

RESOLUTION

No. 2026-04-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT ADOPTING THE BOARD ADMINISTRATIVE RULES, PRACTICES AND PROCEDURES MANUAL (BAM)

Resolution No.: 2026-04-01

Adopted: April 8, 2026

Effective: April 8, 2026

Document: 20260408_GOV_BoardAdminManual_v1.0

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, rules, and procedures governing Board operations, conduct, and internal administration;

WHEREAS, the Board has historically operated without a comprehensive, written internal governance manual, resulting in inconsistent application of procedural standards, gaps in Board member orientation, and potential exposure to legal risk associated with informal or undocumented governance practices;

WHEREAS, the Board has developed the Board Administrative Rules, Practices and Procedures Manual (the "BAM"), Document No. 20260408_GOV_BoardAdminManual_v1.0, which establishes in a single, authoritative document the internal administrative rules, practices, and procedures governing the conduct of the Board of Directors, including: Board composition, officer duties, and quorum requirements; voting thresholds, including elevated thresholds for significant governance actions; meeting scheduling, notice, and conduct requirements; executive session authority and procedures; agenda preparation and management; minutes, records, and public access; financial oversight, expenditure authority, and budget process; personnel oversight and employment agreement standards; contracts, purchasing, and procurement; communications and public relations; and amendment and annual review procedures;

WHEREAS, the BAM supplements, and does not supersede, the District's Bylaws (March 2014) and applicable Colorado law, and is subordinate to both in the hierarchy of District authority established by C.R.S. Title 32;

WHEREAS, the BAM was developed over a series of nine pre-adoption drafting iterations (versions v0.1 through v0.9) documented in the BAM's Revision History, during which the Board reviewed and refined its governance framework, filled all operative thresholds and procedural standards, and aligned the BAM with adopted policies including Policy 200-2.07 (Board Meeting Procedures Policy), Policy 200-2.08 (Public Comment Policy), and Policy 200-2.13 (Citizen Complaint Procedure), as well as Policy 200-2.12 (CORA Compliance Procedure) and other documents in the Policy Manual;

WHEREAS, the Board has reviewed the District's Bylaws in connection with the adoption of this Manual and has confirmed that the Bylaws contain no supermajority requirements beyond those stated in BAM § 1.3.2; and the Board acknowledges that a comprehensive Bylaws modernization review is a recommended parallel-track priority to be undertaken separately under C.R.S. Title 32 with District Counsel;

WHEREAS, the Board intends that the BAM serve as a living governance document that will be amended from time to time as District operations, applicable law, and governance best practices evolve, and that each amendment shall be adopted by Board action in accordance with the amendment procedures set forth in BAM Chapter 10 and Policy 100-1.06;

WHEREAS, the Board has determined that adoption of the BAM is in the best interests of the District and the public it serves, and will strengthen Board governance, provide consistent and legally defensible procedures for all Board actions, and establish a clear framework for Board member orientation and ongoing governance accountability;

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 Manual. The Board hereby adopts the Board Administrative Rules, Practices and Procedures Manual of the Southern Park County Fire Protection District, Document No. 20260408_GOV_BoardAdminManual_v1.0 (the "Manual" or "BAM"), as the official internal governance manual of the Board of Directors, effective April 8, 2026. The Manual is attached hereto as Exhibit 1 and incorporated herein by reference.

2. Living Document — Amendment Authority. The Board expressly acknowledges that this Manual is intended to be a living governance document that will be amended from time to time as District circumstances, applicable law, and governance needs evolve. This Resolution authorizes and governs the initial adoption only. Each subsequent amendment to the Manual shall be adopted by separate Board action in accordance with BAM Chapter 10 (Amendments, Review and Supersession) and Policy 100-1.06 (Amendment and Annual Review Procedures), which require an affirmative vote of four (4) of five (5) Directors. The Secretary/Treasurer shall maintain an accurate, current copy of the Manual reflecting all amendments, and shall update the Manual's version history table upon each adoption.

3. Supersession. This Manual supersedes all prior Board administrative rules, practices, and procedures manuals, and all resolutions or informal policies governing Board internal procedure that are inconsistent herewith, except that specific policies, resolutions, or employment agreements adopted by Board action prior to or contemporaneously with this Manual shall remain in force and shall not be affected by this Resolution except to the extent expressly superseded by the Manual.

4. Hierarchy of Authority. The Manual is subordinate to the District's Bylaws, applicable Colorado statutes, and applicable federal law. In the event of any conflict between the Manual and the District's Bylaws or applicable law, the Bylaws or law shall control. The District Chief and Board members shall bring any identified conflict to the Board for resolution at the next regular meeting.

5. Distribution and Posting. The Secretary/Treasurer is hereby directed to: (a) maintain the official adopted copy of the Manual in the District's permanent records; (b) post the adopted Manual on the District website (www.guffeyfire.net) within thirty (30) calendar days of adoption; (c) distribute a copy to each Director within thirty (30) calendar days of adoption and to each newly seated Director within fifteen (15) calendar days of their seating; and (d) make the Manual available for public inspection at Station 1 during regular business hours, consistent with the Colorado Open Records Act (C.R.S. § 24-72-201 et seq.).

6. Annual Review. The Board directs the District Chief and Board Chair to ensure that the Manual is reviewed no less frequently than once per year during the Q1 annual review cycle established by Policy 100-1.06, and that any proposed amendments identified during the review are presented to the Board for action at a duly noticed public meeting.

7. Bylaws Review. The Board acknowledges that the District's Bylaws (March 2014) are in need of comprehensive review and modernization and directs the Board Chair, in coordination with District Counsel, to develop a plan for Bylaws modernization under C.R.S. Title 32 for presentation to the Board within twelve (12) months of adoption of this Resolution. Adoption of this Resolution and the Manual is not conditioned upon completion of the Bylaws review.

8. Severability. If any provision of this Resolution or of the Manual adopted hereby is held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect any other provision of this Resolution or the Manual, and all remaining provisions shall continue in full force and effect. The Board further directs that, in the event any provision is found inconsistent with a subsequently enacted Colorado statute or federal regulation, the statutory or regulatory provision shall govern for that matter and the Board shall promptly consider an amendment to align the Manual accordingly.

9. 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 meeting of the Board held on **April 8, 2026**, by the following vote:

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

ATTESTATION ORIGINALS WITH SIGNATURES ON FILE AT STATION 1

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

Board Chair — Board of Directors, SPCFPD
Southern Park County Fire Protection District
Date: April 8, 2026

Mike Brandt, Secretary/Treasurer

Secretary/Treasurer — Board of Directors, SPCFPD
Southern Park County Fire Protection District
Date: April 8, 2026

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. 2026-04-01 duly adopted by the Board of Directors at a regular meeting held on April 8, 2026, at which a quorum was present and acting throughout.

Mike Brandt, Secretary/Treasurer

Secretary/Treasurer — Southern Park County Fire Protection District
Southern Park County Fire Protection District
Date: April 8, 2026

Document No. 20260408_GOV_RES_2026-04-01 • Exhibit 1: Board Administrative Rules, Practices and Procedures Manual (Document No. 20260408_GOV_BoardAdminManual_v1.0)