



ORIGINALS WITH SIGNATURES ON FILE AT STATION 1

SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Board Resolution

RESOLUTION NO. 2026-05-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT
AUTHORIZING THE USE OF ELECTRONIC RECORDS AND ELECTRONIC SIGNATURES
PURSUANT TO C.R.S. § 24-71.1-103(6) AND C.R.S. §§ 24-71.3-101 et seq.

Resolution No.:	2026-05-03
Adopted:	May 12, 2026
Effective:	May 12, 2026
Authority:	C.R.S. § 24-71.1-103(6) (Government Electronic Transactions) • C.R.S. §§ 24-71.3-101 et seq. (UETA) • C.R.S. § 24-71.3-107 (Electronic signatures satisfy signature requirements) • C.R.S. § 32-1-903 (Special district powers)
Companion Policy:	Policy 200-2.15 (Electronic Signatures, Remote Governance, and Consent Agenda Procedures) — DRAFT-v0.5, adopted at the same meeting as this Resolution
Supersedes:	None — first authorization of electronic records and signatures by the District

RECITALS

WHEREAS, the Southern Park County Fire Protection District (“District”) is a Colorado special district organized and operating pursuant to C.R.S. Title 32, with all powers necessary for the provision of fire protection, emergency medical services, and related public safety services within its service area; and

WHEREAS, Colorado’s Uniform Electronic Transactions Act (“UETA”), C.R.S. §§ 24-71.3-101 et seq., provides that an electronic record or electronic signature may not be denied legal effect, validity, or enforceability solely because it is in electronic form, and that where a law requires a record to be in writing or requires a signature, an electronic record or electronic signature satisfies those requirements; and

WHEREAS, Colorado’s Government Electronic Transactions article, C.R.S. § 24-71.1-101 et seq., permits a local public entity to utilize electronic records and electronic signatures upon approval of its governing body by resolution pursuant to C.R.S. § 24-71.1-103(6); and

WHEREAS, the Board of Directors has adopted Policy 200-2.15 (Electronic Signatures, Remote Governance, and Consent Agenda Procedures) at this same meeting, which establishes the District’s tiered authentication standards, authorized signatory framework, qualified e-signature platform selection procedures, and records retention obligations for electronic records and electronically signed documents; and

WHEREAS, Policy 200-2.15 § 8(a) requires that this Authorizing Resolution be adopted at the same meeting as that policy, and provides that without this Resolution, the electronic signature provisions of Policy 200-2.15 do not take legal effect; and

WHEREAS, UETA applies to transactions between parties each of which has agreed, from context and surrounding circumstances including conduct, to conduct transactions by electronic means pursuant to



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C.R.S. § 24-71.3-105(2), and the District's adoption of this Resolution and Policy 200-2.15 constitutes its agreement to conduct such transactions by electronic means; and

WHEREAS, the Board finds that the use of electronic records and electronic signatures will improve the efficiency of District operations, reduce administrative burden, and maintain the legal validity and enforceability of official District documents, while preserving all public transparency and Open Meetings Law obligations that apply to District proceedings;

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

1. Authorization. Pursuant to C.R.S. § 24-71.1-103(6), the Board of Directors of the Southern Park County Fire Protection District hereby authorizes the District to use electronic records and electronic signatures in the transaction of District business, subject to the limitations, tiered authentication standards, and procedures established in Policy 200-2.15 (Electronic Signatures, Remote Governance, and Consent Agenda Procedures), as adopted at this meeting.

2. Scope of Authorization. This authorization applies to official District documents as defined and tiered in Policy 200-2.15 § 4.2. The authorization is subject to the following limitations:

- a. Tier 1 documents (contracts ≥ \$5,000; employment agreements; intergovernmental agreements; Board resolutions; Director oaths of office; Director conflict-of-interest disclosures) require a Platform-Authenticated Signature with audit trail generated by a Qualified E-Signature Platform authorized by the Board by separate resolution per Policy 200-2.15 § 4.4.
- b. Tier 2 documents (contracts < \$5,000; expense submissions; routine correspondence; invoice approvals within budget authority per BAM § 6.2.1) may be executed by email-transmitted documents with verified sender identity.
- c. Tier 3 documents (internal working drafts; informational documents; correspondence not intended to create legal obligations) may use scanned or typed signatures on transmitted documents.
- d. Transitional period: until the Board authorizes a Qualified E-Signature Platform by separate resolution, all Tier 1 documents shall be executed by wet-ink signature. Wet-ink originals executed during the transitional period are fully valid and shall be retained consistent with Policy 200-2.15 § 7(a).

3. UETA Agreement. The District's adoption of this Resolution constitutes its agreement to conduct transactions by electronic means within the meaning of C.R.S. § 24-71.3-105(2). Counterparty agreement is established through the counterparty's acceptance of an electronic document or completion of an electronic signature. If a counterparty requires a wet-ink original, the District shall accommodate that requirement consistent with Policy 200-2.15 § 4.5.

4. Governing Policy. All use of electronic records and electronic signatures by the District shall be governed by Policy 200-2.15, as adopted by the Board and as amended from time to time by majority vote. In the event of any conflict between this Resolution and Policy 200-2.15, Policy 200-2.15 controls as the more detailed governing instrument. Amendment of Policy 200-2.15 does not require a corresponding amendment of this Resolution unless the amendment materially alters the scope of the authorization granted herein.

5. Records and Retention. Electronic records and electronically signed documents are subject to the same retention obligations as paper originals under Policy 200-2.11 (Records Retention Schedule and Procedures) and C.R.S. § 24-80-101 et seq. Tier 1 e-signature packages, including the signed document, audit trail, and completion certificate, shall be archived in PDF/A-compliant format (ISO 19005) or such



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other format as may be recognized by the Colorado State Archives for local government records, consistent with Policy 200-2.15 § 7(a)(i).

6. Platform Selection. The Board shall select and authorize the Qualified E-Signature Platform for Tier 1 documents by separate resolution, following receipt of a written recommendation from the Secretary/Treasurer per Policy 200-2.15 § 4.4. No Tier 1 documents may be executed electronically until such platform authorization is in effect.

7. Statutory Wet-Ink Requirements. Nothing in this Resolution or in Policy 200-2.15 alters any provision of Colorado law that expressly requires a wet-ink original signature. The District shall accommodate any such requirement when identified. No such requirement applicable to SPCFPD has been identified in C.R.S. Title 32 as of the date of this Resolution; this exception shall be applied if one is identified in the future.

8. Companion Resolution Reference. This Resolution shall be maintained as Addendum A to Policy 200-2.15 in the District’s official records, cross-referenced as Resolution No. 2026-05-03. The Secretary/Treasurer shall update the placeholder “[YYYY-MM-NNN]” in Policy 200-2.15 §§ 3 (Definitions), 4.1 (Legal Basis), and 8(a) (Implementation) to read “Resolution No. 2026-05-03” and shall ensure the adopted version of the policy reflects this Resolution number before the policy is filed as an official record.

9. Effective Date. This Resolution takes effect immediately upon adoption.

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 May 6, 2026, by the following vote:

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



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ATTESTATION

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

Date: May 12, 2026

Mike Brandt, Secretary/Treasurer

Secretary/Treasurer — Board of Directors, SPCFPD

Date: May 12, 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. 2026-05-03 duly adopted by the Board of Directors at a regular meeting held on May 6, 2026, at which a quorum was present and acting throughout.

Mike Brandt, Secretary/Treasurer

Secretary/Treasurer — Southern Park County Fire Protection District

Date: May 6, 2026

CROSS-REFERENCE NOTE

This Resolution is maintained as Addendum A to Policy 200-2.15 (Electronic Signatures, Remote Governance, and Consent Agenda Procedures) in the District's official policy records. It shall be posted on the District website at www.guffeyfire.net alongside Policy 200-2.15 within thirty (30) days of adoption per C.R.S. § 32-1-809.

Related Documents:

- Policy 200-2.15 — Electronic Signatures, Remote Governance, and Consent Agenda Procedures (DRAFT-v0.5, adopted at this meeting)
- Resolution 2026-05-02 — 200-Series Block Adoption (Policy 200-2.15 included)
- Policy 200-2.11 — Records Retention Schedule and Procedures
- C.R.S. § 24-71.1-103(6) — Authorization requirement for local public entities
- C.R.S. §§ 24-71.3-101 et seq. — Colorado Uniform Electronic Transactions Act (UETA)
- C.R.S. § 24-71.3-107 — Electronic signatures satisfy legal signature requirements

— END OF RESOLUTION NO. 2026-05-03 —

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