



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Guffey, Colorado • Established 1987

1745 County Road 102, Guffey, CO 80820 • (719) 689-9479 • spcfd.com

This is the foundational governance document of the Southern Park County Fire Protection District. Copies are available at Station 1 and at spcfd.com.

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| Document No. | 20260518_GOV_Bylaws_DRAFT-v2.0 (also designated SPCFPD-Bylaws-v2.0 per Resolution No. 2026-05-06) |
| Title | Bylaws of the Southern Park County Fire Protection District |
| Version | v2.0 — DRAFT Pending Board Adoption |
| Effective Date | Upon adoption by affirmative vote of four (4) of five (5) Directors |
| Adopted | Pending Board vote — Special Meeting, May 18, 2026 |
| Adoption Resolution | Resolution No. 2026-05-06 |
| Supersedes | SPCFPD By-Laws, March 2014, in their entirety |
| Companion Manual | Board Administrative Rules, Practices and Procedures Manual (BAM v1.2) • Adopted April 8, 2026, Resolution No. 2026-04-01 (as amended May 12, 2026, Resolution No. 2026-05-04) |
| Classification | GOVERNANCE DOCUMENT — BOARD USE |
| Amendment Threshold | Four (4) of five (5) Directors (Article XII, § 12.2) |
| Review Cycle | Every two (2) years (Article XII, § 12.3) |

BYLAWS

SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Version 2.0 — Adopted May 18, 2026

These Bylaws are the foundational governance document of the Southern Park County Fire Protection District (the “District”). They establish the District’s legal basis, the composition and authority of the Board of Directors, and the framework within which the Board exercises the powers granted by the Special District Act, C.R.S. Title 32, Article 1. Detailed Board procedures are set forth in the District’s Board Administrative Rules, Practices and Procedures Manual (“BAM”), which supplements but does not supersede these Bylaws or applicable Colorado law.



ARTICLE I — DEFINITIONS AND LEGAL BASIS

Section 1.1 Legal Basis

The Southern Park County Fire Protection District is a quasi-municipal corporation and political subdivision of the State of Colorado, organized and operating as a fire protection district under the Special District Act, C.R.S. Title 32, Article 1, as amended. The District exists for the purpose of providing fire protection, emergency medical services, rescue, and related public safety services to property and persons within its boundaries.

Section 1.2 Definitions

As used in these Bylaws:

- "Board" means the Board of Directors of the District.
- "BAM" means the District's Board Administrative Rules, Practices and Procedures Manual, as adopted and amended by the Board.
- "Director" means a member of the Board duly elected or appointed pursuant to law and these Bylaws.
- "District" means the Southern Park County Fire Protection District.
- "District Chief" means the chief executive officer of the District's operational organization, appointed by and accountable to the Board.
- "C.R.S." means the Colorado Revised Statutes, as amended.
- "Eligible elector" has the meaning given in C.R.S. § 32-1-103(5).
- "Regular special district election" has the meaning given in C.R.S. § 32-1-103(17) and as further described in Article VII of these Bylaws.

Section 1.3 Hierarchy of Authority

In the event of any conflict, the following hierarchy of authority controls, with higher-numbered items yielding to lower-numbered items:

1. The Colorado Constitution and applicable federal law.
2. The Colorado Revised Statutes, including without limitation C.R.S. Title 32, Article 1 (Special District Act); C.R.S. Title 1, Article 13.5 (Colorado Local Government Election Code); and applicable provisions of Titles 24 and 29.
3. These Bylaws.
4. The Board Administrative Rules, Practices and Procedures Manual (BAM).
5. Board resolutions and adopted policies.
6. Standard Operating Guidelines (SOGs) and administrative procedures.

ARTICLE II — PRINCIPAL OFFICE

Section 2.1 Principal Office

The principal office of the District is located at: Guffey Fire House, 1745 County Road 102, Guffey, Colorado 80820

Section 2.2 Mailing Address

The mailing address of the District is: P.O. Box 11, Guffey, Colorado 80820

Section 2.3 Change of Address

The Board may, by resolution, change the principal office or mailing address of the District. Any change shall be filed with the Colorado Division of Local Government, the Park County Clerk and Recorder, and any other agency required by law to receive such notice.



ARTICLE III — BOARD OF DIRECTORS

Section 3.1 Composition

The Board of Directors shall consist of five (5) Directors. Each Director must be an eligible elector of the District at the time of election or appointment and must remain an eligible elector throughout the Director's term of office, as required by C.R.S. § 32-1-901 and § 32-1-103(5).

Section 3.2 Term of Office

Directors shall be elected to staggered four-year terms, except that a Director appointed or elected to fill a vacancy shall serve only the remainder of the unexpired term, consistent with C.R.S. § 32-1-902(2) and § 32-1-905. The staggered structure shall be maintained so that, at each regular special district election, approximately half of the Director seats are subject to election.

Section 3.3 Oath and Bond

Before entering upon the duties of office, each Director shall take and subscribe an oath of office and file the bond required by C.R.S. § 32-1-901. The District's coverage through the Colorado Special Districts Property and Liability Pool, or equivalent crime coverage, satisfies the bond requirement to the extent permitted by statute.

Section 3.4 Compensation

Directors shall not receive a salary or other compensation as an employee of the District while serving on the Board, or for twelve (12) months following termination of Board service, except as expressly permitted by C.R.S. § 32-1-902. The Board waives the per-meeting compensation otherwise allowed under C.R.S. § 32-1-902(3)(a). Directors who also serve as volunteer firefighters or volunteer emergency medical responders may receive non-cash recognition in accordance with District policy and consistent with C.R.S. § 32-1-902.

Note The Board waives per-meeting compensation per C.R.S. § 32-1-902(3)(a). Non-cash recognition programs, if any, must be established by separate Board policy and resolution and must comply with applicable law.

Section 3.5 Reimbursement of Expenses

Directors may be reimbursed for actual and reasonable expenses incurred in the conduct of District business. Expenditures in excess of fifty dollars (\$50.00) require prior Board approval. Reimbursement requests shall be submitted within sixty (60) days of the expenditure and shall be processed in accordance with the BAM and applicable financial policies.

Section 3.6 Procurement Disqualification

No Director is eligible to submit a bid for, or otherwise contract to provide, goods or services to the District except as expressly permitted by C.R.S. § 18-8-308 and § 24-18-201 et seq. governing public officer disclosure and conflicts of interest. Procurement procedures shall comply with C.R.S. § 32-1-1001(1)(j) and the BAM.

ARTICLE IV — OFFICERS OF THE BOARD

Section 4.1 Officer Positions

The Board shall organize as required by C.R.S. § 32-1-902 by electing from among its members the following officers:

- A Chair (also serving as President of the District);
- A Vice Chair (presiding in the Chair's absence); and
- A Secretary/Treasurer. The offices of Secretary and Treasurer may be held by the same Director.



Section 4.2 Election of Officers

At the first regular meeting following each regular special district election, the Board shall elect officers from among its members. Officers serve until their successors are elected and qualified, or until removed by majority vote of the Board with proper notice.

Section 4.3 Duties of Officers

Officers shall perform the duties set forth in C.R.S. § 32-1-902 and the BAM. The following table summarizes primary duties:

| Officer | Primary Duties |
|-----------------------|---|
| Chair | Presides over Board meetings; signs official documents on behalf of the Board; serves as primary point of contact with the District Chief; executes contracts and resolutions as authorized by the Board. |
| Vice Chair | Performs the duties of the Chair in the Chair's absence or incapacity; supports the Chair as directed. |
| Secretary / Treasurer | Maintains minutes and official records pursuant to C.R.S. § 32-1-902 and the Local Government Records Act; provides notice of meetings as required by C.R.S. § 24-6-402; oversees District finances, financial reporting, and the annual exemption from audit or audit filing as applicable; executes the annual Transparency Notice required by C.R.S. § 32-1-809. |

Section 4.4 Removal of Officers

An officer may be removed from office at any time by majority vote of the Board at a regular or special meeting at which the matter has been properly noticed on the agenda. Removal from an officer position does not affect the Director's underlying seat on the Board.

ARTICLE V — DISTRICT CHIEF

Section 5.1 Appointment and Accountability

The District Chief is appointed by the Board and serves at the pleasure of the Board pursuant to a written employment agreement or appointment letter approved by Board resolution. The District Chief is the chief executive of the District's operational organization and is accountable to the Board acting collectively, not to individual Directors.

Section 5.2 Authority and Duties

Subject to Board policy and the BAM, the District Chief is responsible for:

- Day-to-day management of operations, personnel, apparatus, facilities, and equipment of the District;
- Preparation and submission of the proposed annual budget jointly with the Treasurer and Chair, consistent with C.R.S. § 29-1-101 et seq.;
- Implementation of policies, rules, and resolutions adopted by the Board;
- Service as liaison between the volunteer organization and the Board; and
- Such other duties as the Board may assign by policy or resolution.

Section 5.3 Limitations on Authority

The District Chief shall not: (i) execute contracts or expend funds except within the authority delegated by the Board and the BAM; (ii) hire, appoint, or contract with individuals serving in executive leadership or contracted professional service roles without prior Board approval by resolution; or (iii) take any action reserved by statute or these Bylaws to the Board.



ARTICLE VI — MEETINGS AND QUORUM

Section 6.1 Regular Meetings

The Board shall hold regular meetings at least monthly, on a date and time established by Board resolution at the first regular meeting of each calendar year, in accordance with C.R.S. § 32-1-903. The regular meeting schedule shall be filed and posted as part of the annual Transparency Notice required by C.R.S. § 32-1-809.

Section 6.2 Special Meetings

Special meetings may be called by the Chair or by any two (2) Directors upon at least twenty-four (24) hours' notice posted in accordance with C.R.S. § 24-6-402(2)(c). Business at a special meeting is limited to matters identified in the notice.

Section 6.3 Open Meetings

All meetings of the Board are subject to the Colorado Open Meetings Law, C.R.S. § 24-6-401 et seq. The Board may convene in executive session only as authorized by C.R.S. § 24-6-402(4) and in accordance with the procedures set forth in the BAM. No final action may be taken in executive session.

Section 6.4 Remote and Hybrid Participation

Directors may participate in meetings remotely by telephone, video, or other electronic means consistent with C.R.S. § 24-6-402, provided that all participants — Directors and members of the public — are able to hear and be heard simultaneously. A Director participating remotely under these conditions counts toward quorum and may vote on matters before the Board. Operational standards for remote participation are established by the BAM and applicable Board policy.

Section 6.5 Quorum

A majority of the total membership of the Board (three (3) of five (5) Directors) constitutes a quorum. No official action may be taken in the absence of a quorum.

Section 6.6 Voting

Except where a higher threshold is required by statute, these Bylaws, or the BAM, action of the Board requires the affirmative vote of a majority of Directors present at a meeting at which a quorum exists. Each Director has one vote. Voting by proxy is not permitted.

Section 6.7 Notice of Inability to Attend

A Director who is unable to attend a scheduled meeting should provide notice to the Secretary/Treasurer or the Chair as far in advance as practicable, ordinarily at least twenty-four (24) hours before the meeting.

ARTICLE VII — ELECTIONS

Section 7.1 Governing Law

All District elections are conducted in accordance with the Special District Act, C.R.S. Title 32, Article 1, Part 8, and the Colorado Local Government Election Code, C.R.S. Title 1, Article 13.5, as amended.

Section 7.2 Regular Special District Elections

A regular special district election is held on the Tuesday succeeding the first Monday of May in each odd-numbered year, as defined in C.R.S. § 32-1-103(17) and provided in C.R.S. § 1-13.5-111(1). At each regular special district election, Directors shall be elected to fill the seats whose terms expire that year, and any other public questions properly submitted to the eligible electors shall be considered.

Note — 2018 Statutory Change *These Bylaws reflect the change enacted by HB18-1039, which moved regular special district elections from even-numbered to odd-numbered years. The transition was completed in 2023. Any prior bylaw provision referencing election in even-numbered years is superseded by this Article and by C.R.S. § 32-1-103(17).*



Section 7.3 Special Elections

The Board may call a special election as provided in C.R.S. § 32-1-103(21) for the submission of public questions or other matters authorized by law. A special election shall be held only on a date authorized by statute. A ballot issue requiring approval under Article X, Section 20 of the Colorado Constitution (TABOR) shall be submitted only on a date permitted by C.R.S. § 1-1-104(2.6) and applicable provisions of TABOR.

Section 7.4 Designated Election Official

For each regular special district election and any special election, the Board shall designate by resolution a Designated Election Official (“DEO”) pursuant to C.R.S. § 1-13.5-103(2). The DEO shall conduct the election in accordance with the Colorado Local Government Election Code and applicable provisions of C.R.S. Title 32.

Section 7.5 Coordinated and Independent Elections

The Board may, by resolution, conduct an election as a coordinated election with the Park County Clerk and Recorder pursuant to C.R.S. § 1-7-116, or as an independent mail ballot election pursuant to C.R.S. § 1-13.5-1101 et seq. The Board shall execute any required intergovernmental agreement and shall budget for the cost of each scheduled election.

Section 7.6 Cancellation by Acclamation

If, as of the close of the candidate filing period, the number of qualified candidates is equal to or less than the number of seats to be filled, and no ballot issue or ballot question is to be submitted at the election, the DEO may cancel the election and declare the candidates elected by acclamation, in accordance with C.R.S. § 1-13.5-513.

Section 7.7 Annual Notice to Electors

The District shall provide the annual notice to eligible electors required by C.R.S. § 32-1-809 (commonly referred to as the Transparency Notice) no later than January 15 of each year, in the manner authorized by that section. The Secretary/Treasurer is responsible for preparation and timely filing of the Transparency Notice.

ARTICLE VIII — VACANCIES

Section 8.1 Events Causing Vacancy

A Director’s office shall be deemed vacant upon the occurrence of any event specified in C.R.S. § 32-1-905(1)(a) through (h), including without limitation: failure of qualification, resignation, loss of eligibility, conviction of a felony, court removal, and failure to attend three consecutive regular meetings without Board-approved excuse.

Section 8.2 Filling a Vacancy by Appointment

Subject to C.R.S. § 32-1-905(2), any vacancy on the Board shall be filled by appointment by the remaining Director or Directors. The appointee shall serve until the next regular special district election, at which time the remaining unexpired portion of the term shall be filled by election.

Section 8.3 Failure to Appoint — County Commissioner Authority

If, within sixty (60) days after the occurrence of a vacancy, the Board fails, neglects, or refuses to appoint an eligible elector from the pool of duly qualified, willing candidates, the Board of County Commissioners of Park County may appoint a Director to fill the vacancy in accordance with C.R.S. § 32-1-905(2)(a). The Board does not lose its authority to make an appointment unless and until the Board of County Commissioners has actually made an appointment.

Section 8.4 Recall

Recall of a Director is governed by C.R.S. §§ 32-1-906 through 32-1-914 and applicable provisions of C.R.S. Title 1.



ARTICLE IX — POWERS OF THE DISTRICT

Section 9.1 General Powers

The District has all powers granted to fire protection districts and special districts by the Special District Act and other applicable law, including without limitation those enumerated in C.R.S. § 32-1-1001 and § 32-1-1002. Such powers include:

- Perpetual existence;
- To have and use a corporate seal;
- To sue and be sued and to be a party to suits, actions, and proceedings;
- To enter into contracts and intergovernmental agreements;
- To acquire, hold, lease, and dispose of real and personal property;
- To borrow money and issue debt as authorized by law and by the eligible electors;
- To impose and collect ad valorem property taxes, fees, rates, tolls, and charges as authorized by law and by the eligible electors;
- To employ personnel, including a District Chief and other staff;
- To adopt rules, regulations, policies, and standard operating guidelines for the operation of the District; and
- To exercise such other powers as are reasonably incidental to those expressly granted.

Section 9.2 Exercise of Powers

All powers of the District are exercised by and through the Board, except as the Board may delegate by resolution, by these Bylaws, or by the BAM.

ARTICLE X — ETHICS, CONFLICTS, AND CONDUCT

Section 10.1 Statutory Ethics Standards

Directors are subject to the Colorado Government Ethics Act, C.R.S. § 24-18-101 et seq.; Article XXIX of the Colorado Constitution; the public officer disclosure requirements of C.R.S. § 18-8-308; and the rule-of-conduct provisions of C.R.S. § 24-18-109. Directors shall comply with all such requirements.

Section 10.2 Conflicts of Interest

A conflict of interest exists if a Director has a direct or substantial financial interest in a matter before the Board, or holds a position as a manager, director, or similar executive officer of another emergency services provider organization that would be affected by Board action. Disclosure and recusal procedures are set forth in the BAM and applicable Board policy. Disclosure shall be made on the record at the earliest practicable opportunity, and the Director shall recuse from discussion and voting on the affected matter.

Section 10.3 Conduct

Directors shall treat fellow Directors, the District Chief, District personnel, and members of the public with respect and civility, and shall not engage in disruptive, intimidating, or harassing conduct. The Chair may rule a Director or member of the public out of order in accordance with the BAM. Repeated or material violations of this Section may be addressed by formal Board action consistent with applicable law.

Section 10.4 Independent Action Prohibited

No individual Director has authority to act for the Board or commit the District except as expressly authorized by Board resolution, these Bylaws, or the BAM. A Director communicating with District staff in the Director's individual capacity shall make clear that the Director is not speaking on behalf of the Board.



ARTICLE XI — RECORDS, NOTICES, AND TRANSPARENCY

Section 11.1 Public Records

Records of the District are subject to the Colorado Open Records Act, C.R.S. § 24-72-200.1 et seq. (“CORA”), and the Local Government Records Act, C.R.S. § 24-80-101 et seq. The Secretary/Treasurer serves as the official records custodian; the District Chief may serve as secondary custodian for operational records. CORA requests are processed in accordance with adopted District policy.

Section 11.2 Required Filings

The District shall make all filings required by law, including without limitation:

- Annual Transparency Notice to eligible electors, by January 15, pursuant to C.R.S. § 32-1-809;
- Annual budget filing with the Colorado Division of Local Government, pursuant to C.R.S. § 29-1-113;
- Annual audit report, or annual application for exemption from audit, pursuant to C.R.S. § 29-1-603 and § 29-1-604;
- Annual mill levy certification, pursuant to C.R.S. § 39-5-128;
- Election results certification, pursuant to C.R.S. § 1-11-103; and
- Notice of any boundary, name, or service-plan change, as required by C.R.S. § 32-1-104 and related provisions.

Section 11.3 Posting Locations

The Board’s primary public posting location is the District’s official website, guffeyfire.net. At the first regular meeting of each calendar year, the Board shall confirm or designate by resolution at least one (1) physical public posting location within District boundaries, in addition to the website, in accordance with C.R.S. § 24-6-402(2)(c).

ARTICLE XII — AMENDMENTS

Section 12.1 Authority to Amend

These Bylaws may be amended only by formal action of the Board taken at a regular or special meeting at which the proposed amendment has been included on the published agenda. Members of the public shall be afforded an opportunity to comment on the proposed amendment in accordance with the BAM.

Section 12.2 Vote Required

Adoption or amendment of these Bylaws requires the affirmative vote of at least four (4) of the five (5) Directors. The increased threshold reflects the foundational character of the Bylaws within the District’s governance hierarchy.

Section 12.3 Annual Review

The Board shall review these Bylaws at least once every two (2) years, scheduled as an agenda item in the first calendar quarter, in coordination with the annual review of the BAM. The Board may engage District Counsel to assist in the review.

Section 12.4 Adoption Record

Each amendment shall be evidenced by a Board resolution recorded in the official minutes and shall be reflected in the Revision History of these Bylaws.



ARTICLE XIII — SEVERABILITY AND EFFECTIVE DATE

Section 13.1 Severability

If any provision of these Bylaws is held to be invalid, void, or unenforceable by a court of competent jurisdiction, or is preempted by Colorado or federal law, the remaining provisions shall continue in full force and effect. To the maximum extent practicable, an invalid provision shall be construed to give effect to the Board’s intent in a manner consistent with applicable law.

Section 13.2 Supersession

Upon adoption, these Bylaws supersede in full the Bylaws of the Southern Park County Fire Protection District adopted March 2014 (the “2014 Bylaws”), and any prior version. References in any District policy, manual, SOG, resolution, or other document to the 2014 Bylaws shall be construed as references to the corresponding provisions of these Bylaws.

Section 13.3 Effective Date

These Bylaws take effect upon adoption by affirmative vote of at least four (4) Directors at a duly noticed public meeting, as evidenced by Board resolution and the Revision History.

CERTIFICATE OF ADOPTION

The undersigned, being the duly elected officers of the Southern Park County Fire Protection District, hereby certify that the foregoing Bylaws v2.0 were duly adopted by the Board of Directors of the District by Resolution No. 2026-05-06 at a duly noticed special meeting held on May 18, 2026, at which a quorum was present and the affirmative vote of at least four (4) Directors was recorded.

Mike Brandt, Secretary/Treasurer

Secretary/Treasurer — Board of Directors, SPCFPD

Date: 5/18/2026

Sean English, Board Chair

Board Chair — Board of Directors, SPCFPD

Date: 5/18/20



Revision History

Document: 20260518_GOV_Bylaws_DRAFT-v2.0

Document: SPCFPD Bylaws v2.0

| Ver. | Date | Adopted By | Changes / Status |
|-------------|--------------|--------------------|---|
| v1.0 | March 2014 | Board of Directors | Original adoption ("2014 Bylaws"). Basic governance document in effect until superseded by v2.0. |
| v2.0 | May 18, 2026 | Board of Directors | Full clean rewrite. Adopted May 18, 2026 by Resolution No. 2026-05-06 at a duly noticed special meeting. Key changes from v1.0: (1) Article VII (Elections) updated to reflect odd-year regular special district elections under C.R.S. § 32-1-103(17), as amended by HB18-1039 and the 2023 transition; old "second Tuesday of May" and even-year language removed; obsolete citation replaced with Colorado Local Government Election Code, C.R.S. Title 1, Article 13.5. (2) Hierarchy of authority added (Art. I, § 1.3) aligning with BAM v1.2 § 1.1.2. (3) Vice Chair officer position added (Art. IV, § 4.1). (4) Officer titles aligned with BAM v1.2 § 1.2.2. (5) Remote and hybrid participation expressly authorized consistent with HB21-1278 / C.R.S. § 24-6-402. (6) Vacancy provisions corrected to cite C.R.S. § 32-1-905 (vacancies) rather than § 32-1-907; duplicate citation typo from v1.0 corrected. (7) Recall cross-referenced to C.R.S. §§ 32-1-906 through 32-1-914. (8) Powers article rewritten as non-exclusive list referencing C.R.S. §§ 32-1-1001 and 32-1-1002. (9) Records, transparency, and required filings consolidated in new Article XI. (10) Amendment threshold raised to four-of-five supermajority (Art. XII, § 12.2). (11) Severability retained; supersession clause added retiring the 2014 Bylaws. (12) PEP (Personnel Enhancement Points) compensation carve-out removed from § 3.4 — program is obsolete and has not been operated by the District; Directors serving as volunteers retain non-cash recognition authority per policy and C.R.S. § 32-1-902. (13) District website updated to spcfpd.com (§ 11.3). (14) Certificate of Adoption dates and resolution number completed. |

— END OF BYLAWS v2.0 —

20260518_GOV_Bylaws_DRAFT-v2.0

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