

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTH-WEST FIRE PROTECTION DISTRICT  
HELD  
January 11, 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 11<sup>th</sup> day of January, 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 Pike, President/Chairman  
Will Crago, Vice President  
Tom Nourse, Secretary  
Maria Mitchell, Director

#### Also in Attendance Were:

Kristy Olme, Chief; North-West Fire Rescue  
Emily Powell, Esq.; Ireland, Stapleton, Pryor & Pascoe,  
P.C. (via teleconference)  
Kammy Tinney; Pinnacle Consulting Group, Inc. (via video  
conference)

Chairman Pike called the meeting to order at 7:00 P.M.

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

### ADMINISTRATIVE MATTERS

Agenda: Chief Olme distributed for the Board's review and approval a proposed agenda for the regular meeting. Following review and discussion, upon motion duly made by Director Crago, seconded by Director Mitchell and, upon vote, unanimously carried, the agenda was approved as presented.

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 November 29, 2016 special meeting. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Nourse and, upon vote, unanimously carried, the Board approved the minutes of the November 29, 2016 special meeting, as presented.

Board of Directors Vacancy: Chief Olme reported that a member of the community recently stopped in to Station No. 2 to inquire about the vacancy, but the District has not received any formal letters of interest.

Community Comments: There were no members of the public in attendance.

Directors' Items: There were no items brought to the Board for consideration.

DEPARTMENT/  
PERSONNEL  
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing December activity, noting that there were 48 calls in December, and 581 calls in 2016, an increase from 547 calls in 2015.

**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.

Chief Olme reported that two new radios and batteries were purchased.

**Stations.** Chief Olme reported that the generator for Station No. 2 was ordered on December 21<sup>st</sup>. The District will need to purchase the required automatic transfer switch separately from the generator. Chief Olme will work with a qualified electrician to determine which automatic transfer switch is needed.

Chief Olme reported that shower and kitchen improvements for Station No. 1 are in progress, but are not the District's highest priority until there is a regular crew stationed there. The living/office space project at Stations No. 2 also remains in the District's improvement plans, but is not currently a high priority.

Chief Olme noted that permits were acquired for construction of the Station No. 2 deck, but the project is on hold due to frozen ground. Utility locates are complete, and crews will drill and place the pillars once the ground is thawed.

Chief Olme distributed and reviewed with the Board correspondence received from the Bureau of Land Management notifying the District of possible contamination of the District's water source at Station No. 2. The possible contamination originates from a former County landfill site in the area. Testing of the District's well was conducted last week, and results are expected the week of January 15<sup>th</sup>. The Colorado Department of Public Health and Environment has advised that use of the water should be stopped and alternative water sources be utilized pending the results of the tests. Chief Olme informed Attorney Powell of the notice upon receipt, and Attorney Powell has discussed the matter with environmental counsel at her firm.

**Grant Funds.** Chief Olme reported that the District received grant fund reimbursement in the amount of \$99,816 from the State for the purchase of new SCBA's. The District also was awarded funds through the VFA Grant program in the amount of \$2,500. The District purchased a wildland pump and accessories, and will be reimbursed with the VFA Grant proceeds.

**Fire Prevention/Public Education.** Chief Olme reported that Risk Watch for K-2<sup>nd</sup> grade is ongoing throughout the school year.

**Training.** Chief Olme reported that in-house trainings will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of every month, at 6:30 p.m., at Station No. 2.

**National Wildland Call-Out.** Chief Olme reported that Brush 42, Tender 42, and Engine 41 are 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 planning continues for the Brush 42 truck replacement due to wear and tear from frequent deployment.

Chief Olme reported that she has conducted initial research regarding the purchase, installation, and filling of an on-site fuel tank for Station No. 2. There is a local supplier currently used by several area emergency response agencies. The estimated cost for a 500 gallon, above-ground tank is \$1,000. The District may use a "red diesel" fuel mix, which is less expensive than diesel fuel. Following discussion, upon motion duly made by Director Crago, seconded by Director Mitchell and, upon vote, unanimously carried, the Board directed Chief Olme to proceed with additional research and potential purchase, pending additional information to the Board members via email.

There was no new information to report regarding the proposal from an interested buyer to reconfigure the District-owned land in the Warm Springs subdivision.

Expenditure Request(s): Chief Olme reported that the District has the opportunity to participate in the Public Safety Leadership Program presented by the Colorado State Fire Chiefs. The cost per person is \$1,200. Chief Olme requested Board approval to include her and one other company officer in the upcoming training, for a total cost of \$2,400. Following discussion, upon motion duly made by Director Mitchell, seconded by Director Crago and, upon vote, unanimously carried, the Board authorized Chief Olme and one other company officer to participate in the Public Safety Leadership Program, for a total cost of \$2,400.

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FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period November 24, 2016 through January 4, 2017, totaling \$103,821.51. 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 November 24, 2016 through January 4, 2017, totaling \$103,821.51.

Review and Approve January Payables: Chief Olme reviewed with the Board the January payables previously distributed to the Board via email, and an additional invoice for fees due to Background Information Services. Following discussion, the Board approved the January payables and

authorized Chief Olme to schedule payment through First Bank.

Budget to Actual Report and Cash Position Statement: Ms. Tinney reviewed with the Board the Budget to Actual report for the period ending November 30, 2015, and the Cash Position Statement for the period ending January 4, 2017.

Following review and discussion, upon motion duly made by Director Crago, seconded by Director Nourse and, upon vote, unanimously carried, the Board accepted the Budget to Actual report for the period ending November 30, 2016, and Cash Position Statement for the period ending January 4, 2017, as presented.

LEGAL MATTERS Attorney's Report: Attorney Powell reviewed the written report with the Board, and provided a summary of items expected to be introduced in the 2017 Colorado Legislative Session that may impact the District.

COMMUNITY  
MATTERS

There were no members of the community present.

OTHER  
BUSINESS

Consideration of November 2017 Election: Ms. Tinney provided an overview of the November 2017 coordinated election calendar and associated deadlines for Board review.

Impact Fees: Chief Olme requested that Attorney Powell provide information regarding the rules surrounding the District's ability to collect impact fees for discussion at the regular meeting in February.

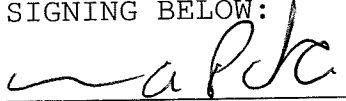
ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Nourse, seconded by Director Crago and, upon vote, unanimously carried, the meeting was adjourned at 8:04 P.M.

Respectfully submitted,

By:   
Secretary for the Meeting

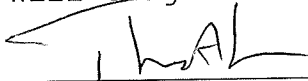
THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE  
JANUARY 11, 2017 REGULAR MEETING OF THE NORTH-WEST FIRE  
PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS  
SIGNING BELOW:



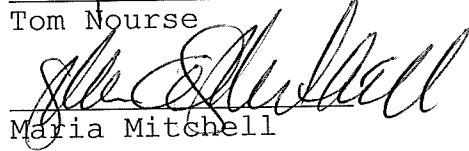
William Pike

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Will Crago



Tom Nourse



Maria Mitchell