

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

Minutes of the April 14, 2021, Regular Meeting

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on April 14, 2021. The meeting was held at the Pinewood Springs Fire Protection District Fire Station in Larimer County, Colorado via Zoom. Vice President Dan Kowalski called the meeting to order at 7:02 P.M.

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

Additions/Deletions: None

Approval of Minutes – The minutes of the March 10, 2021, were approved as amended. Motion Passed.

Public Comments/Input – None

Chiefs Report- Captain Bologna stated that there were five calls in March. All fire extinguishers have been tested and updated in the building and on the vehicles. Chief Plank stated he had met with Poudre Valley REA regarding energy efficiency in the building which they would help finance. REA visited and inspected the building a week ago. They found a few suggested items to help reduce electrical expenses: remote thermostats that could be accessed remotely, ventilation system, electrical heater in the wildland bay. A full report on their findings will be provided later. They also discussed removing the two utility poles in the parking lot. REA indicated that they had assessed it last year but had not taken any action. The cost of moving the two poles and inground lines could be a rather expense project. Chief Plank stated that the costs could be around \$15,000 and could be shared amongst PSPOA, Road, and Fire Boards and REA.

Chief Plank stated that Oscar of xBar7 Communications LLC, who provides free of charge the internet service for the Station, was asking about installing an internet hub (30"x40") on the back of the building. The Board members agreed that Chief Plank can continue discussion with Oscar.

Chief Plank has been attending Larimer County Connect meetings who are discussing creating emergency hubs throughout the county and they would like to use the Fire Station as a potential hub in this area. He has been attending Larimer County First Responders meetings also. Training with the two new recruits took place this week. The probationary fire fighters are: Paul Legan and Morgan Morris. Command is evaluating different types of SCBA (Self Contained Breathing Apparatus) to replace current outdated equipment.

President Report – Jon no comments.

Vice-President Report – Dan had nothing to report.

Director Secretary Report – Ardean stated the EP Duck Adoption total for PSFPD is now \$1,980 with 116 ducks being adopted. She thanked Patty for suggesting, printing and helping fold the flyer that was in everyone's April Water bill. And, for printing the flyers that are posted in the valley. Also, it is great seeing postings on the Pinewood Springs Community FaceBook page. Thanks.

Director Treasurer Report – Patty Peritz shared detailed financial summaries for March and current to-date balance, checking account debit/credits/summary, and Visa Charges. Assistant Chief Lucas requested line-item Budget vs YTD expenses via category to know what has been spent and needs to be spent. QuickBooks can provide these reports and Patty will provide them at the next meeting. Discussion followed on Online vs Desktop QuickBooks. Currently, the Online monthly fee is \$70 or \$840/year. Desktop is a one-time purchase of \$299. Gabi stated the Water Board Desktop was \$179.99. Jon asked Ted and Andy for their input regarding QuickBooks. Andy stated a better summary of expense, security over a 5-year period would be helpful before a final decision can be made. Patty will provide.

Audit exemption – Patty stated she and Gabi Benson had gotten 2019-2020 balanced and forwarded the required audit information to Pam Ping. The Board DocuSigns and the audit information was submitted timely. Gabi stated Adobe has DocuSign, which will be used in the future.

FPPA – Michael stated he is working with the FPPA coordinator. He will investigate getting the Actuary study initiated.

CO Trust contacts have been updated.

PWSfiredistrict@gmail.com will be used for expense form submissions.

Gabi affirmed that Patty had worked hard to get QuickBooks, bank, and other files in sync and balanced.

Bank Balances as of 03/31/2021:

Operations	
First Bank (8766)	\$ 54,585.79
Colorado Trust – Tabor Reserve (8002)	3,323.46
Colorado Trust – Gen Reserve (8003)	107,954.93
TOTAL CURRENT ASSETS	\$165,864.18

Continued Business:

Hot Topics PSFPD Community Newsletter – Jen stated Patty had informed her of corrections, link fixes and other updates to the website which she had completed. She thanked Patty for reviewing and advising her of these items. She sent out the Hot Topics to the Board. Ted will post on FaceBook, Gabi will send to community and she will post on the three locations within the valley.

New Business: None

Adjournment – Ardean moved that the meeting be adjourned at 8:23 P.M. Motion Passed.

Respectfully submitted,

Ardean Johnson, Secretary
Approved May 12, 2021

04-14-2021

Commented [AJ1]: