



ORIGINALS WITH SIGNATURES ON FILE AT STATION 1

SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT
Board Resolution

RESOLUTION NO. 2026-05-04

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT
AMENDING THE BOARD ADMINISTRATIVE RULES, PRACTICES AND PROCEDURES MANUAL
FROM VERSION 1.1 TO VERSION 1.2 AND UPDATING POLICY 100-1.06 CROSS-REFERENCES**

Resolution No.:	2026-05-04
Adopted:	May 12, 2026
Effective:	May 12, 2026
BAM Amendment:	BAM v1.1 → BAM v1.2; Policy 100-1.06 v1.1 → v1.2
Supersedes:	BAM v1.1 (adopted April 14, 2026, Resolution 2026-04-01)

RECITALS

WHEREAS, the Board of Directors of the Southern Park County Fire Protection District (“District”) adopted the Board Administrative Rules, Practices and Procedures Manual (“BAM”) as BAM v1.1 on April 14, 2026, by Resolution No. 2026-04-01; and

WHEREAS, BAM v1.1 does not explicitly assign website posting responsibilities consistent with the three-party framework established in Policy 200-2.10 v0.4 § 6(a) and Policy 900-9.07 (Website and Digital Presence Policy); and

WHEREAS, the correct website posting responsibility framework, as established in Policy 200-2.10 v0.4 § 6(a), assigns: (i) the Board Chair (or Website Administrator designee) responsibility for posting all adopted policies within 30 days of adoption and all meeting notices and agendas at least 24 hours before each meeting; (ii) the Secretary/Treasurer (or Website Administrator designee) responsibility for posting approved minutes, the adopted annual budget, audit reports, the Annual Transparency Notice, the CORA fee schedule, and current contact information; and (iii) the Website Administrator (a Board Director appointed annually by the Board Chair) responsibility for platform maintenance and technical operations per Policy 900-9.07; and

WHEREAS, the Board adopted Policy 100-1.06 (Amendment and Annual Review Procedures) as v1.0 on April 8, 2026, by Resolution No. 2026-04-02; and

WHEREAS, Policy 100-1.06 v1.0 contains a reference to the District Chief as responsible for posting newly adopted policies to the District website, which is inconsistent with the three-party posting framework; and

WHEREAS, the Board desires to: (i) amend BAM v1.1 to correct and formalize the three-party website posting responsibility framework as BAM v1.2; and (ii) amend Policy 100-1.06 from v1.0 to v1.2 to correct the website posting assignment and update the BAM cross-reference to v1.2; and

WHEREAS, these amendments are administrative corrections that align the BAM and Policy 100-1.06 with the framework already established in Policy 200-2.10 v0.4 and Policy 900-9.07, and do not alter any substantive governance rights or obligations;



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

1. *BAM Amendment — Website Posting Responsibility.* The Board hereby amends the Board Administrative Rules, Practices and Procedures Manual from version 1.1 to version 1.2, effective immediately upon adoption of this Resolution. The amendment adds the following provision as a new Section 5.3.4 of the BAM: “5.3.4 Website Posting Responsibilities. Website posting responsibilities are assigned as follows: (a) Board Chair (or Website Administrator designee): all adopted policies within 30 days of adoption; all meeting notices and agendas at least 24 hours before each meeting. (b) Secretary/Treasurer (or Website Administrator designee): approved meeting minutes within 30 days of approval; adopted annual budget within 30 days of adoption; most recent audit report or audit exemption within 30 days of Board approval; Annual Transparency Notice; current CORA fee schedule; current contact information. (c) Website Administrator (Board Director appointed annually by the Board Chair per Policy 900-9.07): platform maintenance, technical operations, and content publication mechanics as directed by the Board Chair and Secretary/Treasurer.”

2. *BAM Version Designation.* Upon adoption of this Resolution, the BAM is re-versioned from v1.1 to v1.2. The Secretary/Treasurer shall update the version designation on the BAM cover and version history table and file the BAM v1.2 as the official governing document. BAM v1.1 is superseded and shall be archived.

3. *Amendment to Policy 100-1.06.* The Board hereby amends Policy 100-1.06 (Amendment and Annual Review Procedures) from version 1.0 to version 1.2, effective immediately upon adoption of this Resolution. The amendment: (a) corrects Policy 100-1.06 § 5(d) to assign responsibility for posting newly adopted policies to the Board Chair (or Website Administrator designee) within 30 days of adoption, consistent with BAM v1.2 § 5.3.4(a); and (b) updates all cross-references to the BAM from “BAM v1.1” to “BAM v1.2.” Policy 100-1.06 v1.0 is superseded.

4. *No Other Changes.* Except as specifically amended by this Resolution, all provisions of BAM v1.1 and Policy 100-1.06 v1.0 remain in full force and effect. This Resolution does not alter any provision of BAM v1.1 other than the addition of Section 5.3.4 and the version designation update.

5. *Consistency with Adopted Policies.* This amendment is consistent with and implements Policy 200-2.10 v0.4 § 6(a) (Community Engagement Policy, adopted by Resolution No. 2026-05-02) and Policy 900-9.07 (Website and Digital Presence Policy, pending adoption September 9, 2026). Nothing in this Resolution shall be construed to alter any other adopted Policy Manual provision.

6. *Posting.* The Secretary/Treasurer shall post BAM v1.2 and Policy 100-1.06 v1.2 to the District’s public website within 30 days of the date of this Resolution per BAM v1.2 § 5.3.4(b).

7. *Effective Date.* This Resolution takes effect immediately upon adoption.

EXHIBIT A — AMENDMENT SCHEDULE

The following amendments are authorized by this Resolution:

Amendment 1. BAM v1.1 → v1.2. Addition of Section 5.3.4 (Website Posting Responsibilities). BAM v1.1 is superseded. BAM v1.2 is the governing document effective the date of this Resolution.

Amendment 2. Policy 100-1.06 v1.0 → v1.2. Correction of § 5(d) website posting assignment to Board Chair; update of BAM cross-references from v1.1 to v1.2. Policy 100-1.06 v1.0 is superseded. Policy 100-1.06 v1.2 is the governing document effective the date of this Resolution.

Prior Adopted Policies — Unaffected. All other adopted policies of the Southern Park County Fire Protection District remain in full force and effect, including: Policy 100-1.01 through 100-1.05 and 100-1.07 (adopted April 8, 2026); all adopted 200-Series policies; BAM v1.2 except as amended herein.



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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 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		—	—	—	

Motion made by: _____ Seconded by: _____

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. 2026-05-04 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 12, 2026