Station 1
8130 3rd Street
Wellington, CO 80549

Station 2
108 W 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 directly after the **5:00PM** Pension Board meeting on **June 17, 2026.** The meeting will be held at **Station 1 located at 8130 3rd St, Wellington, CO 80549.** Please contact our administrative office for any attendance accommodation. **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
TES2 Principal Consultant Tim Sendelbach will present examples of Strategic Plans

Consent Agenda

- Regular Board Meeting Minutes for May 12, 2026

Chief's Report

Monthly Activity Report

Employee Report

Committee Reports

Monthly Financial Report

Station 1
8130 3rd Street
Wellington, CO 80549

Station 2
108 W County Road 66
Fort Collins, CO 80524

Wellington Fire Protection District

District Business

- Consideration for Approval of Resolution 2026-004, Amendment to the IFC 2024
- Consideration for Approval of TES2 Strategic Plan Contract
- Discussion of New Apparatus Leasing Information

Other

Calendar Items

Next Board Meeting

- July 15, 2026

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 3rd Street, Wellington, CO 80549

MAY 12, 2026 BOARD MEETING MINUTES

Call to Order & Pledge of Allegiance

- Time Called to Order: 17:00
- Pledge of Allegiance: Conducted.
- Roll Call: Directors: Bollinger, Hodgson, Standing, Lopez were present. Unexcused Absence: Director Hunter

Additions or Deletions to the Agenda

- None

Conflicts of Interest

- None

Correspondence

- None

Public Comment

- None

Employee Recognition

Chief recognized and thanked Wellington High School intern Conner Foster-Cody for his contributions to the District over the past two school years. Conner graduates Thursday May 21, 2026 and will be attending college in the fall for Homeland Security and Communications.

Guests or Presentations

- None

Consent Agenda (Meeting Minutes)

Director Hodgson made the motion to approve the Regular Board Meeting minutes from April 15, 2026. Motion was seconded by Director Lopez and passed unanimously on a vote 4/0.

Chief's Report – Operational Updates

- **Frontline Physicals:** Annual firefighter physicals scheduled for late June in Loveland. Pre-physical blood work, questionnaires, and medical history reviews are currently underway. Crews will attend in groups of three with makeup dates available if needed.
- **Memorial Day Community Event:** Ridley's invited District crews and Board members to participate in their Memorial Day weekend barbecues on May 23 and 24 from 11:00–15:00.
- **Hiring Process:** 15 applications received to date for the current firefighter vacancy. Panel interviews and assessments scheduled for May 28–29 with chief interviews to follow. Goal is to fill the position before the end of June.
- **Cleveland Avenue Construction:** No official start date but construction is expected to begin in late May or early June. CDOT requirements will maintain two lanes of traffic during construction. Weekly coordination meetings planned with town public works staff to maintain emergency response access.
- **Fourth of July Events:** Parade relocated to the middle-high school area due to Cleveland Avenue construction. Community events will still occur at Centennial Park and Wellington Community Park. Fireworks remain under consideration due to current fire restrictions and weather conditions. Final decision is anticipated by June 15.

Monthly Activity Report

- April 2026 Incidents: 101 (YTD: 452)
- Fire & Other Services: 34 (YTD: 149)
- EMS: 58 (YTD: 275)
- Motor Vehicle Accidents: 9 (YTD: 28)

Notable Incidents:

- April 9 – Outside fire on W. CR 7 / CR 19. Crews responded to a large corn husk bale fire believed to have been caused by equipment parked too close to combustible materials. Fire was contained before significant spread occurred.
- April 11 – MVA with extrication N. Highway 1 at CR 11. Crews responded to a serious three-vehicle T-bone crash involving multiple injuries. One trauma patient required air transport. Wellington crews established command and triage operations prior to additional resources arriving.
- April 15 – MVA involving commercial vehicles on I-25 @ mm 276. Crews responded to a MVA involving a semi-truck carrying pesticide concentrate and a truck hauling Tesla batteries. Fire occurred following a diesel saddle tank rupture. Crews extinguished the fire and stabilized the scene while environmental cleanup was handled by CDOT and environmental contractors.
- April 20 – Wildland fire E. CR 64 near the Larimer/Weld border. Wellington responded mutual aid to a wildland fire with structures threatened. Wellington units arrived first, initiating fire attack and structure protection operations. Scene was turned over to Nunn Fire for cold trailing and investigation.

Committee Reports

Chief provided Fleet Report for Captain Schneeberger

- Reserve engine is currently undergoing pump repairs after failing pump testing due to excessive rust and wear causing failure. Parts have been ordered and repairs are expected to be completed within approximately one week.
- Small foam system leak identified on Engine 92. Repairs scheduled following the return of the reserve engine to service.
- All remaining apparatus are currently functioning appropriately.
- Preliminary discussions have begun regarding future engine replacement planning and leasing options.

Financial Report Highlights (By David Green)

General Summary:

- SCBA purchase was approved after budget was submitted. May require a future budget amendment.
- District currently maintains approximately $2.2 million in reserves. Average monthly operating expenses estimated between $215,000–$250,000.
- Budget Tracking: Current expenditure tracking at approximately 39% and we are 33% into the budget year. Several large expenditures including SCBA purchases and lease payment. Optimistic we will be close to where we want to be at end of year.
- Revenue Outlook: Additional property tax revenue still anticipated later in the year. District remains in a stable financial position overall.

District Business

Discussion on Sprinkler Requirement Change: Amendment to the IFC2024

- Residents asked to consider changing our requirement to reflect higher occupant load.
- Chief presented proposed IFC 2024 amendment changes increasing A2 occupancy thresholds from 50 to 100 persons and A1/A3/A4 occupancies from 50 to 300 persons while maintaining current square footage sprinkler requirements
- Proposed amendment would align Wellington requirements with surrounding jurisdictions including Larimer County and Poudre Fire Authority while maintaining protections for larger commercial occupancies.
- Will need a resolution to implement change.

Director Bollinger made a motion to move forward with the sprinkler requirement amendment as presented. Motion was seconded by Director Lopez and passed unanimously on a vote of 4/0.

STRATEGIC PLAN PROPOSALS

- Chief presented proposals from Convergent Impact and TES2 Services
- Included estimated cost for this in the 2026 budget of $10-12K Professional Services.
- Two proposals submitted with no response from the other three contacted.
- Convergent has more closed shop process and is not in the Fire Service.
- TES2 Services Principal Consultant is Tim Sendelbach, former Fire Chief with Loveland Fire, process includes community & outside partners to develop plan.
- Discussion included long-term planning goals, budget considerations, stakeholder involvement, future staffing structure, and ensuring any strategic plan remains achievable and financially realistic.
- Strategic Plan is a road map of where District is going. Helps with making decisions down the road for growth and development. Not binding but a tool. Provides a plan to fall back on when needed.
- Board requested to see examples of strategic plans completed by former Chief Sendelbach and expressed interest in having him attend a future meeting for further discussion.

SALES TAX DISCUSSION FOLLOW-UP

- Chief provided updates regarding discussions with other fire districts and consultants concerning future sales tax initiatives and election planning.
- Discussion included potential costs associated with election support services, strategic marketing firms, and legal compliance related to ballot initiatives.
- Board discussed advantages and disadvantages of pursuing a ballot initiative during an on-year and off-year election cycle and agreed additional planning time would be beneficial.
- Board in agreement with delaying immediate ballot action while continuing future planning, research, and budget discussions for this.

Other

- None

Calendar and Miscellaneous

- Next Regular Board Meeting: June 17, 2026

Adjournment

Director Lopez made the motion to adjourn at 1755 hours. Motion was seconded by Director Hodgson and passed unanimously on a vote of 4/0.

____

Director Denny Hodgson, Secretary/Clerk

WELLINGTON FIRE PROTECTION DISTRICT

MONTHLY SERVICE ACTIVITY

Month May 2026

TOTAL INCIDENT ACTIVITY: 88 **YTD: 540**

Fire and Other Services: 35 **YTD: 184** **EMS Responses: 44** **YTD: 319**

Motor Vehicle Accidents: 9 **YTD: 37**

GREEN = Increase from prev. month
RED = Decrease " " "

Incidents of Note:

SPECIAL HOLIDAY SAFETY MESSAGE

As you celebrate Independence Day, please remember that fireworks that explode or leave the ground are illegal in our community and create significant risks to both people and property. Even small sparks can ignite dry grass and vegetation, threatening homes, property, and lives. Each year, fireworks cause serious burns, eye injuries, and fires that can quickly spread in dry conditions. If you choose to use legal fireworks (sparklers/dipped sticks), follow all safety instructions, keep children under close supervision, and have water and a shovel readily available. By celebrating responsibly and attending professional fireworks displays when possible, you can help protect yourself, your family, and our community from preventable injuries and wildfires.

WELLINGTON FIRE PROTECTION DISTRICT
ACCOUNTANT'S REPORT
May 31, 2026

DESCRIPTION		AMOUNT
May 31, 2026	Operating and Admin Expenditures	$ 467,710
May 31, 2026	Personnel Costs	304,660
	TOTAL EXPENDITURES - CURRENT MONTH	$ 772,370

CURRENT MONTHS REVENUES

Tax Revenue	$ 260,402
Interest Income	9,646
Other Income	-
TOTAL RECEIPTS - CURRENT MONTH	$ 270,048

CASH BALANCE PER FINANCIAL STATEMENTS

		Balance per reconciliation
COLOTRUST - Non Impact Fee accounts		$ 2,730,710
Points West Bank		100,105
Total Cash per reconciliation	May 31, 2026	$ 2,830,816
Less uncleared disbursements for current month		(467,710)
Add: Cash at County Treasurer		260,402
Net Cash Available		$ 2,623,508

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

UNAUDITED
WELLINGTON FIRE PROTECTION DISTRICT
REVENUE & EXPENDITURE STATEMENT
ACTUAL & BUDGET FOR PERIOD ENDING ON MAY 31, 2026
COMBINED FUNDS

	MAY ACTUAL	YTD ACTUAL	2026 BUDGET	% OF BUDGET USED	BUDGET REMAINING
REVENUE					
4010 Larimer County Tax	$ 242,986	$ 2,471,955	$ 3,961,002	62.41%	$ 1,489,047
4013 Tax Rebate Payment	-	-	(232,010)	0.00%	(232,010)
4012 Specific Ownership Tax	17,416	88,992	240,000	37.08%	151,008
4014 Wildland Firefighting	-	-	60,000	0.00%	60,000
4016 Service Fees	-	32	1,000	3.25%	968
4017 Miscellaneous	-	2,826	5,000	56.52%	2,174
4018 Donations, events, and PILOT	-	1,100	25,000	4.40%	23,900
4020 Interest income	9,646	47,595	106,000	44.90%	58,405
4019 Grants	-	-	16,200	0.00%	16,200
4015 Impact Fees	-	1,706	-	#DIV/0!	(1,706)
4000 Sales of assets	-	40,000	-	#DIV/0!	(40,000)
TOTAL REVENUE	270,048	2,654,208	4,182,192	63.46%	1,527,984
PERSONNEL COSTS					
5010 Salaries and Wages	232,018	878,394	2,126,116	41.31%	1,247,722
5020 Wildland Salaries	-	-	45,000	0.00%	45,000
5025 District Board Compensation	800	2,300	9,000	25.56%	6,700
5030 Overtime	32,693	84,937	195,745	43.39%	110,808
5110 Employer Taxes	4,853	17,981	67,636	26.59%	49,655
5120 Workers Compensation	4,043	18,448	71,514	25.80%	53,066
5210 Health, Dental & Vision Insurance	15,441	78,178	234,555	33.33%	156,377
5230 FPPA	14,812	140,649	312,067	45.07%	171,418
TOTAL PERSONNEL COSTS.	304,660	1,220,888	3,061,633	39.88%	1,840,745
OPERATING AND ADMIN EXPENDITURES					
6010 Utilities	4,364	18,749	53,000	35.38%	34,251
6020 Station Supplies	686	4,040	6,000	67.34%	1,960
6030 Building Repairs & Maintenance	488	18,438	25,000	73.75%	6,562
6110 Equipment and Supplies	4,698	21,347	105,000	20.33%	83,653
6120 Fuel Expenses	1,372	8,668	28,000	30.96%	19,332
6140 Repairs and Maintenance - Equipment	850	25,327	100,000	25.33%	74,673
6210 IT services and supplies	5,396	22,518	46,932	47.98%	24,414
6230 Dispatch	602	7,166	14,500	49.42%	7,334
6310 Health & Safety	1,350	5,400	28,500	18.95%	23,100
6320 Wildland Travel Expenses	-	-	15,000	0.00%	15,000
6330 Training & Seminars	1,107	6,309	63,000	10.01%	56,691
6335 Travel, Meetings and Meals	1,081	2,037	2,650	76.87%	613
7010 Office Expenses	-	1,742	10,000	17.42%	8,258
7020 Accounting/Finance	4,954	16,929	65,000	26.04%	48,071
7025 Legal Expenses	101	2,256	10,000	22.56%	7,744
7030 Professional Fees	-	2,308	35,000	6.59%	32,693
7040 Printing lease/maintenancr	-	4,917	0	0.00%	0
7050 Fees/Dues/Subscriptions	377	4,779	13,100	36.48%	8,321
7060 Payroll Processing Fees	835	5,558	10,500	52.93%	4,942
7070 County Treasurer Fees	4,860	49,456	79,220	62.43%	29,764
7080 Bank Service Charge	-	-	300	0.00%	300
7100 Insurance	-	964	44,300	2.18%	43,336
7110 District Board Expenses	-	480	1,000	48.00%	520
6401 Public Education	105	397	1,000	39.73%	603
TOTAL OPERATING AND ADMIN EXPENDITURES	33,226	229,785	757,002	30.35%	532,134
NON OPERATING					
7942 Capital Outlay	-	318,059	0	#DIV/0!	(318,059)
9015 Debt Service / Lease Payments	-	221,201	221,201	100.00%	0
8003 Volunteer Pension Contribution	129,824	129,824	129,824	100.00%	0
TOTAL NON OPERATING	129,824	669,084	351,025	190.61%	(318,059)
TOTAL EXPENDITURES	467,710	2,119,757	4,169,660	50.84%	2,054,821
EXCESS (DEFICIENCY) OF REVENUE OVER (UNDER) EXPENDITURE	$ (197,662)	$ 534,451	$ 12,532		$ 521,919

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

RESOLUTION 2026 - 004

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WELLINGTON FIRE PROTECTION DISTRICT TO APPROVE UPDATES TO THE ADOPTED 2024 EDITION OF THE INTERNATIONAL FIRE CODE

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

WHEREAS, the District has the authority to adopt a fire code pursuant to § 32-1-1002(1)(d), C.R.S., and previously adopted such a code through adoption of Resolution 2026-001 on January 21, 2026 ("Fire Code"); and

WHEREAS, following the initial adoption, District staff has identified certain updates that need to be made to the Fire Code; and

WHEREAS, District finds that it is in the best interests of the citizens and visitors of the District to adopt the recommended updates to the District's adopted Fire Code.

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

1. The District hereby adopts the updates to the Fire Code as set forth in Exhibit A to this Resolution.

2. This Resolution shall take effect immediately upon its adoption; however, pursuant to § 32-1-1002(1)(d), C.R.S., the Fire Code shall only be applicable within the respective overlapping areas of a county or municipality upon approval of the respective governing bodies of the overlapping jurisdiction.

Adopted and Approved this _____ day of June, 2026.

WELLINGTON FIRE PROTECTION DISTRICT

By: ______________________________

Board President

ATTEST:

____

Board Secretary

<u>EXHIBIT A</u>
(Updates to Fire Code)

903.2.1.1 <u>Amend this section to read</u> **Group A-1**. An automatic sprinkler system shall be provided throughout buildings containing Group A-1 occupancies where one of the following conditions exists:

1. The *fire area* exceeds 6,000 ft2 (557 m2).
2. The *fire area* has an occupant load of ~~50~~ 300 or more.

903.2.1.2 <u>Amend this section to read</u> **Group A-2**. An automatic sprinkler system shall be provided throughout buildings containing Group A-2 occupancies

1. The *fire area* exceeds 5,000 ft2 (464 m2).
2. The *fire area* has an occupant load of ~~50~~ 100 or more.

903.2.1.3 <u>Amend this section to read</u> **Group A-3**. An automatic sprinkler system shall be provided throughout buildings containing Group A- 3 occupancies where one of the following conditions exists:

1. The *fire area* exceeds 6,000 ft2 (557 m2).
2. The *fire area* has an occupant load of ~~50~~ 300 or more.

903.2.1.4 Amend this section to read **Group A-4.** An automatic sprinkler system shall be provided throughout buildings containing Group A-4 occupancies where one of the following conditions exists:

1. The *fire area* exceeds 6,000 ft2 (557 m2).
2. The *fire area* has an occupant load of ~~50~~ 300 or more.

TRAINING & EDUCATION SERVICES

Strategic Plan Development Proposal

Wellington Fire Protection District

Prepared by:

TES2 Training & Education Services | Principal Consultant: Tim Sendelbach

Purpose and Overview

TES2 Training & Education Services (TES2) proposes to partner with the Wellington Fire Protection District (WFPD) to design and facilitate a formalized Strategic Plan that provides clear, actionable direction for the staff and Board of the WFPD over the next three (3) years, with an additional two (2) years extending into a more visionary planning horizon.

Tim Sendelbach will serve as TES2's Principal Consultant for this engagement. Chief Sendelbach is an accomplished fire chief and executive-level public safety leader with more than four decades of service as a practitioner, educator, and consultant in the fire and emergency services. His career includes senior leadership assignments across multiple organizations and seven states, along with private-sector executive experience supporting fire and EMS education and professional development. He is credentialed by the Center for Public Safety Excellence (CPSE) as a Chief Fire Officer (CFO) and Chief Training Officer (CTO), and he holds a master's degree in Leadership (Bellevue University), bachelor's degrees in Fire Administration and Arson, and an associate degree in Emergency Medical Care (Eastern Kentucky University). Chief Sendelbach's approach to strategic planning emphasizes collaborative stakeholder engagement, operational realism, fiscal responsibility, and measurable outcomes that support both immediate execution and long-range organizational excellence.

The resulting plan will be grounded in a detailed SWOT analysis and informed directly by line and staff personnel, WFPD Board members, community members, and public safety stakeholders. Input will be gathered through participant surveys, in-person town hall meetings, and structured staff question and answer sessions, ensuring that strategic priorities reflect operational realities, governance expectations, and community needs.

The final written Strategic Plan will follow and comply with the provisions and recommended format of the Center for Public Safety Excellence (CPSE) for fire department strategic planning.

Project Objectives

- Develop a formal, board-ready Strategic Plan with measurable priorities and initiatives for years 1–3.
- Establish a 2-year (years 4–5) visionary horizon that captures future-focused direction, aspirations, and enabling capabilities.
- Conduct a comprehensive SWOT analysis incorporating direct feedback from line and staff personnel.
- Gather and synthesize input from WFPD Board members, community members, and public safety stakeholders.

- Deliver an implementation-oriented framework that supports accountability, progress tracking, and periodic review.

SCOPE OF WORK AND METHODOLOGY

Stakeholder Engagement and Data Collection

TES2 will use multiple engagement channels to ensure broad, representative participation and to reduce single-source bias. Engagement will be structured to encourage candid input and actionable recommendations.

- **Participant surveys:** Targeted surveys for line personnel, staff, leadership, and other identified groups to capture themes, concerns, and opportunities at scale.
- **In-person town hall meeting(s):** Community-facing session(s) to gather resident and business input, validate perceptions, and identify community priorities.
- **Staff question and answer sessions:** Facilitated discussions with internal personnel to explore survey themes, clarify operational realities, and capture improvement ideas.
- **Board and stakeholder input:** Structured discussion(s) or interview-style sessions with Board members and public safety partners to align governance expectations and interagency realities.

SWOT Analysis

TES2 will develop a detailed Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis for the WFPD. The SWOT will be informed by survey results, staff question and answer sessions, Board feedback, and stakeholder/community input. The analysis will be used to identify strategic themes and translate them into prioritized objectives, initiatives, and performance indicators.

Planning Horizon: 3-Year Strategic Plan + 2-Year Visionary Outlook

The core of the Strategic Plan will focus on years 1–3 and will include specific goals, initiatives, ownership considerations, and practical sequencing. The plan will also include a years 4–5 horizon that captures longer-range, visionary direction and aspirations, including capability-building needs and emerging opportunities.

Deliverables

- Project kickoff and workplan (schedule, engagement approach, and key milestones).
- Survey instruments and summary of survey findings (themes, trends, and notable inputs).
- Facilitated staff question and answer session(s) summary (non-attributed thematic findings, as appropriate).
- Facilitated community town hall meeting(s) summary.
- Stakeholder/Board input summary.
- Detailed SWOT analysis with supporting narrative.
- Draft Strategic Plan (3-year actionable plan plus 2-year visionary outlook).
- Final Strategic Plan incorporating District feedback.
- Optional: implementation scorecard template and recommended review cadence (quarterly/annual).

- Optional (if financial information is provided): a one-page "Plan-on-a-Page" financial timeline that lists key actionable items (programs, purchases, and projects) by year and/or quarter, with estimated costs for each item and the identified funding source account(s). The financial timeline will be representative and based on District-provided financial information (including estimated annual revenue) and is intended for planning purposes.

Plan-on-a-Page (optional) – standard format: Timing (Year/Quarter), action item (program/purchase/project), brief description, estimated cost, funding source account(s), and notes/dependencies (as applicable). The table will reflect planning-level estimates based on District-provided financial information (including estimated annual revenue) and is intended to support prioritization and sequencing.

Typical funding source examples (to be confirmed with WFPD's chart of accounts): General Fund/Operations; Personnel/Salary & Benefits; Training/Professional Development; Apparatus & Fleet (replacement/maintenance); Facilities/Capital Projects; Equipment & PPE; EMS supplies; Technology/Communications; Special Revenue funds; Capital Reserve; Impact/Development fees (if applicable); Grants; Donations/Foundations; Mutual aid or intergovernmental revenues; Bond proceeds (if applicable).

Project Phases and Estimated Timeline

The proposed timeline below is an estimate and will be finalized during kickoff based on District availability, desired participation levels, and Board meeting schedules.

1. **Phase 1 – Kickoff and Document Review (Weeks 1–2):** Kickoff meeting; confirm goals, participants, communications plan, and existing documents to review.
2. **Phase 2 – Data Collection and Engagement (Weeks 2–6):** Deploy surveys; conduct staff question and answer session(s); facilitate community town hall meeting(s); gather Board and stakeholder input.
3. **Phase 3 – Analysis and Strategic Framework (Weeks 5–8):** Develop SWOT analysis; identify strategic themes; draft goals, initiatives, and performance measures.
4. **Phase 4 – Draft Plan Development and Review (Weeks 8–10):** Deliver draft Strategic Plan for District review; collect feedback; conduct review meeting(s) as needed.
5. **Phase 5 – Final Plan and Presentation (Weeks 10–12):** Deliver final Strategic Plan and present key findings and recommendations to leadership/Board (as requested).

ROLES AND RESPONSIBILITIES

TES2 Training & Education Services (Consultant)

- Provide overall project management and facilitation.
- Design and administer surveys and engagement materials.
- Facilitate staff question and answer session(s) and community town hall meeting(s).
- Conduct analysis, including SWOT development and synthesis of all input sources.
- Draft and finalize the Strategic Plan and associated deliverables.
- Serve as Principal Consultant: Tim Sendelbach (lead facilitation, analysis, and plan development).

Wellington Fire Protection District (Client)

- Identify a primary project point of contact and confirm key participants.
- Provide access to relevant background materials (policies, budgets, organizational charts, deployment/response data summaries, prior plans, etc., as available).
- Support communications to personnel and the community to encourage participation.
- Provide meeting space (or virtual platform) and scheduling support for engagement sessions.
- Review draft deliverables and provide consolidated feedback within agreed timelines.

Assumptions and Considerations

- Final scope, number of sessions, and survey audiences will be confirmed during kickoff.
- TES2 will summarize input in a thematic (non-attributed) manner unless the District requests otherwise and it is appropriate to do so.
- Project success depends on participation levels and timely access to scheduling and background materials.
- If the District provides financial and budget information (including estimated annual revenue, a chart of accounts, and any funding source constraints), TES2 can develop an optional one-page "Plan-on-a-Page" financial timeline that aligns key actions with planning-level cost estimates and maps each item to the anticipated funding source account(s). The timeline will be representative of the information provided and is not intended to serve as an audited financial analysis or an adopted budget document.
- The Strategic Plan will provide recommended direction and prioritization; implementation decisions remain the responsibility of WFPD leadership and governance.

Summary

TES2 Training & Education Services proposes to develop a CPSE-aligned Strategic Plan for the Wellington Fire Protection District that provides a specific, actionable three-year roadmap and an additional two-year visionary outlook. The process is designed to be inclusive, data-informed, and grounded in direct feedback from personnel, governance, and the community.

- **Planning horizon:** Years 1–3 actionable strategic direction; Years 4–5 visionary direction and aspirations.
- **Standards:** Final written plan will follow the Center for Public Safety Excellence (CPSE) format for fire department strategic planning.
- **Stakeholder input:** Line and staff personnel, WFPD Board members, community members, and public safety stakeholders.
- **Engagement methods:** Participant surveys, in-person town hall meeting(s), and facilitated staff question and answer sessions.
- **Core analysis:** Detailed SWOT analysis used to establish strategic themes, priorities, and performance measures.
- **Optional financial alignment:** One-page "Plan-on-a-Page" timeline of programs/purchases/projects with planning-level cost estimates and identified funding source account(s), representative of District-provided financial information (including estimated annual revenue).

- **Schedule:** Estimated 10–12 weeks from kickoff to final plan, depending on availability and participation.

Professional Fees and Expenses

Fee: $19,500.00

Optional add-on: One-page financial timeline aligning actions/initiatives with estimated annual expenses (requires District-provided budget information). [Insert add-on fee if applicable.]

Expenses (if applicable): Reimbursable expenses (e.g., printing, travel outside the local area, facility rentals) will be pre-approved by the District and invoiced at cost. TES2 will work to minimize expenses by leveraging electronic distribution and coordinated scheduling.

Acceptance and Next Steps

If this proposal aligns with the Wellington Fire Protection District's needs, TES2 recommends scheduling a kickoff meeting to confirm scope, stakeholders, engagement dates, and final deliverables. Upon acceptance, TES2 will provide a final workplan and begin Phase 1 activities.

Accepted for Wellington Fire Protection District	**TES2 Training & Education Services**
Name: ______________________________	**Tim Sendelbach**
Title: ______________________________	Principal Consultant
Date: ______________________________	Date: ______________________________
Signature: __________________________	Signature: __________________________