

**ELK CREEK FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MONTHLY MEETING**

Thursday, October 23rd, 2025 @ 18:00 hrs
Via Zoom and In Person

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence for Fallen Responders
4. Additions or Deletions to, and Approval of the Agenda
5. Public Comment Period
6. Review and Approval of September, 2025 Regular Meeting Minutes
7. Financial Matters
8. Chief Ware's Report
9. Old Business
 - a. Impact Fee Update
10. New Business
 - a. 2026 Draft Budget
 - b. Lease Payment Transfer from Reserves
 - c. Board Meeting to discuss the Amendment of Elk Creek FPD 2025 Bylaws to include the paragraph below, and also circulate the proposed Bylaws in the next Board Packet:
"3.9 Communication with Board and Staff
The Fire Chief shall serve as the designated point of communication between the Board of Directors and staff. All communication between the Board and staff shall be conducted through the Fire Chief unless explicitly delegated to another district officer or administrator, with appropriate notice given to both the Board and staff. Failure to comply with this provision shall constitute a violation of these bylaws and may be subject to corrective action as allowed in these bylaws."
 - d. Executive Session pursuant to Sec 24-6-402(4)(b), C.R.S., for purposes of receiving legal advice
11. Adjournment

ELK CREEK FIRE PROTECTION DISTRICT
Income Statement
For the Nine Months Ending September 30, 2025

		Current Month Actual	Year to Date Actual	Yearly Budget	Percentage
Revenues					
104000	Property Tax Revenue - Jeffco	\$ 42,942.00	\$ 3,940,044.45	\$ 4,091,650.00	96.29
104010	Property Tax Revenue -Parkco	1,804.26	476,337.18	490,570.00	97.10
104020	Refunds/Abatements - Jeffco	0.00	88,089.64	0.00	0.00
104030	Refunds/Abatements- Parkco	0.00	806.52	0.00	0.00
104040	Delinquent Taxes	(641.51)	(2,232.25)	(10,000.00)	22.32
104100	Specific Own. Taxes - Jeffco	22,037.90	206,150.66	230,000.00	89.63
104110	Specific Own. Taxes - Parkco	3,330.19	33,507.75	45,000.00	74.46
104200	Interest Income Jeffco	1,548.63	3,994.06	2,000.00	199.70
104210	Interest Income Parkco	72.17	578.52	500.00	115.70
104220	Interest Income Investments	32,948.62	273,968.38	367,000.00	74.65
104300	Ambulance Billings	0.00	578,793.33	595,000.00	97.28
104310	Ambulance Billings-MCR/MCD Adj	0.00	(243,007.71)	(200,000.00)	121.50
104410	Report Charges	0.00	62.06	0.00	0.00
104430	Permits - Inspection Fees	434.46	5,022.79	10,000.00	50.23
104440	Home Assessments	482.10	4,431.90	7,000.00	63.31
104450	Donations	50.00	801.00	15,000.00	5.34
104460	Lease Revenue	2,300.00	43,214.66	60,000.00	72.02
104480	Revenue from Surplus Equipment	0.00	27,000.00	0.00	0.00
104487	Grant Award - EMS	36,404.38	36,404.38	0.00	0.00
104488	Grant Award - Fire	0.00	25,000.00	0.00	0.00
104489	Grant Award-State Fire Safety	0.00	40,000.00	0.00	0.00
104700	CRRF Reimbursement	0.00	439,598.81	1,554,356.02	28.28
104710	Fuels Crew Reimbursement	0.00	153,793.01	175,000.00	87.88
104730	Equipment/Repair	0.00	2,250.00	0.00	0.00
104740	Prevention Crew Reimbursement	0.00	1,792.66	0.00	0.00
104750	Maintenance Crew Reimbursement	0.00	44,683.26	50,000.00	89.37
104760	Miscellaneous Income	0.00	5,235.79	0.00	0.00
104800	Mitigation Contracts	0.00	0.00	50,000.00	0.00
104850	Mitigation Grants	0.00	471,256.58	0.00	0.00
	Total Revenues	143,713.20	6,657,577.43	7,533,076.02	88.38

Expenses - Administration

106000	Wages - Admin	34,742.34	295,814.40	384,159.36	77.00
106010	Overtime - Admin	0.00	3,095.87	6,614.27	46.81
106020	Unemployment Insurance	0.00	271.99	668.32	40.70
106030	FICA and Medicare	754.70	8,874.16	19,314.89	45.94
106040	FPPA ER Contributions	3,344.84	29,910.00	42,382.23	70.57
106060	Employee Benefits ER Paid	9,420.00	81,361.58	109,899.97	74.03
106075	Employee Bonus	0.00	0.00	68,250.00	0.00
106100	Bank Service Charges	25.68	869.69	1,050.00	82.83
106120	Postage/Box Rental-Admin	0.00	1,015.47	1,025.00	99.07
106130	Publications/Legal Notices/Adv	0.00	0.00	3,827.50	0.00
106140	Printing/Stationary, Forms	0.00	13.57	1,050.00	1.29
106160	Office Supplies & Expense	383.43	4,716.56	10,500.00	44.92

ELK CREEK FIRE PROTECTION DISTRICT
Income Statement
For the Nine Months Ending September 30, 2025

		Current Month	Year to Date	Yearly	Percentage
		Actual	Actual	Budget	
106165	Office Furniture	0.00	159.98	3,675.00	4.35
106170	Office Equipment-Rental	286.56	2,426.61	4,200.00	57.78
106190	General Meeting Expenses	0.00	972.35	5,250.00	18.52
106200	Uncollectible Accounts	0.00	72,082.16	70,000.00	102.97
106230	Ambulance Billing Services	1,159.90	13,617.35	17,550.00	77.59
106300	Public Relations-Admin	0.00	145.49	525.00	27.71
106305	Awards/Recognition	0.00	1,274.30	3,150.00	40.45
106330	Treasurer's Fees-JeffCo	657.74	60,453.79	73,500.00	82.25
106340	Treasurer's Fees-ParkCo	56.30	13,934.45	15,750.00	88.47
106400	Legal Services	0.00	61,040.55	100,400.00	60.80
106410	Accounting Services	1,050.00	5,762.50	50,000.00	11.53
106420	Auditing	0.00	15,300.00	15,750.00	97.14
106430	Computer Services	2,918.00	29,180.00	38,850.00	75.11
106480	Repairs and Maint-Office Equip	0.00	60.50	525.00	11.52
106490	Computer Equipment	0.00	1,189.79	15,750.00	7.55
106495	Software Expense	22,602.00	49,378.45	59,850.00	82.50
106500	Conferences/Serminars-Admin	0.00	255.00	605.00	42.15
106524	Human Resources	(709.33)	23,201.36	25,700.00	90.28
106560	Membership/Regist/Subscr	130.00	4,983.73	5,250.00	94.93
106720	Insurance-Liability	0.00	98,504.02	102,000.00	96.57
106730	Insurance-Workers Comp	0.00	108,897.44	109,000.00	99.91
116080	Directors' Fees	0.00	8,000.00	9,240.00	86.58
116310	Election Expenses	0.00	17,681.85	15,750.00	112.27
116450	Consultant Services	0.00	0.00	42,000.00	0.00
116500	Seminars and Conferences	0.00	0.00	1,050.00	0.00
Total Expenses - Administration		76,822.16	1,014,444.96	1,434,061.54	70.74
Expenses - Fire					
236000	Salaries and Wages-FR	42,389.16	356,742.53	480,515.39	74.24
236010	Overtime - Fire/Rescue	2,209.09	42,114.11	60,806.50	69.26
236020	Unemployment Ins - FR	3.79	322.56	761.02	42.39
236030	FICA - Medicare FR	653.92	6,243.13	8,517.47	73.30
236040	FPPA ER Contrib - FR	4,316.76	36,591.07	49,954.12	73.25
236050	Vol Pension-Fire	0.00	0.00	10,500.00	0.00
236060	Employees Benefits ER Paid	10,654.11	99,957.76	134,113.84	74.53
236090	Pension Contribution-Fire	0.00	0.00	1,050.00	0.00
236200	Medical Exam - Fire	0.00	966.00	8,400.00	11.50
236305	Vol Incentive - Fire	0.00	10,000.01	10,500.00	95.24
236310	Honor Guard	0.00	9,769.83	10,500.00	93.05
236320	Cadet Academy	0.00	0.00	3,150.00	0.00
236495	Software	0.00	740.00	3,675.00	20.14
236505	Clothing and Uniforms - FR	150.00	8,824.15	26,250.00	33.62
236515	PPE	0.00	1,139.08	36,750.00	3.10
236520	Materials/Supplies	122.84	1,641.34	6,930.00	23.68
236525	Radio Equipment	0.00	12,927.55	17,550.00	73.66
236530	Fire Equipment	0.00	4,133.05	21,250.00	19.45

ELK CREEK FIRE PROTECTION DISTRICT
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For the Nine Months Ending September 30, 2025

		Current Month	Year to Date	Yearly	Percentage
		Actual	Actual	Budget	
236560	Membership/Regist/Subscr	0.00	214.00	1,050.00	20.38
236820	Fuel - Diesel Fire	669.28	7,644.21	12,600.00	60.67
236821	Fuel - Gas Fire	388.22	5,025.73	6,825.00	73.64
	Total Expenses - Fire	61,557.17	604,996.11	911,648.34	66.36
Expenses - Training					
306000	Wages - Training	9,774.86	84,192.12	119,600.00	70.39
306010	Overtime - Training	0.00	12,043.96	21,696.61	55.51
306020	Unemployment Insurance-TR	0.00	54.40	239.20	22.74
306030	FICA and Medicare-TR	144.57	1,735.86	2,434.20	71.31
306040	FPPA ER Contribution-TR	1,046.47	9,318.51	12,558.00	74.20
306060	Employee Benefits ER Paid-TR	4,184.58	28,478.64	37,012.00	76.94
306200	Medical Exams-Health & Safety	80.00	320.00	4,000.00	8.00
306510	Rookie Academy	0.00	0.00	6,300.00	0.00
306523	Facility Fees	0.00	0.00	105.00	0.00
306550	Training-Instructor Fees	0.00	2,036.41	31,500.00	6.46
336220	Travel	0.00	20,990.29	37,100.00	56.58
336550	Individual Classes/Conferences	0.00	19,471.16	22,000.00	88.51
336560	Training Equipment/Supplies	50.97	10,519.90	10,750.00	97.86
336570	Training Subscriptions	0.00	448.29	2,730.00	16.42
336580	FF/EMS Certifications	0.00	1,077.00	3,150.00	34.19
336590	Training Manuals	0.00	1,604.98	2,100.00	76.43
	Total Expenses - Training	15,281.45	192,291.52	313,275.01	61.38
Expenses - Prevention					
226000	Wages - Prevention	15,011.55	127,917.57	152,701.12	83.77
226010	Overtime - Prevention	155.46	8,458.61	15,807.13	53.51
226020	Unemployment Insurance-Prev	0.00	108.80	305.40	35.63
226030	FICA and Medicare-Prev	217.45	2,118.92	3,214.17	65.92
226040	FPPA ER Contributions-Prev	1,552.30	13,822.86	18,533.62	74.58
226060	Employee Benefits ER Paid-Prev	1,365.83	13,085.40	21,695.50	60.31
226300	Public Relations	0.00	0.00	105.00	0.00
226500	Conferences and Seminars	0.00	0.00	52.50	0.00
226520	Materials and Supplies	0.00	155.97	180.00	86.65
226525	Contract Plan Reviews	0.00	0.00	450.00	0.00
226550	CPR/Event Instructor Fees	0.00	0.00	210.00	0.00
226560	Membership/Regist/Subscr	0.00	203.00	4,725.00	4.30
226565	Uniforms Prevention	0.00	0.00	1,995.00	0.00
226570	Software/Tech Prevention	0.00	78.36	7,350.00	1.07
226575	Home Assesment Program	0.00	0.00	1,050.00	0.00
226580	Training Prevention	0.00	0.00	2,100.00	0.00
226585	Prevention PPE	0.00	0.00	1,050.00	0.00
226590	Communication Prevention	0.00	0.00	5,250.00	0.00
	Total Expenses - Prevention	18,302.59	165,949.49	236,774.44	70.09

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		Current Month Actual	Year to Date Actual	Yearly Budget	Percentage
Expenses - EMS					
206000	Wages - Emergency Services	63,583.73	535,113.77	715,773.09	74.76
206010	Overtime - Emergency Services	3,313.64	63,171.20	103,868.72	60.82
206020	Unemployment - EMS	5.68	483.87	1,141.53	42.39
206030	FICA and Medicare - EMS	980.89	9,364.70	12,776.21	73.30
206040	FPPA ER Contributions - EMS	6,475.14	54,886.59	74,931.17	73.25
206060	Employee Benefits ER Paid- EMS	15,981.16	148,185.20	198,170.76	74.78
206090	Pension Contribution-Volunteer	0.00	0.00	15,750.00	0.00
206200	Medical Exams	0.00	39,232.00	49,250.00	79.66
206210	Fitness Equipment	0.00	3,381.25	4,037.50	83.75
206220	Fitness Program	0.00	390.00	2,100.00	18.57
206230	Dispatch	0.00	37,768.50	55,000.00	68.67
206305	Vol Incentive-EMS	0.00	14,999.99	15,750.00	95.24
206490	Computer Equipment	0.00	5,160.00	11,050.00	46.70
206495	Software Expense	6,685.29	12,010.13	13,875.00	86.56
206505	Clothing and Uniforms-EMS	0.00	7,411.78	19,950.00	37.15
206520	Materials and Supplies EMS	184.27	5,280.02	12,600.00	41.90
206560	Membership/Regist/Subscr	0.00	310.94	4,200.00	7.40
206580	Technical Rescue	0.00	2,982.03	4,200.00	71.00
206820	Fuel - Diesel	1,268.92	11,521.17	23,625.00	48.77
206821	Fuel - Gas	576.09	7,358.95	10,500.00	70.09
506200	Immunizations	0.00	0.00	525.00	0.00
506470	Ambulance Licensing Fees	0.00	0.00	1,050.00	0.00
506560	Membership/Regist/Subscr-EMS	0.00	2,764.60	3,677.50	75.18
506575	EMS Supplies	3,609.84	43,505.10	63,000.00	69.06
Total Expenses - EMS		102,664.65	1,005,281.79	1,416,801.48	70.95
Expenses - Wildland/Suppression					
190000	Wages-Wildland Cpt	9,870.19	79,781.55	108,280.00	73.68
190010	Overtime-Wildland Cpt	551.26	10,147.70	12,775.69	79.43
190020	Unemploy Ins-Wildland Cpt	0.00	54.40	196.56	27.68
190030	Medicare-Wildland Cpt	149.78	1,630.71	2,225.06	73.29
190040	FPPA ER Contr-Wildland Cpt	955.50	8,508.50	11,519.40	73.86
190060	Emp Bene ER-Wildland Cpt	3,579.90	35,761.82	47,874.08	74.70
190101	Grant Expenditures-CWPC	0.00	20,882.49	0.00	0.00
190500	Wildland Supplies	0.00	3,035.62	6,750.00	44.97
190501	Wildland/Suppresion Equipment	0.00	1,959.33	11,525.00	17.00
190503	Repairs/Maint Equip Wild/Sup	899.75	14,099.57	25,750.00	54.76
190504	Wildland/Suppression PPE	0.00	2,189.94	4,200.00	52.14
190505	Training Supp & Exp-Wildland	0.00	(273.96)	5,250.00	(5.22)
190506	Conferences/Seminars-Wildland	0.00	0.00	1,365.00	0.00
190507	Clothing/Uniforms Wildland/Sup	0.00	7,724.87	12,875.00	60.00
190508	Training Wildland/Suppresion	600.75	10,585.07	15,750.00	67.21
190509	Membership/Regist/Subscr	0.00	753.48	1,050.00	71.76
190605	Grant Expend-Fire	0.00	281,305.67	0.00	0.00

ELK CREEK FIRE PROTECTION DISTRICT
Income Statement
For the Nine Months Ending September 30, 2025

		Current Month Actual	Year to Date Actual	Yearly Budget	Percentage
190620	Supply/Materials - Suppression	0.00	2,854.65	3,675.00	77.68
190630	Communication Wildland/Supp	0.00	23,022.26	23,050.00	99.88
190640	Software/Tech Wildland/Supp	0.00	20,621.50	26,000.00	79.31
191000	Wages-Suppression	22,996.12	244,025.24	317,474.56	76.86
191010	Overtime-Suppression	0.00	4,388.10	8,129.99	53.97
191020	Unemployment-Suppression	0.00	483.10	634.94	76.09
191030	FICA Medicare-Suppression	6,666.54	22,166.43	28,819.77	76.91
191040	FPPA ER Contr-Suppression	2,471.87	21,771.59	29,307.07	74.29
191060	Emp Bene ER-Suppression	10,524.18	79,756.92	103,668.39	76.93
Total Expenses - Wildland/Suppression		59,265.84	897,236.55	808,145.51	111.02
Expenses - Fuels Crew					
192000	Wages-Fuels Crew	13,348.11	122,919.45	161,499.52	76.11
192010	Overtime-Fuels Crew	743.03	3,710.37	5,984.28	62.00
192020	Unemployment-Fuels Crew	52.70	275.08	322.99	85.17
192030	FICA Medicare-Fuels Crew	2,657.95	8,538.35	12,967.58	65.84
192040	FPPA ER Contr-Fuels Crew	1,126.91	10,034.87	13,416.91	74.79
192060	Emp Bene ER-Fuels Crew	3,082.04	28,685.35	37,664.16	76.16
192070	PPE/Gear Fuels	0.00	850.31	3,675.00	23.14
192080	Uniforms Fuels	0.00	0.00	1,627.50	0.00
192090	Saw Parts/Tools/Oil Fuels	0.00	2,057.72	3,412.50	60.30
192100	Saw Purchase Fuels	0.00	3,086.97	3,575.00	86.35
192110	Communications Fuels	0.00	0.00	1,050.00	0.00
192120	Tech/Software Fuels	0.00	437.91	3,250.00	13.47
192130	Training Fuels	0.00	0.00	1,700.00	0.00
Total Expenses - Fuels Crew		21,010.74	180,596.38	250,145.44	72.20
Expenses - CRRF					
216000	Salaries and Wages - CRRF	53,325.81	232,760.03	417,156.44	55.80
216010	Overtime - CRRF	130,398.65	513,585.46	543,606.38	94.48
216220	Travel - CRRF	0.00	44,711.55	50,000.00	89.42
216250	Fuel - CRRF	0.00	5,190.54	19,975.20	25.98
216260	Miscellaneous - CRRF	315.00	24,544.71	95,750.00	25.63
Total Expenses - CRRF		184,039.46	820,792.29	1,126,488.02	72.86
Expenses - Maintenance					
606000	Wages - Maintenance	11,025.13	104,455.70	145,543.84	71.77
606010	Overtime - Maintenance	350.11	4,169.53	7,491.20	55.66
606020	Unemployment Insurance	0.00	108.80	291.09	37.38
606030	FICA and Medicare	305.85	2,245.49	3,910.39	57.42
606040	FPPA ER Contribution	1,350.89	12,029.35	16,282.11	73.88
606060	Employee Benefits ER Paid	4,199.60	43,892.19	57,907.00	75.80
606080	Shared Expense - Maintenance	0.00	4,194.19	5,250.00	79.89
606500	Mechanic Training/Travel/Subsc	0.00	206.60	500.00	41.32

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606810	Maintenance/Repair	374.12	5,949.61	11,000.00	54.09
606830	Maintenance/Repair Ambulance	0.00	14,350.74	18,600.00	77.15
606831	Maintenance/Repair Fire	150.01	13,428.56	30,250.00	44.39
606840	SCBA Parts and repair	113.86	747.39	2,750.00	27.18
606845	SCBA Maintenance	0.00	0.00	2,750.00	0.00
606855	Hose/Ladder Testing	0.00	3,355.56	5,250.00	63.92
606860	Tires-Ambulance	0.00	2,501.92	3,675.00	68.08
606861	Tires-Fire Apparatus	0.00	6,961.52	15,750.00	44.20
606862	Tires-Wildland	0.00	0.00	5,250.00	0.00
606880	Outside Repairs - EMS App	0.00	1,642.73	5,500.00	29.87
606881	Outside Repairs - Fire App	0.00	20,327.19	26,000.00	78.18
606887	Outside Repairs - Wildland App	0.00	12,754.07	15,500.00	82.28
606888	Tools and Equipment Maint	81.46	8,150.21	9,425.00	86.47
606889	Software	0.00	1,690.58	3,675.00	46.00
606890	Towing	0.00	825.90	3,150.00	26.22
606891	Uniforms/Rags	0.00	3,079.74	4,200.00	73.33
606892	PPE	0.00	177.27	525.00	33.77
Total Expenses - Maintenance		17,951.03	267,244.84	400,425.63	66.74
Expenses - Fire Stations					
606601	Telephone-Station 1	248.45	4,366.73	5,400.00	80.87
606602	Telephone-Station 2	79.99	1,545.04	3,150.00	49.05
606603	Telephone-Station 3	0.00	789.30	1,550.00	50.92
606604	Telephone-Station 4	0.00	765.38	1,550.00	49.38
606605	Telephone - Cellular	0.00	9,388.86	15,750.00	59.61
606882	Outside Repairs - EMS Equip	0.00	0.00	1,751.00	0.00
606883	Outside Repairs - Fire Equip	0.00	0.00	1,075.00	0.00
606885	Outside Repairs Comm Equip	0.00	0.00	550.00	0.00
606886	Outside Repairs - Wildland Equ	0.00	0.00	525.00	0.00
606911	Alarm Service-Station 1	0.00	936.00	1,082.00	86.51
606912	Alarm Service-Station 2	0.00	0.00	382.00	0.00
606913	Alarm Service-Station 3	0.00	0.00	382.00	0.00
606914	Alarm Service-Station 4	0.00	0.00	382.00	0.00
606921	Disposal Services	272.72	2,416.03	4,725.00	51.13
606922	Disposal Service-Station 2	377.42	2,934.71	4,150.00	70.72
606931	Electricity-Station 1	157.01	8,653.26	15,750.00	54.94
606932	Electricity-Station 2	108.58	1,471.58	3,675.00	40.04
606933	Electricity-Station 3	1,132.21	9,450.79	12,500.00	75.61
606934	Electricity-Station 4	62.12	1,114.82	2,625.00	42.47
606941	Natural Gas-Station 1	375.31	10,206.05	13,650.00	74.77
606942	Natural Gas-Station 2	0.00	2,096.24	5,250.00	39.93
606943	Natural Gas-Station 3	0.00	0.00	150.00	0.00
606944	Natural Gas-Station 4	64.11	1,102.79	2,100.00	52.51
606951	Building Maintenance-Station 1	332.99	25,343.01	36,500.00	69.43
606952	Building Maintenance-Station 2	0.00	719.21	5,350.00	13.44
606953	Building Maintenance-Station 3	0.00	0.00	2,150.00	0.00

ELK CREEK FIRE PROTECTION DISTRICT
Income Statement
For the Nine Months Ending September 30, 2025

		Current Month Actual	Year to Date Actual	Yearly Budget	Percentage
606954	Building Maintenance-Station 4	150.00	4,183.11	7,100.00	58.92
606961	Grounds Maintenance-Station 1	0.00	87.08	210.00	41.47
606962	Grounds Maintenance-Station 2	0.00	0.00	1,050.00	0.00
606971	Generator Mtnce-Station 1	0.00	2,873.09	3,337.50	86.09
606973	Generator Mtnce-Station 3	0.00	0.00	1,387.50	0.00
606974	Generator Mtnce-Station 4	0.00	0.00	787.50	0.00
	Total Expenses - Fire Stations	3,360.91	90,443.08	155,976.50	57.99
	Expenses - Leases/Capital				
608326	Capital - EMS	0.00	(25,990.46)	50,000.00	(51.98)
608336	Capital - Fire	4,256.66	4,256.66	40,000.00	10.64
608605	Capital - Wildland/Prevention	0.00	249,986.36	250,000.00	99.99
608606	Capital - Facilities	0.00	5,274.03	50,000.00	10.55
	Total Expenses - Leases/Capital	4,256.66	233,526.59	390,000.00	59.88
	Total Expenses	564,512.66	5,472,803.60	7,443,741.91	73.52
	Net Income	(\$ 420,799.46) \$ 1,184,773.83 \$ 89,334.11			1,326.23

ELK CREEK FIRE PROTECTION DISTRICT
Account Register
For the Period From Sep 1, 2025 to Sep 30, 2025
101020 - UMB - Operating

Filter Criteria includes: Report order is

Date	Trans No	Type	Trans Desc	Withdrawal Amt
9/1/25	0901003	Other	Soaring Technology	2,918.00
9/8/25	0901002	Other	CORE	653.97
9/8/25	0901002	Other	CORE	303.49
9/8/25	0901002	Other	CORE	62.12
9/8/25	0901002	Other	CORE	108.58
9/8/25	0901002	Other	CORE	1,132.21
9/15/25	0901001	Other	United Health Care	48,395.23
9/30/25	0930008	Other	UMB svc chg	25.68
9/30/25	0930009	Other	Waste Connection	377.42
9/30/25	0930009	Other	Waste Connection	272.72
9/30/25	0930010	Other	CO Gas September 2025	71.14
9/30/25	0930010	Other	CO Gas September 2025	84.42
9/30/25	0930010	Other	Aflac September 2025	1,056.45
9/30/25	0930011	Other	September 2025 Credit Card	35,283.30
9/30/25	0930012	Other	Sage Intacct Implementation	15,747.86
9/30/25	0930013	Other	September 2025 Payroll	290,221.30
9/30/25	0930013	Other	September 2025 Payroll	90,051.38
9/30/25	0930013	Other	September 2025 Payroll	56,049.79
9/30/25	0930013	Other	September 2025 Payroll	18,552.18
9/30/25	0930013	Other	September 2025 Payroll	736.57
9/30/25	0930013	Other	September 2025 Payroll	1,395.83
9/30/25	0930013	Other	September 2025 Payroll	709.51
Total				564,209.15



Fire Department Monthly Status Report

October 23, 2025

September is the close out of summer and the beginning of the fall season. The leaves started changing and the leaf peeper traffic was busy. The wetter than normal trend continued and with a decreased fire danger across the district, firefighters were still out assisting other agencies.

Pump testing was completed for Elk Creek with a new vendor which was much easier than doing the process in house. There is an annual test of the fire pumps on the apparatus to make sure they meet the minimum NFPA standards. Every year Elk Creek tests our hose, ladders and pumps to make sure they are safe and functional.

Firefighters also completed the annual physical fitness testing, the IPAT. This is a physical fitness test that consists of several stations that have tasks that simulate activities on the fireground. The test is done in bunker gear and wearing an SCBA. To be qualified to be an interior structural firefighter, members must complete this test annually.

Jacob Ware
Fire Chief

OPERATIONS (September)

- Volunteer firefighters had 177 of staffing at Station 1.
- Elk Creek Averaged 3.8 members per call.
- 24% of the calls overlapped (26 Calls)
- Average Response Time 8:46

September - Emergency Incidents	2023	2024	2025
1. Fire	2	3	1
2. Emergency Medical Services (EMS) & Rescue	73	63	68
3. Hazardous Condition (No Fire)	2	6	6
3. Service Call	10	15	9
4. Good Intent Call	16	19	21
5. False Alarm and False Call	9	6	6
6. Special Incident	0	0	0
	112	112	111

September - Mutual Aid Received by Elk Creek

INCIDENT NUMBER	INCIDENT DATE	AGENCY FDID - AGENCY NAME
2025-956	9/10/2025 1:35:07 PM	05978 - Conifer Protection District
2025-979	9/16/2025 3:26:00 PM	05951 - Conifer Protection District
2025-1008	9/25/2025 8:52:44 PM	09345 - Platte Canyon Fire Protection District

September - Mutual Aid Elk Creek Provided to Other Agencies

INCIDENT NUMBER	INCIDENT DATE	AGENCY FDID - AGENCY NAME
2025-1018	09/28/2025	09345 - Platte Canyon Fire Protection District
2025-968	09/13/2025	09345 - Platte Canyon Fire Protection District
2025-998	09/22/2025	05951 - Conifer Fire Protection District

September Ambulance Transports	2023	2024	2025
	39	32	43

TRAINING

- Firefighters completed 175 hours of training

FIRE PREVENTION

- 10 inspections
- 12 Letters, plan reviews, and insurance requests
- The next step for the Community Risk Assessment is a survey that will be sent out internally and shared with the public. The survey will be in an online format and provide a chance to collect data on what concerns the community to help build a community risk reduction plan.
- Happy Fire Prevention Month! The theme for this year is Charge into Fire Safety to address safety concerns with Lithium-ion batteries.

WILDLAND

Elk Creek Fire Protection District DRAFT 2026 Budget

	2024 Actual	2025 Estimated	2026 Proposed Budget
Beginning Balance	\$ 6,127,725	\$ 8,070,007	\$ 8,159,342
REVENUES			
Tax Revenue			
Property Taxes	\$ 4,979,009	\$ 4,582,220	\$ 4,721,573
Specific Ownership Taxes	\$ 298,586	\$ 275,000	\$ 275,000
Delinquent Taxes	\$ (6,312)	\$ (10,000)	\$ (10,000)
Total Tax	\$ 5,271,283	\$ 4,847,220	\$ 4,986,573
Non-Tax Revenue			
Net Ambulance Billings	\$ 524,326	\$ 395,000	\$ 395,000
CRRF Wildfire Reimbursements	\$ 2,032,105	\$ 1,554,356	\$ 1,554,356
Grants	\$ 177,405	\$ -	\$ -
Interest Income	\$ 389,785	\$ 369,500	\$ 369,500
Lease Revenue	\$ 63,352	\$ 60,000	\$ 60,000
Mitigation Contracts	\$ 66,017	\$ 50,000	\$ 50,000
Other Income	\$ 290,120	\$ 257,000	\$ 257,000
Total Non-Tax Revenue	\$ 3,543,111	\$ 2,685,856	\$ 2,685,856
Total Revenue	\$ 8,814,393	\$ 7,533,076	\$ 7,672,429
Reserves Transfer In	\$ -	\$ -	\$ 238,276
Total Funds Available	\$ 8,814,393	\$ 7,533,076	\$ 7,910,705
EXPENDITURES			
Expenses-Administration	\$ 630,889	\$ 802,773	\$ 872,047
Health & Wellness	\$ 48,286	\$ 55,388	\$ 105,800
Admin Labor	\$ 588,153	\$ 631,289	\$ 620,714
Expenses-CRRF	\$ 149,414	\$ 165,725	\$ 171,511
CRRF Labor	\$ 1,321,710	\$ 960,762	\$ 1,121,188
Expenses-EMS	\$ 193,834	\$ 254,753	\$ 257,809
EMS Labor	\$ 977,819	\$ 1,106,661	\$ 1,041,779
Expenses-Fire	\$ 152,545	\$ 176,980	\$ 188,582
Fire Labor	\$ 645,949	\$ 734,668	\$ 684,614
Expensees-Fuels Crew	\$ 8,876	\$ 18,290	\$ 13,600
Fuels Labor	\$ 188,864	\$ 231,855	\$ 225,074
Expenses-Fire Stations	\$ 144,653	\$ 155,977	\$ 153,369
Expenses-Leases/Capital	\$ 287,278	\$ 390,000	\$ 782,000
Expenses-Maintenance	\$ 124,918	\$ 169,000	\$ 200,750
Maintenance Labor	\$ 213,160	\$ 231,426	\$ 236,203
Expenses-Prevention	\$ 4,242	\$ 24,518	\$ 42,735
Prevention Labor	\$ 201,685	\$ 212,257	\$ 211,605
Expenses-Training	\$ 82,224	\$ 119,735	\$ 92,000
Training Labor	\$ 174,326	\$ 193,540	\$ 202,990
Expenses-Wildland/Suppression	\$ 135,783	\$ 137,240	\$ 61,136
Wildland/Suppression Labor	\$ 597,505	\$ 670,906	\$ 625,199
Total Expenditures	\$ 6,872,111	\$ 7,443,741	\$ 7,910,706
TOTAL REVENUE IN EXCESS OF EXPENDITURES	\$ 1,942,282	\$ 89,335	\$ (0)
Available Funds	\$ 8,070,007	\$ 8,159,342	\$ 7,921,066
RESERVES			
Tabor Reserves	\$ 264,432	\$ 225,992	\$ 230,173
General Fund (Carryover) Reserves	\$ 500,000	\$ 500,000	\$ 500,000
Board Designated Reserves	\$ 100,000	\$ 100,000	\$ 100,000
Capital Reserve Fund Savings	\$ 3,450,000	\$ 3,450,000	\$ 3,450,000
Transfer to Operating	\$ -	\$ -	\$ (238,276)
Unrestricted Reserves	\$ 3,755,576	\$ 3,883,350	\$ 3,879,169
Total Reserves	\$ 8,070,007	\$ 8,159,342	\$ 7,921,066

BYLAWS
OF
ELK CREEK FIRE PROTECTION DISTRICT

ARTICLE I.
Offices

1.1 Principal Office.

The principal office of the Elk Creek Fire Protection District (the "District", "Elk Creek FPD") shall be located at 11993 Blackfoot Road, Conifer, Colorado 80433, or at such other location within the service area of the District in the State of Colorado, as may be designated by resolution of the Board of Directors.

ARTICLE II.
Elections

2.1 Time for Holding Elections

Regular special district elections for the position of Director, and for such other issues as the Board of Directors may deem appropriate, shall be held on the Tuesday following the first Monday in May in odd-numbered years. Special elections may be held on the first Tuesday after the first Monday in February, May, October, November or December in odd-numbered years. Under circumstances of impossibility or impracticability, a court may order a special election to be conducted on a different election date. Ballot issue elections may be held only in a State general election, biennial local district election, or on the first Tuesday after the first Monday in November of odd-numbered years.

2.2 Persons Entitled to Vote at Special District Elections

No person shall be permitted to vote in an election unless that person is an eligible elector as defined in Section 32-1-103(5)(a), C.R.S.

2.3 Conduct of Elections

All November elections in which eligible electors are the same or boundaries overlap with those of other jurisdictions shall be coordinated elections, unless the election is to be conducted by an independent mail ballot election. Regular biennial elections, special elections, and court ordered elections conducted other than in November may also be conducted as coordinated elections, if there is an overlap of electors or boundaries, and the County Clerk and Recorder, the District, or other jurisdictions agree. For all coordinated elections, the County Clerk and Recorder shall be the coordinated election official. At least 60 days prior to the scheduled coordinated election, the District shall enter into an Intergovernmental Agreement with the County Clerk and Recorder for the conduct of the election.

The Board shall appoint a designated election official (DEO) to conduct non-coordinated elections and assist in the conduct of coordinated elections. If the District conducts an independent mail ballot election the DEO shall prepare a written plan on conducting the election in accordance with applicable law. The DEO shall not be a member of the Board.

Except where the Board has contracted with the clerk and recorder to perform all or part of the required duties in conducting an election, the Board shall govern the conduct of all regular and special elections of the District and shall render all interpretations and make all decisions as to controversies or other matters arising in the conduct of the elections. All powers and authority to conduct regular and special elections may be exercised by the DEO or if none, by the Secretary of the Board, in the absence of the Board.

2.4 Election and Recall of Directors.

Directors shall be elected by eligible electors at regular special district elections. Any Director elected to the Board of the District who has held office for at least six (6) months during his or her current term may be recalled from office by the eligible electors of the District. A petition signed by the lessor of 300 eligible electors or 40% of the eligible electors demanding the recall of any Director named in the petition shall be filed in the District Court for Jefferson County. Any recall shall be governed by the provisions of Part 1 of Article 12 of Title 1, C.R.S.

ARTICLE III. Organization of the Board

3.1 Board of Directors.

Unless specifically required by law to be performed by the Board or otherwise delegated by the Board, all powers, privileges and duties vested in, or imposed upon, the District by law and as set forth herein shall be exercised and performed by the Fire Chief and District staff under the supervision of the Fire Chief, and with the assistance of District legal counsel, under the ultimate supervision of the Board, whether set forth specifically or impliedly in these Bylaws. The Board may delegate to officers, employees, and agents of the District any or all administrative, ministerial, and operational powers. A Director shall not commit the District to any policy, act, agreement or expenditure without specific Board authorization.

3.2 Director Conduct

In order to foster a cooperative environment and to further the District's goal of providing quality, cost-effective services, each current and future Director of the District shall be required to act in accordance with, the "Elk Creek Fire Protection District Board of Directors Ethics Agreement", Exhibit A, as resolved by the Board of Directors ("Board") on June 26, 2025.

All Board members shall observe the following code of ethical conduct during their term of office:

- a. Meeting the needs of the District's constituents should be the primary purpose of each Director;
- b. The primary responsibility of the Board of Directors is the formulation and evaluation of policy for the District; day-to-day operations of the District should be left to the Fire Chief;
- c. Different points of view are healthy in the decision-making process and are encouraged.
- d. Once the Board has voted on an issue, the Directors should not take any action(s) which would create barriers or otherwise impede the District's ability to implement the Board's decision;
- e. The smooth working of the District is a team effort. All individuals should work together in a collaborative process to assist each other in conducting the affairs of the District. The Board functions as a whole, and individual Directors have no authority to speak on behalf of the Board or the District, or to bind the District through their individual actions or statements.; and,
- f. Directors shall at all times conduct themselves with courtesy to each other, to staff and to the public present at Board meetings.

3.3 Oath and Bond of Directors

Each Director within thirty (30) days after his or her election or appointment, except for good cause shown, shall appear before an officer authorized to administer oaths and take an oath that he or she will faithfully perform the duties of the office as required by law and will support the Constitution of the United States, the Constitution of the State of Colorado and all other laws of the United States and the State of Colorado. The oath may be administered by the County Clerk and Recorder, the Clerk of the Court, by a person authorized to administer oaths in the State of Colorado, by an officer of the Board, or by any other person designated by the Board, and shall be filed with the Clerk and Recorder for each County within the District's boundaries, the Clerk of the Court and the Division of Local Government. At the time of filing the oath, there also shall be filed for each Director an individual, schedule, or blanket surety bond, at the expense of the District, in an amount determined by the Board of not less than \$1,000 each, and \$5,000 for the Treasurer, conditioned upon the faithful performance of the Director's duties. If any Director fails to take the oath or furnish the requisite bond in the period allowed, except for good cause shown, his or her office shall be deemed vacant, and the vacancy created shall be filled in the same manner as other vacancies in the office of Director.

3.4 Number

The Board of Directors shall consist of five (5) regular members.

3.5 Term

The term of office for a Director shall be four (4) years; excepting the term of a Director appointed to fill a vacancy, shall run only until the next regular election, at which time the vacancy shall be filled by election.

3.6 Qualifications

- a. To qualify as a Director of a special district, a person must be an elector, defined as a registered voter of Colorado and either; (i) a resident of the District; (ii) the owner (or spouse of the owner) of taxable real or personal property situated in the District; or (iii) a person obligated to pay taxes under contract to purchase taxable property.
- b. No Director may serve as a paid employee or volunteer of the Fire District while serving as Director. If any employee or volunteer is elected to the Board, they will be removed from their employment or volunteer position immediately upon completing the oath of office. Directors who have a spouse that is either an employee or a volunteer of the District shall file a conflict disclosure with the Colorado Secretary of State within thirty (30) days of taking the oath of office and shall not vote nor influence other Board members on any matter which impacts the Director's spouse unless the vote is needed to make a quorum and the conflict disclosure has been filed with the Secretary of State at least 72 hours prior to the meeting at which the vote will take place.

3.7 Performance of Duties.

A Director shall perform his or her duties as a Director, including his or her duties as a member of any committee of the Board of Directors upon which he or she may serve, in good faith, in a manner he or she reasonably believes to be in the best interests of the District and with such care as an ordinarily prudent person in a like position would use under similar circumstances. A Director is prohibited from taking personal advantage of a situation to benefit himself or herself or prejudice the District.

3.8 Powers of the Board.

The business and affairs of the District shall be managed by the Board of Directors. For and on behalf of the District, the Board of Directors shall have all powers authorized under applicable law, including but not limited to the following powers, exercised only through action by a majority of the Board:

- a) To have perpetual existence;
- b) To have and use a corporate seal;
- c) To sue and be sued and to be a party to suits, actions, and proceedings on behalf of the District;

d) (1) To enter into contracts and agreements effecting the affairs of the District, including contracts with the United States and any of its agencies or instrumentalities. Except in cases in which the District will receive aid from governmental agency or purchase through the State purchasing program, the Board will require a notice to be published for bids on all construction contracts for work or materials, or both, involving an expense of \$120,000 or more of public moneys, as amended under applicable law. The Board may reject any and all bids, and if it appears that the District can perform the work or secure material directly or from another source for less than the lowest bid, the Board may proceed to do so;

(2) No contract for work or material, including a contract for services, regardless of the amount, shall be entered into between the District and a member of the Board of Directors or between the District and the owner of 25% or more of the territory within the District unless a notice has been published for bids and such member or owner submits the lowest responsible and responsive bid;

e) To borrow money and incur indebtedness and evidence the same by certificates, notes, or debentures, and to issue bonds, including revenue bonds, and to invest any moneys of the District in accordance with Part 6 of Article 75 of Title 24, C.R.S.;

f) To acquire, dispose of, and encumber real and personal property including, without limitation, rights and interests in property, leases, and easements necessary to the functions or the operation of the District; except that the Board shall not pay more than fair market value and reasonable settlement costs for any interest in real property and shall not pay for any interest in real property which must otherwise be dedicated for public use or the District's use in accordance with any governmental ordinance, regulation, or law;

g) To refund any bonded indebtedness as provided in Part 13 of Article 32, or Article 54 or 56 of Title 11, C.R.S.;

h) To manage, control and supervise all of the business and affairs of the District as defined in the Special District Act directly or through a manager and/or an administrative staff as the Board deems appropriate in its sole discretion, including all construction, installation, operation, and maintenance of District improvements;

i) Operational tasks will be the jurisdiction of the Fire Chief of the District; however, the Board of Directors will oversee, if necessary, the appointment, hiring, and retaining of agents, employees, engineers, accountants, advisors, consultants and attorneys;

j) To furnish services and facilities without the boundaries of the District and to establish fees, rates, tolls, penalties, or charges for such services and facilities as allowed by law;

k) To accept or dispose of, on behalf of the District, title to real or personal property, and to accept gifts and conveyances made to the District upon such terms and conditions as the Board may approve;

l) To adopt, amend and enforce bylaws, standard operating procedures and rules

and regulations not in conflict with the constitution and laws of the State of Colorado for carrying out on the business, objects, and affairs of the Board and the District;

m) To acquire, dispose of, or encumber fire stations, fire protection and firefighting equipment, and any interest therein, including leases and easements;

n) To have and exercise the power of eminent domain and dominant eminent domain and, in the manner provided by Article 1 of Title 38, C.R.S., to take any property necessary to the exercise of the powers granted, both within and outside of the District;

o) To ensure the District operates, as a part of the duties of the District, an ambulance service, an emergency medical service, a rescue unit, a wildland/wildfire division, a hazardous materials response unit and a diving and grappling service, including contracting or combining with other entities to provide such services as allowed by law;

p) To adopt, amend and enforce fire codes, as the Board deems necessary, but no such code shall apply within any municipality or the unincorporated portion of any county unless the governing body of the municipality or county, as the case may be, adopts a resolution stating that such code or specific portions thereof shall be applicable within the District's boundaries;

q) To impose an impact fee on the construction of new buildings, structures, facilities, or improvements, including oil or gas wells and related equipment, on previously improved or on unimproved real property within the district's jurisdictional boundaries pursuant to a schedule that is:

- (1) Legislatively adopted;
- (2) Generally applicable to a broad class of property; and
- (3) Intended to defray the projected impacts on capital facilities caused by the proposed construction.

r) To fix and from time to time increase or decrease fees and charges within its jurisdiction as follows, and the Board may pledge such revenue for the payment of any indebtedness of the District:

- (1) Ambulance or emergency medical services; and,
- (2) Requested or mandated inspections, including plan reviews;
- (3) Hazardous incident responses; and,
- (4) Services provided outside the jurisdiction of the District to the extent allowed by law;

s) In areas of the District where a county or municipality has rejected the adoption of a fire code submitted by the District, to compel the owners of premises, whenever necessary for the protection of public safety, to install fire escapes, fire installations, fire resistant material, automatic or other fire alarm apparatus, fire extinguishing equipment or other safety devices to the extent

allowed by law;

t) To create and maintain one or more paid firefighters' pension fund(s), under the provisions of Parts 2 and 4 of Article 30.5 of Title 31, C.R.S., subject to the provisions of Article 31 of Title 31, and one or more volunteer firefighter pension fund(s) under Part 11 of Article 30 of Title 31, C.R.S.;

u) To authorize the use of electronic records or signatures and adopt rules, standards, policies, and procedures for use of electronic records or signatures pursuant to article 71.3 of title 24, C.R.S.;

v) To have and exercise all rights and powers necessary or incidental or implied from the specific powers granted to the District by the Special District Act. Such specific powers should not be considered as a limitation on any power necessary or appropriate to carry out the purposes and intent of the Special District Act;

w) To have the authority to censure, by majority vote, a Director who violates any provision of these Bylaws, the Oath of Office, District policies, or applicable law.

3.9 Communication with Board and Staff

The Fire Chief shall serve as the designated point of communication between the Board of Directors and staff. All communication between the Board and staff shall be conducted through the Fire Chief unless explicitly delegated to another district officer or administrator, with appropriate notice given to both the Board and staff. Failure to comply with this provision shall constitute a violation of these bylaws and may be subject to corrective action as allowed in these bylaws.

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3.9.10 Resignations.

Any Director may resign at any time by giving written notice to the Board of Directors. Such resignation shall take effect at the time specified therein; the acceptance of such resignation shall not be necessary for the resignation to become effective.

3.9.11 Vacancies.

A Director's office shall be deemed to be vacant upon the occurrence of any one of the following events prior to the expiration of the term of office:

- a) If, for any reason, a properly qualified person is not elected to a Director's office by the electors as required at a regular election;
- b) If a person who was duly elected or appointed fails, neglects, or refuses to subscribe to an oath of office or to furnish the bond as required by law;
- c) If a person who was duly elected or appointed submits a written resignation to the Board, upon the effective date of said resignation;
- d) If the person who was duly elected or appointed ceases to be qualified for the office to which he/she was elected;
- e) If a person who was duly elected or appointed is convicted of a felony;

f) If a court of competent jurisdiction voids the election or appointment or removes the person duly elected or appointed for any cause whatsoever, but only after his or her right to appeal has been waived or exhausted;

g) If the person who was duly elected or appointed fails to attend three (3) consecutive regular meetings of the Board without the Board having entered upon its minutes an approval for an additional absence or absences; except that such additional absence or absences shall be excused for temporary mental or physical disability or illness; or

h) If the person who was duly elected or appointed dies during the term of office.

Any vacancy on the Board shall be filled by appointment by majority vote of the remaining Directors. The appointee will only serve until the next regular election at which time the seat shall be open for election for a length of time consistent with the original term of the seat (either 2 years to complete the remainder of the term or 4 years if the seat would have expired at the next regular election regardless of the appointment). Nominations to fill the vacancy may be made by any remaining Director. A vote to fill that Director vacancy may be made as soon as the meeting when the notice of vacancy is known.

If within sixty (60) days of the occurrence of any vacancy, the Board fails, neglects, or refuses to appoint a director from the pool of duly qualified, willing candidates, the Board of County Commissioners may appoint a Director to fill such vacancy. The remaining Director or Directors shall not lose their authority to make the appointment to fill any vacancy unless or until the Board of County Commissioners has actually made an appointment to fill that vacancy. All appointments shall be evidenced by an appropriate entry in the minutes of the meeting, and the Board shall cause a notice of appointment to be delivered to the person so appointed. A duplicate of each notice of appointment, together with the oath of office of the person so appointed, shall be forwarded to the County Clerk and Recorder for each County, the Clerk of Court, and the State Division of Local Government.

~~3.113.12~~ 3.123.12 Compensation.

Directors shall receive nominal compensation for service on the Board pursuant to applicable law. Said amount may be changed from time to time by resolution, subject to limitations set forth at §32-1-902(3)(a)(I) & (II), C.R.S. Directors shall not receive any compensation as an employee of the District. Reimbursement of actual expenses reasonably related to the business of the District shall not be considered compensation.

~~3.123.13~~ 3.123.13 Conflict of Interest.

A potential Conflict of Interest of any Director shall be disclosed in accordance with State law, particularly Article 18 of Title 24, C.R.S., and Sections 32-1-902(3)(b) and 18-8-308, C.R.S. Any Director with a Conflict of Interest shall be recused from all district business, to include but not limited to voting, communications, discussions, and executive sessions related to said Conflict of Interest. No Director receiving worker's compensation benefits awarded in the line of duty as a volunteer firefighter or pension payments to retired firefighters shall be allowed to vote on issues involving the Director's disability or pension payments. If a Director owns undeveloped land which constitutes at

least 20% of the territory included in the District, the District shall disclose this fact in accordance with §18-8-308, C.R.S., before each meeting of the Board, and the fact of such disclosure shall be entered in the minutes of such meeting. The term "undeveloped land" shall mean real property which has not been subdivided or which has no improvements, excluding real property dedicated for park, recreation or open space purposes.

ARTICLE IV. Meetings of the Board

4.1 Meetings.

The Board shall meet regularly at a time and in a place or places to be designated by the Board. Special meetings may be held as often as the needs of the District may require, upon notice to each Director and posted notices, as required by law. All special and regular meetings of the Board shall be held at locations which are within the boundaries of the District, or which are within the boundaries of any County in which the District is located, in whole or in part, or in any County so long as the meeting location does not exceed twenty (20) miles from the District's boundaries. Board meetings may be cancelled by the Board President when appropriate with posted notice to the public of such cancellation.

4.2 Notice of Meetings

Notice of the time and location of all regular and special Board meetings shall be posted in accordance with §24-6-402, C.R.S. The District shall designate the posting place for all meeting notices at the first meeting of each year. All meeting notices shall contain specific agenda information. Special meetings may be called by the President of the Board by informing the other Directors of the date, time, and place of such special meeting, and the purpose for which it is called, and by posting a notice in the manner provided in this Section 4.2.

Special notice must be included in the meeting notice posting for the undertaking of any of the following acts:

- a. A final determination to issue or refund general obligation indebtedness;
- b. Consolidation of the District;
- c. Dissolution of the District;
- d. Filing a plan for adjustment of debt under federal bankruptcy law;
- e. Entering a private contract with a Director; or
- f. Not making a scheduled bond payment.

Public Meetings.

Regular and special meetings of the Board, and meetings of any formal committee assigned decision-making authority by the Board, where public business is discussed or at which formal action may be taken shall be open to the public and subject to the Colorado

Sunshine Act of 1972, pursuant to §24-6-401 et seq., as may be amended from time to time. By an affirmative vote of two-thirds of the quorum present, the Board may recess a public meeting to an executive session to discuss contract negotiations, personnel matters, receive advice of legal counsel and/or for any other purpose allowed by the Colorado Sunshine Act, but the Board shall in no case take action on any matter during the executive session. In order to call an executive session, a motion must be announced, seconded, and voted on by the Board that includes a citation to §24-6-402(4), C.R.S., that justifies the session, and identification of the particular matter to be discussed in as much detail as possible without compromising the purpose of the session. Public comments will be heard at regular board meetings in accordance with Exhibit B, Public Comment Rules.

4.4 Quorum.

A "quorum" means more than one-half (1/2) of the number of Directors serving on the Board of Directors. Vacancies shall not be counted for purpose of determining whether a quorum is present.

4.5 Committees.

The Board of Directors may from time to time, by resolution or motion adopted by a majority of the full Board of Directors, designate not more than two (2) of its members to serve on an external committee designated to explore ideas relevant to the District as will serve the interests of the District. The Board of Directors shall define the purpose and scope of each such committee. No committee shall act independently of or in lieu of the Board of Directors. Unless decision-making authority is expressly delegated by the Board to a Committee, Committee motions and recommendations shall be advisory to the Board and shall not commit the District to any policy, act or expenditure; nor may any Committee direct Administrative Staff to perform specific duties unless authorized by the Board. The Committee Chair is authorized to schedule Committee meetings as deemed necessary and to preside at any such meeting.

4.6 Record of Meetings.

The Secretary of the Board shall maintain or cause to be maintained in the District's records written minutes of all of the proceedings of the Board in a visual text format which may be transmitted electronically and shall indicate the presence or absence of each member of the Board and a record of the vote, or of a failure or abstention to vote, of each member of the Board on every motion.

4.7 Procedure.

In the absence of a rule governing a point of procedure, the rule of procedure set forth in the most recent edition of Robert's Rules of Order shall serve as a guideline. Failure of the Board to abide by any provision of Roberts Rules of Order shall not invalidate any Board action otherwise taken in compliance with these Bylaws or applicable law.

ARTICLE V.

Officers

5.1 Officers.

The officers of the District shall consist of a President, a Vice- President, a Secretary, and a Treasurer.

5.2 Election of Officers for the Board of Directors:

The election of officers for the Board of Directors shall be held, at the first regular meeting of the Board of Directors following a regular election of Directors. If the election of officers is not held at such meeting, such election shall take place as soon thereafter as a meeting shall conveniently be held. Any member of the Board of Directors may nominate any member of the Board of Directors, including themselves. Any nominee may decline a nomination. Upon nomination, each office shall be filled either by secret ballot of the members of the Board of Directors or by voice vote. If secret ballots are used, the Fire Chief, with the assistance of another person who is not a member of the Board of Directors, shall count and announce the vote. Until one person has received the vote of a majority of all members of the Board, successive ballots will be taken. After election of the President, the President will preside. Officers may be removed from their position by majority vote of the Board. Vacancies in officer positions shall be filled by the remaining Directors as soon as reasonably practicable following the vacancy.

5.3 Terms of Officers.

Any Director elected as an officer of the Board may serve as an officer until their term as a Director expires, subject to regular officer elections as set forth in 5.2, or unless he or she is sooner removed from office, dies, or resigns.

5.4 Qualifications.

All officers of the Board shall be Directors of the District. Neither the District election official nor the recording secretary are officers of the Board.

5.5 Responsibility of President.

The President shall perform the statutory duties of the President of the District and shall be the presiding officer of the Board of Directors. Unless otherwise specified at the time of approval of any contract by the Board, the President shall execute all contracts or agreements on behalf of the District. Contracts or agreements also may be signed by other officers delegated that responsibility by the Board. The President also shall perform such other duties as may be necessary incident to performing the responsibilities of his or her office and as delegated by the Board from time to time.

5.6 Responsibility of Vice President.

In the event the President resigns, or is removed, absent or disabled, the Vice President shall perform the President's duties. When the President disqualifies himself or herself from participating in an agenda item, the Vice President shall perform the duties of the presiding officer. The Vice President shall also perform such other duties as may be necessary incident to performing the responsibilities of his or her office and as delegated by the Board from time to time.

5.7 Responsibility of Secretary.

The Board shall adopt a seal, and the Secretary shall keep, in a visual text format that may be transmitted electronically, a record of all of its proceedings, minutes of all meetings, certificates, contracts, bonds given by employees, and all corporate acts which shall be open to inspection of all electors, as well as to all other interested parties. The Secretary or Board may delegate the ministerial portion of these functions to a recording secretary who shall be directly responsible to the Secretary of the Board and the Secretary of the Board shall retain ultimate responsibility for these functions notwithstanding any such delegation. The Secretary also shall attest to all contracts or agreements signed by the President, other officers or the Fire Chief of the District, except routine purchase orders which need no attestation. The Secretary shall perform all other duties incident to the offices of Secretary, or as may be delegated by the President, and, upon request of the Board, shall make such reports to it as may be required by the Board.

5.8 Responsibilities of Treasurer.

The Treasurer shall keep or cause to be kept strict and accurate accounts of all money received by and disbursed on behalf of the District in permanent records. The Treasurer shall file with the Clerk of the Court, at the expense of the District, a corporate fidelity bond in an amount determined by the Board, but not less than \$5,000 or such amount as may be required by §32-1-902(2), C.R.S., conditional on the faithful performance of the duties of the Treasurer's office. The Treasurer shall be the principal financial officer of the District and may call upon the Administrative Staff or utilize the services of the District's accountants and/or bookkeeper to assist with the Treasurer's responsibility to perform his or her duties. The Treasurer shall perform all other duties incident to the office of Treasurer or as may be delegated by the President and, upon request of the Board, shall make such reports to it as may be required by the Board.

5.9 Acting Officers.

One or more members of the Board may be selected to serve in an acting position for any other officer who is temporarily unable to serve. An acting officer shall perform the duties of officer to which the appointment is made and such other and further duties as may be ordered by the Board of Directors.

5.10 Legal Counsel.

The Board of Directors shall appoint an attorney to advise the District. The attorney shall attend such meetings as requested by the Board of Directors.

5.11 Accountant.

The Board of Directors may appoint an accountant to advise the District. The accountant shall attend such meetings as requested by the Board of Directors.

ARTICLE VI. Employees of the District

6.1 General Duties.

All officers, employees and agents of the District, as between themselves and the District, shall have such authority and shall perform such duties in the management of the District as may be provided in these Bylaws or as may be determined by official action of the Board of Directors

not inconsistent with these Bylaws and applicable law. In all cases where the duties of any officer, agent or employee are not prescribed by the Bylaws or by the Board of Directors, such officer, employee or agent shall follow the orders and instructions of the Fire Chief.

6.2 Fire Chief.

The Board of Directors shall appoint a Fire Chief of the District who shall serve at the pleasure and direction of the Board of Directors. The Board may retain the services of the Fire Chief with or without a written contract. The Fire Chief shall supervise the administrative and business affairs of the District, and shall have the power:

- (a) To supervise, hire, fire, promote, demote and discipline all paid and volunteer personnel of the District pursuant to the provisions of any collective bargaining agreement negotiated by the District, the Rules and Regulations and any Standard Operating Procedures of the District;
- (b) To enter into and execute contracts after approval by the Board in connection with the planning, design and construction, and maintenance and operation of any buildings or facilities and any additions or improvements to facilities owned by the District;
- (c) To enter into and execute contracts after approval by the Board with respect to the purchase or sale of equipment and other personal property and services;
- (d) To collect and, with prior Board approval, to expend funds as provided in the approved budget and to make transfers between line items within funds. (Transfers between funds shall also be subject to Board approval and a Supplemental Budget, as appropriate);
- (e) To annually prepare and submit to the Board a proposed, balanced budget for the next fiscal year in sufficient time to meet the budget deadlines and requirements of the District and Colorado law, and to perform all other budgeting and financial planning tasks of the District;
- (f) To adopt operating procedures, including operating policies and inspection policies, as the Fire Chief deems appropriate to implement the Rules and Regulations of the District; however, the (adoption and amendment of the Rules and Regulations and policies of the District not related to the day-to-day operation of the District are reserved to the Board of Directors);
- (g) To implement and enforce the Uniform Fire Code or International Fire Code of the District and each City, County, School District and other local jurisdiction served by the District to the extent allowed by law;
- (h) To exercise the authority of a fire chief as set forth at §32-1-1002(3), C.R.S., and,
- (i) To perform such other duties as directed by the Board and report to

the Board at such times and on such matters as the Board may direct.

6.3 Removal.

The Fire Chief or other agents or employees of the District may be removed by the Board of Directors whenever in its judgment the best interests of the District may be served thereby.

6.4 Vacancies.

When a vacancy occurs in the office of Fire Chief by reason of death, resignation, or otherwise, it shall be filled by the Board of Directors.

ARTICLE VII.
Certain Financial and Other Matters

7.1 Fiscal Year.

The fiscal year of the District shall begin on the first day of January and end on the last day of December of each year.

7.2 Annual Budget.

- (1) On or before October 15th of each year, a proposed budget for the ensuing fiscal year shall be submitted to the Board. Such proposed budget shall be accompanied by a statement which shall describe the important features of the budget plan and by a general summary wherein shall be set forth the aggregate features of the budget in such manner as to show the balanced relations between the total proposed expenditures and the total anticipated income or other means of financing the proposed budget for the ensuing fiscal year, as contrasted with the corresponding figures for the last completed fiscal year and the current fiscal year. It shall be supported by explanatory schedules or statements classifying the expenditures contained therein by services, subjects and funds. The anticipated income of the District shall be classified according to the nature of receipts.
- (2) Upon receipt of the proposed budget, the Board shall cause to be published a notice that the proposed budget is open for inspection by the public at the business office; that the Board will consider the adoption of the proposed budget at a public hearing on a certain date; and that any interested elector may inspect the proposed budget and file or register any objections thereto at any time prior to its final adoption. Notice shall be published in substantial compliance with law.
- (3) On or before December 15th of each year, the Board shall review the proposed budget and revise, alter, increase or decrease the items as it deems necessary in view of the needs of the District and the probable income of the District. The Board shall then adopt a budget, either during the budget hearing or at a later date and time to be set by the Board (but in no event later than December 15th), setting forth the expenditures to be made in the ensuing fiscal year. The Board shall provide for sufficient revenues to finance budgeted expenditures with special consideration given to the proposed ad valorem property tax levy.
- (4) At the time of adoption of the budget, the Board shall enact a resolution making appropriations for the ensuing fiscal year. The amounts appropriated thereunder shall

not exceed the amounts fixed therefore in the adopted budget. The appropriated amount shall be the maximum amount of funds permitted to be expended in the applicable fiscal year, unless a budget amendment is authorized pursuant to the Local Government Budget Law, Section 29-1-101, et seq., C.R.S. 3. The Board may make an appropriation to and for a contingent fund to be used in cases of emergency or other unforeseen circumstances.

- (5) On or before December 15th of each year, the Board shall certify to the Board of County Commissioners of the County or Counties in which the District is located the mill levy established for the ensuing fiscal year, in order that, at the time and in the manner required by law for the levying of taxes, such Commissioners shall levy such tax upon the assessed valuation of all taxable property within District.
- (6) On or before January 30th of each year, the Board shall cause a certified copy of such budget to be filed with the Division of Local Government in the Colorado Department of Local Affairs.

7.3 Bank Accounts.

The moneys of the District shall be deposited in the name of the District in such bank or banks or trust company or trust companies as are authorized by law to hold public funds and as the Board of Directors shall designate, and may be drawn out only on checks signed in the name of the District by such person or persons as the Board of Directors, by appropriate resolution, may direct. Notes and commercial paper, when authorized by the Board of Directors, shall be signed in the name of the District by such officer or officers or agent or agents as shall thereunto be authorized from time to time.

7.4 Books and Records.

The District shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its Board of Directors. The District shall keep at its principal place of business, a record of the names and addresses of the members of the Board of Directors. All such books and records of the District may be inspected upon reasonable notice during normal business hours.

7.5 Rules and Regulations and Standard Operating Procedures.

The District shall have Rules and Regulations and to the extent deemed appropriate; and Standard Operating Procedures, relating to personnel policies, practices and procedures. The Rules and Regulations may be modified, amended or restated at any meeting of the Board of Directors called for that purpose upon the affirmative vote of a majority of the Board of Directors. The Fire Chief may adopt, without Board approval, Standard Operating Procedures, to the extent the Standard Operating Procedures relate to the day-to-day operations of the District, not personnel policies, practices or procedures.

ARTICLE VIII.

Amendments

A majority of the entire Board of Directors may amend, supplement, restate, or repeal these Bylaws or adopt new Bylaws. Any such amended, supplemented or restated Bylaws shall

be submitted in writing to the Board of Directors at least five (5) days before the meeting at which they are proposed to be considered for adoption.

ARTICLE IX.
Indemnification

The District shall indemnify its Directors, officers, members and employees to the extent required under the Colorado Governmental Immunity Act, §24-10-101 et seq., C.R.S.

After thorough evaluation and upon a finding that indemnification is appropriate and in the best interests of the District, the Board may adopt a written resolution whereby it agrees to provide indemnification beyond the requirements of the Colorado Governmental Immunity Act.

ARTICLE X.
Miscellaneous

10.1 Non-Discrimination.

The District prohibits harassment against anyone (including any volunteer member, employee, personnel, patient, citizen, or District official) based on the individual's race, color, gender, national origin, religion, disability, age, marital status, military service or veteran status, or based on those aspects of an individual's relatives, friends, or associates. Harassment means verbal or physical conduct that insults or shows hostility or aversion toward an individual and may include, but not be limited to: (i) epithets or slurs; (ii) negative stereotyping; (iii) threats, intimidation, or hostile acts; (iv) demeaning or hostile jokes or pranks; and (v) insulting or hostile written or graphic material posted or circulated in the workplace.

10.2 Gender.

Whenever required by the context, the singular shall include the plural, the plural the singular, and one gender shall include all genders.

10.3 Invalid Provision.

The invalidity or unenforceability of any particular provision of these Bylaws shall not affect the other provisions herein, and these Bylaws shall be construed in all respects as if such invalid or unenforceable provision was omitted.

10.4 Governing Law.

These Bylaws shall be governed by and construed in accordance with the laws of the State of Colorado. Reference to a specific statute shall include any amendments thereto. In the event of any conflict with current law and these Bylaws, then-current law will govern.

ADOPTED AND APPROVED ON _____, 2025.

By the Board of Directors of the Elk Creek Fire Protection District

Printed Name and Position

Signature

Date

Printed Name and Position

Signature

Date

Exhibit A

This Ethics Agreement ("Agreement") is entered into by and between the undersigned Director ("Director") and the Board of Directors ("Board") of the Elk Creek Fire Protection District ("District"). By signing this Agreement, the Director affirms a commitment to ethical conduct and compliance with Title 32 of the Colorado Revised Statutes ("C.R.S.") and all applicable laws and regulations governing the conduct of public officials.

1. Duty of Loyalty and Fiduciary Responsibility

The Director shall act in the best interests of the District at all times and avoid conflicts of interest, real or perceived. The Director will not use their position for personal or financial gain and will fully disclose any potential conflicts per C.R.S. § 24-18-109 and § 32-1-902.

2. Duty of Care

The Director shall exercise reasonable care, good faith, and due diligence in organizational affairs and decision-making. This includes reviewing materials prior to meetings, asking informed questions, and participating in Board discussions.

3. Compliance with Law

The Director shall comply with all applicable federal, state, and local laws, including but not limited to:

- Title 32, C.R.S., governing special districts,
- Colorado Sunshine Laws, including open meetings and open records laws,
- Colorado's Code of Ethics for Public Officials under Article 18, Title 24, C.R.S.

4. Confidentiality

The Director shall maintain the confidentiality of all privileged or sensitive information acquired during service on the Board and will not disclose such information outside the Board unless legally required.

5. Respectful Conduct

The Director shall treat fellow board members, staff, volunteers, and the public with respect, civility, and professionalism at all times. Discriminatory, harassing, or abusive behavior is prohibited.

6. Public Representation

The Director acknowledges that only the Board as a whole, or individuals authorized by the Board, may speak on behalf of the District. The Director will distinguish personal opinions from official positions when speaking publicly.

7. Board Unity

Once a decision is made by the Board, the Director agrees to support the lawful decision of the majority and to work collaboratively in its implementation.

8. Ethics Review and Enforcement

Violations of this agreement may be reviewed by the Board and, where appropriate, referred to legal counsel or the relevant authority for resolution consistent with Title 32 and District policies.

Acknowledgment and Signature:

I have read and understand this Ethics Agreement and agree to uphold its standards during my service as a Director of the Elk Creek Fire Protection District.

Printed Name: _____

Signature: _____

Date: _____

Exhibit B

Rules and Procedures for Public Comment

- 1) Speakers may be asked to sign in before the meeting to acknowledge these Rules and provide their name, the topic about which they seek to address the Board, and to confirm whether they are a resident of the District or not.
- 2) The purpose of Public Comment is to provide input to the Board on issues relevant to the District and about which the Board has authority.
- 3) Public comments shall be:
 - a. Limited to three (3) minutes, this time period includes the distribution of any materials by the member of the public.
 - b. Directed to the Board as a whole and not to individual members.
 - c. Presented in a courteous and professional demeanor and not in a threatening, profane, vulgar, insulting, or abusive manner
 - d. Limited to topics pertaining to the District and about which the Board has authority.
- 4) Speakers, when recognized by the Board Chair, may be asked to provide their name and to confirm whether they are a resident of the District or not, prior to addressing the Board.
- 5) Individuals who engage in repetitive comments or questions or who otherwise violate the provisions of Rules 2 or 3 above will be asked to refrain and/or yield to the floor.
- 6) Failure to abide by these requirements after a first warning may result in the Board requiring that the speaker, in lieu of speaking, submit his/her statements in writing during future public comment periods.
- 7) Neither the Board nor the administration shall engage in a discussion or provide an immediate response to the input. Rather, the Board can benefit from hearing the input and determine what follow-up action is required, if any.
- 8) The Board Chair is responsible for the administration and enforcement of these rules.
- 9) If a member of the public continues to disrupt the meeting or engages in threatening or violent behavior, law enforcement may be called.