



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Board of Directors

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

RESOLUTION

No. 2026-03-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT
ADOPTING POLICY 200-2.08 — PUBLIC COMMENT POLICY

Resolution No.: 2026-03-02

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 the public be afforded reasonable opportunity to participate; the Board is authorized under C.R.S. § 24-6-402 and applicable First Amendment principles to establish viewpoint-neutral time, place, and manner restrictions on public comment in order to maintain orderly proceedings; violation of the Colorado Open Meetings Law may result in invalidation of Board actions under C.R.S. § 24-6-402(8);

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 public input procedures; specifically, BAM §4.4 is the primary governing authority for public comment at the governance level and establishes the binding floor and ceiling for the public input period (at least 15 and up to 30 minutes per regular meeting) and the individual speaker time limit (3 minutes unless extended by the Chair for good cause); Policy 200-2.08 supplements BAM §4.4 as the operational companion policy; in the event of any conflict between Policy 200-2.08 and the BAM, the BAM shall control; both documents are subordinate to the District's Bylaws (March 2014);

WHEREAS, the Board adopted Policy 200-2.07 — Board Meeting Procedures Policy at this same meeting pursuant to Resolution No. 2026-03-01, which establishes binding time limits for public comment at §5(c) consistent with BAM §4.4.1; Policy 200-2.08 supplements Policy 200-2.07 as the operational companion policy for public participation; in the event of any conflict between Policy 200-2.08 and Policy 200-2.07, Policy 200-2.07 shall control;

WHEREAS, the District lacks a standalone, formalized policy governing public comments at Board meetings, creating risk of inconsistent treatment of speakers, inadequate procedures for virtual and hybrid comment formats, unclear protocols for written submissions, ambiguous Board response obligations, and insufficient ADA accommodation detail; these gaps create ongoing legal exposure under C.R.S. § 24-6-402, First Amendment viewpoint-neutrality principles, and the Americans with Disabilities Act;

WHEREAS, the Board has reviewed the proposed PUBLIC COMMENT POLICY (Policy 200-2.08, Document No. 20260313_ADMIN_200-2.08_PublicCommentPolicy_v1.0), which establishes operational procedures for public participation at all open meetings of the Board as defined in BAM §3.1, and specifically: designates public input as a standing agenda item (item 9 per BAM §3.5.2) at all regular meetings with no advance submission required from the public; establishes a binding public comment period of at least 15 and up to 30 minutes per BAM §4.4.1, waivable only by unanimous Board consent; limits individual speakers to 3 minutes extendable by the Chair for good cause stated on the record; provides sign-in and speaker recognition procedures; expands virtual and hybrid participation per BAM §3.3.3 and HB21-1278; establishes rules of decorum with viewpoint-neutral enforcement; provides for ADA and Section 504 accommodations; ties written comments to the 72-hour packet deadline per BAM §4.1.2; applies the Chair-directed staff follow-up and future-agenda placement standard from BAM §4.4.2; mandates 90-day OML and ADA training with annual refresher strongly recommended per BAM §5.4.2; and incorporates the District's annual Transparency Notice obligations per BAM §3.3.2 and C.R.S. § 32-1-809;

WHEREAS, the proposed Policy 200-2.08 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), C.R.S. § 32-1-1001 (Board authority), HB21-1278 (virtual and hybrid meeting authorization), the Americans with Disabilities Act, 29 U.S.C. § 794 (Section 504 of the Rehabilitation Act), and applicable First Amendment viewpoint-neutrality principles, and is compatible with the District's existing Bylaws, BAM v1.3, Policy 200-2.07, Policy Manual, and SOG Manual;



WHEREAS, the Board has reviewed a Staff Study prepared by the Board Chair (Document No. 20260313_ADMIN_200-2.08_StaffStudy_v1.0) analyzing the need for Policy 200-2.08, four alternatives considered — including reliance on BAM §4.4 and Policy 200-2.07 alone, ad hoc Chair determination, delayed adoption pending legal review, and adoption of the proposed policy — and has determined that adoption of Policy 200-2.08 is the most operationally sound, legally compliant, and resource-appropriate course of action available to the Board;

WHEREAS, adoption of Policy 200-2.08 requires no mill levy increase or voter authorization, has an estimated implementation cost under \$500 within the District Chief's expenditure authority under BAM §6.2.1 and Policy 800-8.01, 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 200-2.08 — PUBLIC COMMENT POLICY, Document No. 20260313_ADMIN_200-2.08_PublicCommentPolicy_v1.0, 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. The findings, analysis, and recommendations in Staff Study Document No. 20260313_ADMIN_200-2.08_StaffStudy_v1.0 are hereby adopted and incorporated by reference.
2. Scope and Applicability. Policy 200-2.08 shall govern public participation at all open meetings of the Board of Directors as defined in BAM §3.1, including: regular meetings; special meetings; work sessions and study sessions; emergency meetings; and organizational and annual meetings. It shall apply to all Board members, the District Chief, the Board Secretary/Treasurer, and District staff who participate in or support Board meeting operations. Policy 200-2.08 does not apply to executive sessions, which are closed portions of otherwise open meetings governed by BAM §3.4 and C.R.S. § 24-6-402(4).
3. Governing Authority and Document Hierarchy. Policy 200-2.08 supplements and is subordinate to BAM §4.4 (primary governing authority for public input) and Policy 200-2.07 §5(c) (binding time limits). In the event of any conflict: (a) the District Bylaws (March 2014) shall govern over all other documents; (b) the BAM shall govern over Policy 200-2.08; (c) Policy 200-2.07 shall govern over Policy 200-2.08. Policy 200-2.08 provides operational detail within the framework established by those superior documents and does not depart from them.
4. Public Comment Period. The Board hereby establishes a binding public input period of at least fifteen (15) and up to thirty (30) minutes at each regular Board meeting, consistent with Policy 200-2.08 §3(a), BAM §4.4.1, and Policy 200-2.07 §5(c). Individual speakers are limited to three (3) minutes unless extended by the Chair for good cause stated on the record. The Board may not modify these limits by motion at a single meeting; any permanent change requires formal amendment of Policy 200-2.08, the BAM, or Policy 200-2.07. The period may be waived in its entirety only by unanimous Board consent per BAM §4.4.1. Public input is designated as a standing agenda item (item 9 per BAM §3.5.2); no advance submission or prior notice may be required of the public as a condition of participation.



5. **Virtual and Hybrid Participation.** The Board hereby expressly authorizes virtual and hybrid public participation at all open Board meetings, consistent with Policy 200-2.08 §5, BAM §3.3.3, and HB21-1278. All participants — Board members and members of the public — shall be able to hear and be heard simultaneously. Remote public speakers shall remain muted until recognized, identify themselves by name, and comply with the same time limits as in-person speakers. One reconnection attempt is permitted if audio is unintelligible before the Chair moves on.
6. **Board Response.** Consistent with BAM §4.4.2 and Policy 200-2.08 §7, the Board is not required to respond to public comments during the meeting. The Chair may direct staff to follow up with a commenter or may place the matter on a future agenda. Any commitment to follow-up shall be noted in the minutes. No formal action shall be taken in response to public comment unless it is a separately noticed action item on the meeting agenda.
7. **Written Comments.** Written comments submitted before the 72-hour agenda packet deadline (BAM §4.1.2) shall be included in the Directors' agenda packet. Comments received after the deadline but before the meeting shall be noted at the meeting and made available to Directors. The Board Secretary shall maintain a written-comment log consistent with Policy 200-2.08 §8.
8. **Minutes and Records.** The Secretary/Treasurer is hereby directed to ensure that: minutes are taken for all open meetings and record speakers' names and general topics of public comment; approved minutes are posted on www.guffeyfire.net within 30 days of approval or before the next regular meeting (whichever is sooner) per BAM §5.1.2; and audio or video recordings are retained for a minimum of 90 days or longer if litigation is anticipated or pending, consistent with Policy 200-2.08 §9(b) and Policy 200-2.07 §7(c).
9. **Training.** All Board members and key District staff shall receive initial training on Policy 200-2.08, the Colorado Open Meetings Law, and ADA public accommodation obligations within 90 days of adoption of this Resolution, or within 90 days of joining the Board or assuming a key staff role, per BAM §5.4.2. Annual refresher training is strongly recommended. The Board Secretary shall record completion of initial training in the District's official records and shall include a training review item in the annual Q1 agenda per BAM §10.1. 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.
10. **Implementation.** The District Chief is hereby directed to: (a) post Policy 200-2.08 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 200-2.08 into the annual Transparency Notice filing per C.R.S. § 32-1-809 and BAM §3.3.2; (d) incorporate Policy 200-2.08 into orientation materials for newly elected or appointed Board members; and (e) update the status of Policy 200-2.08 in the SPCFPD Policy Manual TOC (Document No. 20260311_ADMIN_PolicyManual_TOC_v0.5) from "DRAFT" to "Adopted."
11. **Policy Review.** The Board directs the District Chief to schedule a review of Policy 200-2.08 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 Policy 200-2.08 §13 and the BAM Chapter 10 Q1 review cycle. The policy shall also be reviewed promptly following any material change in Colorado law affecting public participation rights, open meetings obligations, ADA requirements, or virtual meeting authorization.



- 12. Relationship to Bylaws and Superior Documents. Policy 200-2.08 supplements and does not supersede the District’s Bylaws (March 2014), BAM v1.3, or Policy 200-2.07. In the event of any conflict between Policy 200-2.08 and the Bylaws, the Bylaws shall govern. The Board Chair shall bring any identified conflict among these documents to the Board’s attention for resolution at the next regular meeting.
- 13. Severability. If any provision of this Resolution or of Policy 200-2.08 is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect, consistent with Policy 200-2.08 §11(c).
- 14. Effective Date. This Resolution and Policy 200-2.08 shall take effect immediately upon adoption by the Board of Directors at the regular meeting of the Board held on March 13, 2026, consistent with Policy 200-2.08 §14.

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)	AYE	<input type="checkbox"/>	<input type="checkbox"/>
Mike Brandt (Secretary/Treasurer)	AYE	<input type="checkbox"/>	<input type="checkbox"/>
Mike Smith	AYE	<input type="checkbox"/>	<input type="checkbox"/>
Mike Parrish	AYE	<input type="checkbox"/>	<input type="checkbox"/>
	AYE	<input type="checkbox"/>	<input type="checkbox"/>

**ORIGINALS WITH SIGNATURES KEPT AT FIRE STATION 1
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: _____



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. **2026-03-02**, 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: _____

*Document No. 20260313_GOV_RES_2026-03-02 • Exhibit 1: Policy 200-2.08 — PUBLIC COMMENT POLICY
(20260313_ADMIN_200-2.08_PublicCommentPolicy_v1.0)*



Document Revision History

Document: 20260313_GOV_RES_2026-03-02 **Resolution:** 2026-03-02 **Policy:** 200-2.08 — PUBLIC COMMENT POLICY

Ver.	Date	Author	Changes / Status
V0.2	February 17, 2026	Sean English, Board Chair	Working draft (20260217_ADMIN_200-2.08_Resolution_DRAFT_v0.2.docx). Basic WHEREAS and RESOLVED structure established. Issues corrected in v1.0: no SPCFPD resolution template branding; resolution number blank ("2026-__"); no revision history; no BAM WHEREAS; scope limited to "regular and special meetings" only (corrected to all 6 BAM §3.1 open meeting types); WHEREAS policy description high-level only without specifics; Exhibit A had no document number or version; Resolved §1 incorporated findings from the policy draft instead of the Staff Study; Resolved §3 assigned all implementation tasks to Board Chair (split to District Chief and Board Chair per Resolution 2026-03-01 model); training "recommended" only (strengthened to "strongly recommended" with Secretary recording and Q1 review per BAM §5.4.2); no finding on BAM §4.4 binding time limits; no scope finding; no virtual/hybrid/HB21-1278 finding; no Transparency Notice/posting finding; no policy review finding; no Bylaws relationship finding; no effective date finding; no formal vote table with Director names; no Staff Study WHEREAS; no OML compliance WHEREAS; no District authority/establishment WHEREAS; no mill levy/fiscal authority WHEREAS; passage date blank.
v1.0	March 13, 2026	Board of Directors	Issued for Board adoption using SPCFPD Resolution template (matching Resolution 2026-03-01 structure). Full branding applied: logo, RED/DARK palette, cover, resolution title box, 3-col metadata row, branded header/footer. All 23 issues from V0.2 review resolved. Resolution No. assigned: 2026-03-02. 10 WHEREAS recitals: (1) District authority/establishment; (2) Board authority; (3) OML + First Amendment + viewpoint-neutrality; (4) BAM adoption and BAM §4.4 as primary authority, BAM controls in conflict; (5) Policy 200-2.07 relationship and document hierarchy; (6) governance gap and legal exposure; (7) detailed policy description with all key provisions; (8) full statutory compliance recital; (9) Staff Study reference (Doc No. 20260313_ADMIN_200-2.08_StaffStudy_v1.0); (10) fiscal authority / no mill levy. 14 numbered Findings: (1) Adoption + Staff Study incorporation; (2) Scope — all 6 BAM §3.1 open meeting types, excludes executive sessions; (3) Document hierarchy — Bylaws > BAM > Policy 200-2.07 > Policy 200-2.08; (4) Binding 15–30 min public comment period, 3-min speaker limit, no advance submission required, unanimous-consent waiver; (5) Virtual/hybrid per BAM §3.3.3 and HB21-1278; (6) Board response per BAM §4.4.2; (7) Written comments and 72-hour packet deadline; (8) Minutes and records including 90-day retention + litigation qualifier; (9) Training: 90 days initial, strongly recommended annual refresher, Secretary records, Q1 review per BAM §5.4.2; (10) Implementation: 30-day posting, distribution, Transparency Notice, TOC status update; (11) Policy review: annual Q1 cycle; (12) Bylaws/BAM/200-2.07 relationship; (13) Severability per Policy §11(c); (14) Effective date per Policy §14. Formal vote table with all 5 Directors. Attestation block: Sean English + Mike Brandt. Certification block: Mike Brandt. Document exhibit reference in footer. Revision history.



Notes

This Resolution adopts Policy 200-2.08 — PUBLIC COMMENT POLICY as the operational companion to BAM §4.4 and Policy 200-2.07 §5(c). Upon Board adoption, enter signatures in the Attestation and Certification blocks and retain a certified copy in District records per BAM Ch.5 records retention requirements.

Cross-references: Bylaws (March 2014); BAM v1.3 (§§3.1, 3.3.3, 4.4, 5.1, 5.4, 6.2.1, 10.1); Policy 200-2.07 v1.2 §5(c) (Doc No. 20260308_ADMIN_200-2.07_BoardMtgPolicy_v1.2); Policy 200-2.08 v1.0 (Doc No. 20260313_ADMIN_200-2.08_PublicCommentPolicy_v1.0); Staff Study (Doc No. 20260313_ADMIN_200-2.08_StaffStudy_v1.0); Resolution 2026-03-01 (Doc No. 20260313_GOV_RES_2026-03-01); Policy Manual TOC v0.5 (Doc No. 20260311_ADMIN_PolicyManual_TOC_v0.5); C.R.S. § 24-6-402; C.R.S. § 32-1-809; C.R.S. § 32-1-903; C.R.S. § 32-1-1001; HB21-1278; ADA; 29 U.S.C. § 794.

— END OF RESOLUTION 2026-03-02 —

20260313_GOV_RES_2026-03-02

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