

Station 16
8130 3rd Street
Wellington, CO 80549



Station 17
108 E County Road 66
Fort Collins, CO 80524

Wellington Fire Protection District REGULAR BOARD MEETING AGENDA

The **Regular Board Meeting** of the Wellington Fire Protection District will be called to at **4:00 pm** on **August 16, 2023**. The meeting will be held at **Station 16** located at 8130 3rd St, Wellington, CO 80549. Please contact our administrative office for any attendance accommodations.

Pledge of Allegiance

Roll Call

Additions/Deletions to the Agenda

Conflicts of Interest

Correspondence

Public Comment

Any property owner, business owner, or resident of the District that would like to comment on items not listed on the agenda may be restricted to a 3-minute limit per person.

Guests or Presentations

Consent Agenda

- Regular Board Meeting Minutes for July 19th, 2023
- Special Board Meeting Minutes for July 26th, 2023

Chief's Report

District Business

1. **Financial Report**
2. **Shift Captain wages**
3. **Hiring Admin full time**
4. **Discussion/Action Bylaws**
5. **Withdraw: Org Chart**
6. **Meet and Confer – Parameter for choosing a board member**
7. **Appoint a new Director**
8. **Liquidation of assets**

Station 16
8130 3rd Street
Wellington, CO 80549



Station 17
108 E County Road 66
Fort Collins, CO 80524

Wellington Fire Protection District

9. Organizational Assessment

Other

1. Executive session: Hiring Committee

Calendar Items

Special Meeting – None Scheduled

Next Regular Board Meeting – September 20th, 2023, Station 16 @ 4:00 PM

Adjournment

Agenda Posted to www.wfpd.org



Wellington Fire Protection District

A **Regular Board Meeting** of the Wellington Fire Protection District was called to order at approximately **4:01 PM** on **Wednesday, July 19, 2023, at Station 16** located at 8130 3rd St, Wellington, CO 80549.

Pledge of Allegiance

Roll Call - *DIRECTORS PRESENT – MEYERS, GAITER, PIERSON, BOLLINGER, HUNTER.*

Additions/Deletions to the Agenda

Director Gaiter requests deleting wildland deployment.

M/S Gaiter/Pierson deleting wildland appointment. Voice votes unanimous; motion approved.

Conflicts of Interest - *NONE*

Correspondence

- *ISO Public Protection Classification Letters.*

Public Comment

Any member or resident of the District that would like to comment on items not listed on the agenda may be restricted to a 3-minute limit per person.

Dawn Peacock (5:04) – Read letter from James Vincent Group and made additional comments.

Sara Standing made a public comment.

Lisa Chollet (8:42) - made a public comment.

Jane Lopez made a public comment.

Sue Reed - made a public comment.

Guests or Presentations – *NONE*

Consent Agenda

- Regular Board Meeting Minutes for June 21, 2023
Director Gaiter brought up correction for Bollinger for president vote.

M/S Gaiter/????? Accept consent agenda with the correction that the vote was for Bollinger. Voice votes unanimous; motion approved.



Wellington Fire Protection District

- Special Board Meeting Minutes for July 12, 2023

Chief's Report

Chief presented the report on active shooter training, fourth of July, repair and maintenance, donations, Lt. Matin thanks for service, Call volume to date reports, Staffing report, Personal Thanks.

District Business

1. Monthly Financial Report

- Balance Sheet
- Reconciled Cash Balances
- Profit & Loss Report
- Income & Expense by Month
- Monthly Disbursements
- Twelve-Month Cash Flow Report

M/S Gaiter/????? (30:30) Accept Financial Reports. Voice votes unanimous; motion approved.

2. Discussion/Possible Action: Reschedule Board Retreat and Book Facilitator

Dr. Sam Walters introduced himself and his experience. Highlighted some of his suggestions.

M/S Gaiter/Bollinger (46:30) Hire and book facilitator Voice votes 2 to 2, with 1 abstention, motion failed.

3. Discussion/Possible Action: Selecting New Accounting Firm

Board reviewed references of potential accounting firms and proposals.

Lisa Cholett (1:08:00) – Made a public comment regarding Facilitator.

Dawn Peacock (1:13:00) Made a public comment regarding Board Retreat & Facilitator.

Sara Standing (1:14:50) Made a public comment regarding Facilitator and budget concerns

Brian Mason (1:16:50) Made a public comment.

Mike Evans asked a question on which accounting firms were called.

M/S Pierson/Hunter (1:17:26) Voice votes 3 to 1 for moving New Accounting firm action to July 26th 2023 special meeting.



Wellington Fire Protection District

4. Discussion/Possible Action: Appoint Interim Fire Chief with Consulting Agreement

Public comment (Name not given) Question about how the Consulting agreement would work.

Public comment (Name not given) Questions about details of the Consulting agreement.

Public comment regarding asking current Chief to consult appointed Chief.

Public comment by Lt. Elder clarifying relationships of proposed consulting Chief.

M/S Bollinger/Gaiter (1:18:10) Appoint Lt. Cropp as Appointed Chief and Proposed consulting agreement with Chief of West Metro. Voice votes unanimous; motion approved.

5. Discussion/Possible Action: Modification to Fire Marshal Services Agreement

Chief Patterson reported on the current arrangement with Joe Jaramillo fire marshal services.

M/S Gaiter/Myers (1:37:18) Modify the fire marshal service agreement. Voice votes unanimous; motion approved.

6. Discussion/Possible Action: Organizational Plan

Public comment (No name given) Public comment regarding the Chief's line of communication with accounting firms.

Public comment (No name given) Public comment regarding shift captains and office manager.

Multiple public comments made by unnamed attendees regarding Captains, all made at the same time.

Public comment made by Lt. Nick Schneeberger regarding overtime.

M/S Pierson/Myers (1:49:30) Table Organizational plan. Voice votes unanimous; motion approved.

7. Discussion/Possible Action: Job Descriptions

Public Comment (no name given) Question about Chief position

Public Comment made by Lt. Shane Elder regarding rank requirements.



Wellington Fire Protection District

Public Comment made by (no name given) regarding certification status of probationary firefighters.

Public Comment made by (no name given) regarding spelling errors.

M/S Bollinger/Gaiter (2:01:00) Accept job descriptions pending spelling corrections. Voice votes unanimous; motion approved.

M/S Myers/????? (2:02:00) Amendment to job descriptions to move them in line with NFPA guidelines.

8. Discussion/Possible Action: Revised WFPD Employee Handbook

M/S Gaiter/Pierson Adopt the revised Employee Handbook. Voice votes unanimous; motion approved.

9. Discussion/Possible Action: WFPD Board of Director Bylaws

Public Comment (no name given) regarding finance committee and Treasurers role on such as well Chief and Administrator. Additional comments on obsessive absence and Board members compensation.

Public comment, multiple (4) (no name given) regarding Finance Committee, Budget Committee and Bylaws.

W/S Myers/Hunter (2:21:20) Table this action to the August 16th 2023 Board meeting. Voice votes unanimous; motion approved.

Other

Comment made by Director Gaiter regarding the May special meeting, responsibilities and procedures and ideas presented by Board members.

Comment made by Director Myers in response to Director Gaiter's comments.

Public comment (no name given) in response to Director Myers comments.

Chief made a comment regarding Auditing firm attending Special meeting July 26th 2023.

Calendar Items

Next Board Meeting – Regular Board Meeting – August 16th, 2023, at Station 16 @ 4:00 PM

Special Board Meeting – July 26, 2023, at Station 16 @ 5:00 PM

Station 16
8130 3rd Street
Wellington, CO 80549



Station 17
108 E County Road 66
Fort Collins, CO 80524

Wellington Fire Protection District

Adjournment

M/S Gaiter/Pierson to *ADJOURN* the meeting at approximately 6:36 PM. Voice votes unanimous; motion approved.



Wellington Fire Protection District SPECIAL BOARD MEETING MINUTES

A **Special Board Meeting** of the Wellington Fire Protection District was called to order at approximately **5:03 PM** on **Wednesday, July 26, 2023**, at **Station 16** located at 8130 3rd St, Wellington, CO 80549.

Pledge of Allegiance

Roll Call - *DIRECTORS PRESENT – MEYERS, GAITER, PIERSON, BOLLINGER (Arrived late), HUNTER*

M/S PIERSON/GAITER Approve absence as excused. Voice votes unanimous; motion approved.

Additions/Deletions to the Agenda

Director Gaiter proposes moving the Audit report to district business Discussion number 1.

Conflicts of Interest - *NONE*

Correspondence – *NONE*

Public Comment

Steve Sarno stated that he does have comments, however he requested he be allowed to make these when Director Bollinger was present.

Guests or Presentations - *NONE*

District Business

1. Discussion/Possible Action: Abby Irvine CPA with Hayne & Company

Abby Irvine presented the 2022 Audit report.

M/S Gaiter/Pierson accept the Audit Report. Voice votes unanimous; motion approved.

2. Discussion/Possible Action: Appoint a Secretary

M/S Gaiter/Hunter: Appoint Chief Cropp as Secretary and to delegate as needed. Voice votes unanimous; motion approved.

3. Discussion/Possible Action: Accounting Firm Proposals

M/S Bollinger/Hunter Accept Green and Associates LLC Proposal. Voice votes unanimous; motion approved.

Station 16
8130 3rd Street
Wellington, CO 80549



Station 17
108 E County Road 66
Fort Collins, CO 80524

Wellington Fire Protection District

4. Discussion/Possible Action: Chief Hiring Committee

Hiring Committee discussed the two on hand applications for Interim Chief and decided to post the job to more locations before deciding which candidates to interview. Additionally the cost and procedure for hiring a firm to assist with the recruiting of a permanent chief would be researched.

Other

Director Pierson informed the board he would be resigning in September.

The requirement for Volunteers was mentioned to be 36, Part Timers as needed, and Reserves 48 hours per month.

Calendar Items

Next Board Meeting – Regular Board Meeting – August 16th, 2023, at Station 16 @ 4:00 PM

Adjournment

M/S GAITER/HUNTER to ADJOURN the meeting at approximately 6:13 PM. Voice votes unanimous; motion approved.

Wellington Fire Protection District
Balance Sheet Prev Year Comparison
As of July 31, 2023

	Jul 31, 23	Jul 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
CASH-CAPITAL FUND			
107.400 · Town Impact Fees-PW-3768	51,136.59	86,944.35	-35,807.76
107.500 · County Impact Fees-PW-3818	32,254.32	22,004.51	10,249.81
107.600 · FNBO Town Impact Fees - 9432	200,000.00	200,000.00	0.00
Total CASH-CAPITAL FUND	283,390.91	308,948.86	-25,557.95
CASH - GENERAL FUND			
107.000 · Operating - Points West - 5485	126,384.74	331,553.86	-205,169.12
107.200 · Money Market - Points West 3800	1,486,670.21	1,150,640.94	336,029.27
Total CASH - GENERAL FUND	1,613,054.95	1,482,194.80	130,860.15
1072 · Bill.com Money Out Clearing	352.48	0.00	352.48
Total Checking/Savings	1,896,798.34	1,791,143.66	105,654.68
Other Current Assets			
OTHER CURRENT ASSETS			
110.000 · Cash with County Treasurer	17,098.00	0.00	17,098.00
120.000 · Property Tax Receivable	3,048,275.40	3,034,451.00	13,824.40
Total OTHER CURRENT ASSETS	3,065,373.40	3,034,451.00	30,922.40
1-140.0 · Prepaid Expense	38,377.33	28,554.00	9,823.33
1270 · Net Pension Asset	1,455,898.00	565,608.00	890,290.00
1275 · Deferred Outflows - Pension	844,801.00	1,048,031.00	-203,230.00
Total Other Current Assets	5,404,449.73	4,676,644.00	727,805.73
Total Current Assets	7,301,248.07	6,467,787.66	833,460.41
Other Assets			
FIXED ASSETS			
150.100 · Land	795,566.00	729,490.00	66,076.00
150.200 · Buildings and Improvements	2,841,483.00	2,841,483.00	0.00
150.300 · Fire Equipment	3,066,072.00	3,066,072.00	0.00
150.900 · Accumulated Depreciation	-3,550,744.00	-3,084,612.00	-466,132.00
Total FIXED ASSETS	3,152,377.00	3,552,433.00	-400,056.00
Total Other Assets	3,152,377.00	3,552,433.00	-400,056.00
TOTAL ASSETS	10,453,625.07	10,020,220.66	433,404.41
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · ACCOUNTS PAYABLE	10,334.96	5,666.62	4,668.34
Total Accounts Payable	10,334.96	5,666.62	4,668.34
Other Current Liabilities			
Payroll Liabilities			
2100 · Payroll Liabilities	24,198.55	68,747.61	-44,549.06
2101 · FIT Payable	7,226.49	0.00	7,226.49
2105 · 457 Plan Payable	1,289.00	0.00	1,289.00
2120 · Colorado Unemployment	5,244.66	2,619.00	2,625.66
2130 · FPPA Employer Share	5,617.00	0.00	5,617.00
2150 · FPPA Death & Disability	856.00	0.00	856.00
2160 · Health And Dental (Pre-Tax)	69.30	0.00	69.30
2170 · End Leave Payout	59,246.99	92,316.44	-33,069.45
Total Payroll Liabilities	103,747.99	163,683.05	-59,935.06
2022 · FNBO - Line Of Credit	0.00	455,027.00	-455,027.00
2023 · SH of Colorado - Hwy 1	139,000.00	142,424.00	-3,424.00
2024 · Larimer Cty Impact Fees for Hwy	227,920.00	386,280.00	-158,360.00
220.100 · Deferred Property Tax Revenue	3,048,274.76	3,034,451.00	13,823.76
2250 · Accrued Interest Payable	2,353.46	6,981.00	-4,627.54

Wellington Fire Protection District
Balance Sheet Prev Year Comparison
As of July 31, 2023

	Jul 31, 23	Jul 31, 22	\$ Change
2270 · Net Pension Liab	689,253.00	873,465.00	-184,212.00
2275 · Deferred Inflows - Pension	1,440,608.00	1,464,399.00	-23,791.00
Total Other Current Liabilities	5,651,157.21	6,526,710.05	-875,552.84
Total Current Liabilities	5,661,492.17	6,532,376.67	-870,884.50
Long Term Liabilities			
8.24700 · Loan Payable			
2350 · Bunker Gear Loan	44,764.69	66,207.23	-21,442.54
2360 · Station Alerting System Loan	47,546.25	70,158.62	-22,612.37
2370 · Fire Truck Refurb	36,689.79	72,158.06	-35,468.27
Total 8.24700 · Loan Payable	129,000.73	208,523.91	-79,523.18
Total Long Term Liabilities	129,000.73	208,523.91	-79,523.18
Total Liabilities	5,790,492.90	6,740,900.58	-950,407.68
Equity			
EQUITY			
300.050 · Reserved Cont.	42,360.00	42,360.00	0.00
300.100 · Fund Balance - Undesignated	1,314,455.00	1,314,455.00	0.00
300.150 · Reserved For Capital Outlay	1,316,815.00	1,316,815.00	0.00
300.200 · Fund Balance - Restricted	1,398,769.00	1,398,769.00	0.00
300.300 · Investment in Fixed Assets	2,883,430.00	2,883,430.00	0.00
399.999 · R.E. SUMMARY	-165,975.00	0.00	-165,975.00
Total EQUITY	6,789,854.00	6,955,829.00	-165,975.00
1.399.9 · RETAINED EARNINGS	-3,753,780.33	-4,951,418.74	1,197,638.41
Net Income	1,627,058.50	1,274,909.82	352,148.68
Total Equity	4,663,132.17	3,279,320.08	1,383,812.09
TOTAL LIABILITIES & EQUITY	10,453,625.07	10,020,220.66	433,404.41

Wellington Fire Protection District

Monthly Disbursements

As of July 31, 2023

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
CASH-CAPITAL FUND									283,351.97
107.400 · Town Impact Fees-PW-3768									51,112.71
Deposit	07/17/2023			Interest	X	400.361 · E...	23.88		51,136.59
Total 107.400 · Town Impact Fees-PW-3768							23.88	0.00	51,136.59
107.500 · County Impact Fees-PW-3818									32,239.26
Deposit	07/15/2023			Interest	X	400.361 · E...	15.06		32,254.32
Total 107.500 · County Impact Fees-PW-3818							15.06	0.00	32,254.32
107.600 · FNBO Town Impact Fees - 9432									200,000.00
Total 107.600 · FNBO Town Impact Fees - 9432									200,000.00
Total CASH-CAPITAL FUND							38.94	0.00	283,390.91
CASH - GENERAL FUND									996,036.62
107.000 · Operating - Points West - 5485									150,824.91
Bill Pmt -Check	07/01/2023	ACH	Standard Insura...	# 0016775...	X	2000 · ACC...		1,188.01	149,636.90
Check	07/03/2023	EFT	Intuit	monthly fee...	X	6210 · I.T. E...		20.00	149,616.90
General Journal	07/06/2023	2022...		BILL 07/06/...	X	1072 · Bill.c...		4,578.34	145,038.56
Bill Pmt -Check	07/07/2023	ACH	Lumen/Century ...	# 9705680...	X	2000 · ACC...		173.87	144,864.69
Bill Pmt -Check	07/07/2023	ACH	Senergy Petrole...	# SEN-571...	X	2000 · ACC...		719.01	144,145.68
Bill Pmt -Check	07/08/2023	ACH	Senergy Petrole...	# SEN-571...	X	2000 · ACC...		719.36	143,426.32
Bill Pmt -Check	07/10/2023	Auto ...	Pinnacol Assura...	# 21332540	X	2000 · ACC...		4,833.00	138,593.32
Check	07/10/2023	EFT	Bill.com	Bill.com M...	X	6210 · I.T. E...		228.47	138,364.85
General Journal	07/11/2023	2022...		BILL 07/11/...	X	1072 · Bill.c...		32,234.79	106,130.06
General Journal	07/12/2023	2022...		BILL 07/12/...	X	1072 · Bill.c...	322.48		106,452.54
Transfer	07/12/2023			Funds Tran...	X	107.200 · M...	200,000.00		306,452.54
Bill Pmt -Check	07/13/2023	ACH	Poudre Valley R...	# 8894001...	X	2000 · ACC...		240.73	306,211.81
General Journal	07/14/2023	2022...		BILL 07/14/...	X	1072 · Bill.c...		19,146.52	287,065.29
Check	07/14/2023	EFT...	Fire And Police ...	PPE 07.08...	X	-SPLIT-		14,655.64	272,409.65
General Journal	07/14/2023	2022...		PPE 07.08...	X	-SPLIT-		38,537.77	233,871.88
General Journal	07/14/2023	2022...		PPE 07.08...	X	107.000 · O...		10,562.12	223,309.76
Check	07/14/2023	EFT...	IRS Tax		X	5110 · Empl...		66.00	223,243.76
Bill Pmt -Check	07/15/2023	Auto ...	AFLAC	VOID: # 27...	X	2000 · ACC...	0.00		223,243.76
Bill Pmt -Check	07/15/2023	Auto ...	Northern Colora...	# 410.13_0...	X	2000 · ACC...		39.00	223,204.76
Bill Pmt -Check	07/15/2023	Auto ...	Northern Colora...	# 408.10_0...	X	2000 · ACC...		39.00	223,165.76
Bill Pmt -Check	07/15/2023	Auto ...	Northern Colora...	# 409.11_0...	X	2000 · ACC...		39.00	223,126.76
Bill Pmt -Check	07/16/2023	ACH	BankCard Center	# 7476800...	X	2000 · ACC...		2,348.55	220,778.21
General Journal	07/17/2023	2022...		BILL 07/17/...	X	1072 · Bill.c...		10,614.48	210,163.73
Check	07/17/2023	EFT...	Family Support ...	Confirm #7...	X	2100 · Payr...		85.84	210,077.89
Bill Pmt -Check	07/19/2023	ACH	Town of Wellingt...	# 1628.01_...	X	2000 · ACC...		78.20	209,999.69
Deposit	07/19/2023			Deposit	X	-SPLIT-	25,275.00		235,274.69
Check	07/19/2023	EFT...	IRS Tax		X	5110 · Empl...		1,180.71	234,093.98
Bill Pmt -Check	07/20/2023	Auto ...	Northern Colora...	# 173.01_0...	X	2000 · ACC...		46.21	234,047.77
Bill Pmt -Check	07/20/2023	ACH	Republic Services	# 0642-000...	X	2000 · ACC...		193.53	233,854.24
General Journal	07/20/2023	2022...		BILL 07/20/...	X	1072 · Bill.c...		1,144.00	232,710.24
Bill Pmt -Check	07/21/2023	ACH	Anthem Blue Cr...	# 0481156...	X	2000 · ACC...		9,957.37	222,752.87
General Journal	07/21/2023	2022...		BILL 07/21/...	X	1072 · Bill.c...		1,371.76	221,381.11
Check	07/21/2023	EFT...	Paylocity		X	7060 · Payr...		616.09	220,765.02
Deposit	07/24/2023			Deposit	X	1499 · Unde...	400.00		221,165.02
Bill Pmt -Check	07/25/2023	ACH	Black Hills Energy	# 7868 331...	X	2000 · ACC...		136.40	221,028.62
Bill Pmt -Check	07/26/2023	ACH	Xcel Energy	# 835220125	X	2000 · ACC...		922.63	220,105.99
Deposit	07/26/2023			Deposit	X	1499 · Unde...	500.00		220,605.99
Check	07/28/2023	EFT...	Family Support ...	Confirm #7...	X	2100 · Payr...		85.84	220,520.15
Check	07/28/2023	EFT...	Fire And Police ...	PPE 07.22...	X	-SPLIT-		14,397.23	206,122.92
General Journal	07/28/2023	2022...		PPE 07.22...	X	-SPLIT-		45,398.27	160,724.65
General Journal	07/28/2023	2022...		PPE 07.22...	X	107.000 · O...		14,150.85	146,573.80
General Journal	07/31/2023	2022...		Delfs FLSA...	X	-SPLIT-		159.42	146,414.38
General Journal	07/31/2023	2022...		Delfs FLSA...	X	107.000 · O...		7.20	146,407.18
Bill Pmt -Check	07/31/2023	ACH	Rocky Mountain ...	# 642162	X	2000 · ACC...		221.50	146,185.68
Total 107.000 · Operating - Points West - 5485							226,497.48	231,136.71	146,185.68
107.200 · Money Market - Points West 3800									801,974.00
General Journal	07/10/2023	2022...		June 2023 ...	X	4011 · DEL...	882,802.29		1,684,776.29
Transfer	07/12/2023			Funds Tran...	X	107.000 · O...		200,000.00	1,484,776.29
Deposit	07/15/2023			Interest	X	400.361 · E...	1,893.92		1,486,670.21
Total 107.200 · Money Market - Points West 3800							884,696.21	200,000.00	1,486,670.21
108.000 · Operating - 1st National Bank									43,237.71

Wellington Fire Protection District

Monthly Disbursements

As of July 31, 2023

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
Total 108.000 · Operating - 1st National Bank									43,237.71
Total CASH - GENERAL FUND							1,111,193.69	431,136.71	1,676,093.60
1072 · Bill.com Money Out Clearing									322.48
Bill Pmt -Check	07/06/2023	Bill.c...	Tribbett Agency ...	https://app...		2000 · ACC...		1,018.00	-695.52
Bill Pmt -Check	07/06/2023	Bill.c...	Bound Tree Med...	https://app...		2000 · ACC...		125.74	-821.26
Bill Pmt -Check	07/06/2023	Bill.c...	Colorado Divisio...	https://app...		2000 · ACC...		90.00	-911.26
Bill Pmt -Check	07/06/2023	Bill.c...	Business Card F...	https://app...		2000 · ACC...		167.88	-1,079.14
Bill Pmt -Check	07/06/2023	Bill.c...	Bound Tree Med...	https://app...		2000 · ACC...		247.37	-1,326.51
Bill Pmt -Check	07/06/2023	Bill.c...	ICC-	https://app...		2000 · ACC...		97.50	-1,424.01
Bill Pmt -Check	07/06/2023	Bill.c...	City of Ft. Collins	https://app...		2000 · ACC...		2,480.00	-3,904.01
Bill Pmt -Check	07/06/2023	Bill.c...	Colorado Divisio...	https://app...		2000 · ACC...		40.00	-3,944.01
Bill Pmt -Check	07/06/2023	Bill.c...	Business Card F...	https://app...		2000 · ACC...		311.85	-4,255.86
General Journal	07/06/2023	2022...		BILL 07/06/...		107.000 · O...	4,578.34		322.48
Bill Pmt -Check	07/11/2023	Bill.c...	Bomgaars	https://app...		2000 · ACC...		8.28	314.20
Bill Pmt -Check	07/11/2023	Bill.c...	Wellington Profe...	https://app...		2000 · ACC...		311.55	2.65
Bill Pmt -Check	07/11/2023	Bill.c...	Tribbett Agency ...	https://app...		2000 · ACC...		29,982.00	-29,979.35
Bill Pmt -Check	07/11/2023	Bill.c...	First Responder ...	https://app...		2000 · ACC...		1,500.00	-31,479.35
Bill Pmt -Check	07/11/2023	Bill.c...	Safeware	https://app...		2000 · ACC...		131.25	-31,610.60
Bill Pmt -Check	07/11/2023	Bill.c...	NAPA Auto Parts	https://app...		2000 · ACC...		40.12	-31,650.72
Bill Pmt -Check	07/11/2023	Bill.c...	All Copy Products	https://app...		2000 · ACC...		261.59	-31,912.31
General Journal	07/11/2023	2022...		BILL 07/11/...		107.000 · O...	32,234.79		322.48
General Journal	07/12/2023	2022...		BILL 07/12/...		107.000 · O...		322.48	0.00
Bill Pmt -Check	07/14/2023	Bill.c...	Lyons Gaddis	https://app...		2000 · ACC...		1,374.10	-1,374.10
Bill Pmt -Check	07/14/2023	Bill.c...	Poudre Fire Auth...	https://app...		2000 · ACC...		500.00	-1,874.10
Bill Pmt -Check	07/14/2023	Bill.c...	Mr. Jason Meyers	https://app...		2000 · ACC...		100.00	-1,974.10
Bill Pmt -Check	07/14/2023	Bill.c...	Larimer County ...	https://app...		2000 · ACC...		208.68	-2,182.78
Bill Pmt -Check	07/14/2023	Bill.c...	Poudre Fire Auth...	https://app...		2000 · ACC...		6,388.91	-8,571.69
Bill Pmt -Check	07/14/2023	Bill.c...	John Alexander ...	https://app...		2000 · ACC...		100.00	-8,671.69
Bill Pmt -Check	07/14/2023	Bill.c...	James Vincent ...	https://app...		2000 · ACC...		7,000.00	-15,671.69
Bill Pmt -Check	07/14/2023	Bill.c...	ICC-	https://app...		2000 · ACC...		2,348.69	-18,020.38
Bill Pmt -Check	07/14/2023	Bill.c...	David Pierson	https://app...		2000 · ACC...		100.00	-18,120.38
Bill Pmt -Check	07/14/2023	Bill.c...	Special District ...	https://app...		2000 · ACC...		375.00	-18,495.38
Bill Pmt -Check	07/14/2023	Bill.c...	iHeartMedia	https://app...		2000 · ACC...		551.14	-19,046.52
Bill Pmt -Check	07/14/2023	Bill.c...	Christine Gaiter	https://app...		2000 · ACC...		100.00	-19,146.52
General Journal	07/14/2023	2022...		BILL 07/14/...		107.000 · O...	19,146.52		0.00
Bill Pmt -Check	07/17/2023	Bill.c...	Colorado Firefig...	https://app...		2000 · ACC...		10,292.00	-10,292.00
General Journal	07/17/2023	2022...		BILL 07/17/...		107.000 · O...	10,614.48		322.48
Bill Pmt -Check	07/17/2023	Bill.c...	Larimer County ...	VOID: http...	X	2000 · ACC...	0.00		322.48
Bill Pmt -Check	07/20/2023	Bill.c...	Workwell	https://app...		2000 · ACC...		708.00	-385.52
Bill Pmt -Check	07/20/2023	Bill.c...	Workwell	https://app...		2000 · ACC...		236.00	-621.52
Bill Pmt -Check	07/20/2023	Bill.c...	Workwell	https://app...		2000 · ACC...		200.00	-821.52
General Journal	07/20/2023	2022...		BILL 07/20/...		107.000 · O...	1,144.00		322.48
Bill Pmt -Check	07/21/2023	Bill.c...	Colorado Divisio...	VOID: http...	X	2000 · ACC...	0.00		322.48
Bill Pmt -Check	07/21/2023	Bill.c...	Lumen/Century ...	https://app...		2000 · ACC...		612.23	-289.75
Bill Pmt -Check	07/21/2023	Bill.c...	ICC-	https://app...		2000 · ACC...		438.75	-728.50
Bill Pmt -Check	07/21/2023	Bill.c...	Wellington Profe...	https://app...		2000 · ACC...		290.78	-1,019.28
General Journal	07/21/2023	2022...		BILL 07/21/...		107.000 · O...	1,371.76		352.48
Total 1072 · Bill.com Money Out Clearing							69,089.89	69,059.89	352.48
TOTAL							1,180,322.52	500,196.60	1,959,836.99

Wellington Fire Protection District Profit & Loss Budget Performance July 2023

	Jul 23	Budget	\$ Over Budget	Jan - Jul 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Tax Levy Revenue							
4010 PROPERTY TAXES	880,527.66	887,160.45	-6,632.79	2,929,602.86	2,927,722.65	1,880.21	3,062,694.01
4013 Tax Rebate Payment	0.00	-1,189.00	1,189.00	0.00	-8,324.00	8,324.00	-14,269.00
4011 DELQ TAX & INTEREST	527.66			3,342.18			
4012 SPECIFIC OWNERSHIP	19,368.69	18,343.00	1,025.69	128,794.70	120,459.00	8,335.70	214,390.00
Total Tax Levy Revenue	900,424.01	904,314.45	-3,890.44	3,061,739.74	3,039,857.65	21,882.09	3,262,815.01
Non Tax Levy Revenue							
4014 WILDLAND FIREFIGHTING	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
4015 IMPACT FEES	0.00			32,145.43			
4016 SERVICE FEES	1,100.00	1,167.00	-67.00	24,094.00	8,169.00	15,925.00	14,000.00
4017 MISCELLANEOUS	75.00	417.00	-342.00	15,556.75	2,915.00	12,641.75	5,000.00
4018 DONATIONS	25,000.00	2,083.00	22,917.00	25,620.00	14,585.00	11,035.00	25,000.00
4019 GRANTS	0.00	1,767.00	-1,767.00	0.00	12,365.00	-12,365.00	21,200.00
1.400.0 REVENUE							
400.361 EARNINGS ON DEPOSITS	1,932.86			1,932.86			
Total 1.400.0 REVENUE	1,932.86			1,932.86			
Total Non Tax Levy Revenue	28,107.86	5,434.00	22,673.86	99,349.04	38,034.00	61,315.04	215,200.00
Total Income	928,531.87	909,748.45	18,783.42	3,161,088.78	3,077,891.65	83,197.13	3,478,015.01
Gross Profit	928,531.87	909,748.45	18,783.42	3,161,088.78	3,077,891.65	83,197.13	3,478,015.01
Expense							
Personnel Costs							
5010 Salaries and Wages	109,962.38	121,979.00	-12,016.62	866,105.72	908,654.00	-42,548.28	1,577,416.00
5030 Overtime	12,930.96	8,100.00	4,830.96	104,279.31	60,700.00	43,579.31	105,000.00
5020 Wildland Salaries	0.00	0.00	0.00	0.00	0.00	0.00	90,000.00
5025 District Board Compensation	1,400.00	1,000.00	400.00	4,800.00	7,000.00	-2,200.00	12,000.00
5040 Vacation Pay/Sick Pay	0.00	1,500.00	-1,500.00	16,983.65	11,300.00	5,683.65	20,000.00
5060 Volunteer & Reserve Pay	100.00	598.00	-498.00	1,750.00	4,186.00	-2,436.00	7,176.00
5110 Employer Taxes	4,448.14	3,700.00	748.14	23,891.79	27,700.00	-3,808.21	47,807.00
5120 Workers Compensation	0.00	5,002.00	-5,002.00	38,997.00	35,011.00	3,986.00	60,021.00
5210 Health, Dental & Visions Ins	7,798.12	10,700.00	-2,901.88	63,307.36	80,300.00	-16,992.64	139,400.00
5220 Other Employee Benefits	384.60	2,900.00	-2,515.40	1,153.80	21,700.00	-20,546.20	37,499.00
5230 FPPA Expense	12,688.68	15,700.00	-3,011.32	107,211.02	117,700.00	-10,488.98	203,487.00
5240 457 Expense	1,938.19	3,700.00	-1,761.81	18,088.40	27,800.00	-9,711.60	48,684.00
5260 Uniform Expense	980.90	750.00	230.90	3,819.01	5,250.00	-1,430.99	9,000.00
5270 Awards & Recognition	305.52	179.00	126.52	1,005.13	1,251.00	-245.87	2,146.00
Total Personnel Costs	152,937.49	175,808.00	-22,870.51	1,251,392.19	1,308,552.00	-57,159.81	2,359,636.00
Buildings & Land							
6010 Utilities	4,073.63	3,950.00	123.63	28,445.40	27,650.00	795.40	47,400.00
6020 Station Supplies	311.76	417.00	-105.24	1,928.01	2,915.00	-986.99	5,000.00
6030 Building Repairs & Maintenance	0.00	1,667.00	-1,667.00	3,000.65	11,665.00	-8,664.35	20,000.00
Total Buildings & Land	4,385.39	6,034.00	-1,648.61	33,374.06	42,230.00	-8,855.94	72,400.00
Vehicles & Equipment							
6110 Firefighting Equipment	0.00	500.00	-500.00	830.31	3,500.00	-2,669.69	6,000.00
6120 Fuel Expense	208.68	2,250.00	-2,041.32	8,452.58	15,750.00	-7,297.42	27,000.00
6130 EMS Supplies	170.60	500.00	-329.40	1,895.65	3,500.00	-1,604.35	6,000.00
6140 Vehicles Repairs & Maintenance	6,902.77	5,418.00	1,484.77	9,957.79	37,932.00	-27,974.21	65,022.00
6150 EMS & Firefighting Equip Maint	131.25	417.00	-285.75	1,897.93	2,915.00	-1,017.07	5,000.00
6160 Small Equipment	0.00	19.00	-19.00	0.00	130.00	-130.00	225.00
6170 PPE	0.00	833.00	-833.00	6,828.68	5,835.00	993.68	10,000.00
Total Vehicles & Equipment	7,413.30	9,937.00	-2,523.70	29,862.94	69,562.00	-39,699.06	119,247.00
Communication & IT							
6210 I.T. Expenses	4,665.51	2,971.00	1,694.51	21,236.45	20,799.00	437.45	35,654.00
6220 Radio Maintenance	0.00	208.00	-208.00	1,261.43	1,460.00	-198.57	2,500.00
6230 Dispatch	551.14	1,205.00	-653.86	6,337.98	8,438.00	-2,100.02	14,463.00
6240 Computer Equip & Maintenance	0.00	125.00	-125.00	0.00	875.00	-875.00	1,500.00
Total Communication & IT	5,216.65	4,509.00	707.65	28,835.86	31,572.00	-2,736.14	54,117.00
Travel & Training & Oper Supp							
6310 Health & Safety	11,792.00	2,333.00	9,459.00	19,292.00	16,335.00	2,957.00	28,000.00
6320 Wildland Travel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
6330 Training & Seminars	30.00	925.00	-895.00	5,407.38	10,350.00	-4,942.62	15,000.00

**Wellington Fire Protection District
Profit & Loss Budget Performance**

July 2023

	Jul 23	Budget	\$ Over Budget	Jan - Jul 23	YTD Budget	\$ Over Budget	Annual Budget
6340 Medical Training	0.00	557.00	-557.00	176.28	3,899.00	-3,722.72	6,682.00
6350 Firefighter Rehab	146.27	42.00	104.27	170.14	290.00	-119.86	500.00
Total Travel & Training & Oper Supp	11,968.27	3,857.00	8,111.27	25,045.80	30,874.00	-5,828.20	65,182.00
Managerial Expenses							
7010 Office Supplies	6.42	158.00	-151.58	349.14	1,100.00	-750.86	1,890.00
7015 Postage & Printing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7020 Accounting & Finance	7,000.00	16,000.00	-9,000.00	49,000.00	60,000.00	-11,000.00	90,000.00
7025 Legal Expenses	1,374.10	833.00	541.10	1,931.80	5,835.00	-3,903.20	10,000.00
7030 Professional Fees	1,144.00	625.00	519.00	7,305.98	4,375.00	2,930.98	7,500.00
7040 Leases	261.59	167.00	94.59	662.71	1,165.00	-502.29	2,000.00
7050 Fees/Dues/Subscriptions	13.95	153.00	-139.05	6,755.72	8,190.00	-1,434.28	8,960.00
7060 Payroll Processing Fees	616.09	650.00	-33.91	4,798.68	4,550.00	248.68	7,800.00
7070 County Treasurer Fees	17,621.72	18,000.00	-378.28	58,601.38	56,576.00	2,025.38	66,256.00
7080 Bank Service Charges	60.00	23.00	37.00	76.00	167.00	-91.00	282.00
7100 Insurance Expenses	509.00	2,750.00	-2,241.00	15,500.00	19,250.00	-3,750.00	33,000.00
7110 District Board Expenses	375.00	208.00	167.00	410.00	1,460.00	-1,050.00	2,500.00
7120 Elections Costs	0.00	0.00	0.00	10,726.60	14,000.00	-3,273.40	14,000.00
7130 Grant Expenses	0.00	267.00	-267.00	0.00	1,865.00	-1,865.00	3,200.00
7140 Interest Expense	0.00	0.00	0.00	8,440.38	6,777.00	1,663.38	6,777.00
Total Managerial Expenses	28,981.87	39,834.00	-10,852.13	164,558.39	185,310.00	-20,751.61	254,165.00
Fire Prevention							
6401 Public Education	0.00	83.00	-83.00	0.00	585.00	-585.00	1,000.00
6402 Supplies-Enforcement	0.00	235.00	-235.00	961.04	1,648.00	-686.96	2,823.00
Total Fire Prevention	0.00	318.00	-318.00	961.04	2,233.00	-1,271.96	3,823.00
Capital Outlay							
7945 C/O - Communicaiton Equipment	0.00	833.00	-833.00	0.00	5,835.00	-5,835.00	10,000.00
Total Capital Outlay	0.00	833.00	-833.00	0.00	5,835.00	-5,835.00	10,000.00
Contingencies							
8002 Contingencies (Funding Reserve)	0.00	0.00	0.00	0.00	0.00	0.00	48,997.00
8003 Volunteer Pension Contribution	0.00	0.00	0.00	0.00	0.00	0.00	105,876.00
Total Contingencies	0.00	0.00	0.00	0.00	0.00	0.00	154,873.00
Total Expense	210,902.97	241,130.00	-30,227.03	1,534,030.28	1,676,168.00	-142,137.72	3,093,443.00
Net Ordinary Income	717,628.90	668,618.45	49,010.45	1,627,058.50	1,401,723.65	225,334.85	384,572.01
Net Income	717,628.90	668,618.45	49,010.45	1,627,058.50	1,401,723.65	225,334.85	384,572.01

**Wellington Fire Protection District
Profit & Loss Budget Performance**

July 2023

	Jul 23	Budget	\$ Over Budget	Jan - Jul 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Tax Levy Revenue	900,424.01	904,314.45	-3,890.44	3,061,739.74	3,039,857.65	21,882.09	3,262,815.01
Non Tax Levy Revenue	28,107.86	5,434.00	22,673.86	99,349.04	38,034.00	61,315.04	215,200.00
Total Income	928,531.87	909,748.45	18,783.42	3,161,088.78	3,077,891.65	83,197.13	3,478,015.01
Gross Profit	928,531.87	909,748.45	18,783.42	3,161,088.78	3,077,891.65	83,197.13	3,478,015.01
Expense							
Personnel Costs	152,937.49	175,808.00	-22,870.51	1,251,392.19	1,308,552.00	-57,159.81	2,359,636.00
Buildings & Land	4,385.39	6,034.00	-1,648.61	33,374.06	42,230.00	-8,855.94	72,400.00
Vehicles & Equipment	7,413.30	9,937.00	-2,523.70	29,862.94	69,562.00	-39,699.06	119,247.00
Communication & IT	5,216.65	4,509.00	707.65	28,835.86	31,572.00	-2,736.14	54,117.00
Travel & Training & Oper Supp	11,968.27	3,857.00	8,111.27	25,045.80	30,874.00	-5,828.20	65,182.00
Managerial Expenses	28,981.87	39,834.00	-10,852.13	164,558.39	185,310.00	-20,751.61	254,165.00
Fire Prevention	0.00	318.00	-318.00	961.04	2,233.00	-1,271.96	3,823.00
Capital Outlay	0.00	833.00	-833.00	0.00	5,835.00	-5,835.00	10,000.00
Contingencies	0.00	0.00	0.00	0.00	0.00	0.00	154,873.00
Total Expense	210,902.97	241,130.00	-30,227.03	1,534,030.28	1,676,168.00	-142,137.72	3,093,443.00
Net Ordinary Income	717,628.90	668,618.45	49,010.45	1,627,058.50	1,401,723.65	225,334.85	384,572.01
Net Income	717,628.90	668,618.45	49,010.45	1,627,058.50	1,401,723.65	225,334.85	384,572.01

Staffing as of June 2023

FY2023 Budget Average Rate	22.37
Average Rate	21.75
Increase	-2.8%

	<i>People</i>			<i>Annual Wage</i>			<i>Wages</i>	
	<u>1</u>	<u>2</u>	<u>3</u>	<u>year 1</u>	<u>year 2</u>	<u>year 3</u>	<u>Total</u>	<u>Budget</u>
Firefighter	5	0	1	53,560.00	55,620.00	59,740.00	\$ 353,173.57	
Engineer	2	2	2	59,740.00	63,860.00	63,860.00	\$ 404,261.57	
Lieutenant	0	4	2	78,000.00	78,000.00	78,000.00	\$ 504,626.09	
Shift Captain	0	0		-	-	-	\$ -	
Admin				302,700.00			\$ 302,700.00	
Subtotal Wages							\$ 1,564,761.22	\$ 1,577,416.00
Overtime				105,000.00			\$ 102,078.95	\$ 105,000.00
Wildland Salaries							\$ 90,000.00	\$ 90,000.00
Board Compensation							\$ 12,000.00	\$ 12,000.00
Vol/Reserves							\$ 7,176.00	\$ 7,176.00
Vacation/Sick Pay							\$ 20,000.00	\$ 20,000.00
Total							\$ 1,796,016.17	\$ 1,811,592.00

Fringe Rate	30.20%
Fully Burened Costs	\$ 2,338,413.05
FY23 Budget	\$ 2,348,489.68
Difference	\$ (10,076.63)

Add Shift Captains and Admin Assistant

FY2023 Budget Average Rate	22.37
Average Rate	21.97
Increase	-1.8%

	<i>People</i>			<i>Annual Wage</i>			Total	Budget
	<u>1</u>	<u>2</u>	<u>3</u>	<u>1</u>	<u>2</u>	<u>3</u>		
Firefighter	5	0	1	53,560.00	55,620.00	59,740.00	\$ 353,173.57	
Engineer	2	2	2	59,740.00	63,860.00	63,860.00	\$ 404,261.57	
Lieutenant	0	3	0	78,000.00	78,000.00	78,000.00	\$ 252,313.04	
Shift Captain	3	0	0	81,900.00		85,995.00	\$ 264,928.70	
First Half of Year Admin				162,183.33			\$ 162,183.33	
2nd Half of Year Admin				89,526.67			\$ 89,526.67	
Subtotal Wages							\$ 1,526,386.87	\$ 1,577,416.00
Overtime				105,000.00			\$ 103,099.34	\$ 105,000.00
Wildland Salaries							\$ 90,000.00	\$ 90,000.00
Board Compensation							\$ 12,000.00	\$ 12,000.00
Vol/Reserves							\$ 7,176.00	\$ 7,176.00
Vacation/Sick Pay							\$ 20,000.00	\$ 20,000.00
Total							\$ 1,758,662.21	\$ 1,811,592.00

Fringe Rate	30.20%
Fully Burened Costs	\$ 2,289,778.20
FY23 Budget	\$ 2,348,489.68
Savings	\$ (58,711.49)



Position: Administrator

\$62,000 - \$72,000

Status: FLSA Exempt

Reports to: Fire Chief

Date: August 2023

Approved: Chief David Cropp

Summary of Position

The District Administrator serves in a key support role, performing a variety of complex administrative, professional, technical, and managerial duties. The District Administrator is the repository for photographs, electronic material, and audio/visual material. The District Administrator serves as office manager and provides administrative support to the Chief, Board of Directors, and various committees. Oversees the maintenance and operation of servers, computers, phones and all IT services and equipment. This position must work well with others while executing the day-to-day activities and functions of the District.

HOURS OF SERVICE:

Work hours will vary depending upon the needs of the District at any given time, and will involve working long or non-traditional hours to fulfill organizational needs, projects, or special circumstances. Typically the hours will be 0830 to 1700 Monday to Friday.

Duties & Responsibilities

- Manages, supervises, directs, and leads the administrative activities
- Communicates administrative plans, policies, and procedures to staff and the general public
- Prepares written materials such as reports and agenda items in order for the Chief to make recommendations to the Board of Directors and committees
- Provides executive assistant level support to the Chief
- Prepares and publishes timely notices of all public meetings and hearings
- Posts all governing documents as required by statute, charter or ordinance
- Coordinates, prepares, and distributes agenda packets
- Attends Board and committee meetings as official record keeper
- Produces Board and committee meeting minutes
- Operates audio-visual equipment for public meetings, publish live-stream recordings
- Prepares and submits payroll, logs invoices from vendors, and prepares checks for payment
- Serves as office manager in charge of procurement of supplies and equipment, inventorying, mail services, printing, and all other office service
- Greets office visitors and ensures their comfort
- Answers phones and takes action on the needs presented



- Performs research as directed, such as discovering new technology or tools, legal research and other research
- Monitors and reviews various automated systems to assure that all information is recorded properly and that confidentiality is maintained consistent with applicable federal, state, and local rules and regulations
- Receives, researches, and prepares responses to and resolves difficult and sensitive inquiries and complaints as they relate to administrative matters
- Prepares legal advertising for public hearings, ordinances, resolutions and bid packages advertise for and conduct bid openings; retain bid documents for archival
- Consistently exhibits behavior and communication skills that demonstrate commitment to superior customer service, including quality, care and concern with District residents, contractors, consultants and other staff members
- Handles materials and information of a highly sensitive and confidential nature requiring the exercise of independent judgment, personal initiative, and confidentiality
- Researches and evaluates ways to streamline costs
- Ability to deal with ambiguity and successfully function during times of uncertainty and changing priorities.
- Prepares correspondence and memorandums, including, but not limited to, composing correspondence for the Fire Chief, Board of Directors, or proofreading and assisting with draft copies they have prepared.
- Coordinates a variety of administrative activities with those of other divisions and outside agencies and organizations;
- Assists in the resolution of sensitive and controversial issues;
- Promotes a courageous, compassionate, and professional image of the Fire District at all times; interacts and cooperates in a positive and professional manner with all internal and external customers of the Authority
- Directs and executes the renewal of all insurance policies, including medical, dental, life, health, property, and general liability; reviews policies for accuracy and maintain files; maintains availability of all enrollment and change forms for employee benefits
- Assists with preparation for the annual audit
- Establishes and maintains effective working relationships with District Members, supervisors, other agencies, and the general public
- Uses standard office equipment, personal computers, with word processing, spreadsheet, financial and presentation applications
- Communicates effectively, both verbally and in writing, with a wide variety of people, in person, by telephone and by two-way radio, when required
- Monitors and takes action, including responding when necessary to multiple district email accounts used for various needs.
- Performs other duties as assigned

Station 16
8130 3rd Street
Wellington, CO 80549



Station 17
106 W. County Road 66
Fort Collins, CO 80524

Wellington Fire Protection District Bylaws

1. **LEGAL STATUS.** The Wellington Fire Protection District is a fire protection district organized pursuant to Title 32 of the statutes of the State of Colorado, and as such is a political subdivision of the State of Colorado. It is a special district which provides fire protection, emergency medical, and rescue services as provided by law.
2. **BOARD OF DIRECTORS.** All powers, privileges and duties vested in, or imposed upon the Wellington Fire Protection District (hereinafter referred to as "District") by law shall be exercised and performed by and through the Board of Directors (hereinafter referred to as "Board") whether set forth specifically or impliedly in these bylaws.
3. **OFFICES.** The administrative offices of the District shall be at 8130 Third Street, Wellington CO 80549 unless otherwise designated by the Board. The mailing address shall be PO BOX 10, Wellington CO 80549. The Board shall meet at the District's Meeting/Board Room located at the administrative offices, (hereinafter referred to as "District's Board Room"). The Board, by resolution and as may be provided by law, may from time to time, designate, locate, and relocate its administrative and Board meeting locations as in its judgment, may be necessary to conduct the business of the District.
4. **MEETINGS.**
 - 4.1. **Regular Meetings.** Regular meetings of the Board shall be held on the ~~second-third Tuesday~~ Wednesday of each month at 4:00 p.m. at the District's Board Room.
 - 4.2. **Meetings to be Public.** All meetings of the Board, other than executive sessions, shall be open to the public. Upon the affirmative vote of two-thirds of the quorum then present, the Board may hold an executive session only at any regular or special meeting and solely for the purpose of considering any of the following matters, (except that no formal action by way of adoption of any resolution, rule, regulation, or policy position shall occur in executive session):
 - 4.2.1.1. the consideration of real and personal property matters;
 - 4.2.1.2. conferences with legal counsel for the purposes of receiving legal advice on a specific legal question;
 - 4.2.1.3. matters required to be kept confidential by federal or state law;
 - 4.2.1.4. details of security arrangements or investigations;
 - 4.2.1.5. determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing negotiators;

4.2.1.6. personnel matters [except if the employee/member who is the subject of the session has requested an open meeting and further excepting any discussions concerning the appointment of a person to fill the office of director or of an elected official, or any personnel policy that does not involve the discussion of matters personal to particular employees/members.];

4.2.1.7. consideration of documents protected by mandatory nondisclosure provisions of the Colorado Open Records Act; or

~~4.2.1.8. discussion of individual members where public disclosure would adversely affect the person or persons involved.~~

Formatted: Font: (Default) +Headings (Calibri Light)

Formatted: Normal, Indent: Left: 0.75 , No bullets or numbering

4.3. Notice of Meetings. These bylaws shall constitute formal notice of regular meetings to Board members and except for special meetings, no other formal notice of regular meetings shall be required to be given to the directors, other than the permanent and temporary postings as required by law.

4.4. Electronic Notice: The District shall be deemed to have given full and timely notice of a public meeting if the District posts the notice, with specific agenda information if available, no less than 24 hours prior to holding the meeting on the District's public website.

4.5. Special Meetings. Special meetings of the Board may be called by any director with approval from the President Notice shall be posted twenty-four hours in advance at the District's designated posting location, (official website). Each director shall be informed of the date, time, and place of the special meeting, together with a statement of the purpose of the special meeting no less than 24 hours in advance of the special meeting.

Telephonic or Electronic Meetings: "Location" means the physical, telephonic, electronic, or other virtual place, or combination of such means, where a meeting can be attended. Special and regular Board meetings can be held in a physical location, or by telephonic or other electronic means. §32-1-903(5), C.R.S.; HB21-1278.

4.5.1. Meetings of the Board that are held telephonically, electronically, or by other means not including physical presence must include the method or procedure, including the conference number or link, by which members of the public can attend the meeting. §32-1-903(3), C.R.S.; HB21-1278.

5. CONDUCT OF BUSINESS

5.1. Quorum. All official business of the Board shall be transacted at a regular or special meeting at which a quorum (i.e., three) of the Directors shall be present, except as provided in Section 5.2. Directors are considered present for purposes of determining a quorum if they are either

Station 16
8130 3rd Street
Wellington, CO 80549



Station 17
106 W. County Road 66
Fort Collins, CO 80524

Wellington Fire Protection District Bylaws

physically in attendance or attending through telephonic or other electronic means; provided, however, that any Directors attending remotely should provide advance notice of that intent to the Board president and provided that such member must be able to hear all discussion and public comment, if any, on any issue as a condition of voting on such issue.

5.2. Voting Requirements.

5.2.1. Any formal action of the Board shall require the affirmative vote of a majority of the Directors present and voting. When special or emergency circumstances materially affecting the affairs of the District or the health, welfare, and safety of District residents and property owners so dictate, then those Directors available at the time may undertake whatever emergency action is considered necessary and may so instruct the District's employees. Ratification of the action so taken shall be entered on the minutes at the next meeting of the Board.

5.2.2. Votes on motions resolutions, and orders shall be taken by voice vote conducted by the Chair stating, "All in favor, say Aye" and "All opposed, say No" or other similar language at the discretion of the Chair and which shall indicate the manner of responding to the question. Roll call votes may be taken at the request of any director, or at the direction of the Chair. Voting for the election of officers may be conducted by secret ballot at the discretion of the Board.

5.3. Agenda. Order of Business. An agenda for each meeting shall be prepared and posted at least 24 hours prior to the meeting. The business of all regular meetings of the Board shall be transacted, as far as practicable, in the following general order. Minor changes to the order and content of the agenda may be approved by the board without revising these by-laws. Approved revisions to the agenda will be attached to the by-laws as an addendum.

1. Call to Order
2. Roll Call of Board Members
3. Additions/Deletions to Agenda
4. Conflicts of Interest
5. Correspondence
6. Public Comment
- ~~6-7.~~ Employee Recognition
- ~~7-8.~~ Guests/Presentations
- ~~8-9.~~ Consent Agenda
 - a. Meeting minutes
10. Chief's Report
- ~~11.~~ Employee Report Recognition
- ~~9-12.~~ Committee Reports

~~10-13.~~ District Business

a. Monthly Financial Report

~~11-14.~~ Executive Session

~~12-15.~~ Other

~~13-16.~~ Calendar Items

~~14-17.~~ Adjourn

5.4. Motions, Resolutions, or Orders. Actions of the Board necessary for the governing and management of the affairs of the District, for the execution of the powers vested in the District, and for carrying into effect the provisions of Article 1 of Title 32 C.R.S., as amended, shall be taken by the passage of motions, resolutions, or orders, as may be appropriate. All such formal action shall require the majority vote of the quorum present.

5.5. Electronic Signatures. In the event the signature(s) of one or more members of the Board or appointed signatories are required to execute a written document, contract, note, bond, deed, and/or other official papers of the District, and the appropriate individual(s) is unable to be physically present to sign said documentation, such individual or individuals are authorized to execute the documentation electronically via facsimile or e-mail signature, unless said documentation provides otherwise. Any electronic signature so affixed to a document shall carry the full legal force and effect of any original, handwritten signature. Except as approved herein, this provision of these Bylaws shall not be interpreted as establishing District's consent or authorization to bind District to any transaction by the use of electronic records or electronic means. This provision is made pursuant to Article 71.3 of Title 24, C.R.S., also known as the Uniform Electronic Transactions Act.

5.6. Roberts Rules of Order. Roberts Rules of Order shall be utilized only as a guideline for matters coming before the Board; provided, however, that no action, formal or informal, shall be set aside due to any irregularity or noncompliance with Roberts Rules of Order. The Chair shall make all rulings with respect to procedural issues and shall have a vote on each issue coming before the Board.

6. DIRECTORS, OFFICERS AND PERSONNEL

6.1. Directors. The number of directors of the District shall be five (5).

6.2. Director Qualifications. Directors shall be qualified electors of the District as provided by law. To qualify as a Director of a special district, a person must be an "eligible elector" which is defined as a registered voter of Colorado and either:

6.2.1. A resident of the District, or

Station 16
8130 3rd Street
Wellington, CO 80549



Station 17
106 W. County Road 66
Fort Collins, CO 80524

Wellington Fire Protection District Bylaws

- 6.2.2. The owner (or the spouse or civil union partner of the owner) of taxable real or personal property situated in the District.
- 6.3. Terms. The term of each Director and elections shall be determined by applicable statutory provisions. The District's electors voted and approved to eliminate term limits in 1998. Even in a district without term limits, incumbents must submit a self-nomination form when their current term expires if they wish to retain their seat on the board.
- 6.4. Bond. At the expense of the District, each Director shall furnish a faithful performance surety bond. The bond may be a blanket bond or adequate insurance policy. Along with the oath or affirmation, an individual, schedule, or blanket surety bond of not less than \$1,000 must be filed for each Director, and \$5,000 for the Treasurer, with the Clerk of the Court and the Division of Local Government, conditioned upon the faithful performance of his/her duties as Director. §32-1-901(2), C.R.S.
- 6.5. Oath of Office. Each member of the Board, before assuming the responsibilities of his office, shall take and subscribe to the oath of office as required by state statute (within 30 days of being elected or appointed). The oath shall be filed with the clerk of the court, the county clerk and recorder, and the Division of Local Government.
- 6.6. Election of Officers. The Board of Directors shall elect from its membership a president who shall also serve as Chair of the board, a vice president, a treasurer, a secretary (who need not be a member of the Board), and such assistant secretaries and assistant treasurers, who shall be the officers of the Board of Directors and of the District, as the Board may determine. The Board may select a secretary who is not a member of the Board. The officers shall be elected by a majority of the Directors voting at the meeting in accordance with the voting procedures set forth in paragraph 5.2. The election of the officers shall be conducted biennially at the first regular meeting of the Board in the month following certification of elections. Each officer so elected shall serve at the pleasure of the Board or for a term which shall expire upon the election of the officer's successor or upon the officer's reelection to that office.
- 6.7. Vacancies. Any vacancy occurring in any officer position on the Board shall be filled for the unexpired term in the same manner as is provided for the election of full-term officers. Any vacancy on the Board shall be filled by appointment within 60 days of the vacancy by the remaining Directors as prescribed by statute, with or without advertisements of the vacancy at the discretion of the Board. All discussion of the selection, and the vote to select, shall be conducted in public session. The person appointed to fill the vacancy on the Board shall serve until the next regular board election. The following events automatically create a vacancy on the board:

6.7.1.No one gets elected to the seat (for example, if an election is cancelled due to an insufficient number of candidates and the open seat thus remains empty);

6.7.2. Failure to complete the required oath and bond within 30 days, except for good cause;

6.7.3. Written resignation (a resignation by e-mail is sufficient to create a vacancy);

6.7.4. Ceasing to be qualified to serve as a director (this is a matter of legal qualification, such as maintaining your voter registration in Colorado and your nexus to the district through residency within the district and/or ownership of taxable property within the district);

6.7.5. A felony conviction during board tenure;

6.7.6. A valid court order to remove a board member from office or to void an appointment or election;

6.7.7. Excessive absenteeism. ~~A Director who fails to attend three consecutive regular meetings is automatically disqualified to serve as a Director, unless approval of absence is entered in the minutes. Approved absences include temporary mental or physical disability, or illness. Director absences must be identified in the official meeting minutes and must state whether the absence was excused or unexcused.~~ ~~The Special District Act provides that a director's seat becomes vacant if he or she has an unexcused absence at three consecutive regular meetings, and the board does not grant approval for an additional absence or absences, which approval must be reflected in the minutes of the third board meeting;~~ and

6.7.8.. Board member dies during term.

6.8. Resignation and Recall. Directors may only be removed from office through the recall process as prescribed by state statute. Any Director may resign at any time by giving written notice to the Board, and acceptance of such resignation shall not be necessary to make it effective, unless the notice so provides.

6.9. President and Chair. The president shall be the president of the District and Chair of the Board and shall preside at all meetings. The president shall sign all contracts, deeds, notes, warrants and other instruments on behalf of the District, and discharge such other duties as may be required or authorized.

6.10. Vice President. The vice president shall perform the duties of president and Chair in the absence of the president.

6.11. Secretary. The secretary shall keep or cause to be kept full and accurate records of the District; shall act as secretary at meetings of the Board and record all votes; shall compose a record of the proceedings of the Board in a visual text format that may be transmitted electronically (such as PDF© or Word© format) which shall be an official record of the Board; and shall perform all duties incident to that office. The secretary shall be custodian of the seal of the District and shall have the power to affix such seal to and attest all contracts and instruments authorized to be

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Station 16
8130 3rd Street
Wellington, CO 80549



Station 17
106 W. County Road 66
Fort Collins, CO 80524

Wellington Fire Protection District Bylaws

executed by the Board.

6.12. Treasurer. The treasurer shall keep or cause to be kept strict and accurate accounts of all money received by and disbursed for and on behalf of the District in permanent records. The treasurer shall file with the Clerk of the Court, at the expense of the District, a corporate fidelity bond in an amount determined by the Board of not less than \$5,000 conditioned on the faithful performance of the duties of the office. If a budget or financial committee is established, the treasurer shall chair such committees. The Treasurer shall work with the financial consultants before all financial statements are included in the board packet. There shall be a standing permanent Budget Finance Committee composed of the Treasurer, one (1) community member appointed by each board member, and four (4) three (3) current employees of the Fire District as voting members. There shall be one employee from each rank based on seniority and one from volunteer, reserve, or part time employees.

6.13. Additional Duties.

6.13.1. The officers of the Board shall perform such other duties and functions as may from time to time be required by the Board, by the bylaws or rules and regulations of the District, or by special exigencies, which may later be ratified by the Board; provided, however, that no director shall be employed by the District in any capacity.

6.13.2. Within six months of taking the oath of office, Directors are encouraged to engage in and receive certification from FEMA Emergency Management Institute (EMI) for ICS100, ICS200, ICS700, and ICS800 and/or attend a Special District Association hosted new Board Member training session.

6.14. Chief of Department. The Board shall appoint a Chief of the Department, (hereinafter referred to as "Fire Chief") to serve for such term and upon such conditions, including salary, as the Board may establish pursuant to contract. The Fire Chief shall also serve as the Chief Executive Officer of the District and shall have general supervision over the administration of the affairs, employees and business of the District and shall be charged with the hiring and discharging of employees, subject to review by the Board. In addition to all statutorily prescribed duties, the Chief shall perform those duties as may be assigned by the Board and as are set forth in the job description. Job performance will be evaluated by the Board on an annual basis.

6.15. Selection and Tenure of Consultants. The selection of agents, engineers, architects, accountants, special consultants, and attorneys shall be made by the Board and shall be based upon the relative qualifications and capabilities of the applicants and shall not be based on political services or affiliations. Agents and consultants shall serve at the pleasure of the Board. Contracts for professional services may be entered into on such terms and conditions as determined by the Board.

7. Records Management

7.1. The District shall comply with and adopt and maintain policies as necessary for compliance with, applicable records retention, destruction, and disclosure requirements, including the Colorado Open Records Act, State Archives and Public Records law, and various consumer privacy legislation. Unless determined otherwise by the Board of Directors, the Fire Chief is hereby designated as the Official Custodian of Records pursuant to the Open Records Act. In the event there is any question as to whether the District is permitted to comply with an Open Records Act request, the Custodian of Records shall forward such request to the District's legal counsel. Copies of records shall be furnished per the District's Open Record Act Policy and applicable law.

Station 16
8130 3rd Street
Wellington, CO 80549



Station 17
106 W. County Road 66
Fort Collins, CO 80524

Wellington Fire Protection District Bylaws

8. FINANCIAL ADMINISTRATION

8.1. Fiscal Year. The fiscal year of the District shall commence on January 1 and end on December 31 of each year.

8.2. Budget. On or before October 15 of each year, the Fire Chief, as the Board's designated Budget Officer, in conjunction with the Board appointed Budget Committee, if any, shall prepare and submit to the Board a proposed budget for the ensuing fiscal year. Such proposed budget shall set forth the aggregate figures of the budget in such manner as to show the balanced relations between the total proposed expenditures and the total anticipated income or other means of financing the proposed budget for the ensuing fiscal year, as contrasted with the corresponding figures for the last completed fiscal year and the current fiscal year. It shall be supported by explanatory schedules or statements classifying the expenditures contained therein by services, subjects, and funds. The anticipated income of the District shall be classified according to the nature of receipts.

8.3. Notice of Budget. Upon receipt of such proposed budget, the Board shall cause to be published a public notice that the proposed budget is open for inspection by the public at the business office; that the Board will consider the adoption of the proposed budget following a public hearing on a certain date; and that any interested elector may inspect the proposed budget and file or register any objections thereto at any time prior to its final adoption.

8.4. Adoption of Budget. On the day set for consideration of such proposed budget (on or before December 15), the Board shall hold a public hearing to receive any comments on the proposed budget and shall review the proposed budget and revise, alter, increase, or decrease the items as it deems necessary in view of the needs of the District and the probable income of the District. The Board shall thereafter formally adopt the budget setting forth the expenditures to be made in the ensuing fiscal year. The Board shall provide for sufficient revenues to finance budget expenditures through formal adoption of an appropriation of funds to meet budget expectations.

8.5. Appropriation Resolution. At a meeting held no later than December 15 each year (to meet the deadline to certify the mill levy), the Board shall enact a resolution making appropriations for the ensuing fiscal year. The amounts appropriated shall not exceed the amounts established in the adopted budget (including any appropriated reserves).

8.6. Levy and Collection of Taxes. On or before December 15th of each year the Board shall pass a resolution setting the mill levy for the District and shall certify to the Board of County Commissioners of the County or Counties in which the District is located the mill levy established

for the ensuing fiscal year.

8.7. Filing of Budget. Within 30 days of adoption of the budget, the Board shall cause a certified copy of such budget to be filed with the Division of Local Government in the Department of Local Affairs.

8.8. Contracts. No Contract to Exceed Appropriation; Contract Authorization.

8.8.1. The Board shall have no authority to enter into any contract, or otherwise bind or obligate the District to any liability for payment of money for any purposes in excess of the amount of such appropriation for that fiscal year, either as to individual line item or the budget as a whole. Any contract, verbal or written, contrary to the terms of this sub-section shall be void ab initio, and no District funds shall be expended in payment of such contracts, except as provided in the following sub-section.

8.8.2. The Board shall approve all contractual obligations of the District. However, the Board may delegate general purchasing authority for routine supplies and expenditures to the Fire Chief through written policy.

8.9. Contingencies. In cases of emergency caused by a natural disaster or some contingency which could not reasonably have been foreseen at the time of the adoption of the budget, the Board may authorize the expenditure of funds in excess of the budget by resolution duly adopted by a two-thirds vote of the entire membership of the Board, as provided by state statute.

8.10. Annual Audit. The Board shall cause an annual audit to be made of all financial affairs of the District through December 31st of the prior fiscal year. A copy of the audit report shall be maintained in the District office as a public record for public inspection at all reasonable times. The Treasurer shall forward a copy of the audit report to the State Auditor pursuant to statutory requirements, within thirty days following receipt of the audit.

8.11. Checks. All checks issued on behalf of the District shall be specifically approved by the Board and signed by two authorized signors.

9. DISTRICT SEAL. The seal of the District shall be a circle containing the name of the District and shall be used on all documents and in such manner as seals generally are used by public and private corporations. The Secretary shall have or delegate custody of the seal and shall be responsible for its safe keeping and care.

10. CONFLICT OF INTEREST.

10.1. Disclosure of Conflict of Interest. A potential conflict of interest of any Director shall be disclosed in accordance with State law, particularly Article 18 of Title 24, C.R.S., and Sections 32-

Station 16
8130 3rd Street
Wellington, CO 80549



Station 17
106 W. County Road 66
Fort Collins, CO 80524

Wellington Fire Protection District Bylaws

1-902(3) and 18-8-308, C.R.S. Any Director who is present at a meeting at which is discussed any matter in which that Director has, directly or indirectly, a private pecuniary or property interest shall disclose such interest to the Board. Unless such Director has given prior advance written notice to the Colorado Secretary of State and to the Board, in accordance with all statutory requirements, such Director shall refrain from advocating for or against the matter and shall disqualify himself/herself from voting on such matter. The Board may adopt a separate policy specifically regarding ethical standards and practices.

10.2. Compensation. If the Board consents to and budgets for board compensation, each Director shall receive the maximum compensation authorized by statute. No compensation shall be paid for any meeting at which that director was absent regardless of whether such absence was excused. Directors shall not receive any other compensation as an employee of the District but may be reimbursed for actual expenses incurred as part of their official duties, as provided by state statute.

10.3. Disclosure of Gifts, Property, etc. Any director receiving any money, loan, gift, or property based on their service as a director shall report such money, loan, gift, or property to the Board and as otherwise may be required by law. Directors are permitted to accept gifts of nominal value at a threshold set by the State of Colorado (as of the adoption of these Bylaws, this amount is \$65).

11. INDEMNIFICATION OF DIRECTORS AND EMPLOYEES. To the extent provided by law, the District shall defend, hold harmless and indemnify any Director, officer, agent, volunteer, or employee, whether elective or appointive, against any tort or liability, claim or demand, whether groundless or otherwise, arising out of any alleged act or omission occurring during the performance of duty. The District may compromise and settle any such claim or suit and/or pay the amount of any settlement or judgment rendered thereon. The provisions of this Section 11 shall be subject to the provisions of the Colorado Governmental Immunity Act, Sec. 24-10-101, et seq., C.R.S., the Colorado constitution, and any other applicable law. Nothing herein is to be construed as a waiver of any immunity or defense provided by law.

11.1. For the purposes of this Section 11 only, the following definitions shall apply:

11.1.1. "Employee". The term "employee" means a director, officer, employee, or servant (hereinafter collectively referred to as "employee") of the District, whether or not compensated, elected or appointed. The term "employee" specifically excludes any person or organization contracting to perform services or acting for the District as an independent contractor.

11.1.2. "Performance of Duty". The term "performance of duty" shall be interpreted as broadly as possible to include any situation in which a District employee could conceivably be

deemed to be acting within the scope of employment. It shall specifically extend to all employees who are providing service on a voluntary basis or otherwise to any private, corporate, or governmental party other than the District, when doing so with the appropriate consent and authorization from the District. The term "Performance of duty" shall not include any act or omission constituting deliberate and intentional tortious or criminal conduct or malfeasance in office, willful or wanton neglect of duty, or conduct which is otherwise determined to be outside the scope of duty.

12. BIDDING AND CONTRACTING PROCEDURES. Except in cases in which the District will receive aid from a government agency, or when the Board determines to utilize integrated project delivery contract as provided below, a notice shall be published for bids on all construction contracts for work or material, or both, involving an expense of \$60,000.00 or more. The District may reject all bids. If it appears that the District can perform the work or secure material for less than the lowest bid, it may proceed to do so. If possible, at least three quotes shall be obtained for construction contracts for work or material, or both, involving an expense less than \$60,000.00. The purchase of professional services, fire equipment, apparatus, and vehicles are not subject to these bidding procedures provided, however, that the Board may adopt specific policies with respect to the purchase of such equipment, apparatus, and vehicles.

12.1. A Notice or Invitation to bid shall be published in a newspaper of general circulation within the District boundaries pursuant to state statute. The Notice will request sealed proposals for the specific project. The specifics of the contract will be stated; where and when the plans and specifications may be examined; and the time and place the sealed proposals will be opened and publicly read.

12.2. The Board always retains the right, in its sole discretion, to reject any or all proposals; determine the proposal and subcontractors that will serve the best interests of the District; and determine the proposal and subcontractors which are most responsible to perform the work.

12.3. The Board may determine that bids must be accompanied by an acceptable bidder's bond, or a certified check payable to the District, in an amount equal to 5% of the bid. If within the time designated in the Notice of Award, the Contract is not executed, and, if required, Payment and Performance Bonds and Certificates of Insurance are not provided, the District shall keep the bid bond as liquidated damages and assess such other damages as the District may determine.

12.4. Payment and Performance Bonds are required for all construction contracts over \$50,000.00; and shall be discretionary with the Board for contracts which are under that amount.

12.5. As an alternative to hiring an architect or engineer to design a project, if the Board determines by resolution that an integrated project delivery ("IPD") contract would represent a timely or

Station 16
8130 3rd Street
Wellington, CO 80549



Station 17
106 W. County Road 66
Fort Collins, CO 80524

Wellington Fire Protection District Bylaws

cost-effective alternative for a public project, the Board may:

12.5.1. Pre-qualify contracting entities by publishing a notice of a "request for qualifications" (RFQ) that may include: a description of project; general budget considerations; specific criteria; evidence of competency/experience and capabilities, evidence of all required registrations/credentials to provide the services; and the criteria for prequalification. If an RFQ is published, then the Board must select and prepare a short list of entities that it considers to be most qualified.

12.5.2. A request for proposals (RFP) shall then be sent to those on the short list, or, if no RFQ has been done, then the RFP shall be published/advertised. The RFP may contain: procedures to be followed for submitting proposals; criteria for evaluation of proposals; procedures for making the award; required performance standards; description of the drawings, specs, or other submittals to be provided; relevant budget considerations; proposed schedule; and the stipend, if any, that will be paid to those on the short list who are not selected if an RFQ is utilized.

12.5.3. Prequalification is not required, but if an RFQ is published, then the Board must select and prepare a short list of entities that it considers to be most qualified. The Board may then issue the RFP to only those prequalified entities and select the proposal that is in the best interests of the District.

12.5.4. Other than the public bid requirement (which the IPD replaces if utilized), all other construction laws are applicable to a district construction project (e.g., performance bonds, notice of final settlement, etc.).

12.6. In either process, five percent (5%) of all pay estimates shall be withheld during the construction in accordance with applicable law.

13. POWERS OF THE BOARD OF DIRECTORS. Without restricting the general powers conferred by law, it is hereby expressly declared that the Board shall have the following power and duties:

13.1. To determine and designate, except as otherwise provided by law or these bylaws, who shall be authorized to make purchases, negotiate for the purchase of real estate, negotiate leases, and sign receipts, endorsements, checks, releases, and other documents.

13.2. To create standing or special committees and to delegate such power and authority thereto as the Board deems necessary and proper for the performance of such committee's functions and obligations, consistent with statutory powers.

14. **MODIFICATION OF BYLAWS.** These bylaws may be altered, amended, or repealed at any regular meeting or at any special meeting of the Board called for that purpose after an initial presentation of the proposal at a prior regular meeting of the Board.

15. **SEVERABILITY.** If any provision of these Bylaws or the application thereof is held invalid, such invalidity shall not affect the provisions or applications of these Bylaws which can be given effect without the invalid provision or application. To this end, the provisions of these Bylaws are deemed severable.

ADOPTED this _____ day of _____, ~~2022-20xx~~ by the Board of Directors of the Wellington Fire Protection District.

WELLINGTON FIRE PROTECTION DISTRICT

President

ATTEST:

Secretary

Revised ~~8.16.23~~ 4.12.2023



Wellington Fire Protection

District Bylaws

1. **LEGAL STATUS.** The Wellington Fire Protection District is a fire protection district organized pursuant to Title 32 of the statutes of the State of Colorado, and as such is a political subdivision of the State of Colorado. It is a special district which provides fire protection, emergency medical, and rescue services as provided by law.
2. **BOARD OF DIRECTORS.** All powers, privileges and duties vested in, or imposed upon the Wellington Fire Protection District (hereinafter referred to as "District") by law shall be exercised and performed by and through the Board of Directors (hereinafter referred to as "Board") whether set forth specifically or impliedly in these bylaws.
3. **OFFICES.** The administrative offices of the District shall be at 8130 Third Street, Wellington CO 80549 unless otherwise designated by the Board. The mailing address shall be PO BOX 10, Wellington CO 80549. The Board shall meet at the District's Meeting/Board Room located at the administrative offices, (hereinafter referred to as "District's Board Room"). The Board, by resolution and as may be provided by law, may from time to time, designate, locate, and relocate its administrative and Board meeting locations as in its judgment, may be necessary to conduct the business of the District.
4. **MEETINGS.**
 - 4.1. **Regular Meetings.** Regular meetings of the Board shall be held on the third Wednesday of each month at 4:00 p.m. at the District's Board Room.
 - 4.2. **Meetings to be Public.** All meetings of the Board, other than executive sessions, shall be open to the public. Upon the affirmative vote of two-thirds of the quorum then present, the Board may hold an executive session only at any regular or special meeting and solely for the purpose of considering any of the following matters, (except that no formal action by way of adoption of any resolution, rule, regulation, or policy position shall occur in executive session):
 - 4.2.1.1. the consideration of real and personal property matters;
 - 4.2.1.2. conferences with legal counsel for the purposes of receiving legal advice on a specific legal question;
 - 4.2.1.3. matters required to be kept confidential by federal or state law;
 - 4.2.1.4. details of security arrangements or investigations;



Wellington Fire Protection

District Bylaws

- 4.2.1.5. determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing negotiators;
 - 4.2.1.6. personnel matters [except if the employee/member who is the subject of the session has requested an open meeting and further excepting any discussions concerning the appointment of a person to fill the office of director or of an elected official, or any personnel policy that does not involve the discussion of matters personal to particular employees/members.];
 - 4.2.1.7. consideration of documents protected by mandatory nondisclosure provisions of the Colorado Open Records Act; or
- 4.3.Notice of Meetings. These bylaws shall constitute formal notice of regular meetings to Board members and except for special meetings, no other formal notice of regular meetings shall be required to be given to the directors, other than the permanent and temporary postings as required by law.
- 4.4.Electronic Notice: The District shall be deemed to have given full and timely notice of a public meeting if the District posts the notice, with specific agenda information if available, no less than 24 hours prior to holding the meeting on the District's public website.
- 4.5.Special Meetings. Special meetings of the Board may be called by any director with approval from the President Notice shall be posted twenty-four hours in advance at the District's designated posting location, (official website). Each director shall be informed of the date, time, and place of the special meeting, together with a statement of the purpose of the special meeting no less than 24 hours in advance of the special meeting.
- Telephonic or Electronic Meetings: "Location" means the physical, telephonic, electronic, or other virtual place, or combination of such means, where a meeting can be attended. Special and regular Board meetings can be held in a physical location, or by telephonic or other electronic means. §32-1-903(5), C.R.S.; HB21-1278.
- 4.5.1.Meetings of the Board that are held telephonically, electronically, or by other means not including physical presence must include the method or procedure, including the conference number or link, by which members of the public can attend the meeting. §32-1-903(3), C.R.S.; HB21-1278.



Wellington Fire Protection

District Bylaws

5. CONDUCT OF BUSINESS

5.1. Quorum. All official business of the Board shall be transacted at a regular or special meeting at which a quorum (i.e., three) of the Directors shall be present, except as provided in Section 5.2. Directors are considered present for purposes of determining a quorum if they are either physically in attendance or attending through telephonic or other electronic means; provided, however, that any Directors attending remotely should provide advance notice of that intent to the Board president and provided that such member must be able to hear all discussion and public comment, if any, on any issue as a condition of voting on such issue.

5.2. Voting Requirements.

5.2.1. Any formal action of the Board shall require the affirmative vote of a majority of the Directors present and voting. When special or emergency circumstances materially affecting the affairs of the District or the health, welfare, and safety of District residents and property owners so dictate, then those Directors available at the time may undertake whatever emergency action is considered necessary and may so instruct the District's employees. Ratification of the action so taken shall be entered on the minutes at the next meeting of the Board.

5.2.2. Votes on motions resolutions, and orders shall be taken by voice vote conducted by the Chair stating, "All in favor, say Aye" and "All opposed, say No" or other similar language at the discretion of the Chair and which shall indicate the manner of responding to the question. Roll call votes may be taken at the request of any director, or at the direction of the Chair. Voting for the election of officers may be conducted by secret ballot at the discretion of the Board.

5.3. Agenda. Order of Business. An agenda for each meeting shall be prepared and posted at least 24 hours prior to the meeting. The business of all regular meetings of the Board shall be transacted, as far as practicable, in the following general order. Minor changes to the order and content of the agenda may be approved by the board without revising these by-laws. Approved revisions to the agenda will be attached to the by-laws as an addendum.

1. Call to Order
2. Roll Call of Board Members
3. Additions/Deletions to Agenda
4. Conflicts of Interest
5. Correspondence
6. Public Comment



Wellington Fire Protection

District Bylaws

7. Employee Recognition
8. Guests/Presentations
9. Consent Agenda
 - a. Meeting minutes
10. Chief's Report
11. Employee Report
12. Committee Reports
13. District Business
 - a. Monthly Financial Report
14. Executive Session
15. Other
16. Calendar Items
17. Adjourn

5.4. Motions, Resolutions, or Orders. Actions of the Board necessary for the governing and management of the affairs of the District, for the execution of the powers vested in the District, and for carrying into effect the provisions of Article 1 of Title 32 C.R.S., as amended, shall be taken by the passage of motions, resolutions, or orders, as may be appropriate. All such formal action shall require the majority vote of the quorum present.

5.5. Electronic Signatures. In the event the signature(s) of one or more members of the Board or appointed signatories are required to execute a written document, contract, note, bond, deed, and/or other official papers of the District, and the appropriate individual(s) is unable to be physically present to sign said documentation, such individual or individuals are authorized to execute the documentation electronically via facsimile or e-mail signature, unless said documentation provides otherwise. Any electronic signature so affixed to a document shall carry the full legal force and effect of any original, handwritten signature. Except as approved herein, this provision of these Bylaws shall not be interpreted as establishing District's consent or authorization to bind District to any transaction by the use of electronic records or electronic means. This provision is made pursuant to Article 71.3 of Title 24, C.R.S., also known as the Uniform Electronic Transactions Act.

5.6. Roberts Rules of Order. Roberts Rules of Order shall be utilized only as a guideline for matters coming before the Board; provided, however, that no action, formal or informal, shall be set aside due to any irregularity or noncompliance with Roberts Rules of Order. The Chair shall make all rulings with respect to procedural issues and shall have a vote on each issue coming before the Board.



Wellington Fire Protection

District Bylaws

6. DIRECTORS, OFFICERS AND PERSONNEL

6.1. Directors. The number of directors of the District shall be five (5).

6.2. Director Qualifications. Directors shall be qualified electors of the District as provided by law. To qualify as a Director of a special district, a person must be an “eligible elector” which is defined as a registered voter of Colorado and either:

6.2.1. A resident of the District, or

6.2.2. The owner (or the spouse or civil union partner of the owner) of taxable real or personal property situated in the District.

6.3. Terms. The term of each Director and elections shall be determined by applicable statutory provisions. The District’s electors voted and approved to eliminate term limits in 1998. Even in a district without term limits, incumbents must submit a self-nomination form when their current term expires if they wish to retain their seat on the board.

6.4. Bond. At the expense of the District, each Director shall furnish a faithful performance surety bond. The bond may be a blanket bond or adequate insurance policy. Along with the oath or affirmation, an individual, schedule, or blanket surety bond of not less than \$1,000 must be filed for each Director, and \$5,000 for the Treasurer, with the Clerk of the Court and the Division of Local Government, conditioned upon the faithful performance of his/her duties as Director. §32-1-901(2), C.R.S.

6.5. Oath of Office. Each member of the Board, before assuming the responsibilities of his office, shall take and subscribe to the oath of office as required by state statute (within 30 days of being elected or appointed). The oath shall be filed with the clerk of the court, the county clerk and recorder, and the Division of Local Government.

6.6. Election of Officers. The Board of Directors shall elect from its membership a president who shall also serve as Chair of the board, a vice president, a treasurer, a secretary (who need not be a member of the Board), and such assistant secretaries and assistant treasurers, who shall be the officers of the Board of Directors and of the District, as the Board may determine. The Board may select a secretary who is not a member of the Board. The officers shall be elected by a majority of the Directors voting at the meeting in accordance with the voting procedures set forth in paragraph 5.2. The election of the officers shall be conducted biennially at the first regular meeting of the Board in the month following certification of elections. Each officer so elected shall serve at the pleasure of the Board or for a term which shall expire upon the



Wellington Fire Protection

District Bylaws

election of the officer's successor or upon the officer's reelection to that office.

6.7. Vacancies. Any vacancy occurring in any officer position on the Board shall be filled for the unexpired term in the same manner as is provided for the election of full-term officers. Any vacancy on the Board shall be filled by appointment within 60 days of the vacancy by the remaining Directors as prescribed by statute, with or without advertisements of the vacancy at the discretion of the Board. All discussion of the selection, and the vote to select, shall be conducted in public session. The person appointed to fill the vacancy on the Board shall serve until the next regular board election. The following events automatically create a vacancy on the board:

- 6.7.1. No one gets elected to the seat (for example, if an election is cancelled due to an insufficient number of candidates and the open seat thus remains empty);
- 6.7.2. Failure to complete the required oath and bond within 30 days, except for good cause;
- 6.7.3. Written resignation (a resignation by e-mail is sufficient to create a vacancy);
- 6.7.4. Ceasing to be qualified to serve as a director (this is a matter of legal qualification, such as maintaining your voter registration in Colorado and your nexus to the district through residency within the district and/or ownership of taxable property within the district);
- 6.7.5. A felony conviction during board tenure;
- 6.7.6. A valid court order to remove a board member from office or to void an appointment or election;
- 6.7.7. Excessive absenteeism. A Director who fails to attend three consecutive regular meetings is automatically disqualified to serve as a Director, unless approval of absence is entered in the minutes. Approved absences include temporary mental or physical disability, or illness. Director absences must be identified in the official meeting minutes and must state whether the absence was excused or; and
- 6.7.8.. Board member dies during term.

6.8. Resignation and Recall. Directors may only be removed from office through the recall process as prescribed by state statute. Any Director may resign at any time by giving written notice to the Board, and acceptance of such resignation shall not be necessary to make it effective, unless the notice so provides.

6.9. President and Chair. The president shall be the president of the District and Chair of the Board and shall preside at all meetings. The president shall sign all contracts, deeds, notes, warrants and other instruments on behalf of the District, and discharge such other duties as may be



Wellington Fire Protection

District Bylaws

required or authorized.

6.10. Vice President. The vice president shall perform the duties of president and Chair in the absence of the president.

6.11. Secretary. The secretary shall keep or cause to be kept full and accurate records of the District; shall act as secretary at meetings of the Board and record all votes; shall compose a record of the proceedings of the Board in a visual text format that may be transmitted electronically (such as PDF© or Word© format) which shall be an official record of the Board; and shall perform all duties incident to that office. The secretary shall be custodian of the seal of the District and shall have the power to affix such seal to and attest all contracts and instruments authorized to be executed by the Board.

6.12. Treasurer. The treasurer shall keep or cause to be kept strict and accurate accounts of all money received by and disbursed for and on behalf of the District in permanent records. The treasurer shall file with the Clerk of the Court, at the expense of the District, a corporate fidelity bond in an amount determined by the Board of not less than \$5,000 conditioned on the faithful performance of the duties of the office. If a budget or financial committee is established, the treasurer shall chair such committees. The Treasurer shall work with the financial consultants before all financial statements are included in the board packet. There shall be a special Budget Committee composed of one (1) community member appointed by each board member, and four (4) current employees of the Fire District as voting members. There shall be one employee from each rank based on seniority and one from volunteer, reserve, or part time employees.

6.13. Additional Duties.

6.13.1. The officers of the Board shall perform such other duties and functions as may from time to time be required by the Board, by the bylaws or rules and regulations of the District, or by special exigencies, which may later be ratified by the Board; provided, however, that no director shall be employed by the District in any capacity.

6.13.2. Within six months of taking the oath of office, Directors are encouraged to engage in and receive certification from FEMA Emergency Management Institute (EMI) for ICS100, ICS200, ICS700, and ICS800 and/or attend a Special District Association hosted new Board Member training session.

6.14. Chief of Department. The Board shall appoint a Chief of the Department, (hereinafter referred to as "Fire Chief") to serve for such term and upon such conditions, including salary, as the Board may establish pursuant to contract. The Fire Chief shall also serve as the Chief Executive Officer



Wellington Fire Protection

District Bylaws

of the District and shall have general supervision over the administration of the affairs, employees and business of the District and shall be charged with the hiring and discharging of employees, subject to review by the Board. In addition to all statutorily prescribed duties, the Chief shall perform those duties as may be assigned by the Board and as are set forth in the job description. Job performance will be evaluated by the Board on an annual basis.

6.15. Selection and Tenure of Consultants. The selection of agents, engineers, architects, accountants, special consultants, and attorneys shall be made by the Board and shall be based upon the relative qualifications and capabilities of the applicants and shall not be based on political services or affiliations. Agents and consultants shall serve at the pleasure of the Board. Contracts for professional services may be entered into on such terms and conditions as determined by the Board.

7. Records Management

7.1. The District shall comply with and adopt and maintain policies as necessary for compliance with, applicable records retention, destruction, and disclosure requirements, including the Colorado Open Records Act, State Archives and Public Records law, and various consumer privacy legislation. Unless determined otherwise by the Board of Directors, the Fire Chief is hereby designated as the Official Custodian of Records pursuant to the Open Records Act. In the event there is any question as to whether the District is permitted to comply with an Open Records Act request, the Custodian of Records shall forward such request to the District's legal counsel. Copies of records shall be furnished per the District's Open Record Act Policy and applicable law.

8. FINANCIAL ADMINISTRATION

8.1. Fiscal Year. The fiscal year of the District shall commence on January 1 and end on December 31 of each year.

8.2. Budget. On or before October 15 of each year, the Fire Chief, as the Board's designated Budget Officer, in conjunction with the Board appointed Budget Committee, if any, shall prepare and submit to the Board a proposed budget for the ensuing fiscal year. Such proposed budget shall set forth the aggregate figures of the budget in such manner as to show the balanced relations between the total proposed expenditures and the total anticipated income or other means of financing the proposed budget for the ensuing fiscal year, as contrasted with the corresponding figures for the last completed fiscal year and the current fiscal year. It shall be supported by explanatory schedules or statements classifying the expenditures contained therein by services, subjects, and funds. The anticipated income of the District shall be classified according to the



Wellington Fire Protection

District Bylaws

nature of receipts.

- 8.3. Notice of Budget. Upon receipt of such proposed budget, the Board shall cause to be published a public notice that the proposed budget is open for inspection by the public at the business office; that the Board will consider the adoption of the proposed budget following a public hearing on a certain date; and that any interested elector may inspect the proposed budget and file or register any objections thereto at any time prior to its final adoption.
- 8.4. Adoption of Budget. On the day set for consideration of such proposed budget (on or before December 15), the Board shall hold a public hearing to receive any comments on the proposed budget and shall review the proposed budget and revise, alter, increase, or decrease the items as it deems necessary in view of the needs of the District and the probable income of the District. The Board shall thereafter formally adopt the budget setting forth the expenditures to be made in the ensuing fiscal year. The Board shall provide for sufficient revenues to finance budget expenditures through formal adoption of an appropriation of funds to meet budget expectations.
- 8.5. Appropriation Resolution. At a meeting held no later than December 15 each year (to meet the deadline to certify the mill levy), the Board shall enact a resolution making appropriations for the ensuing fiscal year. The amounts appropriated shall not exceed the amounts established in the adopted budget (including any appropriated reserves).
- 8.6. Levy and Collection of Taxes. On or before December 15th of each year the Board shall pass a resolution setting the mill levy for the District and shall certify to the Board of County Commissioners of the County or Counties in which the District is located the mill levy established for the ensuing fiscal year.
- 8.7. Filing of Budget. Within 30 days of adoption of the budget, the Board shall cause a certified copy of such budget to be filed with the Division of Local Government in the Department of Local Affairs.
- 8.8. Contracts. No Contract to Exceed Appropriation; Contract Authorization.
- 8.8.1. The Board shall have no authority to enter into any contract, or otherwise bind or obligate the District to any liability for payment of money for any purposes in excess of the amount of such appropriation for that fiscal year, either as to individual line item or the budget as a whole. Any contract, verbal or written, contrary to the terms of this sub-section shall be void ab initio, and no District funds shall be expended in payment of such contracts, except



Wellington Fire Protection

District Bylaws

as provided in the following sub- section.

- 8.8.2. The Board shall approve all contractual obligations of the District. However, the Board may delegate general purchasing authority for routine supplies and expenditures to the Fire Chief through written policy.
- 8.9. Contingencies. In cases of emergency caused by a natural disaster or some contingency which could not reasonably have been foreseen at the time of the adoption of the budget, the Board may authorize the expenditure of funds in excess of the budget by resolution duly adopted by a two-thirds vote of the entire membership of the Board, as provided by state statute.
- 8.10. Annual Audit. The Board shall cause an annual audit to be made of all financial affairs of the District through December 31st of the prior fiscal year. A copy of the audit report shall be maintained in the District office as a public record for public inspection at all reasonable times. The Treasurer shall forward a copy of the audit report to the State Auditor pursuant to statutory requirements, within thirty days following receipt of the audit.
- 8.11. Checks. All checks issued on behalf of the District shall be specifically approved by the Board and signed by two authorized signors.
9. DISTRICT SEAL. The seal of the District shall be a circle containing the name of the District and shall be used on all documents and in such manner as seals generally are used by public and private corporations. The Secretary shall have or delegate custody of the seal and shall be responsible for its safe keeping and care.
10. CONFLICT OF INTEREST.
- 10.1. Disclosure of Conflict of Interest. A potential conflict of interest of any Director shall be disclosed in accordance with State law, particularly Article 18 of Title 24, C.R.S., and Sections 32-1-902(3) and 18-8-308, C.R.S. Any Director who is present at a meeting at which is discussed any matter in which that Director has, directly or indirectly, a private pecuniary or property interest shall disclose such interest to the Board. Unless such Director has given prior advance written notice to the Colorado Secretary of State and to the Board, in accordance with all statutory requirements, such Director shall refrain from advocating for or against the matter and shall disqualify himself/herself from voting on such matter. The Board may adopt a separate policy specifically regarding ethical standards and practices.
- 10.2. Compensation. If the Board consents to and budgets for board compensation, each Director shall receive the maximum compensation authorized by statute. No compensation shall be paid



Wellington Fire Protection

District Bylaws

for any meeting at which that director was absent regardless of whether such absence was excused. Directors shall not receive any other compensation as an employee of the District but may be reimbursed for actual expenses incurred as part of their official duties, as provided by state statute.

10.3. Disclosure of Gifts, Property, etc. Any director receiving any money, loan, gift, or property based on their service as a director shall report such money, loan, gift, or property to the Board and as otherwise may be required by law. Directors are permitted to accept gifts of nominal value at a threshold set by the State of Colorado (as of the adoption of these Bylaws, this amount is \$65).

11. INDEMNIFICATION OF DIRECTORS AND EMPLOYEES. To the extent provided by law, the District shall defend, hold harmless and indemnify any Director, officer, agent, volunteer, or employee, whether elective or appointive, against any tort or liability, claim or demand, whether groundless or otherwise, arising out of any alleged act or omission occurring during the performance of duty. The District may compromise and settle any such claim or suit and/or pay the amount of any settlement or judgment rendered thereon. The provisions of this Section 11 shall be subject to the provisions of the Colorado Governmental Immunity Act, Sec. 24-10-101, et seq., C.R.S., the Colorado constitution, and any other applicable law. Nothing herein is to be construed as a waiver of any immunity or defense provided by law.

11.1. For the purposes of this Section 11 only, the following definitions shall apply:

11.1.1. "Employee". The term "employee" means a director, officer, employee, or servant (hereinafter collectively referred to as "employee") of the District, whether or not compensated, elected or appointed. The term "employee" specifically excludes any person or organization contracting to perform services or acting for the District as an independent contractor.

11.1.2. "Performance of Duty". The term "performance of duty" shall be interpreted as broadly as possible to include any situation in which a District employee could conceivably be deemed to be acting within the scope of employment. It shall specifically extend to all employees who are providing service on a voluntary basis or otherwise to any private, corporate, or governmental party other than the District, when doing so with the appropriate consent and authorization from the District. The term "Performance of duty" shall not include any act or omission constituting deliberate and intentional tortious or criminal conduct or malfeasance in office, willful or wanton neglect of duty, or conduct which is otherwise determined to be outside the scope of duty.



Wellington Fire Protection

District Bylaws

- 12. BIDDING AND CONTRACTING PROCEDURES.** Except in cases in which the District will receive aid from a government agency, or when the Board determines to utilize integrated project delivery contract as provided below, a notice shall be published for bids on all construction contracts for work or material, or both, involving an expense of \$60,000.00 or more. The District may reject all bids. If it appears that the District can perform the work or secure material for less than the lowest bid, it may proceed to do so. If possible, at least three quotes shall be obtained for construction contracts for work or material, or both, involving an expense less than \$60,000.00. The purchase of professional services, fire equipment, apparatus, and vehicles are not subject to these bidding procedures provided, however, that the Board may adopt specific policies with respect to the purchase of such equipment, apparatus, and vehicles.
- 12.1. A Notice or Invitation to bid shall be published in a newspaper of general circulation within the District boundaries pursuant to state statute. The Notice will request sealed proposals for the specific project. The specifics of the contract will be stated; where and when the plans and specifications may be examined; and the time and place the sealed proposals will be opened and publicly read.
- 12.2. The Board always retains the right, in its sole discretion, to reject any or all proposals; determine the proposal and subcontractors that will serve the best interests of the District; and determine the proposal and subcontractors which are most responsible to perform the work.
- 12.3. The Board may determine that bids must be accompanied by an acceptable bidder's bond, or a certified check payable to the District, in an amount equal to 5% of the bid. If within the time designated in the Notice of Award, the Contract is not executed, and, if required, Payment and Performance Bonds and Certificates of Insurance are not provided, the District shall keep the bid bond as liquidated damages and assess such other damages as the District may determine.
- 12.4. Payment and Performance Bonds are required for all construction contracts over \$50,000.00; and shall be discretionary with the Board for contracts which are under that amount.
- 12.5. As an alternative to hiring an architect or engineer to design a project, if the Board determines by resolution that an integrated project delivery ("IPD") contract would represent a timely or cost-effective alternative for a public project, the Board may:
- 12.5.1. Pre-qualify contracting entities by publishing a notice of a "request for qualifications" (RFQ) that may include: a description of project; general budget considerations; specific criteria; evidence of competency/experience and capabilities, evidence of all required registrations/credentials to provide the services; and the criteria for prequalification. If an



Wellington Fire Protection

District Bylaws

RFQ is published, then the Board must select and prepare a short list of entities that it considers to be most qualified.

12.5.2. A request for proposals (RFP) shall then be sent to those on the short list, or, if no RFQ has been done, then the RFP shall be published/advertised. The RFP may contain: procedures to be followed for submitting proposals; criteria for evaluation of proposals; procedures for making the award; required performance standards; description of the drawings, specs, or other submittals to be provided; relevant budget considerations; proposed schedule; and the stipend, if any, that will be paid to those on the short list who are not selected if an RFQ is utilized.

12.5.3. Prequalification is not required, but if an RFQ is published, then the Board must select and prepare a short list of entities that it considers to be most qualified. The Board may then issue the RFP to only those prequalified entities and select the proposal that is in the best interests of the District.

12.5.4. Other than the public bid requirement (which the IPD replaces if utilized), all other construction laws are applicable to a district construction project (e.g., performance bonds, notice of final settlement, etc.).

12.6. In either process, five percent (5%) of all pay estimates shall be withheld during the construction in accordance with applicable law.

13. POWERS OF THE BOARD OF DIRECTORS. Without restricting the general powers conferred by law, it is hereby expressly declared that the Board shall have the following power and duties:

13.1. To determine and designate, except as otherwise provided by law or these bylaws, who shall be authorized to make purchases, negotiate for the purchase of real estate, negotiate leases, and sign receipts, endorsements, checks, releases, and other documents.

13.2. To create standing or special committees and to delegate such power and authority thereto as the Board deems necessary and proper for the performance of such committee's functions and obligations, consistent with statutory powers.

14. MODIFICATION OF BYLAWS. These bylaws may be altered, amended, or repealed at any regular meeting or at any special meeting of the Board called for that purpose after an initial presentation of the proposal at a prior regular meeting of the Board.

Station 16
8130 3rd Street
Wellington, CO 80549



Station 17
106 W. County Road 66
Fort Collins, CO 80524

Wellington Fire Protection

District Bylaws

15. **SEVERABILITY.** If any provision of these Bylaws or the application thereof is held invalid, such invalidity shall not affect the provisions or applications of these Bylaws which can be given effect without the invalid provision or application. To this end, the provisions of these Bylaws are deemed severable.

ADOPTED this _____ day of _____, 2023 by the Board of Directors of the Wellington Fire Protection District.

WELLINGTON FIRE PROTECTION DISTRICT

President

ATTEST:

Secretary

Revised 8.16.23

Wellington Fire Protection District Board Application

1. Eligibility Requirements - must be a registered voter of Colorado and either a resident of the District, or the owner (or the spouse or civil union partner of the owner) of taxable real or personal property situated in the District.

2. Name: **Jane M. Lopez**

3. Address: [REDACTED]

4. Phone Number: [REDACTED]

5. Email Address: [REDACTED]

6. Current Occupation: **Semi retired, Cooperator with Berthoud Fire Protection District, serving on R1 CIMT Team 2, as an Alternate Air Operations Branch Director. Licensed substitute teacher, substitute exclusively at Rice Elementary. Previous "Board" experience with Estes Valley Land Trust and Big Thompson Watershed Coalition.**

7. Have you attended a Board meeting before? **YES**

8. Are you able to commit to 1 monthly meeting on the 3rd Wednesday of every month? **YES, apart from unplanned wildland fire assignment, but will advise of any absence ahead of time.**

9. Please list any relevant education, employment, or volunteer experience you have: **40 years' experience with Federal and State Natural Resource Agencies including CO Division of Fire Prevention and Control. Solid knowledge and experience in wildland fire, ICS, emergency services, former Nationally certified EMT. Volunteer Coordinator for Rocky Mountain National Park 1993-2005. Program Manager for Colorado State Forest Service 2007-2012, CO Division of Fire Prevention and Control, Aviation Chief, 2012-2015.**

10. Why do you want to become a Director of the Wellington Fire Protection District? **Believe strongly in contributing to the community by sharing relevant knowledge, skills, and experience.**

11. What do you believe are the 3 most important issues that this board has now or will have in the next year?

Hiring a new Fire Chief, Interim and Permanent, who is a good fit for our district.

Retention and recruitment of current firefighters and staff.

Continue to strengthen and reinforce a cohesive Board that functions effectively and maintains public communication, transparency, and fiscal responsibility.

12. Please specify any activities you are involved in that may create a conflict of interest if appointed to the Board:

NONE

PLEASE SEE RESUME ATTACHED

Jane M. Lopez

[REDACTED]

[REDACTED]

[REDACTED]

Objective: To secure Director Appointment with WFPB

Education/Certificates

- B. S. Zoology, Colorado State University, Fort Collins, Colorado
- Red Carded (wildland fire) since 1982/ Currently AOBD/ASGS/HEB1/HMGB
- Maintain arduous physical fitness rating for red card.
- Licensed State of Colorado Substitute Teacher (5 year)
- Secondary Education Teaching Certificate, Biology/Earth Science (expired)
- Graham's Cattle School, Certificate
- Colorado Driver's License

Organizational Affiliations:

- National Western Stock Show Member
- Colorado Farm Bureau Member

Work Experience

July 1, 2015 – Present. Interagency Fire Support, Throughout USA, Current supervisor: Nico Romero, 970-744-1884, nromero@berthoudfire.org

- Currently Cooperative Employee with Berthoud Fire Protection District- Formerly "AD" with USFS- Arapahoe Roosevelt National Forest (July, 2015- June, 2019)
- Involved in interagency suppression efforts as Air Operations Branch Manager, Air Support Group Supervisor, Helibase Manager and Technical Specialist
- Served as ASGS and AOBD on R2 IMT from 2004-present, including IC's Connell, Esperance, Blume, Richardson and Russell
- Well versed in ICS and NWCG guidelines as well as policies relating to fire operations in the NPS, BIA, USFS, BLM, CSFS and private lands often having to negotiate sensitive political issues with a variety of stakeholders and occasionally utilize conflict management skills with internal and external partners.
- Oversight provided in both fixed wing and rotor wing operations that often include contractors, federal, state, and local agencies, and community representatives within the incident area.
- Frequently required to interpret and administer contract specifications and performance as it relates to aviation operations.
- Perform regular risk management assessments on operations sometimes having to make unpopular but safe decisions regarding operations.
- Oversee aerial ignition operations to include both helitorch and PSD (sphere dispenser) operations.
- Perform daily briefing and debriefings with command and general staff, flight crews, and fire line personnel.
- Prepare cost summaries.
- Perform cost containment documentation.

- Instructor for Interagency Aviation Training courses.
- Instructor for Helicopter Manager classes S-372, specializing in Risk Management.
- Maintain contacts and communication with an extensive network of subject matter experts in both fire and aviation operations.

December 15, 2017 – May 5, 2018 Adjunct Teacher with Front Range Community College, 4616 South Shields, Fort Collins, CO 80526, Supervisor: [REDACTED]

- Research and develop curriculum for 15 week course on Environmental Education
- Present and facilitate 2 hour class weekly to college Freshman and Sophomore FRCC students
- Manage classroom and student behavior
- Assess and evaluate student performance
- Work with community, local government and private organizations to set up meaningful student experiences and excursions
- Coordinate with team teachers and staff on facility and equipment use
- Ensure students receive regular feedback and final evaluations

July 1, 2012 – June 30, 2015 Aviation Branch Chief, CO DPS-Division of Fire Prevention and Control, 690 Kipling Street, Denver, CO 80215 (stationed in Fort Collins, CO)

- Prescribed Fire Grant development and administration
- Designed and implemented program strategic development
- Managed aviation contract solicitation, development and administration
- Ensured program SOP development
- Developed, solicited, promoted, interviewed and selected critical aviation positions
- Supervised 2 permanent and 3 permanent part time employees
- Built interagency partnerships through collaboration and compliance with interagency standards
- Prepared and maintained \$20 million budget that included 2 state owned/contract operated fixed wing, 3 Exclusive Use Rotor Wing and 2 Exclusive Use SEATs

June 2007- June 2012 – CO State Forest Service – Fuels Mitigation and Prescribed Fire Program Supervisor, 3843 LaPorte Avenue, Fort Collins, CO 80525

- Administered State Fire Assistance Grants
- Provided program oversight for State Wildland Fire Engine Program
- Provided program oversight for State Wildland Prescribed Fire Program

November 2005 – June 2007 Education/Volunteer Coordinator and Museum Curator/ Historic MacGregor Ranch, 180 MacGregor Lane, Estes Park, CO 80517

- Responsible for oversight and direction of 80 volunteers.
- Responsible for maintenance and upkeep on 130 year old homestead/museum.
- Actively pursued and developed grants to support restoration efforts for historic buildings as well as perform close out and administration of past grants.
- Point of contact in arranging historic tours for school, scout and special interest groups.
- Assist in the maintenance and upkeep of 130 head Angus heard.
- Initiated, developed and facilitated 4H program hosted by MacGregor Ranch

2000 – Present Kuntz Land and Livestock LLC, 28053 Buffalo Road, Hotchkiss, CO 81419

- Cattle owner on Kuntz Family Ranch
- Participate in all aspects of ranch activities including calving, vaccinating, branding, separating/sorting, herding, gathering, and processing for shipping.
- Perform required duties in extreme weather conditions and remote high altitude back country locations.

1993 – 2005 Park Ranger Rocky Mountain National Park, Volunteer Program Manager

- Managed 2000 volunteers that contributed 100,000 hours annually at a value of 1.8 million dollars.
- Responsible for managing and execution of a budget in excess of \$100,000 annually.
- Served on National NPS committee to review and rewrite volunteer management guidelines and conduct training classes to internal and external Volunteer Manager partners.
- Selected to represent the NPS at a conference in Japan on volunteer management.
- Researched, pursued, secured, and managed numerous grants in support of the program.
- Regularly consulted regarding volunteer program development from both internal and external partners.
- Indirectly supervised thousands of volunteers and volunteer supervisors annually and directly supervised up to 6 individuals in the daily operation of a highly efficient office.
- Responsible for maintaining extensive records of all volunteers through a custom designed Excel program. Regularly called upon to create reports based upon statistical records that would support requests for budget and or staffing increases.
- Responsible for prioritization of volunteer projects, designing position descriptions, recruitment, retention, orientation and training, recognition and appreciation, record keeping and maintaining regular communication with volunteers and volunteer groups.
- Maintained excellent communication with all divisions in the park and worked with supervisors to ensure proper methods were utilized in the “care and feeding” of volunteers.

1999 – 2000 Detail: Aviation 2000 Facilitator Office of Aircraft Services (OAS), Boise, Idaho

- Selected to be on the ground floor to develop OAS Interagency Aviation Operations web based training program.
- Point of contact for subject matter experts in the area of aviation operations.
- Researched and interviewed potential web based training contractors.
- Assisted in the development of an aviation training matrix and syllabus.
- Participated in numerous Interagency Helicopter Operations Group meetings.
- Assisted in the facilitation of two Aviation Conference and Education (ACE) meetings.

1989 -1993 Certified Secondary Education Teacher, Denver Public Schools, Career Education Center

- Executive Internship Coordinator: placed eligible junior and senior high school students with community executives for a six month educational experience.
- Wellness Program Instructor: designed curriculum and taught semester long program on health and wellness.
- Project Challenge Instructor: designed and taught outdoor environmental/experiential course for four semesters, which included a three week “outward bound” experience in Big Bend Texas, educational outings to Yellowstone, Rocky Mountain and Arches National Parks.

1982 -1992 Visitor Protection Ranger National Park Service, seasonal as follows:

1990-1992 Backcountry Ranger, Rocky Mountain National Park

1989 Forestry Technician, Helitack/Fuels Technician, Yellowstone National Park

1988 Forestry Technician, Helitack Yellowstone National Park

1987 Visitor Protection Ranger/Road Patrol, Yellowstone National Park.

1986 Forestry Technician Rocky Mountain National Park

1985 Backcountry Ranger, Rocky Mountain National Park.

1984 Road Patrol Ranger, Yellowstone National Park.

1983 Backcountry Ranger in Grand Canyon National Park and Rocky Mountain National Park.

1983 Campground and Road Patrol Ranger Everglades National Park.

1982 Backcountry Ranger Rocky Mountain National Park.

Community/Volunteer Experience

October 2017 to Present – Volunteer **Advisory Board Member, Big Thompson Water Coalition and former Board Member Secretary/Treasurer**

- Attend and participate in bi-monthly meetings to plan and discuss project work and future direction of the BTWC
- Review and approve financial transactions for grants, salary and expenses
- Plan and execute fundraising events on behalf of the Coalition

June 2014 to Present- **Standing member of Shamrock Irrigation Company**

- Promote responsible care, use and maintenance of water conveyances including the use and promotion of prescribed fire.

December 2005 – June 2007. **Director with Estes Valley Land Trust.**

- Met monthly to discuss properties being considered for land trust designation.
- Assessed properties for consideration of land trust designation.
- Worked with land owners to place properties in permanent land trust.
- Worked with volunteer monitors on annual review of properties.

References

Ewing “Dave” Underwood, Regional Aviation Manager, Bureau of Indian Affairs

ewing.underwood@bia.gov

1001 Indian School Road

Albuquerque, NM 87104

505-362-7029

Deb Hodgson, Teacher, Rice Elementary School and Neighbor

Dhodgson15@gmail.com

7977 Shamrock Ranch Road

Fort Collins, CO 80524

970-218-6853

Antje Sliger, Retired Teacher- Career Education Center, Denver Public Schools

Abermannsliger72@gmail.com

1259 Doric Drive

Lafayette, CO 80206

303-918-4938

Theresa Staples, Former Dept. Director, DPS CO-Division of Fire Prevention and Control

690 Kipling Suite 2000

Denver, CO 80215

303-437-1242

Kathy Brazelton, East District Naturalist

National Park Service, Rocky Mountain National Park

1000 Highway 36

Estes Park, CO 80517

(970) 586-1225 work

Wellington Fire Protection District
DEPRECIATION WORKSHEET
12/31/2020

ALL CLASSES - SUMMARY		
#	ASSET DESCRIPTION	Ref
1	Land	
2	Buildings and Improvements	
2a	Vehicles & Equipment	
	TOTALS	

BALANCE			BALANCE
12/31/2019	ADDITIONS	DELETIONS	12/31/2020
184,490	-	-	184,490
3,071,483	-	-	3,071,483
2,922,199	127,493		3,049,692
6,178,172	127,493	-	6,305,665

(0)

PY FS

	ACCUM DEPR	DELETIONS	DEPR	ACCUM DEPR	
	12/31/2019	2020	2020	12/31/2020	CHECK
Tab 2	-	-	-	-	TRUE
Tab 2	1,398,483	-	64,063	1,462,546	TRUE
Tab 2	1,679,893	-	127,457	1,807,350	TRUE
	3,078,376	-	191,520	3,269,896	

3,035,769 f/s

Group: Vehicles & Equipment

sort	desc	date placed in service		book cost	Beg Accum. Deprec.	CY Deprec. Exp.	End Acc. Depr.	Net Book Value
21	1958 EDSEL	7/1/1967	Fully depreciated	100,000.00	100,000.00	-	100,000.00	-
22	1936 Fire Truck	7/1/1967	Fully depreciated	50,000.00	50,000.00	-	50,000.00	-
23	1905 Hose Cart	7/1/1967	Fully depreciated	50,000.00	50,000.00	-	50,000.00	-
24	1995 La Verne Fire Truck-SOLD 2020	7/1/1995	Fully depreciated	125,000.00	125,000.00	-	125,000.00	-
26	Ford F550-Brush E176	9/28/2004	Remaining Life	40,044.00	30,533.55	2,002.20	32,535.75	7,508.25
27	Slip on Skid for F550	12/23/2004	Fully depreciated	13,700.00	13,700.00	-	13,700.00	-
28	Thermal Imager Camera	3/1/2005	Fully depreciated	12,200.00	12,200.00	-	12,200.00	-
29	AED	2/23/2006	Fully depreciated	11,975.00	11,975.00	-	11,975.00	-
30	Fire Engine Chasis - E1	9/25/2007	Remaining Life	320,356.00	196,218.05	16,017.80	212,235.85	108,120.15
31	New Computer Server	11/27/2007	Fully depreciated	5,191.31	5,191.31	-	5,191.31	-
32	Holmatro Rescue tool	7/3/2008	Fully depreciated	34,390.00	34,390.00	-	34,390.00	-
33	Portable Holmatro Units	4/24/2008	Fully depreciated	51,470.00	51,470.00	-	51,470.00	-
34	Heavy Rescue-Squad 1	12/12/2008	Remaining Life	464,138.00	263,320.81	23,206.90	286,527.71	177,610.29
35	Water Tender - Tender 2	12/12/2008	Remaining Life	271,563.00	150,491.16	13,578.15	164,069.31	107,493.69
37	Slip on Skid for 2009 Dodge	1/19/2009	Fully depreciated	16,000.00	16,000.00	-	16,000.00	-
38	7400 SFA 4x4	11/2/2009	Fully depreciated	114,326.00	114,326.00	-	114,326.00	-
39	Firecom Headsets for Engine Squad	12/9/2009	Fully depreciated	19,368.00	19,368.00	-	19,368.00	-
40	Thermal Imager Camera	2/23/2010	Fully depreciated	14,400.00	14,160.00	240.00	14,400.00	-
41	New Copier	2/23/2010	Fully depreciated	7,909.00	7,777.18	131.82	7,909.00	-
42	Forcible Entry Door	3/23/2010	Fully depreciated	7,500.00	7,250.00	250.00	7,500.00	-
43	Rope Rescue Kit	3/23/2010	Fully depreciated	6,200.00	5,993.33	206.67	6,200.00	-
44	Enclosed Car Trailer	10/26/2010	Fully depreciated	7,642.85	7,069.65	573.20	7,642.85	-
45	Washing Machine	11/23/2010	Fully depreciated	7,501.95	6,876.80	625.15	7,501.95	-
46	Slip on Skid for 2009 Dodge	2/2/2011	Remaining Life	16,500.00	14,712.50	1,650.00	16,362.50	137.50
47	New Computer Server	2/22/2011	Remaining Life	6,141.17	5,066.47	614.12	5,680.59	460.58
48	Fire Engine - E2	3/10/2011	Remaining Life	411,647.00	181,810.76	20,582.35	202,393.11	209,253.89
49	2013 Ford Utility Interceptor - Chie	3/1/2013	Remaining Life	41,515.00	14,184.29	2,075.75	16,260.04	25,254.96
50	Extendo Bed for 2013 Dodge Truck	5/28/2013	Remaining Life	5,467.00	3,599.11	546.70	4,145.81	1,321.19
51	2500 Crew St 4x4 Dodge-Comman	2/27/2013	Remaining Life	40,417.00	13,809.14	2,020.85	15,829.99	24,587.01
52	Generator - Station 2	7/22/2014	Remaining Life	27,535.00	7,457.40	1,376.75	8,834.15	18,700.85
53	New Copier	6/24/2014	Remaining Life	6,350.00	3,492.50	635.00	4,127.50	2,222.50
54	Tractor	5/12/2015	Remaining Life	12,500.00	5,833.33	1,250.00	7,083.33	5,416.67
55	SCBA	12/31/2015	Remaining Life	206,132.00	82,452.80	20,613.20	103,066.00	103,066.00
56	Portable Radios	8/11/2016	Remaining Life	75,451.75	28,506.30	7,545.18	36,051.48	39,400.27
57	ZOLL Monitor	11/15/2016	Remaining Life	33,357.80	10,848.14	3,335.78	14,183.92	19,173.88
58	Thermal Imager Camera	6/30/2018	Remaining Life	10,967.40	1,188.14	1,096.74	2,284.88	8,682.52
59	Radio	11/13/2018	Remaining Life	5,796.69	627.98	579.67	1,207.65	4,589.04
60	Bunker Gear	11/20/2018	Remaining Life	11,530.00	1,249.08	1,153.00	2,402.08	9,127.92
61	Fire Hose	6/5/2019	Remaining Life	7,529.00	439.19	439.19	878.38	6,650.62
62	Bunker Gear - MES, ROI, Becker	9/17/2019	Remaining Life	36,107.65	902.69	902.69	1,805.38	34,302.27
63	Computer	4/5/2019	Remaining Life	21,031.52	1,577.36	1,577.36	3,154.72	17,876.80
64	Ram Truck	5/3/2019	Remaining Life	4,000.00	266.67	266.67	533.34	3,466.66
65	ZOLL Monitor	10/2/2017	Remaining Life	16,347.90	4,223.21	1,634.79	5,858.00	10,489.90
66	2008 Rosenbauer Engine Refub	12/4/2019	Remaining Life	175,000.00	729.17	729.17	1,458.34	173,541.66
67	ICC Server	5/22/2020	Remaining Life	8,047.68	-	983.16	983.16	7,064.52
68	PURVIS Station Alert System	11/30/2020	Remaining Life	119,445.00	-	1,990.75	1,990.75	117,454.25

Below is a summary of account detail reviewed for capital outlay expenditures qualifying for fixed asset capit

Date	Num	Name	Memo
700.941 · C/O - GENERAL M & E			
03/01/2020	82006	Community First Nationa Truck Refurb, paid with impact fees	
04/27/2020	Roof Repair	Pro Roofing Colorado	Roof Repair/Replacement Station 16
06/02/2020	1425	Container Liquidators Inc	-MULTIPLE-
08/01/2020	Roof Repair-114	Pro Roofing Colorado	Roof Repair/Replacement Station 16-F
10/28/2020	21628	Custom Log, Ltd./A Grea 6 Rocker Recliner	Duty Built Rescue
10/28/2020	21626	Custom Log, Ltd./A Grea 5 Serta Lux Brookton	XLT Plush Mattre
Total 700.941 · C/O - GENERAL M & E			

Date	Num	Name	Memo
700.945 · C/O - COMMUNICATION EQUIPMENT			
01/24/2020	BankCard 4832 01	BankCard Center	Mikes Camera-Camera for PIO
01/24/2020	BankCard 2835 01	BankCard Center	Mikes Camera-New Camera for PIO
02/26/2020	BankCard 4832 02	BankCard Center	Best Buy-3 printers
03/06/2020	XDJ5281	CDW-G	New Computers
03/09/2020	10380438212	Dell Marketing L.P.	New Computers for Day Rooms at Sta
05/22/2020	8809	ICC-	ICC Server Upgrade
06/24/2020	BankCard 4832 06	BankCard Center	B&H Photo-GoPros
08/05/2020	ZQR6116	CDW-G	Startech Duel 4k mini, Acer monitor, H
08/08/2020	ZRJ3604	CDW-G	Epson printer
08/26/2020	BankCard 4832 08	BankCard Center	Best Buy-New Computer, cables
11/25/2020	BankCard 2497 11	BankCard Center	-MULTIPLE-
11/30/2020	26188	PURVIS Systems Inc	PURVIS Station Alerting for Station 16
12/15/2020	5536899	CDW-G	Panasonic Toughbok, lite keyboard
12/16/2020	5542169	CDW-G	Pan Lite Emissive Red Backlit KB
12/24/2020	BankCard 2835 12	BankCard Center	-MULTIPLE-
Total 700.945 · C/O - COMMUNICATION EQUIPMENT			

Total balance of Acct 700.942 (Bunker Gear) is \$636.75 - less than \$5k threshold. \$0 balance in all other capit

talization

Debit

37,953.39 2020 Annual lease payment on \$175k capital lease from 2019
84,386.83 Repair - reimbursed by insurance proceeds recorded in Misc Income
5,000.00 Two individual assets, less than \$5k threshold
28,008.28 Repair - reimbursed by insurance proceeds recorded in Misc Income
3,234.00 Less than \$5k threshold
1,500.00 Less than \$5k threshold

160,082.50

Debit

1,413.00 Less than \$5k threshold
1,500.00 Less than \$5k threshold
599.97 Less than \$5k threshold
5,431.76 Individual assets less than \$5k threshold
1,963.80 Less than \$5k threshold
8,047.68 Capitalize
759.63 Less than \$5k threshold
312.24 Less than \$5k threshold
386.03 Less than \$5k threshold
1,868.99 Less than \$5k threshold
1,739.97 Less than \$5k threshold
6,000.00 Capitalize
3,314.95 Less than \$5k threshold
260.51 Less than \$5k threshold
968.75 Less than \$5k threshold

34,567.28

tal outlay accounts.

Suggested wording from legal counsel for the executive session,

““I move that we go into an executive session pursuant to Sec. 24-6- 402(4)(g), C.R.S., for the consideration of the applications of non-finalist candidates for the position of interim fire chief, which are exempt from disclosure under the provision of the Colorado Open Records Act, Sec. 24-72-204(3)(a)(XI), C.R.S.”

After the Motion is made and seconded, a vote must be taken to go into executive session. Two[1]thirds of the committee must approve the motion.