

PINEWOOD SPRINGS FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
Minutes of the December 13, Regular Meeting

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on December 13, 2017. The meeting was held at the Pinewood Springs Fire Protection District Fire Station in Larimer County, Colorado. President John Bologna called the meeting to order at 7:00 P.M.

Determination of Quorum/Attendance: The following directors were present, constituting a quorum: John Bologna, Bruce McQueen, Russ Hardy, Jon Andrews and Ardean Johnson. Also present were: Chief Ted Plank and Captain Jess Bologna.

Addition/Deletions to the Agenda – None

Approval of Minutes - Minutes of the November 8, 2017, were accepted without corrections.

Chief's Report – Chief Ted Plank reported that there are 18 active firefighters (17 active, 1 medical leave of absence). In November there were three medical calls. The equipment is in pretty good shape. 5121 needs some repair, but that can wait. Two fire fighters have graduated from Fire Fighter Academy. 17 burn permits have been issued. Staff changes: Lieutenant John Bykerk was announced at the Appreciation Dinner on December 9th.

"State of the Department" Presentation – Ted gave a power-point presentation of the Department. The following are the major points covered:

Facilities – The new station is on target to be completed by mid-spring. Improvement will enhance firefighter safety, efficiency & comfort. Makes requesting additional capital resources challenging.

Fire Fighters – average age is 57; it's increasingly difficult to become and stay certified; CDPS FF1; wildland firefighter Type 2; EMR or higher; Operate all apparatus and specialized equipment; vehicle extrication; SAR; low angle rescue; ICS.

Apparatus and Equipment – average age of apparatus is: 23 years. Newest unit is the 5121 Ambulance which is 15 years old. Most equipment is low mileage and utilization, but must consider replacement for safety reasons and technological advances.

Service Level – the trend is increasing call volume. Last year there were 74-75 calls. Possible reasons: increase traffic, aging population, increased recreation in the area, additional home construction.

Areas of Focus – Internal development, apparatus & technology, community development.

Internal Development – recruitment of new firefighters; leadership and officer development; improve firefighter training; implement medical section; firefighter fitness (leading cause of firefighter death is heart attack)

Apparatus & Technology – 5154 (UTV) for SAR and patient evacuation; Complete Type 6 exchange between units 5132 and donated BEMVFD unit 4931; apparatus replacement plan; gear and equipment replacement plan; consider firehouse software replacement options.

Community Development – develop social media outreach: Facebook & FD webpage; volunteer administrative support; host public outreach events: CPR, First Aid classes through EPMC, fire extinguisher training, defensive driving; facilitate update of CWPP, other preparedness.

Discussion followed with the Board being very appreciative of the information Ted share!

Ted requested a not-to-exceed \$4,200 to swap equipment from 5132 to the Big Elk donated truck 4931. Bruce made a motion that the not-to-exceed amount of \$7,200 swapping of the equipment takes place along with painting the truck red and applying the PSFPD emblem. Thus, creating an asset. **Motion passed.**

President Report - John Bologna stated regarding the Recognition plaques, they are validating donations. Letters were sent to 57 contributors who have donated over \$500 to insure the information was accurate, if they want recognition and if so what is the name to appear on the plaque. Companies have also been notified. The lease for the Water Board was discussed.

Vice-President Report – Jon Andrews stated that the storm sewer inlet has been installed.

Director Secretary Report – Ardean stated that quite a few individuals were very complimentary on the dinner at the Fire Fighters' Appreciation at the View on Dec. 9th. There were 13 fire fighters, the entire Board with a total of 38 individuals attending.

Estes Park Duck Race 2018 – the application has been completed and reviewed by President John Bologna. Ardean will mail it. We'll need to sell \$400 worth of Adoption forms which is \$20 per duck amounting to 20 sales. Of the \$20, \$19 is a tax donation write-off.

January 15, 2018 Deadline for SDA DOLA- discussion followed on information that must be summarized and submitted to these websites no later than January 15th. John Bologna, Bruce McQueen and Russ Hardy are up for election on May 8th. except for Bruce, John and Russ agreed that they'd like to remain on the Board for another four years. Bruce will not seek re-election, thus there will be a vacancy on the Board. Ardean will remain as Secretary. All mailings will be sent to the Fire Station as opposed to individuals' homes. Ardean and Bruce will meet to discuss the completion of the Transparency Notice. Ardean made a motion that Gabi Benson again, be asked to be the Designated Election Officer (DEO). **Motion passed.** Ardean will contact Gabi. Since Bruce will not be seeking reelection, discussion followed regarding the vacancy.

Director Treasurer Report – Bruce McQueen presented the financial information with discussion following. He mentioned that DOLA matches our FFPA pension, but that money has not yet been received.

Bank Balances as of 11/30/2017 Statement

Operations		Fire Station/Community Center	
First Bank	\$ 75,913.58	First Bank	\$ 66,631.66
Colorado Trust - Operations	5,460.47	Colorado Trust	106,574.67
Colorado Trust – Tabor RSV	2,046.10	Cash in PayPal	67.06
Cash at Banks	0.00	Due from Operations Acct.	
Water Rescue Project	0.00		
TOTALS:	\$ 83,420.15		\$173,273.39
GRANT TOTAL		\$256,693.54	

Director Liaison to Fire Station Project report – Russ reported on some bookkeeping items.

Generator Grant – Finally works!! Tested and approved.

Phase 2 Status – Construction is now 68% complete. Completion is still early spring – possibly February to March. The original roofing material isn't available, but another one has been decided upon. Roofing, insulation and possibly dry wall will be completed in 2017.

New Business:

Adjournment

Bruce moved that the meeting be adjourned at 10:27 PM. **Motion Passed.**

Respectfully submitted,

Ardean Johnson, Secretary
Approved