

**Briggsdale Fire Protection District  
Board of Directors**

**MEETING AGENDA**

August 16, 2016

**7:30 p.m.**

BFPD  
95 Milton St.  
Briggsdale, CO 80611

ORDER OF BUSINESS

- A. Call to Order
- B. Introduction of guest(s)
- C. Secretary's Report
- D. Treasurer's Report
- E. Communications
- F. Chief's Report
  - a. Calls to date
  - b. Department bank balance
  - c. Training
- G. Administrator's Report
  - a. Installation of vehicle lighting update
  - b. Status of petitions to join the district
  - c. New Firehouse
    - i. Permits & Contract
    - ii. Parking agreement with the Briggsdale School
    - iii. Proposed budget update

- d. Vehicles
    - i. Vehicle maintenance & repair
    - ii. Out-of-service report
  
  - e. Beneficiary Forms
  - f. Firefighter benefits summary
  - g. Schedule of MVR for firefighters
- H. Old Business
- a. Review of audit
  - b. Website update
  - c. Transition of treasurer's responsibilities and bookkeeping arrangements
  - d. Status of laptop and software purchases
  - e. Colorado Open Records Policy/Records storage, backup and retention policy for the District
  - f. Document storage options
  - g. SCBA update (seats)
- I. New Business
- J. Confirmation of next board meeting
- K. Adjourn