

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTH-WEST FIRE PROTECTION DISTRICT
HELD
February 8, 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 8th day of February, 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
Tom Nourse, Secretary
Maria Mitchell, Director

Directors Absent Were:

Will Crago, Vice President (excused)

Also in Attendance Were:

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

Chairman Pike called the meeting to order at 7:00 P.M. Following discussion, upon motion duly made by Director Mitchell, seconded by Director Nourse and, upon vote, unanimously carried, the absence of Director Crago 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.

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 Mitchell, seconded by Director Nourse 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. There were no potential conflicts to disclose by Board members present.

Minutes: The Board reviewed the minutes of the January 11, 2017 regular 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 January 11, 2017 regular meeting, as presented.

Board of Directors Vacancy: Chief Olme reported that she has not received any additional inquiries since January. The Board members discussed community members who may have an interest in serving on the Board and agreed to reach out to those individuals prior to the regular meeting in March.

Attorney Powell asked if the Board has considered seeking voter approval to waive or extend term limits. The Board discussed the pros and cons of term limits, and Attorney Powell provided information regarding election requirements for placing a question to waive or extend term limits on the ballot.

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

Directors' Items: The Board discussed scheduling a planning session to discuss the possibility of placing a ballot issue on the November 2017 ballot.

DEPARTMENT/
PERSONNEL
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing January activity, noting that there were 48 calls in January.

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 the heater core was replaced, and one tire needs repair on the Forest Service Engine. The heater core was provided by the

State, but the repairs to the tire are the District's responsibility. All other vehicles are in service.

Station Nos. 1 and 2/Facilities. Chief Olme reported that the generator for Station No. 2 arrived and staff is working on installation. During excavation for pouring of the concrete pad, utility lines that were not located by CommNet were disturbed, causing the need for repairs by CommNet. The District properly requested utility locates prior to commencing work on the project. The required automatic transfer switch was ordered and delivery is pending. Chief Olme expects final installation within the next two weeks. Chief Olme will coordinate with the vendor for initial start-up.

Chief Olme distributed and reviewed with the Board options for the purchase and installation of an elevated fuel tank at Station No. 2. Chief Olme has confirmed with legal counsel that there are no environmental permit requirements for the installation. Chief Olme has requested proposals from additional suppliers and expects to receive them within the week.

Chief Olme previously distributed to the Board the results of the District's well testing, indicating no contamination detected in the District's water supply.

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. Chief Olme reported that the new Chief of Police for the Town of Alma has been utilizing Station No. 1 regularly. Chief Olme will discuss further with Town staff to ensure that Police use of Station No. 1 complies with the IGA between the District and the Town.

The living/office space project at Station 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.

Grant Funds. Chief Olme reported that the District received reimbursement from the VFA Grant for purchase of a wildland pump and accessories.

HazMat. Chief Olme reported that the High-Country Training Center submitted a proposal to the District offering \$5,000 and four live burn training sessions per year for the next five years in exchange for the District's Scott SCBA Airpacks. The Board discussed the offer and the District's need for live burn training with Chief Olme. Following discussion, upon motion duly made by Director Mitchell, seconded by Director Nourse and, upon vote, unanimously carried, the Board directed Chief Olme to issue a counter-offer of \$10,000, and two live burn trainings per year for the next five years in exchange for the District's Scott SCBA Airpacks.

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

Chief Olme reported that the Annual Fire Leadership Challenge is scheduled during Fire Prevention Week in October, so District staff is planning to hold the District's Annual Open House the week prior.

Training. Chief Olme reported that the new schedule for in-house trainings held on the 1st and 3rd Tuesdays of every month, at 6:30 p.m., at Station No. 2, has been implemented.

National Wildland Call-Out. Chief Olme reported that Brush 42, Tender 42, and Engine 41 are on the National Availability Call-Out List, and the District's CRRF Agreement was updated for the current renewal period.

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

Captain Smith joined the meeting and reported that Park County is scheduled to adopt the 2012 International Fire Code in March, and the Towns of Alma and Fairplay intend to include adoption of the Code with their respective April meeting agendas.

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 the new property owner in Warm Springs who is interested in discussing a reconfiguration of the District-owned land in the Warm Springs subdivision plans to address the Board at the regular meeting in March.

Expenditure Request(s): There were no requests submitted for Board consideration.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period January 5, 2017 through January 30, 2017, totaling \$58,804.46. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Nourse and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period January 5, 2017 through January 30, 2017, totaling \$58,804.46.

Review and Approve January Payables: Chief Olme reviewed with the Board the February payables previously distributed to the Board via email. Chief Olme reported that payment to the District's credit card was misapplied in January, and the mistake has since been corrected by First Bank. Late fees and interest charges will be reversed accordingly. Following discussion, upon motion duly made by Director Mitchell, seconded by Director Nourse and, upon vote, unanimously carried, the Board approved the February 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 December 31, 2016, and the Cash Position Statement for the period ending January 30, 2017.

Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Mitchell and, upon vote, unanimously carried, the Board accepted the Budget to Actual report for the period ending December 31, 2016, and Cash Position Statement for the period ending January 30, 2017, as presented.

Residential Assessment Rate Change: Chief Olme, Ms. Tinney, and Attorney Powell provided a summary to the Board of the preliminary findings of the Residential Assessment Rate Study recently issued by the Division of Local Government. The study recommends that, in order to comply with the Gallagher Amendment to the State constitution, the State legislature lower the assessment rate on residential property from the current rate of 7.96% to 6.56% beginning in 2017. Ms. Tinney reviewed a preliminary calculation of the potential effect of lowering the residential assessment rate on the District's total assessed valuation, prepared by Ms. Adler, indicating that property tax revenues could decrease by approximately \$76,000 in the 2018 collection year. Chief Olme and the District's consultants will continue to monitor the legislature's actions on this matter and begin working on potential solutions to the potential loss of revenue in 2018.

LEGAL MATTERS Attorney's Report: Attorney Powell reviewed the written report with the Board.

Attorney Powell reviewed with the Board the annual Retainer Analysis, showing the District's 2016 savings for legal services provided to the District under the retainer agreement.

2017 Legislative Update: Attorney Powell discussed with the Board the status of several bills currently pending before the Colorado legislature that, if passed, could impact the District.

COMMUNITY MATTERS There were no members of the community present.

OTHER BUSINESS Impact Fees: The Board determined to defer discussion by Attorney Powell of the rules surrounding the District's ability to collect impact fees and regarding District boundary realignments until the regular meeting in March, when all Board members are in attendance.

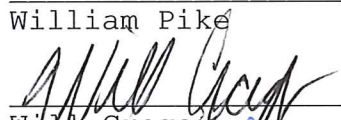
ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Mitchell, seconded by Director Nourse and, upon vote, unanimously carried, the meeting was adjourned at 8:49 P.M.


Respectfully submitted,

By: 
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE FEBRUARY 8, 2017 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:



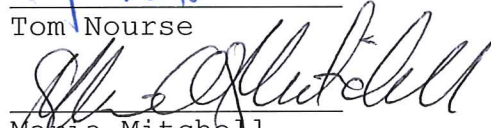
William Pike



Will Crago



Tom Nourse



Maria Mitchell