



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Guffey, Colorado • Established 1987

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

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POLICY NO. 100-1.03

DEFINITIONS, ACRONYMS AND ABBREVIATIONS

Southern Park County Fire Protection District • Series 100 — Introduction, Mission & Authority

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Approved By:	Board of Directors, SPCFPD	Classification:	PUBLIC POLICY DOCUMENT
Supersedes:	None. First adoption of a formal definitions policy. Foundational terms for the Policy Manual are established herein and in Policy 100-1.01 § 5.		
Cross-References:	Policy 100-1.01 (Purpose, Scope and Authority) • BAM v0.8 (§§ 1.1, 1.2, 3.1) • Policy 100-1.04 (Document Formatting Standards) • Policy 100-1.05 (File Naming Convention) • C.R.S. Title 32, Article 1 (Special District Act) • C.R.S. § 24-72-201 (CORA) • C.R.S. § 24-6-402 (OML) • C.R.S. § 24-80-101 (Local Government Records Act) • C.R.S. § 29-1-101 (Local Government Budget Law)		

1. PURPOSE

This policy establishes the official definitions, acronyms, and abbreviations for the Southern Park County Fire Protection District Policy Manual. Consistent terminology across policies, resolutions, SOGs, and other District documents reduces ambiguity, simplifies training, and supports clear application and enforcement. When a term used in any District document is not separately defined in that document, the definitions in this policy and in Policy 100-1.01 § 5 shall govern.

2. SCOPE AND APPLICATION

- a. Manual-wide application. The definitions in §§ 4 and 5 of this policy apply throughout the entire Policy Manual, the Board Administrative Rules Manual (BAM), and all Standard Operating Guidelines



(SOGs), unless a specific policy, section, or SOG provides a different definition for a particular term within its own limited scope. A policy-specific definition governs only within that policy.

b. Relationship to Policy 100-1.01. Policy 100-1.01 § 5 establishes thirteen foundational terms for the Policy Manual (BAM, Board, Bylaws, Director, District, District Chief, Legacy Policy, Manual, Policy, Resolution, SOG, Staff, and Volunteer). Those definitions are incorporated by reference into this policy and are reproduced in § 4 for convenient reference. In the event of any inconsistency between a definition in Policy 100-1.01 § 5 and a definition in this policy, Policy 100-1.01 controls.

c. Amendment. This policy shall be amended by Board majority vote per Policy 100-1.06 whenever a new term of District-wide significance is introduced by an adopted policy, a significant operational change creates a new class of personnel or function, or a Colorado statutory change alters a defined term. The District Chief or any Director may propose additions or amendments.

3. RULES OF CONSTRUCTION

The following rules of construction apply to all District policies, resolutions, and SOGs:

- a. Gender and number. Words in the singular include the plural and vice versa. The masculine, feminine, and neutral genders are interchangeable.
- b. "Shall" vs. "may." "Shall" indicates a mandatory obligation. "May" indicates a permissive authority or discretion. "Should" indicates a recommended but not mandatory practice.
- c. "Including." The word "including" means "including but not limited to" and does not limit the generality of the provision it modifies.
- d. References to statutes. Any reference to a Colorado Revised Statute (C.R.S.) or federal regulation refers to that provision as it may be amended from time to time. The District Chief shall notify the Board when a referenced statute is amended in a way that materially affects a District policy.
- e. References to District documents. References to the BAM, Bylaws, or a specific policy refer to the most recently adopted version of that document, unless a specific version number is stated.
- f. Headings. Section headings are for convenience only and do not affect the interpretation of the text.
- g. Conflict resolution. Where two provisions appear to conflict, the more specific provision governs over the general; the more recently adopted provision governs over the earlier, unless the earlier provision expressly states it cannot be superseded by implication.

4. DEFINITIONS

The following terms have the meanings set forth below when used in any District policy, resolution, or SOG. Terms marked with "†" are reproduced from Policy 100-1.01 § 5 and are controlling as defined there.

Note on alphabetical order: Definitions are listed alphabetically. Where a definition cross-references another defined term, that other term appears in bold.

TERM	DEFINITION
Active Member	Any person currently in good standing on the District's official roster of paid staff, volunteer firefighters, medical volunteers, or reserve members. Does not include Auxiliary members unless separately specified. Good standing is defined in the applicable 300-series personnel policy.
ALS (Advanced Life Support)	A level of emergency medical care that includes advanced airway management, intravenous access, cardiac monitoring, defibrillation, and medication administration, provided by a licensed paramedic (EMT-P). Contrast with Basic Life Support (BLS). See also: "EMS," "Paramedic".
Annual Review	The process by which each policy in the Policy Manual is reviewed at least once per calendar year, as required by Policy 100-1.06. The Q1 annual review cycle runs January through March of each year. See also: Policy 100-1.06.



Apparatus	Any motorized vehicle owned or operated by the District in the course of emergency response or District operations, including fire engines, water tenders, rescue vehicles, utility vehicles, and command vehicles.
Auxiliary	The SPCFPD Auxiliary, a volunteer support organization that assists the District with community events, fundraising, and non-emergency support functions. Auxiliary members are not Active Members for purposes of operational policy unless separately specified. See also: Policy 300-3.28 (pending).
BAM †	The Board Administrative Rules, Practices and Procedures Manual of the Southern Park County Fire Protection District, as adopted and amended. The BAM is the primary governance document for the internal procedures of the Board of Directors. The BAM governs Board composition, meetings, voting, ethics, financial oversight, personnel oversight, contracts, and public relations at the Board level. BAM v0.8 was adopted April 8, 2026. See also: Policy 100-1.07 (Three-Manual System).
BLS (Basic Life Support)	A level of emergency medical care provided by an Emergency Medical Technician (EMT) that includes CPR, automated external defibrillator (AED) use, basic airway management, bleeding control, and patient assessment. Contrast with Advanced Life Support (ALS). See also: "EMS," "EMT".
Board †	The Board of Directors of the Southern Park County Fire Protection District, acting collectively at a duly noticed meeting at which a quorum is present. Individual Directors do not have authority to act on behalf of the Board outside of a duly noticed meeting. See Policy 100-1.01 § 3(c) (Individual Director Authority).
Board Chair	The Director elected by the Board at the annual organizational meeting to serve as the presiding officer of the Board. Responsibilities include preparing agendas, presiding at meetings, and serving as the Board's primary spokesperson on governance matters. Term: one year. See BAM § 1.2.2. See also: "Board," "Vice Chair".
BOCC	Board of County Commissioners. The elected governing body of Park County, Colorado. The District coordinates with the BOCC on matters including the Wildfire Resiliency Code, emergency management, and intergovernmental agreements.
Budget	The annual plan of District revenues and expenditures adopted by the Board by resolution not later than December 15 of the preceding fiscal year, consistent with the Colorado Local Government Budget Law (C.R.S. § 29-1-101 et seq.). The Budget is the Board's primary financial governance instrument.
Business Day	Monday through Friday, excluding Colorado state holidays as established by C.R.S. § 24-11-101. Statutory timeframes in CORA and other applicable law are calculated in business days unless otherwise specified.
Bylaws †	The By-Laws of the Southern Park County Fire Protection District, as adopted March 2014 and as subsequently amended by the Board. The Bylaws govern Board composition, officer duties, elections, vacancies, and other foundational governance matters.
Captain	A paid District officer position responsible for station operations, volunteer supervision, training coordination, and operational command within the scope designated by the District Chief. See applicable personnel policies and employment agreement.
COI (Conflict of Interest)	An actual or perceived personal, financial, familial, or other interest of a Director, staff member, or volunteer that could influence or appear to influence the performance of their official duties. See C.R.S. § 24-18-109 (Colorado Government Ethics Act) and BAM § 2.2. See also: Policy 200-2.02 (pending).
COMPS	Colorado Overtime and Minimum Pay Standards Order, issued by the Colorado Department of Labor and Employment (CDLE). COMPS governs minimum wage, overtime, and related wage standards for Colorado employees and applies to District paid staff. See also: "FLSA".



CORA	Colorado Open Records Act, C.R.S. § 24-72-201 et seq. Colorado's public records access law, which presumes that records created or maintained by government agencies are public records open to inspection and copying, subject to specific statutory exemptions. The District's CORA compliance procedure is established in Policy 200-2.12. See also: Policy 200-2.12.
CPI	Consumer Price Index. A measure of inflation published by the U.S. Bureau of Labor Statistics. The CPI is used to calculate the annual adjustment to the CORA research fee rate and certain TABOR calculations.
CRRF	Colorado Resource Request Form. The standardized form used to request or offer fire suppression or other emergency management resources through the Colorado Division of Fire Prevention and Control (DFPC) and the Colorado Wildfire Coordinating Group (CWCG).
CWRC	Community Wildfire Resiliency Code. The inspection and mitigation program established by the District pursuant to Resolution Nos. 2026-03-18 and 2026-03-18-A (adopted March 18, 2026), under which the District conducts wildfire mitigation inspections and assesses fees within its service area. See also: Policy 400-4.09 (pending).
DEO	Designated Election Official. The election official responsible for administering special district elections in Park County, Colorado, typically the Park County Clerk and Recorder, pursuant to C.R.S. § 1-13.5-201 et seq.
Deputy Chief	The District officer position designated as second-in-command to the District Chief. The Deputy Chief exercises authority delegated by the District Chief and may assume command in the District Chief's absence. See BAM § 7.2.2 and applicable employment agreement. See also: "District Chief".
DFPC	Colorado Division of Fire Prevention and Control. A division of the Colorado Department of Natural Resources that oversees wildfire operations, forest health, and prescribed fire programs statewide. The District coordinates with DFPC on wildland fire deployments and the CRRF process.
Director †	A member of the Board of Directors of the Southern Park County Fire Protection District, whether elected at a regular biennial election or appointed to fill a vacancy pursuant to C.R.S. § 32-1-905. Directors serve four-year terms. The Board consists of five Directors.
District †	The Southern Park County Fire Protection District, a Colorado special district organized under C.R.S. Title 32, Article 1, serving approximately 242 square miles of southern Park County, Colorado. Station 1 is located at 1745 County Road 102, Guffey, CO 80820.
District Chief †	The chief executive officer of the District's fire and emergency services operations, appointed by and answerable to the Board per the District Bylaws. Also referred to as "Fire Chief." The District Chief is responsible for all operational activities and for managing District personnel within the framework established by the Board. The District Chief does not serve on the Board and has no vote.
DOLA	Colorado Department of Local Affairs. The state agency that oversees local government finance, planning, and compliance. DOLA administers the Local Government Budget Law (C.R.S. § 29-1-101 et seq.) and certain grant programs available to special districts.
EEOC	Equal Employment Opportunity Commission. The federal agency responsible for enforcing federal employment anti-discrimination laws, including Title VII of the Civil Rights Act, the Americans with Disabilities Act (ADA), and the Age Discrimination in Employment Act (ADEA). The District's anti-discrimination policy (Policy 300-3.16, pending) implements these requirements. See also: "ADA".
EMS	Emergency Medical Services. The provision of pre-hospital emergency medical care, including patient assessment, treatment, and transport, by certified personnel



	pursuant to Colorado EMS statutes (C.R.S. § 25-3.5-101 et seq.). The District provides both BLS and ALS services within its service area. See also: "ALS," "BLS," "EMT," "Paramedic".
EMT	Emergency Medical Technician. A Colorado-certified individual qualified to provide Basic Life Support (BLS) pre-hospital emergency medical care under C.R.S. § 25-3.5-203. EMT-I (Intermediate) and EMT-P (Paramedic) are advanced certification levels. See also: "ALS," "BLS," "Paramedic".
Executive Session	A closed meeting of the Board from which the public is excluded, permitted only for the specific topics enumerated in C.R.S. § 24-6-402(4) of the Colorado Open Meetings Law. Executive sessions must be announced in open session, taken by majority vote, and electronically recorded. No formal Board action may be taken in executive session. See also: Policy 200-2.07 § 5; BAM § 3.4.
FLSA	Fair Labor Standards Act, 29 U.S.C. § 201 et seq. Federal law governing minimum wage, overtime, and related wage standards for employees. The District must classify all paid personnel as exempt or non-exempt under FLSA, with overtime obligations for non-exempt employees. See BAM § 7.4.1. See also: "COMPS".
FPPA	Fire and Police Pension Association of Colorado. The statewide pension program for Colorado firefighters, police officers, and certain other public safety personnel. Eligible District paid personnel are enrolled in FPPA pursuant to C.R.S. § 31-31-101 et seq. See also: Policy 300-3.06 (pending).
GRS	General Records Schedule. The records retention schedule published by the Colorado State Archives establishing minimum retention periods for records maintained by Colorado local governments. The District's records retention schedule (Policy 200-2.11) is adopted consistent with the GRS. See also: Policy 200-2.11.
HIPAA	Health Insurance Portability and Accountability Act of 1996, Pub. L. 104-191, and its implementing regulations at 45 C.F.R. Parts 160 and 164. HIPAA governs the privacy and security of individually identifiable health information (Protected Health Information, or PHI). All EMS patient care records and patient-related information maintained by the District are subject to HIPAA. See also: Policy 200-2.12 § 8; Policy 200-2.11 § 5.
ICS	Incident Command System. The standardized, on-scene emergency management structure used by the District for all emergency incidents, consistent with NIMS. ICS establishes a unified command structure with defined span of control, resource management, and communication protocols. See also: "NIMS," Policy 400-4.02 (pending).
IGA	Intergovernmental Agreement. A formal written agreement between the District and another government entity (e.g., Park County BOCC, neighboring fire districts, DFPC, or state agencies) establishing mutual obligations. IGAs require Board approval by resolution per BAM § 8.3. See also: "MOU".
IRS	Internal Revenue Service. The federal agency responsible for tax administration. References to IRS requirements in District financial policies apply primarily to payroll tax obligations, 1099 reporting for contractor payments, and record retention requirements.
ISO	Insurance Services Office. A private organization that evaluates and rates fire department capabilities through its Public Protection Classification (PPC) system. The District's ISO rating affects property insurance premiums for District residents and is a metric for fire service performance.
Legacy Policy †	A policy from the 2013 SPCFPD Policy Manual (Policies #010 through #130) that has not yet been replaced or formally superseded by a policy in the current Policy Manual. Legacy policies remain in effect until formally superseded by Board resolution. See Resolution No. 2026-03-08 for the current supersession status. See also: Policy Manual TOC v0.6.



Manual †	The Policy Manual of the Southern Park County Fire Protection District, as adopted and amended from time to time by Board resolution. "Manual" refers to the Policy Manual (Manual Two) of the Three-Manual System unless the context clearly indicates otherwise. See also: Policy 100-1.07.
MOU	Memorandum of Understanding. A document recording a non-binding or informally binding agreement between the District and another entity. Contrast with IGA (formal binding agreement). MOUs require Board awareness and, for significant operational commitments, Board approval. See also: "IGA".
NFIRS	National Fire Incident Reporting System. The federally standardized system used by fire departments to document incident data and report to the U.S. Fire Administration (USFA). District incident reports are filed in NFIRS format. See also: Policy 400-4.08 (pending).
NFPA	National Fire Protection Association. The organization that publishes the NFPA codes and standards widely adopted by fire departments, including NFPA 1 (Fire Code), NFPA 1500 (Firefighter Safety), NFPA 1710/1720 (Deployment Standards), and NFPA 1911 (Apparatus Maintenance). The District incorporates applicable NFPA standards into its SOGs and policies. See also: Policy 400-4.09 (pending).
NIMS	National Incident Management System. The federal framework established by the Department of Homeland Security (DHS) providing a standardized, nationwide approach to emergency management and incident response. The District has adopted NIMS and ICS for all emergency operations. See also: "ICS," Policy 1000-10.05 (pending).
OML	Open Meetings Law. Colorado's Open Meetings Law, C.R.S. § 24-6-401 et seq., which requires that all meetings of a quorum of a government body at which public business is discussed or formal action is taken be open to the public and properly noticed. Policy 200-2.07 implements OML requirements for the Board. See also: Policy 200-2.07.
OSHA	Occupational Safety and Health Administration. The federal agency, and its Colorado state-plan equivalent (COSH), that enforces workplace safety and health standards. OSHA standards applicable to fire departments include 29 C.F.R. Part 1910 (General Industry) and specific standards for respiratory protection (1910.134) and hazardous materials (1910.120). See also: Policy 700-7.01 (pending).
Paramedic	A Colorado-licensed Emergency Medical Technician at the Paramedic (EMT-P) level, certified to provide Advanced Life Support (ALS) pre-hospital care including advanced airway management, cardiac monitoring, defibrillation, and medication administration. See C.R.S. § 25-3.5-203. See also: "ALS," "EMS," "EMT".
Personnel	Collectively, all persons associated with the District including Directors, paid staff, volunteers, reserves, and contractors. Where context requires a narrower meaning, "personnel" refers to paid staff and active volunteers, excluding Directors. Policy-specific scope provisions control where stated. See also: "Staff," "Volunteer," Policy 100-1.01 § 2(a).
Policy †	A written statement adopted by the Board of Directors by resolution at a duly noticed public meeting that establishes a rule, standard, procedure, or requirement governing District operations, personnel, or administration. Draft and pending policies have no legal force until formally adopted.
PPE	Personal Protective Equipment. Protective gear required to minimize exposure to hazards that cause workplace injuries or illness. For fire and EMS operations, PPE includes structural firefighting gear (turnout/bunker gear), SCBA, helmets, gloves, and eye protection, meeting applicable NFPA standards. See also: Policy 700-7.02 (pending).
Public Record	Any writing made, maintained, or kept by the District for use in the exercise of its governmental functions, or required to be kept by law, regardless of physical form or



	medium. See C.R.S. § 24-72-202(6)(a). Public records are subject to inspection and copying under CORA unless specifically exempt. See also: Policy 200-2.12 § 3; Policy 200-2.11.
Quorum	Three (3) of five (5) Directors. A quorum must be present for the Board to conduct any official business or take any formal action. See BAM § 1.3.1 and C.R.S. § 32-1-903. See also: Policy 200-2.07 § 3(b).
Records Custodian	The Secretary/Treasurer of the Board, who serves as the official records custodian for the District under BAM § 5.2.1. The District Chief serves as secondary custodian for operational records. The Records Custodian is responsible for maintaining official records, responding to CORA requests, and administering the records retention schedule. See also: Policy 200-2.11; Policy 200-2.12.
Reserve	A member of the District's Fire Department Reserve program, which provides a pathway for interested community members to support fire operations at a reduced training and commitment level. See Legacy Policy #080 and Policy 300-3.27 (pending). See also: Policy 300-3.27 (pending).
Resolution †	A formal written Board action memorializing a specific decision, including the adoption or amendment of a policy, approval of a contract or expenditure over threshold, or other official Board action. Resolutions are numbered in the format YYYY-MM-NNN and maintained as permanent records.
SCBA	Self-Contained Breathing Apparatus. A respiratory protection device that provides a supply of breathable air to the wearer in environments that are Immediately Dangerous to Life and Health (IDLH), including structural firefighting and certain hazardous materials operations. SCBA use is governed by OSHA 29 C.F.R. § 1910.134 and NFPA 1981. See also: Policy 700-7.04 (pending).
SDS	Safety Data Sheet (formerly Material Safety Data Sheet, MSDS). A standardized document providing information about a chemical substance's properties, hazards, handling, and emergency procedures, required under OSHA's Hazard Communication Standard (29 C.F.R. § 1910.1200). The District maintains SDS records for all hazardous materials on apparatus and at the station.
Secretary/Treasurer	The Director elected by the Board at the annual organizational meeting to serve as both the Board's secretary and treasurer. Responsibilities include preparing and maintaining official minutes, serving as Records Custodian, maintaining financial records, presenting monthly financial reports, and administering payroll. See BAM § 1.2.2. See also: "Records Custodian," "Board Chair".
Service Area	The geographic area within which the District has statutory authority to provide fire protection and emergency services, consisting of approximately 242 square miles of southern Park County, Colorado, as established by the District's formation documents and boundary map on file with the Park County Clerk and Recorder.
SOG †	Standard Operating Guideline. A written operational procedure governing field or station activities, issued under the authority of the District Chief within the framework established by the Policy Manual. The term "Guideline" (rather than "Procedure") reflects that trained judgment may require deviation from standard practice in dynamic field conditions. The SOG Manual is Manual Three of the Three-Manual System. See also: Policy 100-1.07.
SPCFPD	Southern Park County Fire Protection District. The official abbreviation for the District, used in document numbering per Policy 100-1.05, official correspondence, and interagency communications. See also: "District".
Special District	A quasi-municipal governmental entity created under Colorado law (C.R.S. Title 32) to provide specific services within a defined geographic area. Special districts are political subdivisions of the State of Colorado with independent taxing authority, elected boards, and all powers granted by the Special District Act. See also: "District," C.R.S. § 32-1-103.



Staff †	All paid District employees, including the District Chief, Deputy Chief, Fire Captain (Paid), and any other compensated District employees. Does not include unpaid volunteers, reserves, or auxiliary members unless a specific policy provides otherwise. See also: "Volunteer," "Personnel".
TABOR	Taxpayer's Bill of Rights. Article X, Section 20 of the Colorado Constitution, which limits the growth of government revenues and spending and requires voter approval for certain tax increases and revenue retention above the TABOR cap. The District is subject to TABOR and must maintain a TABOR emergency reserve. See also: BAM § 6.3.
Three-Manual System	The three-tier governance framework of the Southern Park County Fire Protection District, consisting of: (1) the Board Administrative Rules Manual (BAM) governing Board procedures; (2) this Policy Manual governing organization-wide operations and personnel; and (3) the Standard Operating Guidelines (SOG) Manual governing field and station operations. See Policy 100-1.07. See also: Policy 100-1.07.
TOC	Table of Contents. In the context of District governance, "TOC" refers specifically to the Policy Manual Table of Contents (Document No. 20260311_ADMIN_PolicyManual_TOC_v0.6.docx), which is the Board-maintained authoritative tracking document for the status of all policies — adopted, draft, pending, new, legacy, and superseded — per Resolution No. 2026-03-08. See also: Policy 100-1.01 § 4; Resolution 2026-03-08.
Vice Chair	The Director elected by the Board at the annual organizational meeting to serve as presiding officer in the Board Chair's absence. The Vice Chair assumes all Chair responsibilities when the Chair is unavailable or has recused from a matter. Term: one year. See BAM § 1.2.2. See also: "Board Chair".
Volunteer †	An unpaid member of the District's active volunteer roster, including firefighters, medical volunteers, and reserve members, who serves the District pursuant to an executed membership agreement and applicable District policies. Volunteers are subject to all District policies applicable to their role. The Auxiliary is separately defined. See also: "Active Member," "Auxiliary," Policy 300-3.25 (pending).
WUI	Wildland-Urban Interface. The zone of transition between unoccupied land and human development where structures and vegetation intermingle. The District's service area is predominantly WUI, which drives the District's focus on wildfire mitigation and the CWRC program. See also: "CWRC".

5. ACRONYMS AND ABBREVIATIONS — QUICK REFERENCE

The following table provides a quick reference to all acronyms and abbreviations used in District policies, resolutions, and SOGs. Full definitions for key operational terms are in § 4. Acronyms used solely within a single policy document are defined in that document and are not repeated here.

Acronym	Full Form / Meaning	Context / Use in District	Defined In
AAR	After-Action Review	Post-incident critique and lessons-learned document prepared after significant emergency incidents or training events; used for operational improvement and filed as an INC-series record under Policy 100-1.05	Policy 100-1.05 § 5; Policy 200-2.11
ADA	Americans with Disabilities Act	Employment non-discrimination; ADA accommodations for personnel and the public	42 U.S.C. § 12101 et seq.



ALS	Advanced Life Support	Paramedic-level emergency medical care on scene and in transport	§ 4, this policy
AYE	Affirmative vote	Board voting notation in minutes and resolutions	BAM § 3.5.5
BAM	Board Administrative Rules, Practices and Procedures Manual	Primary Board governance document; Manual One of Three-Manual System	Policy 100-1.01 § 5; § 4, this policy
BLS	Basic Life Support	EMT-level emergency medical care	§ 4, this policy
BOCC	Board of County Commissioners	Park County governing body; coordinates with District on CWRC and EM	§ 4, this policy
CCR	Code of Colorado Regulations	Official compilation of Colorado administrative rules adopted by state agencies; cited in District legal authority tables (e.g., 1 CCR 303-1 — DOLA Special District Rules; 6 CCR 1015-3 — CDPHE EMS Rules)	Policy 100-1.01 § 3; leg.colorado.gov/agencies/rules
CDPHE	Colorado Department of Public Health and Environment	State agency that promulgates EMS certification rules (6 CCR 1015-3) and environmental health standards applicable to District operations	Policy 100-1.01 § 3; C.R.S. § 25-3.5-101 et seq.
COI	Conflict of Interest	Ethics disclosure obligation; annual COI form requirement	§ 4, this policy; Policy 200-2.02 (pending)
COMPS	Colorado Overtime and Minimum Pay Standards Order	Wage and hour law for District paid employees	§ 4, this policy
COOP	Continuity of Operations Plan	District plan ensuring essential functions can continue during and after a disruptive event; required under FEMA guidance and addressed in Policy 1000-10.02 (pending)	Policy 1000-10.02 (pending); FEMA CPG 101
CORA	Colorado Open Records Act	Public records access law; governs District response to records requests	§ 4, this policy; Policy 200-2.12
CPI	Consumer Price Index	CORA fee adjustments; TABOR calculations	§ 4, this policy
CRRF	Colorado Resource Request Form	Wildland fire deployment and mutual aid resource ordering	§ 4, this policy
C.R.S.	Colorado Revised Statutes	Primary statutory authority for all District legal obligations	leg.colorado.gov
CWRC	Community Wildfire Resiliency Code	District wildfire inspection and fee program adopted March 18, 2026	§ 4, this policy; Res. 2026-03-18
DEO	Designated Election Official	Park County Clerk; administers special district elections	§ 4, this policy
DFPC	Colorado Division of Fire Prevention and Control	State wildfire agency; CRRF process; prescribed fire oversight	§ 4, this policy
DOLA	Colorado Department of Local Affairs	State agency; budget law compliance; grant programs	§ 4, this policy



EEOC	Equal Employment Opportunity Commission	Federal employment anti-discrimination enforcement	§ 4, this policy
EMS	Emergency Medical Services	Pre-hospital medical care; District provides BLS and ALS	§ 4, this policy
EMT	Emergency Medical Technician	BLS-certified pre-hospital care provider	§ 4, this policy
FEMA	Federal Emergency Management Agency	Federal agency that administers disaster response, hazard mitigation grants, and training programs (including NIMS/ICS and PIO certification IS-702.A) used by District personnel	Policy 200-2.14; Policy 1000-10.01 (pending); § 4, this policy ("NIMS")
FLSA	Fair Labor Standards Act	Federal wage and hour law; exempt/non-exempt classification	§ 4, this policy
FMLA	Family and Medical Leave Act	Federal law (29 U.S.C. § 2601 et seq.) requiring eligible employers to provide up to 12 weeks of unpaid, job-protected leave for qualifying family and medical reasons; applies to District paid staff; governed by Policy 300-3.10 (pending)	Policy 300-3.10 (pending); 29 U.S.C. § 2601 et seq.
FPPA	Fire and Police Pension Association of Colorado	Statewide pension program for eligible District paid personnel	§ 4, this policy
GIS	Geographic Information System	Spatial data management and mapping technology used for District boundary maps, pre-plans, and response area records; filed under the MAP category code per Policy 100-1.05	Policy 100-1.05 § 5; Policy 200-2.11
GRS	General Records Schedule (Colorado State Archives)	Minimum records retention periods for local governments	§ 4, this policy; Policy 200-2.11
HIPAA	Health Insurance Portability and Accountability Act	Patient health information privacy; EMS records handling	§ 4, this policy; Policy 200-2.12 § 8
ICS	Incident Command System	Standardized on-scene emergency management structure	§ 4, this policy
IGA	Intergovernmental Agreement	Formal agreements with other government entities; Board approval required	§ 4, this policy
IRS	Internal Revenue Service	Payroll tax obligations; 1099 reporting; records retention	§ 4, this policy
ISO	Insurance Services Office (Public Protection Classification)	Fire department performance rating affecting community insurance rates	§ 4, this policy
MOU	Memorandum of Understanding	Non-binding or informally binding interagency agreements	§ 4, this policy
NAY	Negative vote	Board voting notation in minutes and resolutions	BAM § 3.5.5
NFIRS	National Fire Incident Reporting System	Federal incident data reporting system	§ 4, this policy



NFPA	National Fire Protection Association	Fire codes and standards (NFPA 1, 1500, 1710/1720, 1911, etc.)	§ 4, this policy
NIMS	National Incident Management System	Federal emergency management framework; adopted by District	§ 4, this policy
OIT	Colorado Office of Information Technology	State agency that establishes digital accessibility rules applicable to Colorado government entities, including public-facing document standards incorporated in Policy 100-1.04	Policy 100-1.04 § 3; colorado.gov/oit
OML	Open Meetings Law (Colorado)	Public meeting requirements; notice, quorum, executive session	§ 4, this policy; Policy 200-2.07
OSHA	Occupational Safety and Health Administration	Workplace safety standards; respiratory protection; hazmat	§ 4, this policy
PDF	Portable Document Format	File format for final/adopted documents per Policy 100-1.05	Policy 100-1.05 § 3
PPE	Personal Protective Equipment	Protective gear for fire and EMS operations	§ 4, this policy
PTO	Paid Time Off	Accrued paid leave available to eligible District paid staff, encompassing vacation, personal, and general leave; governed by Policy 300-3.09 (pending)	Policy 300-3.09 (pending)
SCBA	Self-Contained Breathing Apparatus	Respiratory protection for IDLH environments (structural fire, hazmat)	§ 4, this policy
SDS	Safety Data Sheet	Hazardous material information; required on apparatus and at station	§ 4, this policy
SOG	Standard Operating Guideline	Field/station operational procedures; Manual Three; Chief authority	Policy 100-1.01 § 5; § 4, this policy
SPCFPD	Southern Park County Fire Protection District	Official District abbreviation used in all document numbering	§ 4, this policy; Policy 100-1.05
TABOR	Taxpayer's Bill of Rights (Colorado Constitution Art. X, § 20)	Revenue and spending limits; voter approval requirements; emergency reserve	§ 4, this policy
TOC	Table of Contents (Policy Manual)	Authoritative supersession tracking document per Res. 2026-03-08	§ 4, this policy
WCAG	Web Content Accessibility Guidelines	International accessibility standard published by the W3C Web Accessibility Initiative; WCAG 2.1 Level AA is the required conformance level for all District public-facing digital content under Colorado HB21-1110 and Policy 100-1.04	Policy 100-1.04 § 3; C.R.S. § 24-85-101 et seq.
WUI	Wildland-Urban Interface	District service area character; wildfire mitigation focus	§ 4, this policy



6. SEVERABILITY

If any definition or provision of this policy is found inconsistent with a subsequently enacted Colorado statute or federal regulation, that definition or provision is severed and the statutory or regulatory definition governs for the affected term. The remaining provisions of this policy continue in full force and effect. The District Chief shall notify the Board at the next regular meeting of any such inconsistency discovered during the course of District operations.

PASSAGE AND ADOPTION.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Southern Park County Fire Protection District at a duly noticed public meeting, by the following vote:

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

ORIGINALS WITH SIGNATURES AVAILABLE AT STATION 1

ATTESTATION.

IN WITNESS WHEREOF, the undersigned duly authorized officers hereby attest to the adoption of this policy.

Sean English
 Board Chair — Board of Directors, SPCFPD
Date: April 8, 2026

Mike Brandt
 Secretary/Treasurer — Board of Directors, SPCFPD
Date: April 8, 2026

Mike Parrish
 Board Member — Board of Directors, SPCFPD
Date: April 8, 2026

Mike Smith
 Board Member — Board of Directors, SPCFPD
Date: April 8, 2026

Jennifer Taylor
 Board Member — Board of Directors, SPCFPD
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 Policy 100-1.03 duly adopted by the Board of Directors at a duly noticed public meeting, at which a quorum was present and acting throughout.

Mike Brandt

Secretary/Treasurer — Southern Park County Fire Protection District

Date: April 8, 2026

Document Revision History

Document: 20260408_ADMIN_100-1.03_DefinitionsAcronymsAbbreviations_DRAFT-v0.3 Policy: 100-1.03 — DEFINITIONS, ACRONYMS AND ABBREVIATIONS

Ver.	Date	Author	Changes / Status
v0.1	Pending Board adoption	Board of Directors	Initial adoption. Establishes the first formal definitions, acronyms, and abbreviations policy for the SPCFPD Policy Manual. Supplements the foundational definitions in Policy 100-1.01 § 5 with a comprehensive manual-wide reference table. Covers all terms used across adopted and draft policies as of this date.
v0.2	Pending Board adoption	Board of Directors	BAM version reference update. All references to "BAM v1.3" in policy body text, cross-references, and closing interpretation blocks updated to "BAM v0.8" to reflect the current authoritative BAM version. References in the version history table (which record what version was current at the time of each amendment) were not changed.
v0.3	Pending Board adoption	Board of Directors	Ten new acronym entries added to § 5 quick-reference table in alphabetical order: AAR (After-Action Review), CCR (Code of Colorado Regulations), CDPHE (Colorado Department of Public Health and Environment), COOP (Continuity of Operations Plan), FEMA (Federal Emergency Management Agency), FMLA (Family and Medical Leave Act), GIS (Geographic Information System), OIT (Colorado Office of Information Technology), PTO (Paid Time Off), and WCAG (Web Content Accessibility Guidelines). All entries include full form, District context, and defined-in reference. Alternating row shading corrected throughout table to maintain consistent pattern after insertions.
V1.0	April 8, 2026	Board of Directors	Formal adoption at Regular Board meeting

This policy shall be interpreted consistently with: Policy 100-1.01 (Purpose, Scope and Authority); BAM v0.8 (§§ 1.1, 1.2, 3.1); Policy 100-1.04 (Document Formatting Standards); Policy 100-1.05 (File Naming Convention); C.R.S. Title 32, Article 1 (Special District Act); C.R.S. § 24-72-201 (CORA); C.R.S. § 24-6-402 (OML); C.R.S. § 24-80-101 (Local Government Records Act); C.R.S. § 29-1-101 (Local Government Budget Law). Definitions marked † are reproduced from Policy 100-1.01 § 5 and are controlling as defined there.

— END OF POLICY 100-1.03 —