

ELK CREEK FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MONTHLY MEETING
Thursday, January 22nd, 2026 @ 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 November, 2025 Regular Meeting Minutes
7. Financial Matters
8. Chief Ware's Report
9. Old Business
 - a. 2026 - 1 - 3 Impact Fee Resolution
10. New Business
 - a. 2026-1-1 Establishing Regular Meeting Schedule
 - b. 2026-1-2 Rescinding Unification
 - c. Social Media Policy
 - d. Approval of adding a new Bylaw, paragraph 3.9
Communication between the Board and Staff, to the existing
ECFPD Bylaws
11. Adjournment

RECORD OF MINUTES
Elk Creek Fire Protection District
Regular Board Meeting
November 20, 2025 (In Person and Via Zoom)

1. Call to Order

President Devaney called the regular monthly meeting of the Board of Directors of the Elk Creek Fire Protection District (ECFPD) to order at 6:02PM on Thursday, November 20th. The meeting was held in person and via Zoom pursuant to statutory notice. All board members were in attendance in person.

2. Pledge of Allegiance

3. Moment of Silence for Fallen Responders

4. Agenda

- a. All board members reviewed the agenda
- b. Treasurer Woods motions to approve agenda as presented. VP Leo 2nds. All vote in favor.

5. Public Comment Period – Two district residents commented

6. Review and Approval of October 2025 Meeting Minutes

- a. Treasurer Woods motions, VP Leo 2nds. All vote in favor.

7. Financial Report

- a. Treasurer Woods presents the financial report for October revenue and expenditures.
- b. Treasurer Woods motions to approve October 2025 financials. Secretary Noonan 2nds. All vote in favor.

8. Chief Ware's Report

Chief Ware's report on activity, calls, and personnel was presented. A copy of the report is on file with the District office.

9. Old Business - none

10. New Business

- a. 2025-11-20-1 Resolution Concerning the Adoption of a Budget and Appropriation of Funds for Fiscal Year 2026, Budget Hearing. Sec Noonan motions, VP Leo 2nds to move into Budget Hearing at 6:25PM
 - i. Chief Ware presents the 2026 proposed budget. Proposed budget is published on the website and is included in the Board Packet. Chief highlighted the line items with more than an approximate 25% change from the 2025 budget.
 - ii. Opportunity for questions from Board members regarding budgets
 - iii. Budget public comment/question period – three district residents participated
 - 1. Neil Whitehead – in person - spoke regarding a line item for "Rookie Training Academy" and asks if there will be a training academy in 2026. Chief states that a training academy will be held in 2026. President Devaney asked Neil Whitehead the source of a budget number which he cited during his public

comment. This budget number was not available to the public. Whitehead stated he received the detailed budget from Director Newby.

2. Flip Koch – via Zoom - asked for the legal costs forecasted for 2026. Chief stated that legal costs are budgeted for around \$100,000 and are included in “Administrative Expenses”. Flip Koch requests that legal expenses attributed to Director Newby be called out separately.
3. Rob Jorgenson – via Zoom – asks why it’s fiscally responsible to buy 2 ambulances that we can’t “use and house”. Chief says the district has space for them, that the ambulances are needed to serve the district, and that the district is exploring options for permanent housing of ambulances.

- iv. Secretary Noonan motions to ends the Budget Hearing, Treasurer Woods 2nds. All votes in favor. Public hearing closes at 7:00PM.
- v. Secretary Noonan motions to approve the 2026 Budget as presented, Treasurer Woods 2nds. All voted in favor to approve 2026 Budget

- b. 2025-11-20-2 Resolution to set Mill Levies
 - i. Secretary Noonan motions to set mill level at 12.5 mills. VP Leo 2nds. All voted in favor.

11. Executive Session

- a. Public is invited to leave the meeting room. The Board (with the exception of Director Newby), Chief Ware, and Attorney Chmil remain.
- b. Secretary Noonan motions, Treasurer Woods 2nds to begin the executive session at 7:02PM
- c. Executive Session pursuant to Sec 24-6-402(4)(b), C.R.S., for purposes of receiving legal advice regarding the current litigation on unification and related impacts is held.
- d. Secretary Noonan motions to end executive session, VP Leo seconds.
- e. Executive session ends at 7:34PM

12. Board meeting resumes at 7:35PM – in person and via Zoom

- a. All board members (with exception of Director Newby) are present in person. Director Newby joins via Zoom.
- b. President Devaney motions to adjourn board meeting.
- c. Meeting adjourned at 7:35PM.

ELK CREEK FIRE PROTECTION DISTRICT
Income Statement
For the Twelve Months Ending December 31, 2025

		Current Month	Year to Date	Yearly Budget	Percentage
Revenues					
104000	Property Tax Revenue - Jeffco	\$ 34,845.70	\$3,996,969.83	\$4,091,650.00	97.69
104010	Property Tax Revenue - Parkco	7,057.77	489,039.46	490,570.00	99.69
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	(654.40)	(2,854.54)	(10,000.00)	28.55
104100	Specific Own. Taxes - Jeffco	22,859.59	277,403.04	230,000.00	120.61
104110	Specific Own. Taxes - Parkco	2,990.04	44,063.54	45,000.00	97.92
104200	Interest Income Jeffco	2,395.29	7,597.49	2,000.00	379.87
104210	Interest Income Parkco	494.05	1,335.61	500.00	267.12
104220	Interest Income Investments	26,191.41	360,019.95	367,000.00	98.10
104300	Ambulance Billings	180.00	881,094.83	595,000.00	148.08
104310	Ambulance Billings-MCR/MCD Adj	0.00	(340,942.44)	(200,000.00)	170.47
104410	Report Charges	0.00	31.03	0.00	0.00
104430	Permits - Inspection Fees	184.46	6,245.26	10,000.00	62.45
104440	Home Assessments	193.04	6,645.34	7,000.00	94.93
104450	Donations	2,700.00	5,290.47	15,000.00	35.27
104460	Lease Revenue	2,300.00	50,114.66	60,000.00	83.52
104470	Insurance Proceeds	10,508.09	10,508.09	0.00	0.00
104480	Revenue from Surplus Equipment	0.00	27,000.00	0.00	0.00
104487	Grant Award - EMS	0.00	36,404.38	0.00	0.00
104488	Grant Award - Fire	0.00	34,999.00	0.00	0.00
104489	Grant Award-State Fire Safety	0.00	40,000.00	0.00	0.00
104700	CRRF Reimbursement	0.00	1,535,807.33	1,554,356.02	98.81
104710	Fuels Crew Reimbursement	17,200.21	236,674.86	175,000.00	135.24
104730	Equipment/Repair	0.00	2,250.00	0.00	0.00
104740	Prevention Crew Reimbursement	600.00	5,280.16	0.00	0.00
104750	Maintenance Crew Reimbursement	0.00	58,829.21	50,000.00	117.66
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
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Total Revenues					
		130,045.25	8,335,195.09	7,533,076.02	110.65

Expenses - Administration

106000	Wages - Admin	34,554.74	413,295.97	384,159.36	107.58
106010	Overtime - Admin	4,251.42	13,155.60	6,614.27	198.90
106020	Unemployment Insurance	0.00	271.99	668.32	40.70
106030	FICA and Medicare	1,389.76	12,035.35	19,314.89	62.31
106040	FPPA ER Contributions	3,344.84	39,944.52	42,382.23	94.25
106060	Employee Benefits ER Paid	9,127.18	106,465.80	109,899.97	96.88
106075	Employee Bonus	68,800.00	68,800.00	68,250.00	100.81
106100	Bank Service Charges	31.65	956.14	1,050.00	91.06
106120	Postage/Box Rental-Admin	0.00	1,171.47	1,025.00	114.29
106130	Publications/Legal Notices/Adv	0.00	29.52	3,827.50	0.77
106140	Printing/Stationary, Forms	0.00	457.21	1,050.00	43.54

ELK CREEK FIRE PROTECTION DISTRICT
Income Statement
For the Twelve Months Ending December 31, 2025

		Current Month	Year to Date	Yearly Budget	Percentage
106160	Office Supplies & Expense	129.54	5,960.65	10,500.00	56.77
106165	Office Furniture	0.00	3,840.90	3,675.00	104.51
106170	Office Equipment-Rental	220.75	2,933.92	4,200.00	69.86
106190	General Meeting Expenses	2,134.79	3,578.29	5,250.00	68.16
106200	Uncollectible Accounts	0.00	104,553.91	70,000.00	149.36
106230	Ambulance Billing Services	2,229.12	19,379.03	17,550.00	110.42
106300	Public Relations-Admin	0.00	365.23	525.00	69.57
106305	Awards/Recognition	0.00	1,243.60	3,150.00	39.48
106330	Treasurer's Fees-JeffCo	548.80	61,352.39	73,500.00	83.47
106340	Treasurer's Fees-ParkCo	226.56	14,338.25	15,750.00	91.04
106400	Legal Services	0.00	69,241.85	100,400.00	68.97
106410	Accounting Services	0.00	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	35,016.00	38,850.00	90.13
106480	Repairs and Maint-Office Equip	0.00	60.50	525.00	11.52
106490	Computer Equipment	0.00	4,720.70	15,750.00	29.97
106495	Software Expense	0.00	54,314.41	59,850.00	90.75
106500	Conferences/Seminars-Admin	0.00	255.00	605.00	42.15
106524	Human Resources	1,321.55	30,298.46	25,700.00	117.89
106560	Membership/Regist/Subscr	0.00	5,110.02	5,250.00	97.33
106720	Insurance-Liability	0.00	98,583.43	102,000.00	96.65
106730	Insurance-Workers Comp	0.00	108,906.81	109,000.00	99.91
116080	Directors' Fees	0.00	8,000.00	9,240.00	86.58
116310	Election Expenses	0.00	22,606.85	15,750.00	143.54
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		 131,228.70	 1,332,306.27	 1,434,061.54	 92.90
 Expenses - Fire					
236000	Salaries and Wages-FR	42,096.01	501,609.46	480,515.39	104.39
236010	Overtime - Fire/Rescue	2,753.70	51,220.46	60,806.50	84.24
236020	Unemployment Ins - FR	0.00	325.41	761.02	42.76
236030	FICA - Medicare FR	800.17	8,640.86	8,517.47	101.45
236040	FPPA ER Contrib - FR	4,353.57	49,578.16	49,954.12	99.25
236060	Employees Benefits ER Paid	12,648.34	134,618.09	134,113.84	100.38
236090	Pension Contribution-Fire	0.00	0.00	1,050.00	0.00
236200	Medical Exam - Fire	0.00	1,056.00	8,400.00	12.57
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	988.07	11,322.05	26,250.00	43.13
236515	PPE	0.00	23,489.08	36,750.00	63.92
236520	Materials/Supplies	187.85	1,847.86	6,930.00	26.66
236525	Radio Equipment	640.00	34,998.22	28,050.00	124.77
236530	Fire Equipment	10,520.00	16,662.26	21,250.00	78.41

ELK CREEK FIRE PROTECTION DISTRICT
Income Statement
For the Twelve Months Ending December 31, 2025

		Current Month	Year to Date	Yearly Budget	Percentage
236560	Membership/Regist/Subscr	0.00	214.00	1,050.00	20.38
236820	Fuel - Diesel Fire	894.33	10,789.65	12,600.00	85.63
236821	Fuel - Gas Fire	<u>539.57</u>	<u>6,686.96</u>	<u>6,825.00</u>	<u>97.98</u>
	Total Expenses - Fire	76,421.61	873,568.36	911,648.34	95.82
	Expenses - Training				
306000	Wages - Training	9,429.87	107,996.79	119,600.00	90.30
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	204.72	2,463.29	2,434.20	101.20
306040	FPPA ER Contribution-TR	1,046.47	12,457.92	12,558.00	99.20
306060	Employee Benefits ER Paid-TR	3,254.73	37,418.37	37,012.00	101.10
306200	Medical Exams-Health & Safety	0.00	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	2,500.00	4,536.41	31,500.00	14.40
336220	Travel	0.00	30,837.16	37,100.00	83.12
336550	Individual Classes/Conferences	0.00	22,842.81	22,000.00	103.83
336560	Training Equipment/Supplies	0.00	10,670.65	10,750.00	99.26
336570	Training Subscriptions	0.00	448.29	2,730.00	16.42
336580	FF/EMS Certifications	630.00	2,582.21	3,150.00	81.97
336590	Training Manuals	<u>283.39</u>	<u>2,338.77</u>	<u>2,100.00</u>	<u>111.37</u>
	Total Expenses - Training	17,349.18	247,011.03	313,275.01	78.85
	Expenses - Prevention				
226000	Wages - Prevention	14,329.22	176,316.30	152,701.12	115.46
226010	Overtime - Prevention	699.55	9,158.16	15,807.13	57.94
226020	Unemployment Insurance-Prev	0.00	108.80	305.40	35.63
226030	FICA and Medicare-Prev	268.51	3,045.42	3,214.17	94.75
226040	FPPA ER Contributions-Prev	1,552.30	18,479.76	18,533.62	99.71
226060	Employee Benefits ER Paid-Prev	1,492.93	17,398.80	21,695.50	80.20
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	228.33	180.00	126.85
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	551.00	4,725.00	11.66
226565	Uniforms Prevention	0.00	0.00	1,995.00	0.00
226570	Software/Tech Prevention	0.00	408.36	7,350.00	5.56
226575	Home Assessment Program	0.00	0.00	1,050.00	0.00
226580	Training Prevention	0.00	105.50	2,100.00	5.02
226585	Prevention PPE	0.00	0.00	1,050.00	0.00
226590	Communication Prevention	<u>0.00</u>	<u>0.00</u>	<u>5,250.00</u>	<u>0.00</u>
	Total Expenses - Prevention	18,342.51	225,800.43	236,774.44	95.37

ELK CREEK FIRE PROTECTION DISTRICT
Income Statement
For the Twelve Months Ending December 31, 2025

		Current Month	Year to Date	Yearly Budget	Percentage
Expenses - EMS					
206000	Wages - Emergency Services	63,144.01	752,414.15	715,773.09	105.12
206010	Overtime - Emergency Services	4,130.57	76,830.73	103,868.72	73.97
206020	Unemployment - EMS	0.00	488.14	1,141.53	42.76
206030	FICA and Medicare - EMS	1,200.27	12,961.32	12,776.21	101.45
206040	FPPA ER Contributions - EMS	6,530.36	74,367.23	74,931.17	99.25
206060	Employee Benefits ER Paid- EMS	18,972.49	200,175.66	198,170.76	101.01
206090	Pension Contribution-Volunteer	0.00	15,000.00	15,750.00	95.24
206200	Medical Exams	0.00	39,232.00	49,250.00	79.66
206210	Fitness Equipment	0.00	3,430.65	4,037.50	84.97
206220	Fitness Program	0.00	390.00	2,100.00	18.57
206230	Dispatch	0.00	50,358.00	55,000.00	91.56
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	2,566.61	22,134.10	13,875.00	159.53
206505	Clothing and Uniforms-EMS	0.00	7,504.11	19,950.00	37.61
206520	Materials and Supplies EMS	297.27	13,419.69	12,600.00	106.51
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	1,323.43	15,919.36	23,625.00	67.38
206821	Fuel - Gas	791.26	9,801.93	10,500.00	93.35
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	6,673.65	58,490.42	63,000.00	92.84
 Total Expenses - EMS					
		105,629.92	1,379,135.05	1,416,801.48	97.34
 Expenses - Wildland/Suppression					
190000	Wages-Wildland Cpt	8,715.17	110,967.15	108,280.00	102.48
190010	Overtime-Wildland Cpt	0.00	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	150.65	2,375.09	2,225.06	106.74
190040	FPPA ER Contr-Wildland Cpt	955.50	11,375.00	11,519.40	98.75
190060	Emp Bene ER-Wildland Cpt	4,053.60	47,186.25	47,874.08	98.56
190101	Grant Expenditures-CWPC	0.00	20,882.49	0.00	0.00
190500	Wildland Supplies	0.00	3,129.49	6,750.00	46.36
190501	Wildland/Suppresion Equipment	0.00	1,959.33	11,525.00	17.00
190503	Repairs/Maint Equip Wild/Sup	0.00	18,857.82	25,750.00	73.23
190504	Wildland/Suppression PPE	0.00	2,189.94	4,200.00	52.14
190505	Training Supp & Exp-Wildland	0.00	1,786.53	5,250.00	34.03
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	0.00	11,786.12	15,750.00	74.83
190509	Membership/Regist/Subscr	0.00	1,023.48	1,050.00	97.47
190605	Grant Expend-Fire	0.00	281,305.67	0.00	0.00

ELK CREEK FIRE PROTECTION DISTRICT
Income Statement
For the Twelve Months Ending December 31, 2025

		Current Month	Year to Date	Yearly Budget	Percentage
190620	Supply/Materials - Suppression	0.00	3,401.41	3,675.00	92.56
190630	Communication Wildland/Supp	0.00	2,154.51	23,050.00	9.35
190640	Software/Tech Wildland/Supp	0.00	28,565.72	26,000.00	109.87
191000	Wages-Suppression	15,861.45	327,383.81	317,474.56	103.12
191010	Overtime-Suppression	3,038.61	7,878.61	8,129.99	96.91
191020	Unemployment-Suppression	0.00	483.10	634.94	76.09
191030	FICA Medicare-Suppression	385.78	27,628.79	28,819.77	95.87
191040	FPPA ER Contr-Suppression	1,954.18	28,669.51	29,307.07	97.82
191060	Emp Bene ER-Suppression	<u>8,611.24</u>	<u>103,945.55</u>	<u>103,668.39</u>	100.27
Total Expenses - Wildland/Suppressor		43,726.18	1,062,862.34	808,145.51	131.52
Expenses - Fuels Crew					
192000	Wages-Fuels Crew	10,278.61	169,569.12	161,499.52	105.00
192010	Overtime-Fuels Crew	1,167.36	5,261.74	5,984.28	87.93
192020	Unemployment-Fuels Crew	0.00	278.47	322.99	86.22
192030	FICA Medicare-Fuels Crew	217.87	12,490.41	12,967.58	96.32
192040	FPPA ER Contr-Fuels Crew	1,126.91	13,415.60	13,416.91	99.99
192060	Emp Bene ER-Fuels Crew	3,274.81	37,948.13	37,664.16	100.75
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	2,498.43	3,412.50	73.21
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	482.88	3,250.00	14.86
192130	Training Fuels	<u>0.00</u>	<u>0.00</u>	<u>1,700.00</u>	0.00
Total Expenses - Fuels Crew		16,065.56	245,882.06	250,145.44	98.30
Expenses - CRRF					
216000	Salaries and Wages - CRRF	2,668.80	309,925.67	317,156.44	97.72
216010	Overtime - CRRF	4,044.90	623,012.99	618,606.38	100.71
216220	Travel - CRRF	106.40	88,808.26	75,000.00	118.41
216250	Fuel - CRRF	0.00	11,787.43	19,975.20	59.01
216260	Miscellaneous - CRRF	<u>5,292.00</u>	<u>79,914.65</u>	<u>95,750.00</u>	83.46
Total Expenses - CRRF		12,112.10	1,113,449.00	1,126,488.02	98.84
Expenses - Maintenance					
606000	Wages - Maintenance	12,470.09	145,410.89	145,543.84	99.91
606010	Overtime - Maintenance	1,082.79	6,374.08	7,491.20	85.09
606020	Unemployment Insurance	0.00	108.80	291.09	37.38
606030	FICA and Medicare	254.07	2,924.95	3,910.39	74.80
606040	FPPA ER Contribution	1,350.89	16,082.02	16,282.11	98.77
606060	Employee Benefits ER Paid	4,665.86	56,657.90	57,907.00	97.84
606080	Shared Expense - Maintenance	0.00	4,194.19	5,250.00	79.89
606500	Mechanic Training/Travel/Subsc	0.00	1,118.60	500.00	223.72

ELK CREEK FIRE PROTECTION DISTRICT
Income Statement
For the Twelve Months Ending December 31, 2025

		Current Month	Year to Date	Yearly Budget	Percentage
606810	Maintenance/Repair	1,875.08	12,473.72	11,000.00	113.40
606830	Maintenance/Repair Ambulance	157.95	19,446.36	18,600.00	104.55
606831	Maintenance/Repair Fire	0.00	20,324.66	30,250.00	67.19
606840	SCBA Parts and repair	0.00	863.24	2,750.00	31.39
606845	SCBA Maintenance	1,645.40	1,645.40	2,750.00	59.83
606855	Hose/Ladder Testing	0.00	6,385.56	5,250.00	121.63
606860	Tires-Ambulance	0.00	2,501.92	3,675.00	68.08
606861	Tires-Fire Apparatus	0.00	12,413.05	15,750.00	78.81
606862	Tires-Wildland	0.00	5,610.99	5,250.00	106.88
606880	Outside Repairs - EMS App	4,910.20	7,656.53	5,500.00	139.21
606881	Outside Repairs - Fire App	0.00	20,374.94	26,000.00	78.37
606887	Outside Repairs - Wildland App	0.00	18,477.08	15,500.00	119.21
606888	Tools and Equipment Maint	3,771.37	15,355.95	9,425.00	162.93
606889	Software	0.00	2,741.58	3,675.00	74.60
606890	Towing	0.00	825.90	3,150.00	26.22
606891	Uniforms/Rags	0.00	4,190.68	4,200.00	99.78
606892	PPE	0.00	177.27	525.00	33.77
Total Expenses - Maintenance		32,183.70	384,336.26	400,425.63	95.98

Expenses - Fire Stations

606601	Telephone-Station 1	249.11	5,556.89	5,400.00	102.91
606602	Telephone-Station 2	185.10	2,205.23	3,150.00	70.01
606603	Telephone-Station 3	100.57	1,191.36	1,550.00	76.86
606604	Telephone-Station 4	97.58	1,155.48	1,550.00	74.55
606605	Telephone - Cellular	0.00	12,725.76	15,750.00	80.80
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	1,248.00	1,082.00	115.34
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	290.15	3,251.62	4,725.00	68.82
606922	Disposal Service-Station 2	377.42	4,066.97	4,150.00	98.00
606931	Electricity-Station 1	924.46	10,566.73	15,750.00	67.09
606932	Electricity-Station 2	132.15	1,732.67	3,675.00	47.15
606933	Electricity-Station 3	938.13	11,394.45	12,500.00	91.16
606934	Electricity-Station 4	72.17	1,256.84	2,625.00	47.88
606941	Natural Gas-Station 1	1,403.92	13,062.82	13,650.00	95.70
606942	Natural Gas-Station 2	345.95	2,442.19	5,250.00	46.52
606943	Natural Gas-Station 3	0.00	0.00	150.00	0.00
606944	Natural Gas-Station 4	172.54	1,446.45	2,100.00	68.88
606951	Building Maintenance-Station 1	700.86	36,534.14	36,500.00	100.09
606952	Building Maintenance-Station 2	0.00	1,394.21	5,350.00	26.06
606953	Building Maintenance-Station 3	744.64	744.64	2,150.00	34.63

ELK CREEK FIRE PROTECTION DISTRICT
Income Statement
For the Twelve Months Ending December 31, 2025

		Current Month	Year to Date	Yearly Budget	Percentage
606954	Building Maintenance-Station 4	0.00	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	500.00	500.00	1,387.50	36.04
606974	Generator Mtnce-Station 4	<u>0.00</u>	<u>0.00</u>	<u>787.50</u>	<u>0.00</u>
Total Expenses - Fire Stations		7,234.75	119,619.73	155,976.50	76.69
Expenses - Leases/Capital					
608326	Capital - EMS	0.00	4,222.23	50,000.00	8.44
608336	Capital - Fire	0.00	273,903.10	307,000.00	89.22
608605	Capital - Wildland/Prevention	0.00	249,986.36	250,000.00	99.99
608606	Capital - Facilities	<u>0.00</u>	<u>10,274.03</u>	<u>50,000.00</u>	<u>20.55</u>
Total Expenses - Leases/Capital		0.00	538,385.72	657,000.00	81.95
Total Expenses		460,294.21	7,522,356.25	7,710,741.91	97.56
<hr/>					
Net Income		<u>(\$ 330,248.96)</u>	<u>\$ 812,838.84</u>	<u>(\$177,665.89)</u>	<u>(457.51)</u>
<hr/>					

ELK CREEK FIRE PROTECTION DISTRICT
Account Register
For the Period From Dec 1, 2025 to Dec 31, 2025
101020 - UMB - Operating

Filter Criteria includes: Report order is

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt
12/1/25	1201001	Other	Soaring Technology		2,918.00
12/2/25	1201014	Other	Lease Direct Copier		220.75
12/8/25	1201002	Other	CORE		640.95
12/8/25	1201002	Other	CORE		283.51
12/8/25	1201002	Other	CORE		72.17
12/8/25	1201002	Other	CORE		132.15
12/8/25	1201002	Other	CORE		938.13
12/19/25	1201012	Other	December 2025 Bonus		67,492.40
12/19/25	1201012	Other	December 2025 Bonus		2,615.21
12/19/25	1201012	Other	December 2025 Bonus		658.21
12/31/25	1201010	Other	December 2025 Payroll		152,311.43
12/31/25	1201010	Other	December 2025 Payroll		31,866.35
12/31/25	1201010	Other	December 2025 Payroll		54,983.61
12/31/25	1201010	Other	December 2025 Payroll		13,876.47
12/31/25	1201010	Other	December 2025 Payroll		3,465.55
12/31/25	1201010	Other	December 2025 Payroll		4,200.04
12/31/25	1201010	Other	December 2025 Payroll		663.34
12/31/25	1231005	Other	UMB svc chg		31.65
12/31/25	1231006	Other	December 2025 Credit Card		25,226.80
12/31/25	1231007	Other	Waste Connection		377.42
12/31/25	1231007	Other	Waste Connection		290.15
12/31/25	1231008	Other	CO Gas December 2025		564.09
12/31/25	1231008	Other	Aflac December 2025		911.44
12/31/25	1231008	Other	CO Gas December 2025		345.95
12/31/25	1231011	Other	United Health Care		55,542.14
12/31/25	1231013	Other	Property and Liability 2026		109,285.00
			Total		529,912.91



Fire Department Monthly Status Report

January 22, 2026

As the year wrapped up, Elk Creek had several events that created some challenges for firefighters and the Elk Creek staff. During one of the coldest nights of the winter, our boiler had a malfunction which led to a water leak. This leak damaged 4 of the 5 offices and the administrative area. This included drywall and flooring which had to be replaced. All the furniture had to be moved to the meeting room, and the administrative offices were closed for a week.

During the repairs, a significant wind event took place across the front range. In the Elk Creek district, we chose to use this event as a test of our draft Fire Danger Operating Plan (FDOP). This plan is a guide for staffing and resource allocation during specific events. The plan worked very well. At one point in time, we had 7 calls and all the calls were being answered by appropriately staffed apparatus. We had several fires and numerous calls during the wind event and relied on minimal mutual aid.

The feedback we received from career and volunteer staff was very positive. The draft of the plan will continue to be refined with a goal of adoption by May of 2026 so we will be able to go into the summer fire season with a more organized approach to staffing that is driven by data and statistics.

December was also the end of the National Fire Reporting System (NFIRS). With that, Elk Creek had to move to a new record management software because our old software did not support the new National Emergency Response Information System (NERIS).

Elk Creek finished out the year with 1382 calls. EMS calls were 55% of the call volume with 766 calls for rescue and EMS. There will be an annual report completed and will be part of the February BOD meeting with details about the events of 2025 in the Elk Creek Fire Protection District.

Jacob Ware
Fire Chief

OPERATIONS (December)

- Volunteer firefighters had 210 hours of staffing at Station 1.
- Elk Creek Averaged 3.5 members per call.
- 55% of the calls overlapped (105 Calls)
- Average Response Time 11:17

December - Emergency Incidents	2023	2024	2025
1. Fire	1	1	9
2. Emergency Medical Services (EMS) & Rescue	57	59	60
3. Hazardous Condition (No Fire)	2	0	63
3. Service Call	10	9	18
4. Good Intent Call	13	15	27
5. False Alarm and False Call	6	6	12
6. Special Incident	0	0	0
	89	90	189

December - Mutual Aid Received by Elk Creek

INCIDENT NUMBER	INCIDENT DATE	AGENCY FDID - AGENCY NAME
2025-1289	12/17/2025 7:39:53 PM	09345 - Platte Canyon Fire Protection District
2025-1327	12/19/2025 3:47:27 PM	05978 – Conifer Fire Department
2025-1346	12/20/2025 3:28:12 PM	05978 – Conifer Fire Department
2025-1380	12/27/2025 4:17:52 PM	09345 - Platte Canyon Fire Protection District

December - Mutual Aid Elk Creek Provided to Other Agencies

INCIDENT NUMBER	INCIDENT DATE	AGENCY FDID - AGENCY NAME
2025-1320	12/19/2025	05978 – Conifer Fire Department
2025-1362	12/23/2025	09345 - Platte Canyon Fire Protection District

December Ambulance Transports	2023	2024	2025
	33	34	45

TRAINING

- Firefighters recorded 130 hours of training for the month.

FIRE PREVENTION

- 6 inspections.
- 10 letters, plan reviews, and insurance requests.
- Transitioned accounts and provided training for the new National Emergency Response Information System (NERIS) that went live on January 1st.

FLEET/ FACILITIES

- There was an issue with the boiler which led to a pipe freezing and causing a leak the created some issues in the administrative offices and an insurance claim for the damage. The damage has been repaired. This was also a catalyst to update some of the offices.
- All apparatus are in service and one new ambulance is scheduled for delivery at the end of January. The second ambulance should arrive in June. We will have to order another ambulance in the third quarter of 2026.
- Fleet is working on installing Starlink on some apparatus to improve connectivity and will be one of the steps in CAD integration with our dispatching.

CONIFER WILDLAND DIVISION

Division

- Continue to work with Jefferson County to figure out implementation of State WUI code
- Had a good hiring round for the Module and Fuels crew. Hiring is complete for all current positions

Wildfire Prepared/ Project Planning

- Continue to build projects for roadside mitigation in several parts of the district
- Continue to move forward with home assessments given that there is no snow on the ground (3 assessments/ 3 inspections)
 - Demand for home assessments still outpacing capacity
- Will be moving forward with CWPP in 2026

Ambassadors (32)

- Pent the summer implementing Planning Unit projects both on their own and in conjunction with Division personnel
- 7 new Firewise communities in the area, bringing the total to 15.
- Started the winter training season by bringing in Brian Keating to speak about the County programs.

Fuels Crew and Module:

- Continue work on the 30 acre double header project that ties into landscape scale work in Eagle Cliff Planning Unit and Meyer Ranch forestry work

ELK CREEK FIRE PROTECTION DISTRICT

RESOLUTION 2026 – 1 - 1

**ESTABLISHING THE REGULAR MEETING SCHEDULE
OF THE ELK CREEK FIRE PROTECTION DISTRICT BOARD OF DIRECTORS
FOR CALENDAR YEAR 2026**

WHEREAS, at the first regular meeting of each calendar year the Elk Creek Fire Protection District ("District") Board of Directors ("Board") is required to establish a regular meeting schedule and pursuant to § 24-6-402(2)(c), C.R.S., designate the public place(s) for posting all notices of special and regular Board meetings; and

WHEREAS, pursuant to § 24-6-402(2)(c), C.R.S. the Board is authorized to designate the District's website as the official posting place for meeting notices as long as certain requirements are met, including but not limited to identifying an alternate posting place if the website is non-operational.

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

- (1) The regular meetings of the Board shall be held at 6:00 p.m. on the 4th Thursday of the month, with the exception of November and December which will be the 3rd Thursday, at Elk Creek Station 1, 11993 Blackfoot Rd. Conifer, CO 80433, or remotely as needed, unless otherwise posted.
- (2) Pension Board meetings will be held at 6:00 p.m. on the 4th Thursday of January, April, July, and October at Elk Creek Station 1, 11993 Blackfoot Rd. Conifer, CO 80433, or remotely as needed, unless otherwise posted.
- (3) Notices of all regular and special meetings of the Board shall be posted on the District's website at least 24 hours prior to the scheduled meeting time. If the website is non-operational for any reason, all notices shall be posted at Elk Creek Station 1, 11993 Blackfoot Rd. Conifer, CO 80433. The Board directs staff to undertake all actions necessary to comply with § 24-6-402(2)(c), C.R.S., regarding the posting and archiving of meeting notices.

Dated: _____, 2026.

ELK CREEK FIRE PROTECTION DISTRICT

By: _____
President

ATTEST:

Secretary

ELK CREEK FIRE PROTECTION DISTRICT

RESOLUTION 2025 - 1 - 2

A RESOLUTION RESCINDING UNIFICATION WITH INTER-CANYON AND NORTH FORK FIRE PROTECTION DISTRICTS TO SETTLE LITIGATION CHALLENGING USE OF EXCLUSION STATUTE TO ACCOMPLISH A MERGER

WHEREAS, the Elk Creek Fire Protection District (“Elk Creek”) has a long history of coordinating and working with its neighboring districts Inter-Canyon Fire Protection District (“Inter-Canyon”) and North Fork Fire Protection District (“North Fork”) (Elk Creek, Inter-Canyon, and North Fork collectively referred to as the “Districts”); and

WHEREAS, the Districts had discussed a potential merger of the three districts for many years, engaging in strategic discussions and ultimately entering into that certain Pre-Consolidation Intergovernmental Agreement, effective as of April 12, 2023 (“Pre-Consolidation IGA”) and subsequently that certain First Amendment to Pre-Consolidation Intergovernmental Agreement, effective as of September 1, 2024 (“First Amendment”) (Pre-Consolidation IGA and First Amendment collectively referred to as “Consolidation IGA”); and

WHEREAS, consistent with the Consolidation IGA, the Districts pursued a merger to unify the three existing Districts into a single fire protection district using the process set forth in §32-1-501(1.5), C.R.S. (“Unification”); and

WHEREAS, Inter-Canyon and North Fork completed their Unification process without issue, formally establishing Conifer Fire Protection District (“Conifer FD”) at the start of 2025; and

WHEREAS, Elk Creek’s Unification process with Conifer FD was stalled by a legal challenge to the use of the exclusion procedures to accomplish the Unification, which legal challenge caused strategic delays and increased costs; and

WHEREAS, Elk Creek made the difficult decision to end the lawsuit by agreeing to rescind the Unification process in its entirety; and

WHEREAS, Elk Creek remains confident in its position that Unification was legal and justified, but as a measure of fiduciary responsibility it is in the best interests of the District, its citizens, and its neighboring service providers to resolve the litigation and move forward with a continued dedication to using the District’s funds to provide the best service possible to the community and re-engaging the collaborative spirit of our community.

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

- (1) Resolutions 2024-09 and 2024-11 of the Elk Creek Board of Directors, along with any other resolution that approves the Unification, are hereby rescinded and vacated.
- (2) The Board hereby terminates the Consolidation IGA and directs legal counsel to provide notice of such termination to Conifer FD, pursuant to the terms of the Consolidation IGA.

(3) This Resolution shall take effect immediately. All prior actions of the Board and staff consistent with this Resolution are hereby affirmed and ratified.

Dated: _____.

ELK CREEK FIRE PROTECTION DISTRICT

By: _____
President

ATTEST:

Secretary

RESOLUTION 2026 - 1 - 3

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ELK CREEK FIRE PROTECTION DISTRICT TO ADOPT IMPACT FEES TO FUND CAPITAL
FACILITIES**

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

WHEREAS, § 32-1-1002(1)(d.5)(I), C.R.S., allows for the District Board of Directors (“**Board**”) 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 (“**New Development(s)**”) within the District’s jurisdictional boundaries pursuant to a schedule that is (a) legislatively adopted; (b) generally applicable to a broad class of property; and (c) intended to defray the projected impacts on capital facilities caused by the proposed construction; and

WHEREAS, the District obtained an Impact Fee Study dated May 9, 2024 to evaluate the nexus between new development within the District’s jurisdictional boundaries and the projected impact that such development has on the District’s Capital Facilities (“**Nexus Study**”). The Nexus Study recommended an impact fee schedule for both residential and non-residential development at a level no greater than necessary to defray the impacts of new development on the District’s Capital Facilities (“**Impact Fee Schedule**”). A copy of the Impact Fee Schedule is attached as **Exhibit A**; and

WHEREAS, such impact fee shall not be imposed to remedy any deficiency in capital facilities that exists without regard to proposed development; and

WHEREAS, no individual landowner shall be required to provide any site specific dedication or improvement to meet the same need for capital facilities for which the impact fee is imposed; and

WHEREAS, the District previously provided notice to the clerk of Jefferson and Park Counties (“**Counties**”) of the intent to adopt an impact fee schedule at least 60 days prior to the Board’s consideration of this Resolution; and

WHEREAS, the Board has received comments from the Counties as of the date of this Resolution, and has considered those comments in making the final determination on the impact fees; and

WHEREAS, the Board finds that it is in the best interests of the citizens of the District for the Board to adopt the proposed Impact Fee Schedule for collection on new developments within the District.

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

1. The District hereby adopts the Impact Fee Schedule attached hereto as **Exhibit A**, which is incorporated herein by reference. The District Impact Fee shall be imposed on the

construction of New Developments within the District's jurisdictional boundaries for which a development application is submitted to the respective Counties on or after November 21, 2025. Beginning in 2026, and on December 31 of each year to be effective for any District Impact Fees collected beginning on January 1 of the following year, the fees set forth in the attached Impact Fee Schedule shall automatically be adjusted by the increase, if any, in the Denver-Aurora-Lakewood Consumer Price Index for All Urban Consumers (CPI-U) over the preceding year.

2. The District will update the Nexus Study no less frequently than every five to seven years to determine if additional adjustments to the Impact Fee Schedule are supported.
3. The impact fees collected pursuant to the Impact Fee Schedule shall be used solely for the purpose of funding capital facilities necessary to provide fire protection, rescue, and emergency medical services to New Development within the District.
4. The impact fees shall not be used to remedy any deficiency in capital facilities that exist without regard to the proposed new construction, and no landowner is required to provide any site specific dedication or improvement to meet the same need for capital facilities for which the impact fee is imposed.
5. This Resolution and the Impact Fee Schedule shall take effect immediately upon adoption of this Resolution. Collection of the impact fees shall be at the time of building permit issuance by the respective Counties.

Adopted and Approved this 22nd day of January, 2026.

ELK CREEK FIRE PROTECTION DISTRICT

By: _____
President

ATTEST:

Secretary

EXHIBIT A

ELK CREEK FIRE PROTECTION DISTRICT IMPACT FEE SCHEDULE

Impact Fee By Land Use

Residential (per dwelling unit)

SFR > 3,601 sq. ft.	\$5,900
SFR <= 3,601 sq. ft.	\$2,580
MFR and Trailers	\$1,200

Non-Residential (per square foot)

\$1.50



Elk Creek Fire Protection District

11993 Blackfoot Road, P.O. Box 607, Conifer, Colorado 80433

POLICY DIRECTIVE

Number:	26-001		
Subject:	Impact Fee Implementation		
Effective Date:	January 22, 2026	Issued by:	Fire Chief Jacob Ware
Revision Date:	N/A	Issued by:	N/A
Supersedes:	N/A	Date:	N/A

1. AUTHORITY

In 2016, the Colorado Legislature passed House Bill 16-1088, known as the "Public Service Fairness Act", which authorized fire protection districts organized under Article 1 of Title 32, C.R.S., or a fire authority established pursuant to Section 29-1-203.5, to levy impact fees on new development. The bill amended C.R.S. 29-20-104.5 to allow fire protection districts to charge development impact fees as a condition of issuance of a development permit and to use the funds for expenditures on capital facilities that provide fire protection, rescue, and emergency service related to the new development. Impact fee assessments in both Jefferson and Park County have been enacted in accordance with Board Resolution **2026-1-3**

2. PURPOSE

Impact fees shall be collected and used to fund growth-related capital infrastructure projects to maintain existing service standards. Fees will be assessed as recommended by the *Elk Creek Fire Protection District Impact Fee Study* prepared by BBC Research & Consulting dated April 5th, 2024, further known as "the study."

3. SCOPE

ECFPD serves a largely rural, wildland-urban interface service area characterized by low population density and a large geographic footprint. Although the District serves a modest population, it must still maintain a minimum level of facilities, apparatus, vehicles, and firefighting and lifesaving equipment to provide an acceptable level of service.

Due to limited opportunities to achieve economies of scale, the proportional impact of new development on the District's capital infrastructure is greater than in more urban fire districts. Accordingly, the District finds that development impact fees are an appropriate and necessary tool to fund growth-related capital improvements.

To meet the requirements of the Bill, any enabling ordinance collecting development impact fees charged by a fire protection district must:

- Be a one-time charge imposed on new development;
- Quantify the reasonable impacts of proposed development on existing capital facilities and establish the impact fee or development charge at a level no greater than necessary to defray such impacts directly related to proposed development.



Elk Creek Fire Protection District

11993 Blackfoot Road, P.O. Box 607, Conifer, Colorado 80433

- Be reasonably related to the overall cost of the capital. Fees must be calculated fairly and rationally based. Mathematical exactitude is not required, however, and the particular mode adopted by the district in assessing the fee is generally a matter of that district's discretion;
- Ensure no impact fee or other similar development charge shall be imposed to remedy any deficiency in capital facilities that exists without regard to the proposed development;
- Be imposed and collected by a local government based on an intergovernmental agreement between the district and the local government that uses a publicly promulgated fee schedule and details of collection and remittance; and
- Ensure that impact fees adopted by a local government do not require individual landowners to provide any site-specific dedication or improvements that meet the same need for capital facilities for which the impact fee is imposed.

4. IMPACT FEE RATES

The following impact fees will be assessed for any new construction after the adoption date using the adopted fee schedule. The only exceptions would be items listed under *Fee Clarification*.

a. IMPACT FEES BY LAND USE:

Land Use	Fee
Residential (per dwelling unit)	
Single Family Residential > 3,601 sq. ft	\$5,905
Single Family Residential <= 3,601 sq. ft	\$2,583
Multi-Family Residential and Trailers	\$1,199
Non-Residential (per square foot)	\$1.52

5. FEE CLARIFICATION

- A single-family residence (SFR) is a residential unit intended to serve one single family, this includes each unit of a duplex, individually, and accessory dwelling units, both attached and detached.
- A multi-family residence (MFR) is a structure constructed with units for 3 or more families.
- Trailers are permitted through the state of Colorado and will be assessed at the same rate as MFR's.
- Commercial additions and alterations will be assessed an impact fee per square foot under the following conditions:
 - a. Additions affect more than twenty-five percent (25%) of the external dimensions of an existing building or structure and/or
 - b. When such alterations are made to change the use or type of occupancy within part or all of the altered building or structure posing an additional impact.
 - i.e. Change of use with site plan or 25% of addition to an existing structure



Elk Creek Fire Protection District

11993 Blackfoot Road, P.O. Box 607, Conifer, Colorado 80433

- Commercial storage buildings as accessories to the main property will be assessed impact fees when it is determined that a measurable expansion of service is evident.
 - a. If a property owner is building a storage building to cover existing merchandise or supplies, a fee will be assessed if a significant impact is determined or a site plan is required
 - b. If a property owner is building a new storage building to expand their services or inventory, a fee should be assessed.
- The District determined that assessing impact fees on other local governments could be construed as double taxation or inefficient government. Other government facilities will not be assessed fees at this time.

6. FEE COLLECTION

Property owners, or their designated representatives, shall be notified of impact fees and complete the Elk Creek Fire Protection District Impact Fee Acknowledgement and Application at the time of application for a development permit through the applicable county.

The District shall invoice the applicant with the applicable fee(s) and collect funds in an interest-bearing account that is separate, and apart from the general fund.

Fees shall be received after the issuance of a building permit from the applicable county. The District will coordinate with the applicable county to advise when fees are collected.

7. FEE REVISION

As recommended by the study, the District should adjust its impact fees annually at the start of each year based on the U.S. Bureau of Labor Statistics' Western Information Office's consumer price index for the West Region. An impact fee study will be completed periodically as the District invests in additional infrastructure and as future development occurs to ensure its impact fees reflect its existing service standards.

SOCIAL MEDIA REGULATION POLICY

This Policy has been established to define the scope and proper use of Elk Creek Fire Protection District (“District”) social media by staff and constituents.

The District uses and encourages the use of multiple social media platforms to reach its intended audience of people residing in the District. The District’s social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints but a limited forum for discussing District programs, services, events, and resources.

The District seeks to create a welcoming online space and does not discriminate against any views but does reserve the right to monitor content before or after it is posted to District-owned social media sites and accounts. The District welcomes public comments, posts, and messages on the District’s social media networks, but reserves the right to refrain from posting user submissions and to edit or remove any messages or postings that it deems, in its sole discretion, to be inappropriate or in violation of this Policy. Inappropriate content includes, but is not limited to, the following:

- Commercial or charitable solicitation, or advertising or sale of merchandise or services unrelated to District business.
- Copyright and/or intellectual property rights violations.
- Off topic or disruptive comments.
- Obscene posts.
- Abusive or defamatory language and/or personal attacks.
- Hateful or racist comments.
- Libelous comments.
- Spam.
- Misleading or unfounded information.
- Comments promoting or perpetuating discrimination toward any person or group.
- Specific and implied threats.
- Endorsements of illegal behavior or activity.
- Personal info such as email addresses, telephone numbers, mailing addresses, or ID numbers.

The District reserves the right to edit or remove the content of or terminate any District social media site or account at any time without notice, subject to retention requirements under applicable law.

Additionally, the District reserves the right to terminate or suspend a person’s ability to post, comment, or otherwise participate in the District’s social media tools when the person has committed a serious one-time violation or repeated violations of this Policy. Content posted to the District social media sites are subject to public disclosure and the Open Records Act. The District does not collect, maintain, or otherwise use the personal information stored on any third-party site (e.g., Facebook, Instagram) in any way other than to communicate with users on that site. Comments or posts on District social media sites shall not be considered an endorsement of any such message by the District or be construed as District speech. All individuals choosing to comment or post on District social media sites accept all risks and liability associated with their individual comments, posts, or actions.

The District is represented through official social media channels created by District Staff to maintain a message consistent with the District’s mission. As such, patrons and the public are not authorized to create new social media channels or websites on behalf of the District. District Staff has responsibility

for information posted on District-owned social media accounts including, but not limited to, checking facts, citing sources, avoiding copyright infringement, and correcting errors before posting. As with any other content provided by the District, information that is shared by District staff on District social media should be selected with the intention of meeting the diverse interests and needs of the community the District serves. The decision to share or post a particular item does not necessarily imply the District's expressed or implied approval or endorsement of its contents. Requests for review of District social media content will be considered by the Fire Chief. The District grants access and authority to employees authorized by the Fire Chief to post, comment, and share under the profile of the District.

The District makes a distinction between personal employee social media accounts and organizational accounts. Views expressed by or on the personal accounts of District Staff members do not represent the views of District and do not serve as an official communication of the District. However, individuals may be recognized as District employees and the comments could reflect on the organization. Staff members may not:

- Disclose any sensitive, proprietary, confidential, or financial information about the District or District patients.
- Use the District logo, trademarks, or branding on personal social media.
- Use personal online identities and accounts to represent the District in an official capacity.

As representatives of the District, District Staff must take this Policy into consideration when engaging in official or personal social media use, particularly when such an employee identifies as an employee of the District or when context might lead to that conclusion. The District takes no action regarding employee comments on personal social media accounts that come to their attention unless there has been a violation in the areas described above or in employee performance and conduct. Under Colorado law, it is discriminatory to terminate an employee who is engaging in any lawful activity off the premises during nonworking hours unless the restriction relates to a bona fide occupational requirement, is reasonably related to the employment activities and responsibilities of a particular employee or group of employees, or is necessary to avoid a conflict of interest or appearance of conflict of interest with any responsibilities to the employer.

Disclaimer: While the District makes reasonable efforts to monitor the content of its digital and social media sites, the District is not responsible for the content of any external comment or posts and expressly disclaims any liability for external comments and posts. Furthermore, external posts do not represent the position or opinion of the District and the fact that a post remains on a District social media account shall not be deemed an endorsement of the post by the District. The District does not endorse the advertisements promoted on any social media site by vendors and these promotions do not express the District's views or positions.

Any concerns by District staff or members of the public related to posts or content on any of the District's social media accounts shall be referred to the Fire Chief or their designee.

Proposed DRAFT Bylaw

3.9 Communication Between the Board and Staff

1. All formal communication regarding District business between the Board of Directors and District staff shall be routed through the Fire Chief. No individual Board member is authorized to direct District employees or to involve themselves in day-to-day operational matters, except as explicitly approved by official action of the Board.
2. Nothing in this policy prohibits casual, courteous, and non-operational conversations between Board members and staff; however, such informal interactions must not circumvent the Fire Chief's authority or constitute directives on District operations.
3. Nothing in this Section shall be construed to limit or restrict the rights of District employees under applicable state or federal law, including but not limited to the Colorado Firefighter Safety Act (SB 13-025, C.R.S. § 29-5-201 et seq.). Employees retain the right to engage in lawful association, political activity, collective representation, and other rights and protections afforded by law.