

**PINEWOOD SPRINGS FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
Minutes of the August 13, 2013, Regular Meeting**

The meeting was held in Larimer County, Colorado at the Pinewood Springs Firehouse and was called to order at 7:04 P.M. by President Carl Pender.

**Determination of Quorum/Attendance:** The following directors were present, constituting a quorum: Carl Pender, Bob Shaw, Gary Clements, Bruce McQueen and Ardean Johnson. Also present were Chief Dick Wilcox, Andy Lucas, Josh Thompson and Kelly Child.

**Budget Hearing**

Carl opened the budget hearing at 7:06 PM. Gary presented the Budget Package which is attached. He reviewed the 2013 Revised Budget details with an Administration/Operations Fund loss of \$600 which he suggested be paid for from operations reserves and a Fire Station/Community Center Project Fund loss of \$2,946 which he suggested would be paid for from the Fire Station/Community Center Fund reserves. Andy suggested several wording changes to the Budget Package. Gary moved that the budget meeting be closed at 7:23. **Motion passed.**

**Agenda Additions/Deletions:**

**Minutes:** The minutes of the July 9, 2013, meeting were presented. Carl made a motion that the minutes be approved. **Motion passed.**

**Treasurer's Report:**

**Bank Balances as of 07-31-13 from Bank Statements**

ColoTrust		Valley Bank		Total Balance
ColoTrust - Operations Fund	\$5,352.17	Valley Bank - Operations Checking	\$44,611.21	
ColoTrust - Tabor Reserves	\$2,004.58			
<b>Operations Total</b>	<b>\$7,356.75</b>		<b>\$44,611.21</b>	<b>\$51,967.96</b>
ColoTrust - Firehouse Fund	\$73,375.59			<b>\$73,375.59</b>
<b>ColoTrust Total Balance</b>	<b>\$80,732.34</b>	<b>Valley Bank Total Balance</b>	<b>\$44,611.21</b>	<b>\$125,343.55</b>

Gary provided a written report. His report is filed.

**Chief's Report:** Chief Wilcox reported there are 18 fire fighters. Andy stated ISO (Insurance Services Office) wants to do a review the Fire Department. There will be a joint training session with Lyons Fire District tomorrow.

Capital Improvement Project – Fire Station/Community Center (CIP) – Bruce stated there is a date for the Beginning Campaign Party at the Cherry Company on September 28<sup>th</sup>.

**Old Business:**

Web Site – It was reported that Gary Clements and Randy Caner have established a PayPal account.

Pension Board Firefighter Representative - Dick reported that Randy Caner will represent the firefighters on the Pension Board for a two year term.

Insurance - Can volunteers help on fire station construction? – Bob reported that they would be covered up to the limits of our policy.

Board absence statute review – The new SDA Board Member Manual and Colorado Revised Statutes states that after three consecutive absences, even though excused, if a member misses an additional meeting without proper reasons or being excused by the Board, that individual's position shall be deemed vacant. Gary shared this information with the Board and reviewed the statute. He pointed out the Board must be sure to excuse any additional absence by Bruce in his remaining term and record it in the minutes, as he is at risk.

**New Business:**

Adoption of Revised 2013 Budget - Carl moved to approve the 2013 Revised Budget. Gary moved that we approve the Revised Budget & Appropriation for 2013. **Motion passed.**

Approval of Capital Campaign for the Fire Station/Community Center Project - Carl made a motion that we approve Item A "the capital campaign to raise money for the Fire Station and Community Center Project, effective August 2013-2016" from the document "Three Requested Actions" presented by Bruce. **Motion passed.**

Approval to prepare & submit grants to PSFPD Board for the Fire Station/Community Center Project – Gary moved that the Board authorize the Fire Station/Community Center committees to prepare and submit grant applications to the PSFPD Board for approval. **Motion passed.**

Non-discrimination Policy – Carl presented the Draft Non-discrimination Policy document for review. It was agreed that the word "citizenship" be removed. Carl moved the document be accepted as corrected. **Motion passed.**

Gift Acceptance Policy - Carl presented the "Gift Acceptance Policy" draft which was reviewed. Carl will prepare the official document. Gary made a motion this be approved. **Motion passed.**

Donor Thank You Letter - Ardean presented a draft Thank You letter for the Fire Station/Community Center Project. The letter was reviewed with minor changes suggested (including a pledge letter in addition to a donation letter). Ardean will revise and send.

Open Records Law – Apply to Operations? - Gary presented information from the Colorado Open Records Act. Discussion followed.

Lawyer Agreement – Carl contacted Richard Lyons, Attorney, regarding his engagement as general legal counsel for PSFPD. Details of his firm's services were discussed. Gary made a motion to sign the engagement letter with Lyons Gaddis Kahn Hall Jeffers Dworak & Grant. **Motion passed.**

Thank You Letters – Ardean reported Thank You letters were sent to Mr. & Mrs. Ross Swanson and Mr. & Mrs. John Bologna.

Insurance – Bob reported that he'd received a letter from Continental Western who has made some changes in our policy. The only significant change is that the deductible increases from \$250 to \$500. Mr. Tribbett would like to attend a future meeting. Bob will invite him to the September meeting.

Gary moved the meeting adjourned at 9:10 PM. **Motion Passed.**

Respectfully submitted,

Ardean Johnson, Secretary  
Approved, 9/10/2013