

**DURANGO FIRE PROTECTION DISTRICT
Policies Governing the Directors of DFPD**

**Subject: Protocol for Adoption and Amendment of Director Policies
Policy No.: 1**

I. OBJECTIVE

To establish the protocol for the adoption and amendment of policies by the Board of Directors ("Board") of the Durango Fire Protection District ("DFPD").

II. POLICY

- A. Within the confines of applicable laws, the Board may adopt and amend such policies it determines to be beneficial to the effective functioning of DFPD and its Board.
- B. The Board may, in its discretion, delegate drafting of policies and amendments to DFPD's Fire Chief, legal counsel and/or other appropriate consultant.
- C. The Board may adopt policies and amendments by majority vote of the Board following the Board's review at a duly noticed meeting of the Board.
- D. The Board intends to review all of its Director policies not less than once every four years.
- E. All policies of the Board are created by the Board to support best Board practices; in no instance shall a Board policy be intended or construed as creating a contractual right or recourse on the part of any DFPD employee.

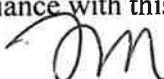
III. APPLICABILITY

In the event there is a conflict between policy and any applicable laws, regulations or the provisions of any contractual obligation, the foregoing will control over the policy. Although the Board intends to follow its policies, the Board may make exceptions to its policies, without formal amendment or reference thereto, upon majority vote of the Board to waive the policy in a given circumstance.

IV. RESPONSIBILITY

The Board shall be responsible for compliance with this policy.

October 25, 2022



Secretary

**DURANGO FIRE PROTECTION DISTRICT
Policies Governing the Directors of DFPD**

**Subject: Functions of the Board of Directors
Policy No.: 2**

I. OBJECTIVE

To describe the major functions and responsibilities of the Board of Directors of DFPD.

II. POLICY

A. To maintain a legal entity, the Board will respect the formalities of a special district by performing the following:

1. Comply with all applicable federal, state, and local laws and regulations.
2. Establish and comply with Board policies.
3. Hold well planned and effectively conducted Board meetings monthly, or more often if required. The preliminary agenda for such meetings will be developed by the Fire Chief of DFPD generally after consultation with the President of the Board, and the agenda will be distributed in advance of the Board meeting with appropriate supporting information.
4. Ensure that accurate minutes of the Board are prepared, approved and maintained. Minutes of the Board meetings will be taken by a person agreeable to the Board and the Fire Chief to serve as liaison and coordinator to the Board who will prepare a draft for review by the Board.
5. Develop, individually and collectively, Board knowledge of DFPD's business as well as Director duties and obligations.
6. Fill vacancies of the Board consistent with the law and Board policies.
7. Provide oversight and direction as described in Section B of this Director Policy No. 2.

B. To provide oversight and strategic direction to DFPD as set forth below.

1. Interview candidates, select and employ a Fire Chief. Provide a high-level of direction and advice to the Fire Chief while refraining from involvement in operational matters that are within the scope and authority of the Fire Chief.

Facilitate Board review of the performance of the Fire Chief on at least an annual basis.

2. Delegate to the Fire Chief the powers and duties described in Policy No. 4 (Delegation of Authority from the Board of Directors to the Fire Chief); additional powers and duties may be delegated by resolution or motion of the Board.
3. Establish, with support from the Fire Chief, a vision and strategic plan for DFPD.
4. Consider and approve the goals and objectives of DFPD as developed and recommended by the Fire Chief in consultation with the Board.
5. Provide financial oversight through the review and adoption of an annual budget, a capital expenditure plan, and a strategic plan.
6. Consider and approve financial policies and financial plans appropriate to maintain sound financial management of DFPD.
7. Consider and approve employee policies applying to all personnel, including the Fire Chief.
8. Consider and approve policies regarding personnel benefits.
9. Consider and approve loans, real estate transactions, and/or any matters that require (pursuant to any law, approved plan, policy, or resolution) Board approval.
10. Review periodic reports from the Fire Chief to ensure conformity to the Board's approved goals, objectives, policies, and plans. These reports should be of sufficient scope to enable the Board to:
 - a. Prevent unauthorized action;
 - b. Predict trends and forecast results;
 - c. Determine where remedial or corrective action may be required; and
 - d. Measure performance and results against plans, policies, goals and objectives.
11. Approve depositories/banks for funds and designate those authorized to sign on behalf of DFPD.
12. The Fire Chief will review with the Board the insurance coverage for DFPD including, without limitation, insurance/bond coverage for the Directors.
13. Select and engage legal counsel following consultation and agreement of the Fire Chief.

14. Select and engage independent financial auditors based on a recommendation of the Budget Committee.
15. Review with the auditor the annual financial audit and the management discussion and analysis letter (“MD&A”) and ensure that any necessary action is taken. The auditor is to provide the audit and DFPD staff is to provide the MD&A directly to the Board prior to the Board meeting when the audit is presented.
16. Review any independent management audit (if such an audit is undertaken) and ensure the Board approved recommendations are carried out by receiving and reviewing regular progress reports from the Fire Chief.

III. RESPONSIBILITY

The Board shall be responsible for ensuring compliance with this policy.

October 25, 2022



Secretary

DURANGO FIRE PROTECTION DISTRICT
Policies Governing the Directors of DFPD

Subject: Director Conduct

Policy No.: 3

I. OBJECTIVE

To establish standards of conduct for Directors of DFPD and clarify Director duties owed to DFPD.

II. POLICY

A. Conduct of a Fiduciary. Each Director is a fiduciary of DFPD and as such shall, at all times with respect to DFPD, act:

1. in good faith;
2. with the same care as a reasonable prudent person would act in a similar position under similar circumstances;
3. in a manner the Director reasonably believes to be in the best interest of DFPD; and
4. in a manner that disregards the Director's personal interests in favor of actions in the best interest of DFPD.

B. Fiduciary Duties. Each Director owes the following fiduciary duties to DFPD as summarized below.

1. **Duty of Loyalty.** The duty of loyalty includes, but is not limited to, the following: (a) the Director will put the best interests of DFPD above the personal/other interests of the Director and/or the personal/other interests of others as consistent with applicable laws; and (b) the Director will disclose to DFPD information he/she knows that is materially relevant to the business of DFPD.
2. **Duty of Due Care.** The duty of due care includes, but is not limited to, the following: (a) the Director shall be keep himself/herself reasonably informed with respect to DFPD matters upon which he/she may be called upon to act; (b) the Director shall prepare for, attend and participate in meetings of the Board and committees to which he/she is appointed; (c) the Director shall diligently discharge Board work in good faith as would a reasonably prudent person in conducting his/her own affairs; and (d) in discharging the Duty of Due Care, the Director may reasonably rely on information, opinions, reports or statements of DFPD's advisors (a Director has not met this duty if he/she has knowledge of DFPD matters that would make such reliance unreasonable or unwarranted).
3. **Duties Regarding Conflicting Interest Transactions.** A potential conflict of interest exists when the Directors is an executive officer or owns or controls, directly or

indirectly, a substantial interest in any nongovernmental entity participating in the transaction. A Director will not participate in, authorize, approve or ratify a “Conflicting Interest Transaction” unless: (a) the Director’s vote is necessary to obtain a quorum or otherwise enable the Board to act; and (b) the Director discloses all material facts of the Director’s interest as required by §32-1-902(3)(b), C.R.S. , §24-18-110, C.R.S. and criminal code C.R.S. §18-8-308; and (c) the Director refrains from attempting to influence the decisions of the other Directors voting on the matter, §24-18-109(3)(a), C.R.S. A “Conflicting Interest Transaction” includes, without limitation, a transaction proposed or pending before the Board in which a Director has a personal or private interest (including through a related family member or entity in which the Director holds an interest).

4. Prohibited Transactions. Directors shall not participate in prohibited transactions including, without limitation, the following: (a) disclose or use confidential information in the course of his/her official duties in order to further his/her personal financial interests; (b) accept gifts of substantial value or of substantial economic benefit which would tend to improperly influence a reasonable person or is primarily for the purpose of rewarding him/her for official action he/she has taken; (c) engage in a substantial financial transaction for the Director’s private business purposes with a person whom the Director inspects or supervises in the course of the Director’s official duties; (d) perform an official act directly and substantially affecting the economic benefit of a business in which the Director either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent; (e) be interest in any contract made is his/her official capacity of as a member of the Board: (f) be a purchaser at any sale or vendor at the purchase made by him/her in his/her official capacity.
 5. Ethical Conduct. Directors should adhere to the guidelines regarding ethical principles set forth in §24-18-105, C.R.S.
- C. Compliance with Laws. All Directors shall comply with the letter, intent and spirit of all applicable federal, state, and local laws and regulations.
- D. Candor; Honesty and Integrity. In carrying out the Director responsibilities, each Director shall be candid with the Board, shall be honest and forthright in his/her communications, and shall act with integrity that reflects positively on DFPD. No Director will misuse any DFPD asset.
- E. Communication.
1. No director shall have verbal or written communications in violation of the Colorado Open Meetings laws.
 2. With respect to all matters and discussions that are not subject to Open Records disclosure (including without limitation, privileged attorney-client communication, personnel matters, HIPAA protected information, or other matter

deemed confidential by law) each Director shall hold such matters and discussions strictly confidential.

F. Behavior at DFPD Meetings. At all Board meetings, committee meetings, meetings with staff, or other places/events of DFPD business, each Director shall:

1. Be in compliance with the Open Meetings laws. Specifically, *three or more* directors shall not communicate (in person, by phone or by email) to address DFPD business unless: (a) such meeting is duly noticed; or (b) such meeting/communications are to address ministerial tasks (such as to schedule a meeting time) or to receive (but not respond to) a communication such as a board packet.
2. Speak and act in a courteous and professional manner.
3. Be respectful of the time of others, including other Directors, staff and public participants, and not engage in excessive commentary on a matter.
4. Not raise issues at Board meetings that have not been noticed or officially added to at the Board meeting agenda, with approval by the Board;
5. Consider making a request for an executive session before discussion about matters where confidential discussion is permissible and prudent;
6. Unless in a DFPD Board or committee meeting, not impose upon the Fire Chief unless such communications are part of work contemplated by a Board or a committee or are obligations of the President of the Board; and
7. Unless in a DFPD Board or committee meeting, not impose upon and/or have communications directly with DFPD staff unless: (a) such communications are part of a pre-approved work contemplated by a Board or a committee or are obligations of the President of the Board; and (b) the Fire Chief has approved such direct communication with a staff member.

III. RESPONSIBILITY

Each Director shall be responsible for compliance with this policy.

October 25, 2022

Secretary



**DURANGO FIRE PROTECTION DISTRICT
Policies Governing the Directors of DFPD**

**Subject: Delegations of Authority from the Board to the Fire Chief
Policy No.: 4**

I. OBJECTIVE

To define the delegations of authority from the Board to the Fire Chief which will enable the Fire Chief to adequately direct the business of DFPD and report to the Board on the results achieved.

II. POLICY

A. Planning.

1. Policies for approval of the Board; Procedures consistent with policy.

To formulate, with staff as appropriate, policies appropriate for the business operations of DFPD; such policies shall be presented to the Board for its review and approval. To create internal procedures, which procedures shall be subject to approval by the Fire Chief, to carry out Board policies.

2. Objectives.

To develop, and have approved by the Board, goals and objectives and plans and programs designed to meet those goals and objectives. To review annually these objectives and goals, as well as the results achieved, with the Board or a committee of the Board.

3. Long and Short Range Plans.

To conduct studies with the staff and outside consultants, as and if necessary, and recommend to the Board short and long-range plans, including plans for, but not limited to, such areas as fire and rescue services changes/developments, political matters, development strategies, construction, equipment, facilities, financial forecasts, public relations, marketing, etc. and to report to the Board on results compared to such plans.

4. Work Plans and Budgets

To formulate, with the consultants and staff, annual work plans and budgets for DFPD, to recommend such plans and budgets to the Board or a committee of the Board for its consideration, and to provide detailed reports on revenue, expenses, and other results compared to such plans.

5. Elections

To assist/facilitate, through consultants and staff, with the administration and organization matters for regular elections of Directors and elections for ballot issues authorized by the Board.

B. ORGANIZATION

1. Organization Structure

- a. To periodically review activities of DFPD and to determine, with staff as appropriate, the organization structure best suited to carry out the overall objectives of DFPD within the limitations of the budget and applicable federal and state laws.
- b. To determine, with staff as appropriate, the need for additional positions, the transfer, reassignment, or elimination of present positions, and to effect such changes, provided they are within the limitations of the personnel costs of the approved budget.

2. Selection of Personnel

- a. To develop or approve standards and qualifications for use in recruitment, assignment, and promotion of personnel. Such standards and qualifications will meet all federal and state legal laws.
- b. To select, assign, transfer, promote, and terminate personnel.

3. Training

- a. To ensure that the staff members and volunteers are trained in accordance with the qualifications and requirements of their position.
- b. To initiate and promote, through appropriate staff, training programs for all personnel within limitations of the approved budget.

4. Performance Appraisals

- a. To appraise, on at least an annual basis, the performance of management staff members.

5. Position Descriptions

- a. To ensure that written position descriptions and job specifications are prepared, in a manner compliant with applicable laws, for all personnel.

6. Benefits

- a. To administer and to approve activities and actions with respect to leave (whether paid time off, vacation, holiday, and/or sick leave), and other benefit programs for the personnel within the scope of policies established by the Board and within the limitations of the budget.

7. Consultants

- a. To recommend to the Board the employment of principal consultants (other than the firm performing the independent financial audit which decision the Board shall not delegate) in areas that impact the functions of the Board.
- b. To select and appoint other outside specialized consultants, and to negotiate contracts or agreements for services of such specialized consultants, within the limitations of the work plan and budget; and, to advise the Board of actions taken.
- c. To report, at least annually, to the Board on services provided and the fees received by the principal consultants.

8. Compensation Management

- a. To ensure that a compensation plan is updated annually.
- b. To determine all staff compensation adjustments (except the Fire Chief's salary) in accordance with policy and within the limitations of the budget.

C. OPERATIONS

1. Overall Administration

- a. To direct the day-to-day operations and activities of DFPD unless specified otherwise by the Bylaws adopted by the Board; to delegate authority to staff with full recognition that the Fire Chief cannot be relieved of overall responsibility or accountability to the Board.
- b. To manage operations of DFPD in accordance with policies and procedures of the Board as well as applicable federal, state and local laws.
- c. To ensure that staff advice and assistance is provided to the Board and its committees, and to participate in the deliberation of these committees if requested by the Board.
- d. To accept invitations to participate in or designate other staff members to participate in national, regional, state, and local meetings with the best interests of DFPD within the limitations of Board policy and the approved budget. Participation by the Fire Chief in such activities which requires considerable time over what is provided by Contract, or for a substantial period, requires the approval of the Board.

- e. To serve as the authorized spokesperson for regional, state and local matters and to keep the Board up to date and well informed on such matters.

2. Financial

- a. To make expenditures in accordance with the approved budget.
- b. To invest or reinvest DFPD funds in accordance with any Board approved investment policy.
- c. To authorize and approve the travel expenses of personnel, except the Fire Chief, on DFPD business within the limitations of the budget and within the requirements of established policy. Expenses of the Fire Chief above what has already been approved by contract, will be reviewed and approved by the President of the Board.
- d. To approve accounting systems, procedures, statistics, and types of reports necessary for sound financial management and to meet the requirements of lenders and regulatory agencies and for necessary control information required by the Board.
- e. Except for capital expenditures of a type or amount that must be approved as part of a capital plan/budget, to purchase or lease all equipment, hardware, furniture, materials, and supplies within the guidelines of the budget.
- f. Subject to Board approved policies and plans, negotiate and execute contracts for the effective management of DFPD.
- g. To determine insurance coverage required for effective risk management and to negotiate purchase of such coverage.
- h. To perform all acts necessary or incidental to the management of the operations of DFPD, unless such acts are specifically reserved to the Board pursuant to law, the Bylaws (if any), or policies.

3. Controls


- a. Reports. The Fire Chief will make reports to, on intervals established by the Board on: operations, finances, development, marketing, industry matters, applicable legislative changes, and construction.

III. RESPONSIBILITY

- A. The Fire Chief shall report to the Board periodically on how these delegations are being carried out. The Fire Chief may make further delegations to her/his staff as required.
- B. The Board is responsible for approving policies, plans and any changes in these delegations to the Fire Chief or to his contract.

C. In the event of any conflict between this policy and the terms of the contract Between DFPD and the Fire Chief, the terms of the control shall control

October 25, 2022



Secretary

DURANGO FIRE PROTECTION DISTRICT
Policies Governing the Directors of DFPD

Subject: Board – Fire Chief Relationship
Policy No.: 5

I. OBJECTIVE

To establish the policy governing the relationship between the Board and the Fire Chief, including the principles involving the delegation of authority.

II. POLICY

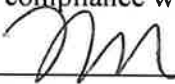
- A. The Board reserves its authority to establish policy, approve plans and programs and delegate authority to establish policy, approve plans and programs to its Fire Chief.
- B. Consistent with direction of the Board and policies adopted by the Board, the Fire Chief will have the authority to manage the operations of DFPD.
- C. Directors shall act *collectively*, as the Board of Directors of DFPD, at a properly noticed public meeting.
- D. Each Director shall have no authority outside of the Board meeting, except and unless she/he is specifically authorized with authority to act or speak for the Board. No Director, individually, shall cause DFPD to make any commitment or obligation.
- E. Each Director shall not speak publically on behalf of DFPD unless authorized to do so pursuant to the Board's Communication policy or specific direction or resolution of the Board.
- F. The Board shall refrain from discussing any management issues with any personnel of DFPD other than the Fire Chief. If an individual Board member receives a complaint from the Fire Chief, the Board member will not engage in formulating a response/resolution but will promptly refer the matter to the Board. If an individual Board member receives a complaint from an employee other than the Fire Chief, the Board member will not engage in communication but shall immediately refer the complaint to the Fire Chief.
- G. It shall be distinctly understood that the "flow" of authority for the management of DFPD shall pass through the Fire Chief and the Fire Chief shall be the connecting link between the Board and DFPD personnel.
- H. Generally, the Board will collectively or through a committee, provide direction to the Fire Chief, and no Director acting independently is to provide direction to the Chief or any DFPD employee.

- I. When an individual Board member receives a complaint from a member of the community, the Board member will refer the complaint to the Fire Chief and may request a full report to the Board of the action taken.
- J. The Board is responsible for the employment of a Fire Chief, and further the additional responsibility for a systematic appraisal of the Fire Chief's performance in order that growth, development and effective improvements are encouraged.
 1. On or about the month of February each year the Fire Chief will provide a report to the Board on goals accomplished in the past year. This report, along with any appraisal process established by the Board will be discussed by the Board prior to communicating the performance review with the Fire Chief.
 2. On or about the month of March each year, the Board will meet with the Fire Chief to discuss her/his appraisal and to discuss and set goals for the following year.

III. RESPONSIBILITY

Each Director shall be responsible for compliance with this policy.

October 25, 2022



Secretary

**DURANGO FIRE PROTECTION DISTRICT
Policies Governing the Directors of DFPD**

**Subject: Compensation of Directors; No Simultaneous Work as an Employee
Policy No.: 6**

I. OBJECTIVE

To address compensation to the Directors.

II. POLICY

A. Directors may receive compensation in accordance with C.R.S. § 32-1-902(3)(a).

B. No Director shall receive any compensation as an employee of DFPD.

III. RESPONSIBILITY

A. It shall be the responsibility of the Board to ensure that the provisions of this policy are carried out.

October 25, 2022



Secretary

**DURANGO FIRE PROTECTION DISTRICT
Policies Governing the Directors of DFPD**

**Subject: Duties of the President of the Board of Directors
Policy No.: 7**

I. OBJECTIVES

To clarify the additional duties of the President of the Board.

II. POLICY

A. The following provides a broad summary of the additional duties delegated by the DFPD Board to the President of the Board:

- i. Presides over meetings of the Board.
- ii. Facilitates communications with the other Directors and the Fire Chief for the coordination of Board meeting times, agendas and reports.
- iii. Serves as the main point of contact between the Fire Chief and the Board except where a committee serves as the primary contact on a matter; responds to matters raised by the Fire Chief and reports the same to the Board.
- iv. Responsible for external communications on behalf of the Board consistent with the Board's Communication policy.
- v. Facilitates (or delegates to another Director) the performance review(s) of the Fire Chief.

Such other duties as agreed upon from time to time by the Board and the President.

III. RESPONSIBILITY

The Board shall be responsible for ensuring compliance with this policy.

October 25, 2022



Secretary

DURANGO FIRE PROTECTION DISTRICT
Policies Governing the Directors of DFPD

Subject: Committees of the Board

Policy No.: 8

I. OBJECTIVE

To provide for the establishment of committees to ensure that committee functions are clearly defined and reviewed periodically.

II. POLICY

A. The Board may establish or abolish such standing or special committees as it deems desirable.

B. Each committee shall have such powers and duties as may be delegated to it by the Board. Functions of the committee shall be defined in additional policies adopted by the Board.

C. The Fire Chief or other staff may be invited by a committee to some/all committee meeting(s) to provide staff advice and assistance.

D. The standing committees shall be:

1. Executive Committee
2. Audit and Finance Committee

III. RESPONSIBILITY

A. It shall be the responsibility of the Board to establish or abolish committees, approve changes in committee functions and receive and act upon committee reports or recommendations.

B. The President will appoint Directors to committees taking into consideration the best interest of DFPD, Director expertise and Director preference.

C. The President of the Board shall be on the Executive Committee. The Treasurer shall be on the Audit Committee.

D. The President of such committees shall be appointed by the President of the Board.

E. Board committees shall meet as required. The President of the Board may convene a committee meeting. To the extent a committee needs staff support or input, the

committee will work with/through the Fire Chief to coordinate a workable meeting schedule.

- F. Committee members will be consulted for scheduling of committee meetings.
- G. A report shall be made by the committee President to the Board at the next Board meeting.
- H. All directors will be notified of each committee meeting. Non-committee members shall not attend unless specifically approved by the President with proper notice pursuant to the Open Meeting Law.

October 25, 2022



Secretary

DURANGO FIRE PROTECTION DISTRICT
Policies Governing the Directors of DFPD

Subject: Statement of Functions of the Audit and Finance Committee
Policy No.: 9

I. BASIC FUNCTION

To facilitate and provide oversight to the annual audit process, cash management and controls and make recommendations to the Board regarding the same.

II. DUTIES AND RESPONSIBILITIES

- A. Review the annual financial audit and the management discussion and analysis letter (“MDA”) to determine if any action is required and discuss, as appropriate, such action with the Fire Chief and/or the Board.
- B. Study staff/consultant recommendations on cash management policies. Review periodically the investment of DFPD funds to make sure the principal is safe and the rate of return is reasonable and discusses with the Fire Chief any action required. All investments shall conform to the approved investment policy of DFPD.
- C. Periodically review with the Fire Chief the firms available to conduct the financial audit. Recommend to the Board the selection of the auditor. May recommend, on an annual basis, any special emphasis desired in the audit.
- D. Annually review with independent financial advisors, corporate accounting and internal control programs and make appropriate recommendations to the Board and/or Fire Chief.
- E. Annually review objectives and goals in areas assigned to the Audit and Finance Committee.
- F. Review compliance with IRS requirements in conjunction with the annual audit.
- G. Review proposed policies and revisions to policies as recommended by the Board or Fire Chief in areas assigned to the committee.
- H. Review recommendations of the Fire Chief on the selection of principal consultants within areas of the committee’s responsibility. Review proposed contracts or agreements with such principal consultants. Review results, compared to such contracts or agreements, discusses with the Fire Chief any remedial action required, and make periodic reports to the Board on the results being achieved.

- I. Serve the Board in such other areas as may be specifically assigned to it by the Board of Directors.

III. FINANCE

- A. Meet on an as needed basis with the Fire Chief (or, if delegated by the Fire Chief, to DFPD's senior finance officer) to review the status of the operating budget, capital budget and forecasts.
- B. Review major revisions to the operating budget, forecasts and/or significant nonbudgeted needs or expenditures and make recommendations to the Board regarding the same.

IV. ORGANIZATIONAL RELATIONSHIPS

- A. The committee reports to the Board.
- B. The committee shall be comprised of two Directors: the Treasurer and one other Director.
- C. The committee shall meet as appropriate each year. Any committee member and/or the President of the Board may convene a meeting of the committee.
- D. The Fire Chief will support the committee as requested by the committee.

V. TERMS OF OFFICE

- A. The committee is a continuing one.
- B. Appointment of committee members shall be made as needed.

October 25, 2022



Secretary

DURANGO FIRE PROTECTION DISTRICT
Policies Governing the Directors of DFPD

Subject: Statement of Functions of the Executive Committee
Policy No.: 10

I. BASIC FUNCTION

To serve as a committee which can be convened on short notice to address unique or urgent matters necessitating consultation, review or approval of the Board. The Executive Committee will also serve to address any matter that would not logically be assigned to any other existing committee.

II. DUTIES AND RESPONSIBILITIES

A. Review matters presented by any Director or the Fire Chief, which are perceived to need advice or action on short notice.

B. Review any unique or urgent matter necessitating consultation, review or approval, which matter is not logically assignable to another committee.

C. Review Board operations and makes recommendations to the Board.

D. Unless a separate committee is formed for personnel matters, the Executive Committee facilitates review of any personnel matters with the Fire Chief.

III. ORGANIZATIONAL RELATIONSHIPS

A. The Executive Committee reports to the Board.

B. The Executive Committee shall be comprised of two persons: the Board's President and the Vice-President. If neither are able to attend, the Secretary may serve as a substitute.


C. The Executive Committee shall meet only upon a call by an Executive Committee member.

D. The Fire Chief will support the Executive Committee when requested by the Executive Committee.

IV. TERM OF OFFICE

- A. The committee is a continuing one.
- B. The term of each committee member shall be determined by their term of office (i.e. President or Vice-President).

October 25, 2022



Secretary

DURANGO FIRE PROTECTION DISTRICT
Policies Governing the Directors of DFPD

Subject: Board Communications
Policy No.: 11

I. OBJECTIVES

To provide protocols regarding confidential matters and regarding communication by Directors about Board policy.

II. POLICY

A. With respect to all matters and discussions that are not subject to Open Records disclosure (including without limitation, privileged attorney-client communications, personnel matters, HIPPA protected information, or other matter confidential by law) each Director shall hold such matters and discussions strictly confidential.

Nothing herein contained is intended to prohibit the disclosure of information required by law or compelled by court order.

B. All communications between the Board and the media concerning Board policy shall be made by the President of the Board, or by the Fire Chief if directed by the President. Any Director other than the President who is contacted by the media about Board policy shall decline comment and shall refer the matter to the President.


C. When a Director is identified as a DFPD Director in a community setting, the Director shall use good judgment in answering questions concerning DFPD and assure that it is understood that a Director cannot disclose confidential information or speak on behalf of the entire Board (unless authorized to do so). If appropriate, the matter will be referred to DFPD staff.

D. This policy is not intended to prevent the routine disclosure to the media by DFPD staff concerning emergencies, news events, scheduled DFPD activities or reports.

III. RESPONSIBILITY

Each Director shall be responsible to strictly comply with this Policy.

October 25, 2022



Secretary

**DURANGO FIRE PROTECTION DISTRICT
Policies Governing the Directors of DFPD**

**Subject: Services of Consultants
Policy No.: 12**

I. OBJECTIVES

- A. To establish the policy governing the selection, engagement and use of consultants.
- B. To define the relationships existing between consultants, the Board and the Fire Chief.

II. POLICY

A. Engagement and Use of Consultants

- 1. To best manage DFPD, the Board and/or the Fire Chief may utilize consultants for advice.
- 2. The Fire Chief will provide for the estimated cost of using consulting services in preparing DFPD's annual operating budget.

B. Selection of Consultants

- 1. The Board shall select the auditor and may consider advice of the Audit and Finance Committee in making its selection.
- 2. The Board will work with the Fire Chief with respect to selection of consultants who both advise the Board and the Fire Chief with respect to DFPD matters.

C. Relationships

- 1. DFPD's general outside legal counsel represents the entity, DFPD, and as such advises the Board and also advises the Fire Chief on operational matters.
- 2. The auditor will conduct the audit on behalf of the DFPD Board and will report directly to the DFPD Board.
- 3. Any other consultant will report to DFPD's Fire Chief unless the Board requests otherwise.

III. RESPONSIBILITY

- A. The Fire Chief shall be responsible to the Board for recommendations to provide for inclusions of consultant appearance and reports on the agenda for Board meetings. The Fire Chief shall have a further responsibility to furnish advice to the Board on selection and use of consultants; this responsibility includes adequate provision in the annual operating budget. The Board shall be responsible for ensuring compliance with this policy.

October 25, 2022



Secretary

