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SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Guffey, Colorado • Established 1987

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POLICY NO. 200-2.05 BOARD GOVERNANCE

Cross-Reference Entry — Governed by the Board Administrative Rules Manual (BAM v1.1)

Southern Park County Fire Protection District • Series 200 — Governance & Administration

Policy Number:	200-2.05	Document Number:	20260408_ADMIN_200-2.05_BoardGovernanceBAMRef_DRAFT-v0.3
Effective Date:	May 12, 2026	Adopted:	May 12, 2026
Reviewed / Revised:	—	Next Review:	Annual — Q1 each year
Approved By:	Board of Directors, SPCFPD	Policy Type:	CROSS-REFERENCE ENTRY
Governing Document:	Board Administrative Rules, Practices and Procedures Manual (BAM v1.1) • Chapters 1 and 2 • Adopted by the Board of Directors on April 8, 2026		
Cross-References:	BAM v1.1 (Chapters 1–2) • Policy 200-2.06 (Board Meeting Procedures — BAM Ch.3–4) • Policy 200-2.01 (Code of Ethics and Conduct) • Policy 200-2.02 (Conflict of Interest) • Policy 200-2.03 (Dual-Role Policy) • Policy 200-2.04 (Confidentiality and Non-Disclosure) • C.R.S. Title 32, Article 1 (Special District Act) • C.R.S. § 24-18-101 et seq. (Colorado Government Ethics Act) • District Bylaws (March 2014)		

Cross-Reference Entry: Policy 200-2.05 is a formal cross-reference entry in the Policy Manual. It does not establish independent governance rules. The governing authority for Board governance is the Board Administrative Rules, Practices and Procedures Manual (BAM v1.1), Chapters 1 and 2, adopted April 8, 2026. This policy provides a stable Policy Manual reference point and a navigation guide to the BAM's Board governance provisions.

1. PURPOSE AND NATURE OF THIS ENTRY

The Policy Manual is organized to address governance and administration across the entire District — the Board, all paid staff, all volunteers, and the public-facing obligations of the organization. The 200-Series covers governance and administration broadly. However, certain governance subjects are properly and



exclusively governed by the Board Administrative Rules, Practices and Procedures Manual (BAM) — the instrument the Board has established to govern its own internal operations.

Policy 200-2.05 is a cross-reference entry. It occupies this slot in the 200-Series to: (1) formally acknowledge that Board governance — specifically the matters addressed in BAM v1.1 Chapters 1 and 2 — is governed by the BAM and not restated here; (2) provide a stable citation point so that other policies can cross-reference “Policy 200-2.05 (Board Governance)” and be understood to direct the reader to BAM Chapters 1 and 2; and (3) provide a structured navigation guide to BAM Chapters 1 and 2 for persons reading the Policy Manual who need to locate Board governance provisions.

What is NOT in this policy. This policy does not establish, restate, or amend any provision of the BAM. The BAM is adopted separately by the Board and amended by a supermajority of four of five Directors per BAM § 10.2.3. Nothing in this policy modifies or supersedes any BAM provision. In any conflict between language in this cross-reference entry and the BAM, the BAM controls.

2. WHAT BAM CHAPTERS 1 AND 2 GOVERN

The following subjects are governed exclusively by BAM v1.1 Chapters 1 and 2. Directors, staff, and volunteers seeking guidance on these subjects should consult the BAM directly. Copies of BAM v1.1 are maintained by the Secretary/Treasurer and posted at www.guffeyfire.net.

BAM Section	Title	Key Content
Chapter 1 — Organizational Structure and Authority		
§ 1.1	Legal Basis	Enabling legislation (C.R.S. Title 32, Art. 1); hierarchy of authority (Colorado law → Bylaws → BAM → Policies → SOGs)
§ 1.2	Board Composition	Five Directors; staggered four-year terms; elected officers (Chair, Vice Chair, Secretary/Treasurer); one-year officer terms
§ 1.3	Quorum and Voting	Quorum = 3 of 5 Directors; majority vote standard; supermajority requirements (BAM amendment = 4/5; certain personnel = unanimous); abstentions and recusals
§ 1.4	Vacancies	Declaration by resolution per C.R.S. § 32-1-907; appointment within 60 days or referral to County Commissioners
Chapter 2 — Board Member Roles, Duties and Ethics		
§ 2.1	Fiduciary Duties	Duty of Care (informed, diligent participation); Duty of Loyalty (District interest over personal); Duty of Obedience (act per law, Bylaws, and BAM)
§ 2.2	Conflicts of Interest	Disclosure before Board discussion; mandatory recusal for direct financial interest; Dual-Role Director obligations (see Policy 200-2.03)
§ 2.3	Ethics and Conduct Standards	Colorado Government Ethics Act (C.R.S. § 24-18-101 et seq.); conduct at meetings; confidentiality (see Policy 200-2.04); independent action prohibited

3. RELATIONSHIP TO OTHER POLICIES IN THIS SERIES

Several policies in the 200-Series address specific governance and conduct obligations that apply to all personnel — including Directors — and that supplement the Director-specific provisions in BAM Chapters 1 and 2. The following table identifies how those policies relate to the BAM:



Policy	Title	Relationship to BAM Ch.1–2
200-2.01	Code of Ethics and Conduct	Implements Policy 100-1.02 § 5 and BAM § 2.3 for all personnel. For Directors, supplements BAM §§ 2.3.1–2.3.4 (which govern Director-specific conduct). BAM controls for Director conduct matters.
200-2.02	Conflict of Interest — All Personnel	Implements BAM §§ 2.2.1 and 2.2.2 at the all-personnel level; establishes the annual disclosure form and recusal procedures. BAM § 2.2 controls for Director-specific COI obligations.
200-2.03	Dual-Role Policy — Directors Serving as Operational Members	Implements BAM §§ 2.2.3 and 7.3.1; standalone policy called for by BAM § 2.2.3 drafting note. Addresses the Director-as-volunteer structural conflict. BAM controls for governance role.
200-2.04	Confidentiality and Non-Disclosure	Implements BAM § 2.3.3 at the all-personnel level; establishes categories, operative rules, and breach procedures. BAM § 2.3.3 controls for Director-specific confidentiality obligations.
200-2.05	Board Governance — [This Policy]	Cross-reference stub. BAM Chapters 1–2 are the governing authority. This entry provides the Policy Manual citation point and navigation guide only.
200-2.06	Board Meeting Procedures	Cross-reference stub. BAM Chapters 3–4 are the governing authority for Board meeting procedures. See Policy 200-2.07 for the adopted Board Meeting Procedures Policy.
200-2.07	Board Meeting Procedures Policy	Adopted standalone policy implementing and operationalizing BAM Ch.3–4 for day-to-day meeting management. Adopted March 13, 2026 by Resolution 2026-03-01.

4. HOW TO OBTAIN THE BAM

BAM v1.1 is an official District governance document and a public record. Copies are available in the following locations:

- On the District website at www.guffeyfire.net (posted within 30 days of adoption per BAM § 10.1);
- At Station 1, 1745 County Road 102, Guffey, CO 80820, during regular business hours;
- From the Secretary/Treasurer upon request; and
- In the District’s official records maintained by the Secretary/Treasurer (Document No. 20260408_GOV_BoardAdminManual_v0.8 — BAM v1.1).

All newly elected or appointed Directors shall receive a copy of the BAM as part of their Board orientation per BAM § 7.2.3. The Secretary/Treasurer shall distribute updated copies whenever the BAM is amended.

5. AMENDMENT

This cross-reference entry shall be updated whenever BAM v1.1 is amended in a way that changes the chapter or article structure referenced in § 2, or whenever the relationship between Policy Manual 200-series policies and the BAM materially changes. Amendment of this entry requires a majority Board vote per Policy 100-1.06 § 5. Amendment of the BAM itself requires four of five Directors per BAM § 10.2.3 and is independent of any amendment to this entry.

6. SEVERABILITY

If any provision of this entry is held invalid or unenforceable, the remaining provisions and the governing authority of the BAM are unaffected.



PASSAGE AND ADOPTION.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Southern Park County Fire Protection District at a duly noticed public meeting, by the following vote:

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

ATTESTATION.

IN WITNESS WHEREOF, the undersigned duly authorized officers 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 200-2.05 duly adopted by the Board of Directors at a duly noticed public meeting, 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_200-2.05_BoardGovernanceBAMRef_DRAFT-v0.3 Policy: 200-2.05 — BOARD GOVERNANCE (BAM Ch.1–2 Cross-Reference)

Table with 4 columns: Ver., Date, Author, Changes / Status. Rows include v0.1, v0.2, v0.3, and V1.0 with details on board adoptions and amendments.

Governing document: BAM v0.8 (Board Administrative Rules, Practices and Procedures Manual), Chapters 1 and 2, adopted April 8, 2026, Document No. 20260408_GOV_BoardAdminManual_v0.8. See also: Policy 200-2.06 (Board Meeting Procedures — BAM Ch.3–4); Policy 200-2.07 (Board Meeting Procedures Policy — adopted); Policy 200-2.01 (Code of Ethics); Policy 200-2.02 (Conflict of Interest); Policy 200-2.03 (Dual-Role Policy); Policy 200-2.04 (Confidentiality and Non-Disclosure); C.R.S. Title 32, Article 1; District Bylaws (March 2014).

— END OF POLICY 200-2.05 —

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