

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

January 11, 2022

A regular meeting of the Board of Directors (the “Board”) of the Poudre Canyon Fire Protection District (the “District”) was held on Wednesday, January 11, 2023, at 7:00 p.m., at the Lower Poudre Canyon Community Center located at 10234 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 Marci Smith were also in attendance.

Director Blinde first introduced Marci White, the President of the Lower Canyon Community Association, who reported to the Board on the approval of a \$400,000 grant to renovate the Lower Canyon Community Center. Marci has met with the Larimer County Commissioners to discuss banking items and has obtained bids for various work items. Asbestos testing will be conducted prior to any renovation. Improvements will include bringing all electrical up to code, improving heating, insulation, the bathroom, windows and doors, and adding ADA accessibility (front/kitchen entry). If the budget allows, a possible addition of a second bathroom may be considered. The front entry will become a double door entrance, with widening of the steps to bring them up to code. Extra storage for supplies, sleeping bags will be enhanced. New siding will also be considered. Marci stated that they are working hard to stay within the budget. The Board asked Marci to consider using District volunteers for such things as demolition. There was also discussion about using local craftsmen for cabinetry, etc. Discussion then followed regarding generators, as it is likely both Fire Station #1 and the community center will each need a generator. Marci is hiring a general contractor for the project and she is hoping to start demolition this year, hopefully during the summer. Director Blinde suggested Marci look at the websites of El Pomar Foundation (Colorado Springs), Messer Foundation or the Boettcher Foundation relating to possible new grants that can be applied for. It was noted that Starlink will be installed at Fire Station #1, which will serve the community center as well. General discussion followed.

Then, the minutes from the regular meeting held on December 14, 2022, previously submitted to the Board for consideration, were approved as corrected.

The Treasurer’s report was then provided by Director Blinde. Director Blinde reported that the 2023 Budget had been submitted to the Department of Local Affairs (DOLA), that she was updating the FPPA as 4 volunteers are now qualified, that an actuary study will be done this year and that SAM is being updated for the District (SAM is used for federal fund payments).

Next, Director York reported that thank you notes for donations were sent to Dr. James Simpson (\$500), Mr. and Mrs. James Van Loenen (\$100), Mr. and Mrs. James Wall (\$150), New Belgium Brewing Company (\$1,000), Mr. and Mrs. Joseph Horan (\$1,400), Patricia Ormsby and H. Reed Wiegler (\$2,000), Dixie Fraser (\$200) and Tami Mazzuca (\$500).

Unfinished Business:

Director Blinde reported that the District will not be receiving a grant from FEMA for a new ambulance for Station 1.

There was no update regarding the Chipper Grant since the District's December meeting.

Director York reported that she communicated with Sandra Lundt, President of Old Poudre City, Inc. advising her that the District only had a .Pdf of the Ground Lease, a copy of which was sent with her reply to Ms. Lundt. Ms. Lundt has replied thanking Director York for the .Pdf of the Ground Lease.

Next, Director Blinde advised that the District will continue to use its current website.

Thereafter, Director Blinde and Chief Collins provided an update regarding revisions to the District's Community Wildfire Protection Plan (CWPP). Director Blinde reported that they had met with the core group and have made plans for a stakeholder meeting which will take place on January 23. Director Blinde then reviewed the dates for the February public meetings. Discussion followed regarding mitigation funds that will be available, community organization, work to be completed and grant applications to be submitted in May. The CWPP should be completed in April.

Then, Director York reported that the 2023 Transparency Notice had been filed with the SDA, DOLA, the Board of County Commissioners, the Assessor, the Clerk and Recorder and the Treasurer's offices.

Chief Collins then discussed the previously approved purchase by the Board of security systems for all four stations in the approximate total amount of \$7,040 from QicTec LLC. Chief Collins asked for approval of the Board allowing him to reach out to CLPFEG for this payment in support of the District. Discussion followed.

Upon motion duly made and seconded, it was

RESOLVED, that Chief Collins request CLPFEG's support of the District by funding the cost of the security systems at all four stations.

New Business:

The auditor's contract for 2023 from Anderson & Whitney was then presented by Director Blinde for the Board's consideration. Discussion followed.

Upon motion duly made and seconded, it was

RESOLVED, that the contract for annual services to be provided for 2023 from the District's auditors, Anderson & Whitney, a copy of which is attached as Exhibit A, is hereby approved.

Then, Director York presented the Board with the proposed schedule setting the dates, times and locations for the Board's 2023 regular meetings and discussed the posting of monthly meeting agendas. Discussion followed.

Upon motion duly made and seconded, it was

RESOLVED, that the Board adopts the meeting schedule for 2023, a copy of which is attached hereto as Exhibit B, thereby continuing to hold the District's monthly regular meetings on the second Wednesday of each month, alternating between the Lower Poudre Canyon and Upper Poudre Canyon community centers beginning at 7:00 p.m., and it is

FURTHER RESOLVED, that the agenda for each month will continue to be posted on the District's website 24 hours prior to each monthly meeting.

Next, Chief Collins requested the Board's approval to enter into a Memorandum of Understanding (MOU) between the Larimer County Sheriff's Office (LCSO) and the District relating to the use by LCSO of Station 2 in the case of the occurrence of an emergent situation. Chief Collins stated that the MOU contains the same terms as the previous MOU and is also for a 4-year term. Discussion followed.

Upon motion duly made and seconded, it was

RESOLVED, that the District approves of Chief Collins entering into the MOU with the LCSO on behalf of the District.

Thereafter, Chief Collins presented a draft Mutual Aid Agreement (the "Agreement") to be entered into by several local fire departments including Livermore, Red Feather Lakes, Crystal Lakes and Poudre Canyon. Chief Collins stated that the Agreement was similar to previous agreements, but did not include Rist Canyon. Discussion followed.

Upon motion duly made and seconded, it was

RESOLVED, that a copy of the Agreement be provided to the District's attorney, John Chmil of Lyons Gaddis for his review and advice.

Additional Reports:

Chief Collins then presented the following report:

There were 3 calls December;
Installation of a generator at Station 2 is in progress;
Licensing requirements for the District's ambulances has been completed;
The Chief is working on sizing for new bunker gear;
Glove sizing: the Chief will be around to size everyone;
Station 1: heating issue has been resolved;
The District is reusing radios from the old ambulance;
Jackets have been ordered and should be ready within a month. The newer style patch (red) was favored and will be provided to put on jackets.

EMS Report: No report from Amy;
UCH will provide EMT training. However, UCH is only taking a total of 18 people from all local departments;
There has been some sort of fraud on the UCH website. Chief Collins has been in contact with the Sheriff's Department for detail about the fraud.

Station 1: Electrical: reviewed material list, work to be done next week. Waiting for DJ to put up the numbers on fire station. The electrician will have a lift for electrical work, so Gene will put up numbers on the fire station using the electrician's lift.

Station 2: Working on generator. Also, it has been discovered that cylinders are leaking on the new ambulance.

Station 3: No report.

Station 4: No report.

Finally, Director Blinde confirmed that each member of the Board had received CLPFEG's December financials. Following discussion, there were no questions concerning the financials. Director Blinde reported that CLPFEG has agreed to pay for the generator at Station 2 (\$15K) and the jackets (\$13K). CLPFEG was asked, but has refused, to donate \$30,000 to the Lower Canyon Community Association in support of its renovation to its community center. Discussion followed.

Next Meeting:

The next meeting of the Board will be held on February 8, 2023, at the Upper Poudre Canyon Community Center located at 33689 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 8:30 p.m.

/s/Cheryl York
Cheryl York, Secretary