

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 directly after the pension board meeting that starts at **5:00 pm** on **March 10th, 2025**. The meeting will be held at **Station 1** located at 8130 3rd 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 January 15th 2025
- Regular Board Meeting Minutes for February 19th 2025

Chief's Report

Employee Report

Committee Reports

Monthly Financial Report

District Business:

1. Resolution for CBA Notification
2. Resolution for Attorney Access by Board Members
3. Administrator Job Description and Salary Range

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Wellington Fire Protection District

Other

Calendar Items:

Next Board Meeting –Regular Board Meeting – April 16th 2025, at Station 1.

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
ACCOUNTANT'S REPORT
February 28, 2025**

DESCRIPTION	AMOUNT	
February 28, 2025	Operating and Admin Expenditures	\$ 296,699
February 28, 2025	Personnel Costs	190,942
	TOTAL EXPENDITURES - CURRENT MONTH	<u>\$ 487,641</u>

CURRENT MONTHS REVENUES

Tax Revenue	\$ -
Interest Income	7,462
Other Income	172
TOTAL RECEIPTS - CURRENT MONTH	<u>\$ 7,634</u>

CASH BALANCE PER FINANCIAL STATEMENTS

	Balance per reconciliation
COLOTRUST - Non Impact Fee accounts	<u>\$ 2,096,448</u>
Points West Bank	11,225
Total Cash per reconciliation	<u>\$ 2,107,673</u>
	February 28, 2025
Less uncleared disbursements for current month	(296,699)
Add: Cash at County Treasurer	-
Net Cash Available	<u>\$ 1,810,974</u>

UNAUDITED
WELLINGTON FIRE PROTECTION DISTRICT
REVENUE & EXPENDITURE STATEMENT
ACTUAL & BUDGET FOR PERIOD ENDING ON FEBRUARY 28, 2025
COMBINED FUNDS

	FEBRUARY ACTUAL	YTD ACTUAL	2025 BUDGET	% OF BUDGET USED	BUDGET REMAINING
REVENUE					
4010 Larimer County Tax	\$ -	\$ 93,329	\$ 3,880,667	2.40%	\$ 3,787,338
4013 Tax Rebate Payment	-	-	(52,222)	0.00%	(52,222)
4012 Specific Ownership Tax	-	18,484	215,000	8.60%	196,516
4014 Wildland Firefighting	-	-	60,000	0.00%	60,000
4016 Service Fees	-	-	1,000	0.00%	1,000
4017 Miscellaneous	72	72	5,000	1.44%	4,928
4018 Donations and events	100	100	25,000	0.40%	24,900
4020 Interest income	7,462	16,492	100,000	16.49%	83,508
4019 Grants	-	-	16,200	0.00%	16,200
4015 Impact Fees	-	-	40,000	0.00%	40,000
TOTAL REVENUE	7,634	128,478	4,290,645	2.99%	4,162,167
PERSONNEL COSTS					
5010 Salaries and Wages	139,038	269,133	1,904,805	14.13%	1,635,672
5020 Wildland Salaries	-	-	45,000	0.00%	45,000
5025 District Board Compensation	0	900	9,000	10.00%	8,100
5030 Overtime	11,857	26,686	232,301	11.49%	205,615
5110 Employer Taxes	2,545	5,062	62,158	8.14%	57,096
5120 Workers Compensation	-	4,873	71,514	6.81%	66,641
5210 Health, Dental & Vision Insurance	20,127	40,587	197,583	20.54%	156,996
5230 FPPA	17,375	33,284	258,666	12.87%	225,382
5270 Travel, Meetings and Meals	-	-	2,650	0.00%	2,650
TOTAL PERSONNEL COSTS.	190,942	380,525	2,783,677	13.67%	2,403,152
OPERATING AND ADMIN EXPENDITURES					
6010 Utilities	3,401	6,513	53,000	12.29%	46,487
6020 Station Supplies	2,533	3,487	6,000	58.12%	2,513
6030 Building Repairs & Maintenance	260	492	25,000	1.97%	24,508
6110 Equipment and Supplies	2,671	6,985	85,000	8.22%	78,015
6120 Fuel Expenses	1,854	2,508	28,000	8.96%	25,492
6140 Repairs and Maintenance - Equipment	1,310	9,755	80,000	12.19%	70,245
6210 IT services and supplies	331	5,098	29,932	17.03%	24,834
6230 Dispatch	-	1,169	14,500	8.06%	13,331
6310 Health & Safety	-	1,350	28,500	4.74%	27,150
6320 Wildland Travel Expenses	-	-	15,000	0.00%	15,000
6330 Training & Seminars	4,067	5,902	63,000	9.37%	57,098
7010 Office Expenses	908	1,263	6,000	21.05%	4,737
7020 Accounting/Finance	3,000	6,000	65,000	9.23%	59,000
7025 Legal Expenses	-	-	15,000	0.00%	15,000
7030 Professional Fees	2,906	12,207	32,000	38.15%	19,793
7050 Fees/Dues/Subscriptions	153	2,141	13,100	16.34%	10,959
7060 Payroll Processing Fees	1,279	1,941	10,000	19.41%	8,059
7070 County Treasurer Fees	-	1,868	77,613	2.41%	75,745
7080 Bank Service Charge	-	-	300	0.00%	300
7100 Insurance	480	480	44,300	1.08%	43,820
7110 District Board Expenses	-	-	5,000	0.00%	5,000
7120 Election Cost	2,000	2,000	54,000	3.70%	52,000
6336 Contingencies	-	-	80,000	0.00%	80,000
8003 Volunteer Pension Contribution	-	-	129,824	0.00%	129,824
6401 Public Education	-	-	1,000	0.00%	1,000
7942 Capital Outlay	-	-	1,340,000	0.00%	1,340,000
9015 Debt Service / Lease Payments	269,546	269,546	269,546	100.00%	0
TOTAL OPERATING AND ADMIN EXPENDITURES	296,699	340,705	2,570,615	13.25%	2,229,910
TOTAL EXPENDITURES	487,641	721,230	5,354,292	13.47%	4,633,062
EXCESS (DEFICIENCY) OF REVENUE OVER (UNDER) EXPENDITURE	\$ (480,007)	\$ (592,752)	\$ (1,063,647)		\$ 470,895

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

Wellington Fire Protection District Monthly Disbursements As of February 28, 2025

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
CASH-IMPACT FEES									182,970.97
100 · Colotrust - Impact Fees									182,970.97
Total 100 · Colotrust - Impact Fees									182,970.97
Total CASH-IMPACT FEES									182,970.97
CASH - GENERAL FUND									2,270,712.35
101 · Colotrust Plus									2,047,678.15
Transfer	02/04/2025			Funds Tran...	X	103 · Operat...		45,000.00	2,002,678.15
Transfer	02/04/2025			Funds Tran...	X	2099 · Due t...		3,243.80	1,999,434.35
Deposit	02/10/2025			Deposit	X	110 · Cash ...	109,945.13		2,109,379.48
Transfer	02/18/2025			Funds Tran...	X	103 · Operat...		170,000.00	1,939,379.48
Deposit	02/28/2025			Deposit	X	4020 · Inter...	6,943.90		1,946,323.38
Total 101 · Colotrust Plus									1,946,323.38
102 · Colotrust Prime									147,420.70
Deposit	02/28/2025			Deposit	X	4020 · Inter...	517.84		147,938.54
Total 102 · Colotrust Prime									147,938.54
103 · Operating - Points West - 5485									32,375.79
Check	02/04/2025	ACH	Centurylink / Lu...		X	6010 · Utilities		198.02	32,177.77
Check	02/04/2025	aCH	Standard Insura...		X	7100 · Insur...		479.79	31,697.98
Transfer	02/04/2025			Funds Tran...	X	101 · Colotr...	45,000.00		76,697.98
Deposit	02/05/2025			Deposit	X	4017 · MISC...	72.09		76,770.07
General Journal	02/07/2025	2022...			X	5010 · Salar...		56,230.55	20,539.52
General Journal	02/07/2025	2022...			X	5010 · Salar...		11,662.40	8,877.12
Deposit	02/07/2025			Deposit	X	1499 · Unde...	10,215.22		19,092.34
Check	02/10/2025	ACH	Senergy Petrole...	Invoice: SE...	X	6120 · Fuel ...		681.44	18,410.90
Bill Pmt -Check	02/13/2025	7283	Bound Tree Med...			2000 · ACC...		755.17	17,655.73
Bill Pmt -Check	02/13/2025	7284	Colorado Divisio...			2000 · ACC...		85.00	17,570.73
Bill Pmt -Check	02/13/2025	7285	Dive Rescue Int...			2000 · ACC...		825.00	16,745.73
Bill Pmt -Check	02/13/2025	7286	Fire Marshal Ser...			2000 · ACC...		9,300.00	7,445.73
Bill Pmt -Check	02/13/2025	7287	First Responder ...			2000 · ACC...		1,800.00	5,645.73
Bill Pmt -Check	02/13/2025	ACH	GreatAmerica Fi...		X	2000 · ACC...		319.76	5,325.97
Bill Pmt -Check	02/13/2025	7289	Green & Associa...			2000 · ACC...		3,000.00	2,325.97
Bill Pmt -Check	02/13/2025	7290	ICC-			2000 · ACC...		1,108.00	1,217.97
Bill Pmt -Check	02/13/2025	7291	Life Assist			2000 · ACC...		195.55	1,022.42
Bill Pmt -Check	02/13/2025	7292	MES Service Co...			2000 · ACC...		1,927.36	-904.94
Bill Pmt -Check	02/13/2025	7293	O'Reilly Auto			2000 · ACC...		64.99	-969.93
Bill Pmt -Check	02/13/2025	7294	Portable Restroo...			2000 · ACC...		232.00	-1,201.93
Bill Pmt -Check	02/13/2025	7295	Poudre Fire Auth...			2000 · ACC...		4,600.27	-5,802.20
Bill Pmt -Check	02/13/2025	7296	Special District ...			2000 · ACC...		1,237.50	-7,039.70
Bill Pmt -Check	02/13/2025	7297	SW Firefighting ...			2000 · ACC...		2,211.12	-9,250.82
Bill Pmt -Check	02/13/2025	7298	Vector Solutions			2000 · ACC...		2,318.55	-11,569.37
Bill Pmt -Check	02/13/2025	7299	Vertical Bridge T...			2000 · ACC...		1,754.04	-13,323.41
Bill Pmt -Check	02/13/2025	7300	Wellington Profe...			2000 · ACC...		955.42	-14,278.83
Check	02/13/2025	ACH	Poudre Valley R...		X	6010 · Utilities		301.66	-14,580.49
Check	02/14/2025	ACH	GreatAmerica Fi...		X	7010 · Offic...		618.84	-15,199.33
Check	02/14/2025	ACH	Vectra Bank		X	2201 · Vectr...		8,025.46	-23,224.79
Bill Pmt -Check	02/18/2025	7301	Custom Security...			2000 · ACC...		3,363.00	-26,587.79
Check	02/18/2025	ACH	Rocky Mountain ...	Invoice 523...	X	5210 · Healt...		1,932.66	-28,520.45
Check	02/18/2025		Fire And Police ...		X	5230 · FPP...		16,796.87	-45,317.32

10:09 AM

03/06/25

Accrual Basis

Wellington Fire Protection District Monthly Disbursements As of February 28, 2025

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
Deposit	02/18/2025			Deposit	X	4018 · DON...	100.00		-45,217.32
Transfer	02/18/2025			Funds Tran...	X	101 · Colotr...	170,000.00		124,782.68
Check	02/19/2025	ACH	Northern Color...	Acct 408.1	X	6010 · Utilities		39.00	124,743.68
Check	02/19/2025	ACH	Northern Color...	acct 490.11	X	6010 · Utilities		39.00	124,704.68
Check	02/19/2025	ACH	AFLAC	Invoice: 84...	X	2100 · Payr...		505.78	124,198.90
Check	02/19/2025	ACH	Senergy Petrole...	Invoice: SE...	X	6120 · Fuel ...		350.86	123,848.04
Check	02/19/2025	ACH	Senergy Petrole...	Invoice SE...	X	6120 · Fuel ...		515.50	123,332.54
Check	02/20/2025	ACH	Rocky Mountain ...	Invoice: 11...	X	5210 · Healt...		265.50	123,067.04
Check	02/20/2025	ACH	Fire And Police ...		X	5230 · FPP...		17,135.28	105,931.76
Check	02/21/2025	ACH	Republic Services	Invoice: 06...	X	6010 · Utilities		399.74	105,532.02
Check	02/21/2025	ACH	Fire And Police ...		X	5230 · FPP...		17,357.55	88,174.47
General Journal	02/21/2025	2022...			X	5010 · Salar...		50,644.97	37,529.50
General Journal	02/21/2025	2022...			X	5010 · Salar...		10,382.56	27,146.94
Check	02/21/2025	ACH	Paylocity		X	7060 · Payr...		1,279.27	25,867.67
Check	02/24/2025	ACH	Northern Color...	Acct 173.01	X	6010 · Utilities		47.94	25,819.73
Check	02/25/2025	ACH	Black Hills Energy		X	6010 · Utilities		1,532.30	24,287.43
Check	02/26/2025	ACH	Town of Wellingt...		X	6010 · Utilities		236.78	24,050.65
Check	02/27/2025	ACH	Anthem Blue Cr...		X	7100 · Insur...		22,145.28	1,905.37
Total 103 · Operating - Points West - 5485							225,387.31	255,857.73	1,905.37
108.000 · Operating - 1st National Bank									43,237.71
Total 108.000 · Operating - 1st National Bank									43,237.71
Total CASH - GENERAL FUND							342,794.18	474,101.53	2,139,405.00
TOTAL							342,794.18	474,101.53	2,322,375.97

MEMORANDUM

To: Affiliated Volunteer Pension Plan Employers - Long Term Pool
From: Peggy Job, Senior Accountant
Re: Year Ended December 31, 2024
 Allocation Report, Annual Contributions Received & Direct Expense Allocation Summary
Date: February 14, 2025

Allocation Report

Investment Performance

Your plan assets are commingled for investment purposes in the Members’ Benefit Investment Fund – Long Term Pool (“Pool”). Returns for the Pool are as follows (returns for periods longer than one year are annualized):

YE 2024	Quarter	Year to Date	1 Year	3 Years	5 Years
Total Pool Net of Investment Expense*	0.19%	10.03%	10.03%	3.70%	7.84%

*FPPA Administrative Expenses are not included in the Total Pool Net of Investment Expense percentages.

The table below summarizes expenses as a percentage of net assets for the Pool:

Year	FPPA Administrative Expense*	Investment Management Expense	Total Expense Ratio
2024	0.15%	0.75%	0.90%
2023	0.17%	0.83%	1.00%
2022	0.14%	0.80%	0.94%
2021	0.12%	0.81%	0.93%
2020	0.13%	0.79%	0.92%

How to Calculate Your Plan Specific Expense Ratio

Your Allocation Report may reflect expenses specific to your plan such as actuarial expense and legal fees as well as expenses you directed FPPA to pay from your plan assets. These expenses are reflected in the line items *Plan Directed Expenses* and *Direct Expense Allocation*. As such, your plan’s administrative expenses may differ from the Pool. In order to calculate your plan’s administrative expense ratio, you will need to add the line items *Plan Directed Expenses*, *Direct Expense Allocation* and *Allocated Fees & Expenses* and divide by the *Ending Balance*.

Allocation Methodology

Investment Expenses and *Allocated Fees & Expenses* are separately allocated and separately reported in the Allocation Report. The *Investment Expenses* are allocated to each plan based on the plan’s proportion of total assets. The *Allocated Fees & Expenses* are allocated based on the plan’s proportion of total membership, including active, inactive and retired members as of December 31 of the prior year as defined by the guidelines within the Annual Comprehensive Financial Report. Member counts may be adjusted during the year for plan affiliation, disaffiliation, or reentry.

Review of the Report

Review the items *Member Contributions*, *Employer Contributions*, *Refunds*, *Affiliations*, *Net Benefits*, *Plan Directed Expenses* and *State Funding* and confirm that these amounts are correct year-to-date. **If any amount is not correct, please send a written response to FPPA by March 31, 2025. If FPPA does not receive a response March 31, 2025, you are confirming that these report items are correct.**

Annual Contributions Received

FPPA provides a schedule of your 2024 contributions received by FPPA year to date. This schedule compares contributions received in the current year to the actuarial required contributions for 2024. **Please be aware that this report shows contributions based on the date received by FPPA and does not consider if contributions relate to a prior year.**

Direct Expense Allocation Summary

Direct Expense Allocation

FPPA provides a summary of expenses directly allocated to your plan, payments received related to these expenses and the related annual budgeted amounts. These costs are identified as direct plan expenses and are charged directly to the plan as a reduction of plan assets. They are reflected in the *Direct Expense Allocation* row of your Allocation Report. You may contact me to request a detailed summary of these allocated expenses.

The direct expense allocation is comprised of costs for audit and actuarial services. The audit services relate to the SOC 1 Type 2 report over the operating effectiveness of FPPA's controls for processing data and transactions related to your plan. The SOC 1 Type 2 report has been provided since 2014 to assist employers in reporting in accordance with Governmental Accounting Standards Board Statement No. 68 (GASB 68), *Accounting and Financial Reporting for Pensions*. Actuarial services include the biennial funding valuation report (issued in odd years for Volunteer Firefighter plans and even years for Old Hire plans) and the annual GASB 68 report. Actuarial services are provided by Gabriel Roeder Smith & Co. Audit services are provided by Eide Bailly LLP.

Payment of Settlor Expenses

Please discuss these direct plan expenses with your legal counsel to determine if they are a "settlor" expense. The Department of Labor believes that the employer should bear the cost of settlor expenses. If you agree, you should reimburse the plan for these expenses. This payment is in addition to any employer contributions made to the plan or as determined by the actuary (the actuarially determined contribution).

To reimburse the plan for these costs, please send payment via ACH or wire to FPPA. These payments need to be identified separately from your actuarial required contribution in order to net out the expense. Please contact FPPA for ACH or wire Instructions.

If you have any questions regarding your allocation report or the direct allocated plan expenses, please call me at 303-770-3772 in Metro Denver or 800-332-3772 or email me at pjob@fppaco.org.

Allocation Report Descriptions

This report provides the beginning of year plan balance, year-to-date totals, and an ending plan balance as of the report date

Beginning Balance	Plan assets at the beginning of the year
Plan Direct Inflows and Outflows	
Member Contributions	Member Contributions made to the plan
Employer Contributions	Employer Contributions made to the plan
Contributions from the SWDD Plan	Contributions received for a member on disability rolling to a normal retirement
Refunds	Member withdrawal of funds from the plan
Affiliations/(Disaffiliations)	Plan affiliation or disaffiliation or idle funds distribution (typically a Volunteer Fire Plan matter)
Net Benefits	Benefits paid to retired members
Plan Directed Expenses	Payments from plan assets directed by the department Examples: legal, actuarial, and insurance expense
State Funding	State funding for volunteer plans
Plan Direct Inflows and Outflows Sub-Total	Sub-Total of the above activity
Allocated Income and Expense	
Interest*	Interest on investments
Dividends*	Dividends on investments
Other Income*	Other investment income
Net Change Accrued Income*	Change in accrued earnings for interest and dividends
Unrealized Gain/Loss*	Unrealized Gain/Loss on investments
Realized Gain/Loss*	Realized Gain/Loss on investments
Defined Contribution Earnings (Net)	Not applicable for Defined Benefit plans
Investment Expenses	Allocated share of FPPA investment expense
Direct Expense Allocation	Expenses directly allocated to the plan Examples: actuarial and audit fees
Other Expenses	Allocated share of FPPA administrative expense
Allocated Income and Expense Sub-Total	Sub-Total of the above activity
Ending Balance	Plan assets at period end

** Allocated from the Fire & Police Members' Benefit Investment Fund – Long Term Pool.*

Fire and Police Pension Association

Volunteer Fire Pension Plan Contributions WELLINGTON FPD 7369-5

For the Reporting Period: 01/01/2024 through 12/31/2024

Deposit Date	Employer Contributions	State Matching Funds	Total Remittance
02/13/2024	\$0.00	\$10,541.00	\$10,541.00
Total Remittance			\$10,541.00
Calculated Contribution per the 01/01/2023 Actuarial Study			\$140,365.00
Difference Over/(Under)			\$(129,824.00)

Note: The Calculated Contribution amount is due to FPPA before 12/31/2024

Fire and Police Pension Association
Wellington FPD Volunteers 7369-5
For the Twelve Months Ending December 31, 2024

Beginning Balance	\$1,752,258.04
Plan Direct Inflows and Outflows	
Member Contributions	
Employer Contributions	
Contributions from the SWDD Plan	
Refunds	
Affiliations/(Disaffiliations)	
Plan Transfers	
Net Benefits	(\$200,539.97)
Plan Directed Expenses	
State Funding	\$10,541.00
Plan Direct Inflows and Outflows Sub-Total	(\$189,998.97)
Allocated Income and Expense	
Interest	\$11,776.37
Dividends	\$8,471.18
Other Income	\$4,091.19
Net Change Accrued Income	(\$292.62)
Unrealized Gain/Loss	\$80,403.86
Realized Gain/Loss	\$71,590.44
Defined Contribution Earnings (Net)	
Investment Expenses	(\$13,145.03)
Direct Expense Allocation	(\$510.98)
Other Expenses	(\$7,661.25)
Allocated Income and Expense Sub-Total	\$154,723.16
Ending Balance	\$1,716,982.23

**Fire and Police Pension Association
 Direct Expense Allocation Summary
 Wellington FPD Volunteers 7369-5
 For the Twelve Months Ending December 31, 2024**

Type of Expense	2024 Budget	Year-to-Date Expenses	Payment of 2024 Expenses
Actuarial Expenses	\$341.52	\$341.52	
Audit Expenses	\$169.46	\$169.46	
Other Asset Allocation Study Expenses			
Total Direct Allocated Expenses & Payments	\$510.98	\$510.98	

Actuarial expenses may exceed the budget related to asset allocation studies and implementation.

Contact Peggy Job at 720-479-2345 to obtain a detailed expense listing.

RESOLUTION NO. 2025 - ____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WELLINGTON FIRE PROTECTION DISTRICT
ADOPTING A POLICY FOR CONSULTATIONS WITH DISTRICT LEGAL COUNSEL**

WHEREAS, the Wellington Fire Protection District (“District”) is a duly organized and operating Title 32 special district pursuant to the laws of the State of Colorado; and

WHEREAS, the District’s Board of Directors (“Board”) is responsible for ensuring the efficient and effective governance of the District in accordance with Colorado law; and

WHEREAS, the Board acknowledges and emphasizes its duty to remain fiscally responsible in its governance, including the use of District resources for legal consultations; and

WHEREAS, the Board finds it necessary and proper to establish a policy to delegate authority regarding unilateral consultations with the District’s legal counsel to regulate and ensure the proper coordination and oversight;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WELLINGTON FIRE PROTECTION DISTRICT THAT:

1. The Board hereby adopts the Wellington Fire Protection District Policy for Consultations with District Legal Counsel attached hereto as **Exhibit A**.
2. This Resolution shall take effect immediately upon adoption and shall remain in effect unless modified or rescinded by subsequent action of the Board.
3. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Adopted this 10th day of March 2025.

WELLINGTON FIRE PROTECTION DISTRICT

By: _____
Board President

Attest:

Board Secretary

EXHIBIT A

Wellington Fire Protection District Policy for Consultations with District Legal Counsel

1. **PURPOSE.** The purpose of this policy is to establish clear guidelines for Directors of the Wellington Fire Protection District (“District”) regarding consultations with the District’s legal counsel. This policy aims to ensure effective communication, fiscal responsibility, and proper oversight of legal matters.
2. **SCOPE.** This policy applies to all Directors, the Fire Chief, and any other District personnel authorized by the Board President and Fire Chief to seek legal counsel on behalf of the District.
3. **POLICY.**
 - 3.1. No individual Director is permitted to unilaterally consult with the District’s legal counsel without first conferring with the Board President and/or the Fire Chief unless the individual Director deems the subject matter to be sensitive in nature, and directly involves the Board President or the Fire Chief, in which case the individual Director shall first confer with an additional member of the Board.

RESOLUTION NO. 2025 - ____

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE WELLINGTON FIRE PROTECTION DISTRICT
REQUIRING POSTING OF TENTATIVELY AGREED UPON COLLECTIVE BARGAINING
AGREEMENTS PRIOR TO CONSIDERATION FOR ACCEPTANCE**

WHEREAS, the Wellington Fire Protection District (“District”) is a duly organized and operating Title 32 special district pursuant to the laws of the State of Colorado; and

WHEREAS, the Board of Directors of the District (“Board”) recognizes the importance of transparency and public awareness regarding collective bargaining agreements (“CBA”) that impact the operations and financial obligations of the District; and

WHEREAS, the Board acknowledges that providing adequate notice to the public and stakeholders allows for informed discussion and deliberation before the approval of any CBA; and

WHEREAS, the Board finds that requiring the District to post on its official website the tentatively agreed upon CBA prior to the Board’s consideration for acceptance promotes good governance, accountability, and community engagement;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WELLINGTON FIRE PROTECTION DISTRICT THAT:

1. Any tentatively agreed upon CBA between the District and any recognized bargaining unit shall be posted in its entirety at a regular monthly meeting at least thirty (30) days prior to the meeting at which the Board will consider its acceptance.
2. This Resolution shall take effect immediately upon adoption and shall remain in effect unless and until the Board takes specific action rescinding or amending this Resolution.

Adopted this 10th day of March, 2025.

WELLINGTON FIRE PROTECTION DISTRICT

By: _____
Board President

Attest:

Board Secretary



Position: Administrative Manager

\$85,000 - \$92,000

Status: Full Time Paid / FLSA Exempt

Reports to: Fire Chief

Date: March 2025

Approved: Chief Todd Germain

Summary of Position

The District Administrative Manager serves in a key support role, performing a variety of complex administrative, professional, technical, and managerial duties. The Administrative Manager is the repository for photographs, electronic material, and audio/visual material. The Administrative Manager serves as office manager and provides confidential, direct support to the Chief while aiding the Board of Directors and Command Staff. 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 0900 to 1700 Monday to Friday.

Duties & Responsibilities

- Manages, supervises, directs, and leads the administrative activities
- Prepares all stages of payroll and benefit processing and will be required to ensure the timeliness of payroll processing, tax and benefit payments, and FPPA reporting on a bi-weekly basis.
- Position will be responsible for all other HR related items including managing and updating all payroll changes, updating annual benefit programs and all interim changes and updating FPPA with related changes as needed.
- Works closely with the accountants and vendors to coordinate invoices and other supporting documents to be submitted on a monthly basis allowing them to be paid and reconciled in a timely manner.
- Provides executive assistant level support to the Chief.
- Serves as office manager in charge of procurement of supplies and equipment, inventorying, mail services, printing, and all other office services.
- Receives and answers Colorado Open Records Act (CORA) requests.
- Prepares legal advertising for public hearings, ordinances, resolutions and bid packages, advertise for and conduct bid openings; retain bid documents for archival.
- Handles materials and information of a highly sensitive and confidential nature requiring the exercise of independent judgment, personal initiative, and confidentiality.
- Coordinates a variety of administrative activities with those of other divisions and outside agencies and organizations.
- Directs and executes the renewal of all insurance policies, including medical, dental, life, health, property, and general liability; reviews policies for accuracy and maintains files; maintains availability of all enrollment and change forms for employee benefits while maintaining confidentiality.



- Administrative support to the Board of Directors includes preparing written materials such as reports and agenda items, publishing timely notices of meetings and hearings, posting all governing documents as required, preparing and distributing agenda packets, attending Board meetings as official record keeper, produce minutes, and operate audio-visual equipment and manage live streaming of meetings.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of office management principles, methods and procedures.
- Provide a high degree of professionalism and diplomacy.
- Ability to work collaboratively with others.
- Exceptional personal skills.
- Excellent oral and written communication skills.
- Ability to learn the District's administrative roles, responsibilities, and procedures.
- Shares information and works collaboratively with others.
- Motivated, self-sufficient and detail oriented.
- Facilitate effective decision making.
- Ability to organize and prioritize multiple tasks.
- Possesses an encouraging a helpful attitude.
- Proficient in Microsoft Office Suite.

Minimum Qualifications:

- Must be at least 18 years of age.
- Must possess a valid Colorado Driver's License (or be eligible to obtain by time of employment) and exhibit a safe driving record.
- Must successfully pass a background investigation.
- Associate's degree in business administration, fire administration or related field desired.
- Experience in a business or executive role preferably in the public sector desired.
- Preferred experience in human resources, benefits, payroll and workers' compensation.

Physical and Mental Demands:

The physical and mental demands described here are representative of those that must be met by the Administrative Manager to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Sufficient physical activity to work in an office setting and operate office equipment, walk, stand, or sit for prolonged periods of time; light lifting or carrying.



Vision

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing

Hear in the normal audio range with or without correction.

Mental Demands

The employee will be regularly required to use written and oral communication skills; read and interpret policies, procedures, laws data and pertinent information; analyze and solve problems; observe and interpret people and situations; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; meet intensive deadlines; work with constant interruptions; interact with District staff, taxpayers, vendors, and the public; some of whom are dissatisfied and upset.

Supervision

The Administrative Manager is under the direct supervision of the Fire Chief.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities, and activities may change at any time with or without notice.