

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

Minutes of the July 13, 2016, Regular Meeting

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on July 13, 2016. The meeting was held at the Pinewood Springs Fire Station in Larimer County, Colorado. President John Bologna called the meeting to order at 7:05 PM.

Determination of Quorum/Attendance: The following directors were present, constituting a quorum: John Bologna, Russ Hardy, Bruce McQueen and Jon Andrews. Also present were: Chief Dick Wilcox, Asst. Chief Andy Lucas, and Captain Ted Plank, and Donn Fairbank. John Bologna moved that Ardean Johnson's absence be excused. **Motion Passed.**

Approval of Minutes – The June 8th minutes were approved.

Agenda additions and deletions –The pension board meeting will be rescheduled to the August 1st meeting

Chief's Report – Chief Dick Wilcox reported on the monthly activity. There were 5 calls in June. The 8/20 date looks good for the Red Cross event. There are 18 active firefighters and 1 cadet. Truck 5121 is now equipped and in service. Research is being done to keep a 911 phone in this area during construction. We had 2 fifty foot sections of 1 ¾ inch structure fire hose damaged beyond use during the structure fire on 7/9/16. We will need to submit an insurance claim. Russ asked the Chiefs to make available a best practices paper on how to handle solvent-soaked rags for the home owners.

Director President Report – Nothing new.

Director Secretary Report – Ardean had informed John that there were 4 thank you letters for monies received in memory of the Foreman boys. Russ will send out thank you letters for the 5K run sponsors.

Director Treasurer Report –

Treasurer's Report: Bruce raised the topic and made a motion of increasing the firefighter credit card limit from \$1,500 per cycle to \$5,000 per cycle. The motion passed.

Bank Balances as of 06/30/2016 from Bank Statement:

<u>Operations</u>		<u>Fire Station/Community Center</u>	
First Bank	\$71,384.33	First Bank	\$328,187.43
Colorado Trust - Operations	5,385.21	Colorado Trust	105,105.53
Colorado Trust – Tabor RSV	2,017.84	Cash in PayPal	173.57
Cost at Banks	-813.49	Due from Operations Acct.	
TOTALS:	\$77,973.89		\$433,466.53

Director Liaison to Fire Station Project report – We had another project showing on Monday 7/11. A 3rd GC showed up, and a metal building subcontractor was also there, along with our architect, and Russ. The Q&A period will end on 7/18, and bid acceptance will end on 7/22 at 2:00 PM. We will immediately open the sealed bids at our attorney's office at 2:01 PM. John and Russ will be there. Additional board members should not attend as that would create a board quorum. The project team will meet Saturday morning to begin bid analysis, with the expectation to be able to recommend a bid to the board, so the board can vote to award the contract at the next board meeting on 8/1.

Continuing Business:

New Business: Russ brought up the topic of document retention, and our use of the state's manual. It appears that we are not registered as a user of the manual, and it further appears that we may not be in compliance. This topic will be postponed until Ardean returns.

Adjournment

Jon Andrews moved that the meeting be adjourned at 9:38 PM. **Motion Passed.**

Respectfully submitted,

Russ Hardy_____ for
Ardean Johnson, Secretary
Approved 08-01-2016