

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

Minutes of the August 1, 2016, Regular Meeting

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on August 1, 2016. The meeting was held at the Pinewood Spring Fire Station in Larimer County, Colorado. President John Bologna called the meeting to order at 7:00 PM.

Determination of Quorum/Attendance: The following directors were present, constituting a quorum: John Bologna, Russ Hardy, Bruce McQueen, Jon Andrews and Ardean Johnson. Also present were: Chief Dick Wilcox, Asst. Chief Andy Lucas, Captain Ted Plank, Donn Fairbank, Steve Hardy and Kevin Noble.

The meeting was closed at 7:02 so the Pension Board Meeting could start. The PSFPD Board meeting was reconvened at 7:43 PM.

Approval of Minutes – John recommended the July 13th minutes be approved. Motion Passed.

Agenda additions and deletions – Records Management/Board Training (Russ), Letter from DOLA (John)

Chief's Report – Asst. Chief Andy reported on the monthly activity. There are 18 active firefighters with one on leave.

The 8/20 date looks good for the Red Cross door-to-door canvassing to assist homeowners with smoke detectors and carbon dioxide detectors free of charge here in the valley. A new dry hydrant needs to be installed at Crescent Lake after the recently installed system catastrophically failed. Research is being done to keep a 911 phone in this area during construction. Russ asked the Chiefs to make available a best practices paper on how to handle solvent-soaked rags for the home owners.

Director President Report – John shared the recently received DOLA ORDER NOTIFICATION letter. After phone calls to the authors, they stated they were miss-informed and it would be retracted allowing funds to continue flowing when appropriate.

Director Secretary Report – Ardean thanked Russ Hardy for recording the July Minutes. She stated she'd mailed two thank you letters for the Spring Run-Off and Russ had mailed 13. Discussion followed regarding Thank You Letters. The process is Bruce will receive funds and/or donations and then inform Ardean to send tax deductible thank you letters.

Director Treasurer Report – Bruce informed the Board that two donations amounting to \$8,200 were recently received. Since it's early in the month, there is no financial report.

Director Liaison to Fire Station Project report – John stated the budget for the Project is \$877 K. Russ stated a good RFP budget would be \$688,504. Russ and John were at the Attorneys to open the Bids on 7/22. The two received were over \$1 Million each. The apparent low bidder was Growling Bear at \$1,017,891. Since these exceeded the original budget, Colorado law states a bid can't be accepted which is over the planned budget. Consequently, the two bids will be declined. John made a motion to accept Resolution Rejecting a Previously Received Bids for the Pinewood Springs Fire Station/Community Center # 2016-05. **Motion Passed.** Russ stated a possibility is to go forward with a design/build RFP. Russ stated he'd like to investigate with the subcontractor what their individual proposals would be verses the bids from the General Contractor. Russ requested John investigate with the Attorney what legally can be done at this time. At the Water Board meeting last week, it was stated that 60,000 gallons of water would be needed to pack the soil for the new building. They are willing to entertain donating that amount. Russ stated that any expense to be charged to the Project needs to be approved by Russ and Ted.

Continuing Business:

New Business:

Document Retention/Depository - Russ lead a discussion about electronically creating/filing/accessibility to records for all individuals who might need records/files/documents. Russ asked if we had a Records Retention Process or have we adopted the State's record manual. Russ volunteered investigate what is already in place and review the SDA process.

Adjournment

Ardean moved that the meeting be adjourned at 9:38 PM. **Motion Passed.**

Respectfully submitted,

Ardean Johnson, Secretary

Approved 9/13/2016