



ORIGINALS WITH SIGNATURES ON FILE AT STATION 1



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Guffey, Colorado • Established 1987

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

This is a public policy document of the Southern Park County Fire Protection District. Copies are available at Station §1 and at www.guffeyfire.net.

POLICY NO. 100-1.06

AMENDMENT AND ANNUAL REVIEW PROCEDURES

Southern Park County Fire Protection District • Series 100 — Introduction, Mission & Authority

Policy Number:	100-1.06	Document Number:	20260408_ADMIN_100-1.06_AmendmentAnnualReview_DRAFT-v1.1
Effective Date:	May 12, 2026	Adopted:	May 12, 2026
Reviewed / Revised:	—	Next Review:	Annual — Q1 each year
Approved By:	Board of Directors, SPCFPD	Classification:	PUBLIC POLICY DOCUMENT
Supersedes:	None — new policy. Amendment and annual review provisions previously embedded in Policy 100-1.01 (§§ 8 and 10) and BAM Chapter 10 are consolidated and expanded here.		
Cross-References:	Policy 100-1.01 (Policy Manual Authority, §§ 8, 10) • Policy 100-1.04 (Document Formatting Standards) • Policy 100-1.05 (File Naming Convention) • BAM v1.3 (Chapter 10 — Amendments, Review and Supersession) • BAM v1.3 § 4.3 (Resolutions) • Policy 200-2.07 (Board Meeting Procedures) • C.R.S. § 32-1-1001 • C.R.S. § 24-6-402		

1. PURPOSE

This policy establishes the uniform procedures governing: (a) the proposal, notice, consideration, adoption, and recording of amendments to any policy in the SPCFPD Policy Manual; (b) the procedures for amending the Board Administrative Rules Manual (BAM) and the Standard Operating Guidelines (SOG) Manual; and (c) the annual review cycle for the Policy Manual as a whole. It is placed in the 100-series because these procedures apply to every policy across every series and to all three manuals in the District’s governance framework.

Relationship to Policy 100-1.01. Policy 100-1.01 (§§ 8 and 10) contains foundational amendment and review provisions applicable to the Policy Manual. This policy expands those provisions into a full



standalone procedure and adds the analogous procedures for the BAM and SOG Manual. In the event of conflict between this policy and Policy 100-1.01, this policy governs as the more specific document.

Relationship to the BAM. BAM Chapter 10 governs amendments to the BAM itself. This policy does not alter BAM Chapter 10 but cross-references it for convenience and to ensure that all amendment procedures are visible from a single document.

2. SCOPE

This policy applies to all amendments and annual reviews of:

- All policies in the SPCFPD Policy Manual (Policies 100-1.01 through 1000-10.xx and any appendices);
- The Board Administrative Rules, Practices and Procedures Manual (BAM);
- The Standard Operating Guidelines (SOG) Manual, to the extent the amendment requires Board action; and
- Any standalone District governance documents adopted by Board resolution that expressly incorporate this policy.

Scope Limitation. This policy does not govern amendments to District Bylaws (which are governed by C.R.S. Title 32 and the Bylaws themselves), Board resolutions (which are self-amending by subsequent resolution), or Colorado law.

3. LEGAL AUTHORITY AND CROSS-REFERENCES

- C.R.S. § 32-1-1001 — General powers of Colorado special district boards to adopt and amend policies
- C.R.S. § 24-6-402 — Open Meetings Law: all policy adoptions and amendments must occur at duly noticed public meetings
- C.R.S. § 24-72-201 et seq. (CORA) — Adopted policies and amendments are public records
- Policy 100-1.01 §§ 8, 10 — Foundational amendment and review provisions for the Policy Manual
- BAM v1.3, Chapter 10 — Amendment, review, and supersession procedures for the BAM
- BAM v1.3 § 4.3 — Resolution requirements for formal Board actions
- Policy 200-2.07 — Board Meeting Procedures (notice, agenda, voting requirements)
- Policy 100-1.04 — Document Formatting Standards (format of amended policies)
- Policy 100-1.05 — File Naming Convention (naming of amended policy documents)

4. VOTE REQUIREMENTS BY DOCUMENT TYPE

The following table sets out the required vote for each type of amendment. These requirements reflect both statutory authority and the internal governance standards established by this policy and the BAM.

DOCUMENT TYPE	VOTE REQUIRED	AUTHORITY / NOTES
Amendment to any Policy Manual policy	Majority — 3 of 5 Directors	C.R.S. § 32-1-1001; Policy 100-1.01 § 8(c)
Emergency amendment to any Policy Manual policy	Majority — 3 of 5 Directors with emergency finding	Policy 100-1.01 § 8(d); board must record finding
Amendment to the BAM	Supermajority — 4 of 5 Directors	BAM v1.3 § 1.3.2
Amendment to the SOG Manual	District approval; Chief Board report	SOG Manual authority structure



Rescission of an adopted policy	Majority — 3 of 5 Directors	Same vote requirement as adoption
Emergency rescission	Majority — 3 of 5 Directors with recorded finding	Board must document basis at next meeting

Note. A quorum of three of five Directors must be present for any vote. The supermajority requirement for BAM amendments (four of five) reflects the BAM's role as the primary internal governance document of the Board. See BAM v1.3 § 1.3.2.

5. POLICY MANUAL AMENDMENT PROCEDURE

The following process governs all amendments to policies in the SPCFPD Policy Manual:

STEP	ACTION	RESPONSIBLE PARTY	TIMING
1	Policy amendment proposed in writing	Any Director or District Chief	72 hours before meeting
2	Item placed on agenda; Board Chair confirms notice	Board Chair / Secretary	On agenda distribution
3	Public comment period; Board deliberation	Board of Directors	At noticed meeting
4	Board votes by majority vote (3 of 5)	Board of Directors	Same meeting
5	Adopting resolution issued; version updated	Secretary/Treasurer	Within 7 days of adoption
6	Amended policy posted to website (Board Chair / Website Administrator); distributed to personnel (District Chief)	Board Chair / Website Administrator; District Chief	Within 30 days of adoption

a. Proposal. Any Director or the District Chief may propose an amendment to any policy in this Manual 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. The submission shall include: the policy number and title; the specific text proposed to be added, deleted, or revised; and a brief statement of the reason for the amendment.

b. Notice and Agenda. Proposed amendments shall be included in the agenda packet distributed to all Directors and posted publicly in accordance with Policy 200-2.07 and C.R.S. § 24-6-402. The Board Chair shall confirm that the notice requirement is met before placing the item on the agenda for vote.

c. Public Comment. Members of the public shall have an opportunity to comment on proposed amendments during the public comment period before the Board votes. The Board is not required to defer a vote pending public comment but shall ensure the comment period has occurred.

d. Vote. Adoption of an amendment requires an affirmative majority vote (three of five Directors) at a duly noticed public meeting at which a quorum is present. The vote shall be by recorded roll call in accordance with Policy 200-2.07.

e. Emergency Amendments. An emergency amendment may be adopted at any duly noticed meeting by majority vote when the Board formally finds, on the record, that an immediate change is necessary to protect the safety, welfare, or financial integrity of the District. The Board Chair shall state the factual basis for the emergency finding before the vote, and the finding shall be incorporated into the adopting resolution.



- f. **Adopting Resolution.** Every policy amendment shall be memorialized by a formal Board resolution identifying: the policy number and title; the specific text amended; the vote by which it was adopted; and the effective date. The resolution shall be filed with the District's official records and posted to the public website.
- g. **Version Control.** Each adopted amendment shall be assigned an updated version number consistent with Policy 100-1.05 (File Naming Convention):
- i. **Minor revision** (formatting correction, cross-reference update, typographical fix, non-substantive clarification not requiring Board action): increment minor version (v1.0 → v1.1). District Chief may approve; reported to Board at next meeting.
 - ii. **Substantive amendment** (policy change, new requirement, deletion of provision): increment minor version if adopted at regular meeting (v1.0 → v1.1). Board resolution required.
 - iii. **Major rewrite** (substantial restructuring or replacement of a policy): increment major version (v1.x → v2.0). Board resolution required; prior version archived with SUPERSEDED suffix.
- h. **Distribution.** Within thirty (30) calendar days of adoption, the District Chief shall: (i) update the policy document with the new version number and revision history entry; (ii) post the amended policy on the District website; (iii) distribute the amended policy to all Board members and District personnel; and (iv) update the Policy Manual TOC to reflect the new version status.

6. BAM AMENDMENT PROCEDURE

Amendments to the Board Administrative Rules, Practices and Procedures Manual (BAM) are governed primarily by BAM Chapter 10. The following provisions supplement and cross-reference BAM Chapter 10 for ease of reference:

- a. **Proposal.** Any Director or the District Chief may propose a BAM amendment in writing to the Board Chair no less than fourteen (14) days before the meeting at which it will be considered, consistent with BAM § 10.2.1. The longer notice period reflects the BAM's role as the primary internal governance document of the Board.
- b. **Supermajority Vote Required.** BAM amendments require an affirmative vote of four (4) of five (5) Directors at a duly noticed public meeting, consistent with BAM v1.3 § 1.3.2. A majority vote is not sufficient.
- c. **Emergency BAM Amendments.** Emergency amendments to the BAM may be adopted by majority vote (three of five Directors) if the Board makes a recorded finding of emergency. Emergency amendments must be ratified by the full supermajority vote at the next regular meeting, consistent with BAM § 10.2.3.
- d. **Adopting Resolution and Version Update.** BAM amendments shall be memorialized by Board resolution and reflected in the BAM version history table. Procedures in § 5(f)–(h) of this policy apply to BAM amendments mutatis mutandis.

7. SOG MANUAL AMENDMENT PROCEDURE

Standard Operating Guidelines (SOGs) are issued and maintained under the authority of the District Chief, within the framework established by the Policy Manual. The following procedures apply to SOG amendments:

- a. **District Chief Authority.** The District Chief may adopt, amend, and rescind SOGs without Board vote, provided the amendment is consistent with applicable policies, the BAM, the Bylaws, and Colorado law. The District Chief shall notify the Board of any SOG amendment at the next regular meeting.
- b. **Board-Directed SOG Amendments.** The Board may direct the District Chief to amend a specific SOG by Board resolution. The District Chief shall implement the directed amendment within thirty (30) days of the resolution, unless a different timeframe is specified in the resolution.



c. Board Approval Required. SOG amendments that: (i) establish or modify personnel classifications, compensation, or disciplinary procedures; (ii) expand or restrict the authority of a senior staff position; or (iii) conflict with an adopted policy or BAM provision — shall require Board approval by majority vote before taking effect.

d. Version Control and Distribution. SOG amendments shall be assigned a version number consistent with Policy 100-1.05 and distributed to all affected personnel within fourteen (14) days of adoption. The SOG Manual TOC shall be updated to reflect the amendment.

8. ANNUAL REVIEW PROCEDURE

The Policy Manual, BAM, and SOG Manual shall each be reviewed at least once per calendar year. The annual review cycle shall occur in the first quarter (Q1) of each year, consistent with BAM Appendix E (Annual Board Calendar Template) and the District’s meeting schedule.

a. Responsibility. The District Chief, in consultation with the Board Chair and District Counsel, is responsible for coordinating the annual review. The District Chief shall prepare a written Annual Review Report and present it to the Board no later than the Q1 regular meeting.

b. Annual Review Report. The report shall include at minimum:

- A list of every policy, BAM provision, and SOG reviewed during the cycle;
• Identification of any provision that has become inconsistent with current Colorado law, District Bylaws, or BAM since the last review;
• A list of proposed amendments recommended by the District Chief, with supporting rationale;
• Confirmation that all adopted policies are posted on the District website and correctly reflected in the Policy Manual TOC;
• Identification of any cross-reference errors or version control discrepancies; and
• A status report on any amendments adopted since the prior annual review.

c. Triggers for Out-of-Cycle Review. In addition to the annual cycle, any policy, BAM provision, or SOG shall be reviewed promptly upon:

- A material change in Colorado law affecting the subject matter of the document;
• A significant operational change affecting the District’s structure, personnel, or service area;
• A Board determination that a review is necessary for any other reason; or
• A formal request by the District Chief that a specific provision be reviewed.

d. Annual Review Checklist. The following checklist shall be completed and filed with the District’s official records as part of each annual review:

Table with 4 columns: Review Item, Responsible, Date / Notes. Rows include: Review all policies in the Manual for legal currency, Identify policies approaching scheduled review date, Confirm Policy Manual TOC is up to date, Review and update cross-references, Identify any policy conflicts, Confirm version history tables.



<input type="checkbox"/>	Verify all adopted policies are posted on the District website	<i>Board Chair / Website Administrator</i>	
<input type="checkbox"/>	Report findings to the Board with recommended amendments	<i>District Chief</i>	
<input type="checkbox"/>	Board votes on any recommended amendments at Q1 meeting	<i>Board of Directors</i>	

e. Board Action. The Board shall formally acknowledge the Annual Review Report by vote at the Q1 meeting. The acknowledgment shall be recorded in the meeting minutes. Any amendments recommended in the report shall be placed on the agenda for the Q1 meeting or scheduled for a subsequent meeting, with proper notice.

9. RESCISSION AND SUPERSESSION

a. Rescission. Any policy may be rescinded by majority vote of the Board (three of five Directors) at a duly noticed public meeting. A rescission resolution shall identify: the policy number and title; the effective date of rescission; and the reason for rescission. A rescinded policy shall be archived with the "SUPERSEDED" suffix per Policy 100-1.05 and shall not be deleted.

b. Supersession by Replacement. A policy is superseded when the Board adopts a replacement policy that expressly states it supersedes the prior policy. Supersession does not require a separate rescission resolution; the adopting resolution for the replacement policy is sufficient. See Policy 100-1.01 § 9.

c. Legacy Policies. The District's 2013 Policy Manual policies (#010–#130) remain in effect unless and until superseded. The Policy Manual TOC tracks the supersession status of each legacy policy. See Policy 100-1.01 § 9 for the complete legacy policy supersession framework.

d. Continued Effect. A rescinded or superseded policy remains enforceable during the period it was in effect for purposes of interpreting past Board actions, personnel decisions, or legal proceedings arising from that period.

10. DOCUMENTATION AND RECORDS

a. Official Record. Every policy adoption, amendment, and rescission shall be memorialized by: (i) a Board resolution on file with the Secretary/Treasurer; (ii) an updated policy document with a completed version history entry; and (iii) an updated Policy Manual TOC. These three records together constitute the official amendment record.

b. Version History Entry. Each amendment shall be documented in the policy's version history table with: the version number; the date of adoption; the author or approving authority; and a concise description of the changes made.

c. Retention. All policy documents (current and superseded versions), adopting resolutions, and annual review reports shall be retained permanently as part of the District's official records, consistent with Colorado's Local Government Records Retention Schedule. Superseded versions shall be archived in the District's designated archive folder with the SUPERSEDED suffix per Policy 100-1.05.

d. Public Posting. All current adopted policies shall be posted on the District website (www.guffeyfire.net) within thirty (30) calendar days of adoption. The Board Chair (or Website Administrator designee) is responsible for ensuring that the posted version matches the officially adopted version. The Website Administrator is defined in Policy 200-2.10 § 6(a).

11. 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.



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 Pending Board adoption, by the following vote:

Director	AYE	NAY	ABSTAIN
Sean English (Board Chair)	AYE		
Mike Brandt (Secretary/Treasurer)	AYE		
Mike Parrish	AYE		
Mike Smith			
Jennifer Taylor	AYE		

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 policy.

Sean English

Board Chair — Board of Directors, SPCFPD

Date: May 12, 2026

Mike Brandt

Secretary/Treasurer — Board of Directors, SPCFPD

Date: May 12, 2026

Mike Parrish

Board Member — Board of Directors, SPCFPD

Date: May 12, 2026

Mike Smith

Board Member — Board of Directors, SPCFPD

Date:

Jennifer Taylor

Board Member — 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 Policy 100-1.06 duly adopted by the Board of Directors at a regular public meeting held on Pending Board adoption, at which a quorum was present and acting throughout.

Mike Brandt

Secretary/Treasurer — Southern Park County Fire Protection District

Date: May 12, 2026



Document Revision History

Document: 20260408_ADMIN_100-1.06_AmendmentAnnualReview_DRAFT-v1.1 Policy: 100-1.06 — AMENDMENT AND ANNUAL REVIEW PROCEDURES District: Southern Park County Fire Protection District

Table with 4 columns: Ver., Date, Author, Changes / Status. It contains two rows of revision history, with the second row dated May 6, 2026.

This policy shall be interpreted consistently with: Policy 100-1.01 (§§ 8, 9, 10); BAM v1.3 (Chapter 10 — Amendments, Review and Supersession; § 1.3.2 — Voting Requirements; § 4.3 — Resolutions); Policy 200-2.07 (Board Meeting Procedures); Policy 100-1.04 (Document Formatting Standards); Policy 100-1.05 (File Naming Convention); C.R.S. § 32-1-1001; C.R.S. § 24-6-402 (Open Meetings Law).

— END OF POLICY 100-1.06 —