

**PINEWOOD SPRINGS FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
Minutes of the July 11, 2018, Regular Meeting**

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on July 11, 2018. 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 7:04 P.M.

Determination of Quorum/Attendance: The following directors were present, constituting a quorum: Jon Andrews, John Bologna, Russ Hardy (joining via conference call), Dan Kowalski and Ardean Johnson (joining via conference phone). Also present were: Chief Ted Plank, Assist Chief Andy Lucas (joining via conference phone) and Libby Noble.

Additions/Deletions: None

Approval of Minutes - Minutes of the May 9 and June 13 were approved. Motion passed.

Chief's Report – Chief Ted Plank reported that there are 18 active firefighters with 2 inactive. There are three volunteer individuals assisting with data entry. Incident reports are current. These volunteers are working on entering training hours currently. Operations calls were 6 calls which included the Mary's Lake Historical Lodge in Estes as mutual aid. All apparatus is functional. Things are being moved into the station as time permits. Training activities are normal. Some fire fighters are taking "low angle rescue" training. Ted will check with John Byker about presenting a de-briefing of the fire at Mary's Lake Historical Lodge to the Board.

Handling information in the future – iCloud – BOX – Has been installed and working well according to those who have used it. It will cost \$540 per year. **Suggestion on purchase of item(s) with monies from Duck Race** – Ted suggested using these funds for swift water shore equipment. The necessary gear to set up and equip this project would consist of: 6 or 8 sets of life vest, helmet, gloves, knife and two rope bags depending on final costs. The Board agreed.

Modifying guidelines for purchasing: Ted presented the current General Expenditure Guidelines OP 031C 28 18 which stated that expenditures of \$500-1500, if not included in the budget line items, must have Chief Officer and Board approval. Ted requested Board approval be removed.

Russ stated that the accountant has informed him that purchases below \$2500 are considered expenses not assets. Dan made a motion and the Board approved that the statement will be updated to read: "\$500 to \$2,500 Approval of Chief Officer is required in advance of the expenditure". Andy will update the document accordingly.

Larimer Co. Chiefs, Planning Dept. - On Monday Ted attended a meeting with Larimer Co. Chiefs, Planning Dept., Larimer CO is beginning a process/procedure for vacation rentals. Unincorporated areas have no guidelines or safety regulations. There are 350-450 known vacation rentals currently existing in Larimer County. Ted shared a list of some concerns that could/should govern vacation rentals. Dan mentioned that this is a big problem in the Big Elk Meadows community.

The emergency phone is repaired and working.

President Report – Jon Andrews stated that there is a leak in the dry hydrant which will be investigated.

Vice-President Report – Russ stated Phase 2 is completed.

Director Secretary Report – Ardean reported that the appropriate Larimer and Boulder County Departments have been updated with the election results and position of the Board members. SDA and DOLA have also been updated.

Director Treasurer Report – John Bologna presented the financial information with discussion following. Transition from Bruce McQueen continues. DOLA final check for \$27,000 has been received. Fire fighters are submitting expenses timely. He'll be attending SDA training on July 31. John mentioned that the Pinewood Springs Community Foundation (501C3) Foundation still exists with money in the account. Discussion followed. Bank Balances as of 06/30/2018 Statement:

<u>Operations</u>		<u>Fire Station/Community Center</u>	
First Bank	\$ 53,651.19	First Bank	\$ 32,487.91
Colorado Trust - Operations	15,618.82	Colorado Trust	.20
Colorado Trust – Tabor RSV	2,067.25	Cash in PayPal	153.24
Cash at Banks	0.00	Due from Operations Acct.	
Water Rescue Project	0.00		
TOTALS:	\$ 71,337.26		\$ 32,641.35
GRAND TOTAL		\$103,978.61	

New Business:

Community Center – Libby Noble brought forward her concern on cleaning the Community Center area. She proposed that after each board meeting, they vacuum carpets, clean kitchen if used, basically clean up after themselves, put chairs/tables, and remove trash. Discussion followed on using a core group of 6-8 people to take a week per month to clean the community center. Basic cleaning takes about half hour including bathroom, entry area and carpets. A professional cleaning company was also mentioned. Libby will talk to the other Boards and report back.

Dan stated the 4th of July Parade was awesome. He suggested in 2019 a volunteer band be assembled. Ted mentioned that a picnic/cookout also be considered.

Adjournment

Dan moved that the meeting be adjourned at 8:48P.M. **Motion Passed.**

Respectfully submitted,

Ardean Johnson, Secretary

Approved : 8/8/2018