

**PINEWOOD SPRINGS FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
Minutes of the January 14, 2015, Regular Meeting**

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on January 14, 2015. The meeting was held at the Pinewood Springs Fire Station in Larimer County, Colorado. President Bruce McQueen called the meeting to order at 7:02 PM.

Determination of Quorum/Attendance: The following directors were present, constituting a quorum: Bruce McQueen, John Bologna, Matt Schnizer and Ardean Johnson. Also present were: Jon Andrews, Asst. Chief Andy Lucas, Josh Thompson, Ted Plank, and Kelly Child.

Motion to Approve Candidate to fulfill Treasurer Director – John moved that we accept Jon Andrews as a Board Member. **Motion Passed.**
Swearing in of new Director – Bruce administered the oath.

Agenda additions and deletions - None

Approval of Minutes December 9, 2014 – Minutes were approved with one correction. **Motion Passed.**

Treasurer's Report:

Bank Balances as of 01-01/2015 from Bank Statement:

<u>Operations</u>		<u>Fire Station/Community Center</u>	
Valley Bank	\$9,999.28	US Bank	\$53,413.91
Colorado Trust	5,361.16	Colorado Trust	\$104,647.25
Colorado Trust – Tabor RSV	2,008.70		
US Bank	22,462.18		
TOTALS:	\$39,831.32		\$158,061.16

Bruce reviewed the Balance sheet for the Fire District and the New Fire Station & Community Center. Tommye Barnett has taken over as Bookkeeper for the Fire Station/Community Center. Bruce stated we are in good shape as we start 2015.

Chief's Report: Andy reported there were 58 activity calls in 2014. They've recorded 1,438 hours of training and approximately 428 additional hours. 26 Burn permits had been approved. Andy reported we have 20 fire fighters. Andy presented the FPPA Certificate of good training hours for pension requirements. One-Way Trash has volunteered to provide free trash removal for the Fire Station. John moved that we accept their offer. **Motion Passed.** Andy stated he receives questions from insurance companies on behalf of our home owners. After some discussion it was agreed that Andy and Josh would compile a semi-generic form with limited liability to help assist the insurance companies when requested. The extrication equipment is on order. Andy stated that he'll work with the grant writers to apply for monies for additional extrication equipment. Two radios are missing. If they don't surface, an insurance claim may need to be filed.

Fire Station Project Liaison Report – John reported 1,000 books have been ordered. 325 are yet to be sold. The website online sales have been \$1500. 67% of the website has been new visitors. McGuckin Hardware has purchased 3 cases. 35 books were sold by the volunteer fire fighters who were at McGuckin on three weekends. Boots were also used to collect donations. \$1000 was raised by Festival of Trees project. A boot campaign will be kicked off on this weekend (Saturday). CDOT has approved. Signs are being made. Free coffee and biscotti coupons will be provided. Lyons Community Grant has been issued and funds have been allocated. DOLA also has sent a grant-- \$25K with PSFPD matching. An EMS training grant is also in the works. Ted Plank has been working on the Design Committee. Three firms responded to the RFP (Request for Price) and visited the site to do their evaluation. Cost per square foot needs to be close to \$200. The firms agreed the current site would sustain a new building.

Secretary Report - Thank You Letters – Ardean reported that 32 letters have been sent. She read a couple of notes received along with significant donations.

Liaison to Web Site Report – Matt stated that the by-laws need to be updated to reflect the meetings are now on Wednesdays and not Tuesday. Matt will make the change and upload to the website.

Liaison to Insurance Report – no report

President's Report - New Business – Individual responsibilities of the Board requires a president, secretary, treasurer. Bruce and Jon will work together for a few months to help decide on the President and Treasurer positions. Bruce recommended that the EFC have authorization to submit small grants without prior Board approval. John made a motion that the Executive and Finance Committee (EF&C) be authorized to submit grants that require matches, if the match is covered by an approved funded budget item, and/or not to exceed \$10K. **Motion Passed.**

Old Business:

Kiowa Road Egress – John has been attending Water Board meetings.

Pinewoods Spring Community Foundation – John reported that it is alive and well. The State approved the 501c3 on Dec. 29th

New Business:

Mail Slots – New mail slots have been created and Bruce informed the Board of the location.

Board Organization and Responsibilities – see President's Report above

Policy on Grant Approval – see President's Report above

Additional File Cabinet – Bruce thanked Andy for obtaining a four drawer cabinet which was donated by the Cundalls.

Review By-Laws – see Liaison to Web Site Report above

Jon moved that the meeting be adjourned at 9:14 PM. **Motion Passed.**

Respectfully submitted,

Ardean Johnson, Secretary
Approved, 02-11-2015

01-14-2015

