

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

Minutes of the February 12, 2020, Regular Meeting

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on February 12, 2020. 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, Krista Diaz, Michael Graham and Ardean Johnson. Also, present were: Chief Ted Plank, Asst. Chief Andy Lucas (via conference phone), Captain Jessica Bologna and Jen Rivas. Dan Kowalski's absences was excused.

Additions/Deletions: None

Approval of Minutes – The minutes of the January 8, 2020, were approved. Motion Passed.

Chief's Report – Captain Jessica stated in January there were five incidents: 2 structures, 1 medical, 2 fire assists with the medical helicopters. Fire fighter membership: 16 active, 2 in-active, 3 retired, and 4 Command. A CPR training is scheduled in February. There are 6 active and 1 pending burn permits. Chief Ted stated the health department is working on Coronavirus guidelines. Fentanyl deaths have increased in Larimer County. The Muggins Gulch project will conduct an information gather on Feb. 24, 6-8 P.M. at the Fire Station. Ted met with Shayle Shabo, an emergency service coordinator from Larimer County. Over the next 2-3 years, a community resilient resource center will be established. Shayle had mentioned there are a couple of grant opportunities which Ted will investigate further. Hazard mitigation plans are being reviewed. The FFR Grant has been completed. Ted has also met with Libby Noble regarding housekeeping. Ted is working on a major housekeeping/building maintenance coordination.

President Report – Jon stated he'd like to get Michael more involved. Michael stated he was eager to help Ted and Jon with projects.

Vice-President Report – Dan was absent.

Director Secretary Report – Ardean reminded the Board that the Pension Board meeting had been scheduled for the March meeting and asked if we should proceed with that meeting. It was decided to reschedule to September. She presented the Resolution 2020-06: Appointing a Designated Election Official and Authorizing Designated Election Official to Cancel Election and made the recommendation that Gabi Benson be assigned as the DEO as in the past. Motion passed. Then she presented the self-nominating forms for Jon (3-year term), Krista (2-year term), Michael (2-year term) and Ardean (3-year term). They were completed and will be given to Gabi Benson. She informed the Board that the 2020 EP Duck Race application for the PSFPD has been accepted and she'll be picking up the Adoption packages on Feb. 27 at 6 PM in Estes Park.

Director Treasurer Report – Krista's shared the Treasurer's Report. DOLA approved our 2020 Budget. Melissa Wood has volunteered to be the Bookkeeper. She has worked in corporate and public accounting and has prior CPA experience. She resides in Aurora, CO. Krista is looked at Accounting Suite software (\$25/month) but finds it complicated to use and would require a lot of effort to transfer from QuickBooks. QuickBooks (\$70) is very user friendly, common software for the accounting worlds and used by First Bank. For the foreseeable future, they'll continue using QuickBooks.

Bank Balances as of 01/31/2020:

Operations

First Bank (8766)	\$ 24,037.19
Colorado Trust – Tabor Reserve (8002)	3,303.83
Colorado Trust – Gen Reserve (8003)	82,462.09
TOTAL CURRENT ASSETS	\$109,803.11

Continued Business:

Newcomers Package – Andy has submitted the information.

Hot Topics PSFPD Community Newsletter – Jen Rivas stated she's working on a possible publication in March/April. She shared topics she's working on.

Intercom System for 5154 – Installed.

Community Center –

New Business:

Adjournment – Krista moved that the meeting be adjourned at 8:13 P.M. **Motion Passed.**

Respectfully submitted,

Ardean Johnson, Secretary

Approved : March 11, 2020