

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTH-WEST FIRE PROTECTION DISTRICT  
HELD  
June 14, 2017

A regular meeting of the Board of Directors of the North-West Fire Protection District (referred to hereafter as "Board") was convened on Wednesday, the 14<sup>th</sup> day of June 2017, at 7:00 P.M., at the District's Fire Station No. 2, 21455 Highway 285, Fairplay, Colorado.

### ATTENDANCE

#### Directors in Attendance Were:

William "Bill" Pike, President/Chairman  
Will Crago, Vice President  
Maria Mitchell, Treasurer

#### Directors Absent Were:

Tom Nourse, Secretary (excused)

#### Also in Attendance Were:

Chief Kristy Olme, Kyle Stamp, Trent Smith, and Kim McDonald; North-West Fire Rescue  
Emily Powell, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C.  
Kammy Tinney and Teresa Adler; Pinnacle Consulting Group, Inc.  
Christy Reeves, CPA; John Cutler & Associates  
Kim Castellano; Resident

Chairman Pike called the meeting to order at 7:08 P.M. Following discussion, upon motion duly made by Director Crago, seconded by Director Mitchell and, upon vote, unanimously carried, the absence of Director Nourse was excused.

Chairman Pike declared that a quorum of the Board was present, with three of four members in attendance. There is one vacancy on the Board.

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ADMINISTRATIVE MATTERS Agenda: Chief Olme distributed for the Board's review and approval a proposed agenda for the regular meeting. Ms. Tinney asked the Board to amend the agenda to move Item III. C., Review and Approval of 2016 Audit, after Item I.

E. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Crago and, upon vote, unanimously carried, the agenda was approved as amended.

Disclosure of Potential Conflicts of Interest: Chairman Pike inquired whether there were any conflicts to disclose by Board members present, which have not already been adequately disclosed. Director Crago commented that he owns Equilibrium Architecture, the company that designed the deck for Station No. 2.

Minutes: The Board reviewed the minutes of the April 12, 2017 regular meeting. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Crago and, upon vote, unanimously carried, the Board approved the minutes of the April 12, 2017 regular meeting, as presented.

FINANCIAL  
MATTERS

Presentation and Acceptance of 2016 Audit: Ms. Adler introduced Ms. Reeves to the Board. Ms. Reeves provided a summary of the draft audited 2016 financial statements of the District, and provided an overview of the procedures used to audit the financial statements. Ms. Reeves informed the Board that an unmodified opinion will be issued, with no audit adjustments to the year-end financial statements, no conflicts with management, and no deficiencies noted in the audit.

Following review and discussion, upon motion duly made by Director Crago, seconded by Director Mitchell and, upon vote, unanimously carried, the Board accepted the 2016 Audited Financial Statements, and authorized Pinnacle Consulting Group, Inc. to file the 2016 Audited Financial Statements with the Office of the State Auditor no later than July 31, 2017.

ADMINISTRATIVE  
MATTERS  
CONTINUED

Board of Directors Vacancy: Chairman Pike invited Ms. Castellano to address the Board and briefly provide information about herself and her interest in serving on the Board of Directors.

Ms. Castellano addressed the Board, providing a summary of her background and interest in serving on the Board. Ms. Castellano suggested that it may be helpful to the community if meeting notices were also posted on the District sign outside Station #2. Director Mitchell

commented that she has worked with Ms. Castellano for years, and believes that Ms. Castellano will bring valuable experience to the Board.

Upon motion duly made by Director Mitchell, seconded by Director Crago and, upon vote, unanimously carried, the Board approved the appointment of Ms. Castellano to fill the vacant Director's position, subject to verification of voter registration. Director Pike administered the Oath of Office. Ms. Tinney will coordinate verification of eligibility and completion of the appointment documents with Chief Olme.

Community Comments: There were no further comments made by the public in attendance.

Directors' Items: Director Crago commented that Jim Dexter, resident, extended his thanks for the District's assistance with their flag.

DEPARTMENT/  
PERSONNEL  
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written reports detailing April and May activity, noting that there were 33 calls in April and 44 calls in May.

**Operations/Personnel Matters.** Chief Olme reported that the District currently has 13 paid personnel (two part-time, eleven full-time), 20 active volunteers, and one active volunteer retiree.

**Vehicles/Equipment Status.** Chief Olme reported that all vehicles are in service and in good working order. Pump testing was completed on May 31<sup>st</sup>. All but one vehicle met the pumping requirements, and in-house repairs were subsequently completed. Chief Olme discussed with the Board the potential benefits of investing in in-house testing equipment, and agreed to provide the Board with additional details regarding the costs and training that would be required to conduct in-house testing at the July meeting.

**Station Nos. 1 and 2/Facilities.** Chief Olme reported that installation of the generator for Station No. 2 is complete. The generator is fully operational and scheduled for testing weekly.

Chief Olme reported that options for a containment system for the 500 gallon above-ground diesel fuel tank are being considered.

Chief Olme reported that construction of the deck at Station No. 2 is in progress, and should be finished on Friday.

Chief Olme reported that shower and kitchen improvements for Station No. 1 are in progress. Cabinets and a dishwasher were donated to the District by Chief Olme.

**Grant Funds.** There was no new information to report.

**HazMat.** Chief Olme reported that the C-shift was deployed to Bailey last week for response to a HazMat spill.

**Fire Prevention/Public Education.** Chief Olme reported that Risk Watch is complete for the school year. Chief Olme noted that the District will host its Fire Prevention Week Open House October 4<sup>th</sup> from 4-8 pm.

**Training.** Chief Olme reported that refresher Wildland Training was completed in April, and all Red Card certifications are current.

Chief Olme reported that she and Captain Cravener completed the Public Safety Leadership Program in May, and found the training to be excellent. Chief Olme requested Board consideration to approve the cost of \$1,200 per person for additional officers to attend the training in the fall. Following discussion, upon motion duly made by Director Pike, seconded by Director Mitchell and, upon vote, unanimously carried, the Board authorized the participation of two additional officers in the Public Safety Leadership Program in the fall, for a total cost of \$2,400.

**National Wildland Call-Out.** Chief Olme reported that Brush 42 was deployed to Arizona for a two-week term. Should the deployment be extended beyond 14 days, Chief Olme will be required to go out on the next assignment in the role of Engine Boss. Engine 41 and Tender 42 remain on the National Availability Call-Out List.

**Inspections.** Chief Olme reported that fire code compliance inspections are ongoing, and all three shifts are performing routine inspections.

**Upcoming Projects.** Chief Olme reported that the Emergency Services Council has continued discussion regarding a possible county-wide sales tax increase to be included on the November 2017 ballot as an alternative to individual agencies each requesting voter approval for mill levy increases. This matter will be discussed further at the June 28<sup>th</sup> Board of County Commissioners work session.

Chief Olme reported that the burn permit issuance process will remain with each emergency services agency. Language on each permit regarding the authority of the Park County Sheriff's Office to enforce the provisions of the permit will be included.

Chief Olme reviewed with the Board the specifications for a new Type III engine, and financing options for purchase. Following discussion, upon motion duly made by Director Crago, seconded by Director Mitchell and, upon vote, unanimously carried, the Board directed Chief Staff to provide additional information regarding revenue projections beginning in 2018 and a lease-purchase agreement for consideration at the regular meeting in July.

Expenditure Request(s): Chief Olme reviewed with the Board a proposal for the purchase of 20 sets of upgraded bunker gear for a total investment of approximately \$40,000. Chief Olme commented that a replacement plan for all of the bunker gear will be put in place going forward, with costs for some gear upgrades being included each budget year.

Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Crago and, upon vote, unanimously carried, the Board approved the purchase of 20 sets of upgraded bunker gear for approximately \$40,000.

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FINANCIAL  
MATTERS  
CONTINUED

Ratify Payment of Claims: Ms. Adler reviewed expenditures with the Board for the period April 2, 2017 through May 1, 2017, totaling \$76,955.43, and for the period May 2, 2017 through June 1, 2017 totaling \$78,480.93. Following review and discussion, upon motion duly made by Director Crago, seconded by Director Mitchell and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period April 2, 2017 through May 1, 2017,

totaling \$76,955.43, and for the period May 2, 2017 through June 1, 2017, totaling \$78,480.93.

Review and Approve June Payables: Chief Olme reviewed with the Board the June payables previously distributed to the Board via email. Following discussion, upon motion duly made by Director Crago, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved the June payables and authorized Chief Olme to schedule payment through First Bank.

Budget to Actual Report and Cash Position Statement: Ms. Adler reviewed with the Board the Budget to Actual report for the period ending April 30, 2017, and the Cash Position Statement for the period ending June 1, 2017.

Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the Board accepted the Budget to Actual report for the period ending April 30, 2017, and Cash Position Statement for the period ending June 1, 2017, as presented.

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LEGAL MATTERS Attorneys' Report: Attorney Powell reviewed the written attorneys' report with the Board. Attorney Powell commented that she previously discussed with Chief Olme options for the District to move forward with adoption of the 2012 International Fire Code ("IFC"), based on Park County having adopted the 2012 IFC in January 2017, versus continuing to wait for the Towns of Fairplay and Alma to do the same. Attorney Powell recommended that the District move forward with adopting the 2012 IFC at its next meeting.

2017 Legislative Update: Attorney Powell reported that a legal advisement summarizing new laws resulting from the 2017 legislative session is being prepared and she expects distribution of the advisement in the coming weeks.

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COMMUNITY  
MATTERS

There were no members of the community present.

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OTHER  
BUSINESS

August 9, 2017 Regular Meeting: Chief Olme reported that she has a scheduled meeting in Telluride, CO on August 10, 2017 and will be traveling on August 9<sup>th</sup>. Chief Olme can

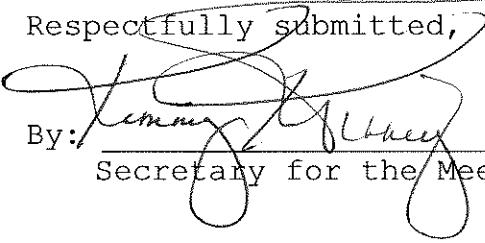
arrange to attend the meeting via video or teleconference, or assign one of the Officers to attend in her place. The Board requested that one of the Officers attend in her place.

Fire Chief Annual Performance Review: Ms. Tinney reminded the Board that Chief Olme's annual review is scheduled to take place during the regular meeting in July. The evaluation form was previously distributed to the Board.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Mitchell, seconded by Director Crago and, upon vote, unanimously carried, the meeting was adjourned at 9:25 P.M.

Respectfully submitted,

By:   
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE JUNE 14, 2017 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

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William Pike

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Will Crago

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Tom Nourse

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Maria Mitchell

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Kim Castellano