

Minutes of the Regular Meeting
of the Board of Directors of the
Poudre Canyon Fire Protection District

December 14, 2022

A regular meeting of the Board of Directors (the “Board”) of the Poudre Canyon Fire Protection District (the “District”) was held on Wednesday, December 14, 2022, at 7:23 p.m., at the Upper Poudre Canyon Community Center located at 33689 Poudre Canyon Highway, Bellvue, Colorado.

Present at the meeting were directors: Gene Mericle, Boots Jaffee, Bette Blinde, Cheryl York and Dave Bliss. Chief Hugh Collins, Paula Collins and Maya Daurio were also in attendance.

Minutes from the regular meeting held on November 9, 2022, previously submitted to the Board for consideration, were approved as corrected.

The Treasurer’s report was then provided by Director Blinde. Director Blinde advised that Form DL70, which enables the District to receive tax funds from Larimer County, has been submitted and that census data is being gathered for the District’s Benevity Fund.

Next, Director York reported that thank you notes for donations were sent to Laura Neill Murray (\$1,000), Carol Schloo-Wright (\$250), the Steffans Family Fund (\$5,000) and Poudre Canyon Chapel (\$1,500).

Unfinished Business:

Director Blinde reported that she had not yet heard from FEMA regarding the District’s application for a grant concerning a new Ambulance at Station 1.

Next, there was no update regarding the Chipper Grant since the District’s November meeting.

Thereafter, the Board acknowledged receipt of a letter from Old Poudre City, Inc. (“OPCI”) which was delivered in person prior to the commencement of the District’s meeting by Sandra Lundt, the President of OPCI. A copy of the letter and attachments is affixed hereto as Exhibit A.

Following discussion and upon motion duly made and seconded, it was

RESOLVED, that Director York will provide a response to the letter aforementioned to OPCI, with a copy of the response being delivered to OPCI's Building Committee members on or before the January 1, 2023.

Then, the Board was asked by Chief Collins to consider adopting a resolution concerning the use of the community centers at Stations 2 and 4.

Following discussion and upon motion duly made and seconded, it was

RESOLVED, that it is in the best interest of the District to foster resilient communities. To that end, the District continues to encourage use of its Training Room and Community Center at Stations 2 and 4 by community groups. The District will make every effort to avoid conflict with established group meetings but retains the right to restrict the use of its Training Room/Community Centers during emergency situations or under special circumstances.

Then, Director Blinde reported that, for the time being, the District will continue using its current website.

Thereafter, the Board reviewed a redlined copy of the revised bylaws. Discussion followed.

Upon motion duly made and seconded, it was

RESOLVED, that the redlined copy of the Bylaws be given a final review by the District's attorney before the Board will vote to adopt the revised Bylaws.

Next, Director Blinde updated the Board concerning the ongoing revisions to the District's Community Wildfire Protection Plan ("CWPP"). Director Blinde advised that the next in-person meeting will be with stakeholders from the US Forest Service, CDOT and Greeley Water in January. Thereafter, a public meeting will be held on February 13 at Station 2 in conjunction with the Upper Poudre Canyon Community Association. Then, the next meeting will be held on February 15 at Station 4 and another meeting thereafter will be held on February 17 at the Lower Poudre Canyon Community Association's Community Center.

Then, Director Blinde reported that the Newsletter was mailed out and posted on the District's website.

Thereafter, Director Blinde conducted a reading of the proposed resolutions approving the proposed 2023 budget. Discussion followed and Director Blinde answered questions relating to the \$10,000 for reserves.

Upon motion duly made and seconded, the following resolutions were adopted by the Board:

WHEREAS, the Board of Directors of the District has appointed Bette Blinde, Treasurer, to prepare and submit a proposed budget to said governing body at the proper time, and

WHEREAS, Director Blinde submitted a proposed budget for 2023 to the District on October 12, 2022 for its consideration, and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, the proposed 2023 budget was open for inspection by the public at designated places, a public hearing was held on November 9, 2022 prior to the regularly scheduled Board meeting at Lower Poudre Canyon Station 1, and interested taxpayers were given the opportunity to file or register any objections to the proposed 2023 Budget, and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED:

The proposed 2023 budget as submitted, amended and summarized by fund, a copy of which is attached hereto and made a part hereof as Exhibit B, is hereby approved and adopted as the Budget of the District for calendar year 2023 (hereinafter the “2023 Budget”), and

The Board affirms the District’s mill levy of 21.142 mills on the assessed valuation of property for 2023 in the amount of \$9,346,811, and

The Board hereby appropriates the sums of money to various categories as stated in the 2023 Budget, and

The 2023 Budget shall be made a part of the public record of Larimer County, and be it further resolved

The Board approves the revised 2022 Budget to incorporate changes in revenues and expenditures in excess of 10 percent over the originally approved 2022 Budget.

Next, Director Blinde requested that the Board approve the payment of \$70,245 for the lease of Station 4 to the Cache la Poudre Fire and Emergency Group on or before September 1, 2023.

Following discussion and upon motion duly made and seconded, it was

RESOLVED, that the Board approves the payment of \$70,245 for the lease of Station 4 to the Cache la Poudre Fire and Emergency Group on or before September 1, 2023.

Then, Director Blinde discussed the District's current account with Wells Fargo Bank and the current personal liability Director Blinde has incurred in regard to that account. Given Director Blinde's personal liability with the Wells Fargo account, Director Blinde contacted other banking institutions and found that First National Bank in Fort Collins would not require any Director to be personally liable for such an account. Discussion followed.

Upon motion duly made and seconded, it was

RESOLVED, that a new account be established through First National Bank in Fort Collins with an initial deposit of \$15,000 for the use by District personnel for the payment of services or purchasing of items for the District.

Next, Chief Collins updated the Board on the lease at Station 3. The lease will expire at the end of 2026 and negotiating renewal should commence at least six (6) months prior to the lease expiration. Chief Collins stated that this summer work will be performed on Wells #1 and #2 at Station 3.

New Business:

Thereafter, Director York explained to the Board that she had changed the title of the agenda document for regular meetings to "Notice of Regular Meeting of the Board of Directors" adding a new paragraph below the title that actually provides a "notice" of the meeting to the Board as required by law. The agenda for each meeting is listed below the notice of the meeting.

Then, Director York asked Chief Collins if there had been any changes to the boundary map for the District which was recently sent out to the District. Chief Collins reported that there were no changes to the boundaries, reminding the District that response to incidents will be as requested by dispatch without regard as to whether the location is within District boundaries. Discussion followed.

Thereafter, the Board discussed the call for the 2023 regular District election and appointment of a Designated Election Official. It was suggested that Paula Collins be appointed as the District's Designated Election Official (DEO). Director York then discussed with the

Board that since Ms. Collins no longer sits on the Board or holds an office, consideration should be given to appointing Ms. Collins an Assistant Secretary, with her sole responsibilities being those related to the position of Designated Election Official. Director York cited 32-1-804 (1) and (2) C.R.S. in support thereof, a copy of which is attached to these minutes as Exhibit C. Discussion followed.

Upon motion duly made and seconded, it was

RESOLVED, that effective immediately Paula Collins is hereby appointed as the District's Designated Election Official for the regular election to take place on May 2, 2023, and it is

FURTHER RESOLVED, to facilitate Paula Collins' appointment as the District's Designated Election Official, Paula Collins is hereby appointed as Assistant Secretary of the District.

Next, Director York reviewed proposed resolutions relating to the call for the 2023 regular District election. Discussion followed.

Upon motion duly made and seconded, the following resolutions were adopted by the Board:

WHEREAS, the District is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Article 1, C.R.S., and

WHEREAS, the terms of office of Directors Gene Mericle, Bette Blinde and Leonard (Boots) Jaffee shall expire after their successors are elected at the regular Special District Election to be held on May 2, 2023 ("Election") and have taken office, and

WHEREAS, in accordance with the provisions of the Special District Act (the "Act") and the Colorado Local Government Election Code (the "Code") (the Act and the Code being referred to jointly as the "Election Laws"), the Election must be conducted to elect (3) directors to serve a term of four (4) years pursuant to Section 1.13.5-111, C.R.S., and

NOW, THEREFORE, be it resolved by the Board of the District in the County of Larimer, State of Colorado, that:

1. The regular election of the eligible electors of the District shall be held on May 2, 2023 between the hours of 7:00 a.m. and 7:00 p.m. pursuant to and in

accordance with the Election Laws, and other applicable laws. At that time, three (3) directors will be elected to serve a four-year term.

2. The Election shall be conducted as a mail ballot election in accordance with all relevant provisions of the Election Laws. The Designated Election Official (“DEO”) shall prepare the Plan for conducting the mail ballot Election. There shall be no election precinct or polling place. All mail ballots shall be returned to the DEO at the address(es) designated in the Mail Ballot Plan.

3. The Board of Directors hereby designates Paula Collins as the DEO for the conduct of the Election on behalf of the District and she is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and of the Election Laws or other applicable laws. Among other matters, the DEO shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, printing of ballots, and direct that all other appropriate actions be accomplished.

4. Self-nominations and Acceptance forms are available from the DEO at 803 Mountain Plover Lane, Red Feather Lakes, Colorado 80545 or email: paulamcollins@gmail.com.

All candidates must file a Self-nomination and Acceptance form with the DEO no earlier than January 1, 2023 nor later than the close of business on Friday, February 24, 2023.

5. If the only matter before the electors is the election of directors of the District and if, at the close of business on February 28, 2023 there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than February 27, 2023, the DEO shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code.

6. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board’s intention that the various provisions hereof are severable.

7. Any and all actions previously taken by the DEO, the Secretary of the Board, or any other persons acting on their behalf pursuant to the Election Laws or other applicable laws, are hereby ratified and confirmed.

8. All acts, orders and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

9. The provisions of this Resolution shall take effect immediately.

Then, Director Blinde addressed the Board concerning documents in storage and potential preservation of certain older records relating to past volunteers (after reviewing records from 2014). Director Blinde was asked to only maintain a record (or list) of the names of previous District volunteers, with other information such as social security numbers being destroyed.

Additional Reports:

Next, Chief Collins provided the following report:

1. There were 5 calls in November;
2. Video security will start after the 1st of the year;
3. Station 2: generator also first of year/building permit w/county;
4. CSU police chief - needed to know who to call when they need help. MOU proposed/no go. Under LC Emergency Service, we have no authority there. Reviewed things about buildings, etc. which didn't work for us. Offering to pay for fire inspections, but Chief has no authority to enforce recommendations. Planning to station a resource officer up there in the summer. Can he talk on radio - they should get as they have VHF - so if they hook up with LC they can do. discussion followed;
5. E641 back in service, transfer case overhauled;
6. E621 back in service;
7. LCES adding paramedic to staff (medical coord) swift water rescue, etc. talked with all the chiefs;
8. Ambulance licensing. Inventory inspection after first of the year, but license expires at end of year, so going to give us a temporary license thru January. Need application now. Bette asked to write a check;
9. Boot sizing for new bunker gear;
10. Glove sizing for bunker gear;
11. CWPP;
12. Coalition for the Poudre River Water Shed - grant requested for residence plan (new), letter of support from surrounding chiefs - which Chief Collins will sign if looks good.

EMS Report: Amy didn't have a report, as Chief Collins talked with her.

Station 1: Rescue 1 inspected; some work done on engine (sensor repaired),
Electrical issue is being resolved in the next week.

Station 2: Has bldg # to be installed.

Station 3: Has bldg # installed.

Station 4: All good. Memorial service for Buz.

Starlink ordered per Bette

Approved the jackets.

Shoulder patch.

Finally, Director Blinde confirmed that each member of the Board had received CLPFEG's December financials. There were no questions concerning the financials.

Next Meeting:

The next meeting of the Board will be held on January 11, 2023, at the Lower Poudre Canyon Community Center located at 10234 Poudre Canyon Highway, Bellvue, Colorado beginning at 7:00 p.m.

There being no further business to come before the meeting, the meeting was adjourned at 9:13 p.m.

/s/ Cheryl York

Cheryl York, Secretary