Resolution No. 2025.06.11.01

RESOLUTION
BOARD OF DIRECTORS OF THE
NORTH-WEST FIRE PROTECTION DISTRICT

A RESOLUTION ESTABLISHING A POLICY FOR REQUESTS FOR PUBLIC RECORDS AND ASSESSING CHARGES FOR THE PRODUCTION OF PUBLIC RECORDS

WHEREAS, the North-West Fire Protection District ("***District***") is a political subdivision of the State of Colorado, organized pursuant to C.R.S. § 32-1-101, *et seq*. ("***Special Districts Act***"), to provide fire and emergency services to the citizens and property within its jurisdiction, and to individuals passing through its jurisdiction;

WHEREAS, pursuant to the Special District Act, C.R.S. § 32-1-1001(1)(h) and (m), the District's Board of Directors ("***Board***") is vested with the management, control, and supervision of all the business and affairs of the District, and is authorized to adopt, amend, and enforce rules and regulations for carrying out the District's business and affairs;

WHEREAS, the Board is authorized by statute to charge a reasonable fee for copies, printouts, and photographs made at the request of an individual or entity pursuant to the Colorado Public (Open) Records Act, C.R.S. § 24-72-205 ("***Open Records Act***");

WHEREAS, the Board intends for this Resolution to supersede and replace all prior Board Resolutions, motions, or Board or District rules or regulations, including but not limited to Resolution 2022-12-15, (collectively, "***Prior Rules***") with respect to responding to requests for public records and assessing charges for the production of public records, and for such Prior Rules to be rescinded for all purposes; and

WHEREAS, the Board determines that the fees it establishes by this Resolution are reasonable, cost-based fees, in compliance with the requirements and restrictions of the Open Records Act.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE EVANS FIRE PROTECTION DISTRICT THAT:

1. The term "***public records***" shall have the same meaning as set forth in the Open Records Act.

2. All requests for public records must be made in writing on the District's Public Records Request Form, and must comply with the requirements of the Open Records Act and any other applicable federal or state laws ("***Applicable Law***"). The District's Public Records Request Form shall be in substantially the form attached hereto as Attachment 1, as may be amended by the Board or Chief Staff from time to time in accordance with Applicable Law or to enhance administrative efficiency. No action related to the request will be taken until a Public Records Request Form has been submitted.

3. The District will comply with the requirements of Applicable Law with respect to whether it must, may, or cannot produce public records, or other documents or information requested, and the fees it charges for producing such public records, or other documents or information.

4. Where the fee for a certified copy or other copy, printout, or photograph of a public record is specifically prescribed by Applicable Law, the specific fee shall be charged. If a fee is not specifically prescribed by Applicable Law, the District will furnish copies, printouts, or photographs of a public record for a fee of $0.25 per standard page. The District shall charge a fee not to exceed the actual cost of providing a copy, photograph, or printout in a form other than a standard page. The District shall charge the actual costs it incurs in having the copies made off-site by an outside copying facility.

5. If, in response to a specific request, the District's custodian of records performs a manipulation of data so as to generate a record in a form not used by the District (including a privilege log), an hourly administrative fee equal to the hourly research and retrieval fee discussed below in paragraph 6 shall be charged to the person or entity making the request; provided, however, that the fee shall not exceed the actual cost of manipulating the data and generating the record in accordance with the request. An individual or entity making a subsequent request for the same or similar records shall be charged the same fee.

6. If the amount of time required by the District to research and retrieve the documents necessary to fulfill a specific request exceeds one hour, including the time required to identify and segregate records that must or may not be produced, the person or entity making the request shall be charged a research and retrieval fee of $41.37 per hour, or such maximum hourly research and retrieval fee as may be established by the Colorado Legislative Council from time to time. Such fee will include discussing strategy for accomplishing the collection of public records (including time to agree on search terms and searchable time frame for email searches), redactions, and attorney time to review public records. The District will not impose a charge for the first one hour of time expended in connection with the research and retrieval of public records.

7. Upon request for transmission of the public record, the District will transmit the public record by United States mail, other delivery service, facsimile, or electronic mail. If transmitting the public record pursuant to this paragraph, the District may notify the record requester that a copy of the public record is available, but will be sent only when the District receives payment or makes satisfactory arrangements for payment of all costs associated with transmitting the public record and for all other fees lawfully allowed; provided, however, that no transmission fees will be charged for transmitting the public record via electronic mail.

8. This Resolution shall supersede and replace all Prior Rules with respect to responding to requests for public records and assessing charges for the production of public records, and such Prior Rules are hereby rescinded for all purposes and are null and void.

ADOPTED this 11the day of June, 2025.

BOARD OF DIRECTORS OF THE
NORTH-WEST FIRE PROTECTION DISTRICT

Timothy Zingler (Jun 18, 2025 15:26 MDT)
President

Cory Kritzmire (Jun 18, 2025 15:36 MDT)
Secretary

Attachment 1

Public Records Request Form
North-West Fire Protection District

The North-West Fire Protection District (District) complies with the requirements of the Colorado Open Records Act and all other applicable laws with respect to the production of public records, including whether it must, may, or cannot produce public records, and the fees it charges for such production. A complete copy of District's Open Records Request Policy and fees can be found on the District's website at nwfpd.org. **All requests for public records must be sent to Tiffany Skoglund, District Manager at TiffanyS@pcgi.com.**

By signing below, I acknowledge that fees may be assessed for producing the records I am requesting, and/or for delivering the records to me. I have had the opportunity to review District's Open Records Request Policy and fees for producing the public records, available at the link listed above. If requested by the District, I agree to pay all fees for my request before the District sends the records to me.

Name:	**Date:**
Mailing Address:	**Email Address:**
Signature:	**Phone Number:**
Detailed Description of Records Requested. If possible, please include: (a) type of record; (b) date or date range; (c) specific subject matter; and (d) names of persons or locations. If this is a request for a Fire Incident Report, please also include the (e) incident number and (f) incident address, if known. Attach additional pages if needed.	
Preferred Delivery Method: ☐ Email* ☐ Fax* (Number: _____) ☐ Mail (additional fees) ☐ Pick Up/View in Person *Records sent by fax or email transmission will be sent through **UNENCRYPTED FAX/EMAIL THAT IS NOT SECURE** and there is a risk that the records could be seen by a third party during electronic transmission, while in electronic storage, and/or upon completed delivery. The District is not responsible for unauthorized access of the records resulting from faxed or emailed transmission, or for safeguarding the records upon delivery.	

For Internal Office Use	
Office Notes:	
Completed By:	Date: