



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Guffey, Colorado • Established 1987
1745 County Road 102, Guffey, CO 80820 • (719) 689-9479 • www.guffeyfire.net

Board of Directors

RESOLUTION

No. 2026-03-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT
ESTABLISHING THE SPCFPD POLICY MANUAL AS THE DISTRICT'S OFFICIAL POLICY
FRAMEWORK, AFFIRMING THE CONTINUED FORCE OF LEGACY POLICIES PENDING
SUPERSESSION, AND DESIGNATING THE POLICY MANUAL TABLE OF CONTENTS AS THE
AUTHORITATIVE LEGACY POLICY SUPERSESSION TRACKING DOCUMENT

Resolution No.:	2026-03-08	Adopted:	March 24, 2026
Meeting:	March 24, 2026 Special Meeting	Effective:	March 24, 2026
Legal Authority:	C.R.S. § 32-1-1001 (Special District General Powers) • C.R.S. Title 32, Article 1 (Special District Act) • District Bylaws (March 2014) • BAM v1.3 §§ 1.1, 10.1		

RECITALS

WHEREAS, the Board of Directors (the "Board") of the Southern Park County Fire Protection District (the "District") is the governing body of the District, a Colorado special district duly organized and existing under C.R.S. Title 32, Article 1, as amended; and

WHEREAS, the Board is authorized under C.R.S. § 32-1-1001 and the District's Bylaws (March 2014) to establish, adopt, amend, and rescind policies governing the operations, administration, and governance of the District; and

WHEREAS, the District adopted a Policy Manual in November 2013 (the "2013 Manual") containing fifteen legacy policies numbered #010 through #130 (including #070 and #071), which have governed District operations in the absence of a more comprehensive governance framework; and



WHEREAS, the Board adopted the Board Administrative Rules, Practices and Procedures Manual (BAM v1.3, Document No. 20260306_GOV_BoardAdministrativeManual.docx) on March 13, 2026, which constitutes Manual One of the District's Three-Manual System and supersedes the 2013 Manual as to Board governance, Board meeting procedures, Director ethics and conduct, financial oversight, and records management at the Board level; and

WHEREAS, the Board has adopted the following policies as part of a new, reorganized Policy Manual (Manual Two of the Three-Manual System), each by separate Board resolution: Policy 200-2.07 (Board Meeting Procedures Policy, adopted March 13, 2026, Resolution No. 2026-03-01); Policy 200-2.08 (Public Comment Policy, adopted March 13, 2026, Resolution No. 2026-03-02); and Policy 200-2.13 (Citizen Complaint Procedure, adopted March 13, 2026, Resolution No. 2026-03-03); and

WHEREAS, the Board has caused to be prepared, but has not yet adopted, additional policies and a comprehensive Policy Manual Table of Contents (Policy Manual TOC v0.6, Document No. 20260311_ADMIN_PolicyManual_TOC_v0.6.docx) identifying the full structure of the new Policy Manual across ten series (100-series through 1000-series); and

WHEREAS, the fifteen legacy policies in the 2013 Manual remain in legal force and effect as to any subject matter not yet replaced by an adopted provision of the new Policy Manual or BAM v1.3, and personnel continue to rely on those policies for operational guidance; and

WHEREAS, the Board finds it necessary and appropriate to formally establish the new Policy Manual as the District's official policy framework going forward, affirm the continued effectiveness of legacy policies pending their supersession, identify which legacy policies have been fully or substantially superseded by policies and governance documents already adopted, and designate an authoritative mechanism for tracking legacy policy supersession status; and

WHEREAS, the Board finds that designating the Policy Manual Table of Contents, as maintained by the Board of Directors, as the authoritative tracking document for legacy policy supersession status best serves the District's interest in transparent, Board-controlled governance documentation; and

WHEREAS, adoption of this Resolution requires no mill levy increase, no voter authorization, and is within the existing authority of the Board to organize and maintain its governance documents.

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

1. Establishment of the Policy Manual. The Board of Directors hereby formally establishes the SPCFPD Policy Manual (the "Policy Manual") as Manual Two of the District's Three-Manual System — complementing the Board Administrative Rules, Practices and Procedures Manual (BAM v1.3, Manual One) and the Standard Operating Guidelines Manual (Manual Three). The Policy Manual is the authoritative written statement of the rules, standards, and expectations that govern the District as an organization and employer. Individual policies within the Policy Manual take effect only upon formal adoption by Board resolution.

2. Continued Force of Legacy Policies. The fifteen legacy policies of the 2013 SPCFPD Policy Manual — Policies #010 through #130 (including Policies #070 and #071) — shall remain in full force and effect as to any subject matter not yet superseded by an adopted provision of the new Policy Manual or the BAM. Legacy policies shall not be read to conflict with the BAM v1.3 or any subsequently adopted Policy Manual policy; where a conflict exists, the adopted BAM or Policy Manual provision controls. Legacy policies that have been fully superseded as identified in Section 3 of this Resolution are no longer in effect.

3. Superseded Legacy Policies. The Board finds that the following legacy policies from the 2013 Manual have been fully or substantially superseded by provisions already adopted and in force, and are hereby declared no longer in effect to the extent of such supersession:

(a) **Legacy Policy #110 (Financial Control Policy, revised August 2022)** is superseded by BAM v1.3, Chapter 6 (Financial Oversight and Budget), adopted March 13, 2026. The dollar thresholds



established in Legacy Policy #110 (\$2,001 and \$5,000 approval tiers; \$15,000 competitive bidding threshold) are carried forward and incorporated into BAM §§ 6.2.1 and 8.2.1.

(b) Legacy Policy #130 (Executive Sessions Policy, 2011) is superseded by Policy 200-2.07 (Board Meeting Procedures Policy, adopted March 13, 2026, Resolution No. 2026-03-01) and BAM v1.3 § 3.4 (Executive Sessions, adopted March 13, 2026). The executive session authority, procedures, and announcement requirements of Legacy Policy #130 are fully addressed in those adopted provisions.

4. Pending Legacy Policies. All other legacy policies — Policies #010, #020, #030, #040, #050, #060, #070, #071, #080, #090, #100, #101, and #120 — remain in full force and effect. The Board acknowledges that draft replacement policies have been prepared for several of these legacy policies and are under Board consideration, but such drafts have no legal force until formally adopted by Board resolution. The Board directs that replacement policies for the remaining legacy policies be developed and brought to the Board for adoption as a priority of the 2026 governance work plan.

5. Policy Manual Table of Contents — Authoritative Supersession Tracking Document. The Policy Manual Table of Contents (currently at version 0.6, Document No. 20260311_ADMIN_PolicyManual_TOC_v0.6.docx) is hereby designated as the District's authoritative tracking document for legacy policy supersession status. The Board of Directors shall maintain and update the Policy Manual TOC to reflect: the adoption status of each current-series policy (ADOPTED, PENDING, DRAFT, or NEW); the supersession status of each legacy policy (#010 through #130); and the designated replacement policy or BAM provision for each legacy policy. The Board shall review and, if necessary, update the Policy Manual TOC at each regular meeting at which a new policy is adopted. A current copy of the Policy Manual TOC shall be maintained in the District's official records by the Secretary/Treasurer and posted on the District's website within thirty (30) days of each update.

6. Interpretation of Legacy Policies. Where a legacy policy references a position, title, document, or process that has been superseded or reorganized by the BAM v1.3 or an adopted Policy Manual provision, the legacy policy shall be interpreted to refer to its functional equivalent under the current governing framework. For example, references to "Board Chair" or "Board President" in legacy policies refer to the Board Chair as defined in BAM § 1.2.2. References to specific disciplinary procedures in legacy policies shall be applied consistent with the spirit of those provisions pending adoption of formal 300-series personnel policies.

7. No Impairment of Accrued Rights. Nothing in this Resolution shall impair any accrued right, pending claim, or obligation arising under a legacy policy prior to its supersession. Personnel who have relied in good faith on a legacy policy prior to its supersession retain any rights that accrued under it.

8. Legacy Policy Status Table. The legacy policy status table attached to this Resolution as Exhibit 1 is incorporated herein by reference and constitutes the Board's official statement of legacy policy supersession status as of the date of this Resolution. Exhibit 1 shall be filed with this Resolution in the District's official records and shall be superseded upon adoption of the next version of the Policy Manual TOC reflecting updated status.

9. Direction to Secretary/Treasurer. The Secretary/Treasurer is hereby directed to: (a) file this Resolution and Exhibit 1 in the District's official records; (b) post a notice of adoption of this Resolution on the District's website (www.guffeyfire.net) within thirty (30) calendar days of adoption; (c) distribute copies of this Resolution to the District Chief and all paid staff within thirty (30) calendar days of adoption; and (d) maintain the Policy Manual TOC as the authoritative supersession tracking document and present an updated TOC to the Board for review at each regular meeting at which a policy adoption is on the agenda.

10. Severability. If any provision of this Resolution is held invalid or unenforceable, the remaining provisions shall continue in full force and effect.

11. Effective Date. This Resolution shall take effect immediately upon adoption by the Board of Directors at the regular meeting of the Board held on April 8, 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 public meeting held on the 8th day of April, A.D. 2026, at which a quorum of Directors was present, by the following vote:

Table with 4 columns: Director, AYE, NAY, ABSTAIN. Rows include Sean English (Board Chair), Mike Brandt (Secretary/Treasurer), Mike Smith, Mike Parrish, and Jennifer Taylor.

ORIGINALS WITH SIGNATURES ON FILE AT 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, have executed this Resolution as of the date first written above.

Sean English, Board Chair
Board of Directors, SPCFPD
Date:

Mike Brandt, Secretary/Treasurer
Board of Directors, SPCFPD
Date:

Mike Parrish, Board Member
Board of Directors, SPCFPD
Date:

Mike Smith, Board Member
Board of Directors, SPCFPD
Date:

Jennifer Taylor, Board Member
Board of Directors, SPCFPD
Date:



CERTIFICATION

I, Mike Brandt, Secretary/Treasurer of the Board of Directors of the Southern Park County Fire Protection District, Park County, Colorado, do hereby certify that the foregoing is a true and correct copy of Resolution No. **2026-03-08** duly adopted by the Board of Directors at a regular public meeting held on April 8, 2026, at which a quorum was present and acting throughout.

Mike Brandt, Secretary/Treasurer

Southern Park County Fire Protection District

Date: _____



EXHIBIT 1
LEGACY POLICY SUPERSESSION STATUS TABLE

As of Resolution No. 2026-03-08 • April 8, 2026

#	Legacy Policy Title	Designated Replacement	Status as of This Resolution
#010	Rules of Conduct (2007)	100-1.02 (org. ethics) + BAM Ch.2 (Director conduct)	Pending — drafts prepared, not yet adopted
#020	Personnel Policy (2012)	300-series policies (multiple)	Pending — no replacement adopted
#030	Release of Information Policy (2012)	200-2.11 (retention) + 200-2.12 (CORA) + 200-2.14 (media)	Pending — drafts prepared, not yet adopted
#040	Unlawful Discrimination and Sexual Harassment (2007)	300-3.16	Pending — no replacement adopted
#050	Command Structure and Promotion Policy (2003)	300-3.19 + SOG Manual	Pending — no replacement adopted
#060	Discipline Policy (2007)	300-3.13, 300-3.14, 300-3.21	Pending — no replacement adopted
#070	Fire Billing Policy (2015)	800-8.05	Pending — no replacement adopted
#071	Medical Billing Policy (2015)	800-8.06	Pending — no replacement adopted
#080	Fire Department Reserve (2003)	300-3.27	Pending — no replacement adopted
#090	SPCFPD Auxiliary (2003)	300-3.28	Pending — no replacement adopted
#100	Drug and Alcohol Policy (2000)	300-3.15	Pending — no replacement adopted
#101	Random Drug Test Policy (2010)	Consolidated into 300-3.15	Pending — no replacement adopted
#110	Financial Control Policy (rev. Aug 2022)	BAM v1.3 Ch. 6 (adopted March 13, 2026)	SUPERSEDED — absorbed into BAM v1.3
#120	NFPA/COO Inspection Policy (2011)	400-4.09	Pending — no replacement adopted
#130	Executive Sessions Policy (2011)	Policy 200-2.07 + BAM v1.3 § 3.4 (both adopted March 13, 2026)	SUPERSEDED — replaced by adopted policies

NOTE: This Exhibit is incorporated into and made part of Resolution No. 2026-03-08. It reflects legacy policy status as of April 8, 2026 only. The Policy Manual Table of Contents (TOC), as maintained by the Board of Directors, is the authoritative and current tracking document per § 5 of this Resolution. Upon adoption of any new Policy Manual policy, the Board shall update the TOC and the updated TOC shall supersede this Exhibit as to any policies addressed therein.