



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. 200-2.10

COMMUNITY ENGAGEMENT AND PUBLIC EDUCATION POLICY

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

Policy Number:	200-2.10	Document Number:	20260408_ADMIN_200-2.10_CommunityEngagementPolicy_DRAFT-v0.4
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. Community engagement provisions previously found only in BAM v1.1 §§ 9.2.1 and 9.2.2. This policy implements and expands those BAM provisions at the Policy Manual level for all personnel.		
Cross-References:	BAM v1.1 (§§ 9.2.1, 9.2.2) • Policy 100-1.02 (Mission Statement and Core Values) • Policy 200-2.07 (Board Meeting Procedures) • Policy 200-2.08 (Public Comment Policy) • Policy 200-2.09 (Social Media Policy) • Policy 200-2.12 (CORA Compliance Procedure) • Policy 200-2.13 (Citizen Complaint Procedure) • Policy 900-9.04 (Community Education Programs — pending) • C.R.S. § 32-1-809 (Annual Transparency Notice) • Resolution Nos. 2026-03-18 and 2026-03-18-A (CWRC Adoption)		

1. PURPOSE AND PRINCIPLES

The Southern Park County Fire Protection District serves approximately 242 square miles of southern Park County, Colorado. The community’s trust in the District is not earned at the moment of an emergency call alone — it is built day by day through transparent governance, meaningful public engagement, and active effort to reduce the risk of emergencies before they occur. This policy establishes the governance framework for how the District engages with the community it serves.

Relationship to the BAM. BAM v1.1 § 9.2.1 establishes Board meetings as the primary community forum and requires accessible posting of meeting information. BAM v1.1 § 9.2.2 expresses the Board’s support for community education and requires the District Chief to present an annual community outreach plan. This policy implements and expands both provisions at the Policy Manual level, applying the framework to



all personnel and establishing operative procedures. In any conflict with BAM § 9.2, the BAM controls for Board governance matters.

The Board adopts the following principles as the foundation of the District's community engagement approach:

Transparency as a public duty. The District is a Colorado special district — a government entity created by and accountable to the public it serves. Transparent governance is not optional; it is a legal and ethical obligation. The District will make its decisions, policies, finances, and meeting records accessible to the community in accordance with the Colorado Open Records Act and the Colorado Open Meetings Law.

Prevention reduces emergencies. Community education in fire prevention, wildfire risk reduction, and emergency preparedness directly reduces the number and severity of incidents to which the District must respond. Investment in public education is investment in community safety.

Engagement builds trust. A rural volunteer fire district depends on community trust for recruitment, funding, and cooperation. The District will engage the community proactively — not only reactively — to maintain the relationship of trust on which effective public safety depends.

Consistent voice protects the District. Public communications that are inconsistent, unauthorized, or inaccurate can damage community relationships, create legal exposure, and undermine the Board's authority. The District will speak with a consistent, authorized voice on all matters of public significance.

2. SCOPE

This policy applies to all persons associated with the District who engage, or who are identified — or identify themselves — as engaging, with the public on behalf of the District — including all Directors, the District Chief and paid staff, active volunteers and reserves, auxiliary members, and contractors acting in the District's name. It governs public communications, authorized spokespersons, the annual outreach plan, public education programs, transparency obligations, and community partnerships. This policy applies only to conduct in which a person's District role is known or made known to the public; purely personal activities by District members in which no District affiliation is identified or implied are not governed by this policy.

Relationship to other policies. Policy 200-2.08 governs how the community speaks to the Board at public meetings. Policy 200-2.09 governs how District personnel use social media, including official accounts used for community engagement. Policy 200-2.12 governs the public's right to access District records under CORA. Policy 200-2.13 governs the handling of citizen complaints. Policy 900-9.04 (pending) will establish the operational details of specific community education programs. This policy establishes the governance framework within which all of those policies operate.

3. AUTHORIZED SPOKESPERSONS AND PUBLIC COMMUNICATIONS

The District speaks to the public through authorized spokespersons. Unauthorized public communications — even well-intentioned ones — can create confusion, legal liability, and damage to community relationships. The following framework governs who may speak on behalf of the District and when. See Policy 200-2.01 § 7 (Enforcement and Discipline), Policy 200-2.03 § 4 (Dual-Role Conduct Standards), and Policy 200-2.13 (Citizen Complaint Procedure) for the District's enforcement framework applicable to unauthorized communications.

a. Board Chair — governance matters. The Board Chair is the authorized spokesperson for all matters of Board governance, policy, elections, Board decisions, and Director conduct. When the media, a member of the public, or a government agency requests a statement about a Board decision, a policy position, or the Board's official view on any matter, the inquiry shall be directed to the Board Chair. The Board Chair may designate another Director or the District Chief to respond in specific circumstances, but that designation must be explicit.

b. District Chief — operational matters. The District Chief is the authorized spokesperson for all matters of operational service delivery, emergency response, apparatus and equipment, personnel conduct, training, and station operations. Media inquiries about incidents, response times, operational capabilities, or personnel matters shall be directed to the District Chief. The District Chief may designate a Deputy Chief or Fire Captain to respond in specific circumstances.



- c. No unauthorized public statements. No Director, staff member, volunteer, reserve, or auxiliary member shall make a public statement, issue a press release, grant a media interview, or publish a written communication representing an official District position without authorization from the Board Chair (for governance matters) or the District Chief (for operational matters). Personal opinions expressed on personal social media accounts must include a disclaimer that the views are personal and not official District positions. See Policy 200-2.09 § 8 for the full disclaimer requirement.
- d. Media inquiry routing. Any person who receives a media inquiry about the District shall: (i) acknowledge receipt politely; (ii) obtain the reporter's name, outlet, and contact information; (iii) advise that the appropriate spokesperson will respond; and (iv) notify the Board Chair or District Chief within one business day. No substantive response to a media inquiry shall be made without authorization, regardless of time pressure from the media outlet.
- e. Emergency public information. During an active emergency incident, the Incident Commander or their designated Public Information Officer (PIO) may provide factual operational information to the public and media consistent with ICS protocols and the District's NIMS compliance. Information about ongoing response operations shall not be disclosed if doing so could compromise scene safety or operational effectiveness. Post-incident media inquiries revert to the District Chief.

When in doubt about whether a statement is authorized: Direct the inquiry to the Board Chair (governance) or District Chief (operations) and do not respond substantively until you have received guidance. Saying "I'll make sure the right person gets back to you" is always appropriate.

4. ANNUAL COMMUNITY OUTREACH PLAN

Consistent with BAM v1.1 § 9.2.2, the District Chief shall prepare an annual Community Outreach Plan and present it to the Board for consideration at or before the first regular meeting of each calendar year. The plan is a planning and accountability tool; it does not require formal adoption by resolution unless it involves budget commitments requiring Board action.

- a. Required plan content. The Annual Community Outreach Plan shall include at minimum: (i) a summary of community education and engagement activities conducted in the prior year, including estimated number of community members reached; (ii) proposed program types and activities for the current year, organized by category (fire prevention, wildfire risk reduction, emergency preparedness, community events, and other public engagement); (iii) target audiences for each proposed activity; (iv) estimated resource requirements (personnel time, materials, apparatus) and identification of any budget items requiring Board approval; (v) proposed participation in regional and interagency outreach programs, including CWPP and Park County Emergency Management initiatives; and (vi) identified metrics for evaluating program effectiveness in the following year's report.
- b. Board consideration. The Board shall discuss the plan and provide direction to the District Chief. Any expenditures in the plan requiring Board authorization shall be identified separately and voted on pursuant to applicable financial policies and the BAM. The Board may modify, accept, or request revision of the plan. The plan shall be incorporated into budget planning for the current fiscal year.
- c. Mid-year updates. The District Chief may provide mid-year updates on plan implementation at any regular Board meeting. Significant changes to the plan that affect budget or resource commitments shall be brought to the Board for direction before implementation.

5. PUBLIC EDUCATION PROGRAMS

The District is committed to reducing the risk and severity of emergencies through community education. The following categories of programs are authorized under this policy. Specific program content, scheduling, and operational procedures are governed by Policy 900-9.04 (Community Education and Fire Prevention Programs — pending adoption) and by SOG Manual procedures issued by the District Chief.

- a. Fire prevention and code compliance. The District supports fire prevention through code compliance inspections, public outreach on safe burning practices, burn permit coordination, and education about fire behavior in the wildland-urban interface. The Community Wildfire Resiliency Code (CWRC), adopted by the Board pursuant to Resolution Nos. 2026-03-18 and 2026-03-18-A, establishes the



District's wildfire home inspection and mitigation program as a core component of fire prevention outreach.

b. Wildfire risk reduction and preparedness. Given the District's location in the wildland-urban interface of southern Park County, wildfire risk reduction is a primary community education priority. Programs include: home hardening consultations and CWRC inspections; defensible space education; evacuation planning assistance; Ready, Set, Go! public education; and participation in the Community Wildfire Protection Plan (CWPP) process in coordination with Park County Emergency Management and the Colorado State Forest Service.

c. Emergency preparedness and life safety. Programs include: home escape planning; smoke and carbon monoxide detector outreach; Stop the Bleed and basic first aid public education; severe weather preparedness; and emergency communication education (including the District's emergency notification systems).

d. Community events and station programs. The District participates in community events, school programs, and station open house activities that build relationships between the District and the community it serves. Authorization for personnel participation in community events during duty hours is granted by the District Chief. After-hours participation is voluntary.

e. Regional and interagency programs. The District participates in regional public education programs coordinated by Park County Emergency Management, the Colorado State Forest Service (CSFS), the Colorado Division of Fire Prevention and Control (DFPC), and the Bureau of Land Management (BLM) where those programs serve the District's community. Interagency program participation shall be reported in the Annual Outreach Plan.

f. Personnel authorization. Only District personnel who have been trained and authorized by the District Chief may deliver formal public education presentations, conduct home inspections under the CWRC, or represent the District at community events in an official capacity. Authorized personnel conducting community education programs are acting within the scope of their District duties for all applicable purposes.

6. TRANSPARENCY AND PUBLIC ACCESS TO DISTRICT INFORMATION

The District is a public agency. Its records, decisions, and meeting proceedings are presumptively public. The following obligations reflect the District's commitment to proactive transparency — not merely reactive compliance with CORA requests.

a. Website maintenance. The District shall maintain an active public website at www.guffeyfire.net. Website Administrator means the person designated in writing by the Board Chair or Secretary/Treasurer to perform technical maintenance and content updates of the District's public website. The Website Administrator acts under the authority and direction of the Board Chair and Secretary/Treasurer for their respective posting obligations and may be revoked at any time. The website shall be registered with DOLA's Local Government Information System (LGIS) consistent with applicable DOLA requirements under 1 CCR 303-1. The following posting responsibilities apply:

(i) Board Chair (or Website Administrator designee). The Board Chair is responsible for ensuring the following content is posted and maintained on the District website: all currently adopted policies, within thirty (30) calendar days of adoption or amendment; and meeting notices and agendas, no later than twenty-four (24) hours before each meeting, consistent with the Colorado Open Meetings Law (C.R.S. § 24-6-402) and Policy 200-2.07.

(ii) Secretary/Treasurer (or Website Administrator designee). The Secretary/Treasurer is responsible for ensuring the following content is posted and maintained on the District website: approved Board meeting minutes, within thirty (30) calendar days of approval or before the next regular meeting, whichever is sooner; the adopted annual budget, within thirty (30) calendar days of adoption; the most recent audit report or audit exemption, within thirty (30) calendar days of Board approval; the Annual Transparency Notice required by C.R.S. § 32-1-809; the current CORA fee schedule per BAM § 5.3.3; and current contact information for the Board Chair, Secretary/Treasurer, and District Chief.

(iii) Website Administrator — platform maintenance. The Website Administrator is responsible for the technical maintenance of the District website, including platform security, uptime,



accessibility compliance, and the mechanics of content publication as directed by the Board Chair and Secretary/Treasurer. Operational standards for website management are established in Policy 900-9.07 (Website and Digital Presence Policy — pending adoption).

- b. Annual Transparency Notice. The District shall publish the Annual Transparency Notice required by C.R.S. § 32-1-809 on or before the statutory deadline each year. The Secretary/Treasurer is responsible for preparing and posting the notice. The notice shall be published on the District website and at Station 1 as required.
- c. Public records access — CORA. The public's right to access District records is governed by the Colorado Open Records Act (C.R.S. § 24-72-201 et seq.) and implemented through the procedures in Policy 200-2.12 (CORA Compliance Procedure). This policy's transparency commitments do not alter or expand CORA exemptions.
- d. Public meeting access. All regular and special Board meetings are open to the public. Meeting notice, public comment, and meeting format requirements are governed by Policy 200-2.07 (Board Meeting Procedures) and Policy 200-2.08 (Public Comment Policy). The District shall provide in-person, virtual, or hybrid access consistent with Policy 200-2.07 § 3.
- e. Financial transparency. The District's adopted annual budget and most recent audit report (or audit exemption) shall be posted on the District website and available for public inspection. The Secretary/Treasurer shall ensure these documents are current and accessible.

7. COMMUNITY PARTNERSHIPS

Effective community engagement in a rural mountain district requires coordination with other agencies, organizations, and community groups. The District maintains the following partnership relationships as part of its community engagement framework.

Park County Emergency Management. The District coordinates with Park County Emergency Management on hazard mitigation planning, emergency notification systems, evacuation planning, and community preparedness programs. The District Chief shall participate in Park County's emergency management coordination meetings and incorporate Park County preparedness messaging into District public education programs.

Colorado State Forest Service (CSFS) and Colorado Division of Fire Prevention and Control (DFPC). The District coordinates with CSFS and DFPC on wildfire risk reduction, prescribed fire policy, community wildfire protection planning, and public education resources. Interagency coordination shall be consistent with any formal agreements in place and reported in the Annual Outreach Plan.

Bureau of Land Management (BLM). Portions of the District's service area include BLM-managed public lands. The District coordinates with the BLM Royal Gorge Field Office on fire response protocols, public access, and community fire risk education as applicable.

Community Wildfire Protection Plan (CWPP). The District supports and participates in the Park County CWPP process. The District Chief is the District's designated representative to CWPP coordination meetings. CWPP recommendations relevant to the District's service area shall be incorporated into the Annual Outreach Plan and the CWRC inspection program.

District Auxiliary. The Auxiliary supports the District's community engagement activities through fundraising, community events, and public education support. The District Chief shall coordinate with the Auxiliary leadership on community engagement activities in which the Auxiliary participates.

Special District Association of Colorado (SDAC). The District participates in SDAC programs relevant to community engagement, including transparency resources, Board member training, and public education tools available to member districts.

8. RELATIONSHIP TO 900-SERIES POLICIES

The 900-Series of the Policy Manual addresses public relations and community engagement at the operational level. This policy (200-2.10) establishes the governance framework; the 900-Series establishes the operational procedures. The following table maps the relationship between this policy and the relevant 900-Series entries.



Policy	Title	Relationship to This Policy
200-2.09	Social Media Policy — All Personnel	Governs all social media use by personnel (personal and official). § 7 governs posting on official District social media accounts. 200-2.09 controls for all social media conduct; 200-2.10 sets the authorized spokesperson and content standards that govern what is posted.
900-9.03	Social Media Policy — District Accounts (NEW)	Will establish operational platform management for official District social media accounts: which platforms are maintained, posting schedules, account security, and audit procedures. 200-2.10 will control for content and authorization; 900-9.03 will control for platform operations.
900-9.04	Community Education and Fire Prevention Programs (NEW)	Will establish specific program types, operational procedures, scheduling, resource allocation, volunteer roles, and recordkeeping for District public education programs. 200-2.10 establishes the authority and framework; 900-9.04 will establish the procedures.
900-9.07	Website and Digital Presence Policy (NEW)	Will establish the operational standards for www.guffeyfire.net: content management, accessibility compliance, update schedules, and platform management. 200-2.10 § 6.a establishes the posting commitments; 900-9.07 will govern how they are fulfilled.

9. ANNUAL REVIEW AND AMENDMENT

This policy shall be reviewed in the Q1 annual review cycle per Policy 100-1.06. The District Chief shall evaluate whether the authorized spokesperson framework, outreach plan requirements, or program categories require updating based on operational experience, changes in community needs, or changes in interagency relationships, and shall present any recommended amendments to the Board before each review. Amendment requires a majority Board vote per Policy 100-1.06 § 5.

10. SEVERABILITY

If any provision of this policy is held invalid or unenforceable, 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 public meeting, by the following vote:

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



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 200-2.10 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_200-2.10_CommunityEngagementPolicy_DRAFT-v0.4 Policy: 200-2.10 — COMMUNITY ENGAGEMENT AND PUBLIC EDUCATION POLICY

Table with 4 columns: Ver., Date, Author, Changes / Status. Rows include v0.1 through v1.0, detailing revisions from initial draft to formal adoption.

This policy shall be interpreted consistently with: BAM v1.1 (§§ 9.2.1, 9.2.2 — Community Engagement); Policy 100-1.02 (Mission Statement and Core Values); Policy 200-2.07 (Board Meeting Procedures); Policy 200-2.08 (Public Comment Policy); Policy 200-2.09 (Social Media Policy — All Personnel); Policy 200-2.12 (CORA Compliance Procedure); Policy 200-2.13 (Citizen Complaint Procedure); Policy 900-9.04 (Community Education and Fire Prevention Programs — pending); C.R.S. § 32-1-809 (Annual Transparency Notice); C.R.S. § 24-6-402 (Colorado Open Meetings Law); C.R.S. § 24-72-201 et seq. (CORA); 1 CCR 303-1 (DOLA Special District Rules); Resolution Nos. 2026-03-18 and 2026-03-18-A (CWRC Adoption, March 18, 2026).

— END OF POLICY 200-2.10 —