

Pinewood Springs Fire Protection District
BOARD OF DIRECTORS
Minutes of the November 9, 2022, Regular Meeting

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on November 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 7:03 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, and Asst. Chief Andy Lucas (via Zoom)

Additions and deletions – None

Minutes – The minutes of the October 12 meeting were approved with changes. Motion approved.

Public Comments – None

Chief Report – Chief Plank stated there were six calls in October, with a total of 73 year to date. He anticipates exceeding the current historical record. There are 20 fire fighters, with five probationary. Burn permit season is here with eight permits, six are approved, and two pending. The ambulance from Estes Park Health has been taken in for painting. SVI's quote was above budget. Richie Brothers (auction) will do for \$7,500. Chief Plank delivered it yesterday. It should be returned within two weeks.

Battalion Chief John Byker is ill but hopes to be joining these monthly meetings.

CWPP update – CO State Forest Service had a few items added, i.e., identify public and private property that might need mitigation to be recommended for mitigation and identify high priority items. This should help us qualify for funding. Identify public areas, tubs, Crescent Lake to be used as model areas and also help qualify for funding. There has been good volunteer response from the community to help in 2023 on the CWPP Committee. The current CWPP Committee responded via email to the volunteers and invited them to the January meeting.

Chief Plank stated that he had received our first application for a short-term rental from Larimer County. The property is at 330 Kiowa. The new owners have submitted a permit to use the property as a short-term (30 days or less) rental/vacation rental. From EMS (emergency service) point, Chief Plank doesn't have a problem as long as they follow Larimer County rules/regulations which should be posted for renters, i.e., fire alarms, maximum of ten 10 occupants, etc. Larimer County should police, but they haven't in the past. All rentals are considered commercial property. PSPOA articles of incorporation object to homes being used as commercial property. Chief Plank requested the Board allow him to respond according to the discussion that was held. He recommended investigating with SDA to see what other organizations might view on this subject. Jon made a motion that Chief Plank represent the Board on this situation, being the focal point for the PSFPD and Board. Motion passed.

SBCA assistance for fire fighters grant equipment will be delivered next week.

Budget – Jen had provided figures for 2023 expenses for website. The public meeting must be held in December. Patty has posted this meeting in the newspaper.

2022 reconciliation will be addressed at February 2023 meeting.

President's Report – Jon had no update. Due to his illness, Jon had spoken with Michael about switching position. Ardean made a motion that this be accepted. Motion passed. Effective Nov. 9, 2022, Michael Graham will become President and Jon Andrews Vice-President of the PSFPD Board.

Vice-President Report – Michael had no update. He thanked Jon for his involvement and leadership as President.

Director Secretary Report

Request to join PSFPD (Inclusion) – No update. Chief Plank stated he was aware that the property owner anticipates selling and moving closer to family.

Ardean shared that there will be 53 individuals attending the Appreciation Dinner this coming Saturday.

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

Bank Balances as of 10/31/2022:

First Bank	\$ 169,124.79
Colorado Trust – Tabor Reserve (8002)	3,359.55
Colorado Trust – Gen Reserve (8003)	98,095.95
TOTAL CURRENT ASSETS	\$ 270,580.29

Patty stated that Jon had signed the Pinnacle insurance paperwork and submitted with payment. Finally on Oct. 13th, the Audit Exemption had been approved. Times Call newspaper will publish the 2023 Public Budget meeting.

At Large – Jen

Website – \$850 expense for 2023 working with Streamline has been added to the 2023 Budget.

Hot Topics – New ambulance donation, grants, community safety, CWPP update. She'll disseminate the newsletter for review before dissemination to the community.

Continued Business: None

New Business:

Community Center Regulations – The document dated 4/22/18 was shared with the Board. If there are deviations from the Community Center Request and Usage Guidelines, Chief Officers would be contacted, and decision made. Reflect the decision to update any special consideration by Chief Officer(s). Gabi keeps calendar. Jen made a motion that usage updates will be provided to the Board

(updates on meeting room usage information gather from Gabi Benson who manages the room usage) at the January and July meetings. Motion Passed. She'll contact Gabi on this request.

Community Foundation – delayed to January Meeting. Chief Plank stated the foundation was formed by Fire Board 2014/15 501-3C for grants is registered with the state and has become dormant once the building project was completed. \$1,200 was the last amount known. Dan Kowalski passed this to Shannon Heintz. Chief Plank has those by-laws. The original charter is different. Michael recommended reviewing the documentation and be prepared to discuss in December. Chief Plank recommended waiting for a few months before further discussion.

Adjournment – Ardean made a motion that the meeting be adjourned at 9:10 P.M. **Motion Passed.**

Respectfully submitted,

Ardean Johnson, Secretary
Approved: December 14, 2022