

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

**Minutes of the March 11, 2020, Regular Meeting**

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on March 11, 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, 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 February 12, 2020, were approved with corrections. Motion Passed.

**Chief's Report** – Chief Ted stated he's still looking for a building manager position. The PSPOA & Water Board requested to use the buildings wi-fi. Ted had declined because the Fire Department doesn't share the internet because xBar7 donates the equipment and monthly usage charge. A meeting was recently held regarding Highway 36 closure to finalize the emergency plans. Larimer County has been provided daily updates on the Coronavirus. Ted has had community members approach him on what the Fire Department is doing regarding the virus. At this time, nothing is being done other than discussion for potential preparation. Andy stated that within the State of Colorado, there are 33 cases of the virus with one being in Larimer County. Andy stated he's transitioning to three weeks in Pinewood and one week in Cupertino, CO.

**President Report** –

**Vice-President Report** – Dan thanked everyone for their assistance with John Bykerk running for Poudre Valley REA. Ted will submit the Fire Department ballot voting for John Bykerk.

**Director Secretary Report** – Ardean congratulated Jon (3-year term), Krista (2-year term), Michael (2-year term) and Ardean (3-year term) on being automatically reelected. Gabi Benson will be providing the appropriate documentation in the May meeting and will record the documents appropriately. She informed the Board and distributed the 2020 EP Duck Race Adoption forms. In 2018 the funds received were used for water rescue equipment for the fire fighters. In 2019 the funds purchased two AED Defibrillators. Discussion followed on potential project for the 2020 funds.

**Director Treasurer Report** – Krista's shared the Treasurer's Report. Pam Ping has the paperwork to complete for the audit exemption.

Bank Balances as of 02/29/2020:

**Operations**

First Bank (8766)	\$ 26,376.86
Colorado Trust – Tabor Reserve (8002)	3,308.45
Colorado Trust – Gen Reserve (8003)	82,577.26
<b>TOTAL CURRENT ASSETS</b>	<b>\$112,262.57</b>

**Continued Business:**

**Newcomers Package** – completed

**Hot Topics PSFPD Community Newsletter** – Jen Rivas shared her working Hot Topics PSFPD Community Newsletter. Discussion followed. She is anticipating publication in mid-April.

**Community Center** - Chief Ted stated he'd met with Libby and they've created a cleaning guideline. Ted stated an individual had requested using the Community Center for Insurance education/sales. Discussion followed. The Center is to be used for non-profit, community events, but not for sales/profit opportunities.

**New Business:**

Ted and Michael have been discussing potential projects. He requested the Board inform him of any potential projects, i.e.: finding and completing Grants, major equipment/apparatus.

**Adjournment** – Ardean moved that the meeting be adjourned at 8:10 P.M. **Motion Passed.**

Respectfully submitted,

Ardean Johnson, Secretary

Approved May 13, 2020