

**PINEWOOD SPRINGS FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
Minutes of the May 9, 2018, Regular Meeting**

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on May 9, 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 7:10 P.M.

Determination of Quorum/Attendance: The following directors were present, constituting a quorum: Jon Andrews, John Bologna, Russ Hardy, Dan Kowalski and Ardean Johnson. Also present were: Chief Ted Plank, Captain Jess Bologna and via phone Assistant Chief Andy Lucas.

Election Results, swearing in of new Board Member and Responsibilities: Prior to the start of the monthly PSFPD Board Meeting, Ardean Johnson Administered the Oath of Office to: John Bologna, Russ Hardy and Dan Kowalski. The new board members also completed the Conflict of Interest forms. The Board agreed each individual will fill the following positions: President = Jon Andrews; Vice-President = Russ Hardy; Treasurer = John Bologna; Secretary = Ardean Johnson; At-Large = Dan Kowalski. Ardean will submit PDF's of these documents/information to the SDA and update the SDA/DOLA databases, plus advising Larimer and Boulder Counties.

Additions/Deletions: New Officers

Approval of Minutes - Minutes of the April 11, were approved. Motion passed.

Chief's Report – Chief Ted Plank reported that there are 22 active firefighters. Operations calls were 7 in April: a power line set a tree on fire on Button Rock in the rain, car accidents and medical calls. Officially 20 fire fighters, including retirees Dick Wilcox, Andy Lucas and Larry Davis; and the 5 new recruits who were able to join a call. Andrew Hart was promoted to Lieutenant. He'll continue as Fire Marshall. Lee Williams and Rick Hinkle have moved out of the valley and resigned. Burn permits are all expired. Six 800 MHZ radios have been received from Larimer County. Ted reviewed the Officers and their duties: COMMAND: Chief – Ted Plank, Assistant Chief Andy Lucas, Administrative; Captain – Jess Bologna, Operations/Training, has highest medical EMT qualified position; Lieutenants: Andrew Hart, Tom Emerson, Brian Rapple, John Byker, responsible for next level of operations. Each Lieutenant is responsible for an apparatus and its maintenance. Dick Wilcox, Master Chief, "Mr. Fixit" works on equipment, building, lighting, etc. There are three volunteers who will be doing administrative staff/input/recording. There are some medical volunteers who are in medical training too. 5132 Title was found, it will be transferred to Glenn Haven and removed from insurance.

I AM RESPONDING: software package and app connected to Boulder Dispatch to initiate calls/alerts to firefighters. Fire fighter can respond according to their availability. It has data tracking and reporting functions. It allows up to 5 additional individuals to be alerted to the fire fighters involvement. Costs \$300 per year compared to the current Fire House at \$240 per year.

Building Security Codes – process, frequency – codes have been changed. Those who have a need to know have been advised. The Public side/Community Center code was discussed. An integrated solution which allows multiple codes to open the door will be investigated by Ted and Andy. **Plans for moving into the newly remodeled building** – Last Saturday, command response and office was established. All apparatus have been re-arranged. Movement will be methodical. A new computer will be ordered.

Handling information in the future – Andy stated the cloud storage vehicle is in process. SharePoint is the software and Jennifer Rivas is working on learning and utilizing the system. Storage is 1 to 10 terabits. Office 365 suite for free is part of SharePoint.

With Bob Shaw and Laurel moving to Estes, Ted requested Bruce McQueen be asked to be the Fire Department Chaplain.

President Report – Jon Andrews (Jon asked John Bologna to cover)

Water Board Contract with PSFPD Board – John presented the current version of the letter from the Water District. Discussion followed since there are already two agreements in existence. It was agreed that the PSFPD Board would sign the letter.

Pinewood Springs Community Center Guidelines - The Board agreed to accept the document.

Reservation Policy – discussion followed with Board agreement.

Website – in progress

John brought up the fact that two cars will be delivered in May, training will occur and cleanup thereafter. Extrication equipment is needed.

Vice-President Report – Russ Hardy stated Larry Wisecup on the Water Board has stated that there is a homeowner whose home is for sale and they have two water taps currently costing \$37K. Larry is suggesting the homeowner donate a water tap to the fire district. In turn the Fire District could donate it back to the Water District. Thus, exchanging it for the land between the current building and Highway 36. The Board agreed that the Water Board would need to clean up the area and pay for the legal documentations.

Director Secretary Report – Ardean reported that two thank you letters had been mailed. She reported that she had submitted 53 paper Estes Park Rotary Duck Rack adoption forms. 24 of those were from folks who attended the Fire Station Dedication on Sunday, April 29th. Some folks had stated they were going to submit through the internet. There were an addition 5 folks who chose #63 Pinewood Fire. And, 30 Ducks were adopted via the internet. All adopters should have received an email thanking them for their participation. The individual winners were being informed on Monday. With the 88 Adoptions on behalf of PSFPD, that nets us a check (coming next week) of \$1,672! How to wisely spend this money on something specific was discussed. UTV back country patient care module and Ted investigate further.

Ardean reminded the Board that she'd be gone in June as will Jon, Russ and Dan. Individuals can call into a meeting so that there are three Board members constituting a quorum.

Director Treasurer Report – John Bologna presented the financial information with discussion following. John stated that the Exemption Application had been submitted. Treasurer duties have been migrating from Bruce to John and Russ. The newer Brush truck is completed and paid. \$16,985 has been received from DOLA. \$27K is still owed.

Bank Balances as of 04/30/2018 Statement:

<u>Operations</u>		<u>Fire Station/Community Center</u>	
First Bank	\$ 46,504.44	First Bank	\$ 25,364.50
Colorado Trust - Operations	15,564.16	Colorado Trust	.20
Colorado Trust – Tabor RSV	2,060.01	Cash in PayPal	67.06
Cash at Banks	0.00	Due from Operations Acct.	
Water Rescue Project	0.00		
TOTALS:	\$ 64,029.61		\$ 25,431.76
GRAND TOTAL		\$89,461.37	

Director Liaison to Fire Station Project report – Russ reported that the last Project meeting took place on Monday. All responsibility has been turned over to Chief Ted Plank. A “Spring Board” newsletter will be published to finalize the Fire Station/Community Center. The DOLA final report has been filed. The Lyons Red Stone newsletter will have an article on the Dedication. Century Link connection is needed and being worked on by them.
Phase 2 Status –

New Business:

Adjournment

Ardean moved that the meeting be adjourned at 9:20 P.M. **Motion Passed.**
Respectfully submitted,

Ardean Johnson, Secretary
Approved : 7/11/2018

5/09/2018