

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTH-WEST FIRE PROTECTION DISTRICT  
HELD  
April 11, 2018

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 April 2018, at 6:00 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  
Maria Mitchell, Treasurer  
Tom Nourse, Secretary  
Kim Castellano, Director

Directors Absent Were:  
Will Crago, Vice President (excused)

Also in Attendance Were:  
Chief Kristy Olme; North-West Fire Protection District  
Kammy Tinney and Chelsey Green; Pinnacle Consulting Group, Inc. (via teleconference)  
Matt Court, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C.  
Tim Zingler; Alma Resident

Chairman Pike called the meeting to order at 6:01 P.M.

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

Chairman Pike 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. The agenda was amended to add discussion in Executive Session. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell 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. There were no potential conflicts to disclose by Board members present.

Minutes: The Board reviewed the minutes of the March 14, 2018 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 March 14, 2018 regular meeting, as amended.

Community Comments: There were no comments from the community.

Directors' Items: Director Pike welcomed Mr. Zingler to the meeting. Mr. Zingler submitted a letter of interest to the Board for their review and discussed his qualifications and interest in joining the Board of Directors. Mr. Zingler currently serves as the Director of Public Works for the Town of Alma. Ms. Tinney noted that there will be a vacancy on the Board following the May 8, 2018 regular election, and the Board may consider appointment to fill the vacancy at its regular meeting in May.

Preparation for Annual Review of Fire Chief: Ms. Tinney reminded the Board that Chief Olme's annual review is scheduled to take place during the regular meeting in June. Ms. Tinney inquired whether the Board would like to add or remove any metrics to Chief Olme's annual performance evaluation questionnaire. It was the Boards' consensus to make no revisions. Ms. Tinney will distribute the Fire Chief Performance Review form for review before the May 9, 2018 regular meeting. The Board requested Director Pike complete a performance review questionnaire prior to the May 9, 2018 regular meeting.

DEPARTMENT/  
PERSONNEL  
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing February activity, noting that there were 42 calls in March.

**Operations/Personnel Matters.** Chief Olme reported that the District currently has 12 paid personnel (two part-time,

ten full-time), 20 active volunteers, and two active volunteer retirees. Chief Olme noted that four part-time, seasonal firefighters will begin May 1, 2018, bringing the District's total number of paid personnel to 16 (six part-time, ten full-time).

Director Pike requested Board consideration of an additional 3% salary increase for all full-time firefighters, as previously discussed during the 2018 budget process. Chief Olme cautioned the Board regarding making a decision without considering the potential impact of a further reduction to the Residential Assessment Rate ("RAR") expected in 2019. Ms. Tinney will work with Ms. Adler to prepare an analysis of the impact a 3% salary increase will have on the budget at the current RAR and the proposed reduced RAR for review at the regular meeting in May.

**Vehicles/Equipment Status.** Chief Olme reported that E423 is at North Metro Fire Protection District's maintenance facility for pump repairs. All of the repairs are covered under warranty. E42 has a transmission fluid leak, which staff has not been able to locate. A mobile mechanic will be on site in the next week to complete the repairs.

**Station Nos. 1 and 2/Facilities.** Chief Olme reported that the kitchen remodel for Station No. 1 is in progress. The cabinets will be reconfigured to allow for more counter space. The countertop and oven have yet to be installed, pending needed electrical work. Chief Olme will provide estimates for the needed repairs at the regular meeting in May.

Chief Olme reported that new carpet and blinds will be installed in the Station No. 2 living quarters on May 11, 2018. Chief Olme presented a quote for the purchase and installation of blinds at Station No. 2 totaling \$4,464.28. Following discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved the purchase and installation of new blinds at Station No. 2 for an amount not to exceed \$5,000.

Chief Olme reported that research continues on cost effective options to replace or renovate current signage at the main entrance to Station No. 2. Initial estimates for a digital sign begin at \$15,000.

**Grant Funds.** Chief Olme reported that the District has received a turndown notification to its application for grant funds from the Assistance to Firefighters Grant ("AFG"). The District will re-apply for the AFG next year. Chief Olme reported that the District applied to FEMA for a Fire Prevention and Safety Grant for the purchase of a Sim Table, used for training and response. Chief Olme reported that the SAFER Grant is now open, and the District will be applying for the funding to hire and provide salary and benefits for three full-time firefighters.

**HazMat.** There was no new information to report.

**Fire Prevention/Public Education.** Chief Olme reported that Risk Watch for grades K-2 at the elementary school has concluded for the school year.

Chief Olme reviewed with the Board the cost to purchase a used smoker found on Craigslist in the amount of \$1,600. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved the purchase of the smoker, in the amount of \$1,600.

**Training.** Chief Olme reported that the Regional Firefighter I Academy is ongoing and will conclude April 30<sup>th</sup>. Training will be held every Monday evening, and every other Tuesday evening. There are 15 recruits in the Academy. Chief Olme noted that a live burn training was held at High Country Training Center in Frisco on April 9<sup>th</sup> and a live burn practical will be held on April 30<sup>th</sup>. There is no update on the possible donation of land for a training center.

**National Wildland Call-Out.** Chief Olme reported that Tender 42 and Brush 42 are listed as available on the National Wildland Call-Out list. E423 and will be put back on the list once repairs are complete. There are wildland fires currently burning in Florida and Oklahoma.

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

**Upcoming Projects.** Chief Olme reported that there will be a summer get together for members and families on June 16<sup>th</sup> or 23<sup>rd</sup>.

FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period March 2, 2018 through April 2, 2018, totaling \$97,133.72.

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 March 2, 2018 through April 2, 2018, totaling \$97,133.72.

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

Cash Position Statement and Budget to Actual Report: Ms. Tinney reviewed with the Board the Budget to Actual Report for the period ending February 28, 2018, and the Cash Position Statement for the period ending April 2, 2018.

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 February 28, 2018, and the Cash Position Statement for the period ending April 2, 2018, as presented.

LEGAL  
MATTERS

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

2018 Legislative Update: Attorney Court discussed with the Board the status of several bills currently pending before the Colorado legislature that, if passed, could impact the District.

Executive Session: Pursuant to § 24-6-402(4) of the Colorado Revised Statutes, Director Nourse 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 Castellano 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 7:44 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 8:07 P.M. on a motion by Director Castellano, seconded by Director Mitchell, and passed by the affirmative vote of all members.

COMMUNITY  
MATTERS

There were no community matters brought before the Board.

OTHER  
BUSINESS

There were no other matters brought before the Board.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Crago, seconded by Director Mitchell and, upon vote, unanimously carried, the meeting was adjourned at 8:08 P.M.


Respectfully submitted,

By: \_\_\_\_\_  
Secretary for the Meeting

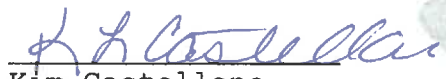
THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE APRIL 11, 2018 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

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William Pite

  
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Will Crago

  
\_\_\_\_\_  
Tom Nourse

\_\_\_\_\_  
Maria Mitchell

  
\_\_\_\_\_  
Kim Castellano

DRAFT