

**PINEWOOD SPRINGS FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
Minutes of the December 9, 2014, Regular Meeting**

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on December 9, 2014. The meeting was held at the Pinewood Springs Fire Station in Larimer County, Colorado. President Bruce McQueen called the meeting to order at 7:04 PM.

Determination of Quorum/Attendance: The following directors were present, constituting a quorum: Bruce McQueen, Carl Pender, John Bologna, Matt Schnizer and Ardean Johnson. Also present were: Chief Dick Wilcox and Asst. Chief Andy Lucas, Gary Clements and Kelly Child.

2015 Budget Hearing: Carl moved that Gary Clements be appointed Budget Officer. **Motion passed.** Gary reviewed the budget with discussion. Bruce closed the meeting at 7:48 PM.

Bruce re-opened the Board meeting at 7:48 PM.

Agenda Additions/Deletions: Bruce – Board Organization & responsibilities; reconsider policy on grant approval by Board; file cabinet. Carl – volunteer pension authorize form (FPPA). Andy - revisiting extraction equipment.

Minutes: The minutes of the November 11 2014, meetings were reviewed. Carl moved that the minutes be approved. **Motion passed.**

Treasurer's Report:

Bank Balances as of 12/01-2014 from Bank Statement:

<u>Operations</u>		<u>Fire Station/Community Center</u>	
Valley Bank	\$49,474.21	US Bank	\$32,262.32
Colorado Trust	5,361.16	Colorado Trust	\$104,627.45
Colorado Trust – Tabor RSV	2,008.47		
US Bank	1,131.60		
TOTALS:	\$59,934.89		\$136,889.77

Carl stated we have two new bank accounts--one for the general fund and one for the fire station project. Carl requested a list of everyone who needs a credit card so new ones can be established with the new bank. The 2015 Budget was reviewed and discussion followed.

Chief's Report: Chief Wilcox reviewed the previous month's activity. Andy reported we have 20 fire fighters.

Project Liaison - John stated 1,000 Flood books have been ordered, 630 have been sold. 30 books were sold to McGuckin Hardware in Boulder. For three Saturdays a table will be set up in the middle of the store so some of our fire fighters can meet the public and promote the book. The books are on sale 7 days a week at that store and they are prominently displayed at the checkout stations. Six books were sold last month online. There were 130 sessions on the website with 76.2% being new visitors. The books are currently available at the following stores: 1) The Colorado Cherry Company, 2) Lyons Quilting, 3) MacDonald Book Shop in Estes Park, 4) Used Book Emporium in Longmont, 5) Fabulous Finds in Longmont, and 6) McGuckin Hardware in Boulder. John will be meeting with Laura Levy to see about additional media coverage. The Festival of trees at The Colorado Cherry Company has finished. The State Farm Grant has been received for \$6,500 for the generator. Lyons Community Foundation will send monies to Life Bridge Christian Church in Longmont and they will turn the funds over to PSFPD since we aren't a 501(c)(3). AFG/FEMA grant has been submitted for a fire truck. A "Boot Campaign" is still being investigated and John has contact CDOT about this. John is also investigating obtaining and using three "Variable message signs". The plan is to use them on the 3-day weekend of January 19th. A Town Hall meeting in November was held. \$640 in donations was received. Regarding the Design request for proposal (RFP), 3 of 6 companies have shown an interest and will be meeting December 15th to view and walk the property. Bids are due January 5th. John made a motion to submit an AFG/FEMA Type 6 Engine Grant valued at \$90K requiring a 5% match. **Motion Passed.**

Old Business:

Thank You Letters

Web Site – Matt stated there will be no activity until the website is moved to a faster platform.

Board Order of Inclusion – Monroe's – John stated that the Monroe family is in PSFPD. 16 properties on Larimer County are not within our service area but could be eligible. John spoke with the attorney who concurred on writing a letter to the home owners. There are 8 within Boulder County. John will write a letter and review with the attorney before mailing to these 24 homeowners. If all were to join PSFPD, it could be a possible \$3,600 annual at current mill levy. John moved that we configure a letter for Larimer and Boulder landowners that are potentials for our district and review with the attorney. **Motion passed.**

Kiowa Road Egress – Carl has spoken with 3 property owners and has one more to go. So far, the homeowners are in agreement with the change.

Christmas Gathering – The Craggs, The View Restaurant, Estes Park, Dec 13th – there are 39 individuals who are planning on attending.

New Business:

Adoption of 2015 Budget Resolutions – Gary shared the information for these standard Resolutions. Motion Passed. Carl made a motion to accept the Resolution to Adopt the Budget. **Motion Passed.** Carl made a motion to accept the Resolution to Set Mill Levies. **Motion Passed.** Carl made the motion to accept the Resolution to Appropriate Sums of Money. **Motion Passed.**

2015 Board Meeting Dates – Jon Andrews has agreed to join the Board but can't meet on Tuesday. John made a motion that 2015 meetings be held on the second Wednesday of each month. **Motion Passed.**

Book Statistic Update (orders, remaining books, website visits, etc) – see Project Liaison above.

State Farm Grant – see Project Liaison above.

12-09-2014

Festival of Trees (Nov 14 thru Dec 6) at Cherry Company – see Project Liaison above.

DCC (Design & Construction Committee) Update – RFP – see Project Liaison above.

Boot Campaign Concept – see Project Liaison above.

Pinewood Springs Fire Protection Foundation - 501(c)(3) Update – John stated PSFPD Board can assign the 501(c)(3) Board of Director members. Potential names of the 501(c)(3) were discussed. Ardean moved that we accept “Pinewood Springs Community Foundation” as the name for the 501(c)(3). Also, the Board may consist of three members. Currently, John Bologna, and Kelly Child have agreed to be members. Carl made a motion that the Charter be broad enough to include the entire community. A Motion was made that PSFPD Board of Directors agrees to form the “Pinewood Springs Community Foundation” comprised to three Foundation Directors. **Motion Passed.**

Bulletin Board(s) Ardean stated that non-appropriate postings are being put in the bulletin board on the fire station. Also, in the community board section designated for the Pinewood Springs’ Boards since the lock is not working.

Revisiting extraction equipment – Andy requested a maximum of \$15K be allocated for this equipment since his investigations have shown it will exceed the already approved \$13,500. Bruce made a motion that a total of \$15K be allocated for this equipment pending receipt of the \$10K grant. **Motion passed.**

Director Resignation – Carl submitted his resignation from the Board effective December 9, 2014. John moved we accept Carl’s resignation with regrets and deep sense of gratitude. **Motion Passed.**

Ardean will serve as Secretary/Treasurer temporarily.

Carl moved that the meeting be adjourned at 10:23 PM. **Motion Passed.**

Respectfully submitted,

Ardean Johnson, Secretary

Approved, 01-14-2015