

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

Minutes of the September 11, 2012, Regular Meeting

The meeting was held in Larimer County, Colorado at the Pinewood Springs Firehouse and was called to order at 7:02 PM by President Carl Pender.

Determination of Quorum/Attendance: The following directors were present, constituting a quorum: Carl Pender, Gary Clements, Bob Shaw, and Ardean Johnson. Also present were Chief Dick Wilcox, Assistant Chief Andy Lucas and Josh Thompson.

Agenda Additions/Deletions:

Appreciation Gathering - Ardean

Minutes: The minutes of the August 14th meeting were presented. Carl made a motion that the minutes be approved. **Motion passed.**

Treasurer's Report:

Bank Balances as of 08-31-12 from Bank Statements

ColoTrust		Valley Bank		Total Balance
ColoTrust - Operations	\$5,349.68	Valley Bank - Operations Checking	\$43,841.77	
ColoTrust - Tabor Reserves	\$2,001.31			
Operations Total	\$7,350.99		\$43,841.77	\$51,192.76
ColoTrust - Firehouse Fund	\$55,075.07			\$55,075.07
ColoTrust Total Balance	\$62,426.06	Valley Bank Total Balance	\$45,667.15	\$106,267.83

Gary reviewed the Treasurer's Report including tax revenue received. Larimer County has sent the Certification of Valuation for the 2013 budget. He has started putting together the budget document for year 2013. If anyone has input, especially operations, he requested that information be shared with him. He will present the budget at the October 9th Board meeting. There will be a public budget hearing at the November 13th meeting with the adoption of the budget at the December 11th meeting.

Chief's Report:

Dick reported there are 19 fire fighters. Four individuals have been signed up for review. Dick also covered incidents that had occurred during the last month. Andy reported the pagers have been received. Gary has paid the invoice. Hoses have also been received.

Capital Improvement Project – Fire Station/Community Center (CIP) – Josh Thompson had attended the first two meetings. Bruce will be the liaison to the Fire Board. Gabi Benson has volunteered to be Communications manager. Other proposed positions are 1. Project manager, 2. Budget & finance committee leader. A design and building group also is anxious to begin work. The first meeting was to inform the community and toured the current facilities. The next meetings are scheduled for 10/1, 10/15 and 10/29.

Old Business:

Executive Order 5 – no report.

Skybeam Agreement – Skybeam individuals have been here. Within the contract between PSFPD and Skybeam, they are responsible to insure the individuals who Skybeam sends, have been vetted before they obtain access to the building. Andy suggested that whoever sent the letter to Skybeam should contact them to insure they are complying with the contract. They should be invited to a board meeting. Carl will handle.

Web Site – Andy reported that Pat Rolfe is providing cost estimates. He has reviewed a website and had questions for Pat.

Financial Procedures – Gary shared the changes to the procedures. Gary made a motion to table this discussion until the next meeting. **Motion Passed.**

New Business:

Thank You Letters - Ardean shared that a letter was sent to Mr. & Mrs. Alan Engle for their donation. A letter to KEEN Footwear for approximately 30 pairs of Targhee crew wool socks was also sent.

Appreciation Gathering – The Board directed Ardean to contact The Crags to schedule the dinner on Dec. 7th or 14th. Gary will provide a budget for recognition items.

Budget Officer – Carl made a motion to appoint Gary as the Budget Officer for the 2013 budget. **Motion passed.**

Ardean moved that the meeting adjourn at 8:19 PM. **Motion passed.**

Respectfully submitted,

Ardean Johnson,
Approved, 10/9/2012

09-11-2012