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SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Guffey, Colorado • Established 1987

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POLICY NO. 200-2.15

ELECTRONIC SIGNATURES, REMOTE GOVERNANCE, AND CONSENT AGENDA PROCEDURES

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

Policy Number:	200-2.15	Document Number:	20260408_ADMIN_200-2.15_ElecSigRemoteGov_DRAFT-v0.5
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. Establishes electronic signature authority, remote governance procedures, and consent agenda protocols not previously addressed in adopted policy.		
Cross-References:	Policy 200-2.07 (Board Meeting Procedures) • BAM §§ 1.3.1, 3.3.3, 4.3, 6.2.2 • C.R.S. §§ 24-71.1-103(6), 24-71.3-105, 24-71.3-107 (UETA) • C.R.S. § 32-1-903 • C.R.S. § 24-6-402 • HB21-1278 • Policy 100-1.05 (File Naming) • Policy 200-2.11 (Records Retention) • Policy 200-2.12 (CORA Compliance)		

1. PURPOSE

This policy establishes the Board of Directors' authority and governing standards for three closely interrelated governance practices:

- a. Electronic Signatures. The use of electronic signatures and electronic records on official District documents, including contracts, resolutions, intergovernmental agreements, employment agreements, and Director disclosures, pursuant to Colorado's Uniform Electronic Transactions Act (UETA), C.R.S. §§ 24-71.3-101 et seq., and the Board's authorizing resolution adopted pursuant to C.R.S. § 24-71.1-103(6).



- b. Remote and Hybrid Governance. Quorum verification, technical standards, attendance logging, and continuity-of-meeting procedures for Board meetings conducted in virtual or hybrid format, supplementing Policy 200-2.07 § 3 and BAM §§ 3.3.1–3.3.4 which govern meeting format authority, notice requirements, and public access obligations.
- c. Consent Agenda. Procedures for grouping routine administrative items into a consent agenda block for adoption by a single Board vote, improving meeting efficiency without compromising public transparency or Open Meetings Law compliance.

Note: This policy does not restate meeting format authority, public access requirements, or OML notice procedures, which are governed exclusively by Policy 200-2.07 and BAM Chapter 3. In the event of any conflict between this policy and Policy 200-2.07 or the BAM, Policy 200-2.07 and the BAM control.

2. SCOPE AND APPLICATION

This policy applies to all members of the Board of Directors, the District Chief, the Secretary/Treasurer, and any other District staff or agents who create, execute, transmit, or maintain official District documents or who participate in official Board proceedings.

This policy governs the following document types and proceedings:

- a. Electronic signature authority: all official District documents requiring a signature, except documents where a specific statute expressly requires a wet-ink original signature. No such document type is currently identified in C.R.S. Title 32; however, this exception shall be applied if one is identified.
- b. Remote and hybrid meetings: all Board of Directors meetings conducted in whole or in part by telephone, video conference, or other electronic means consistent with C.R.S. § 32-1-903 and BAM § 3.3.3.
- c. Consent agenda: all regular Board meetings at which routine administrative items are proposed for grouped adoption.

3. DEFINITIONS

“Electronic Record.” A record created, generated, sent, communicated, received, or stored by electronic means. C.R.S. § 24-71.3-102(7).

“Electronic Signature.” An electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. C.R.S. § 24-71.3-102(8).

“Platform-Authenticated Signature.” An electronic signature generated and recorded by a qualified e-signature platform (e.g., DocuSign, Adobe Sign, or equivalent government-tier service) that produces a timestamped audit trail, identifies the signer by email authentication or multi-factor credential, and generates a tamper-evident certificate of completion.

“Wet-Ink Signature.” A handwritten original signature made by the signing party in pen on a physical document.

“Consent Agenda.” A grouped block of routine administrative items placed on the Board meeting agenda for adoption by a single motion and vote, without individual discussion, unless an item is pulled by a Director for separate consideration.

“Remote Participant.” A Director who participates in a Board meeting by telephone, video conference, or other electronic means from a location other than the physical meeting site, in compliance with C.R.S. § 32-1-903 and BAM § 1.3.1.

“Qualified E-Signature Platform.” A commercial or government electronic signature service that: (a) authenticates each signer’s identity; (b) records a timestamped audit trail of all signature events; (c) generates a tamper-evident completion certificate; and (d) retains records accessible for the applicable retention period under Policy 200-2.11.

“Authorizing Resolution.” The Board resolution adopted pursuant to C.R.S. § 24-71.1-103(6) authorizing the District to use electronic records and electronic signatures, required as a predicate to this policy’s operation. See Addendum A — Resolution No. 2026-05-03.



4. ELECTRONIC SIGNATURE AUTHORITY

4.1 Legal Basis

Colorado’s Uniform Electronic Transactions Act (UETA), C.R.S. §§ 24-71.3-101 et seq., provides that an electronic record or signature may not be denied legal effect solely because it is in electronic form. If a law requires a record to be in writing, an electronic record satisfies the requirement. If a law requires a signature, an electronic signature satisfies the requirement. C.R.S. § 24-71.3-107.

A local public entity may utilize the provisions of Colorado’s Government Electronic Transactions article upon approval of the entity’s governing body by resolution. C.R.S. § 24-71.1-103(6). The Authorizing Resolution 2026-05-03 is the predicate for this policy’s operation and shall be adopted at the same meeting as this policy.

UETA applies to transactions between parties each of which has agreed, from context and surrounding circumstances including conduct, to conduct transactions by electronic means. C.R.S. § 24-71.3-105(2). The District’s adoption of this policy constitutes its agreement; counterparty agreement is established through acceptance of electronic documents.

4.2 Tiered Authentication Standards

Not all official District documents carry the same legal consequence. The following tiered authentication standards apply based on document type and risk:

Tier	Authentication Required	Document Types
1	Platform-Authenticated Signature with audit trail	Contracts ≥ \$5,000; employment agreements; intergovernmental agreements; Board resolutions; Director oaths of office (C.R.S. § 32-1-901); Director conflict-of-interest disclosures (C.R.S. § 32-1-902(3))
2	Email-transmitted with verified sender identity	Contracts < \$5,000; expense submissions and reimbursement approvals; routine correspondence with external agencies; invoice approvals within budget authority per BAM § 6.2.1
3	Scanned or typed signature on transmitted document	Internal working drafts; informational documents; correspondence not intended to create legal obligations

4.3 Authorized Signatory

The Board Chair is the authorized signatory for official District documents unless the Board designates a different signatory by resolution for a specific transaction. The Secretary/Treasurer shall serve as the authorized signatory when the Board Chair has a conflict of interest or is unavailable and the matter cannot be delayed. For purposes of this section: “Unavailable” means the Board Chair cannot be reached within a reasonable time under the circumstances, as determined in writing by the Secretary/Treasurer after documented attempted contact. “Cannot be delayed” means the matter has a statutory, contractual, or operational deadline that will pass before the next scheduled Board meeting.

4.4 Qualified E-Signature Platform

The Board of Directors shall select and authorize the Qualified E-Signature Platform for Tier 1 documents by resolution. The Secretary/Treasurer, with support from the District Chief as needed, shall evaluate available platforms and present a written recommendation to the Board, including a comparison of features, costs, security standards, and archival export capabilities consistent with § 7(a)(i). The Board selects and authorizes the platform before any Tier 1 documents are executed electronically. The Secretary/Treasurer shall maintain completed signature packages, including audit trails, for the applicable period under Policy 200-2.11.

4.5 Counterparty Agreement

Before transmitting a Tier 1 or Tier 2 document for electronic signature by a counterparty, the District Chief or Secretary/Treasurer shall confirm that the counterparty has agreed to conduct the transaction electronically, either expressly or from the surrounding circumstances. A counterparty’s act of completing



an electronic signature constitutes agreement. If a counterparty requires a wet-ink original, the District shall accommodate that requirement.

4.6 Statutory Written-Consent Requirements

The following provisions of C.R.S. Title 32 require written consent from parties external to the District. Electronic signatures satisfy these requirements under UETA. The Secretary/Treasurer shall maintain a file of all executed written consents.

C.R.S. § 32-1-307(1): Written consent of landowners required for inclusion of agricultural parcels 40+ acres in certain special districts.

C.R.S. § 32-1-401(2)(f)-(g): Written owner consent required for property inclusion petitions; written objections by owners of 50%+ assessed value block inclusion.

C.R.S. § 32-1-901: Director oath of office must be subscribed (signed) by the Director and filed with the Secretary.

C.R.S. § 32-1-902(3): Written conflict-of-interest disclosures by Directors.

C.R.S. § 29-1-201: Intergovernmental agreements must be in written form executed by authorized representatives.

Note: The “unanimous written consent” mechanism available to corporations and LLCs under Colorado Business Corporation Act is NOT available to SPCFPD. All official Board actions must occur at a duly noticed public meeting. C.R.S. §§ 32-1-903(1), 24-6-402(2)(a).

5. REMOTE AND HYBRID MEETING GOVERNANCE

Meeting format authority, public access requirements, and OML notice procedures for virtual and hybrid meetings are governed by Policy 200-2.07 § 3 and BAM §§ 3.3.1–3.3.4. This section establishes supplemental operational standards not addressed in those documents.

5.1 Quorum Verification for Remote Meetings

The Chair shall verify quorum at the opening of every remote or hybrid meeting before any business is conducted. Verification shall include:

- (1) Confirmation that each remote participant can hear and be heard simultaneously by all other participants.
- (2) Confirmation of each remote participant’s name and location for the record.
- (3) Recording in the minutes that quorum was verified and the method by which each Director participated (in-person, video, or telephone).

5.2 Technical Standards

The District shall use a video conferencing platform capable of: (a) simultaneous audio for all participants; (b) public access by the same means as Directors; (c) recording in compliance with C.R.S. § 24-6-402(2)(d.5); and (d) a public-accessible link or dial-in number published in the meeting notice per C.R.S. § 32-1-903(2)(b). The District’s designated platform is the Board-approved video conferencing service, currently Zoom.

5.3 Connectivity Failure Procedure

If a remote Director loses connectivity during a meeting:

- a. If quorum remains with remaining participants, the meeting may continue. The Secretary shall note in the minutes the time the Director disconnected.
- b. If quorum is lost, the Chair shall declare a recess of up to fifteen (15) minutes to allow reconnection. If quorum is not restored within fifteen minutes, the Chair shall adjourn the meeting and reschedule as a special meeting.
- c. A Director who disconnects and cannot reconnect may not vote on items taken after disconnection. The Secretary shall record in the minutes that the Director was participating remotely and experienced a connectivity failure at the time of disconnection, and shall note each specific agenda item voted upon during the period of disconnection. Such a Director shall not be recorded as absent from the



meeting for purposes of attendance records, provided they were confirmed present and participating prior to disconnection.

5.4 Attendance and Participation Log

The Secretary shall maintain an attendance log for each remote or hybrid meeting documenting: the name of each participant; their participation method; the time they joined and, if applicable, the time they disconnected; and any periods during which a participant was confirmed unable to hear or be heard. This log is part of the official meeting record.

5.5 Executive Sessions Conducted Remotely

Executive sessions conducted by remote or hybrid means are subject to all requirements of C.R.S. § 24-6-402(4) and Policy 200-2.07 § 8. In addition: (a) only Directors, invited staff, and authorized counsel may remain on the call during executive session; (b) the Chair shall confirm all non-authorized participants have disconnected before proceeding; and (c) the electronic recording shall be made consistent with C.R.S. § 24-6-402(2)(d.5) and the advice of District Counsel. The scope of electronic recording obligations for executive sessions, including any limitations necessary to preserve attorney-client privilege, shall be confirmed by District Counsel before this policy takes effect. C.R.S. § 24-6-402(2)(d.5) governs open meeting recording; its application to executive sessions requires specific legal review. District Counsel shall provide written guidance to the Board at or before the adoption meeting.

6. CONSENT AGENDA PROCEDURES

6.1 Purpose and Legal Basis

A consent agenda allows the Board to adopt multiple routine administrative items by a single motion and vote, without individual discussion. Consent agenda use is consistent with C.R.S. § 32-1-903(1) and C.R.S. § 24-6-402 (Open Meetings Law), provided each item is individually identified in the published agenda. A consent agenda vote is not a substitute for a duly noticed meeting and does not authorize action outside of a noticed public meeting.

6.2 Eligible Items

The following categories of routine administrative items may be placed on the consent agenda:

- a. Approval of minutes from the prior regular or special meeting.
- b. Monthly financial reports when no variance explanation or Board action is required.
- c. Renewal of existing contracts below the \$5,000 competitive bid threshold, where terms and vendor are unchanged.
- d. Standard annual filings required by Colorado law (e.g., TABOR notices, transparency notice components, routine DOLA filings) when no discretionary Board decision is involved.
- e. Acknowledgment of informational reports submitted for the record without requiring Board action.
- f. Any other item that the Board Chair determines, in consultation with the District Chief, to be routine and non-controversial. Any Director may object to placement of an item on the consent agenda.

Note: Items involving the expenditure of unbudgeted funds, personnel actions, policy adoption or amendment, contract formation above the threshold, or any matter on which a Director has disclosed a conflict of interest are NOT eligible for the consent agenda.

6.3 Placement and Notice

The Board Chair, in consultation with the District Chief and Secretary, shall identify consent agenda items during agenda preparation. Each consent agenda item shall be listed individually on the published meeting agenda with sufficient description for the public to understand its subject matter. Grouping items under a single vague heading (e.g., "Routine Business") without individual identification does not satisfy OML notice requirements.

6.4 Pull Procedure

Any Director may remove any item from the consent agenda before the consent block vote, without requiring a second and without stating a reason. An item pulled from the consent agenda is automatically transferred to the regular agenda for that meeting and shall be considered individually. The Chair shall ask



at the opening of each meeting, before calling the vote, whether any Director wishes to pull an item from the consent agenda.

6.5 Vote and Recording

The consent agenda shall be adopted by a single motion, second, and majority vote. The minutes shall: (a) list each item on the consent agenda individually; (b) record the vote; and (c) note any items pulled and the outcome of their individual consideration. A failed consent agenda vote means all items on the consent block fail; Before proceeding to individual consideration, the Chair may invite Directors to pull specific items from the failed block; any remaining items may be re-presented as a single reconstituted consent block. If the reconstituted block also fails, each remaining item shall be taken individually.

7. RECORDS AND RETENTION

Electronic records and electronically signed documents are subject to the same retention obligations as paper originals under Policy 200-2.11 (Records Retention Schedule) and C.R.S. § 24-80-101 et seq. Electronic records shall not be treated as transitory solely because they exist in electronic form. The following specific obligations apply:

- a. Tier 1 e-signature packages, including the signed document, audit trail, and completion certificate, shall be retained for the same period as the underlying document type under Policy 200-2.11.
 - (i) Archival Format. Tier 1 e-signature packages shall be archived in a format compliant with the PDF/A standard (ISO 19005) or such other archival format as may be recognized by the Colorado State Archives for local government records at the time of archival. Platform selection under § 4.4 shall confirm the platform's ability to export completed packages in the required archival format before Board authorization of the platform.
- b. Remote meeting recordings shall be retained for a minimum of ninety (90) days per C.R.S. § 24-6-402(2)(d.5). Executive session recordings are not public records and shall be stored separately with access restricted to Directors and counsel. The Secretary/Treasurer may, in their discretion, retain recordings for a period longer than 90 days when a meeting involved any of the following: contested proceedings, formal complaints, personnel actions, significant expenditures, or any meeting at which a Director recorded a dissenting vote. Extended retention shall be noted in the records index maintained under Policy 200-2.11.
- c. Consent agenda documentation, including the agenda identifying each item and the minutes recording the vote, are public records subject to CORA and shall be retained in accordance with Policy 200-2.11.
- d. The Secretary shall maintain a written-consent file documenting all consents obtained under the Title 32 statutory inventory in § 4.6 of this policy.

8. IMPLEMENTATION

Upon adoption by the Board, the following implementation steps shall be completed:

- a. Authorizing Resolution. Resolution No. 2026-05-03 shall be adopted at the same meeting as this policy. Without the Authorizing Resolution, the electronic signature provisions of this policy do not take legal effect under C.R.S. § 24-71.1-103(6).
- b. Platform Selection. Within ninety (90) days of adoption of this policy, the Board Chair (or designee) shall evaluate available Qualified E-Signature Platforms and present a written recommendation to the Board, including a cost and feature comparison. The Board shall select and authorize the platform by resolution at a duly noticed regular or special meeting. No Tier 1 documents may be executed electronically until the Board has authorized the platform by resolution. Transitional Provision: During the period between adoption of this policy and Board authorization of a Qualified E-Signature Platform by resolution, all Tier 1 documents shall be executed by wet-ink signature. Wet-ink originals executed during this period are fully valid and shall be retained consistent with § 7(a).
- c. Consent Agenda Integration. The Board Secretary shall integrate the consent agenda format into the standard regular Board meeting agenda template within sixty (60) days of adoption.
- d. Policy Posting. This policy shall be posted on the District website (www.guffeyfire.net) within thirty (30) days of adoption per C.R.S. § 32-1-809.



- e. Cross-Reference Updates. Within thirty (30) days of adoption of this policy, the District Chief shall identify any cross-reference updates needed in Policy 200-2.07 and the BAM as a result of the adoption of this policy and present them in writing to the Board as proposed amendments. The Board shall adopt any such cross-reference amendments at the next regular meeting. Policy 200-2.07 requires a majority Board vote to amend; the BAM requires a supermajority (4 of 5 Directors). The District Chief does not unilaterally update either document.

9. ANNUAL REVIEW AND AMENDMENT

This policy shall be reviewed annually as part of the Q1 annual review cycle established by Policy 100-1.06, beginning in Q1 2027. The annual review shall include: (a) a written report from the District Chief to the Board on whether the Board-authorized Qualified E-Signature Platform remains operational and its contract is current, with any recommendation for a platform change presented as a proposed Board resolution; (b) confirmation that no Colorado legislative changes have altered the UETA or remote meeting framework; (c) confirmation that the consent agenda categories remain appropriate; and (d) confirmation that the cross-references to Policy 200-2.07 and the BAM remain accurate. Amendment requires a majority vote of the Board per Policy 100-1.06 § 5.

10. 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 _____, 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 200-2.15 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_200-2.15_ElecSigRemoteGov_DRAFT-v0.5 Policy: 200-2.15 — ELECTRONIC SIGNATURES, REMOTE GOVERNANCE, AND CONSENT AGENDA PROCEDURES District: Southern Park County Fire Protection District

Table with 4 columns: Ver., Date, Author, Changes / Status. It contains two rows of revision history, detailing version numbers, dates, authors, and the specific changes made to the document.



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT POLICY 200-2.15 — ELECTRONIC SIGNATURES, REMOTE GOVERNANCE

			presents as proposed amendments; Board adopts at next regular meeting (majority for Policy 200-2.07; supermajority of 4/5 for BAM).
v0.3	Pending Board adoption	Board of Directors	Administrative correction: removed version number from BAM cross-reference in the metadata Cross-References field. "BAM v1.7 §§ 1.3.1, 3.3.3, 4.3, 6.2.2" corrected to "BAM §§ 1.3.1, 3.3.3, 4.3, 6.2.2". Version number stripped to prevent staleness on future BAM amendments, consistent with the convention used throughout the 100-Series and other 200-Series policies.
v0.4	Pending Board adoption	Board of Directors	Three amendments per Board review. (1) § 4.4: Platform evaluation responsibility transferred from District Chief to Secretary/Treasurer (with District Chief support as needed); cross-reference to new § 7(a)(i) archival format requirement added. (2) § 5.3.c: "Absent" replaced with accurate connectivity failure language; Director who disconnects due to technical failure shall not be recorded as absent from the meeting for attendance record purposes, provided they were confirmed present and participating before disconnection; Secretary to note specific items voted on during disconnection period. (3) § 7(a)(i) [NEW]: Archival format requirement added — Tier 1 e-signature packages shall be archived in a PDF/A-compliant format (ISO 19005) or such other format recognized by the Colorado State Archives; platform selection under § 4.4 must confirm archival export capability before Board authorization. Cross-references updated in § 4.4 to § 7(a)(i). Document number updated: DRAFT-v0.4.
v0.5	Pending Board adoption	Board of Directors	Seven amendments. (1) § 8(b): Transitional wet-ink provision added — all Tier 1 documents executed by wet-ink during the gap between adoption and Board platform authorization; wet-ink originals fully valid, retained per § 7(a). (2) § 5.5: Recording language softened to "consistent with C.R.S. § 24-6-402(2)(d.5) and the advice of District Counsel"; District Counsel review flag added in policy text — scope of executive session recording obligations, including attorney-client privilege limitations, requires written counsel guidance before adoption. (3) § 4.3: Definitions of "Unavailable" (documented attempted contact + written Secretary/Treasurer determination) and "Cannot be delayed" (statutory, contractual, or operational deadline passing before next Board meeting) added. (4) § 5.2: Zoom de-named; changed to "Board-approved video conferencing service, currently Zoom" — future platform changes become administrative, not policy amendments. (5) § 6.5: Failed consent block: Chair may invite pulls; remaining items re-presented as reconstituted block (one attempt only); if that fails, items proceed individually. (6) § 7(b): Discretionary extended recording retention added for meetings involving contested proceedings, complaints, personnel actions, significant expenditures, or dissenting votes; noted in records index per Policy 200-2.11. (7) Attestation reduced to Board Chair + Secretary/Treasurer per established 200-Series convention. Document number updated: DRAFT-v0.5.
V1.0	May 6, 2026	Board of Directors	Formally adopted at regular board meeting

— END OF POLICY 200-2.15 —