



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Guffey, Colorado • Established 1987

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POLICY NO. 100-1.01

PURPOSE, SCOPE, AND AUTHORITY OF THE POLICY MANUAL

Southern Park County Fire Protection District • Governance & Administration Policy

Policy Number:	100-1.01	Document Number:	20260408_ADMIN_100-1.01_PolicyManualAuthority_DRAFT-v0.4
Effective Date:	April 8, 2026	Adopted:	April 8, 2026
Reviewed / Revised:	—	Next Review:	Annual or upon material change in law
Approved By:	Board of Directors, SPCFPD	Classification:	PUBLIC POLICY DOCUMENT
Supersedes:	None — new policy (first adoption of a formal Policy Manual authority document)		
Cross-References:	SPCFPD Bylaws (Articles I–X) • BAM v0.8 (§§ 1.1, 1.1.1, 1.1.2, 2.3, 10.1) • C.R.S. Title 32, Article 1 (Special District Act) • C.R.S. § 25-3.5-101 et seq. (Colorado EMS Act) • C.R.S. § 24-6-402 (Open Meetings Law) • C.R.S. § 24-72-201 et seq. (CORA) • C.R.S. § 24-80-101 et seq. (Local Government Records Act) • C.R.S. § 24-18-101 et seq. (Colorado Government Ethics Act) • 1 CCR 303-1 (DOLA Special District Rules) • 6 CCR 1015-3 (CDPHE EMS Rules) • Policy 100-1.05 (File Naming Convention) • Policy Manual TOC v0.6 • Policy 100-1.04 (Document Formatting Standards)		

1. PURPOSE

The Board of Directors (“Board”) of the Southern Park County Fire Protection District (“District”) adopts this policy to establish the purpose, legal authority, organizational scope, and governing framework of the District’s Policy Manual. This policy is the foundational document of the Policy Manual and governs the adoption, amendment, interpretation, and supersession of all policies contained therein.

The Policy Manual is the District’s primary instrument for implementing Board-level direction in the day-to-day administration of District operations, personnel, and services. It translates the Board’s governance authority — derived from Colorado law, the District Bylaws, and the Board Administrative Rules Manual (BAM) — into enforceable written policies that apply to all District members.



Relationship to the BAM. This Policy Manual does not govern the internal administrative rules and procedures of the Board of Directors itself. Board governance — including meeting procedures, officer duties, financial oversight, and Board-member conduct — is governed by the BAM (BAM v0.8, § 1.1). In the event of conflict between this Manual and the BAM, the BAM controls as to Board governance matters. In the event of conflict between this Manual and the District Bylaws or Colorado law, the Bylaws or law controls.

2. SCOPE

- a. **Applicability.** This Policy Manual applies to all persons associated with the District, including:
 - i. All members of the Board of Directors;
 - ii. The District Chief and all paid District employees;
 - iii. All volunteer firefighters, medical volunteers, and reserve members, with respect to their conduct and activities in their volunteer capacity with the District;
 - iv. Members of the District Auxiliary, to the extent applicable to their Auxiliary role and activities, and as specified in applicable 300-Series policies and the Auxiliary's own governing documents. The Auxiliary is a self-governing organization subject to the general direction of the Board, and the Auxiliary's internal conduct is governed by its own bylaws and procedures except where specifically addressed in Board-adopted policy;
 - v. Contractors and agents acting on behalf of the District to the extent specified in individual policies. This Policy Manual governs the conduct of each of the foregoing persons in their capacity as a Board Director, employee, or volunteer of the District. It does not govern members' purely private conduct that is unrelated to and does not affect their District role or the District's operations. Off-duty conduct that directly and demonstrably affects District operations or the District's reputation as a public safety agency may be addressed in applicable 300-Series personnel policies.
- b. **Policy-Specific Scope.** Where a specific policy states a narrower scope of application, that narrower scope governs for that policy.
- c. **Relationship to BAM.** This Manual does not govern the internal administrative rules and procedures of the Board of Directors itself. Board governance — including meeting procedures, officer duties, conflicts of interest, financial oversight, and personnel authority of the Board — is governed by the BAM. See BAM v0.8 § 1.1.
- d. **Relationship to SOGs.** This Manual does not govern emergency incident operations in the field. Tactical and operational procedures for emergency response are governed by the District's Standard Operating Guidelines (SOG Manual), issued under the authority of the District Chief within the framework established by this Manual.

3. LEGAL AUTHORITY

The District is a Colorado special district organized and operating pursuant to the Special District Act, C.R.S. Title 32, Article 1, as amended. The District is also subject to applicable Colorado administrative regulations promulgated under statutory authority, including without limitation: 1 CCR 303-1 (Department of Local Affairs, Special District Rules — governing financial reporting, DOLA annual filings, election procedures, and related compliance obligations) and 6 CCR 1015-3 (Colorado Department of Public Health and Environment, Emergency Medical Services Rules — governing EMS provider certification, medical director oversight, scope of practice, and ambulance service licensing, promulgated under C.R.S. § 25-3.5-101 et seq.). District policies shall be interpreted and applied consistently with applicable CCR regulations. The District Chief shall notify the Board whenever a material change in applicable Colorado administrative regulations affects District policy or operations. The Board of Directors is the District's elected governing body and holds all executive, legislative, and quasi-judicial authority vested in the District by statute and by the District's Bylaws.

- a. **Hierarchy of Authority.** The following hierarchy governs all District documents and actions. In the event of conflict between documents at different levels, the higher-level authority controls:



LEVEL	AUTHORITY SOURCE	NOTES
1	Colorado Constitution and applicable federal law	Supersedes all other authority. Federal law controls where applicable.
2	Colorado Revised Statutes and Colorado Code of Regulations — C.R.S. Title 32, Art. 1 (Special District Act); C.R.S. Title 29, Art. 1 (Budget Law); C.R.S. §§ 24-6-402, 24-72-201, 24-80-101, 24-18-101 (OML, CORA, Records Act, Ethics Act); C.R.S. § 25-3.5-101 (EMS Act); 1 CCR 303-1 (DOLA Special District Rules); 6 CCR 1015-3 (CDPHE EMS Rules)	Establishes the District's existence, powers, and all statutory and regulatory compliance obligations as a Colorado special district. CCR regulations promulgated under these statutes carry the force of law and are binding on the District and its personnel. See § 3(d) for applicable CCR regulations.
3	District Bylaws (as adopted and amended by the Board)	Govern Board composition, officer duties, elections, meetings, and vacancies.
4	Board Administrative Rules Manual (BAM)	Governs internal Board procedures, financial controls, and governance administration. (BAM v0.8 § 1.1.2)
5	Board Resolutions and this Policy Manual	Implement Board policy direction across all District operations. — THIS DOCUMENT.
6	Standard Operating Guidelines (SOGs) and administrative procedures	Govern tactical and operational matters in the field and at station. Issued by the District Chief within the framework established by this Manual.

b. Conflicts. No individual Director, the District Chief, or any other District personnel may act in a manner inconsistent with this hierarchy. Any apparent conflict between documents at different levels shall be brought to the Board's attention promptly and resolved by Board action at a duly noticed public meeting.

c. Individual Director Authority. This Manual does not grant authority to individual Directors to act unilaterally. Board authority is collective and exercised through official Board action at properly noticed meetings. See BAM v0.8 § 2.3.

d. **Applicable Colorado Administrative Regulations.** The following Colorado Code of Regulations (CCR) provisions apply directly to District operations and govern the conduct of persons subject to this Manual. CCR regulations are administrative rules promulgated by state agencies under statutory authority; they carry the force of law and are binding on the District and its personnel. This list reflects the CCR regulations most directly bearing on District governance and operations and is not exhaustive.

1 CCR 303-1 (DOLA Special District Rules). Rules promulgated by the Colorado Department of Local Affairs (DOLA), Division of Local Government, under the authority of C.R.S. Title 32, Article 1. Governs annual financial reporting and DOLA filing obligations, special district election procedures and notice requirements, certificate of election filing deadlines, director and treasurer bond requirements, service plan compliance, and other administrative compliance obligations for Colorado special districts. The District is required to submit annual filings to DOLA and comply with election administration requirements under these rules.

6 CCR 1015-3 (CDPHE EMS Rules). Rules promulgated by the Colorado Department of Public Health and Environment (CDPHE), Colorado Board of Health, under the authority of C.R.S. § 25-3.5-101 et seq. (Colorado EMS Act). Governs EMS provider certification (EMT, AEMT, Paramedic) and recertification; scope of practice; medical director appointment, oversight authority, and continuous quality improvement obligations; ambulance service licensing by the county; run reporting requirements (CEMSIS); minimum equipment standards; and disciplinary procedures for EMS provider certificate holders. Every EMS-certified member of the District must hold current state certification under these rules, and the District must maintain a licensed medical director for ALS operations.



4. DISTRICT MISSION STATEMENT

All policies in this Manual shall be interpreted and applied in furtherance of the District’s mission:

The Southern Park County Fire Protection District exists to protect the lives, property, and environment of the residents and visitors of southern Park County, Colorado, through professional fire suppression, emergency medical services, wildfire mitigation, and community education. Note: The statement above is the District’s operational mission — why the District exists and what it does for the community. The Board’s governance mission, vision, and values — describing how the Board fulfills that mission — are formally adopted in Policy 100-1.02 § 3. Both are District governing statements; they serve distinct but complementary purposes.

This mission statement shall be formally adopted and maintained as Policy 100-1.02. Where interpretive guidance is needed, the mission statement shall be used to resolve ambiguities in the application of any policy in this Manual.

5. POLICY MANUAL STRUCTURE AND SERIES

The Policy Manual is organized into numbered series. Each series covers a distinct area of District administration or operations. Each policy within a series is identified by a three-part number: [Series]-[Sub-series].[Policy Number] (e.g., 200-2.07).

The Table of Contents for the Policy Manual (Policy Manual TOC, Doc. No. 20260311_ADMIN_PolicyManual_TOC_v0.5) provides the complete list of current, pending, and legacy policies with their status. The ten policy series are:

SERIES	TOPIC	SCOPE SUMMARY
100	Introduction, Mission, and Authority	Manual purpose, scope, authority hierarchy, mission statement, definitions, document formatting standards, and supersession of legacy policies.
200	Governance and Administration	Board meeting procedures, public comment, records, document management, complaint procedures, and administrative policies.
300	Personnel	Recruitment, hiring, onboarding, evaluation, discipline, termination, compensation, leave, and volunteer-specific policies.
400	Operations	Emergency response protocols, ICS, wildland fire, EMS integration, mutual aid, and operational safety.
500	Training and Development	Mandatory training, continuing education, certification tracking, drills, and safety training.
600	Equipment, Facilities, and Maintenance	Apparatus, inventory, station operations, procurement, and asset disposal.
700	Safety and Risk Management	Health and safety standards, PPE, incident reporting, workers’ compensation, and emergency preparedness for personnel.
800	Financial Management	Budgeting, expenditure controls, revenue, auditing, and financial reporting (staff-level financial procedures).
900	Public Relations and Community Engagement	Community education, fire prevention, public information, CORA compliance, and social media.



1000	Emergency Management and Continuity	Hazard mitigation, continuity of operations, coordination with Park County Emergency Management, and post-incident review.
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6. DEFINITIONS

The following definitions apply throughout the Policy Manual unless a specific policy provides otherwise:

TERM	DEFINITION
BAM	The Board Administrative Rules, Practices and Procedures Manual of the Southern Park County Fire Protection District, as adopted and amended. The BAM is the primary governance document for the internal operations of the Board of Directors. (BAM v0.8, Doc. No. 20260408_GOV_BoardAdminManual_v0.8)
Board	The Board of Directors of the Southern Park County Fire Protection District, acting collectively at a duly noticed meeting at which a quorum is present. Individual Directors do not have authority to act on behalf of the Board except as specifically authorized by Board resolution, the BAM, or the Bylaws. (BAM §§ 1.1.2, 2.3)
Bylaws	The By-Laws of the Southern Park County Fire Protection District, as adopted March 2014 and as subsequently amended by the Board.
Director	A member of the Board of Directors, whether elected at a regular election or appointed to fill a vacancy pursuant to C.R.S. § 32-1-905.
District	The Southern Park County Fire Protection District, a Colorado special district organized under C.R.S. Title 32, Article 1, serving approximately 242 square miles of southern Park County, Colorado.
District Chief	The chief executive officer of the District’s fire and emergency services operations, appointed by and answerable to the Board per the District Bylaws. Referred to interchangeably as “Fire Chief.” The District Chief’s authority is limited by the Board, the Bylaws, the BAM, and this Policy Manual.
Legacy Policy	A policy from the 2013 SPCFPD Policy Manual (Policies #010 through #130) that has not yet been replaced or formally superseded by a policy in the current Manual. Legacy policies remain in effect until superseded. (See Section 9 and Policy Manual TOC)
Manual	This Policy Manual of the Southern Park County Fire Protection District, as adopted and amended from time to time by Board resolution.
Policy	A written statement adopted by the Board that establishes a rule, standard, procedure, or requirement governing District operations, personnel, or administration.
Resolution	A formal written Board action memorializing a specific decision, including the adoption or amendment of a policy.
SOG	Standard Operating Guideline. A written operational procedure governing field or station activities, issued under the authority of the District Chief within the framework established by this Policy Manual.
Staff	All paid District employees, including the District Chief, Deputy Chief, Fire Captain (Paid), and any other compensated District employees.
Volunteer	An unpaid member of the District’s active volunteer roster, including firefighters, medical volunteers, reserves, and auxiliary members.



7. POLICY ADOPTION AND EFFECTIVE DATE

- a. **Adoption Requirement.** All policies in this Manual are adopted by resolution of the Board of Directors at a duly noticed public meeting. No policy has legal effect until adopted by the Board. Draft and pending policies do not govern District conduct.
- b. **Effective Date.** Each policy states its own effective date. Unless a policy specifies otherwise, a policy takes effect upon the date the adopting resolution is approved by the Board.
- c. **Distribution.** All adopted policies shall be: (i) posted on the District's public website (www.guffeyfire.net) within thirty (30) calendar days of adoption; (ii) distributed to all Board members, the District Chief, and all District personnel within thirty (30) calendar days of adoption; and (iii) placed in the physical Policy Manual binder at Station 1.
- d. **Draft and Pending Policies.** Policies in draft or pending status ("DRAFT" or "PENDING" in the Policy Manual TOC) do not have legal effect and are not enforceable until formally adopted. They may be used for training and planning purposes.

8. AMENDMENT PROCEDURE

- a. **Proposal.** Any Director or the District Chief may propose an amendment to any policy by submitting the proposed amendment in writing to the Board Chair not less than seventy-two (72) hours before the meeting at which it will be considered.
- b. **Notice and Comment.** Proposed amendments shall be included in the agenda packet for the meeting at which they will be considered. Members of the public shall have an opportunity to comment during the public comment period before the Board votes on the amendment.
- c. **Vote Requirement.** Amendment of any policy in this Manual requires an affirmative majority vote (three of five Directors) at a duly noticed meeting at which a quorum is present.
- d. **Emergency Amendments.** An emergency amendment may be adopted at any duly noticed meeting by majority vote when the Board finds that an immediate change is necessary to protect the safety, welfare, or financial integrity of the District.
- e. **Version Control.** Each adopted amendment shall be assigned an updated version number and recorded in the policy's version history table, consistent with Policy 100-1.05 (File Naming Convention).

9. SUPERSESSION OF LEGACY POLICIES

The District's prior Policy Manual (adopted November 2013) contained thirteen numbered policies (Legacy Policies #010 through #130). Those policies remain in effect only to the extent they are consistent with current Colorado law, the Bylaws, the BAM, and any subsequently adopted policies. The Policy Manual TOC tracks the supersession status of each legacy policy.

- a. **Mechanism.** A legacy policy is superseded upon the Board's adoption of a replacement policy that expressly states it supersedes the legacy policy. Supersession does not require a separate resolution; the replacement policy's adoption by resolution is sufficient.
- b. **Continued Effect.** Until a legacy policy is superseded, it remains enforceable to the extent it is consistent with current Colorado law, the Bylaws, the BAM, and any subsequently adopted policies in this Manual. In the event of conflict between a legacy policy and a subsequently adopted policy, the subsequently adopted policy controls.
- c. **Tracking.** The Policy Manual TOC (Doc. No. 20260311_ADMIN_PolicyManual_TOC_v0.5) tracks the status of each legacy policy, including whether it has been superseded, is pending replacement, or remains in effect.

10. ANNUAL REVIEW

This policy, and the Policy Manual as a whole, shall be reviewed at least annually by the Board, or as needed upon material changes in Colorado law, significant operational changes, or as directed by the Board. The annual review shall occur in the Q1 cycle, consistent with BAM § 10.1, and shall include a report from the District Chief on any policies requiring update, rewrite, or adoption.



11. IMPLEMENTATION

Upon adoption by the Board, this policy shall be:

- Posted on the District website (www.guffeyfire.net) within 30 calendar days of adoption.
- Distributed to all Board members, the District Chief, and all District personnel within 30 calendar days of adoption.
- Placed at the front of the Policy Manual as the foundational governing policy.
- Incorporated into orientation materials for all newly elected, appointed, or hired personnel.

12. SEVERABILITY

If any provision of this policy is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

13. CERTIFICATION AND ADOPTION

This policy is hereby adopted by the Board of Directors of the Southern Park County Fire Protection District at a duly noticed public meeting, effective upon the date of adoption indicated below.

ORIGINALS WITH SIGNATURES AVAILABLE AT STATION 1

Sean English

Board Chair — Board of Directors, SPCFPD

Date: April 8, 2026

Mike Brandt

Secretary/Treasurer — Board of Directors,
SPCFPD

Date: April 8, 2026

Mike Parrish

Board Member — Board of Directors, SPCFPD

Date: April 8, 2026

Mike Smith

Board Member — Board of Directors, SPCFPD

Date: April 8, 2026

Jennifer Taylor

Board Member — Board of Directors, SPCFPD

Date: April 8, 2026



Document Revision History

Document: 20260408_ADMIN_100-1.01_PolicyManualAuthority_DRAFT-v0.4 Policy: 100-1.01 — PURPOSE, SCOPE, AND AUTHORITY OF THE POLICY MANUAL District: Southern Park County Fire Protection District

Table with 4 columns: Ver., Date, Author, Changes / Status. Rows include v0.1 (Initial policy), v0.2 (Minor revision), v0.3 (Seven targeted amendments), v0.4 (BAM version reference update), and V1.0 (Formal adoption).

This policy shall be cross-referenced with and interpreted consistently with: SPCFPD Bylaws (March 2014, Articles I–X); BAM v0.8 (§§ 1.1, 1.1.1, 1.1.2, 2.3, 10.1); C.R.S. Title 32, Article 1 (Special District Act); C.R.S. § 25-3.5-101 et seq. (Colorado EMS Act); C.R.S. § 24-6-402 (Open Meetings Law); C.R.S. § 24-72-201 et seq. (CORA); C.R.S. § 24-80-101 et seq. (Local Government Records Act); C.R.S. § 24-18-101 et seq. (Colorado Government Ethics Act); 1 CCR 303-1 (DOLA Special District Rules); 6 CCR 1015-3 (CDPHE EMS Rules); and Policy 100-1.05 (File Naming Convention).

— END OF POLICY 100-1.01 —