

**Pinewood Springs Fire Protection District
BOARD OF DIRECTORS**

Minutes of the June 14, 2023, Regular Meeting

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on June 14, 2023. The meeting was held at the Pinewood Springs Fire Protection District Fire Station in Larimer County, Colorado and via Zoom. President Michael Graham called the meeting to order at 7:03 P.M.

Determination of Quorum/Attendance: The following directors were present, constituting a quorum: Michael Graham, Patty Peritz, Kevin Noble, and Ardean Johnson. Also, present were: Chief Ted Plank, Asst. Chief Andy Lucas, and Battalion Chief John Bykerk.

Resignation – Michael announced to the Board that Jen Rivas has resigned. She'll work more directly with the Chief Plank and the Department.

Board of Directors:

Director President: Michael Graham

Vice President:

Secretary: Ardean Johnson

Treasurer: Patty Peritz

At-Large: Kevin Noble

Recording Secretary (not a Board member) -

Additions and deletions – none

Minutes – The minutes of the May 10, 2023, meeting were approved. Motion approved.

Public Comments – None

Chief Report – Battalion Chief (BC) Bykerk stated: In May there were 6 calls, 36 total YTD, motor vehicle, 3 medicals, 1 smoke report, 1 vehicle fire. There are currently 15 active firefighters, 1 leave of absence, 3 rookies books have been completed, and 10 firefighters are red carded. Command is recruiting for the next group. There are three individuals in the community who are interested in joining the department. They are conducting interviews along with vetting the individuals.

Chief Plank stated we've been solid with firefighters for the last 4 years. They'd like a department consisting of 20-24 firefighters. The three new rookies are going to be very beneficial. It takes a good 2 years for education and training. Turnover in the last 5 years has been minimal, as has retirements.

Chief Plank stated he'd met with Jen Rivas to outline her role supporting the Department. They are completing an application and background check. He's looking to create a more cohesive public communications networking, align FaceBook, emails, etc. She'll report to Chief Plank, and he'll communicate with the Board.

Chief Plank stated Kevin Noble's retirement is official May 31, 2023.

Chief Plank is signing an agreement with Boulder "Standard of Cover" mutual aid. Lyons has a working Pier Support Program, which we are fully engaged. Chief Plank is working with a Larimer County agency to get a grant to fund counseling for firefighters and emergency responders. Forty Larimer County agencies are involved in this effort. There is a website to help communicate with residents regarding homes with pets, wheelchair needs, etc. which would be added to the current IAR (I Am Responding). This website addition and/or form will be very helpful for firefighters responding to emergencies. This tool costs \$900 for one year, \$550 for 5 years. The 4th of July Parade will be on Tuesday, July 4, starting at 11 A.M. The PSPOA will be helping with a tent and treats. The Larimer County evacuation drill will take place on July 8. There are 50-60 folks signed up. Chief Plank will be meeting with Larimer County on further details. This will be the first emergency drill Larimer has done. There will be a debriefing afterwards at the fire station.

President's Report – President Michael Graham reported there are four individuals interested in the Board vacancy. Ardean will post a vacancy notice. Chief Plank will put that notice on the FaceBook page.

Vice-President Report –

Director Secretary Report - Duck Race –Ardean updated the Board that the EP Rotary Duck Race check for \$5,434 had been received and deposited. These funds will go towards the fire blanket and the construction of the mezzanine. She stated she is still investigating a plaque for Jon Andrews. She thanked Chief Plank for putting her in touch with Crown Trophy of Boulder. She had met with them. They were very interested in matching the current hanging in the hall. They suggested using a clear acrylic, engraving it in house, hanging with 4 silver stand offs to mount on the wall plus a color printed on metal behind the acrylic, 8.5" x 11.5" ¼" at a cost of \$165. She asked the Board's approval to move forward with this project. Patty made a motion not to exceed \$500 for this project. Motion passed.

One thank you letter has been sent. From the Celebration of Life for Jon Andrews, donations totaling \$1,080 had been received and deposited.

Director Treasurer Report – Treasurer Patty Peritz provided the Treasurer's Report including detailed financial summary reports and account balances to date May 31, 2023, accompanied with checking account debit/credits/summary, and Visa Charge expenses. The reports provided were reviewed.

Bank Balances as of 05/31/2023:

First Bank	\$ 122,925.55
Colorado Trust – Tabor Reserve (80012)	3,451.20
Colorado Trust – Gen Reserve (8003)	73,465.45
TOTAL CURRENT ASSETS	\$ 199,842.20

Patty had emailed a current version of the ByLaws to the Board for review. She updated the document and incorporated additional information to produce a more accurate current version of the ByLaws for the PSFPD Board. Ardean made a motion to approve the ByLaws. Motion passed. The Board approved and President Graham signed the document.

She's paid the Pinnacol Insurance premium due. The OSA audit exemption application was submitted on-line on 3/29/2023, then resubmitted with certified signature page on 04/13/2023. Status is currently "Submitted".

Within the Box drive she has created folders for each grant with the detailed expenses, reimbursements, and other items to make it a complete recording which could include pictures. Chief Plank stated the CWPP mitigation work will start June 26. The invoice for \$5700 from Bryan Baer will encompass the entire Grant allotted for the mitigation on the Water District property. Signs have been ordered to inform the community of the model mitigation sight and will be paid for by the Water District. Photos & drone footage were taken today prior to commencing the mitigation work as a grant requirement.

Flood remembrance – Chief Plank stated Laura Levy had approached him about this possible event since it will be ten years on September 11. He talked with Gabi. Go or no go. Water, Road, and Fire Boards/Departments all need to be involved. Chief Plank will follow up with Laura and possible pig roast provisions.

Patty stated the Actuarial study should be completed in July/August. After receiving it, a meeting of the Pension Board should be held the following month.

Patty is working to recruit Evan Jones as the lead on the CWPP dumpster project.

At Large – Kevin will take on the responsibility of the El Dorado water dispensers. He's looking forward to retirement.

New Business: None

Adjournment – Ardean made a motion that the meeting be adjourned at 8:24P.M. **Motion Passed.**

Respectfully submitted, .

Ardean Johnson, Secretary

Approved: