

RESOLUTION

No. 2026-04-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT ADOPTING THE 100-SERIES POLICIES OF THE SPCFPD POLICY MANUAL

Resolution No.: 2026-04-02

Adopted: April 8, 2026

Effective: April 8, 2026

Policies Adopted: Policy 100-1.01 through Policy 100-1.07

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, procedures, and standards governing District operations and administration;

WHEREAS, at its regular meeting on April 8, 2026, the Board adopted the Board Administrative Rules, Practices and Procedures Manual (BAM v1.0) by Resolution No. 2026-04-01, establishing the District's governance framework, and the Board now turns to adoption of the foundational 100-Series policies of the Policy Manual, which together with the BAM constitute the administrative backbone of the District's Three-Manual System;

WHEREAS, Policy 100-1.01 (Purpose, Scope, and Authority of the Policy Manual) establishes the legal basis, hierarchical authority, distribution, and maintenance framework for the District's Policy Manual, and is a foundational document upon which all other policies depend;

WHEREAS, Policy 100-1.02 (Mission, Vision, Values and Code of Ethics) formally adopts the District's official mission statement, vision, organizational values, and District-wide code of ethical conduct, and partially supersedes Legacy Policy #010 (Rules of Conduct, 2007) as to the mission, values, and ethics provisions therein;

WHEREAS, Policy 100-1.03 (Definitions, Acronyms and Abbreviations) establishes the authoritative glossary of defined terms, acronyms, and abbreviations applicable across all three District manuals, and is the first formal definitions policy in the District's history;

WHEREAS, Policy 100-1.04 (District Document Formatting Standards) establishes mandatory formatting, branding, and version-control standards for all District documents, and was originally drafted under policy number 200-2.09 before being reassigned to the 100-Series as a foundational governance standard;

WHEREAS, Policy 100-1.05 (Electronic Document and File Naming Convention) establishes the standardized file naming convention, category codes, and version-control protocol applicable to all electronic documents maintained by the District, and provides the naming framework within which all other policies, resolutions, and SOGs are filed;

WHEREAS, Policy 100-1.06 (Amendment and Annual Review Procedures) establishes the procedures for proposing, reviewing, approving, and recording amendments to the Policy Manual and the BAM, and consolidates amendment provisions previously embedded in Policy 100-1.01 and BAM Chapter 10 into a single, authoritative amendment framework;

WHEREAS, Policy 100-1.07 (Three-Manual System — Hierarchy and Conflict Resolution) formally establishes the District's Three-Manual System — comprising the Policy Manual, the BAM, and the SOG Manual — and provides the authoritative hierarchy of authority and conflict resolution rules governing the relationship among those documents and all other District governing instruments;

WHEREAS, the seven policies listed above were developed through a deliberate pre-adoption drafting process and reviewed by the Board through multiple iterations; the Board has determined that all seven are ready for adoption as a complete, integrated 100-Series foundational framework;

WHEREAS, the Board intends that each of these policies serve as a living document subject to amendment 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 procedures established by Policy 100-1.06 and BAM Chapter 10;

WHEREAS, the Board has determined that adoption of these seven policies is in the best interests of the District and the public it serves;

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 100-Series Policies. The Board hereby adopts the following seven 100-Series policies (collectively, the "Policies") as official policies of the Southern Park County Fire Protection District, effective April 8, 2026, each attached hereto as an Exhibit and incorporated herein by reference:

Policy No.	Policy Title	Adopted Document Number
100-1.01	Purpose, Scope, and Authority of the Policy Manual	20260408_ADMIN_100-1.01_PolicyManualAuthority_ADOPTED-v1.0.docx
100-1.02	Mission, Vision, Values and Code of Ethics	20260408_ADMIN_100-1.02_MissionCoreValuesEthics_ADOPTED-v1.0.docx
100-1.03	Definitions, Acronyms and Abbreviations	20260408_ADMIN_100-1.03_DefinitionsAcronymsAbbreviations_ADOPTED-v1.0.docx
100-1.04	District Document Formatting Standards	20260408_ADMIN_100-1.04_DocFormattingStandards_ADOPTED-v1.0.docx
100-1.05	Electronic Document and File Naming Convention	20260408_ADMIN_100-1.05_FileNamingConvention_ADOPTED-v1.0.docx
100-1.06	Amendment and Annual Review Procedures	20260408_ADMIN_100-1.06_AmendmentAnnualReview_ADOPTED-v1.0.docx

100-1.07	Three-Manual System — Hierarchy and Conflict Resolution	20260408_ADMIN_100-1.07_ThreeManualSystem_ADOPTED-v1.0.docx
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2. Living Documents — Amendment Authority. The Board expressly acknowledges that each of the Policies is intended to be a living document subject to amendment from time to time as District circumstances, applicable law, and governance needs evolve. This Resolution authorizes and governs the initial adoption of each Policy only. Each subsequent amendment shall be adopted by separate Board action in accordance with Policy 100-1.06 (Amendment and Annual Review Procedures) and BAM Chapter 10, which require, for Policy Manual amendments, an affirmative majority vote of Directors present at a quorum meeting (or a higher threshold where specified). The Secretary/Treasurer shall maintain accurate, current copies of all Policies and shall update each policy's version history table upon each amendment.

3. Integration and Hierarchy. The Policies are adopted as part of the District's Policy Manual and are subordinate to the District's Bylaws, applicable Colorado statutes, and applicable federal law. The Policies shall be interpreted consistently with the BAM and with each other. In the event of any conflict among the Policies, Policy 100-1.07 (Three-Manual System — Hierarchy and Conflict Resolution) shall govern. In the event of conflict between any Policy and the BAM, the BAM shall control unless the Policy was adopted after the BAM and expressly addresses the conflict, in which case the Board shall resolve the conflict at the next regular meeting.

4. Supersession. Policy 100-1.02, upon adoption, partially supersedes Legacy Policy #010 (Rules of Conduct, 2007) as to the District's organizational mission statement and district-wide code of ethics provisions. All other Policies in this Resolution are new policies and do not supersede any existing District policy, except that Policy 100-1.06 and Policy 100-1.07 consolidate and expand provisions previously embedded in Policy 100-1.01 and BAM Chapter 10 and § 1.1.2 respectively, and shall govern over those embedded provisions to the extent of any overlap.

5. Distribution and Posting. The Secretary/Treasurer is hereby directed to: (a) maintain the official adopted copies of all seven Policies in the District's permanent records; (b) post each adopted Policy on the District website (www.guffeyfire.net) within thirty (30) calendar days of adoption; (c) distribute copies 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 Policies 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 each Policy 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. File Naming Compliance. Each Policy shall be maintained using the adopted document number set forth in Section 1 of this Resolution, consistent with Policy 100-1.05 (Electronic Document and File Naming Convention). The Secretary/Treasurer shall rename each policy file from its pre-adoption DRAFT filename to its adopted filename upon adoption, as specified in the Post-Adoption Administrative Change List attached hereto as Exhibit 8 and incorporated herein by reference.

8. Severability. If any provision of this Resolution or of any Policy 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 any other Policy, and all remaining provisions shall continue in full force and effect. The Board further directs that, in the event any provision of any Policy is found inconsistent with a subsequently enacted Colorado statute or federal regulation, the statutory or regulatory provision shall govern and the Board shall promptly consider an amendment to bring the affected Policy into conformance.

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. 2026-04-02 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_2026-04-02 • Exhibits 1–7: Policies 100-1.01 through 100-1.07 • Exhibit 8: Post-Adoption Administrative Change List