

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

**Minutes of the May 13, 2020, Regular Meeting**

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on May 13, 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 7:02 P.M.

**Swearing in of the Board Members:** Dan swore in Jon Andrews, and Ardean Johnson for 3-year terms each. He also swore in Krista Diaz and Michael Graham for 2-year terms each. Documents were signed and will be given to Gabi Benson for appropriate filing.

**New Board Member Positions:** Ardean made a motion that all individuals continue in the same position as the prior year. Motion passed.

President:	Jon Andrews
Vice President:	Dan Kowalski
Secretary:	Ardean Johnson
Treasurer:	Krista Diaz
At Large:	Michael Graham

**Determination of Quorum/Attendance:** The following directors were present, constituting a quorum: Jon Andrews, Krista Diaz, Michael Graham, Dan Kowalski and Ardean Johnson. Also, present were: Chief Ted Plank, Asst. Chief Andy Lucas, and Jen Rivas.

**Additions/Deletions:** None

**Approval of Minutes** – The minutes of the March 11, 2020, were approved. Motion Passed.

**Chief's Report** – Chief Ted gave an update on the Covid19 virus situation. Masks are required in the fire station and the Community Center. Precautions have been implemented to protect the fire fighters. The buildings are closed to the public until further notice. The Estes medical doctor has approved Ted's procedures. PPE is adequate. Calls have been low. Training will begin again. The annual wildland refresher course was completed on-line this year with ten firefighters completing the course. They still need to take the Pack test. The NFIRS (National Fire Incident Reporting System) has been updated and the administrators are being trained to utilize the system. The State approved badges for the fire fighters will be issued shortly. Ted has been working with Larimer County on the Hazard Mitigation Plan, which is reviewed and update every five years. The PSFPD currently has completed three-fourths of the Hazard Mitigation tasks with the previous plan according to what was established as required by PSFPD. Asst. Chief Andy Lucas stated the purchased door lock sets have been received and will be installed. The equipment is in good shape. In April there were five calls. Year-to-date there have been 27 calls. There is one new fire fighter this month. Slash burn permits are finished for this season.

**President Report** – Jon recommended watching MedCram on YouTube or the internet for information he's found very informative regarding Covid 19. Dr. Seheult lecture 59 provides great information on preventiveness and dealing with health situations.

**Vice-President Report** – Dan requested Shannon Green contact him.

**Director Secretary Report** – Ardean informed the Board that the 2020 EP Duck Race has currently been rescheduled to Saturday, September 19. Adoption forms were submitted in mid-April with \$475 coming back to PSFPD. There were six on-line adoption forms submitted also. The total funds currently being awarded to PSFPD is \$589. All future Adoption requests must be made thru the internet using: [www.epduckrace.org](http://www.epduckrace.org) She hopes to get posters to re-vitalize the interest in this program. Ted will post information on Facebook too. Two thank you letters were sent: Spirit Hound for hand sanitizer and xBar7 for internet/telephone equipment and monthly usage all free of charge. She also asked, if the interest rates were to drop lower or to a negative rate, could the lease/purchase loan be renegotiated? Discussion followed.

**Director Treasurer Report** – Krista's shared the Treasurer's Report. The Exemption from State Audit was submitted and rejected, but Pam Ping is working on it. It was decided that any of the Pinewood Springs Cookbooks can be acquired for a \$20 donation to the PSFPD. Jen will work with Libby Noble to see how many books are available. Jen will work on potential promotional incentives and other ways to sell/generate revenue from these books. Krista stated she thought the Sales Tax License is good thru 2021.

Bank Balances as of 04/30/2020:

<b><u>Operations</u></b>	
First Bank (8766)	\$ 71,722.73.
Colorado Trust – Tabor Reserve (8002)	3,315.56
Colorado Trust – Gen Reserve (8003)	82,754.65
<b>TOTAL CURRENT ASSETS</b>	<b>\$157,792.94</b>

**Continued Business:**

**Hot Topics PSFPD Community Newsletter** – Jen Rivas shared her working Hot Topics PSFPD Community Newsletter. Discussion followed on: Slash pile burns, water, board of director and the Duck Race.

**New Business:**

**Adjournment** – Ardean moved that the meeting be adjourned at 7:48 P.M. **Motion Passed.**

Respectfully submitted,

Ardean Johnson, Secretary  
Approved : June 10, 2020