



# SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

## Board of Directors

1745 County Road 102, Guffey, Colorado 80820  
(719) 689-9479 • www.guffeyfire.net

## RESOLUTION

No. 2026-03-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT  
ADOPTING POLICY 200-2.07 — BOARD MEETING PROCEDURES POLICY**

**Resolution No.:** 2026-03-01

**Adopted:** March 13, 2026

**Effective:** March 13, 2026

## RECITALS

**WHEREAS**, the Southern Park County Fire Protection District (the "District") is a Colorado special district duly organized and existing under the laws of the State of Colorado, C.R.S. Title 32, Article 1, with authority to provide fire protection and emergency medical services within its jurisdictional boundaries in southern Park County, Colorado;

**WHEREAS**, the District's Board of Directors (the "Board") is the governing body of the District and is authorized under C.R.S. § 32-1-1001 and the District's Bylaws to establish policies and procedures governing District operations, Board conduct, and public accountability;

**WHEREAS**, the Colorado Open Meetings Law, C.R.S. § 24-6-402, requires that all meetings of two or more members of a public body at which any public business is discussed, or at which any formal action may be taken, be open to the public and that adequate advance notice be provided; violation of these requirements may result in invalidation of Board actions under C.R.S. § 24-6-402(8);



**WHEREAS**, the District's Bylaws (March 2014) establish basic governance structures for the Board, including composition, quorum, officer roles, and meeting schedules, but do not provide a comprehensive framework for meeting conduct, public participation procedures, agenda preparation, virtual and hybrid meeting formats, executive session procedure, or annual training obligations under Colorado law;

**WHEREAS**, the District has historically conducted its Board meetings through informal practice without a documented, Board-adopted meeting procedures policy, creating ongoing risk of inconsistency in compliance with C.R.S. § 24-6-402 and C.R.S. § 32-1-903, and potential exposure to voided Board actions, public distrust, and challenges during audits or emergency governance situations;

**WHEREAS**, the Board has adopted the Board Administrative Rules, Practices and Procedures Manual (BAM v1.3), which governs the Board's internal organizational structure, motion and voting procedures, resolution requirements, records retention, and related internal governance matters; Policy 200-2.07 supplements the BAM as the public-facing meeting procedures policy, and in the event of any conflict between the two documents the BAM shall control; both documents are subordinate to the District's Bylaws (March 2014);

**WHEREAS**, the Board has reviewed the proposed Board Meeting Procedures Policy (Policy 200-2.07, Document No. 20260308\_ADMIN\_200-2.07\_BoardMtgPolicy\_v1.2), which establishes procedures for all meeting types recognized under Colorado law, including regular meetings, special meetings, work sessions, emergency meetings, organizational/annual meetings, and executive sessions, and addresses meeting format options (in-person, virtual, and hybrid), 24-hour advance notice requirements, agenda preparation and 72-hour Director submission and packet distribution deadlines, public comment procedures, quorum and voting rules, minutes and recording requirements, executive session procedures, compliance and training obligations, and implementation and review requirements;

**WHEREAS**, the proposed Policy 200-2.07 is consistent with and directly implements the requirements of C.R.S. § 24-6-402 (Colorado Open Meetings Law), C.R.S. § 32-1-903 (notice of meetings), C.R.S. § 32-1-809 (annual transparency notice filing), C.R.S. § 32-1-1001 (Board authority), and HB21-1278 (virtual and hybrid meeting authorization), and is compatible with the District's existing Bylaws, Policy Manual, and SOG Manual;

**WHEREAS**, the Board has reviewed a Staff Study prepared by the Board Chair (Document No. 20260308\_ADMIN\_200-2.07\_StaffStudy\_v1.1) analyzing the need for the policy, alternatives considered — including continued reliance on informal practice, adoption of an unadapted generic template, and delayed adoption — and has determined that adoption of Policy 200-2.07 is the most operationally sound, legally compliant, and resource-appropriate course of action available to the Board;

**WHEREAS**, adoption of Policy 200-2.07 requires no mill levy increase or voter authorization and is within the existing authority of the Board to establish policies governing its own procedures and operations;



**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Southern Park County Fire Protection District, Park County, Colorado, as follows:

1. **Adoption of Policy.** The Board hereby adopts Policy 200-2.07 — BOARD MEETING PROCEDURES POLICY, Document No. 20260308\_ADMIN\_200-2.07\_BoardMtgPolicy\_v1.2, attached hereto as Exhibit 1 and incorporated herein by reference, as official policy of the Southern Park County Fire Protection District, effective March 13, 2026.
2. **Scope and Applicability.** Policy 200-2.07 shall govern the conduct of all meetings of the Board of Directors, including: regular meetings; special meetings; work sessions and study sessions; emergency meetings; organizational and annual meetings; and executive sessions (which are closed portions of otherwise open meetings, distinct from emergency meetings). It shall apply to all Board members, the District Chief, and District staff who participate in or support Board meeting operations. See Policy 200-2.07 §2 and BAM §3.1 for the complete meeting type taxonomy and statutory authorities.
3. **Meeting Format Authorization.** The Board hereby expressly authorizes the conduct of Board meetings in person, virtually, and in hybrid format, consistent with Section 3 of Policy 200-2.07 and the requirements of HB21-1278. Virtual and hybrid meetings shall ensure that all participants — Board members and members of the public — can hear and be heard simultaneously. Public access shall be provided in all formats.
4. **Notice and Transparency.** The Board Chair, or designee, is hereby directed to ensure that notice of all Board meetings is posted at least 24 hours in advance on the District's public website ([www.guffeyfire.net](http://www.guffeyfire.net)) or, if the website is unavailable, at a designated physical public location within District boundaries, consistent with C.R.S. § 24-6-402(2)(c) and Section 4 of Policy 200-2.07. The District Chief shall ensure that the annual Transparency Notice is filed with the Colorado Division of Local Government by January 15 of each year, consistent with C.R.S. § 32-1-809, and shall include the annual Board meeting schedule and designated public posting location(s).
5. **Executive Sessions.** The Board hereby affirms that executive sessions shall be called only for topics expressly authorized under C.R.S. § 24-6-402(4), and only following the open-session announcement, statement of purpose, and majority vote procedure required by Section 8 of Policy 200-2.07. No final action shall be taken in executive session. The Secretary/Treasurer shall ensure that executive session minutes are maintained in accordance with applicable law.
6. **Public Participation.** The Board hereby establishes a public comment period of at least 15 and up to 30 minutes at each regular Board meeting, with individual speakers limited to 3 minutes unless extended by the Chair for good cause stated on the record, consistent with Section 5 of Policy 200-2.07 and BAM §4.4.1. Robert's Rules of Order, Newly Revised, are hereby adopted as the Board's parliamentary procedure standard. Any departure from Robert's Rules requires formal amendment of Policy 200-2.07, the BAM, or the District Bylaws — not merely a Board motion at a single meeting — consistent with BAM §4.2.2.
7. **Minutes and Records.** The Secretary/Treasurer is hereby directed to ensure that minutes are taken for all open meetings and executive sessions, that approved minutes are posted on [www.guffeyfire.net](http://www.guffeyfire.net) within 30 days of approval or before the next regular meeting (whichever is sooner), and that audio or video recordings are retained for a minimum of 90 days or longer if litigation is anticipated, consistent with Section 7 of Policy 200-2.07 and applicable Colorado records law.



8. Training. All Board members and key District staff shall receive initial training on Policy 200-2.07 and the Colorado Open Meetings Law within 90 days of adoption of this Resolution, or within 90 days of joining the Board or assuming a key staff role. Annual refresher training is recommended. The District Chief shall coordinate training through the Colorado Division of Local Government, the Special District Association of Colorado, or District legal counsel, as available.
9. Implementation. The District Chief is hereby directed to: (a) post Policy 200-2.07 on the District’s website (www.guffeyfire.net) within 30 calendar days of adoption; (b) distribute the policy to all Board members and appropriate District personnel within 30 calendar days of adoption; (c) incorporate Policy 200-2.07 into orientation materials for newly elected or appointed Board members; and (d) reference the policy in future Board meeting agendas and minutes as the governing procedure for all Board meeting conduct.
10. Policy Review. The Board directs the District Chief to schedule a review of Policy 200-2.07 no later than one year from the effective date of this Resolution, and to present any proposed amendments to the Board for approval at a duly noticed public meeting, consistent with Section 11 of the policy. The policy shall also be reviewed promptly following any material change in Colorado law affecting Board meeting procedures, public notice requirements, or open meetings obligations.
11. Relationship to Bylaws. This policy supplements and does not supersede the District’s Bylaws (March 2014). In the event of any conflict between Policy 200-2.07 and the Bylaws, the Bylaws shall govern. The Board Chair shall bring any identified conflict to the Board’s attention for resolution.
12. Severability. If any provision of this Resolution or of Policy 200-2.07 is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
13. Effective Date. This Resolution shall take effect immediately upon adoption by the Board of Directors at the regular meeting of the Board held on March 13, 2026.

**PASSAGE AND ADOPTION**

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Southern Park County Fire Protection District at a duly noticed regular meeting of the Board held on March 13, 2026, by the following vote:

Director	AYE	NAY	ABSTAIN
Sean English (Board Chair)	<b>AYE</b>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Brandt (Secretary/Treasurer)	<b>AYE</b>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Smith	<b>AYE</b>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Parrish	<b>AYE</b>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>AYE</b>	<input type="checkbox"/>	<input type="checkbox"/>



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**ORIGINAL DOCUMENTS WITH SIGNATURES ON FILE AT FIRE STATION 1**

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**ATTESTATION**

IN WITNESS WHEREOF, the undersigned, being the duly authorized officers of the Board of Directors of the Southern Park County Fire Protection District, hereby attest to the adoption of this Resolution.

\_\_\_\_\_  
**Sean English, Board Chair**

*Southern Park County Fire Protection District*

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Mike Brandt, Secretary/Treasurer**

*Southern Park County Fire Protection District*

**Date:** \_\_\_\_\_

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**CERTIFICATION**

I, Mike Brandt, Secretary/Treasurer of the Board of Directors of the Southern Park County Fire Protection District, Park County, Colorado, hereby certify that the foregoing is a true and correct copy of Resolution No. **2026-03-01** duly adopted by the Board of Directors at a regular meeting held on March 13, 2026, at which a quorum was present and acting throughout.

\_\_\_\_\_  
**Mike Brandt, Secretary/Treasurer**

*Southern Park County Fire Protection District*

**Date:** \_\_\_\_\_

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*Document No. 20260313\_GOV\_RES\_2026-03-01 • Exhibit 1: Policy 200-2.07 — BOARD MEETING PROCEDURES POLICY  
(20260308\_ADMIN\_200-2.07\_BoardMtgPolicy\_v1.2)*