

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTH-WEST FIRE PROTECTION DISTRICT
HELD

July 12, 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 12th day of July 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
Tom Nourse, Secretary
Kim Castellano, Director

Directors Absent Were:

Will Crago, Vice President (excused)
Maria Mitchell, Treasurer (excused)

Also in Attendance Were:

Chief Kristy Olme; North-West Fire Protection District
Matt Court, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C.
Kammy Tinney, Chelsey Green, and Teresa Adler; 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 Castellano, seconded by Director Nourse and, upon vote, unanimously carried, the absences of Director Crago and Director Mitchell were excused.

Chairman Pike declared that a quorum of the Board was present, with three of five members in attendance.

ADMINISTRATIVE 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 Nourse, seconded by Director Castellano and, upon vote, unanimously carried, the agenda was approved as presented.

MATTERS

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 June 14, 2017 regular meeting. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Nourse and, upon vote, unanimously carried, the Board approved the minutes of the June 14, 2017 regular meeting, as presented.

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

Personnel Matters - Annual Performance Review of Fire Chief: Ms. Tinney reported that one Director's review form remains pending. Because not all Board members have completed the Fire Chief performance review form, and due to two Board members' absences from the meeting, Ms. Tinney recommended moving the performance review to the August meeting. However, Chief Olme will be out of town for the August regular meeting date. Accordingly, Ms. Tinney also recommended the Board consider scheduling a special meeting to be held on August 2, 2017. The Board determined to cancel the August 9, 2017 regular meeting and schedule a special meeting to be held on August 2, 2017. The Board also agreed to move the performance review to the August 2, 2017 special meeting.

Chief's Report: Chief Olme reviewed with the Board the written report detailing June activity, noting that there were 58 calls in June.

Operations/Personnel Matters. Chief Olme reported that the District currently has 12 paid personnel (two part-time, ten full-time), 20 active volunteers, and one active volunteer retiree.

Vehicles/Equipment Status. Chief Olme reported that Brush 42 had to be repaired while deployed in Arizona, maintenance to the leaf springs on both sides was completed

during deployment. All vehicles are in service and in good working order.

Chief Olme reported that the potential benefits of investing in in-house apparatus testing equipment, and details regarding the costs and training required to conduct in-house testing, is still in progress. Chief Olme will provide the Board with an update at the August meeting.

Chief Olme reviewed with the Board specifications regarding entering into a second Lease-Purchase Agreement with Tax Exempt Leasing Corporation for a new Type III engine. Attorney Court noted that Attorney Powell has prepared an Apparatus Purchase Agreement for the purchase of a Type III engine with the manufacturer, Boise Mobile Equipment; however, legal has not been involved in the financing discussions with Tax Exempt Leasing Corporation.

Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved both the Apparatus Purchase Agreement for the purchase of a Type III engine through Boise Mobile Equipment, and a Lease-Purchase Agreement with Tax Exempt Leasing Corporation, subject to final revisions.

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 construction of the deck at Station No. 2 is complete, and final inspection is pending.

Chief Olme reported that the concrete work for the containment system for the 500 gallon above-ground diesel fuel tank should be completed within the week.

Chief Olme reported that shower and kitchen improvements for Station No. 1 are in progress.

Grant Funds. There was no new information to report.

HazMat. Chief Olme reported that the C-shift was deployed to Jefferson-Como Fire Protection District's jurisdiction last week for response to a HazMat spill.

Fire Prevention/Public Education. Chief Olme reported that the District will host its Fire Prevention Week Open House October 4th from 4-8 pm, and is currently working to include other agencies, such as Flight for Life, in the open house activities. Chief Olme noted that the District is considering a coloring contest for the kids.

Chief Olme reported that the District will host a Pancake Breakfast Sunday, July 16th, at Station No. 1. Chief Olme noted Mr. Prather of Prathers' Market will be donating all of the eggs, sausage, and batter for the breakfast. Mr. Prather will be running in the Leadville 100, and Chief Olme discussed the possibility of making an announcement regarding his involvement in the race.

Training. Chief Olme reported that training is ongoing as scheduled.

National Wildland Call-Out. Chief Olme reported that Engine 41 (Type III) was deployed last week to Wyoming. Mutual aid was also deployed to the Peak 2 Fire in Breckinridge, Colorado. Since March 1st, the District has deployed seven wildland engines generating approximately \$53,000 in revenue to date.

Chief Olme reported that the Type VI Engines remain locally available, but off of the National Call Out list due to staffing issues.

Inspections. Chief Olme reported that all three shifts are performing routine inspections.

Upcoming Projects. Chief Olme reported that 10 of the 20 sets of upgraded bunker gear had been fitted, and a second appointment to complete the sizing of the gear has been scheduled.

Expenditure Request(s): Chief Olme reported that new tires were needed on the Command truck. It was the consensus of the Board to authorize the expense.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. Adler reviewed expenditures with the Board for the period June 2, 2017 through July 3, 2017, totaling \$94,711.52. Following review and discussion, upon motion duly made by Director Castellano, seconded by

Director Nourse and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period June 2, 2017 through July 3, 2017, totaling \$94,711.52.

Review and Approve July Payables: Chief Olme reviewed with the Board the July payables previously distributed to the Board via email. Following discussion, upon motion duly made by Director Castellano, seconded by Director Nourse and, upon vote, unanimously carried, the Board approved the July 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 May 31, 2017, and the Cash Position Statement for the period ending July 3, 2017.

Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Castellano and, upon vote, unanimously carried, the Board accepted the Budget to Actual report for the period ending May 31, 2017, and Cash Position Statement for the period ending July 3, 2017, as presented.

LEGAL
MATTERS

Attorneys' Report: Attorney Court reviewed the written attorneys' report with the Board. Attorney Court noted that he is working with Chief Olme to revise the District's Document Retention and Destruction Schedule to update the election provisions in Section 3.

2017 Legislative Update: Attorney Court reviewed a legal advisement summarizing new laws resulting from the 2017 legislative session.

Executive Session: Pursuant to § 24-6-402(4) of the Colorado Revised Statutes, Director Pike moved that this regular public meeting of the Board of the North-West Fire Protection District adjourn and, upon an affirmative vote of at least two-thirds of the quorum present, that the Board reconvene in Executive Session to receive legal advice on specific legal questions pursuant to § 24-6-402(4)(b), C.R.S. Director Nourse seconded the motion. The vote carried unanimously.

Attorney Court certified for the record that, pursuant to § 24-6-402(4)(b) of the Colorado Revised Statutes, all of the executive session discussion will constitute an attorney-client privileged communication and will not be recorded.

The Board went into Executive Session at 8:14 P.M.

The Board did not engage in substantial discussion of any matter not enumerated in § 24-6-402(4)(b), C.R.S. The Board did not adopt any proposed policy, position, resolution, rule, regulation or formal action. The Executive Session was adjourned at 8:24 P.M. on a motion by Director Castellano, seconded by Director Nourse, and passed by the affirmative vote of all members.

The Board reconvened in regular session at 8:24 P.M.

Intergovernmental Agreement with Town of Alma: Chief Olme reviewed with the Board the Intergovernmental Agreement between the Town of Alma and the District regarding Fire Station No. 2.

Following discussion, upon motion duly made by Director Castellano, seconded by Director Nourse and, upon vote, unanimously carried, the Board authorized legal counsel to prepare correspondence to be sent by Chief Olme to the Town of Alma regarding the Intergovernmental Agreement between the District and the Town of Alma.

COMMUNITY
MATTERS

There were no members of the community present.

OTHER
BUSINESS

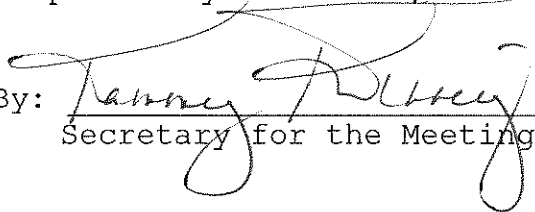
Notice of Intent to Participate in the November 2017 Coordinated Elections: Ms. Tinney reviewed with the Board the Notice of Intent to Participate in the November 2017 Coordinated Election.

Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Nourse and, upon vote, unanimously carried, the Board approved the Notice of Intent to Participate in the November 2017 Coordinated Election, and directed staff to work with legal counsel to draft a Resolution of Advocacy and Factual Summary for Board consideration.

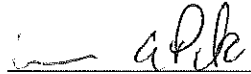
ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Castellano, seconded by Director Nourse and, upon vote, unanimously carried, the meeting was adjourned at 8:25 P.M.

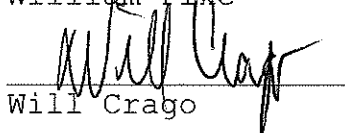
Respectfully submitted,

By: 
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE JULY 12, 2017 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

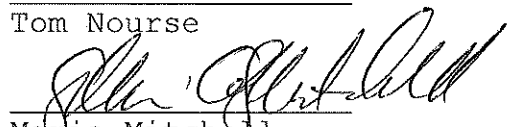


William Pike

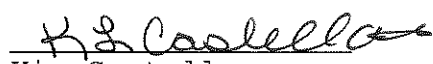


Will Crago

Tom Nourse



Maria Mitchell



Kim Castellano