

**Pinewood Springs Fire Protection District  
BOARD OF DIRECTORS  
Minutes of the April 12, 2023, Regular Meeting**

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on April 12, 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 7:01 P.M.

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

**Additions and deletions** – None

**Minutes** – The minutes of the March 8, 2023, meeting were approved. Motion approved.

**Public Comments** – None

**Chief Report** – Battalion Chief (BC) Bykerk stated there were 9 calls in March: 1 motor, 4 structure (mutual aid), 4 medical, with a total of 23 for the year. All apparatuses are operational and ready for the next incident. All equipment is being cycled through for maintenance. There currently are 16 fire fighters, 1 is on a leave of absence, 1 rookie has completed the “Rookie Book” while two others are almost completed. Burn permits: 4 approved, 2 pending. The burn permit period ends May 1. Chief Plank stated he will begin recruiting additional fire fighters this week and on May 6<sup>th</sup>. Chief Plank stated that the incident on March 10<sup>th</sup> was extremely well managed by PSFPD fire fighters along with Larimer County Sheriff and mutual aid assistance. A firefighter’s grant has been received for \$16,062 for wildland equipment. We purchase and will get reimbursed. He and Patty will be the vocal points and sign documents for the state to process this grant. Chief Plank is always investigating grants that might be available for future projects. The CWPP project focus on the area around the water tanks on Navajo Court. A public meeting will be held to inform the community and work hopefully, this summer. He is meeting today with Larimer OEM, working with CSU on a study, emergency services communications. Chief Plank will resend the Larimer County Intergovernmental Agreement for Disaster-Emergency Mutual Aid and Disaster-Emergency funding assistances. The Board had approved this in March. Chief Plank wants to purchase a heavy fire blanket which can be used for electric car fires. This cover will completely cover the vehicle and smother the fire. He requested authorization to purchase this reusable fire blanket, \$3-4,000. Ardean made a motion to allow Chief Plank up to \$4,000 for a reusable fire blanket. Motion passed. A Wildland fire refresher class will be held on Saturday. An engine will be sent to Big Elk as they celebrate the last of the 2013 flood project.

**President’s Report** - Michael shared a situation on Highway 36 where a rock had fallen on the road which he had hit. He congratulated the firefighter who came to his rescue. He was very complimentary of the assistance.

**Vice-President Report** –

**Director Secretary Report**

Ardean stated there was one Thank you letter was sent for cash contribution.

Duck Race – Adoption is rather slow. Hopefully, with the flyer in the water bill and more FB/email communications, the adoptions will increase.

As of April 9, PSFPD has \$880 from 15 individual and 5 quackpacks. Glen Haven Vol. Fire Dept has \$3,080. There are 2,097 ducks adopted so far.

She stated she’s been investigating a plaque for Jon Andrews. Kathy Bradford who created the one in the hall is no longer able to do that type of

work. She’s been looking for something that would be comparable and blend with the Appreciation for the Fire Dept./Community Center wall hanging. She requested a not to exceed agreement for \$100 to continue this process.

Just a little summary of years of service:

Jon Andrews was appointed to the Board 1/14/2015 to fulfill Carl Penders term. He was elected in 2016 and expired 1/22/2023.

Michael was appointed on 10/2019 and elected 2022.

Patty was appointed 3/1/2021 and elected 2022.

Jen was appointed 1/2022 and elected 2022.

Ardean was appointed 12/2006, elected 2008.

In reviewing the Board of Directors History started in 1973, which Gary Clements created, there were a few of the fire fighters who also served on the Board. Such as: Andy Lucas for less than a year, Dick Wilcox, Andrew Hart, Larry Davis, Sandy Ault and Kristen Owens. These were the names that she recognized who were firefighters and Board Members at the same time. This might help affirm the question Chief Plank had regarding this being a conflict of interest.

Michael mentioned giving retiring firefighters a plaque when they retire. Chief Plank agreed that it was a good idea to recognize a firefighter’s service upon retirement. Chief Plank and Command will investigate the criteria for FPPA vs. start stop dates. A Wall of Honor could be created in the community center. The Plaque would go home with the firefighter.

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

Bank Balances as of 03/31/2023:

First Bank	\$ 156,308.93
Colorado Trust – Tabor Reserve (80012)	3,422.01
Colorado Trust – Gen Reserve (8003)	53,300.35
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 213,031.29</b>

Grant monies get deposited into Colorado Trust. She shared that a \$4,000 anonymous donation had been received. \$10K from 2022 and \$10K for 2023 needs to be moved to Colorado Trust.

AFT matching grant of \$15K paid. Boulder has a program allowing citizens to live stream a 911 call with dispatchers. The Bylaws have some editing which needs to be corrected.

2015 is the last update to the Bylaws. Patty will put together the edits and share with the Board. The loan payment of \$11, 541.92 will be paid on May 1. The Credit cards increase application was not approved. We have no securities/collateral behind the increase. "Payment refresh" is the option which would be instantaneous vs once a month. New cards to be issued. The limit will remain at \$10K.

The Water district is using Streamline which is up and running.

An individual contacted Patty stating the Audit DocuSign was rejected. She'll investigate tomorrow.

**At Large** –

Website – Jen stated Streamline kick-off call was completed. She's exploring options for future payments. She hopes to demo it at the May meeting. Streamline will be compliant with municipal, state, and federal legislation. She hopes to launch in mid-May. It meets SDA requirements.

Hot Topics – It was published on March 14 with 300 views on the website.

**New Business:**

**Adjournment** – Ardean made a motion that the meeting be adjourned 8:15 P.M. **Motion Passed.**

Respectfully submitted,

Ardean Johnson, Secretary

Approved: May 10, 2023