

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTH-WEST FIRE PROTECTION DISTRICT
HELD
September 13, 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 13th day of September 2017, at 7:00 P.M., at the District's Fire Station No. 2, 21455 Highway 285, Fairplay, Colorado.

ATTENDANCE

Directors in Attendance Were:

Will Crago, Vice President/Acting Chairman
Tom Nourse, Secretary
Maria Mitchell, Treasurer
Kim Castellano, Director

Directors Absent Were:

William "Bill" Pike, President (excused)

Also in Attendance Were:

Chief Kristy Olme and Captain Kyle Stamp; North-West Fire Protection District
Kammy Tinney and Chelsey Green; Pinnacle Consulting Group, Inc. (via teleconference)
Emily Powell, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C. (via teleconference)
Bob White; Resident

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

Following discussion, upon motion duly made by Director Crago, seconded by Director Mitchell and, upon vote, unanimously carried, the absence of Director Pike was excused.

Acting Chairman Crago declared that a quorum of the Board is present, with four of five members in attendance.

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 Crago 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 July 12, 2017 regular meeting, August 2, 2017 special meeting, and August 22, 2017 special 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 July 12, 2017 regular meeting, August 2, 2017 special meeting, and August 22, 2017 special meeting.

Community Comments: Mr. White addressed the Board and Chief Olme, requesting information regarding how fire bans are put in place, and what criteria the District uses to assess the threat level. Chief Olme reviewed the criteria for county-wide fire bans enacted by the County Sheriff, and District specific fire bans enacted by the Fire Chief that include an assessment of ground conditions, weather forecasts, and information provided by the U.S. Forest Service. Mr. White thanked the Board and Chief Olme, and left the meeting at this time.

Directors' Items: Director Nourse thanked Chief Olme for making staff available to attend a recent Home Owners' Association meeting within his and Director Mitchell's subdivision. Copies of the Factual Summary were made available to interested residents.

November 2017 Coordinated Election: Ms. Tinney, in her capacity as Designated Election Official, reviewed with the Board a summary of elections activities to date for the November 7, 2017 Coordinated Election. Ms. Tinney also noted the Certification of Ballot Content was submitted to Park County Elections via email on September 6, 2017, and the ballot proof was approved on September 13, 2017.

DEPARTMENT/
PERSONNEL
MATTERS

Personnel Matters - Annual Performance Review of Fire Chief: Acting Chairman Crago reviewed the results of the combined Fire Chief Performance Evaluation with Chief Olme on behalf of the Board. Chief Olme's overall performance rating was "Very Good". All of the Board members commented that Chief Olme is doing a great job. Chief Olme was provided an opportunity to provide additional comments. Ms. Tinney will prepare a final copy of the evaluation for signature by Acting Chairman Crago and Chief Olme. A copy of the Performance Evaluation will be placed in Chief Olme's personnel file.

Review and Consider Fire Chief Salary Increase: Ms. Tinney reviewed with the Board a comparison of 1%, 3%, 5%, 7%, and 10% salary increases for Chief Olme.

Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved an increase of 5% to Chief Olme's current salary, with the increase being applied retroactively to her June 2017 anniversary date.

Chief's Report: Chief Olme reviewed with the Board the written report detailing August activity, noting that there were 56 calls in August.

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 all vehicles are in service and in good working order.

Chief Olme reported that the Apparatus Purchase Agreement for the purchase of a Type III engine with Boise Mobile Equipment was executed, and the estimated delivery date of the new Type III engine is February 2018.

Station Nos. 1 and 2/Facilities. Chief Olme reported that the concrete work for the containment system for the 500 gallon above-ground diesel fuel tank had scheduling delays, but should be completed within the next few weeks.

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

District is currently looking for lightly used appliances and other materials to complete the kitchen and shower improvements. Director Crago requested a list of needed materials be sent to Board members.

Chief Olme reported that replacement LED lights in the apparatus bay were acquired at no cost to the District due to faulty original LED bulbs. Installation of the LED lights and electrical work in the bay is complete.

Chief Olme reported that research is being done on options to replace the signage at the main entrance to Station No. 2. The District will move forward with maintenance of the existing sign while options for new signage are being researched.

Grant Funds. There was no new information to report.

HazMat. There was no new information to report.

Fire Prevention/Public Education. Chief Olme reported that the District will host its Fire Prevention Week Open House on October 4th from 4-8 P.M. Chief Olme noted that the children's coloring contest winner was selected, and that child's drawing will be printed on t-shirts. Chief Olme credited Trevor Rafferty, Firefighter, with a job well done in planning for the Fire Prevention Week and the District's Open House.

Attorney Powell reported that she researched the Charitable Solicitations Act requirements for the District to conduct a silent auction at its upcoming open house and provided the results to Chief Olme. After reviewing the results, Chief Olme recommended the silent auction be postponed until next year.

Training. Chief Olme reported that training is ongoing as scheduled, and staff is preparing for upcoming HazMat training in October and November.

National Wildland Call-Out. Chief Olme reported that Engine 41 (Type II) was deployed to Washington last week. Tender 42, Engine 42, and Brush 42 are all listed as available on the National Wildland Call-Out list. Since March 1st, the District has generated approximately \$106,000 in revenue for deployed equipment.

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

Upcoming Projects. Chief Olme requested that the Board authorize her to work with the District's consultants to assess the feasibility of hiring four part-time employees for the 2018 summer season, pending the results of the November election. Chief Olme noted that four part-time employees would help cover shifts for full-time staff on wildland deployments and supplement available staff to deploy on wildland assignments.

Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Nourse and, upon vote, unanimously carried, the Board authorized Chief Olme to work with the District's consultants to assess the feasibility of hiring four part-time employees as part of the 2018 budget process.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period July 26, 2017 through September 1, 2017, totaling \$151,816.24.

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 July 26, 2017 through September 1, 2017, totaling \$151,816.24.

Review and Approve September Payables: Chief Olme reviewed with the Board the September payables previously distributed to the Board via email. Following discussion, upon motion duly made by Director Nourse, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved the September 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 July 31, 2017, and the Cash Position Statement for the period ending September 1, 2017.

Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Nourse and, upon vote, unanimously carried, the Board accepted the Budget to

Actual report for the period ending June 30, 2017, and Cash Position Statement for the period ending July 25, 2017, as presented.

Appointment of Budget Officer or Committee to Prepare a Draft 2018 Budget: Ms. Tinney discussed with the Board the need to appoint a Budget Officer or Committee for the purpose of preparing an initial draft 2018 budget for Board review and consideration.

Following review and discussion, upon motion duly made by Director Crago, seconded by Director Castellano and, upon vote, unanimously carried, the Board appointed Chief Olme and Pinnacle Consulting Group, Inc. as the Budget Committee to prepare the initial draft 2018 budget.

LEGAL
MATTERS

Attorneys' Report: Attorney Powell reviewed the written attorneys' report with the Board.

Correspondence to Towns of Alma and Fairplay regarding adoption of the 2012 Edition of the International Fire Code: Attorney Powell reviewed with the Board draft correspondence from the Board of Directors to the Towns of Alma and Fairplay, notifying them of the County's and District's adoption of the 2012 Edition of the International Fire Code, and encouraging the Towns to adopt the same.

Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved the letters to be sent to the Towns of Alma and Fairplay, as presented.

COMMUNITY
MATTERS

There were no community matters brought before the Board.

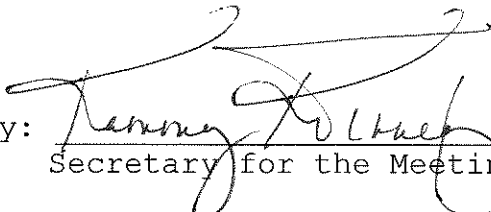
OTHER
BUSINESS

There was no other business brought before the Board.

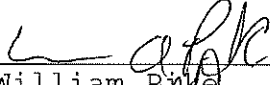
ADJOURNMENT


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 8:30 P.M.

Respectfully submitted,

By: 
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE
SEPTEMBER 13, 2017 REGULAR MEETING OF THE NORTH-WEST FIRE
PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS
SIGNING BELOW:


William Burke


Will Crago

Tom Nourse


Maria Mitchell


Kim Castellano