

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

**Minutes of the October 9, 2019, Regular Meeting**

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on October 9, 2019. The meeting was held at the Pinewood Springs Fire Protection District Fire Station in Larimer County, Colorado. President Jon Andrews called the meeting to order at 7:00 P.M.

**Determination of Quorum/Attendance:** The following directors were present, constituting a quorum: Jon Andrews, Krista Diaz, and Dan Kowalski. Also, present were: Chief Ted Plank, Asst. Chief Andy Lucas (via conference phone), Kevin Noble, Brian Rapple, Jen Rivas, Michael Graham and Joan Paskewitz. Krista moved to approve Ardean's absence, Dan seconded. Motion passed.

**Additions/Deletions:** None

**Approval of Minutes** – The minutes of the September 11, 2019, were approved. Motion Passed.

**Pension Board** – Close Meeting to open Pension Board Meeting 7:15 P.M.

Reopen PSFPD Board Meeting at 7:34 P.M.

**Chief's Report** – Chief Ted stated call volume continued to be high – 11 calls in September. Call number 70 for this year occurred today – compared to 75 total calls in 2018; the call break-down remains consistent. Minor apparatus maintenance and repair needed. Muggins Gulch road work still planned for Spring 2020 – Ted continues to work with CDOT on specifics. Ted walked the Board through the 2020 Budget Discussion – see budget draft handout. The contribution to the Pension Fund was discussed, including Russ' estimated calculations with a range of scenarios. Without the final State Pension Fund contribution numbers, Ted recommended we allocate the dollars planned for a new actuarial study plus the budget balance into the Pension Fund.

Dan motioned to nominate Krista to serve as budget officer, Jon seconded. Motion passed.

Krista moved to adopt budget with changes discussed, Dan seconded. Motion passed.

Budget Development Process was reviewed, next steps include: a preliminary budget will be submitted to the State by October 15. Public notice of the budget meeting will be posted October 15, including a posting in the Estes Park Trail Gazette.

**President Report** – Jon shared Dan's letter to the Water Board regarding the tap and land transfer.

**Vice-President Report** – Dan discussed need for membership in the PWS Community Foundation. Discussion on future strategy and approach for grants. Russ will update federal grant website access passwords for Ted's access. Dan discussed availability of water coolers in Fire Station for use to encourage avoidance of single-use plastics.

**Director Secretary Report** – Ardean asked that the following be read in her absence: Krista shared: Ardean sent a Thank You to Poudre Valley REA for a \$500 donation. She has confirmed The View Restaurant to reservation for Friday, Dec. 6<sup>th</sup> for the Annual Fire Fighter Appreciation Dinner. The manager, Michael, the cost for the meals will be \$42/person for three appetizers, green salad, Chicken Piccata with a white wine sauce, Pork Loin wrapped in Prosciutto, Mashed Potatoes, Seasonal sautéed Veggies, and Apple Cobbler with Ice Cream. He's not charging us \$3,500 for rental of the room because of who we are and what we're doing. She definitely thanked him. As always, cash bar with approximately 40 (~53 on the spreadsheet) folks attending. She'll have to turn in the actual headcount by Nov. 20. Krista moved to send out the formal invitations, Jon seconded. Motion passed.

Gifts for the firefighters were discussed. Ted to follow up on possible pre-paid gifts from last year. Krista motioned to accept Ted's "not-to-exceed" budget figure of \$2,000, Dan seconded. Motion passed. Command staff will finalize plan for event.

**Director Treasurer Report** – Krista's shared the Treasurer's Report.

Bank Balances as of 9/30/2019

**Operations**

First Bank (8766)	\$ 80,401.32
Colorado Trust – Tabor Reserve (8002)	3,282.43
Colorado Trust – Gen Reserve (8003)	57,059.60
<b>TOTAL CURRENT ASSETS</b>	<b>\$140,743.35</b>

**Continued Business:**

**Recognition Plaque** – Dan shared the recognition plaque, which came in under budget.

**Adjacent Property** – Jon has handled, and Dan will send the letter to the Water Board.

**Newcomers Package** – Joan Paskewitz discussed documents sent out in advance of meeting. Discussion on bold-faced items and items needed to complete written portion of packet. Inclusion of printed Larimer County Burn Regulations, Open Flame Policy and other documentation was deemed helpful. Additional review of final document needed – Ted and Andy to complete a final review. Joan's goal is to have a final draft for review by end of year.

**Automated External Defibrillator (AED)** – Andy has ordered the two AEDs. One will be installed in the Community Center and the other will replace an expired one on one of the apparatuses.

**Vacancy** – Dan moved to appoint Michael Graham new Board Member At-Large. Krista seconded. Motion passed. Michael accepted.

**QuickBooks** – Krista is continuing discussions with Pam Ping regarding QuickBooks or other accounting options.

**Communications** – Jen Rivas stated that she is continuing to compile topics for future newsletters.

**New Business** – Krista discussed potential for the creation of an event planning committee, or an evolution of the Brigade, with a goal of planning 2 to 3 events/fundraisers per year.

**Adjournment** – Krista moved that the meeting be adjourned at 8:47 P.M. Dan seconded. **Motion Passed.**

Respectfully submitted,

Jennifer Rivas/Krista Diaz for

Ardean Johnson, Secretary

Approved: November 13, 2019