

ESTES VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2026-06

RESOLUTION ADOPTING THE BOARD OF DIRECTORS CODE OF ETHICS

WHEREAS, the Estes Valley Fire Protection District (“District”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Article 1, Colorado Revised Statutes; and

WHEREAS, pursuant to Section 32-1-1001(1)(h), C.R.S., the Board of Directors of the District (the “Board”) has the power to manage, control, and supervise the business and affairs of the District; and

WHEREAS, holding public office involves public trust, and the Board must operate under the highest ethical standards to preserve public confidence in the District’s governance; and

WHEREAS, the District, acting by and through the Board recognizes a need for a Board of Directors Code of Ethics (“Code”); and

WHEREAS, the Board intends this Code to align with the statutory ethical principles in Article 18, Title 24, C.R.S., including restrictions on gifts and conflicts and the contracting limitations set forth in Section 24-18-201, C.R.S.; and

WHEREAS, the Board is committed to ongoing training and acknowledgment of this Code by Directors to support effective, ethical governance.

NOW, THEREFORE, BE IT RESOLVED by the Board of the District:

1. Adoption of Code of Ethics. The Board hereby adopts the Board of Directors Code of Ethics, attached hereto as Exhibit A and incorporated herein by this reference.

2. Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

3. Effective Date. This Resolution shall take effect and be enforced immediately upon its approval by the Board.

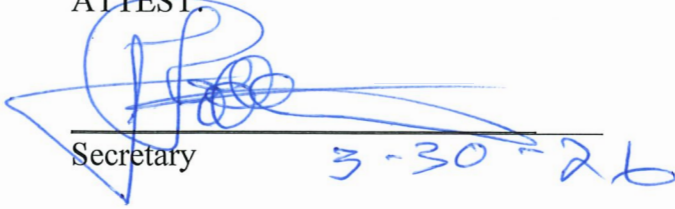
APPROVED AND ADOPTED THIS 23rd DAY OF March, 2026 BY THE BOARD OF DIRECTORS OF THE ESTES VALLEY FIRE PROTECTION DISTRICT.

**ESTES VALLEY FIRE PROTECTION
DISTRICT**

Sandra E Smith

Sandra Smith, President

ATTEST:



Secretary 3-30-26

EXHIBIT A

BOARD OF DIRECTORS CODE OF ETHICS

The Estes Valley Fire Protection District Board of Directors is committed to excellence in legislative leadership, delivering high-quality services and representation for the District's constituents, and advancing the organization's mission, vision, and values through sound leadership, policy-making, and financial stewardship. To facilitate the Board's governance, the Board agrees to adhere to the following guidelines:

- a. Respect – The dignity, style, values, and opinions of each Director shall be respected. Directors shall also be courteous and professional towards staff and the public while at Board meetings and in all interactions when serving in a representative capacity.
- b. Listening – Responsive and attentive listening in communication is encouraged.
- c. Representation – The District's constituents should be considered with respect to Directors' decisions.
- d. Responsibility – The Board's primary responsibilities are policy formation, supervision of the Fire Chief as set forth in the Bylaws, strategic planning and guidance, and evaluation of the District's mission and goals. Routine matters concerning the operational aspects of the District are delegated to the Fire Chief for implementation as provided in the District's Bylaws.
- e. Attitude – Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, and other negative forms of interaction.
- f. Issue Orientation – Directors are encouraged to commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged, and prioritizing District issues should remain at the forefront.
- g. Openness – Different viewpoints are healthy in the decision-making process and different viewpoints and opinions should be openly discussed and respected. Once the Board takes formal action by majority vote, all Directors should work to support the action and not hinder its effective implementation.
- h. Attendance – Directors should attend Board meetings in person to enhance effectiveness and productivity, using remote participation only when necessary and unavoidable.

Additionally, Directors are expected to follow the below procedures regarding District related operations and/or information:

- a. Clarification – In seeking clarification on informational and policy items, Directors should directly approach the Fire Chief to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making, preferably during Board or Board committee meetings so all involved Directors receive the same information.

- b. Complaints – Directors should refer complaints from District residents and property owners to the Fire Chief, unless such complaints concern the Fire Chief, in which case the complaint should be referred to the Board President. If the Board wishes to be involved, the Fire Chief should be consulted and involved as appropriate.
- c. Safety – Directors should report safety concerns or hazards to the Fire Chief as soon as possible, and handle emergencies immediately by seeking appropriate assistance.
- d. Policy – Directors should direct requests for clarification on administrative policy matters, especially those involving personnel, legal action, land acquisition, finances, and programming, to the District’s legal counsel and/or the Fire Chief as appropriate.
- e. Interactions with Staff – When a Director is approached by District staff concerning specific District policy, Directors should direct inquiries to the Fire Chief or the appropriate staff supervisor. Unless extraordinary circumstances exist, the chain of command should be followed. Directors should, whenever possible, coordinate with the Fire Chief before communicating directly with staff about District policy unless a specific staff member is designated as the Director’s point of contact on a particular issue. Directors should also avoid requesting extensive information from staff unless authorized by the Board or a Board committee.
- f. Interactions with Fire Chief – Directors are encouraged to develop a working relationship with the Fire Chief so current issues, concerns, and District projects can be discussed comfortably and openly. The Fire Chief shall treat all Directors equally and with dignity and respect.
- g. Interactions with Constituents – Directors should respond courteously and positively to constituent requests or concerns about Departmental operations and route inquiries through the Fire Chief and/or other appropriate channels.
- h. Interactions with Media – Directors should coordinate media interactions with the District’s legal counsel and Fire Chief whenever possible.
- i. Board as a Whole – Directors who become aware of a significant District issue should bring the issue to the full Board’s attention.
- j. Team Effort – Directors should work collaboratively to conduct District affairs and support smooth operations.
- k. Monitoring Progress – Directors are responsible to monitor the District’s progress towards its goals and objectives while pursuing its mission.
- l. Preparation – Directors should prepare themselves to discuss agenda items at Board meetings. Information may be requested from staff through the Fire Chief or from the Board President.

- m. Courtesy – Directors should conduct themselves with courtesy toward one another, staff, and the public in all official interactions.
- n. Conflicts of Interest – Directors shall follow the requirements in the Board Bylaws regarding the disclosure of conflicts of interest.
- o. Represent the District – Directors are encouraged to seek opportunities to support and represent the Board and District by attending District and community events where possible to support the organization, build relationships with community stakeholders, and enhance the District’s presence in the community.
- p. Use of Public Resources – Directors shall not use District funds, property, facilities, equipment, technology, email accounts, or staff time for private, political, or campaign-related purposes (including advocacy for or against any candidate, ballot issue, or recall) so as to avoid the appearance of endorsement, misuse of public resources, and/or conflicts of interest. Directors may not express political views when engaged in District business or acting in their official District capacity.
- q. Social Media – Directors shall not use District social media accounts, pages, logos, or branding for personal, private business, or political purposes, and shall not disclose confidential information online. Official District social media is limited to neutral, informational content.

Public office is a trust created by the confidence which the public places in the integrity of its public officers. To preserve this confidence the Board must operate under the highest ethical standards. In carrying out their fiduciary duties, Directors, by state law, shall not:

- a. Disclose or use confidential information acquired in the course of official duties to further personal financial interests¹.
- b. Accept a gift² of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position, or which is known or should be known is primarily for the purpose of a reward for official action taken.
- c. Engage in a substantial financial transaction for the Director’s private business purposes with a person whom the Director supervises in the course of official duties.

¹ Financial Interest means: any interest with money or its equivalent.

² Gift means: a payment, subscription, advance, favor, discount, promise of future employment, forbearance, discount, promise of future employment, or deposit of money, goods, services, or anything of value given, unless consideration of equal or greater value is received in exchange. An unsolicited item or items of value less than \$75.00, as of 2023, is not considered a gift.

- d. Perform an official act which directly and substantially confers an economic benefit on a business or other undertaking in which the Director has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.
- e. Receive any compensation (other than Directors' fees) as an employee of the District.
- f. Be a party to, or interested in, any contract with the District for goods or services, or both, except as provided and allowed by § 24-18-201, C.R.S.
- g. Own undeveloped land which constitutes 20% or more of the undeveloped land of the District without strictly complying with all applicable statutory requirements for disclosure, including those set forth in C.R.S. §§ 32-1-902(4) and 18-8-308.

In addition, the following statutory ethical principles for Directors are intended as guides to ethical conduct:

- a. A Director should not acquire or hold an interest in any business or undertaking which that Director has reason to believe may be directly and substantially affected in its economic interests by official action taken by the District.
- b. A Director should not perform an official act which directly and substantially affects a business or other undertaking to its economic detriment when the Director has a substantial financial interest in a competing firm or undertaking.

While the Board as a body cannot exercise authority over individual Board members, the Board can take steps to attempt to align conduct with the principles and values stated in this Code. These include, but are not limited to:

- a. Holding the Fire Chief accountable to ensure the Fire Chief and staff are providing the appropriate response to Board members' individual comments, opinions, direction, or instructions.
- b. The Board, either privately through the President or during a Board meeting, may re-iterate the expectations of Directors and attempt to provide guidance that will correct improper behaviors of individual Directors.
- c. The Board may publicly reprimand or censure an individual or group of Directors or enact other forms of sanctions as deemed appropriate by the Board and consistent with the law.
- d. The Board may direct an investigation of Director(s) behavior to ensure laws have not been violated.