Items

- i. Fire Chief Search update
- ii. Resolution – Final Budget Approval 2021
- iii. Resolution – Budget Appropriations
- iv. Resolution – Property Tax Levy
- v. Approval of 2021 Fee Schedule
- vi. Approval of 2021 Board of Director meeting schedule
- vii. Approval of 2021- 2022 Collaborative Meet and Confer Agreement

XIII. Adjournment

MOTION: to adjourn. (Hayes: 4-0, 7:38 P)

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2020 CALL VOLUME

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Christopher Truty, Fire Chief

MEMO

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF SEARCH SUBCOMMITTEE
DATE: NOVEMBER 17, 2020
RE: FIRE CHIEF SEARCH FINALISTS

Please accept the names of the following individuals as the finalist candidates for the position of Fire Chief of the Tri-Lakes Monument Fire Protection District:

Kristopher Blume	Tucson, AZ
Jimmy Bumgarner Jr.	Monument, CO
Mark Ellis	Wellington, FL
Kenneth Harrison	Trabuco Canyon, CA
Andy Kovacs	Loveland, CO
Scott Robb	Oro Valley, AZ

Respectfully submitted,



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SPECIAL MEETING AGENDA

Meeting Date/Time: December 5, 2020 8:00A

LOCATION: Chamber of Commerce, 166 2nd St, Monument, CO 80132

YOUTUBE LINK : <https://youtu.be/mYCoL0YrP7k>

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Interview of Fire Chief Finalist candidates**
- VI. Adjournment**



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