

# SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Guffey, Colorado • Established 1987

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## RESOLUTION NO. 2026-04-04

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT ADOPTING POLICY 200-2.12

### (COLORADO OPEN RECORDS ACT — CORA COMPLIANCE PROCEDURE) AND SUPERSEDING LEGACY POLICY #030 AS TO PUBLIC RECORDS ACCESS

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#### RECITALS

**WHEREAS**, the Southern Park County Fire Protection District (the "District") is a Colorado special district organized and existing under the Special District Act, C.R.S. § 32-1-101 et seq., and as a government entity is subject to the Colorado Open Records Act (CORA), C.R.S. § 24-72-201 et seq., which establishes the public's right to inspect and copy public records maintained by government agencies;

**WHEREAS**, the District previously addressed public records access under Legacy Policy #030 (Release of Information, adopted 2012), which provided only general guidance on public records requests and did not fully reflect the procedural, fee, exemption, or training requirements imposed by CORA as currently in effect;

**WHEREAS**, the Board of Directors adopted the Board Administrative Rules, Practices and Procedures Manual (the "BAM") by Resolution No. 2026-04-01 on April 8, 2026, which establishes at BAM § 5.3 a governance-level CORA compliance framework and expressly requires the District to implement detailed CORA procedures through a separate policy;

**WHEREAS**, the Board of Directors adopted Policy 200-2.11 (Records Retention Schedule and Procedures) on April 8, 2026 by Resolution No. 2026-04-02, which establishes the District's records retention schedule and complements the public records access framework;

**WHEREAS**, the Board of Directors has prepared Policy 200-2.12 (Colorado Open Records Act — CORA Compliance Procedure) to implement BAM § 5.3 and supplement Policy 200-2.11, and such policy establishes: (a) the designation of the Secretary/Treasurer as the primary CORA custodian; (b) procedures for receiving, routing, and responding to CORA requests within the statutory three-working-day timeframe; (c) a framework for evaluating mandatory and permissive exemptions under C.R.S. § 24-72-204; (d) fee procedures consistent with C.R.S. § 24-72-205, including the first-hour rule and the maximum research rate of \$41.37 per hour effective July 1, 2024; (e) CORA request logging requirements; (f) training requirements for Board members and staff; (g) Appendix A (CORA Request Log Template); and (h) Appendix B (Exemption Quick-Reference);

**WHEREAS**, the Board of Directors has also prepared Policy 200-2.12C (CORA Response Letter Templates), Document No. 20260408\_ADMIN\_200-2.12C\_CORALetters\_DRAFT-v1.0, as a companion document to Policy 200-2.12, constituting Appendix C thereto, which provides four standardized model response letters to ensure the District's CORA responses are consistent, legally compliant, and complete: (1) Acknowledgment of Receipt, confirming receipt of a CORA request, assigning a request number, stating the statutory due date, and advising the requester of the applicable fee schedule (per Policy 200-2.12 § 6(g)); (2) Extension Notice, providing written notice of a custodian-invoked extension citing extenuating circumstances and stating the anticipated response date (per Policy 200-2.12 § 6(b)); (3) Partial Production with Redaction Notice, transmitting records with exempted portions redacted, identifying the specific statutory basis for each redaction, and advising the requester of their right to seek judicial review (per Policy 200-2.12 §§ 6(c)–6(e)); and (4) Full Denial Notice, stating the specific statutory exemption relied upon and advising the requester of their right to seek judicial review under C.R.S. § 24-72-206 (per Policy 200-2.12 §§ 6(e)–6(f));

**WHEREAS**, the Board finds that adoption of Policy 200-2.12 is necessary and in the public interest to ensure the District's full and consistent compliance with Colorado law, to protect the District from civil penalties under C.R.S. § 24-72-206, and to affirm the District's commitment to transparency and accountability to the community it serves;

**WHEREAS**, the Board further finds that adoption of Policy 200-2.12C is necessary to ensure that CORA responses are issued in a consistent, legally complete, and professionally appropriate manner, and that use of standardized templates will reduce the risk of procedural non-compliance and protect the District from avoidable enforcement action;

**WHEREAS**, Policy 200-2.12 was made available to all Directors in advance of this meeting as part of the agenda packet, and the Board has had a full opportunity to review and discuss its contents;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Southern Park County Fire Protection District, Park County, Colorado, as follows:

## **OPERATIVE PROVISIONS**

**Section 1. Adoption of Policy 200-2.12.** Policy 200-2.12 (Colorado Open Records Act — CORA Compliance Procedure), in the form presented to the Board at this meeting, is hereby adopted as an official policy of the Southern Park County Fire Protection District, effective immediately upon adoption of this Resolution.

**Section 2. Adoption of Policy 200-2.12C.** Policy 200-2.12C (CORA Response Letter Templates), Document No. 20260408\_ADMIN\_200-2.12C\_CORALetters\_DRAFT-v1.0, in the form presented to the Board at this meeting, is hereby adopted as an official companion document to Policy 200-2.12 and constitutes Appendix C thereto. The four model letters contained in Policy 200-2.12C — (1) Acknowledgment of Receipt, (2) Extension Notice, (3) Partial Production with Redaction Notice, and (4) Full Denial Notice — shall be used as the standard templates for all District CORA responses of the corresponding type. The Secretary/Treasurer is authorized to make ministerial updates to the templates (such as updating contact information, District addresses, or statutory cross-references that change by operation of law) without Board action, provided that any substantive change to the templates requires a majority Board vote. Policy 200-2.12C is effective immediately upon adoption of this Resolution.

**Section 3. Supersession.** Policy 200-2.12 supersedes Legacy Policy #030 (Release of Information, 2012) solely as to public records access procedures. All other provisions of Legacy Policy #030 not addressed by Policy 200-2.12 or Policy 200-2.11 remain in effect until separately superseded or repealed. Any prior Board resolution, policy, rule, or practice inconsistent with Policy 200-2.12 or Policy 200-2.12C is hereby superseded to the extent of the inconsistency.

**Section 4. Designation of Records Custodian.** The Board hereby confirms the designation of the Secretary/Treasurer as the primary CORA records custodian for the District, consistent with BAM § 5.2.1. The District Chief shall serve as secondary custodian for operational records as provided in Policy 200-2.12 § 9(b). The Secretary/Treasurer is authorized and directed to take all actions necessary to implement Policy 200-2.12 and Policy 200-2.12C, including posting the fee schedule, establishing the CORA Request Log, deploying the adopted letter templates, and providing the training required by Policy 200-2.12 § 11.

**Section 5. Fee Schedule.** The Board hereby approves the fee schedule established in Policy 200-2.12 § 7, including: (a) no fee for the first hour of research and retrieval; (b) a maximum research rate of \$41.37 per hour for time exceeding one hour (effective July 1, 2024, per C.R.S. § 24-72-205(6)(a)), subject to annual adjustment; and (c) no per-page fee for records produced electronically. The Secretary/Treasurer shall post the fee schedule at Station 1 and on the District website ([www.guffeyfire.net](http://www.guffeyfire.net)) before any fee is assessed, and shall confirm annually during the Q1 review cycle that the posted rate reflects the current statutory maximum.

**Section 6. Integration with BAM and Policy 200-2.11.** Policy 200-2.12 implements BAM § 5.3 and supplements Policy 200-2.11 (Records Retention Schedule and Procedures). Policy 200-2.12C constitutes Appendix C to Policy 200-2.12. Together, these documents constitute the District's complete framework for public records management. In the event of a conflict between Policy 200-2.12 or Policy 200-2.12C and applicable Colorado law, the law shall control.

**Section 7. Annual Review.** Policy 200-2.12 and Policy 200-2.12C shall be reviewed annually in the Q1 review cycle per Policy 100-1.06. The Secretary/Treasurer shall confirm at each annual review that: (a) the fee schedule reflects the current statutory maximum rate; and (b) the Appendix C letter templates remain current with any statutory changes to CORA. Amendment of Policy 200-2.12 requires a majority Board vote at a duly noticed public meeting. Ministerial updates to Policy 200-2.12C (as defined in Section 2 above) may be made by the Secretary/Treasurer without Board action; substantive changes require a majority Board vote.

**Section 8. Training Deadline.** All Board members shall receive basic CORA awareness training as required by Policy 200-2.12 § 11 within thirty (30) days of the effective date of this Resolution. Training shall include familiarity

with the Policy 200-2.12C letter templates. The Secretary/Treasurer shall coordinate scheduling and shall maintain records of training attendance consistent with Policy 200-2.12 § 11.

**Section 9. Pending Provisions.** Policy 200-2.12 cross-references Policy 200-2.04 (Confidentiality and Non-Disclosure) and Policy 200-2.15 (Electronic Signatures, Remote Governance, and Consent Agenda Procedures), both of which are currently in draft status pending Board adoption. Until those policies are adopted, the Secretary/Treasurer shall apply the applicable provisions of Policy 200-2.12 consistent with Colorado law and shall consult District Counsel on any question arising from the pending cross-references.

**Section 10. Severability.** If any provision of this Resolution, Policy 200-2.12, or Policy 200-2.12C is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

**Section 11. Effective Date.** This Resolution and both Policy 200-2.12 and Policy 200-2.12C shall take effect immediately upon adoption.

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### 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 held on April 8, 2026, at which a quorum was present and acting throughout, 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"/>

**Motion to Adopt:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_

Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstentions: \_\_\_\_\_  ADOPTED  FAILED

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### ATTESTATION

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

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

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

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

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**Jennifer Taylor**  
Board Member — Board of Directors, SPCFPD  
**Date:** April 8, 2026

**ORIGINALS WITH SIGNATURES AVAILABLE AT STATION 1**

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**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. 2026-04-04, duly adopted by the Board of Directors at a regular public meeting held on April 8, 2026, at which a quorum was present and acting throughout; that the meeting was duly noticed as required by the Colorado Open Meetings Law, C.R.S. § 24-6-402; and that this Resolution has been entered into the official minute book of the District.

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**Mike Brandt**

Secretary/Treasurer — Southern Park County Fire Protection District

**Date:** April 8, 2026

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This Resolution is an official public record of the Southern Park County Fire Protection District and is subject to the Colorado Open Records Act.

Document No.: 20260408\_GOV\_RES\_2026-04-04\_AdoptPolicy200-2.12