

**Pinewood Springs Fire Protection District**  
**BOARD OF DIRECTORS**  
**Minutes of the October 12, 2022, Regular Meeting**

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on October 12, 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 7:00 P.M.

**Determination of Quorum/Attendance:** The following directors were present, constituting a quorum: Jon Andrews, (via Zoom) Patty Peritz, Michael Graham, Jen Rivas and Ardean Johnson. Also, present were: Chief Ted Plank, Asst. Chief Andy Lucas, John Bykerk, and Andrew Hart.

**Additions and deletions** – None

**Minutes** – The minutes of the September 14 meeting were approved with change. Motion approved.

**Public Comments** – None

The Meeting was closed at 7:03 PM to allow the Pension Board Meeting to begin.

The Meeting was re-convened at 7:15.

**Chief Report** – Chief Plank stated there were four calls in September. There are 20 active fire fighters, three are struggling with attendance while there are five probationary. The ambulance from EPMC has been accepted. It will be used as a rescue support vehicle. SVI was here on Monday to estimate minor repairs. The ambulance will be scheduled to be painted in alignment with other PSFPD

vehicles. \$25K has been set aside for the vehicle to become most useful for the Fire District, i.e., tires, alignment, painting, etc.

Even though EPMC had presented Chief Plank with a copy of the title, they were able to find the original so the title could be updated. Chief Plank is looking to offer an EMR class in January which would include neighboring fire agencies. The class is almost full.

Operational & Administrative Organization Chart was shared and discussed. Command is looking to increase the department to 25 volunteers over the next year which will help distribute workload, leadership, and develop the team members. Chief Plank introduced Battalion Fire Chief John Bykerk and congratulated him on the promotion, as did the Board.

Chief Plank has helped review/updated the Boulder County Mass Casualty Plan (BCMCP), which he will need to sign the document showing our support. Ardean made a motion that Chief Plank sign and submit the BCMCP. Motion Passed.

Larimer County First Responder meets every month. Larimer will have a new Sheriff in 2023. They'll be working on updated documents which he'll be sharing with the Board. Chief Plank wants to host a regional training in 2023. Larimer County is updating short term rental documents regulations. Publication and enforcing the current regulations have not been good. Chief Plank shared that with Larimer County. Many of the other rural fire departments stated the same thing to Larimer County. Curtis Johnson will be the new Boulder County Sheriff as of January 1, 2023. AEDs are being updated/replaced and added onto all apparatus.

Budget – Chief Plank shared the preliminary 2023 budget and discussion followed. He submitted the budget draft to the Board. Jen moved that the Board accept the 2023 budget draft. Motion passed.

**President's Report** – Jon has a water pump he would like to donate to the District, which Command was happy to receive. Jon has previously donated a snowblower to the department. Chief Plank thanked Jon for these donations.

**Vice-President Report** – Michael had no update at this time.

**Director Secretary Report**

Request to join PSFPD (Inclusion) – No update.

Ardean shared the finalized menu for the Appreciation Dinner. She'll send out the actual invitation along with the menu. Any food concerns will be passed along to the View Restaurant who will accommodate the dietary needs. Ardean thanked Patty for recording the minutes of the September meeting in her absence.

**Director Treasurer Report** – Treasurer Patty Peritz provided the Treasurer's Report including detailed financial summary reports and account balances to date September 30, 2022, accompanied with checking account debit/credits/summary, and Visa Charge expenses. The reports provided were reviewed.

Bank Balances as of 09/30/2022:

First Bank	\$ 175,747.00
Colorado Trust – Tabor Reserve (8002)	3,350.44
Colorado Trust – Gen Reserve (8003)	97,829.29
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 276,926.73</b>

Patty informed the Board that \$11K had been moved from reserve to wildland gear to cover those matching grant funds requirements. The audit exemption has not been approved yet. Tribbett Insurance stated there is a three-year guaranteed premium for the policy renewing on November 1, 2022. New equipment will be covered. If lost or need replacement, 100% replacement. Bond renewal certificate has been received. The Lease purchase loan payment will be made. Patty stated that in four years it will be fully paid.

**At Large** – Jen

Website – This expense in 2023 budget to meet State requirement.

Hot Topics – publication is anticipated in early November.

**Continued Business:** None

**New Business:**

**Adjournment** – Jen made a motion that the meeting be adjourned at 8:40 P.M. **Motion Passed.**

Respectfully submitted,

10-12-2022

Ardean Johnson, Secretary  
Approved: November 9, 2022