



Poudre Fire Protection District Board Meeting Minutes: September 9, 2026

Location: Lower Poudre Canyon Community Center, 10234 Poudre Canyon Highway, Bellvue, Colorado

Directors Attendance: Boots Jaffee, Bette Blinde, Jennifer Collins and Dave Bliss

Members in Attendance: Chief Hugh Collins, Paula Collins, Sandra Lundt, Sean McWilliams, and Brenda Bliss

Call to Order: President Jaffee called the meeting to order @7 p.m.

Reports: Director Blinde moved to accept the minutes as emailed and corrected, Director Bliss seconded the motion, all approved unanimously.

Treasurers Report: Director Blinde

August 2026

Income: \$376,505.99

Expenses: \$189,907.09

Profit/ Loss: 186,598.90

- Director Blinde stated that \$15,000 from CLPFEG had been entered into the wrong account on the Profit/Loss report. She moved the funds to CLPFEG Grant Income. Expenses associated with the grant, including the Station 2 water-storage project, will be recorded as grant expenses.
- Director Blinde requested that \$100,000 be transferred from the checking account to the Colorado Trust to take advantage of its higher interest rate. Director Blinde moved to accept the treasurer's report. Director Bliss seconded the motion, and it was approved unanimously.
- Director Blinde reviewed the balances in the Board's checking account, credit card account, and three Colorado Trust accounts. One Colorado Trust account is designated for the TABOR reserve. TABOR requires the Board to maintain a reserve equal to 3–5% of expenditures, although Director Blinde prefers to maintain a larger reserve. Director Blinde also proposed consolidating the two reserve accounts at First National into a single reserve account.
- Balance Sheet Depreciable equipment: The auditor recommended recording all equipment in this account and using the spreadsheet to itemize each asset.

Secretary Collins moved to accept the treasurer's report, Director Bliss seconded, all approved unanimously.

Unfinished Business

Poudre Park Lower Canyon Board (LPCA)

President Jaffee reported that, despite extensive discussions with LPCA over an extended period, the PCFPD has not yet received the requested financial records, bylaws, or a formal resolution from LPCA. While LPCA has requested that the Memorandum of Understanding (MOU) matter be closed, representatives of LPCA have not attended the most recent PCFPD board meetings or responded to subsequent board communications. Discussions regarding these matters have been ongoing for several years. As a result, the PCFPD has determined that pursuing legal counsel is the most appropriate path toward achieving resolution.

Key points discussed included:

- Questions remain regarding the legal and organizational status of LPCA. PCFPD has been advised not to pursue a financial relationship with LPCA until these concerns have been addressed.
- President Jaffee obtained a copy of the LPCA bylaws from a third-party source rather than directly from LPCA. Concerns were raised that failure to follow the bylaws could potentially affect LPCA's nonprofit status.
- According to the bylaws, LPCA should have five board members; however, there are currently only three serving members.
- PCFPD has repeatedly requested greater transparency from LPCA but has not yet received the requested information.
- LPCA has requested that PCFPD pay for use of the community center building. PCFPD believes that, as a community service organization, it should be able to use the facility for training purposes without incurring rental fees. PCFPD has also expressed a willingness to contribute toward building maintenance costs; however, financial information supporting such assistance has not been provided by LPCA.
- Discussion also focused on concerns regarding the current relationship between LPCA and the community, as well as LPCA's engagement with community stakeholders.

Director Blinde and Secretary Collins were tasked with drafting a letter to LPCA for review by Lyons Gaddis. Director Bliss moved to authorize Director Blinde and Secretary Collins to prepare the letter to LPCA for attorney review. Director Blinde seconded the motion, and the motion passed unanimously.

Email Communications Between Board Members

Secretary Collins reviewed the information she found regarding Board Member email communications and will create a one-page policy regarding Email Communications Between Board Members.

Station 3 Lease:

Director Bliss reported that Chief Collins provided lease-related information approximately 18 months ago. Director Bliss recently spoke with Matt from the Forest Service, who confirmed that the department is on record and that the Forest Service will reach out in December regarding the lease renewal process.

New Business:**Budget Discussions – Director Blinde**

Director Blinde reviewed the proposed budget and requested feedback from board members. During the discussion, a recommendation was made to increase the budget allocation for attorney fees and additional fees for use of the LPCA Community Center. Director Blinde asked if any additional comments or recommendations be submitted prior to the October PCFPD board meeting to allow sufficient time for revisions and final review. The board plans to finalize the budget at the October meeting, with the final budget required for submission in November.

EMS Report

Nothing to report.

Chief s Report: Sep-2026

1. 18 Calls in August – of those 18 calls, 5 were false alarms due to inaccurate iPhone notifications.
2. Ordered most of the components for Station 2 water system
3. Posted Squad 3 for sale on Next Door and Craig's List, 2 offers
4. Automatic light control installed in Station 2 bay
5. Hosting air quality sensors at stations 1 and 4
6. Both county and Forest are now at stage 1 fire restrictions.

Station Reports:

Station 4: Chief Collins

- n/a

Station 3: Sean McWilliams

- Several Projects underway
- Smokey the Bear sign is not up.

Station 2: n/a

Station 1: President Jaffee

- Waiting for lights
- Radio on engine 111 has not been reprogrammed. County radio tech will come up to Station 1 to reprogram the radio.

CLPFEG:

President Jaffee – still working on chili cookoff.

Mickey York has created a letter for UPCA to announce the chili cookoff. Brenda Bliss added to the UPCA newsletter

Rist Canyon Festival will have a tent.

Donations for the auction - \$100 for oil changes

Building Manager:

Cleaning Position – Station 2 Community Center

Laura Stahl, representing OPC, and Vice President Bond, representing PCFPD, interviewed Michael Drake for the Community Center cleaning position. Based on the interview, they

recommend that the board approve the hiring of Ms. Drake and establish an appropriate starting date.

Sandra Lundt asked whether board approval was required for filling the cleaning position. It was noted that Vice President Bond had not communicated to the board that an interview had occurred or that he had discussions with the current cleaner concerning the position.

It was noted and agreed that the cleaning position falls under Greg Vennette's, Station 2 Manager, supervision.

OPCI will be meeting to update the current MOU.

Other Comments

Director Blinde applied for the reimbursement of the Cancer and Heart fund amount from DOLA and applied for the grant for the match of the pension money.

Brenda Bliss thanked everyone for their help with the UPCA fun day.

Adjournment: President Jaffee moved to adjourn, Director Blinde seconded the motion, all approved unanimously. 8:16 p.m.

Minutes Submitted by Jennifer Collins, Secretary