

Station 1  
8130 3<sup>rd</sup> Street  
Wellington, CO 80549



Station 2  
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 order at **5:00 PM** on **August 20th, 2025**. The meeting will be held at **Station 1** located at 8130 3<sup>rd</sup> St, Wellington, CO 80549. Please contact our administrative office for any attendance accommodations. **Zoom Meeting information is listed below.**

**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.

**Employee Recognition**

**Guests or Presentations**

**Consent Agenda**

- Regular Board Meeting Minutes for July 16<sup>th</sup>, 2025

**Chief's Report**

**Employee Report**

**Committee Reports**

**Monthly Financial Report**

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## Wellington Fire Protection District

### District Business

1. Consideration of adoption of Resolution 2025-06 "A RESOLUTION TO ENACT A SALES TAX IN THE WELLINGTON FIRE PROTECTION DISTRICT FOR THE PURPOSE OF DEFRAYING THE COST OF CAPITAL PURCHASES"
  - Sample Motion "Move to adopt Resolution 2025-06"
2. Consideration to adopt updated Procurement Policy and Formal Bid Process
3. Consideration to approve Grant Writer Contract for Aubrey Radford (AFG Grant for SCBA)
4. Executive Session:
  - Chief Germain Contract. Pursuant to §24-6-402(4)(e), C.R.S., Determining positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and instructing negotiators.

### Other

### Calendar Items:

Board Meetings –Pension Board Meeting – September 17<sup>th</sup>, 2025, at 5pm Station 1  
Regular Board Meeting – September 17<sup>th</sup>, 2025, following Pension Board

### Adjournment:

## Wellington Fire Protection District Zoom Meeting information

### Join Zoom Meeting

<https://us02web.zoom.us/j/7848079463>

Meeting ID: 784 807 9463

+ 17209289299,,7848079463# US (Denver)



# Wellington Fire Protection District

Station 1, 8130 3<sup>rd</sup> Street, Wellington, CO 80549

July 16, 2025, BOARD MEETING MINUTES

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## Call to Order & Pledge of Allegiance

- Time Called to Order: 17:00
- Pledge of Allegiance: Conducted.
- Roll Call: Directors Bollinger, Standing, Amicarella and Hodgson were present.  
Absent: Director Hunter - unexcused

## Agenda Notes

- No additions or deletions to the agenda.
- No conflicts of interest noted.

## Correspondence

- No correspondence presented.

## Public Comment

- No public comment.

## Employee Recognition

- Firefighters Yoshida and Thompson successfully completed their 1-year probationary period and were officially pinned as permanent Firefighters.

President Bollinger moved to Auditor's Report for presentation.

## Auditor's Report

- Presented by Abby Irvine, Audit Manager with Haynie & Company CPAs
- FY2024 audit is nearly complete; clean (unmodified) opinion expected.
- New GASB standard requires recognition of earned and sick time as liability (~\$22,000 impact to District).
- Payroll documentation gaps noted; management letter issued.
- No changes to financial figures anticipated.
- Recommendations:
  - Formal documentation of employee pay rates.

- Review and update PTO/Sick reporting procedures.
- Board acknowledged the findings and confirmed corrective actions are underway.
- Audit will be finalized with comments sent to D. Green along with a final copy.

## **Consent Agenda (Meeting Minutes)**

*Motion to approve the minutes from June 18<sup>th</sup>, 2025, Regular Board Meeting, was made by Amicarella. Motion was seconded by Bollinger and passed unanimously on a vote of 4/0.*

## **Monthly Activity Report**

- June 2025 Incident Count: 94 Responses (YTD: 580)
- Fire and Other Services: 23
- EMS Responses: 64
- Motor Vehicle Accidents: 7
- No incidents of note this month.
- A summer safety message was noted and published by staff.

## **Chief's Report – Operational Updates**

- July 4<sup>th</sup> events were well-attended and incident-free. Staffed fully due to fireworks/fire risk. Will hotwash with Town and LCSO officials next week.
- Signage and painting on Station 1 doors completed. Artwork done by local artist.
- South Rim Fire Deployment: Type 3 Brush Engine deployed with crew of three from here, and one from the County, to help with the fire suppression efforts.
- EMTS Grant Awarded: ~\$120K total grant with 50% match.
  - Items: radios, rescue boat, UTV, trailer.
  - Meeting with northern Front Range Fire Departments to put forth a bulk purchase for radios to save significantly on cost of radios. Loveland offered to coordinate the bulk purchase.
  - Radios are in critical need of replacement; with the grant + group purchasing we may be able to increase quantity.
  - Match of 50% is unbudgeted cost but manageable via contingency/reserve.
- Training Hours:
  - 320 Training hours logged in June 2025.

## **Fleet Update**

Chief Reported all apparatus is currently in service.

## **Financial Report Highlights (David Green)**

June 2025:

- Revenues: 89% received YTD
- Expenditures: 49.59% YTD (on target but tight being 50% into year)
- Volunteer Pension contributions already made for the year.
- Significant Expenses:
  - CSU evaluations (Health & Safety)
  - Pump repairs
  - Election/survey expenses
- Contingency & Reserves: Reserves remain healthy (over \$1M entering 2025).
- No current compromise to financial health
- Tabor Refund Update:
  - Total repayment balance: ~\$230,000
  - \$52,000 to be refunded in 2025
  - Full repayment schedule through 2028 via temporary mill levy reductions

## **District Business**

### **1. SALES TAX PROPOSAL DISCUSSION**

- Board discussed placing a sales tax question on the November 2025 coordinated ballot.
- Roughly \$11K for election cost to put on ballot.
- Original estimate (\$680K) was revised after state clarification; actual estimate is \$25K–\$150K per year.
- Restrictions: District can only tax items that are taxable by the State of Colorado.
- Estimated Revenue: Dependent on point-of-sale volume and online sales.
- Potential Uses:
  - Fleet replacement (\$4.5M needed over 9 years)
  - Station upgrades (safety, ADA, renovations)
  - Build District's reserves for capital projects
- Board Discussions:
  - Consider increasing the proposed rate from half cent (.5 cent) to .75 cents or .995cents or 1 cent to ensure feasibility.
  - Include TABOR language to allow retention of future excess revenue.

- o What can be done if District doesn't meet or District exceeds projected estimates?
- o How to proceed with preparations to move forward to meet ballot submission deadlines

*Standing made the motion to remove TABOR language before moving forward. Motion was not seconded and failed.*

*Bollinger made the motion to move forward with the sales tax at ½ cent to \$100K first year. Motion was seconded by Amicarella. On a vote of 3/1, motion passes to move forward.*

Chief will reach out to Attorney to formalize language and submit by August to meet ballot deadlines.

## **2. EXECUTIVE SESSION**

*Bollinger made the motion to enter into Executive Session for Chief Germain's Contract pursuant to §24-6-402(4){e}, C.R.S., Determining positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and instructing negotiators. Motion was seconded by Amicarella and passed unanimously on a vote 4/0.*

Reconvened regular monthly meeting at 1907 hours.

## **Calendar and Miscellaneous**

- Regular Monthly Board Meeting: August 20, 2025, Station 1 at 1700 hours.

## **Adjournment**

*Motion, to adjourn at 1910 hours, was made by Amicarella. Motion was seconded by Hodgson and passed unanimously on a vote 4/0.*

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Director Denny Hodgson, Secretary/Clerk

# WELLINGTON FIRE PROTECTION DISTRICT



## MONTHLY SERVICE ACTIVITY



Month July 2025

TOTAL INCIDENT ACTIVITY: **104** YTD: 684

Fire and Other Services: **40** YTD: 233 EMS Responses: **53** YTD: 400

Motor Vehicle Accidents: **11** YTD: 51

**GREEN** = Increase from prev. month

**RED** = Decrease " " "

### *Incidents of Note:*

**07/04/2025 Centennial Park/Wellington Community Park, Community Support:** Brush 913, Ram 92, Battalion 91 were staffed for the day to provide enhanced Fire and EMS support to regular duty staff for July 4<sup>th</sup> parade and community activities. Chief 90, along with LCSO and Town of Wellington Staff stood up a unified command post to monitor public safety operations. All units remained in service until the completion of fireworks at 2200 hrs.

**07/06/2025 1657 hrs. Interstate 25 SB @ mm 279, Motor Vehicle Accident with Extrication:** Engines 91 and 92 responded to a multiple vehicle accident with several patients. 1 pt. was ejected from a vehicle, and another was extricated by WFPD personnel. 2 critical patients and 2 non-critical patients were transported by UCHHealth. The Interstate was closed for several hours for clean-up and investigation. There was one fatality as a result of injuries from being ejected from the vehicle.

**07/08/2025 0309 hrs. 9505 Shoofly Lane, Structure Fire:** Engines 92 and 91 were dispatched to a reported structure fire. Engine 92, from Waverly arrived first to find a ranch style home with fire showing from an attached garage. Engine 92 crew confirmed evacuation of residents and achieved control of the fire as Engine 92 arrived on scene. Both units worked to extinguish the fire and search for hotspots. PFA Tender 12 was called for water supply and support. Cause of the fire was undetermined, but not suspicious.

**WELLINGTON FIRE PROTECTION DISTRICT  
ACCOUNTANT'S REPORT  
July 31, 2025**

<b>DESCRIPTION</b>		<b>AMOUNT</b>
July 31, 2025	Operating and Admin Expenditures	\$ 82,304
July 31, 2025	Personnel Costs	220,679
	<b>TOTAL EXPENDITURES - CURRENT MONTH</b>	<b>\$ 302,983</b>

**CURRENT MONTHS REVENUES**

Tax Revenue	\$ 68,317
Interest Income	13,707
Other Income	2,800
<b>TOTAL RECEIPTS - CURRENT MONTH</b>	<b>\$ 84,823</b>

**CASH BALANCE PER FINANCIAL STATEMENTS**

		Balance per reconciliation
COLOTRUST - Non Impact Fee accounts		\$ 3,661,846
Points West Bank		85,128
Total Cash per reconciliation	July 31, 2025	\$ 3,746,973
Less uncleared disbursements for current month		(82,304)
Add: Cash at County Treasurer		68,317
<b>Net Cash Available</b>		<b>\$ 3,732,986</b>

**UNAUDITED**  
**WELLINGTON FIRE PROTECTION DISTRICT**  
**REVENUE & EXPENDITURE STATEMENT**  
**ACTUAL & BUDGET FOR PERIOD ENDING ON JULY 31, 2025**  
**COMBINED FUNDS**

	<b>JULY ACTUAL</b>	<b>YTD ACTUAL</b>	<b>2025 BUDGET</b>	<b>% OF BUDGET USED</b>	<b>BUDGET REMAINING</b>
<b>REVENUE</b>					
4010 Larimer County Tax	\$ 46,877	\$ 3,701,622	\$ 3,880,667	95.39%	\$ 179,045
4013 Tax Rebate Payment	-	-	(52,222)	0.00%	(52,222)
4012 Specific Ownership Tax	21,439	139,266	215,000	64.77%	75,734
4014 Wildland Firefighting	-	-	60,000	0.00%	60,000
4016 Service Fees	-	-	1,000	0.00%	1,000
4017 Miscellaneous	-	2,150	5,000	43.00%	2,850
4018 Donations and events	-	600	25,000	2.40%	24,400
4020 Interest income	13,707	77,056	100,000	77.06%	22,945
4019 Grants	2,800	3,000	16,200	18.52%	13,200
4015 Impact Fees	-	16,256	40,000	40.64%	23,744
<b>TOTAL REVENUE</b>	<b>84,823</b>	<b>3,939,950</b>	<b>4,290,645</b>	<b>91.83%</b>	<b>350,695</b>
<b>PERSONNEL COSTS</b>					
5010 Salaries and Wages	153,314	1,055,815	1,904,805	55.43%	848,990
5020 Wildland Salaries	-	-	45,000	0.00%	45,000
5025 District Board Compensation	400	3,400	9,000	37.78%	5,600
5030 Overtime	17,272	143,814	232,301	61.91%	88,487
5110 Employer Taxes	3,225	24,050	62,158	38.69%	38,108
5120 Workers Compensation	4,875	21,382	71,514	29.90%	50,132
5210 Health, Dental & Vision Insurance	18,011	144,205	197,583	72.98%	53,378
5230 FPPA	23,582	146,955	258,666	56.81%	111,711
<b>TOTAL PERSONNEL COSTS.</b>	<b>220,679</b>	<b>1,539,621</b>	<b>2,781,027</b>	<b>55.36%</b>	<b>1,241,406</b>
<b>OPERATING AND ADMIN EXPENDITURES</b>					
6010 Utilities	4,469	29,375	53,000	55.42%	23,625
6020 Station Supplies	799	5,302	6,000	88.36%	698
6030 Building Repairs & Maintenance	2,927	18,381	25,000	73.52%	6,619
6110 Equipment and Supplies	4,941	57,231	85,000	67.33%	27,769
6120 Fuel Expenses	1,422	11,199	28,000	40.00%	16,801
6140 Repairs and Maintenance - Equipment	5,417	59,397	80,000	74.25%	20,603
6210 IT services and supplies	1,320	29,943	29,932	100.04%	(11)
6230 Dispatch	585	4,093	14,500	28.23%	10,407
6310 Health & Safety	1,350	26,289	28,500	92.24%	2,211
6320 Wildland Travel Expenses	821	821	15,000	5.47%	14,179
6330 Training & Seminars	2,271	7,702	63,000	12.23%	55,298
6335 Travel, Meetings and Meals	372	2,742	2,650	103.46%	(92)
7010 Office Expenses	738	3,877	6,000	64.62%	2,123
7020 Accounting/Finance	10,250	45,250	65,000	69.62%	19,750
7025 Legal Expenses	126	5,236	15,000	34.91%	9,764
7030 Professional Fees	2,895	22,532	32,000	70.41%	9,468
7050 Fees/Dues/Subscriptions	312	8,279	13,100	63.20%	4,821
7060 Payroll Processing Fees	793	5,926	10,000	59.26%	4,074
7070 County Treasurer Fees	935	74,032	77,613	95.39%	3,582
7080 Bank Service Charge	60	188	300	62.67%	112
7100 Insurance	38,993	58,999	44,300	133.18%	(14,699)
7110 District Board Expenses	-	55	5,000	1.11%	4,945
7120 Election Cost	508	24,490	54,000	45.35%	29,510
6336 Contingencies	-	-	80,000	0.00%	80,000
6401 Public Education	-	206	1,000	20.64%	794
<b>TOTAL OPERATING AND ADMIN EXPENDITURES</b>	<b>82,304</b>	<b>501,544</b>	<b>833,895</b>	<b>60.14%</b>	<b>332,351</b>
<b>NON OPERATING</b>					
7942 Capital Outlay	-	-	1,340,000	0.00%	1,340,000
9015 Debt Service / Lease Payments	-	269,546	269,546	100.00%	0
8003 Volunteer Pension Contribution	-	129,824	129,824	100.00%	0
<b>TOTAL NON OPERATING</b>	<b>-</b>	<b>399,370</b>	<b>1,739,370</b>	<b>22.96%</b>	<b>1,340,000</b>
<b>TOTAL EXPENDITURES</b>	<b>302,983</b>	<b>2,440,534</b>	<b>5,354,292</b>	<b>45.58%</b>	<b>2,913,758</b>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER (UNDER) EXPENDITURE</b>	<b>\$ (218,160)</b>	<b>\$ 1,499,416</b>	<b>\$ (1,063,647)</b>		<b>\$ 2,563,063</b>

Not audited, reviewed or compiled. No assurances provided. All Disclosures are omitted.



# Wellington Fire Protection District

PO Box 10 / 8130 3<sup>rd</sup> St. Wellington CO 80549

Resolution No. 2025-6

## RESOLUTION BOARD OF DIRECTORS WELLINGTON FIRE PROTECTION DISTRICT

### A RESOLUTION TO ENACT A SALES TAX IN THE WELLINGTON FIRE PROTECTION DISTRICT FOR THE PURPOSE OF DEFRAYING THE COST OF CAPITAL PURCHASES

1. *Whereas*, the Wellington Fire Protection District (“District”) has determined that it requires additional revenue to provide purpose of reducing the financial impacts of growth on existing property owners.
2. *Whereas*, Section 32-1-1107, C.R.S., authorizes the District to adopt a tax on sales of tangible personal property at retail and services, subject to the approval of the District’s eligible electors;
3. *Whereas* the District finds that the revenue from a sales tax would significantly assist the District in addressing the need for defraying the cost of capital purchases;
4. *Whereas*, Section 32-1-1107(1)(a), C.R.S., permits the District to submit a ballot issue on the question of adopting a sales tax to its eligible electors at an election to be held on November 4, 2025; and
5. *Whereas*, the District intends that its enactment of a sales tax as set forth herein shall comply and be interpreted to comply with the requirements of section 20, article X of the Constitution of the State of Colorado; article 1, title 32 C.R.S.; those provisions of article 2, title 29, C.R.S., as may be applicable to the District; and all other applicable provisions of law (collectively, "**Applicable Law**").

*Now, therefore, be it resolved* by the Board of Directors of the Wellington Fire Protection District that:

#### Definitions

Section 1 – Definitions. All terms used in this ordinance shall have the same meaning as provided for in Section 39-26-102, C.R.S.

Section 2 – Application of State Sales Tax. Unless otherwise provided in this Resolution and any amendments thereto, or pursuant to Applicable Law, the provisions of article 26, title 39, C.R.S., shall govern the collection, administration, and enforcement of this sales tax.

## Sales Tax Imposed

Section 3 – Imposition of Sales Tax. There is hereby imposed and there shall be collected a tax on all sales of tangible personal property and services described in Section 4 and occurring within the District. The tax is imposed as provided for in Section 29-2-105(1)(d), C.R.S. The sales tax shall be set at a rate of one-half of one percent (0.5%) percent of the amount of each sale. The taxable amount of a sale shall not include the amount of any sales or use tax imposed by article 26, title 39, C.R.S.

Section 4 – Property and Services Taxed. The sales of tangible personal property and services taxable under this sales tax shall be the same as the sales of tangible personal property and services taxable pursuant to Section 39-26-104, C.R.S.

Section 5 – Place of Sale. For the purpose of this sales tax, all retail sales are sourced as specified in Section 39-26-104(3), C.R.S.

## Exemptions and Exclusions

Section 6 – General Sales Tax Exemptions. Except as otherwise provided herein or in Section 29-2-105(1)(d), C.R.S., the sales of tangible personal property and services taxable under this ordinance shall be subject to the same exemptions as those specified in part 7, article 26, title 39, C.R.S.

Section 7 – Specific Exemptions Required by Section 29-2-105(1)(d), C.R.S. In addition to the exemptions from the District's sales tax provided by part 7, article 26, title 39, C.R.S., the following additional exemptions from the District's sale tax shall apply:

- a. The exemption for sales of machinery or machine tools specified in Section 39-26-709(1), C.R.S., other than machinery or machine tools used in the processing of recovered materials by a business listed in the inventory prepared by the department of public health and environment pursuant to Section 30-20-122(1)(a)(V), C.R.S.;
- b. The exemption for sales of machinery or machine tools specified in Section 39-26-709(1), C.R.S., used in the processing of recovered materials by a business listed in the inventory prepared by the department of public health and environment pursuant to Section 30-20-122(1)(a)(V), C.R.S.;
- c. The exemption for sales of electricity, coal, wood, gas, fuel oil, or coke specified in Section 39-26-715(1)(a)(II), C.R.S.;
- d. The exemption for sales of food specified in Section 39-26-707(1)(e), C.R.S. For the purposes of this subsection, “food” is defined in Section 39-26-102(4.5), C.R.S.;
- e. The exemption for vending machine sales of food specified in Section 39-26-714(2), C.R.S.;

- f. The exemption for sales by a charitable organization specified in Section 39-26-718(1)(b), C.R.S.;
- g. The exemption for sales of farm equipment and farm equipment under lease or contract specified in Section 39-26-716(4)(e) and (4)(f), C.R.S.;
- h. The exemption for sales of motor vehicles, power sources, or parts used for converting such power sources as specified in Section 39-26-719(1), C.R.S.;
- i. The exemption for sales of wood from salvaged trees killed or infested in Colorado by mountain pine beetles or spruce beetles as specified in Section 39-26-723, C.R.S.;
- j. The exemption for sales of components used in the production of energy, including but not limited to alternating current electricity, from a renewable energy source specified in Section 39-26-724, C.R.S.;
- k. The exemption for sales that benefit a Colorado school specified in Section 39-26-725, C.R.S.;
- l. The exemption for sales by an association or organization of parents and teachers of public school students that is a charitable organization as specified in Section 39-26-718(1)(c), C.R.S.;
- m. The exemption for sales of property for use in space flight specified in Section 39-26-728, C.R.S.;
- n. The exemption for retail sales of marijuana upon which the retail marijuana sales tax is imposed pursuant to Section 39-28.8-202 as specified in Section 39-26-729, C.R.S.;
- o. The exemption for manufactured homes, modular homes, tiny homes, and any closed panel system utilized in construction of a factory-built residential structure set forth in Section 39-26-721(3), C.R.S.;
- p. The exemption for sales of period products as specified in Section 39-26-717(2)(m), C.R.S.;
- q. The exemption for sales of incontinence products and diapers as specified in Section 39-26-717(2)(n), C.R.S.;
- r. The exemption for sales of eligible decarbonization building materials set forth in Section 39-26-731, C.R.S.; and
- s. The exemption for sales of energy storage systems set forth in Section 39-26-733, C.R.S.

Section 8 – Food. Notwithstanding any other provision of this sales tax regarding the taxation of food, this sales tax shall not apply to the following:

- a. Sales of food purchased with funds provided by the supplemental nutrition assistance program. For the purposes of this subsection (a), “food” has the same meaning as provided in 7 U.S.C. § 2012, as currently in effect and subsequently amended; and
- b. Sales of food purchased with funds provided by the special supplemental food program for women, infants, and children, 42 U.S.C. § 1786. For the purposes of this subsection (b), “food” has the same meaning as “supplemental food” provided in 42 U.S.C. § 1786, as currently in effect and subsequently amended.

Section 9 – Certain Construction and Building Materials. This sales tax shall not apply to the sale of “construction and building materials,” as the term is used in Section 29-2-109, C.R.S., if the purchaser of such materials presents to the retailer a building permit or other documentation acceptable to the District evidencing that a local use tax has been paid or is required to be paid on the materials.

Section 10 – Cigarettes. This sales tax shall not apply to sales of cigarettes, as provided in C.R.S. § 29-2-105(9).

Section 11 – Sales to a Telecommunications Provider. This sales tax shall not apply to sales to a telecommunications provider of equipment used directly in the provision of telephone service, cable television service, broadband communications service, or mobile telecommunications service. It is the policy of this District that this exemption be applied in a uniform and nondiscriminatory manner to the telecommunications providers of telephone service, cable television service, broadband communications service, and mobile telecommunications service.

Section 12 – Sales Subject to Specific Ownership Tax. Sales of personal property on which a specific ownership tax has been paid or is payable are exempt from this sales tax when the sale meets both of the following conditions: (i) the purchaser is a nonresident of the District or has his/her/its principal place of business outside the District and (ii) the personal property sold is registered or required to be registered outside the District's jurisdictional boundaries under the Colorado law.

### Election

Section 13 – Submission to Registered Electors. This Resolution shall be submitted to a vote of the District's eligible electors on November 4, 2025, as provided by Section 32-1-1107(1)(a), C.R.S. The election shall be conducted in accordance with all Applicable Law.

[NOTE: The following Section 14 applies only to November elections. If the District is conducting a May election, Section 14 should be deleted and the balance of the Resolution's Sections renumbered.]

Section 14 – Agreements with Related Counties. The District is authorized to execute and enter into an intergovernmental agreement(s) with Larimer County to coordinate the conduct of the election and the preparation and mailing of the notice required by Section 20, article X of the Constitution of Colorado.

Section 15 – Designation of Election Official Letitia Betchel, with Wellington Fire Protection District shall serve as the Designated Election Official ("**DEO**") for the conduct of the election on behalf of the District. Additionally, the District may, in its discretion, retain a special districts elections consultant to assist the DEO in conducting the election. The DEO and, if applicable, elections consultant, shall have full authority to take any and all actions necessary and appropriate to conduct the election in accordance with the requirements of Applicable Law.

Section 16 – Ballot Title. The ballot title for the sales tax question shall be in substantially the following form:

SHALL WELLINGTON FIRE PROTECTION DISTRICT TAXES BE INCREASED \$100,000.00 IN FISCAL YEAR 2026 AND BY WHATEVER AMOUNTS AS ARE RAISED THEREAFTER, FROM A ONE-HALF PERCENT (0.5%) SALES TAX COMMENCING ON JANUARY 1, 2026, FOR THE PURPOSE OF REDUCING THE FINANCIAL IMPACTS OF GROWTH ON EXISTING PROPERTY OWNERS BY SHARING THE COST OF FIRE AND EMERGENCY SERVICES WITH BUSINESS PATRONS WHO RESIDE OUTSIDE THE DISTRICT BOUNDARIES AND OFFSETTING LOST REVENUE DUE TO THE LIMIT ON PROPERTY ASSESSMENT RATES, IN ORDER TO MAINTAIN VITAL EMERGENCY SERVICES FOR THE RESIDENTS, PROPERTY OWNERS AND BUSINESSES SERVED BY THE DISTRICT, INCLUDING BUT NOT LIMITED TO:

PROVIDING FUNDING FOR RECURRING CAPITAL PROJECTS SUCH AS APPARATUS REPLACEMENT AND REPAIR AS WELL AS FIRE STATION MAINTENANCE AND IMPROVEMENTS.

AND SHALL THE RESULTING TAX REVENUE AND INVESTMENT EARNINGS THEREON BE COLLECTED, RETAINED, AND SPENT BY THE DISTRICT AS VOTER APPROVED REVENUE AND SPENDING CHANGES IN EACH YEAR, WITHOUT REGARD TO ANY CONSTITUTIONAL OR STATUTORY SPENDING OR REVENUE LIMITATION INCLUDING THOSE LIMITS CONTAINED IN ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION OR ANY OTHER LAW?

## Collection, Administration, and Enforcement

Section 17 – Delivery and Notice to Colorado Department of Revenue of Approval of New or Changed Tax. If a new sales tax, or change to an existing sales tax as defined in Section 29-2-205(3), is approved by the District's eligible electors pursuant to this Resolution, the District's DEO, Letitia Betchel, or legal counsel shall provide a copy of this Resolution and notice of its adoption and approval to the executive director of the Colorado Department of Revenue at least 45 days prior to the effective date of the sales tax created or changed herein.

If the District subsequently makes any change to this sales tax that is permitted to be made without an election, and that will affect the Colorado Department of Revenue's collection of the tax, the District's Letitia Betchel or legal counsel shall also provide a copy of the change and notice of its adoption and approval to the executive director of the Colorado Department of Revenue at least 45 days prior to the effective date of the sales tax changed herein.

Section 18 – Delivery and Notice to the Colorado Department of Revenue of Proposal for New or Changed Tax. In addition to the notice required by section 17 of this Resolution, if the District will submit a question to its eligible electors at a general or special election that would impose a new sales tax that the Colorado Department of Revenue will collect, or make any change to an existing sales tax that will affect the Department's collection, as defined in Section 29-2-205(3), C.R.S., the District's DEO, Letitia Betchel, or legal counsel must also provide written notice of the proposed sales tax question to the Colorado Department of Revenue prior to such election or implementation of such change, as applicable.

The District's DEO, Letitia Betchel, or legal counsel shall provide a copy of this Resolution submitting the question to the eligible electors and a copy of the measure that will appear on the ballot to the executive director of the Colorado Department of Revenue no later than 14 days after the adoption of this Resolution.

Section 19 – Colorado Department of Revenue to Enforce. The collection, administration, and enforcement of this sales tax shall be performed by the executive director of the Colorado Department of Revenue in the same manner as the collection, administration, and enforcement of the Colorado state sales tax, as supplemented by those provisions of article 2, title 29, C.R.S., as may be applicable to the District.

Section 20 – Liaison. Pursuant to Section 29-2-213, C.R.S., the District's, Todd Germain, is designated as the District's liaison to the Colorado Department of Revenue. The District's Fire Chief is authorized and directed to make agreements with the executive director of the Department, receive distributions, share information, and take any other actions necessary for the proper administration of the tax imposed by this Resolution. The District Fire Chief is authorized to delegate these duties to additional or alternate liaisons upon written notice to the executive director of the Department.

Section 21 – Vendor Fee. To defray the retailer’s expenses in collecting and remitting this sales tax, every retailer is permitted to retain 3.33% percent of the tax collected for the District. If the retailer is delinquent in remitting the tax, other than in unusual circumstances shown to the satisfaction of the executive director of the Colorado Department of Revenue, the retailer is not allowed to retain any amount under this section, and the executive director shall deposit the local vendor fee remitted in the state general fund in accordance with section 39-26-105(1)(c)(III), C.R.S.

#### General Provisions

Section 22 – Effective Date. If approved by the registered electors, this sales tax shall become effective on January 1, 2026.

Section 23 – Duration. If approved by the District’s registered electors, this sales tax shall continue until repealed.

Section 24 – Amendment. This Resolution and the sales tax adopted herein may be amended by subsequent Resolution, unless otherwise prohibited by Applicable Law.

Section 25 – Severability. If any portion of this Resolution or the sales tax adopted herein is declared to be void or ineffective by a court of competent jurisdiction, it shall be deemed severed from this Resolution. The remaining portions shall remain valid and in full force and effect.

Section 26 – Authority Vested in District Officials. The District’s DEO and staff are authorized and directed to take all action necessary and appropriate to effectuate the provisions of this Resolution and the sales tax adopted herein.

Section 27 – References to Colorado Law. References to Colorado law are to the versions of those laws in effect at the time this Resolution was adopted as well as any subsequent amendments thereto.

*Adopted* this 20<sup>th</sup> day of August 2025 by the Board of Directors of the Wellington Fire Protection District.

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President

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Secretary

# WFPD Spending and Procurement Policy **DRAFT**

*Effective:*

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## 1. Purpose

This policy ensures that all spending and procurement by the Wellington Fire Protection District complies with Colorado Revised Statutes (C.R.S.), promotes fiscal responsibility, prevents conflicts of interest, and supports transparency and efficiency in operations.

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## 2. Legal Authority

This policy is guided by the following key Colorado statutes:

- **C.R.S. § 24-101-101 et seq.** – Colorado Procurement Code
  - **C.R.S. § 29-1-105** – Local Government Budget Law
  - **C.R.S. § 29-1-110** – Unauthorized expenditures
  - **C.R.S. § 24-18-101 et seq.** – Code of Ethics for Public Officials and Employees
  - **C.R.S. § 24-91-101 et seq.** – Public Works Contracts (for construction over \$60,000)
  - **C.R.S. § 24-111-101** – Debarment of contractors
- 

## 3. Definitions

- **Small Purchases:** Less than \$7,500
  - **Informal Bids:** \$7,500 – \$60,000
  - **Formal Bids:** Greater than \$60,000
  - **Emergency Purchase:** Urgent need due to threats to life, property, or safety
  - **Procurement Officer:** Fire Chief or designee authorized to oversee procurement
- 

## 4. Spending Authorization Levels

Position	Authorization Limit	Notes
Fire Chief	Up to \$60,000	Within approved budget
Assistant Chief	Up to \$1,000	Operational/emergency needs only
Board of Directors	Over \$60,000	Requires board resolution

All spending must align with the **adopted annual budget** and be documented with a purchase request or approval memo.

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## **5. Procurement Methods**

### **a. Small Purchases (<\$7500)**

- Single quote or price survey
- Departmental discretion allowed but documentation required

### **b. Informal Bids (\$7,500 – \$60,000)**

- Minimum of **three written quotes**
- Justification memo if fewer than three vendors are available
- Local and minority-owned vendors encouraged

### **c. Formal Bids (> \$60,000)**

- Public notice in accordance with **C.R.S. § 24-103-202**
  - Use of RFP/RFQ process
  - Competitive sealed bidding with evaluation criteria
  - Contracts subject to Board approval
- 

## **6. Emergency Procurement**

- Permitted under **C.R.S. § 24-103-206**
  - Chief must document the nature of the emergency
  - Retrospective report to the Board within 14 days
- 

## **7. Construction and Public Works**

- Projects > \$60,000 must comply with **C.R.S. § 24-91-101**
  - Require performance and payment bonds
  - Competitive bidding and prevailing wage considerations if federally funded
-

## 8. Conflict of Interest

- Officers and employees must comply with **C.R.S. § 24-18-101**
  - Disclosure required for any personal or financial interest
  - No employee may approve or influence contracts involving relatives or affiliated entities
- 

## 9. Vendor Debarment and Ethics

- Check for debarment status per **C.R.S. § 24-111-101**
  - Preference for vendors with local ties and ethical standing
  - No acceptance of gifts, kickbacks, or gratuities from vendors
  - Consideration given to established vendor relationships or service contracts
- 

## 10. Recordkeeping and Auditing

- All procurements must be documented for 5 years
  - Purchase Orders, quotes, bid evaluations, and contracts must be centrally stored
  - Subject to audit under **C.R.S. § 29-1-604**
- 

## 11. Policy Review and Updates

This policy will be reviewed **annually** or as legal updates require. Revisions must be approved by the Board of Directors and published to all department personnel.

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## Appendices

- Appendix A: Sample Purchase Requisition Form
  - Appendix B: Bid Evaluation Template
  - Appendix C: Emergency Procurement Log Template
  - Appendix D: Conflict of Interest Disclosure Form
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# WFPD Formal Bid Process Policy **DRAFT**

**Effective Date:**

**Approved By:** Board of Directors

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## 1. Purpose

This policy establishes a standardized, transparent, and legally compliant process for soliciting, evaluating, and awarding bids for goods, services, and construction projects in accordance with Colorado Revised Statutes (C.R.S.), specifically **C.R.S. § 24-103-201 et seq.** and **C.R.S. § 32-1-1001.**

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## 2. Scope

This policy applies to all procurement activities exceeding the formal bid threshold established in state law or adopted by the Wellington Fire Protection District Board. It includes:

- Capital equipment purchases
  - Construction and public works
  - Professional services
  - Multi-year service contracts
- 

## 3. Legal Authority

This policy is governed by the following statutory authorities:

- **C.R.S. § 24-103-201** – Competitive Sealed Bidding
  - **C.R.S. § 32-1-1001(1)(d)(I)** – Powers and Duties of Special Districts
  - **C.R.S. § 24-91-101 et seq.** – Construction Contracts with Public Entities
  - Any applicable local ordinances or board resolutions
- 

## 4. Bid Thresholds

Procurement Type	Threshold	Process
Informal Purchase	≤ \$60,000	Discretionary; quotes preferred
Formal Bid Required	> \$60,000	Public Notice and Sealed Bid

<b>Procurement Type</b>	<b>Threshold</b>	<b>Process</b>
Emergency Procurement	N/A	Fire Chief or Designee Approval

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## **5. Procedures**

### **5.1 Bid Specification and Preparation**

- Detailed specifications shall be prepared by the requesting department.
- Include evaluation criteria, delivery timeline, performance expectations, and compliance requirements.

### **5.2 Public Notice**

- Advertise in a local newspaper or district website at least **7 days** prior to the bid due date, per **C.R.S. § 24-103-202**.

### **5.3 Bid Submission and Opening**

- Bids must be sealed and received by the deadline.
- Opened publicly on the specified date in the presence of at least two staff members.

### **5.4 Bid Evaluation**

- Use objective, weighted criteria (see template).
- Preference is given to lowest responsive and responsible bidder unless otherwise justified.

### **5.5 Award and Notification**

- Board of Directors approval required for awards exceeding \$60,000.
- All bidders shall be notified of the outcome in writing.

### **5.6 Contract Execution**

- Legal review is required before execution.
- Performance and payment bonds may be required as per **C.R.S. § 24-105-201**.

## **6. Exceptions**

The Fire Chief or their designee may waive the competitive process during emergencies, cooperative purchasing agreements, or sole-source justifications, with board ratification.

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## 7. Records and Audits

Procurement records must be retained for a minimum of **6 years**. All processes are subject to audit.

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## Bid Evaluation Template

<b>Evaluation Criteria</b>	<b>Weight (%)</b>	<b>Bidder A</b>	<b>Bidder B</b>	<b>Bidder C</b>
Price	40%			
Compliance with Specifications	20%			
Experience & Qualifications	15%			
Warranty & Maintenance Terms	10%			
Delivery Schedule	10%			
References / Past Performance	5%			
<b>Total Score</b>	<b>100%</b>			

Scoring: 1 (Poor) to 5 (Excellent). Multiply score by weight to get total.

## CONTRACT FOR GRANT WRITING SERVICES

- I. This Contract Agreement is made this 15th day of August 2025 between:

**Organization Name ("Client"):** Wellington Fire Protection District  
**Contact Names:** Richard Bollinger or Todd Germain  
**Address:** 8130 3<sup>rd</sup> St  
**City, State, Zip:** Wellington, CO 80549  
**Phone:** 970-568-3232  
**Email:** [rbollinger@wfpd.org](mailto:rbollinger@wfpd.org), [tgermain@wfpd.org](mailto:tgermain@wfpd.org)

And

**Contractor Name ("Contractor"):** Aubrie Radford, MPH, PMP  
**Address:** 2621 Pasquinel Dr  
**City, State, Zip:** Fort Collins, CO 80526  
**Phone:** 815-592-3494  
**Email:** [aubrie.radford@gmail.com](mailto:aubrie.radford@gmail.com)

- II. Scope of Services: Contractor agrees to provide the following services to Client:
1. Conduct prospect research to identify prospective funders.
  2. Compile research data and develop a grant writing plan.
  3. Review organization materials and research/review other background information as necessary in order to develop grant proposals and auxiliary documents.
  4. Write and edit proposals and auxiliary documents to prospective grantors.
  5. Attend meetings in person and/or virtually as necessary to accomplish the required work.
- III. Duties of Client:
1. Provide any documents, data, materials, and review necessary to complete the grant application.
  2. Provide prompt and frequent communication and information exchange to ensure no delay in completion of grant writing tasks.
  3. Assist with or complete application documents that require authorized persons signatures and/or extensive institutional knowledge to complete.
  4. Submit the grant application electronically using materials provided by Contractor.
- IV. Compensation: Client agrees to compensate Contractor at the rate of \$70 per hour. Contractor must receive written notice (by email) from Client to pursue certain grants, and Contractor will notify and wait for written approval by Client to continue work if additional hours are required. Contractor will keep careful track of hours spent on Client's business and will submit a monthly itemized invoice. Billable hours will include all activities mentioned in Section II, as well as telephone consultations and information

exchanges via phone and email, communication with prospective funding agencies to clarify guidelines/instructions or to request information, and travel time to/from meetings. Time will be rounded to the nearest quarter hour. Amount shall be paid to Contractor within 30 days of receipt of invoice. A late fee of 1.5% per day will be assessed for any payment not received within 45 days of the submission of an invoice. In addition to the hourly fee, Client shall be responsible for providing or reimbursing the cost of copying and/or travel expenses incurred in the course of providing said services. Contractor shall be responsible for providing all simple office supplies and equipment for the purposes of fulfilling the terms of this agreement. Contract amount not to exceed \$7,000.

- V. Independent Contractor: Contractor acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. Contractor is responsible for the payment of all federal, state and local income taxes.
- VI. Confidentiality: Both parties agree to adhere to strict confidentiality practices and to provide each other with their best efforts in the fulfillment of this contract.
- VII. Guarantees: Contractor shall use all resources at Contractor's disposal to perform duties as assigned and agreed to by both parties and shall submit the same in good faith. However, no guarantee of receipt of funding by Client is implied or promised by the Contractor. Payment is due even if Client chooses to not submit the grant proposal or if Client does not receive a grant. In addition, Contractor and Client recognize that performance of tasks in Section II necessitates communication and information exchange between the parties and with funders, and that delay in completing the tasks may occur if there are delays with information exchange. Client also recognizes that if grants are received, Client is responsible for any acknowledgments, execution of the grant work plan, and reports to funders.

This agreement shall constitute the entire agreement between the parties and shall remain in effect between August 15, 2025 and December 31, 2025, with extension or amendment by written agreement between both parties. This agreement may be terminated or renegotiated by either party with 14 (fourteen) days' written notice (by email) to the other party.

## CONTRACTOR

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Signature

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Date

**Name:** Aubrie Radford, MPH, PMP

**Title:** Grant Writing Contractor

CLIENT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Name:**

**Title:**

\_\_\_\_\_  
\_\_\_\_\_