

## RECORD OF PROCEEDINGS

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

February 13, 2019

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 13<sup>th</sup> day of February 2019, at 6:00 P.M., at the District's Fire Station No. 2, 21455 Highway 285, Fairplay, Colorado.

### ATTENDANCE

#### Directors in Attendance Were:

Maria Mitchell, Treasurer/Acting Chairperson  
Kim Castellano, Secretary  
Tim Zingler, Director

#### Directors Absent Were:

Will Crago, President (excused)  
Tom Nourse, Vice President (excused)

#### Also in Attendance Were:

Chief Kristy Olme; North-West Fire Protection District  
Kammy Tinney; Pinnacle Consulting Group, Inc. (via  
videoconference)  
Matt Court, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C.

Acting Chairperson Mitchell called the meeting to order at 6:02 P.M.

Following discussion, upon motion duly made by Director Zingler, seconded by Director Castellano and, upon vote, unanimously carried, the absences of Director Crago and Director Nourse were excused.

Acting Chairperson Mitchell declared that a quorum of the Board was present, with three of five members in attendance.

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

Disclosure of Potential Conflicts of Interest: Acting Chairperson Mitchell inquired whether there were any conflicts to disclose by Board members present, which have not already been adequately disclosed. Director Zingler reported that he is an employee of Headwaters Construction, which has submitted a proposal for the Station No. 2 remodel project. Attorney Court requested clarification that Director Zingler is an employee of Headwaters Construction and does not have an ownership interest in the company. Director Zingler confirmed that he does not have an ownership interest. Attorney Court does not see that an actual conflict of interest exists due to Director Zingler's employment with Headwaters Construction.

Minutes: The Board reviewed the minutes of the January 9, 2019, regular meeting. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved the minutes of the January 9, 2019 regular meeting.

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

Directors' Items: There were no Directors' Items brought before the Board.

DEPARTMENT/  
PERSONNEL  
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing January activity, noting that there was a total of 61 calls in January.

**Operations/Personnel Matters.** Chief Olme reported that there is currently one full time firefighter position open. Chief Olme reported that she is actively working on the hiring process to fill the position.

**Vehicles/Equipment Status.** Chief Olme reported that the repairs to Engine 42 are complete. Staff will pick up Engine 42 and deliver Engine 41 to McCandless for its needed repair work on Friday, February 15, 2019.

Chief Olme reported that the initial cost estimate to replace Tender 41 is \$445,000. This is a discussion item only at this time and will be brought before the Board for further discussion later in the year.

**Station Nos. 1 and 2/Facilities.** Chief Olme presented a proposal from Headwaters Construction for installation of doors to the training room, remodeling of the kitchen area in the training room, the addition of walls to create separate bedrooms in the loft area, and installation of flooring and a bathroom in the crew's quarters over the bay at Station No. 2 totaling \$13,500.

Chief Olme reported that all water supply lines to Station No. 2 are located on outside walls and have been intermittently freezing. A solution to the issue is being sought.

Chief Olme presented to the Board her findings related to the cost of purchasing and maintaining a new wood burning furnace for Station No. 2, versus the cost of heating the building solely with natural gas. It was the consensus of the Board to invest in energy efficiency measures such as installation of additional insulation rather than to purchase a new wood burning stove at this time.

Chief Olme reported that the District's application to the Assistance to Firefighters Grant ("AFG") remains pending. The cost to install exhaust systems in both stations is estimated to be \$47,000 for Station No. 1 and \$72,000 for Station No. 2. Chief Olme suggested that the District should still plan to move forward with purchasing the exhaust systems even if the grant funding is not awarded.

**Grant Funds.** Chief Olme reported that the Colorado VFA Grant is open and the District will apply for funds to purchase five new radios.

**HazMat.** Chief Olme reported that the equipment purchased with funds from the Homeland Security South Central Region arrived in November, with the exception of the heater.

Chief Olme reported that one firefighter will attend a two-week long HazMat Tech course in Pueblo in the coming months, which will be paid for using grant funding that the firefighter pursued and was awarded on his own.

Chief Olme reported that a new grant cycle with Homeland Security South Central Region has begun and the District will request funding for new HazMat suits and potentially a drone.

**Fire Prevention/Public Education.** Chief Olme reported that the Risk Watch program for elementary aged children is ongoing.

**Training.** Chief Olme reported that the property owners of the land adjacent to Station No. 2 remain committed to donating land to the District to be used as the site of a potential training center. Chief Olme will follow up with the property owner in the next few months.

Chief Olme reported that Driver/Operators and Senior firefighters will attend the Leadership Development Program through the University of Denver, and all firefighters will complete Insights Evaluations.

**National Wildland Call-Out.** There was no new information to report.

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

**Upcoming Projects.** Chief Olme reported that the wood chipper was received from Park County, but there is too much snow to utilize it at this time.

Chief Olme reported that staff is working on suggested revisions to the District's Member Handbook and Standard Operating Guidelines ("SOP's"). The suggested revisions to both will be reviewed by Chief Olme and suggested revisions to the Member Handbook will be provided to legal counsel for final review prior to presentation to the Board for review and consideration of approval.

Chief Olme reported that it may be time to begin discussions regarding the future of a combination versus career firefighting service for the District. The implementation of five-member crews may eliminate the need for a dwindling volunteer force.

Chief Olme reported that staff has shown an interest in joining either the International Association of Firefighters ("IAFF") or the Colorado Professional

Firefighters ("CPFF") union. Chief Olme has invited a representative of the CPFF to address the Board at its regular meeting in April.

Chief Olme reported that preparation of replacement programs for vehicles, personal protective equipment, and equipment is underway.

Chief Olme reported that the Community Wildfire Protection Plan (CWPP) is being updated.

Chief Olme reported that staff is working on the specifications for the Type 6 and command vehicles approved with the 2019 budget, and a Tactical Tender for consideration in 2020.

Chief Olme researched the cost of tablets for use by the Board and staff. The lowest cost option is the iPad for \$300 each.

**Expenditure Requests.** Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, carried by a vote of 2 to 0, with Director Zingler abstaining, the Board approved the proposal and authorized entering into a contract with Headwaters Construction in the amount of \$13,500 for the remodeling projects at Station No. 2.

Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the Board authorized the purchase of six iPads for District use.

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FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period January 3, 2019 through February 4, 2019, totaling \$107,419.32. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Zingler and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period January 3, 2019 through February 4, 2019, totaling \$107,419.32.

Review and Approve February Claims: Chief Olme reviewed with the Board the preliminary February claims previously distributed to the Board via email. Following discussion, upon motion duly made by Director Castellano, seconded by Director Zingler and, upon vote, unanimously carried, the

Board approved the February claims 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, 2018 and the Cash Position Statement for the period ending February 4, 2019. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Zingler and, upon vote, unanimously carried, the Board accepted the Budget to Actual Report for the period ending December 31, 2018 and the Cash Position Statement for the period ending February 4, 2019, as presented.

LEGAL  
MATTERS

Attorneys' Report: Attorney Court reviewed the written attorneys' report with the Board, noting that there were no matters outside of the retainer during January.

Attorney Court reviewed with the Board the 2018 retainer analysis and reported that no adjustments are recommended for 2019.

2019 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. Chief Olme noted that the Gallagher issue remains a focus this year and the new projected residential assessment rate is 6.95%.

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 Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the meeting was adjourned at 7:16 P.M.

Respectfully submitted,

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

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE  
FEBRUARY 13, 2019 REGULAR MEETING OF THE NORTH-WEST FIRE  
PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS  
SIGNING BELOW:

\_\_\_\_\_  
Will Crago

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Tom Nourse

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Maria Mitchell

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

\_\_\_\_\_  
Tim Zingler