

**Pinewood Springs Fire Protection District**  
**BOARD OF DIRECTORS**  
**Minutes of the January 11, 2023, Regular Meeting**

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on January 11, 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 7:01P.M.

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

**Additions and deletions** – None

**Minutes** – The minutes of the December 14, 2022, meeting were approved with changes. Motion approved.

**Public Comments** – None

**Chief Report** – Battalion Chief Bykerk stated there were eight calls in December – mutual aid fire, wildland fire and medical. There was a total of 86 calls for the 2022. 5121 the donated refurbished ambulance is with new paint, decals, lettering and new tires. There are 18 active fire fighters, one on a leave of absence, two technicians, two administrative. Regularly scheduled rookie training every other Thursday. Hopes they will be certified by April. Chief Plank has an EMR class scheduled for January 17. Two of PSFPD fire fighters will be obtaining EMR certificates. Burn permits - 15 approved three pending burn permits. Captain Bologna has requested and approved for a leave of absence. BChief Bykerk and FF Wagner will attend and become certified as EMR instructors. Two additional lieutenants are still needed. Lieutenant Steve LeMaire is stepping down because of his March retirement. 5121 will be in service as a rescue/support vehicle and will also be used as a shelter fire fighters and patients on accident scenes and other incidents. SCBA gear will be placed in service next week. Radios came in but chargers won't be shipped until March. Extractor has been ordered, hope to arrive within 2 weeks.

Larimer County contacted Chief Plank regarding PSFPD becoming a community hub office of emergency management. There is increasing focus on emergency management countywide. They want to do a community evacuation exercise. Looking to see how well their systems are working. He'll know more after the February meeting. They are looking for locations to store their supplies. Chief Plank will be applying for a Larimer County fire fighters grant. The Grant opens the end of January or first of February. State fire fighter health and safety grant will become available, and he'll apply. They've decided the mezzanine can be "homemade" instead of prefabricated, which will save money and the ability to better customize. Hopefully, under \$5K. They are looking to apply for another AFG (Assistance to Firefighters Grant) in 2024 to purchase a Cascade system for use in refilling SCBA bottles. CWPP update committee meeting tomorrow night. Volunteers will be included at 7. At 6:15, the current group will meet. Larimer County community mitigation grant was released last week. It's for \$10K for community mitigation projects. High risk areas have been identified and community areas. May 6 is Wildland Preparedness day Chief Plank stated he may be out of town due to family issues in Oregon.

**President's Report** – Michael will continue handling the FPPA.

**Vice-President Report** – Jon asked if a fire fighter had resigned. He'll notified Pinnacle that she's no longer with us effective Dec. 5. He questioned about the ability to vet future fire fighters to see if they have filed compensation plans with other agencies. The legality was questioned without an attorney's advice. Jon will check with Pinnacle. Criminal background checks are normal. Medical is not. Road company building - Jon stated it's approved but not funded. Sarah at PVREA continues to work on it.

**Director Secretary Report**

Ardean stated a Thank You letter had been sent. It was in memory of Pierre Perney.

She stated she'd submitted the application to participate in the Estes Park Duck Race in May 2023. Resolutions 2023-01 Directors Data Information and Resolution 2023-02 Meeting/Location Notice have been emailed to appropriate Larimer and Boulder County agencies.

She presented Resolution 2023-06 Resolution Appointing a Designated Election Official and Authorizing Designated Election Office to Cancel Election. Gabi Benson has been and has accepted the opportunity to be PSFPD Board Election Official (DEO). Patty made a motion to accept. Motion passed.

**Director Treasurer Report** – Treasurer Patty Peritz provided the Treasurer's Report including detailed financial summary reports and account balances to date December 31, 2022, accompanied with checking account debit/credits/summary, and Visa Charge expenses. The reports provided were reviewed.

Bank Balances as of 12/31/2022:

First Bank	\$ 120,306.54
Colorado Trust – Tabor Reserve (80012)	3,382.48
Colorado Trust – Gen Reserve (8003)	74,251.64
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 197,940.66</b>

CWPP Digital calendar will be sent to Chief Plank and Jen to load to FaceBook and the website.

Patty stated Transparency notice was created. Ardean needs to give docs to Jen for loading to website.

Resolutions were loaded to DOLA and SDA per requirements.

SDA membership renewal has been paid.

Loan balance \$76,408.

FPPA – actuarial study, account needs to be contacted to ensure proper documents are available.

**At Large** – 2022 Community Center was used for: EMR/CPR training, fire fighter training, Board meetings, Political Caucus was held in March, May 7 was Community Fire Awareness day, St. Vrain Water Shed meeting, CWPP meetings, CWPP calendar organizing/distributing, Halloween party.

Website – Jen stated the organizational chart has been updated. She is working with Streamline and will provide update in Feb. The digital calendar will be loaded to the website.

Hot Topics – Subjects being considered are: CWPP, May 6 Wildland Preparedness, new fire truck pictures, post pictures of SCBA, safety topics, Duck Race.

**Continued Business:** None

**New Business:**

Election: Gabi questioned if there were any ballot issues. No. Jon and Ardean are up for election. No one else is interested as far as the Board is currently aware.

Call for Nominations started 1/1/23. Jan 21 she'll post for nominations, on bulletin board and newspaper. Jen will post on website.

Discussion followed regarding the bulletin board on the fire station community center. In addition to the PSFPD, it will be available for Water, Road and PSPOA usage. Ardean will have keys made and disseminated to those who have a need.

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

Respectfully submitted,

Ardean Johnson, Secretary  
Approved: February 8, 2023