

**PINEWOOD SPRINGS FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

Minutes of the May 12, 2021, Regular Meeting

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on May 12, 2021. The meeting was held at the Pinewood Springs Fire Protection District Fire Station in Larimer County, Colorado via Zoom. President Jon Andrews called the meeting to order at 7:00 P.M.

Determination of Quorum/Attendance: The following directors were present, constituting a quorum: Jon Andrews, Michael Graham, Patty Peritz and Ardean Johnson. Also, present were: Chief Ted Plank, Asst. Chief Andy Lucas, Gabi Benson, Andrew Hart and Jen Rivas. The meeting was held via Zoom.

Additions/Deletions: None

Approval of Minutes – The minutes of the April 14, were approved. Motion Passed.

Public Comments/Input – None

Chiefs Report

Chief Plank stated that Command had met last night. Regarding covid, he recommends re-opening the community center to the public with two caveats regarding those using the room: 1) to ensure gatherings meet the state/local Covid 19 directives are strictly adhered to, 2) that user(s) is required to wipe down (sanitize) all areas they used before leaving. Products will be available to do the cleaning. A June 1 re-open is being considered. LETA (Larimer Emergency Telephone Authority), will be reviewing the IGA (InterGovernmental Agreement) during the next two to three months. Then, the document will be presented to the Board for review and signatures. Allenspark has a new Fire Chief. Chief Plank has been trying to meet with Lyon's new Fire Chief. April was a quiet month with only five calls. PSFPD hosted a wildland certification refresher for local fire fighters at the station. The presentations were good with new information. Fire burn permits have ended for the season. Chief Plank was called to the home of a new residence cleaning and burning on their property. He and other local fire fighters quickly responded, and the owners put the illegal fire out. Assistant Chief Lucas is considering ways to spend the EP Duck Adoption funds raised. One major consideration is a mezzanine which might be a \$6-8,000 steel portable structure.

President Report – Jon no comments.

Vice-President Report – Dan was absent.

Director Secretary Report – Ardean reported that a thank you letter had been sent for a generous contribution of \$1,000. She stated that she had received an email today from EP Duck Adoption stating they were mailing out the checks by May 15 and that PSFPD would be receiving \$4,940. She immediately called since she was under the impression PSFPD would be receiving \$5,200. That is the total amount, \$20, for the adoption of a duck which must be reduced by 5% since we receive \$19 of the \$20 adoption fee. Remember, too, about the Quackpacs where one adopted five ducks and got one FREE! We are happy with this amount!! Just as a recap of the monies received from EP Duck Race, 2018 - \$1,672, 2019 - \$1,256, 2020 - \$2,033 and 2021 - \$4,940. **Totaling \$9,901** over the last four years. Some discussion followed on how to wisely spend this money.

Director Treasurer Report – Treasurer Patty Peritz provided detailed financial summaries for April and current to-date balances, checking account debit/credits/summary, and Visa Charges. The reports provided were reviewed.

QuickBooks vs. Desktop, one requirement is to share on two computers at two locations, at least. She'd attended an SDA workshop on QuickBooks, where they were recommending using Desktop. Patty will work to narrow down the options between both platforms and to find the best fit to save money and meet our requirements. She had received an email from Colorado Trust regarding a Reminder: Set Up Your American Rescue Plan Subaccount. The American Rescue Plan is providing funds to eligible districts meeting the requirements of those districts who were financially impacted as a result of Covid 19. She will create the Colotrust subaccount on behalf of PSFPD. First Bank 360 Visa Control portal has all credit cards listed, summarizing expenses per card user. Expense forms are not being submitted timely. Patty will provide the spreadsheets for delinquent expense forms to Command, and they will follow up with the individuals. Assistant Chief Lucas and Patty successfully acquired access for the bookkeeper (Gabi Benson) to the BOX Drive repository.

On behalf of the PSPOA, discussion lead by Patty and Gabi regarding the July 4th Parade followed. Gabi stated Andrew Hart was curious to know if the PSPOA was able to plan an after-parade event. Discussion followed: Sunday, July 4th from 1:00 to 2:00 was being considered, and the possibility of having a gathering/picnic at the Tubs, parking problem, food truck, possibly being held at Station, port-a-potties. More discussion at the June meeting.

Bank Balances as of 04/30/2021:

Operations

First Bank (8766)	\$ 82,068.63
Colorado Trust – Tabor Reserve (8002)	3,323.70
Colorado Trust – Gen Reserve (8003)	107,959.98
TOTAL CURRENT ASSETS	\$193,352.31

Director At-Large – Michael Graham state that Krista Diaz had submitted the FPPA Actuary Study paperwork. The data is being evaluated. Increasing benefits from the current \$250 to \$275 is being considered, and vested benefit from \$13 to \$15 per month. Mike is the On-Boarding Management Lead who will add the new recruits to the active members roster in the portal. The first of August is when the review should be posted. In September, a Pension Board Meeting should be held to review.

Continued Business:

Hot Topics PSFPD Community Newsletter – Jen stated that on April 20 Gabi sent an email, Chief Plank posted to FaceBook, and she had posted in the valley the latest Hot Topic Newsletter. The internet link has been utilized and shared. She is anticipating the next publication to be in August/September.

New Business: None

Adjournment – Ardean moved the meeting be adjourned at 8:21P.M. **Motion Passed.**

Respectfully submitted,
Ardean Johnson, Secretary
Approved June 9, 2021