

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

June 8, 2022

A regular meeting of the Board of Directors (the “Board”) of the Poudre Canyon Fire Protection District was held on Wednesday, June 8, 2022, at 6:50 p.m., at Fire Station 2 located at 33689 Poudre Canyon Highway, Bellvue, Colorado (Upper Canyon).

Present at the meeting were directors: Gene Mericle, Boots Jaffee, Bette Blinde, Cheryl York and Dave Bliss. Also present at the meeting were Chief Hugh Collins, Paula Collins and members of the Board of Directors of Old Poudre City, Inc.: Sandy Lundt, Sue Schneider, Ron Lonneman, Ralph Matzner and Laura Stahl.

The meeting was called to order at 6:50 p.m. by Chairman Mericle.

The first item of business before the meeting was discussion concerning the use of the community center at Station 2 with Old Poudre City’s Board of Directors ( the “OPCI Board”).

At approximately 7:40 p.m., all members of OPCI’s Board left the meeting and the regular meeting continued.

Minutes from the regular meeting held on May 11, 2022, previously submitted to the Board for consideration, were approved as submitted.

The Treasurer’s report was then provided by Director Blinde.

Director Blinde then discussed her review of boxes of financial records kept in storage (e.g., invoices, bank statements, financial reports and the like) dating back ten years or more and requested Board approval to destroy such records. Director Blinde stated that she had sought guidance concerning the continued retention or destruction of such records from the District’s accountants. Director Mericle then moved that the destruction of records substantially as described above, following the guidance provided by the District’s accountants concerning record retention and/or destruction be approved. Following discussion, the motion was adopted.

## **Unfinished Business:**

Thereafter, Director Blinde provided updates on the El Pomar grant, the chipper grant, the Larimer County mini-grant and grants relating to the new ambulance at Station 2.

Then, the Board discussed the earlier meeting held between Directors Blinde and Bliss with OPCI's Board concerning use of the community center at Station 2, which meeting continued into this regular meeting at the bequest of OPCI's Board as District Board members arrived for the regular meeting that was to begin at 7:00 p.m. Discussion followed. The Board determined that an agreement with OPCI should be drafted for Board review. It was further discussed that any fully signed agreement with OPCI should be recorded in the property records of Larimer County.

Director Blinde then reported that she had no update on the move to Streamline for website services. The newsletter has been distributed by email or mailed to District constituents.

## **New Business:**

Next, the Board reviewed and discussed the draft audit report provided by Anderson & Whitney for year ending December 31, 2021. Director Blinde reviewed and discussed the draft audit with the Board answering questions from directors. Director Jaffee then moved that the draft audit be approved for filing. Following discussion, the motion was adopted.

Thereafter, Director York confirmed with the Board that she is to start working on restating or amending the District's Bylaws. A draft is to be provided to the Board for review in advance of the Board's July meeting.

Director Blinde then reminded the Board that a run report should be made for any slash pile burn or chipping project. A run number will not be assigned unless the run is called in. To obtain a run number, firefighters can convey to dispatch whether it's for a slash pile burn or chipping project.

Then, Director Blinde asked the Board to consider reimbursing Chief Collins the amount of \$500.00 for use of his private vehicle(s) for District business. Upon motion made and seconded, the motion was adopted.

## **Additional Reports:**

Next, Chief Collins reported that the District had 10 calls in May. He also reported that the new ambulance is in service. New covers have been made and installed on E631 and E641. Wildland Refresher training will be Sunday, June 12 from 10:00 - 3:00 at Station 1. Clothing orders are being distributed. Firefighter training will take place at Station 1 on the 3rd Wednesday of each month and at Station 2 on the 4th Tuesday of each month.

Director Jaffee reported on behalf of Station 1 that electrical work is still ongoing. Chief Collins then reported on behalf of Station 2 that the old truck from Station 1 (now E622) is having the steering repaired tomorrow and will have new numbers affixed. New truck, E631, is up at Station 3. Chief Collins also reported that the lights have been repaired, the fencing has been completed and a new backslash will be installed at Station 4.

Director Blinde confirmed that each member of the Board had received by email CLPFEG's May financials dated June 2, 2022. There were no questions concerning the financials.

## **Next Meeting:**

The next meeting of the Board will be held on July 13, 2022, at Fire Station 1 located at 10234 Poudre Canyon Highway, Bellvue, Colorado (Lower Canyon).

There being no further business to come before the meeting, the meeting was adjourned at 8:45 p.m.

/s/ Cheryl York  
Cheryl York, Secretary