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SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

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

POLICY NO. 200-2.07 BOARD MEETING PROCEDURES POLICY

Southern Park County Fire Protection District • Administrative Policy

Policy Number:	200-2.07	
Document Number:	20260308_ADMIN_200-2.07_BoardMtgPolicy_v1.2	
Effective Date:	March 13, 2026	
Adopted:	March 13, 2026	
Reviewed / Revised:	—	<i>Next Review: Annual or upon change in law</i>
Approved By:	Board of Directors, SPCFPD	
Classification:	PUBLIC POLICY DOCUMENT	
Cross-References:	District Bylaws (Articles I–X) • Board Administrative Rules Manual (BAM) Ch.3–5 (primary governance authority) • C.R.S. § 24-6-402 (Colorado Open Meetings Law) • C.R.S. § 32-1-903 (notice) • C.R.S. § 32-1-809 (transparency notice) • C.R.S. § 32-1-1001 (Board authority) • HB21-1278 (virtual/hybrid meetings) • Policy 200-2.08 (Public Comment) • SOG 110 (Administration) • SOG 120 (Code of Ethics)	

This is a public policy document of the Southern Park County Fire Protection District. Copies are available at Station §1 and at www.guffeyfire.net.



1. PURPOSE

The Board of Directors (“Board”) of the Southern Park County Fire Protection District (“District”) adopts this policy to establish procedures for conducting regular, special, and study session meetings in compliance with Colorado law, including C.R.S. Title 32, Article 1 (especially C.R.S. § 32-1-903), and the Colorado Open Meetings Law (C.R.S. § 24-6-402). This policy promotes transparency, public access, efficient governance, and accountability in all Board proceedings.

Relationship to Board Administrative Rules Manual (BAM): This policy supplements and is consistent with the Board Administrative Rules, Practices and Procedures Manual (“BAM”). The BAM governs the Board’s internal organizational structure, voting procedures, motion types, agenda packet requirements, resolution numbering, CORA compliance, and records retention. This policy governs the procedural conduct of meetings as a public-facing policy document. In any conflict between this policy and the BAM, the BAM shall control, and the Board Chair shall bring the conflict to the Board’s attention for resolution. Both documents shall be interpreted consistently with the District Bylaws (March 2014), which govern in the event of any conflict with either.

2. TYPES OF MEETINGS

The Board conducts the following types of meetings. See BAM Chapter 3 for the authoritative meeting type table and statutory citations.

- a. **Regular Meetings:** Held at the time and location established annually by Board resolution, consistent with C.R.S. § 32-1-903. The Board conducts all routine business at regular meetings.
- b. **Special Meetings:** Called by the Board Chair or a majority of Directors as needed for District business not requiring delay to the next regular meeting. Notice shall be posted at least 24 hours in advance; business is limited to items stated in the notice.
- c. **Work Sessions / Study Sessions:** Informal sessions for information-sharing, policy discussion, or deliberation where a quorum may be present but no formal action is taken. Work sessions require the same notice as regular meetings. See BAM §3.1.
- d. **Emergency Meetings:** Open public meetings called when an emergency requires Board action that cannot wait for a special meeting to be properly noticed. As much advance notice as practicable shall be given. Authority: C.R.S. § 24-6-402(2)(d). Emergency meetings are open to the public.
- e. **Organizational / Annual Meeting:** Held in January for officer elections, adoption of the annual meeting schedule, and other required annual actions, consistent with C.R.S. § 32-1-903 and the District Bylaws.
- f. **Executive Sessions:** Closed sessions convened from within an open meeting, strictly limited to topics authorized by C.R.S. § 24-6-402(4). Executive sessions are not a separate meeting type — they are a portion of an otherwise open meeting. No final action may be taken in executive session. See Section 8 and BAM §3.4 for required procedures.



3. MEETING FORMAT

- a. Meetings may be held in any of the following formats:
 - i. In person at a designated physical location, preferably accessible within or near District boundaries.
 - ii. Virtually, via Zoom, telephone conference, or other electronic means.
 - iii. In a hybrid format combining in-person and virtual participation.
- b. Public access must be provided in all formats, including a public Zoom link, dial-in number, or in-person seating, as applicable. Virtual and hybrid meetings shall comply with HB21-1278 and shall ensure all participants — Board members and public alike — can hear and be heard simultaneously. Technical support shall be available as reasonably practicable.

4. NOTICE REQUIREMENTS

- a. Full and timely notice of all regular and special meetings shall be provided at least 24 hours in advance, consistent with C.R.S. § 24-6-402(2)(c).
- b. Notice shall include: the date, time, and location of the meeting (physical address and/or virtual access details), and the agenda if available at the time of posting.
- c. **Posting Method:** The preferred method of notice posting is:
 - i. On the District's public website (www.guffeyfire.net), which is free, searchable, and publicly accessible. The District shall provide the website address to the Colorado Department of Local Affairs / Division of Local Government. Notices shall be searchable by meeting type, date, time, and agenda keywords when posted electronically.
 - ii. If the District is unable to post online, notice shall be posted in at least one designated public place within District boundaries, such as the fire station bulletin board at Station §1 in Guffey or another accessible location. The Board shall annually designate at least one physical public posting location at the first regular meeting of each calendar year. This designation shall be included in the annual Transparency Notice filed by January 15 as required by C.R.S. § 32-1-809.
 - iii. The District may also post notice via additional means such as social media or email distribution lists, but is not required to do so. The annual Board meeting schedule shall be included in the District's Transparency Notice filed by January 15 each year, consistent with C.R.S. § 32-1-809.

5. AGENDA PREPARATION AND PUBLIC PARTICIPATION

- a. The Board Chair, or their designee, shall prepare the meeting agenda in consultation with the District Chief and Board Secretary. Any Director may submit agenda items no later than seventy-two (72) hours before the meeting. See BAM §4.1.1.
- b. The Board Secretary shall compile and distribute an agenda packet to all Directors no later than seventy-two (72) hours before each regular meeting. The packet shall include the proposed agenda, draft minutes of the prior meeting, the Chief's report, financial reports, and



all supporting materials for action items. See BAM §4.1.2. Agendas shall also be posted on the District website with the meeting notice, or as soon as available prior to the meeting.

- c. Public Comment:** At each regular meeting, a public comment period of at least fifteen (15) and up to thirty (30) minutes total shall be provided, unless waived by unanimous Board consent. Individual speakers shall be limited to three (3) minutes unless extended by the Chair for good cause stated on the record. Comments shall be directed to agenda items or general District business. The Board may establish additional rules for decorum, including prohibitions on personal attacks and requirements that comments remain relevant to District matters. Board members should generally refrain from responding directly to public comments during the comment period; responses may be provided later in the meeting or in writing.
 - i.** The Board follows Robert’s Rules of Order, Newly Revised, for parliamentary procedure, except as modified by this Manual, the BAM, or the District Bylaws. Any departure from Robert’s Rules requires amendment of this policy, the BAM, or the Bylaws as applicable — not merely a motion at a single meeting. See BAM §4.2 for the Board’s recognized motion types and voting procedures.
- d. Formal Actions:** All Board actions having legal effect — including adoption or amendment of policy, budget approval, contract authorization, and personnel actions — shall be memorialized by formal written resolution in accordance with BAM §4.3. Items requiring Board vote shall be clearly labeled as “Action Item” on the agenda.

6. QUORUM AND VOTING

- a.** A quorum requires three (3) of the five (5) Directors. No official business may be conducted in the absence of a quorum. If a quorum is not present within fifteen (15) minutes of the scheduled start time, the Chair shall adjourn and reschedule. See BAM §1.3.1 and §3.5.1.
- b.** Directors may participate in and vote at meetings remotely by telephone or electronic means, provided they can hear and be heard simultaneously by all other participants, consistent with C.R.S. § 24-6-402 and HB21-1278. A remote Director counts toward quorum and may vote. Meeting notice shall specify any remote access details.
- c.** All formal actions, including motions, resolutions, and ordinances, shall occur only in open session. No final action shall be taken in executive session.

7. MINUTES AND RECORDINGS

Minutes shall be taken for all open meetings and executive sessions. Minutes for executive sessions shall be limited in scope as required by law.

- a.** Minutes shall record attendance, topics discussed, all formal actions taken, and the topics addressed in any executive session.
- b.** Approved minutes shall be posted on the District’s website (www.guffeyfire.net) within 30 days of approval, or before the next regular meeting, whichever is sooner.
- c.** Audio or video recordings of meetings may be made and shall be retained consistent with District records policy — a minimum of 90 days, or longer if litigation is anticipated or pending.



8. EXECUTIVE SESSIONS

- a. Executive sessions may be called only for statutory topics authorized under C.R.S. § 24-6-402(4).
- b. **Procedure:** To enter executive session, the Board shall, in open session: (1) announce the specific statutory exception being invoked (e.g., “personnel matters under C.R.S. § 24-6-402(4)(f)” or “legal advice under C.R.S. § 24-6-402(4)(b)”; (2) state that no final action will be taken in executive session; and (3) obtain a majority vote of the quorum present. Minutes shall record only the topic and the vote to enter executive session. No substantive discussion shall be documented in the minutes unless disclosure is later authorized by the Board.

9. COMPLIANCE AND TRAINING

- a. The District shall comply with all applicable open meetings and notice requirements. Violations of the Colorado Open Meetings Law may result in invalidation of Board actions under C.R.S. § 24-6-402(8), court challenges, or other legal remedies.
- b. All Board members and key District staff shall receive initial training on this policy and on the Colorado Open Meetings Law within 90 days of the adoption of this policy, or within 90 days of joining the Board or assuming a key staff role. Annual refresher training is recommended. Training may be provided through the Colorado Division of Local Government, Special District Association of Colorado webinars, or District legal counsel.

10. IMPLEMENTATION

Upon adoption by the Board, this policy shall be:

- Posted on the District website (www.guffeyfire.net) within 30 calendar days of adoption.
- Distributed to all Board members, the District Chief, and appropriate District personnel within 30 calendar days of adoption.
- Referenced in future Board meeting agendas and minutes as the governing procedure for all meeting conduct.
- Incorporated into orientation materials for newly elected or appointed Board members.

11. REVIEW AND AMENDMENT

This policy shall be reviewed at least annually, or as needed to reflect changes in Colorado law, advances in meeting technology, or changes in District operations. Any proposed amendments shall be brought before the Board for consideration and approval at a duly noticed public meeting. Amendments shall be approved by Board vote and documented in the Board minutes.



12. CERTIFICATION AND ADOPTION

This policy is hereby adopted by the Board of Directors of the Southern Park County Fire Protection District at a duly noticed public meeting.

Sean English

Board Chair — SPCFPD

Date: March 13, 2026

Mike Brandt,

Secretary — SPCFPD

Date: March 13, 2026

Mike Parrish

Board Director — SPCFPD

Date: March 13, 2026

Mike Smith

Board Director — SPCFPD

Date: March 13, 2026



Document Revision History

Document: 20260308_ADMIN_200-2.07_BoardMtgPolicy_v1.2 **Policy:** 200-2.07 — BOARD MEETING PROCEDURES POLICY **District:** Southern Park County Fire Protection District

Ver.	Date	Author	Changes / Status
V0.1	Feb 3, 2026	District / Board Chair	Original draft policy (20260203_ADM_200_207_BoardMt_ProceduresPolicy_DRAFTv2). Established 10-section structure: Purpose, Types of Meetings, Meeting Format, Notice Requirements, Agenda and Public Participation, Quorum and Voting, Minutes and Recordings, Executive Sessions, Compliance and Violations, Review and Amendment. Policy number ADMIN 200-2.07. Adoption/effective date placeholders.
V0.3	Feb 17, 2026	District / Board Chair	Revised draft (20260203_ADMIN_200_207__BoardMt_ProceduresPolicy_DRAFTv3.docx). Expanded notice posting section to include website vs. physical location procedures, annual Transparency Notice requirement (C.R.S. § 32-1-809), and electronic searchability requirements. Public comment section expanded with decorum provisions and Board member response guidance. Executive session procedure expanded with step-by-step open-session announcement requirements. Training provisions added to Compliance section. Signature block revised to Board President and Board Secretary.
v1.0	March 8, 2026	Board of Directors	Issued for Board adoption using SPCFPD Policy Template (matching 200-2.13 structure). Full branding applied: logo, RED/DARK palette, cover page, 8-row metadata table with cross-references, branded header/footer. Policy renumbered and restructured: 10 sections from V0.3 expanded to 12 sections (Implementation and Review/Amendment separated; Certification/Adoption added as Section 12). Section headings converted to numbered red/dark format. Lettered sub-items and roman numeral sub-sub-items applied consistently. Signature block updated to District Chief (Aric Stahly) and Board Chair (Sean English) consistent with District signing authority. Document numbered 20260308_ADMIN_200-2.07_BoardMtgPolicy_v1.0.
v1.1	March 11, 2026	Board Chair / Staff	Integration review against BAM v1.2 and Policy Manual TOC v0.5. §1: Added explicit BAM relationship statement — BAM governs internal rules; this policy governs public-facing meeting conduct; BAM controls in conflict. §2: Corrected structural error that conflated Emergency Meetings (open public meetings) with Executive Sessions (closed portions of open meetings) — now separate sub-items (a)–(f); Work Sessions added as distinct type per BAM §3.1. §5(a): Added 7-day agenda submission deadline (BAM §4.1.1). §5(b): Added 72-hour agenda packet distribution deadline (BAM §4.1.2). §5(c): Public comment reconciled — “at least 15 and up to 30 minutes”; “good cause stated on the record” for extensions; decorum language retained. §5(c)(i): Robert’s Rules override threshold corrected — requires policy/BAM/Bylaws amendment, not merely a Board motion; cross-ref BAM §4.2. §5(d): New sub-item — formal actions require resolution per BAM §4.3. §6(a): Quorum fixed at 3/5; 15-minute adjournment rule added; Bylaws fallback removed. §6(b): Remote voting expanded with HB21-1278 citation, quorum-counting confirmation, and notice requirement. Metadata: Cross-references updated — BAM Ch.3–5 added; 2013 Policy Manual reference removed; Policy 200-2.08 added. Notes updated to reflect BAM as governing authority.



v1.2	March 11, 2026	Board Chair / Staff	§5(a): Agenda item submission deadline corrected from seven (7) calendar days to seventy-two (72) hours, to align with BAM v1.3 §4.1.1 (same correction made to the BAM in that version). Both documents now state the same 72-hour standard for Director agenda submissions and agenda packet distribution.
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Notes

Versions V0.1 through V0.3 are working drafts. Version v1.0 was issued for Board adoption. Version v1.1 is the current integration-reviewed draft incorporating alignment with BAM v1.2. Upon Board adoption, enter the adoption date in the cover page metadata table and the Section 12 signature block, and re-issue as the next version as directed by the Board.

This policy shall be cross-referenced with and interpreted consistently with: District Bylaws (March 2014, Articles I–X); Board Administrative Rules, Practices and Procedures Manual (BAM) — especially Chapters 3, 4, and 5; SPCFPD Policy Manual (new series, Policies 200-2.x et seq.); Policy 200-2.08 (Public Comment Policy); SOG Manual (SOG 110, SOG 120, SOG 130); 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/hybrid meeting authorization).

— END OF POLICY 200-2.07 —

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