

Divide Fire Protection District

Public Meeting of the Board of Directors
May 14th, 2024
6:00 P.M.

AGENDA

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Review and Approve Agenda
- 4) Review, Approve, and Sign Minutes of Prior Meetings
- 5) Public Comments
- 6) Financial & Administrative Matters
 - A) Financial Matters
 - B) Purchase Orders
 - C) Compliance
- 7) Chief's Report
 - A) Board Business Meeting Attendees
- 8) Old Business
 - A) Policies/Handbook
 - B) 5 Year Plan
 - C) Unemployment Claim
 - D) Audit
- 9) New Business
 - A) Volunteer Funds Discussion
- 10) Executive Session - Executive Session to discuss personnel matters related to Chief McCleod, pursuant to §24-6-402(4)(f), C.R.S.
- 11) Adjournment

Divide Fire Protection District
Budget Performance
April 2024

		Apr 24	YTD	Annual Budget	Difference
2 - Fund Accounts					
	100 · Unreserved General Fund	0.00	0.00	329,000.00	329,000.00
	105 · Unreserved Volunteer Funds	0.00	0.00	25,000.00	25,000.00
	115 · TABOR Reserves	0.00	0.00	16,000.00	16,000.00
Total 2 - Fund Accounts		0.00	370,000.00	370,000.00	-
4000 · Revenues					
	4310 · Net General Property Tax	62,551.82	430,873.24	905,544.00	474,670.76
	4311 · Legislative Backfill	0.00	0.00	60,840.00	60,840.00
	4312 · Interest County Treasurer	19.37	19.37	350.00	330.63
	4315 · Specific Ownership Tax	6,882.79	22,990.80	40,000.00	17,009.20
	4325 · Teller County EMS/VFA Grants	0.00	0.00	2,500.00	2,500.00
	4330 · State Gaming Grant	0.00	0.00	15,000.00	15,000.00
	4340 · Special Incident Revenue				-
	4341 · Special Incident DFPD Vehicles	0.00	0.00	10,000.00	10,000.00
	4342 · Special Incident - Personnel	0.00	0.00	30,000.00	30,000.00
Total 4340 · Special Incident Revenue		0.00	0.00	40,000.00	40,000.00
	4344 · Cost Recovery	0.00	0.00	2,000.00	2,000.00
	4345 · Interest Income	2,070.09	6,429.57	1,500.00	(4,929.57)
	4360 · Volunteer Revenue	1,010.00	1,350.00	20,000.00	18,650.00
	4370 · Plan Review Revenue	0.00	0.00	2,000.00	2,000.00
	4398 · Misc. Operating Income	5,000.00	5,000.00		(5,000.00)
	4399 · Miscellaneous Revenue	4.41	4.41	2,500.00	2,495.59
Total 4000 · Revenues		77,538.48	466,667.39	1,092,234.00	625,566.61
		77,538.48	836,667.39	1,462,234.00	625,566.61
5400 · Admin Exp					
	5401 · Payroll Tax Expenses	477.32	2,858.20	26,991.28	24,133.08
	5402 · Payroll Expenses	44.00	157.25		(157.25)
	5405 · Payroll - District Employees	18,452.66	81,943.66	327,838.00	245,894.34
	5407 · Payroll - Incident Response	0.00	2,004.90	30,000.00	27,995.10
	5408 · Payroll - Volunteer Stipends	0.00	7,325.00	10,000.00	2,675.00
	5409 · Employee Benefits	6,913.38	26,976.85	116,688.00	89,711.15
	5415 · County Treasurer Fee	1,877.13	12,926.79	11,500.00	(1,426.79)
	5420 · Director's Fees	500.00	1,900.00	6,000.00	4,100.00
	5427 · Employee Recruitment	0.00	0.00	10,000.00	10,000.00
	5430 · Employee/Volunteer Screening	0.00	198.50	1,000.00	801.50
	5435 · Employee/Volunteer Retention	4,871.03	7,254.99	13,000.00	5,745.01
	5440 · Subscriptions & Data	1,667.91	14,778.01	17,345.00	2,566.99
	5445 · Office Supplies/Expenses	448.66	1,270.78	10,000.00	8,729.22
	5450 · Annual Audit	0.00	0.00	9,000.00	9,000.00
	5460 · Legal Fees	284.00	390.50	7,000.00	6,609.50
	5465 · Public Relations	37.77	742.85	11,000.00	10,257.15
	5470 · Plan Review Costs	0.00	0.00	2,000.00	2,000.00

Divide Fire Protection District
Budget Performance
April 2024

	Apr 24	YTD	Annual Budget	Difference
5475 · Notice Publication , etc.	0.00	0.00	400.00	400.00
5480 · Insurance	100.00	41,738.00	42,000.00	262.00
5490 · Pension Plan	0.00	0.00	12,000.00	12,000.00
5495 · Volunteer Expenses	1,019.50	20,855.22	20,200.00	(655.22)
5499 · Administrative Contingency	0.00	0.00	15,000.00	15,000.00
Total 5400 · Admin Exp	36,693.36	223,321.50	698,962.28	475,640.78
5500 · Operating				-
5505 · Training	2,853.71	10,879.56	38,200.00	27,320.44
5510 · Building/Ground Supplies	1,183.04	7,813.41	21,950.00	14,136.59
5520 · Propane-Natural Gas	350.46	2,162.85	5,000.00	2,837.15
5525 · Electric	317.62	1,191.22	3,600.00	2,408.78
5535 · Medical Supplies & Fees	1,237.90	5,943.14	12,200.00	6,256.86
5540 · Fire Fighting Supplies	450.00	450.00	26,030.00	25,580.00
5541 · Fire Fighting R/M	2,985.03	4,213.80	7,100.00	2,886.20
5543 · Rescue Supplies & Expense	0.00	288.60	2,000.00	1,711.40
5545 · Vehicle Supplies & Fuel	802.13	2,903.89	16,500.00	13,596.11
5546 · Vehicle R/M	6,542.16	13,617.42	33,000.00	19,382.58
5560 · Comm. Supplies & Repairs	0.00	11,075.20	10,050.00	(1,025.20)
5570 · Safety-Uniforms & Equipment	435.60	2,712.20	8,000.00	5,287.80
5581 · Incident Expenses - Non-Reimb	0.00	0.00	4,000.00	4,000.00
5582 · Incident Expenses - Reimb	0.00	0.00	3,000.00	3,000.00
5599 · Operational Contingency	0.00	0.00	30,000.00	30,000.00
Total 5500 · Operating	17,157.65	63,251.29	220,630.00	157,378.71
5600 · Capital Ex				-
5606 · Capital Reserve-Bldg & Veh	0.00	0.00	305,000.00	305,000.00
5610 · Building & Grounds	0.00	0.00	27,000.00	27,000.00
5620 · Incident Vehicle Reserve	0.00	0.00	25,000.00	25,000.00
5625 · Capital Equipment	2,445.49	11,795.49	31,000.00	19,204.51
5655 · Vehicle Lease Payments	1,551.61	96,283.28	100,535.65	4,252.37
5699 · Capital Contingency	0.00	0.00	30,000.00	30,000.00
Total 5600 · Capital Ex	3,997.10	108,078.77	518,535.65	410,456.88
	57,848.11	394,651.56	1,438,127.93	1,043,476.37
	19,690.37	442,015.83	24,106.07	

Banking Accounts	4/1/2024	Deposits	Withdrawals	4/30/2024
Vectra Main	20,477.32	58,504.41	55,915.34	23,066.39
ColoTrust	403,974.28	69,485.45	52,500.00	420,959.73
ColoVolunteer	36,217.29	161.40	-	36,378.69
Balances after current bill payments				
Vectra Main	45,392.28			
ColoTrust	580,879.50			
ColoVolunteer	36,378.69			

Vectra forwarding balance different

Divide Fire Protection District

Bank Activity

04/12/24-05/17/24

Type	Date	Num	Name	Memo	Debit	Credit	Balance
							44,915.43
			Voided two checks		1,354.13		46,269.56
Liability Check	04/12/2024	E-pay	US Treasury	84-1527498 QB Tracking # -824490890		1,306.98	44,962.58
Liability Check	04/12/2024	ach	Fire & Police Pension Associat	Acct# 787-5		2,042.58	42,920.00
Bill Pmt -Checl	04/12/2024	eft	Wex	fuel		676.99	42,243.01
Deposit	04/15/2024			Deposit	6,000.00		48,243.01
Liability Check	04/16/2024	eft	Colorado Department Of Revei	41-01556		2,272.00	45,971.01
Liability Check	04/16/2024	eft	Colorado State Treasurer	610429.00-4		145.28	45,825.73
Bill Pmt -Checl	04/16/2024	12483	Becker First Responder	embroidery TR gear		288.60	45,537.13
Bill Pmt -Checl	04/16/2024	12484	Enna, Joe	fire trng food		61.49	45,475.64
Bill Pmt -Checl	04/16/2024	12485	Forbis, Dustin	training books		32.99	45,442.65
Bill Pmt -Checl	04/16/2024	12486	Live Action Safety	TR litter		2,445.49	42,997.16
Bill Pmt -Checl	04/16/2024	12487	Mac Weld	T2 brackets		250.00	42,747.16
Bill Pmt -Checl	04/16/2024	12488	Northeast Teller County Fire	generator service		266.59	42,480.57
Bill Pmt -Checl	04/16/2024	12489	Ross, Laura	bus mtg food		77.96	42,402.61
Check	04/19/2024	eft	Vectra Bank	JT CC payment		3,718.45	38,684.16
Check	04/19/2024	eft	Vectra Bank	Diana CC payment		334.00	38,350.16
Check	04/19/2024	eft	Vectra Bank	Ryan CC payment		2,364.88	35,985.28
Check	04/19/2024	eft	Vectra Bank	Dustin CC payment		891.68	35,093.60
Deposit	04/22/2024			Loan Refund	4.41		35,098.01
Liability Check	04/25/2024		QuickBooks Payroll Service	Created by Payroll Service on 04/23/2024		6,049.26	29,048.75
Liability Check	04/26/2024	E-pay	US Treasury	84-1527498 QB Tracking # -918335694		774.44	28,274.31
Bill Pmt -Checl	04/26/2024	eft	Pinnacol Assurance	wc audit payment		100.00	28,174.31
Bill Pmt -Checl	04/26/2024	5014	Met Life	TS05348811 0079		334.06	27,840.25
Bill Pmt -Checl	04/29/2024	eft	Public Sector Health Group			4,773.86	23,066.39
Bill Pmt -Checl	05/03/2024	12490	McCandless Truck Center			2,121.13	20,945.26
Liability Check	05/03/2024	eft	Fire & Police Pension Associat	Acct# 787-5		2,042.58	18,902.68
Bill Pmt -Checl	05/06/2024	eft	Wex	fuel		802.13	18,100.55
Liability Check	05/09/2024		QuickBooks Payroll Service	Created by Payroll Service on 05/07/2024		8,026.74	10,073.81
Liability Check	05/10/2024	E-pay	US Treasury	84-1527498 QB Tracking # -2092922186		1,348.66	8,725.15
Liability Check	05/10/2024	eft	Fire & Police Pension Associat	Acct# 787-5		2,042.58	6,682.57
Bill Pmt -Checl	05/14/2024	12496	Barker, Ron	tr food		52.63	6,629.94
Bill Pmt -Checl	05/14/2024	12497	Lownie, Andrew			49.07	6,580.87
Paycheck	05/14/2024	12491	Babiarz, Mary Lynne			92.35	6,488.52
Paycheck	05/14/2024	12492	Lopez, Aristeed			92.35	6,396.17
Paycheck	05/14/2024	12493	Luttrell, Dennis			92.35	6,303.82
Paycheck	05/14/2024	12494	Mosser, Allison M			92.35	6,211.47
Paycheck	05/14/2024	12495	Weatherill, Joshua M			92.35	6,119.12
General Journ:	05/15/2024	848		Transfer ColoTrust to Vectra Main	57,000.00		63,119.12
Bill Pmt -Checl	05/16/2024	12498	A&E Tire Inc	R22 tires		2,680.00	60,439.12
Bill Pmt -Checl	05/16/2024	12499	Black Hills Energy	Acct# 0423 1057 73		350.46	60,088.66
Bill Pmt -Checl	05/16/2024	12500	Bound Tree Medical	medical supplies		37.90	60,050.76
Bill Pmt -Checl	05/16/2024	12501	Core Electric Cooperative	electric		317.62	59,733.14
Bill Pmt -Checl	05/16/2024	12502	Foxworth-Galbraith Lumber Co	8000-00007649-00000		35.98	59,697.16
Bill Pmt -Checl	05/16/2024	12503	Galls	3618505		481.36	59,215.80

Divide Fire Protection District
Bank Activity
04/12/24-05/17/24

Bill Pmt -Checl	05/16/2024	12504	GVC Industries	wash for engines	2,949.05	56,266.75
Bill Pmt -Checl	05/16/2024	12505	Ireland Stapleton	Legal Services	284.00	55,982.75
Bill Pmt -Checl	05/16/2024	12506	LifeMed Safety	AEDs	3,620.00	52,362.75
Bill Pmt -Checl	05/16/2024	12507	MES	Acct# C43137	158.28	52,204.47
Bill Pmt -Checl	05/16/2024	12508	Northeast Teller County Fire		3,384.56	48,819.91
Bill Pmt -Checl	05/16/2024	12509	Rigging For Rescue	Deposit RFR	2,265.00	46,554.91
Bill Pmt -Checl	05/16/2024	12510	Sherwin Williams	painting supplies	69.23	46,485.68
Bill Pmt -Checl	05/16/2024	12511	Taylor Auto Wash	car wash	174.94	46,310.74
Bill Pmt -Checl	05/16/2024	12512	UC Health Medical Group	drug test	150.00	46,160.74
Bill Pmt -Checl	05/16/2024	12513	Woodland Hardware & Rental		291.96	45,868.78
Liability Check	05/17/2024	E-pay	US Treasury	84-1527498 QB Tracking # -1786787186	76.50	45,792.28
					<u>64,358.54</u>	<u>63,481.69</u>
					<u>64,358.54</u>	<u>63,481.69</u>
						<u>45,792.28</u>



DIVIDE FIRE PROTECTION DISTRICT

Board of Directors Meeting

Shoemaker Fire Station, 103 Cedar Mountain Road (Mail: PO Box 941), Divide Colorado, 80814
May 14th, 2024 at 6:00 p.m.

MINUTES OF THE REGULAR MEETING

1. Call to Order

President Josh Weatherill called to order the regular meeting of the Board of Directors of the Divide Fire Protection District (DFPD) at 6:01 p.m.

Board members present:

Josh Weatherill – President Steed Lopez – Vice President
Allison Mosser – Treasurer Mary Lynne Babiarez – Secretary
Dennis Luttrell – Director (left at 6:54 pm, returned 7:36 p.m.)

2. Pledge of Allegiance

3. Review and Approve Agenda

Motion by Director Mosser to approve the agenda with the addition of item 8.e. NoFloCo. Second by Director Luttrell. The motion passed unanimously.

4. Review, Approve, and Sign Minutes of Prior Meetings

Motion by Director Babiarez to approve the minutes of the previous month's regular meeting. Second by Director Luttrell. The motion passed unanimously.

5. Public Comment – District employee Dustin Forbis (later joined by employee Matt Hayward) had questions about the District's procedures for pay of additional hours worked and training hours. He was concerned about not being compensated fairly. He also reported that it wasn't entirely clear whether some training was mandatory or optional. He reported that he had spoken to Chief McLeod about this topic but did not reach an acceptable resolution. It was discovered that the employees have not been reporting all hours on the timesheets and have not been tracking flex time taken. Since Chief McLeod was absent, there were several questions that could not be answered at this time. The board appointed Director Babiarez to communicate with Chief McLeod to resolve this issue. The District will address any gaps in the District's policy that might have allow this to occur. The employees were directed to

immediately begin reporting all hours and flex time taken on the time sheet, and assured that the board will address this issue once all the facts can be gathered.

6. Financial & Administrative Matters

A. Financial Reports – attached.

B. Purchase Orders – none.

C. Compliance – no updates.

Motion by Director Luttrell to approve the financials and paying of the bills. Second by Director Mosser. The motion passed unanimously.

Diana Perkins had notified the board via email of a worker's comp claim for employee Matt Hayward. President Weatherill asked about District policy for drug testing in those situations, and Perkins will be contacting the insurer to clarify some guidelines.

7. Chief's Report – presented by Deputy Chief Kennedy.

A. Board Meeting Attendees - Business meeting for June 3rd will be a dinner and pinning ceremony with new badges. Director Luttrell will attend, but Diana Perkins will post a special meeting notice so that any board members who desire may attend also.

8. Old Business

A. Policies / Handbook – tabled.

B. 5 Year Plan – Director Babiarz presented a budget projection for the 5-year plan compiled in coordination with Diana Perkins and Chief McCleod. This projection included payroll and benefits with estimated increases, and also capital purchases for replacement/refurbishment of equipment. Deputy Kennedy was present and had some input regarding the vehicle plan. The board would like Chief McCleod to coordinate with Deputy Kennedy to discuss some of these issues.

C. Unemployment Claim – Diana Perkins informed the board of the usual process for these claims and why the District was included. She also advised the board that the federal Volunteer Response Incentive Protection Act (VRIPA) had increased the tax-exempt amount for volunteer incentives to \$600 per year. However, it was not clear how that impacted Colorado state income tax, and it would cost the District \$500 to request a letter response from the Department of Revenue to answer that question specifically. This may be discussed more in the future to determine how the volunteers should be paid. It was determined that Diana Perkins or Chief McCleod can handle these inquiries and alert the board if any legitimate claim is made.

D. Audit – Audit is schedule for the first week of June.

E. NoFloCo – Director Weatherill presented email copies of conversations between Teller County government officials, NoFloCo members, and Colorado Fire Prevention & Control officials. Email communication confirmed that the Certified Burner Program was intended primarily for individual landowners, and that any burns were still required to comply with all state and local government regulations. The possibility was discussed of putting out a general statement on the District's website regarding third-party burning and the associated risks, but the board did not assign anyone directly to complete that task.

9. New Business

A. Volunteer Funds Discussion - Director Babiarz expressed concern that the budget line item for volunteer expenses was already over the budgeted amount. This is due to the fact that at the beginning of the year after the year-end reconciliation of volunteer revenue vs. expenses, the volunteer fund was approximately \$36,000. The policy regarding that account (see attached) requires that when the amount exceeds \$25,000, it must be spent down following a specified procedure. The volunteers were following the correct procedure for spending down that amount, but there is no real way to do this without exceeding the budget line item.

The board observed that department circumstances have changed significantly the last two years especially with the adoption of paid personnel. This has made separating “volunteer” versus “paid” expenditures require even more effort. The current set up of having a separate account for volunteer funds has been questioned numerous times by auditors, and is not in accord with generally accepted accounting practices. The current issue of trying to spend down that amount but also exceeding budget amounts is an example of one of those problems. However, the board expressed a priority of having the volunteers feel valued and appreciated.

Deputy Chief Kennedy was included extensively in this discussion. The board proposed that in next year’s budget, all funds are applied to the general income of the District. The volunteers would still receive a budgeted line item of typically \$20,000, which is what has been budgeted in year’s past for Volunteer Expenses. Within that line item, however, that amount would be detailed more specifically for food, banquets and gatherings, health screenings, t-shirts, etc. to improve accountability for those funds. In the meantime, Deputy Chief Kennedy will prepare a budget for the rest of the year of what still needs to be spent from the volunteer expenses budget item. That will help the board better manage the expected overage of that budget line item.

10. Executive Session – Director Weatherill distributed some sample forms as possible options for Chief McCleod’s annual review. At 8:25 p.m. Director Weatherill made a motion to convene an Executive Session to discuss personnel matters related to Chief McCleod, pursuant to §24-6-402(4)(f), C.R.S.

The executive session ended at 9:16 p.m. and the regular meeting resumed at 9:16 p.m. Director Luttrell will assemble an evaluation form for Chief McCleod’s annual review.

11. Adjournment

Motion by Director Lopez to adjourn the meeting. Second by Director Luttrell. The motion passed unanimously. The meeting was adjourned at 9:17 p.m. The next regular meeting will take place on Tuesday, June 11th, 2024, at 6 p.m. There will be a special meeting on June 3rd, 2024 at 6:30 p.m.

APPROVAL

We attest that the foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Divide Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

Mary L. Balice Secretary
Name and Title

6 / 11 / 24
Date

[Signature] President
Name and Title

6 / 11 / 24
Date



Chief's Report

May 14, 2024

Member Counts: 36 Active members, 1 Applicants, 4 Reserve, 3 Associate (April numbers)

Incidents:

Membership:

- We still have two of our main responders that have not completed HR Training. They are essentially on suspension until they complete

Training:

- Training last month on Wildland Refresher, EMS covered heart conditions, and 12 responders completed their Tier 1 Training in Tech. Rescue.
- Wednesday Training classes are going well with both paid and volunteers. We have the Wildland Academy coming up and also Rigging for Rescue.

Vehicle Status:

- T-22 is completely back in service. New tires put on R-22. Our ATVs are going to need some maintenance and we will be coming up with a priority list.

Chief Activities:

- ESO Meeting and Migration. Started to export our data and go through a "clean up" for what will be transferred over to the new system. We have our system running for training and we are starting to write reports in both. Had to push off our go live date to ensure we are capturing good information from ERS and CAD support.

Community Activities:

- 4H Camp Eagle event at John Wesley Ranch

Notable Calls:

1. Wind, some more wind, then snow. We responded mutual aid with NETCO to ½ acre fire in the wind storm event. Many calls for service for downed powerlines and other electrical hazards.

May 21st website

DIVIDE FIRE PROTECTION DISTRICT
Budget Worksheet
5 Year Plan

	2024	2025	2026	2027	2028	2029	2030
Add Income		10,000.00			100,000.00		
Fund Balance Forward	370,000.00	390,000.00	390,000.00	430,000.00	355,000.00	455,000.00	380,000.00
Tax Revenue	966,384.00	905,544.00	905,544.00	905,544.00	905,544.00	905,544.00	905,544.00
Other Revenue	125,850.00	125,500.00	125,500.00	125,500.00	125,500.00	125,500.00	125,500.00
	<u>1,462,234.00</u>	<u>1,431,044.00</u>	<u>1,421,044.00</u>	<u>1,461,044.00</u>	<u>1,486,044.00</u>	<u>1,486,044.00</u>	<u>1,411,044.00</u>
Admin Payroll & Bens	404,594.00	418,712.85	433,131.68	448,076.55	448,076.55	448,076.55	448,076.55
Admin Other	294,368.00	294,368.00	284,368.00	284,368.00	284,368.00	284,368.00	284,368.00
***trim or add		(10,000.00)					
	<u>698,962.00</u>	<u>703,080.85</u>	<u>717,499.68</u>	<u>732,444.55</u>	<u>732,444.55</u>	<u>732,444.55</u>	<u>732,444.55</u>
Operating	220,630.00	220,630.00	190,630.00	190,630.00	190,630.00	190,630.00	190,630.00
***trim or add		(30,000.00)				25,000.00	
	<u>220,630.00</u>	<u>190,630.00</u>	<u>190,630.00</u>	<u>190,630.00</u>	<u>190,630.00</u>	<u>215,630.00</u>	<u>190,630.00</u>
Capital							
Reserve	305,000.00	305,000.00	295,000.00	295,000.00	345,000.00	300,000.00	300,000.00
Bldg Grounds	27,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Veh Reserve	25,000.00	25,000.00	75,000.00		50,000.00	20,000.00	20,000.00
Capital Equip	31,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Veh Purchase	0.00	65,000.00		100,000.00		100,000.00	50,000.00
Veh Lease Pmt	100,536.00	55,536.00	55,536.00	55,536.00	85,536.00	30,000.00	30,000.00
Contingency	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
	<u>518,536.00</u>	<u>510,536.00</u>	<u>485,536.00</u>	<u>510,536.00</u>	<u>540,536.00</u>	<u>510,000.00</u>	<u>460,000.00</u>
	24,106.00	26,797.15	27,378.32	27,433.45	22,433.45	27,969.45	27,969.45
Should Carry Over							
capital reserve	305,000.00	305,000.00	295,000.00	295,000.00	345,000.00	300,000.00	300,000.00
veh inc reserve	25,000.00	25,000.00	75,000.00	0.00	50,000.00	20,000.00	20,000.00
contingencies	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
Ending Fund Balance	390,000.00	390,000.00	430,000.00	355,000.00	455,000.00	380,000.00	380,000.00

Replace Chief 20 (2011)	2025	***Admin Trim 2025	10,000.00	empl recruitment
Sale of Existing C20	2025			
Down Payment on Squad 21	2026-2027	***Operating Trim 2025	30,000.00	
Sale of R22/B20 ²¹ (2018, 2002)	2028			
Replace R21 (2008)	2028-2029		4,000.00	office supply new hire set up
Refurbish T22 (2005)	2029	not gonna make any	3,000.00	training (reduce some areas)
Down Payment on B20 replacement	2030		5,000.00	bldg & ground projects completed this yr
Save for Refurb E21	2029-2030		6,000.00	ff supplies - intake valve, reduce fitting/hose
			2,000.00	uniforms
			10,000.00	veh rpr - (no C20 upgrades)
			<u>30,000.00</u>	

Estimated Payroll Increases

2024 District Payroll		P/R Taxes	Health Insurance	FPPA .136	Workers Comp	rate	Total Costs
Chief	\$ 98,000.00	1,617.00	27,600.00	13,328.00	3,686.76	0.03762	\$ 144,231.80
Firefighters	\$ 120,000.00	1,980.00	43,200.00	16,320.00	4,514.40	0.03762	\$ 186,014.44
PT Firefighter	\$ 41,080.00	677.82	-	-	1,545.43	0.03762	\$ 43,303.29
District Admin	\$ 19,392.00	1,522.27	-	-	19.90	0.001026	\$ 20,934.17
Volunteer Coordinator	\$ 5,616.00	440.86	-	-	5.76	0.001026	\$ 6,062.62
Bonus Pool	\$ 3,750.00	294.38	-	-	3.85	0.001026	\$ 4,048.22
	\$ 287,838.00	\$ 6,532.32	\$ 70,800.00	\$ 29,648.00	\$ 9,776.10		\$ 404,594.53

2025 District Payroll		3% increase	P/R Taxes	Health Ins 3% inc	FPPA .143	Workers Comp	rate	Total Costs
Chief	\$ 100,940.00	1,665.51	28,428.00	14,434.42	3,936.66	0.039	\$ 149,404.63	
Firefighters	\$ 123,600.00	2,039.40	44,496.00	17,674.80	4,820.40	0.039	\$ 192,630.64	
PT Firefighter	\$ 42,312.40	698.15	-	-	1,650.18	0.039	\$ 44,660.78	
District Admin	\$ 19,973.76	1,567.94	-	-	21.97	0.0011	\$ 21,563.67	
Volunteer Coordinator	\$ 5,784.48	454.08	-	-	6.36	0.0011	\$ 6,244.93	
Bonus Pool	\$ 3,862.50	303.21	-	-	42.49	0.011	\$ 4,208.20	
	\$ 296,473.14	\$ 6,728.29	\$ 72,924.00	\$ 32,109.22	\$ 10,478.07		\$ 418,712.85	

Total Cost Increase \$ 14,118.31

2026 District Payroll		3% increase	P/R Taxes	Health Ins 3% inc	FPPA .15	Workers Comp	rate	Total Costs
Chief	\$ 103,968.20	1,715.48	29,280.84	15,595.23	4,158.73	0.04	\$ 154,718.51	
Firefighters	\$ 127,308.00	2,100.58	45,830.88	19,096.20	5,092.32	0.04	\$ 199,428.02	
PT Firefighter	\$ 43,581.77	719.10	-	-	1,743.27	0.04	\$ 46,044.18	
District Admin	\$ 20,572.97	1,614.98	-	-	24.69	0.0012	\$ 22,212.64	
Volunteer Coordinator	\$ 5,958.01	467.70	-	-	7.15	0.0012	\$ 6,432.87	
Bonus Pool	\$ 3,978.38	312.30	-	-	4.77	0.0012	\$ 4,295.45	
	\$ 305,367.33	\$ 6,930.14	\$ 75,111.72	\$ 34,691.43	\$ 11,030.93		\$ 433,131.68	

Total Cost Increase \$ 14,418.83

2027 District Payroll		3% increase	P/R Taxes	Health Ins 3% inc	FPPA .157	Workers Comp	rate	Total Costs
Chief	\$ 107,087.25	1,766.94	30,159.27	16,812.70	4,390.58	0.041	\$ 160,216.77	
Firefighters	\$ 131,127.24	2,163.60	47,205.81	20,586.98	5,376.22	0.041	\$ 206,459.88	
PT Firefighter	\$ 44,889.23	740.67	-	-	1,840.46	0.041	\$ 47,470.40	
District Admin	\$ 21,190.16	1,663.43	-	-	25.64	0.00121	\$ 22,879.23	
Volunteer Coordinator	\$ 6,136.75	481.74	-	-	7.43	0.00121	\$ 6,625.92	
Bonus Pool	\$ 4,097.73	321.67	-	-	4.96	0.00121	\$ 4,424.36	
	\$ 314,528.35	\$ 7,138.05	\$ 77,365.07	\$ 37,399.67	\$ 11,645.28		\$ 448,076.55	

Total Cost Increase \$ 14,944.87

2024	404,594.53
2025	418,712.85
2026	433,131.68
2027	448,076.55

Assumptions:

Same personnel in positions. Replacement personnel would start at lower salaries.

3% COLA adjustments

3% increase in health insurance

Scheduled increases in FPPA

Estimated increases in workers comp

Payroll Taxes .0785 and .0165 for FFs.

Veh	Model Yr	Budget Year	Replacement/Refurbish
C20	2011	2025	replacement in - \$65K
Squad 21		2027	\$100K downpayment
Squad 21		2028	Squad 21 arrives - loan begins \$300K E24 Loan ends
R22	2018	2028	sell 2028
B20	2002	2028	sell 2028
R21	2008	2029	replacement - \$100K
T22	2005	2029	refurbish \$25K
B29	2002	2030	replacement \$250K
E21	2010	2030	refurbish \$25K
B22	2020	2030-2035	replace/refurbish 2030-2035
U26	2021	2030-2035	replace/refurbish 2030-2035
E24	2021	2030-2035	replace/refurbish 2030-2035
T25	2014	2030-2035	replace/refurbish 2030-2035

Summary of SB24-233 (Concerning Property Tax)

May 10, 2024

Dianne Criswell

SDA Chief Legal Counsel

** The following is information provided as a member service and may not be construed as or relied upon as legal advice. If your District has legal questions or needs advice, please consult with the attorney serving as your District's general counsel.*

Conditional Effective Date: Senate Bill 24-233 (SB24-233) does not take effect if an Initiative that is approved at the November 2024 statewide election that does either of the following:

- reduces valuations for assessment ; or
- requires voter approval for retaining property tax revenue that exceeds a limit.

A. Local Property Tax Revenue Limit

1. Beginning 2025 Property Tax Year (PTY), places a growth limit of 5.5% of qualified property tax revenue collected by defined local governments. A general overview is:
 - a. Property tax revenue is either qualified (subject to the limit) or excluded from the Property Tax Revenue Limit. *Please see #5 below for the exclusions;*
 - b. The Property Tax Revenue Limit is calculated at an annual growth rate of 5.5% from the PTY 2023 base year;
 - c. The base year is PTY 2023 property tax revenue (of the qualified revenue subject to the limit) plus reimbursements received by the local government pursuant to SB22-238 and SB23B-001.
2. School Districts, Home Rule Municipalities, and a Local Government that has not yet waived the 5.5% statutory limit or the TABOR spending limit are not subject to the Property Tax Revenue Limit
3. Temporary Mill Tax Credits are the mechanism used to remain under the Property Tax Revenue Limit
Note: Temporary Mill Credits are generally used to remain under the TABOR and/or 5.5% statutory limit (if not waived by voters)
4. A local government may seek voter approval approval to:
 - a. Exceed the Property Tax Revenue Limit for a single year, multiple years, or all future property tax years;
 - b. Levy new mills that are not subject to the Property Tax Revenue Limit;
 - c. Levy a floating mill up to the Property Tax Revenue Limit.
 - *Subsections b. and c. above expressly apply to elections after the effective date of SB24-233– see conditional effective date in Section 14 of SB24-233.*

Homestead Exemption applies only to Non-School Local Governments

School or Non-School	RAR	Exemption/Reduction (if any)
School	7.15%	Assessment rate must be temporarily reduced after first year in which leg council notifies property tax administrator that the local share of total program is at or exceeds 60%
Non-School	6.95%	<u>Homestead Exemption:</u> 10% of Actual Value (not Assessed Value) up to \$700,000 <ul style="list-style-type: none">• Maximum exemption is \$70,000• Applies to all residential property

C. State Reimbursement/Backfill for Non-School Local Governments

1. Only for PTY 2024
2. Eligibility and basis:
 - a. To qualify, the change in Assessed Value of the Non-School Local Government from PTY 2022 to PTY 2024 must be negative.
 - b. If eligible, the Non-School Local Government reimbursement is the Negative Assessed Value (from PTY 2022 to PTY 2024) multiplied by its PTY mill levy rate
3. Funding level is \$10,311,233 from the sustainable rebuilding program fund. If this amount is not sufficient to fully backfill the eligible local governments, the backfill will be proportionately reduced.

Notes:

- Eligibility for backfill is stricter than SB23B-001
- *The SB24-233 backfill formula will result in few Non-School Local Governments receiving backfill.*

D. Additional Changes

1. **Expansion of the Property Tax Deferral Program:** removes the 4% tax growth cap so that more property owners may utilize deferrals.



Requesting a General Information Letter or Private Letter Ruling

The Colorado Department of Revenue provides official guidance, when appropriate, in response to taxpayer questions by issuing general information letters and private letter rulings.

General Information Letters

Taxpayers may request general information letters to understand the Department's interpretation of tax statutes, tax rules, and general tax principles. General information letters call attention to established interpretations or principles without applying them to a specific set of facts. These letters are not legally binding on the Department. Requests should be of a general nature because general information letters do not address how the law applies to a particular transaction or fact pattern.

Requests for general information letters may be informal but should contain a question or description of the issue and a generalized fact pattern. Citation to statutes and other legal authority is helpful but not required. There is no fee for a general information letter, and the Office of Tax Policy will normally provide a response within 120 days of receipt.

Private Letter Rulings

Taxpayers may request private letter rulings to understand the Department's application of tax statutes, tax rules, and general tax principles to a taxpayer's specific proposed or completed transaction. Private letter rulings are generally binding upon the Department unless and until they are rescinded by the Department or by operation of law. Among other things, requests for private letter rulings must include a complete and detailed statement of all relevant facts. Taxpayers should review [1 CCR 201-1, Rule 24-35-103.5](#) and complete the [PLR Request Checklist](#) prior to submitting a request for a private letter ruling.

Requests for private letter rulings should include the completed PLR Request Checklist and must be mailed to the Office of Tax Policy along with the initial fee of \$500. Copies may also be sent by email. Additional fees will likely apply. After conducting initial research, the office will contact the requester to discuss the total fee for the ruling. The office will normally provide a ruling within 90 days of receipt of a complete request.

Submitting a Request

Requests for general information letters and private letter rulings may be submitted by email to: DOR_TaxPolicy@state.co.us.

Original requests for private letter rulings must also be submitted by mail, along with the required \$500 fee, to:

Colorado Department of Revenue
Office of Tax Policy, Room 112
P.O. Box 17087
Denver, CO 80217-0087

Make checks payable to: Colorado Department of Revenue

Compensation

Generally, tax laws apply to firefighters in the same manner as for other types of workers. It does not matter whether firefighters are termed “volunteers”, are considered employees, or are identified by any other name, if the work they do is subject to the will and control of the payer, under the common-law rules, they are employees for Federal tax purposes. The determination as to whether workers are common-law employees or independent contractors is made applying the same standards used for other workers. See IRS [Publication 15, Employer’s Tax Guide](#) for more information on determining whether a worker is a common-law employee.

Similarly, it does not matter whether they are paid on a “call” basis, monthly, hourly, etc.; or whether the worker is full-time or part-time. These payments are wages that should be reported on Form W-2, subject to withholding for Federal income tax, social security, and Medicare purposes. Employers are responsible for withholding on these wages and filing Form 941.

If a worker is a common-law employee, any amounts received that are not exempt under a special provision, are reported on Form W-2 as wages. It does not matter what the payments are called.

<https://www.irs.gov/government-entities/federal-state-local-governments/issues-for-firefighters>

VRIPA was originally enacted in 2007 and was in effect from 2008 through 2010, expiring in 2011. That version of VRIPA exempted property tax benefits and up to \$30 per month of active service, or \$360 per year, in other incentives. Last year Congress reauthorized VRIPA for the 2020 tax year, but it had been set to expire on December 31. That version increased the maximum exemption on non-property tax benefits to \$50 per month of active service or \$600 per year. H.R. 133 retains the tax exemption on property tax benefits and up to \$600 per year in other benefits.

<https://www.nvfc.org/legislative-victory-congress-passes-permanent-extension-of-volunteer-responder-incentive-protection-act/>

LEGISLATIVE VICTORY! CONGRESS PASSES PERMANENT EXTENSION OF VOLUNTEER RESPONDER INCENTIVE PROTECTION ACT

December 22, 2020

On December 21, the House and Senate passed a permanent extension of the Volunteer Responder Incentive Protection Act (VRIPA), which exempts nominal recruitment and retention benefits that volunteer emergency responders receive from being subject to federal income tax and reporting requirements, as part of a [year-end legislative package](#) (H.R. 133) that also included FY 2021 appropriations and COVID-19 relief measures.

“This is really great news for volunteer fire, EMS, and rescue personnel and departments across the nation,” said National Volunteer Fire Council (NVFC) chair Steve Hirsch. “Taxing volunteer benefits reduces their incentive value and creates administrative burdens for smaller agencies in particular. Extending VRIPA permanently will make it easy for departments to plan and take full advantage of the exemption. I’d like to thank Representatives John Larson and Mike Kelly, Senators Susan Collins and Ben Cardin, and all of the cosponsors of VRIPA in the House and Senate for their dogged support in getting this critical legislation into the year-end legislative package!”

VRIPA has been a legislative priority for the NVFC since the mid-2000s, when the IRS began auditing and fining volunteer fire departments for improper reporting of benefits. In July, [the NVFC called on Congress](#) to make VRIPA permanent as part of the next round of COVID-19 relief legislation.

“Because of social distancing restrictions due to COVID-19, recruitment, training, and education of volunteer firefighters and EMS personnel is difficult or even impossible in many areas at the moment,” said Hirsch in a July 30 letter to House and Senate leadership. “Meanwhile, many

departments are experiencing higher-than-normal rates of staffing attrition due to volunteers being concerned about exposure and lacking adequate personal protective equipment. If VRIPA is allowed to expire, volunteers will have to start paying tax on nominal benefits, which reduces their incentive value. Higher taxes and more administrative burdens are the last thing that volunteer emergency responders and agencies need right now.”

The NVFC has issued multiple alerts to members through the [NVFC Legislative Action Center](#) to mobilize grassroots support for extending VRIPA, including two this month. Those alerts generated thousands of messages from volunteer fire, EMS, and rescue personnel across the nation asking U.S. Representatives and Senators to pass a permanent extension of VRIPA.

VRIPA was originally enacted in 2007 and was in effect from 2008 through 2010, expiring in 2011. That version of VRIPA exempted property tax benefits and up to \$30 per month of active service, or \$360 per year, in other incentives. Last year Congress reauthorized VRIPA for the 2020 tax year, but it had been set to expire on December 31. That version increased the maximum exemption on non-property tax benefits to \$50 per month of active service or \$600 per year. H.R. 133 retains the tax exemption on property tax benefits and up to \$600 per year in other benefits.

“Having VRIPA as a permanent measure in the tax code is going to make it a lot easier for departments and volunteers to take advantage of this tax exemption,” said Hirsch. “The NVFC will be working with the IRS to get clear guidance for departments on how to implement VRIPA. Ideally, departments would simply not have to report tax-exempt benefits. Additionally, once VRIPA is permanent, hopefully we will see states that collect income tax adopt an exemption mirroring the federal tax code.”

1. Procedure for Volunteer Funds

Funds contributed to the volunteers via fundraising activities or direct contributions from community members are referred to as Volunteer Funds. Volunteer Funds are also spent by the volunteers for items such as t-shirts, caps, annual gifts for team members, and the annual banquet. Any expenditures outside these generally considered routine expenses require a vote of the membership to approve.

The ColoVolunteer account contains the cumulative Volunteer Funds after contributions and expenses each year. Annually, if contributions to Volunteer Funds exceed expenses, then those excess funds will be transferred to the ColoVolunteer account. If expenses exceed contributions, then the funds will be transferred out of the ColoVolunteer account. In the event the cumulative total in the ColoVolunteer account exceeds \$25,000, the Board will notify the Chief as representative of the volunteers. The volunteer members at that time should decide by vote how those funds can be best used to avoid indefinite accumulation.

Josh Weatherill

From: Renee Bunting <Buntingr@tellercounty.gov>
Sent: Monday, May 13, 2024 9:43 AM
To: Josh Weatherill
Subject: FW: Meeting with Sheriff/Fire Marshall Mikesell on TC Burn Permit and NoFloCo Project Request
Attachments: Prescribed Burning Process.docx

Renee T. Bunting | Lieutenant | Community Operations

Teller County Sheriff's Office

11400 US HWY 24, POB 27 | Divide, Colorado 80814

719-304-5815 (O) | 719-687-7927 (F) | (719) 661-5913 (C)

Email: BuntingR@tellercounty.gov

Website: <https://www.tellercounty.gov/207/Teller-County-Sheriff's-Office> (new)



From: Donald Moore <runningman2626@yahoo.com>

Sent: Friday, February 2, 2024 4:58 PM

To: 712tstew@gmail.com; 97kiowacreek@gmail.com; a.lee.blackwell@gmail.com; a2boxergirl@gmail.com; abesmom95@aol.com; adanaangel@gmail.com; Admwhitted@aol.com; aesch1234@aol.com; ahogan0616@gmail.com; airaid.suas@gmail.com; AJHotchkiss@hotmail.com; ajohnson3057@gmail.com; alexhighlands@hotmail.com; alfranke@yahoo.com; ali.hager@aspensfire.com; alison.lerch@state.co.us; allan.liedtke@icloud.com; allendschultz@gmail.com; alpengoat@gmail.com; altavistaranchs@yahoo.com; amberpackham24@gmail.com; amyhoward.colorado@gmail.com; ander46522@gmail.com; anncreilly@verizon.net; annimse@msn.com; anthonyrandell56@gmail.com; antoinette.harris07@gmail.com; arydzewski@gmail.com; Atsigos@gmail.com; Att_maddox@hotmail.com; avondoyle@yahoo.com; b_s_h_06@yahoo.com; bames44@gmail.com; bcallender10@gmail.com; beaversjt3@msn.com; benjchristensen@gmail.com; berton.sanders@gmail.com; blueleog@netscape.net; bobbonifield@gmail.com; bobbybear1964@gmail.com; bobhoush72@gmail.com; bobncathy@comcast.net; bonch1545@aol.com; bornfam1@hotmail.com; bowersc1@verizon.net; bpnppeters@gmail.com; bradhillman@keptprivate.com; brent1090_1999@yahoo.com; brianbergeron@proton.me; bsutton@comcast.net; Renee Bunting <Buntingr@tellercounty.gov>; c.b.bradley@centurylink.net; candmgillespie@hotmail.com; carbfire@gmail.com; carolinejtrani@gmail.com; carolyn@mailsvc.com; carranza2915@yahoo.com; cdwilk2@hotmail.com; cgsperry@aol.com; chaplainward@yahoo.com; charles@cunniffe.com; chaves7@mac.com; Chefneff@yahoo.com; chris.napierala@gmail.com; Cindiroth@aol.com; Cmead@silentship.com; cmmlibra@icloud.com; coho5356@comcast.net; colofisherman@live.com; coloradobs47@gmail.com; coloradodream443@gmail.com; Coloradousa1@outlook.com; corkyc089@gmail.com; courtney.young@state.co.us; cowbaby.kh@gmail.com; craftmaniac@hotmail.com; crowderjim882@yahoo.com; csaine1953@hotmail.com; csealleo@yahoo.com; cwedel@core.coop; cynthiabills@gmail.com; d.krehbiel@icloud.com; Daburgs@aol.com; dalelori@me.com; dalewinters13@gmail.com; damonh760@gmail.com; Dariyaelizabeth@gmail.com; davelhaus@aol.com; david@falconpartnersltd.com; davidrusterholtz@gmail.com; dawnsboatwright@gmail.com; dcjhbarr@hotmail.com; Dean.hirschfield@gmail.com; deanna_bartlett@hotmail.com; debategnome@gmail.com; debwinking@aol.com; deniseobrien55@gmail.com; dennis.gengler@gmail.com; dfluttrell64@gmail.com; Dgroat426@gmail.com; djha0413@gmail.com; djha1028@gmail.com; dkwoehrel@yahoo.com; docshobby@msn.com; Dodger48@aol.com; don.born@hotmail.com; donabush1@icloud.com; dotyfarms6344@gmail.com; douglag7@gmail.com; Douglas.perotto@gmail.com; drpreston24@yahoo.com; dsikes1469@gmail.com; dzim737@yahoo.com; eabramsconsult@gmail.com; ebeck4101@gmail.com;

edwardbie@yahoo.com; ega038@hotmail.com; Elaina_leo@yahoo.com; Elliedlc22@gmail.com; emason63@gmail.com; erika_ring@live.com; farmersj@gmail.com; flamingstar181@gmail.com; flsdriver22@q.com; fredwbogatay@yahoo.com; gail.miller@conwaycorp.net; gerard41reed@gmail.com; gertybland@gmail.com

Subject: Meeting with Sheriff/Fire Marshall Mikesell on TC Burn Permit and NoFloCo Project Request

Greetings to each of you. With the impending winter storm approaching our area, I thought I would provide you with a NoFloCo Fire Mitigation Project that you can safely conduct from the warmth and comfort of your home – thus no need to be out on the roads or in the woods. While this project may not be actively “picking up sticks”, it may have even greater impact to the overall mission of NoFloCo.

First, some background. This past Wednesday (January 31, 2024) I finally was able to have a meeting with Teller County Sheriff and Fire Marshall Jason Mikesell. I am grateful and appreciative of the time I was given by both Sheriff/Fire Marshall Mikesell and Lieutenant Renee Bunting. My purpose and objective for meeting with Sheriff/Fire Marshall Mikesell was to provide a reasoned approach for continuing to allow the NoFloCo Fire Mitigation Posse' to eliminate fuels through an open burning program that would comply with the existing Teller County Burn Permit requirements. (My presentation is attached to this email.)

Prior to commencing a discussion on my presentation, Sheriff/Fire Marshall Mikesell informed me that I have upset many people throughout the state. I didn't realize that my reach was so vast. Below are comments made by Sheriff/Fire Marshall Mikesell during our conversation along with my response.

- *Various counties have contacted me and expressed their displeasure and concern with the burning you have been doing in other counties.* WHAT?: I did request to know what other counties and what specific individuals from those counties stated that I was burning in a county other than Teller – as this is a complete lie, and a falsehood that I intend to address. I individually or as a member NoFloCo have open burned in Teller County only. The continuation of lies and untruths on this matter will be addressed.
- *The District Attorney/Attorney General are concerned about the money donated to local area fire departments by NoFloCo as potential bribery.* WHAT?: The fire mitigation efforts conducted by NoFloCo have generated various donations. Some of these donations are made directly to the local area fire departments, while others are made to Indian Creek Property Owners Association, who in turn makes donations to local entities. The NoFloCo donations were strictly to provide additional funding to local fire departments, how such money was spent was at the direction and vote of the individual boards. An agreement that something would be given in return is another falsehood. Building relationships and trust takes time, the donations made were not a strong-arm tactic to curry favor. An easy fix to this is to no longer provide donations to local fire departments.
- *Various state officials and departments have expressed concern about the fire mitigation efforts I/NoFloCo have been conducting.* WHAT?: Based upon my discussions with various state agencies and the information that has been provided, there appears to be some disconnect or miscommunication. Open conversations and discourse with all involved parties would be beneficial before making assumptions and setting policy for Teller County.
- *Area Fire Chiefs do not like and are opposed to my/NoFloCo actions; in addition, a reprimand was required to be given to on local chief based upon his lack of understanding/knowledge.* WHAT?: I stated that all officials, including fire chiefs have been and will continue to be invited to the NoFloCo Project Work Days. It is difficult for me to find credibility in this statement since only one fire chief has ever attended a NoFloCo Project Work Day.

Sheriff/Fire Marshall Mikesell stated that because of these concerns and the fact that he had to address all of them; the Teller County Burn Permit was updated, with input and discussion from the Teller County Commissioners. (As a side note, in my follow-up and thank you email to Sheriff/Fire Marshall Mikesell, I apologized that so many people from around that state have contacted him having concern specific to my actions. I requested that if in the future he would ask such individuals to contact me directly for information regarding my actions, perhaps we can then alleviate any lies, falsehoods, or misconceptions.)

I indicated that I was in agreement with the current Teller County Burn Permit requirements, and the purpose of my discussion was to see how we could work together to achieve an agreement. I was then able to briefly discuss some of the items that were outlined on my presentation, specifically how the Federal, State, and Local laws and regulations address the use of fire in the elimination of fuels, both on private and public land. And that through the NoFloCo Fire

Mitigation Posse' participation in the Colorado Certified Burner "B" Program and the completion of the certification by 17 NoFloCo members, this would be a proxy for the third-party insurance requirement as each of our NoFloCo Projects would have a Colorado Certified Burn Manager responsible for developing, implementing, and overseeing the Prescribed Burn Plan for each NoFloCo Project, and thus be covered by the State of Colorado as not having liability.

Sheriff/Fire Marshall Mikesell stated that my proposal is not acceptable and the Colorado Certified Burner "B" certification was not meant for burning within residential areas and that it was only meant for private property owners, no third-party burning will be allowed. I did respectfully state my disagreement with his view of this matter, and attempted to once again discuss the laws and regulations as they are now written and how prescribed burning on private lands in areas where fuel management is needed is efficient, ecological, environmentally sound, educational, etc. I also indicated that while open burning is allowed for private citizens who may or may not know and understand the requirements of the Prescribed Burn Plan developed by DFPC, seems to be more dangerous and concerning then allowing a Certified Burn Manager and a team to assist with the burning of a single pile.

Sheriff/Fire Marshall Mikesell indicated that for Teller County there will be no third-party burning. He did also state that perhaps I was taking my issue up with the wrong party, as he is law enforcement and is required to follow the law as it is explained to him. He further stated that my discussion and argument would be better if other parties, including the Teller County Commissioners, state agencies, and state legislators were brought into the discussion. I believe this be sound advice.

So, back to the **NoFloCo Fire Mitigation Posse' Project** I mentioned at the beginning of this message. Please review the attached document as it outlines the Federal FLAME Act; the National Cohesive Wildland Fire Strategy; the Colorado Prescribed Burning Act, the DFPC Certified Burner Program, and the Teller County Burn Permit ordinance. I request all of your input on the "message/request", how best present the "message/request", and to whom the "message/request" should be presented, as well as contingency items and next steps.

Should you have any questions, wish to discuss this in more detail, please reach out to me directly (719.839.0860). I look forward to your insightful and enlightened input on this matter.

Best regards and many thanks - - -

Don

"Unthinking respect for authority is the greatest enemy of truth."

Federal Land Assistance, Management, and Enhancement Act 2009 (FLAME Act)

In the Federal Land Assistance, Management, and Enhancement Act of 2009 (FLAME Act), Congress mandated the development of a national cohesive wildland fire management strategy to comprehensively address wildland fire management across all lands in the United States. The goal of the FLAME Act is to reduce long term catastrophic risk by accepting short-term controlled risk. Reduce the fuel load to reduce the intensity of fire.



The FLAME Act provided the basis for the formation of the National Cohesive Wildland Fire Management Strategy. The Cohesive Strategy continues to be updated, but the goals and priorities remain consistent.

National Cohesive Wildland Fire Management Strategy (Commenced in 2009)

The National Cohesive Wildland Fire Management Strategy is a strategic push to work collaboratively among **all stakeholders** and **across all landscapes (ALL Hands, ALL Lands)**, using best science, to make meaningful progress towards the three goals:

1. Resilient Landscapes
2. Fire Adapted Communities
3. Safe and Effective Wildfire Response

Vision: *To safely and effectively use fire where allowable, extinguish fire when needed; manage our natural resources; and as a nation, to live with wildland fire.*

Established national priorities to achieve the national goals. One specific priority of the Cohesive Strategy is the management and mitigation of vegetation and fuels management.

Vegetation and Fuels Management - is perhaps the most challenging issue and goal. General guidance in this area includes designing and prioritizing fuel treatments; strategically placing fuel treatments; increasing use of wildland fire for meeting resource objectives; and continuing and expanding the use of all methods to improve the resiliency of our forests and rangelands.

Prescribed fire is one of the more effective and cost-efficient and ecological means of managing vegetation for multiple purposes, including hazard reduction, ecosystem restoration or maintenance, silviculture, and others.

High Priority Barriers – Vegetation and Fuels Management on Private Lands



The National Cohesive Strategy is based upon the premise that all hands and all lands need to participate in achieving the goals for implementing wildland fire management. This includes the need for state participation. This gave us the Colorado Prescribed Burning Act of 2013.

Colorado Prescribed Burning Act (2013)

The General Assembly of the State of Colorado finds that:

- Forest land constitutes significant economic, biological, and aesthetic resources of statewide importance;

- Colorado's ever-increasing population situates urban development in direct proximity to fire-prone forest lands;
- Wildfires threaten public health and safety and can cause catastrophic damage to public and private resources, including clean air, clean water, fish and wildlife habitat, timber resources, forest soils, scenic beauty, recreational opportunities, economic and employment opportunities, and structures and other improvements;
- Prescribed burning, which reduces naturally occurring vegetative fuels within a variety of ecosystems, including forests and grasslands, reduces the risk and severity of major wildfire, thereby lessening the threat of fire and the resulting loss of life and property in those areas, including as follows:

When prescribed burning is used to manage fuels in **Wildland-Urban Interface areas**, it substantially reduces the threat of damaging wildfire in urban communities; and **Prescribed burning promotes resource enhancement when used on private** as well as local, state, and federally owned public use lands such as parks, forests, and wildlife refuges.

- Therefore, prescribed burning is a resource protection and land management tool that benefits the safety of the public, Colorado's forest-related resources, the environment, and the economy of the state.

The General Assembly further finds and declares that, as Colorado's population continues to grow, a variety of competing interests have placed limitations on prescribed burn activity, thus reducing the aforementioned benefits to the state and its citizens.

The General Assembly therefore:

- Acknowledges the natural role of fire in forests and other ecosystems, and finds and declares **it is in the public interest to use fire as a management tool, under controlled conditions**, to reduce the threat of wildfires by maintaining healthy forests and reducing high risk levels of vegetative fuel;
- Declares that the purpose of this act is to authorize and promote the safe, effective, and appropriate **use of prescribed burning for community protection**, forest health, and environmental and wildlife management purposes, while ensuring that best efforts are undertaken with respect to precautionary measures to assist in confining the fires to a predetermined area.

The Colorado Prescribed Burning Act outlined the following:

- Creation of the **Division of Fire Prevention and Control** (DFPC)
- Defines **Certified Prescribed Burn Manager** as any individual who successfully completes the DFPC's Certified Burner Training and Certification Program and possess a valid certification.
- Defines **Prescribed Burning** as the application of fire, in accordance with a written prescription for vegetative fuels, under specified environmental conditions while following appropriate precautionary measure that ensure public safety and that is confined to a predetermined area to accomplish public safety of land management objectives.



It is important to note that the Colorado Prescribed Burning Act recognized the need to use prescribed burning on private land and therefore the need to provide a process to eliminate liability for those conducting prescribed burning on private land. This was provided for by establishing the DFPC and the Certified Burn Manager. Private landowners or their designee who have achieved the Certified Burn Manager would not be liable.

A private landowner or the **land owner's designee who is certified by DFPC as a Certified Burn Manager** is not liable for any civil damages for acts or omissions made in good faith resulting in damage or injury caused by fire or smoke resulting from prescribed burns they conduct on the private property and in compliance with applicable state laws and local ordinances.

Nothing in this section shall be construed to affect the authority of a county government to develop or administer an Open Burning Permit system for the purpose of safely disposing of slash through open and prescribed burning.



The Colorado Prescribed Burning Act created the Department of Fire Prevention and Control (DFPC), which was given the responsibility to develop, implement, and administer the Certified Burner certification program. This program was designed so that prescribed burning can take place on private and public lands without liability issues.

Colorado Certified Burner "B" and Prescribed Fire Burn Boss 3 Training Course (Current Edition 2015)

Developed and Administered by DFPC – Interagency group of experts from various other Colorado Departments.

Classroom and Practical – Three Day Classroom Training with Exam and Three (3) Prescribed Burns under the supervision of DFPC.

Prescribed Burn Plan – Legal Document with 24 State required sections; including compliance with local jurisdiction open burn permitting and requirements.



In September 2023, 17 Teller County community members attended the 2.5 day classroom training for Colorado Certified Burner. All 17 members successfully completed and passed the classroom exam and have been awarded their Prescribed Burning Task Books. Each member is ready to complete the remaining portion of the course with the completion of their three (3) required burns under the guidance of DFPC. The thought is that upon obtaining the Certified Burner certification, these 17 community members would meet the insurance requirement as outlined for third-party per the updated Teller County Burn Permit requirements.

Teller County Open Burn Permit Application and Requirements (2023)

- Proof of Insurance – the Colorado Prescriber Burning Act addresses this item
- ✓ Piles that do not exceed 8 X 8 X 8
- ✓ One Pile per day unless prior approval obtained from local fire chief and Teller County Sheriff
- ✓ Maximum of 50 piles during the Permit time period
- ✓ Completely extinguished by sunset



It is my contention that through obtaining the Colorado Certified Burner "B" certification from DFPC, the proof of insurance requirement per the Teller County Burn Permit Application process is obtained as outlined in the Colorado Prescribed Burning Act (not liable and the Fire Fund will assist), and therefore allows a third-party to open burn, per the remaining requirements of the Teller County Burn Permit. Next Steps are to continue discussions and ask questions from our County Commissioners, State representatives, State Officials, etc.

On Friday, February 23, 2024 at 10:27:50 AM MST, Donald Moore <runningman2626@yahoo.com> wrote:

Mr. Will, good morning and many thanks for your time, effort, and expertise during the Rx Burn webinar from yesterday (2/22/2024). I found the information you shared to be very useful and helpful. I am looking forward to additional participation in the Council and learning more from you and other esteemed members.

As you may know, I, along with my wife Toni started the NoFloCo Fire Mitigation Posse'. The mission of NoFloCo is to assist private property owners within the Wildland Urban Interface with fire mitigation, fire awareness, and forest health. With a the goal of eliminating fuel (biomass) from the WUI. To date we now have over 500 members; have conducted 216 Property Assessments; have completed 116 Projects; donated 170 cords of fire wood, and eliminated over 6 billion BTU's of biomass within the WUI through burning (over 140 burns). In an effort to continue to educate ourselves, provide value to community, and ensure safety, 17 of the NoFloCo members participated in the 2.5 Day Colorado Certified Burner Training that took place here in Teller County (September 2023). All of us successfully completed our classroom training and were assigned our Task Books. We all began preparing for our three burns when our Teller County Sheriff and Commissions changed and updated the Burn Permit so that we (NoFloCo) would not be able to burn.

I had several discussions with Teller County Officials, including the Sheriff (Jason Mikesell), the Commissioners (Bob Campbell, Erik Stone, and Dan Williams), the Fire Chief's Council, and others. They all have informed me that their DFPC representative Battalion Chief Brenda Wasielewski has advised them that the Colorado Certified Burner training we received does not allow for burning on property other than the private property of the Certified Burner. This is simply not accurate based upon the training we received, the definition within the 2013 Colorado Prescribed Burning Act, and the expert information you shared yesterday (2/22/2024) - these all contradict what the fine individuals leading Teller County have been told. In my most recent meeting with Sheriff Mikesell (1/31/2024) he informed me that I should discuss this matter with others, as he may not be the right person to make such a decision. I have also reached out to all three of my County Commissioners asking them for input on this matter. I have attached a document outlining my "talking points" that I have used when having a discussion on this topic. You can see it is a straight-line from the federal 2003 FLAME Act all the way down.

I have no problem with the local rule which needs to be followed and required per any Burn Plan in order to fall under the coverage provided by the state of Colorado. My issue is that a DFPC representative has inaccurately informed the elected leaders (the Sheriff; the Commissioners; the Fire Chiefs; and the Public) of a Colorado law, regulation, rule, and its intent.

Mr. Will, I have no issue with following laws, regulations, and rules - in fact I wrote regulations for the United States of America and have a legal background. The words and definitions within regulations are important and matter. We cannot have our elected and appointed officials drafting laws, regulations, and/or rules arbitrarily and without consistent enforcement and application. My issues are the incorrect and arbitrary understanding of both spirit and intent of a Colorado State law and then applying such understanding on a targeted group.

Therefore my request and question for you is as follows: Upon obtaining the Certified Burner status by the achievement of passing the classroom training AND successfully conducting the required three training burns under the oversight of DFPC; is the Certified Burner allowed to write a Burn Plan, submit it for approval, AND conduct a burn on property other than their own?

You clearly answered this yesterday during the webinar. What I am asking for is that you or someone from DFPC notify the Teller County Sheriff, the Teller County Commissioners, the Teller County Fire Chiefs, and DFPC Battalion Chief Wasielewski of the spirit and intent of the Colorado regulation. The incorrect and/or inaccurate understanding of this information clearly impedes the adoption and implementation of the Cohesive Strategy (All hands, All lands - increased Pace and Scale); but more importantly reflects poorly on the inconsistent application of a very positive program.

When the Certified Burner Program was offered to the residents of Teller County, I reached out to some of the very best NoFloCo Fire Mitigation volunteers. They once again stood tall, donated their time, and understood that through this DFPC Program they would then be able to be better trained, safer, and allowed to burn on private property as a designee of the property owner. Currently in Teller County, a property does not need the certification to burn on their own property - so attending the class, while valuable, would be redundant.

I have been wrong and ill-informed many times in my life as I am not very bright, so if I am off base here, please let me know.

Many thanks and I look forward to your reply - - -

Don

Donald Moore
719.839.0860

Josh Weatherill

From: Renee Bunting <Buntingr@tellercounty.gov>
Sent: Monday, May 13, 2024 9:42 AM
To: Josh Weatherill
Subject: FW: Thank You and Follow Up

Renee T. Bunting | Lieutenant | Community Operations

Teller County Sheriff's Office

11400 US HWY 24, POB 27 | Divide, Colorado 80814

719-304-5815 (O) | 719-687-7927 (F) | (719) 661-5913 (C)

Email: BuntingR@tellercounty.gov

Website: <https://www.tellercounty.gov/207/Teller-County-Sheriffs-Office> (new)



From: Donald Moore <runningman2626@yahoo.com>

Sent: Tuesday, March 19, 2024 5:46 PM

To: kirk.will@state.co.us

Cc: Jason Mikesell <Mikesellj@tellercounty.gov>; Renee Bunting <Buntingr@tellercounty.gov>; Jay Teague <Teaguej@tellercounty.gov>; Jessica Flohrs <Flohrs@tellercounty.gov>; Dan Williams <Williamsd@tellercounty.gov>; Erik Stone <Stonee@tellercounty.gov>; Robert Campbell <Campbellr@tellercounty.gov>; Joe O'Conor <joconor@cripple-creek.co.us>; Brenda Wasielewski - CDPS <brenda.wasielewski@state.co.us>; Dave Quick <djquick@q.com>

Subject: Re: Thank You and Follow Up

Mr. Kirk, good Tuesday afternoon. I trust the education and training you were providing to the individuals in Arizona over the past couple of weeks was successful for both your students and for you as an instructor. I am sure they learned a great deal of wisdom and practical knowledge from your instruction. I also trust you were able to make it home after all the snow fell here in the Centennial State - much needed snow for sure.

Once again, many thanks for your attention to this matter and the text message we shared last week (3/8/2024). Per your text message you indicated that you would be returning to your office on Monday, March 18, 2024 and discussing this matter with your leadership team and get back to me with a response. I certainly understand that you most likely have a tremendous amount of items on your "to do" list, but you did notice I at least waited until late Tuesday afternoon before adding to the list!

If you would be so kind as to let me know when I can expect a response and an answer to the question I have posed, it would be greatly appreciated. As you know, we have 17 individuals here in Teller County wishing to complete the Colorado Certified Burner Training. I have included my initial email request dated February 23, 2024 as I know it is sometimes difficult to wade back through all of the emails to find the one outlining the question and need for action.

Again, many thanks for your guidance and expertise on this matter. There should not be the need for too much time or research on this matter by you and the leadership, as the Certified Burner Program is overseen and administered by DFPC.

Cheers - - -

Don

Donald Moore

Josh Weatherill

From: Renee Bunting <Buntingr@tellercounty.gov>
Sent: Monday, May 13, 2024 9:43 AM
To: Josh Weatherill
Subject: FW: Thank You and Follow Up

Renee T. Bunting | Lieutenant | Community Operations

Teller County Sheriff's Office

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719-304-5815 (O) | 719-687-7927 (F) | (719) 661-5913 (C)

Email: BuntingR@tellercounty.gov

Website: <https://www.tellercounty.gov/207/Teller-County-Sheriff's-Office> (new)



From: Morgan - CDPS, Mike <mike.morgan@state.co.us>
Sent: Friday, March 22, 2024 3:21 PM
To: Donald Moore <runningman2626@yahoo.com>
Cc: Jason Mikesell <Mikesellj@tellercounty.gov>; Renee Bunting <Buntingr@tellercounty.gov>; Jay Teague <Teaguej@tellercounty.gov>; Jessica Flohrs <Flohrs@tellercounty.gov>; Dan Williams <Williamsd@tellercounty.gov>; Erik Stone <Stonee@tellercounty.gov>; Robert Campbell <Campbellr@tellercounty.gov>; Joe O'Conor <joconor@cripple-creek.co.us>; Brenda Wasielewski - CDPS <brenda.wasielewski@state.co.us>; Dave Quick <djquick@q.com>
Subject: Re: Thank You and Follow Up

Mr. Moore,

Our team has reviewed your questions and I have arrived at the following responses related to the DFPC Certified Burner program.

- Completion of the DFPC Certified Burner program is intended to provide individuals with an increased level of knowledge and training, along with limited liability protection upon successful completion of the program.
- Individual burners must still comply with local government requirements for permits and authorization to light and implement a burn, as well as local or State health departments permits and authorization for smoke management. DFPC does not have a role or authority in either of these items, and burners must work with the responsible local authorities in each project area.
- If a prescribed fire project involves state-owned lands and/or state employees, then the complete DFPC prescribed fire guidelines must be followed
- The original intent of this program was to provide support and remove barriers for individual private landowners to conduct prescribed burning on their own property.
- The Certified Burner program was not intended for commercial burning or for individuals to conduct burning on multiple properties, nor was the program ever intended to replace or circumvent the processes or authorities of the local governments, air quality control regulations, or other relevant NWCG standards.

I hope this is helpful and provides the clarity you were looking for.

Respectfully,
Mike

From: Donald Moore <runningman2626@yahoo.com>

Date: March 19, 2024 at 5:46:23 PM MDT

To: kirk.will@state.co.us

Cc: Jason Mikesell <mikesellj@tellercounty.gov>, Renee Bunting <buntingr@tellercounty.gov>, Jay Teague <teaguej@tellercounty.gov>, Jessica Flohrs <flohrrsj@tellercounty.gov>, Dan Williams <williamsd@tellercounty.gov>, Erik Stone <stonee@tellercounty.gov>, Robert Campbell <campbellr@tellercounty.gov>, Joe O'Connor <joconor@cripple-creek.co.us>, Brenda Wasielewski - CDPS <brenda.wasielewski@state.co.us>, Dave Quick <djquick@q.com>

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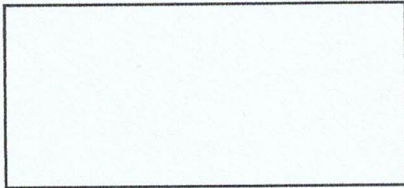
Many thanks and I look forward to your reply - - -

Don

Donald Moore

--

Paul Duarte
Deputy Chief, Wildland Fire Management Section



Mobile/SMS: (719) 850-2387
1301 West Ave. Alamosa CO. 81101
paul.duarte@state.co.us <http://www.colorado.gov/dfpc>

Mission: To serve and safeguard the people and protect the property, resources, environment, and quality of life in Colorado.

Pursuant to Colorado's Open Records Act (CORA), all e-mails sent by or to me on this state-owned e-mail account may be subject to public disclosure.

--
Mike Morgan, Director

P (303) 239-4530 F 303-239-4428.

690 Kipling St., Suite 2000, Lakewood, CO 80215

mike.morgan@state.co.us | dfpc.colorado.gov

For speaking engagement or interview requests please email cdps_dfpc_pio@state.co.us

Our mission is to serve and safeguard the people and protect the property, resources, environment, and quality of life in Colorado.



Divide Fire Protection District

**PO Box 941
103 Cedar Mountain Rd.
Divide, CO 80814**

Phone: 719-687-8773

Annual and Mid-Point Reviews

Employee Name: _____ Annual or Midpoint
Position: _____

Reviewer Name: _____
Reviewer Title: _____
Last review date: _____

Summary

This is a document for annual and mid-point reviews of all Divide Fire Protection District Employees. Under each heading of Characteristics and Goals there will be a space provided to grade each item. This should be done on a scale of: *1 Excellent, 2 Meets Objectives, 3 Needs Improvement, or 4 Objective not met.* The reviewer has the opportunity to make comments at the end each heading to explain the overall ratings given. The employee has an opportunity to add details at the end describing their performance and also how the district is doing to take care of their needs. Both employer and employee should use this review as a "checkup" of the needs and requirements of the position. If any of the characteristics or goals receive a "4" a performance improvement plan will be made for those specific items and be signed by the employee and the Fire Chief. The Employee Self Evaluation portion allows them the opportunity to document their actions, abilities, and their accomplishments.

Characteristics

Objective	Mid-point	Annual	PIP Needed?
Attendance			
Dependability			
Technical Skills			
Coworker Relations			
Public Relations			

Objective	Mid-Point	Annual	PIP Needed?
Integrity			
Honesty			
Creativity			
Initiative			
Team Work			
Independent Work			
Communication			
Quality			
Operations			
On Scene Presence			
Decision Making			
Leadership			
Emergency Comms			

Reviewer Notes:

Goals

Goal	Mid-point	Annual
Certifications		
Skills and Abilities		
Knowledge		

Reviewer Comments:

Employee Self-Evaluation:

Approval and Signatures of Understanding:

Employee signature:

Reviewer signature:

Employee Performance Evaluation

Employee Name: _____ Employee Title: _____

Date: _____ Department: _____

	Appraisal Type	Mid-Year	Annual	Promotion	Review Period
Appraisal period: From: _____ To: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This evaluation form is for the purpose of identifying and addressing the strengths, areas of noted improvement, and areas that require improvement of the employee as it relates to the employee's specific job description. In addition to these Critical Performance Expectations and Critical Performance Goals, each employee is also accountable for the regular duties of their position. Previous evaluations will be used for the purpose of noting interim improvement or decline in performance. This evaluation will be filed and may be used to support reasons for promotion or separation.

Rating Scale

- 5 - Substantially Exceeds Expectations:** Consistently sustains and exceeds standard performance levels in all respects.
- 4 - Exceeds Expectations:** Frequently performs above standard performance levels. No notable weaknesses exist in areas which are key to acceptable overall performance.
- 3 - Meets Expectations:** Effectively performs in all or most respects and meets all acceptable standards for successful performance.
- 2 - Partially Meets Expectations:** Does not achieve standard performance levels in some areas. Weaknesses or areas needing improvement exist in areas which are key to acceptable overall performance.
- 1 - Substantially Fails to Meet Expectations:** Clearly fails to achieve performance standards in all or most respects.

<u>Critical Performance Expectations</u>	<u>Comments</u>	<u>Rating</u>
1. Job Knowledge	_____	_____
2. Quality of Work	_____	_____
3. Quantity of Work	_____	_____
4. Judgment and Decision	_____	_____
5. Motivation and Initiative	_____	_____
6. Communication Skills	_____	_____
7. Responsiveness	_____	_____
8. Attitude	_____	_____
9. Attendance	_____	_____

Critical Performance Expectations (Average of all Critical Performance Expectations) Rating: 0.00

Employee Name:

Employee Title:

Date:

Goals for this Review Period:

Goals for next Review Period:

Supervisor's Summary:

Employee Name:	Employee Title:	Date:
----------------	-----------------	-------

Employee's Comments

Acknowledgement

	<u>Employee</u>	<u>Supervisor</u>	<u>Department Director/Manager</u>
Name:	_____	_____	_____
Signature:	_____	_____	_____
Date:	_____	_____	_____

City Administrator Initials: _____



Performance Talk

Employee Name: _____

Date: _____

Position: _____

Department: _____

Supervisor: _____

Type: Annual Review Period

Purpose:

The most important purpose of a performance talk is to improve future performance. This document should not replace continuing feedback and communications on job performance throughout the year.

Effective performance talks provide useful feedback to the employee, supports their development, and inspire a sense of partnership between the employee and supervisor towards the achievement of performance goals.

Steps in the performance talk process:

- The Department Manager should establish deadlines and complete the two dates below prior to disseminating to the employee and supervisor.
- The employee should complete the self-evaluation (employee response) and consider their responses to each of the four questions and accomplishment of objectives during the previous twelve (12) months (or initial review period) and provide further information to their immediate supervisor toward the achievement of performance goals. The focus should be on the performance related to the duties of the job throughout the review period.
- The employee's input should be entered in the **BLUE** sections and be submitted via email to their immediate supervisor no later than _____.
- The immediate supervisor should review performance expectations and objectives for the employee and ensure that they are realistic and attainable during the next performance period.
- The supervisor should add their comments in each **YELLOW** section and forward the complete document to the Department Manager (**prior to reviewing with the employee**) no later than _____.
- Once reviewed by the Department Manager, the supervisor should establish a meeting time to conduct the performance talk.
- The performance talk should begin with a review of how the employee felt they performed during the review period and how the supervisor can offer support and assistance to the employee to improve future performance. The primary role of the supervisor at this point is to actively listen and ask questions.
- The supervisor should provide feedback on performance and goal setting for the coming year.

Please use available space on this form. The character maximum for each field is about 100 words. If additional space is needed, please attach a word document with additional comments.

GREATEST CONTRIBUTION:

What has been the employee's greatest contribution(s) to the City of Cripple Creek and their department this performance talk period?

Employee's Response:

Supervisor's Response:

OPPORTUNITY TO IMPROVE THE ORGANIZATION:

How can we improve our organization to better serve our constituents and the community?

Employee's Response:

Supervisor's Response:

OPPORTUNITY TO IMPROVE THE EMPLOYEE'S ROLE:

What can the employee do better to improve their performance in their role? What resources, tools or other assistance would help the employee to be successful?

Employee's Response:

Supervisor's Response:

FUTURE PLANS AND DEVELOPMENT ACTIVITIES:

Discuss future growth, specific activities to improve performance, and the professional development goals of the employee.

Employee's Response:

Supervisor's Response:

Signatures (to be completed after talk with employee):

Employee's Signature: _____ Date: _____

Direct Supervisor's Signature: _____ Date: _____

Department Manager's Signature: _____ Date: _____

*I understand that my signature does not necessarily indicate that I agree with the above,
but only that it has been discussed with me.*