

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

Minutes of the June 9, 2021, Regular Meeting

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on June 9, 2021. The meeting was held at the Pinewood Springs Fire Protection District Fire Station in Larimer County, Colorado via Zoom. President Jon Andrews called the meeting to order at 7:01 P.M.

Determination of Quorum/Attendance: The following directors were present, constituting a quorum: Jon Andrews, Michael Graham, Patty Peritz, Dan Kowalski and Ardean Johnson. Also, present were: Chief Ted Plank, Asst. Chief Andy Lucas, Gabi Benson, and Jen Rivas. The meeting was held via Zoom.

Additions/Deletions: None

Approval of Minutes – The minutes of the May 12, 2021, were approved. Motion Passed.

Public Comments/Input – None

Chiefs Report-

Chief Plank stated May was a quiet month with only three calls. The two new recruits are continuing their rookie training. Two fire fighters have competed Fire Fighter Level 2 requirements. There are now three certified Level 2 fire fighters on the team. Other training activities continue. All equipment is in good repair except 5121 which needs an assessment within the next 30 days to figure out what needs to be repaired. Chief Plank mention holding a fire fighter Appreciation or recognition gather possibly in September to recognize accomplishments, promotions, and swear-in fire fighters. More discussion to follow. The Fire Department will be hosting the annual July 4 parade since Covid restrictions have moved to a less restrictive level. He will publicize to the community with any local/state existing Covid restrictions. Regarding potential forest fires, our area is considered “out of drought.” Fortunately, it has been a rather moist spring. Thus, an abundance of grass which will dry out quickly. For the foreseeable future, Chief Plank does not see Larimer County issuing burn/fire restrictions.

President Report – Jon no official comments.

Vice-President Report – Dan had no comments.

Director Secretary Report – Ardean reported that the EP Duck Adoption check for \$4,940 has been received and deposited. What shall we do with it? Discussion followed on how to wisely spend this money. There is no decision, yet, but Command is looking into options which will be presented to the Board.

Director Treasurer Report – Treasurer Patty Peritz provided the Treasure Report including detailed financial summary reports and account balances to date May 31st, accompanied with checking account debit/credits/summary, and Visa Charge expenses. The reports provided were reviewed. American Rescue Plan Subaccount has been created. She attended an SDA meeting where more clarification on this was discussed. Since PSFPD did not have any financial impact due to Covid, we will not qualify. SDA also suggested creating a Sam.gov account (which we have), and Chief Plank has renewed for this year. Basically, it is used for federal grants.

QuickBooks vs. Desktop - QuickBooks is closing out all Desktop accounts from 2018 and prior. Consequently, QuickBooks will remain the treasurer/bookkeeping tool. Patty asked if within First Bank 360, any credit cards should be deactivated. Only Tom Emerson’s card should be deactivated. Pinnacol Insurance sent an audit request. Jon has done this in the past and will forward the information to Patty. She will input and share with Jon and Command for accuracy before submitting. Pam Ping had provided the Exemption from Audit files and copies for the Board. Pam’s invoice for \$1,500 has been received and will be paid.

Assistant Chief Lucas suggested that the last column in the budget vs expense report can be removed, (the Budget Remaining % column in red). Patty will continue to provide these reports monthly. The monthly expense forms needing to be submitted will continue to be provided to Command for follow-up.

July 4 Parade - Gabi stated that the PSPOA will have a refreshment tent at the beginning of the parade. There will be no organized activities at the Tubs due to lack of volunteers and resources.

Bank Balances as of 05/31/2021:

Operations

First Bank (8766)	\$ 95,186.80
Colorado Trust – Tabor Reserve (8002)	3,323.95
Colorado Trust – Gen Reserve (8003)	107,965.19
TOTAL CURRENT ASSETS	\$206,475.94

Director At-Large – Michael Graham stated there is no FPPA update. Actual Study is underway with an August anticipated conclusion. He is in the process of updating active member, and those eligible for their pension. He will provide Command with a Report, so he will have accurate information before uploading in the Portal. No update on Grant opportunities. Chief Plank stated Larimer County has a grant available which needs more exploration.

Continued Business:

Hot Topics PSFPD Community Newsletter – Jen stated the next targeted publication is August/September and she would appreciate any topics the Board or Command may have.

New Business: The Board Meetings will resume at the Station starting with the July meeting.

Adjournment – Dan moved that the meeting be adjourned at 7:51 P.M. **Motion Passed.**

Respectfully submitted,

Ardean Johnson, Secretary
Approved July 14, 2021