

**PINEWOOD SPRINGS FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
Minutes of the July 9, 2013, Regular Meeting**

The meeting was held in Larimer County, Colorado at the Pinewood Springs Firehouse and was called to order at 7:05 P.M. by President Carl Pender.

**Determination of Quorum/Attendance:** The following directors were present, constituting a quorum: Carl Pender, Bob Shaw, Gary Clements and Ardean Johnson. Gary moved that Bruce McQueen absences be excused. **Motion Passed.** Also present were Chief Dick Wilcox, Andy Lucas, Josh Thompson, Gabi Benson, Randy Caner and Kelly Child.

**Agenda Additions/Deletions:** Pension Board Representative

**Minutes:** The minutes of the June 11, 2013, meeting were presented. Carl made a motion that the minutes be approved. **Motion passed.**

**Treasurer's Report:**

**Bank Balances as of 06-30-13 from Bank Statements**

ColoTrust		Valley Bank		Total Balance
ColoTrust - Operations	\$5,351.97	Valley Bank - Operations Checking	\$32,318.33	
ColoTrust - Tabor Reserves	\$2,004.32			
<b>Operations Total</b>	<b>\$7,356.29</b>		<b>\$32,318.33</b>	<b>\$39,674.62</b>
ColoTrust - Firehouse Fund	\$72,948.46			<b>\$72,948.46</b>
<b>ColoTrust Total Balance</b>	<b>\$80,304.75</b>	<b>Valley Bank Total Balance</b>	<b>\$32,318.33</b>	<b>\$112,623.08</b>

Gary provided a written report showing tax revenues of \$14,198.76 minus \$284.08 in fees plus SO Tax in the amount of \$264.76 for June collections. His report is filed.

**Chief's Report:** Chief Wilcox reported there are 18 fire fighters with two new recruits. Andy would like to have the uniforms to include dark gray tactical pants and belts. He requested \$100 be allocated per fire fighter so he could complete the uniform for PSFPD fire fighters. Carl moved that Andy be allowed to purchase tactical pants and belts to not exceed \$2,000. **Motion passed.**

Capital Improvement Project – Fire Station/Community Center (CIP) – Discussion was led by Gary who stated the recent community yard sale netted \$220. Kelly Child stated that during the recent EFC (Executive and Finance Committee) meeting, the absence of the fire fighters and Board was noted. Andy stated that there are designated fire fighters or Board members that attend these meetings as advisors. The EFC will try to communicate their needs more clearly. Kelly is trying to insure the community is aware of this project. Bob will ask the insurance company to insure volunteers are protected if they were to assist in the construction of the new building, i.e. Habitat. A PayPal account will be established to receive tax deductible donations. Gary stated that the following are needed: (1) non-discrimination policy for grants, (2) gift acceptance policy, and (3) donor thank you letter. Carl volunteered to handle items 1 and 2 and Ardean said she would handle item 3.

**Old Business:**

Web Site – Randy Caner presented the PSFPD Web Design Protection District web site. Discussion followed as this site is in the development stages.

Uniform Shirts – Andy stated the shirts have been received.

**New Business:**

SDA Workshop – Gary reported on the SDA Workshop that he recently attended. New SDA Board Member Manuals are coming. A system of checks and balances needs to be considered for mail receipt, opening, check receipts, writing checks, etc. Carl recommended that Gary provides at each Board meeting the folder containing the bills showing purchases for which he has paid. The Board will review and approve. Carl will continue reviewing the bank account on-line. Three consecutive absence (excused or not) followed by a fourth absence during a Board members term, will constitute immediate dismissal. Business discussions should not be through email. One Board member should be designated as spokesperson for the Board.

FPPA Actuarial Study – Gary has provided copies to the Board. There appears to be a shortfall of funds. Discussion followed.

Thank you letter - Ardean reported that a Thank you letter was sent to Alan & Lanie Engle (KS) for \$200 to be used for “supplies or whatever”. Gary deposited the monies in the Fire Station Fund.

Pension Board Representative – Gary reminded the Board that Dick's term as a Pension Board member expired. At the next Fire Fighters meeting, they'll elect a replacement.

Carl moved the meeting adjourned at 9:58 PM. **Motion Passed.**

Respectfully submitted,

07-09-2013

Ardean Johnson,  
Approved, August 13, 2013

07-09-2013