

**PINEWOOD SPRINGS FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS**  
**Minutes of the June 12, 2019, Regular Meeting**

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on June 12, 2019. The meeting was held at the Pinewood Springs Fire Protection District Fire Station in Larimer County, Colorado. 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, Dan Kowalski, Russ Hardy and Ardean Johnson. Also, present were: Chief Ted Plank, Asst. Chief Andy Lucas (via conference phone), Captain Jessica Bologna and Joan Paskewitz. Ardean made a motion to excuse Krista's absence. Motion passed.

**Additions/Deletions:** None

**Approval of Minutes** – The minutes of the May 8, 2019, were approved with revisions. Motion Passed

**Chief's Report** – Chief Ted stated there were 4 calls in May: 3 motor cycle and vehicle accidents, one lost party on Button Rock. Chief Ted state the garage door was repaired at a cost about \$1,100. Captain Jessica stated the 5154 UTV had 100-hour service check. Andrew Hart spent 12 hours completing the repairs. Four fire fighters were recently EMR certified. Nine members have completed the wildland fire re-certifications. Some attended an Estes Park Fire Active Shooter Course with Estes Park Fire Protection District. No Burn permits are active. Burn season is closed. A CPR class will be a future item. Asst. Chief Andy stated BOX was renewed. The Website has been updated with Fire Fighter names & Board members.

**President Report** –

**Vice-President Report** – Russ informed the Board that their house is on the market for sale. A new board member may be needed. He volunteered to continue doing the bookkeeping from their new residence.

**Director Secretary Report** – Ardean share that there were 74 Duck adoptions supporting PSFPD in the Estes Rotary Duck Race and a check for \$1,406 had been received and deposited. After discussion on where best to spend this money and upon Ted's suggestion, Russ made a suggestion that this money be allocated towards the purchase of an Automated External Defibrillator (AED) which will be located in the hallway of the Community Center. Motion Passed.

Ardean stated that the Board Minutes for January thru April were submitted for updating to the Web page. She had emailed to the Board and Chiefs information regarding property and resident numbers within the Pinewood Valley and the Fire District that she'd received from Gary Clements.

**Director Treasurer Report** – Russ shared in Krista's Absence the Treasurer's Report.  
Bank Balances as of 05/31/2019 Statement:

**Operations**

First Bank (8766)	\$ 62,339.63
Colorado Trust – Tabor Reserve (8002)	3,257.06
Colorado Trust – Gen Reserve (8003)	56,618.08
<b>TOTAL CURRENT ASSETS</b>	<b>\$122,214.77</b>

**Russ shared we are 42% thru the year.**

In July a more thorough Budget review will be discussed. Command will review and make suggestions on possible changes. Russ stated the expense forms are late. Account Coding can be inaccurate. Russ stated that QuickBooks is increasing to \$70/month, approximately 1% of the annual Budget. The Bank and QuickBooks both make errors that Russ must correct. Russ will discuss more with Krista.

**Continued Business:**

**Recognition Plaque** – Dan reported the widest of the plaque would be 24" wide. He must send the information again and talk with the owner.

**Adjacent Property** – Dan emailed special warrant deed (1 page) and contract (18 pages). It was suggested that we obtain Title Insurance. Russ suggested that Title Insurance is not required since this was already completed when the fire department started building in 2017. Jon Andrews will get with the Water Board President, Steve Stuart, to sign the one-page document. Then the document will be Registered with the county.

**Organizing Fundraisers** – Via email Krista stated that the Hygiene Fire Dept. has an annual pancake supper pre-selling tickets at \$6. They do door prizes with donations from local businesses. They hold a raffle for large ticket item where they make most of their money. Andy reminded us that it's also great for community comradery. Ted suggested just doing a pancake breakfast with donations. Next year, add the door prizes, raffle options.

**Spring Clean-up, PSPOA** – Joan Paskewitz, Secretary PSPOA, stated the PSPOA has been revising the 2006 New Comers Welcome Package. She requested the section on PSFPD and Fire Mitigation be reviewed for accuracy.

**Spring Clean-up** – Joan stated that PSPOA had contacted Andrew Hart regarding a fall event to handle slash clean-up. Possibly in November. Ted stated he understood Andrew was working on a plan. Ted will follow-up with Andrew. Andy stated there is a mitigation assistance to home owners to advise them of defensibility items. Andy stated that an email address is on the PSFPD web site to complete the form to request assistance. Once the form is submitted, it will be followed up by the fire department.

**New Comers Package** – Joan is working on revising. Andy suggested Joan contact Christy, who had been working on this project within the last two years. Russ suggested adding a community map.

**New Business –**

**Fire Fighter Certification** – Dan asked where Command and the fire fighters are on their training, etc. Ted said that the department follows the State of CO minimum training as required. Cost \$600/candidate. Initially, personal time for training/testing is required. Discussion followed. Command and Officers know the skill level and continue to monitor fire fighters, to insure they are capable to serve and protect themselves and others.

**JPR (Job Performance Requirements)** – Dan. JPR refers to Structural fire fighter training/education/certification within a 3-year period. Three of our fire fighters are currently certified: Andrew Hart, John Byker, Steve LeMaire. It takes over 500 hours in a two year to become a certified fire fighter.

Russ suggested contacting comparable department Chiefs to see how they are following their processes/procedures, i.e. Allenspark, Big Elk Meadows, Glen Haven. Russ suggested creating a survey with questions to submit to other departments in order to obtain consistent information. Jon suggested meeting prior to the next board meeting to attempt to create the survey. Andy stated that the command should create the Survey first.

**Adjournment** – Dan moved that the meeting be adjourned at 9:58 P.M. **Motion Passed.**

Respectfully submitted,  
Ardean Johnson, Secretary  
Approved : July 10, 2019

06/12/2019