

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

Minutes of the February 9, 2022, Regular Meeting

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on February 9, 2022. The meeting was held at the Pinewood Springs Fire Protection District Fire Station in Larimer County, Colorado and via Zoom. President Jon Andrews called the meeting to order at 7:07 P.M.

Determination of Quorum/Attendance: The following directors were present, constituting a quorum: Jon Andrews, Patty Peritz, Jen Rivas and Ardean Johnson. Also, present were: Chief Ted Plank, Asst. Chief Andy Lucas (via Zoom), Andrew Hart and Gabi Benson. Ardean made a motion that Michael Graham's absence be excused. Motion passed

Additions/Deletions:

Approval of Minutes – The minutes of the January 12th meeting were approved with changes.

Public Comments/Input – None

Chiefs Report- Chief Plank stated there were seven calls in January which is average. There are 16 approved burn permits and five pending. There is an opportunity for a \$25K State Farm Neighborhood Grant. There will be 40 issued in the whole USA. Chief Plank had met with Gabi Benson since it's focused on neighborhood improvements. Submission date is Feb. 16, and one will be submitted. CWPP process needs reviewing and updating. He plans on having a meeting the end of Feb as a kick-off with representatives from all local Boards being invited. Mutual Aid Agreement is a good. Ardean moved that Jon and Ted sign and submit. Motion passed. The EMR classes with 15 students from five local departments has been completed. Refresher class next week. The first CPR class went well and was well received by all participants. Chief Plank stated Marshall fire investigations on going. On February 27, there will be a Larimer County LETA meeting to review/discuss what to do in the future. A meeting of the St. Vrain Forest Health will be held to discuss the forest, St. Vrain drainage which includes the Little Thompson River. The focus will also be on mitigation, water shed and protection. He'll be attending a Zoom meeting with Larimer County first responders. Larimer County is making funds available thru grants for mitigation. National Wildfire Community Preparedness day is May 7th. He's planning on a two-hour open house in truck bay. LETA will come up and provide education. Still waiting on the AFG Grant (radios, SCBA equipment, etc.).

President Report – Jon stated highway department wants a survey of the electrical lines to be moved in addition to REA. The cost estimate is \$26,000 to \$27,000. Chief Plank thought there might be a DOLA (matching grant) to help with expenses. The lines must be moved before an additional storage building can be considered.

Vice-President Report – Michael Graham was unable to attend the meeting.

Director Secretary Report – Ardean stated that in memory of James Schultz five thank you letters had been sent with a total contribution of \$800.

Inclusion – Ardean stated that finally Attorney John Chmil, at Lyons Gaddis Law firm had responded. He detailed the Inclusion Process well. He also provided detailed expenses of the three inclusions from 2019. He suggested if the Districts wants to set a fee for the inclusion process, he thought \$750 would be sufficient for the vast majority, but the Board could set it up to \$1,000. The total cost for the three completed in 2019 was \$2,745. (low of \$729 and high of \$1,130 with the average of \$915) The Petition for Inclusion (after Gaddis reviewed and prepared a more current document) was sent to Matt Wilmoth on February 3rd.

Ardean asked the Board if we should set an amount for Matt and future Inclusions. Discussion followed. Jen made a motion that a flat \$500 fee be charge for any future inclusions. Motion passed.

Director Treasurer Report – Treasurer Patty Peritz provided the Treasurer's Report including detailed financial summary reports and account balances to date January 31, 2022, accompanied with checking account debit/credits/summary, and Visa Charge expenses. The reports provided were reviewed.

Bank Balances as of 01/31/2022:

Operations

First Bank (8766)	\$ 79, 813.04
Colorado Trust – Tabor Reserve (8002)	3,324.48
Colorado Trust – Gen Reserve (8003)	107,990.58
TOTAL CURRENT ASSETS	\$ 191,128.10

The deadline filing for the Audit exemption is March 31. She has tax files completed and working with Pam Ping to submit early.

Resolution 2022-06 Resolution/Ordinance for Exemption from Audit. Ardean made motion to approve the above resolutions. Motion passed.

While scrolling SDA/DOLA website, Map/Boundary documents are needed for PSFPD.

Director At-Large – Jen stated she'll be the focal point to communicate with Gabi Benson on updates for the monthly Newsletter which is included with the water billings.

Hot Topics PSFPD Community Newsletter - March topics: new board, change of season, duck, national fire day 5/7, CPR classes

Continued Business: None

New Business: Elections – Gabi Benson reminded individuals up for election to submit their self-nominating form. The invoice for election cancellation will be submitted to Patty also with the legally required newspaper article.

Water bill – The Water Board decided that were too many entities using the fire station/community center, and the large water bill has been eliminated. The Water Board requested a sign be posted above each toilet to ensure the water isn't running.

Adjournment – Ardean made a motion that the meeting be adjourned at 8:26 P.M. **Motion Passed.**

Respectfully submitted,

Ardean Johnson, Secretary
Approved: March 9, 2022