

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTH-WEST FIRE PROTECTION DISTRICT  
HELD  
March 14, 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 14<sup>th</sup> day of March 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  
Will Crago, Vice President  
Maria Mitchell, Treasurer

#### Directors Absent Were:

Tom Nourse, Secretary (excused)  
Kim Castellano, Director (excused)

#### Also in Attendance Were:

Chief Kristy Olme; North-West Fire Protection District  
Kammy Tinney and Teresa Adler; Pinnacle Consulting Group,  
Inc. (via teleconference)  
Emily Powell, Esq.; Ireland, Stapleton, Pryor & Pascoe,  
P.C.

Chairman Pike called the meeting to order at 6:09 P.M.

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

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

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ADMINISTRATIVE Agenda: Chief Olme distributed for the Board's review and  
MATTERS 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 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 30, 2018 special meeting. Following review and discussion, upon motion duly made by Director Crago, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved the minutes of the January 30, 2018 special meeting.

Report from Designated Election Official Regarding May 2018 Regular Election: Ms. Tinney, in her capacity as Designated Election Official, reported that the District did not receive more Self-Nomination and Acceptance forms than Directors' positions available at the election, and at the close of business on March 6, 2018, Ms. Tinney cancelled the election and declared the candidates elected by acclamation. The Notice of Cancellation will publish on March 16<sup>th</sup> in The Flume, and the Notice of Cancellation and Certified Statement of Results will be filed with the appropriate agencies.

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

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

DEPARTMENT/  
PERSONNEL  
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing February activity, noting that there were 30 calls in February.

**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 firefighters will begin May 1, 2018, bringing the District's total number of paid personnel to 16 (six part-time, ten full-time).

**Vehicles/Equipment Status.** Chief Olme reported that the actual cost to repair Brush 42, Engine 42, and Engine 41 was less than anticipated. The cost to complete needed

repairs to all three apparatus totaled approximately \$30,000. Brush 42 will now be an in-District response apparatus only.

Chief Olme reported that the District took delivery of the new Type III engine last week. The final Bill of Sale was received today, and Chief Olme is working with Ms. Adler and Tax-Exempt Leasing to finalize all documents.

**Station Nos. 1 and 2/Facilities.** Chief Olme reported that kitchen demolition for Station No. 1 is in progress, with cabinets being refinished, and a new sink installed. The District is currently working to obtain reasonably priced flooring, countertops, and an oven/stove.

Chief Olme reported that she has obtained quotes for carpet and blinds to be installed in the Station No. 2 living quarters. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Crago and, upon vote, unanimously carried, the Board authorized Chief Olme to move forward with the purchase and installation of carpet and blinds for installation in the Station No. 2 living quarters for an amount not to exceed \$6,500.

Chief Olme reported that research continues on cost effective options to replace or renovate current signage at the main entrance to Station No. 2.

Chief Olme reported that she has reviewed the District's natural gas bills for the past two years to determine whether or not there is a cost saving benefit to continued use of the wood burning furnace. Chief Olme determined that, while there are options available to replace the current wood burning furnace, heating solely by natural gas has not been less cost effective in comparison to replacing and maintaining a wood burning furnace.

**Grant Funds.** Chief Olme reported that the District has submitted an application to the Assistance to Firefighters Grant ("AFG") for exhaust ventilation systems to be purchased and installed in both Stations' bays. The AFG funds, if awarded, will cover 100% of the cost. Chief Olme reported that the District is submitting an application to FEMA for a Fire Prevention and Safety Grant for the purchase of a Sim Table, used for training and response.

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

**Fire Prevention/Public Education.** Chief Olme reported that Risk Watch for grades K-2 continues at the elementary school. The District purchased a smoker for the Fire Prevention Week Open House.

**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. Chief Olme noted that two, half-day live burn trainings will take place in April in Frisco, one for the Firefighter I Academy and another to include all District staff members.

Chief Olme reported that all members will be participating in a wildland refresher course in March.

Chief Olme reported that a quarry property owner has approached the District about possibly donating land for a training facility.

**National Wildland Call-Out.** Chief Olme reported that all engines previously deployed on wildland call-out are back in the District, and wildland deployment revenue for 2017 totaled \$433,734. Tender 42 and Brush 42 are listed as available on the National Wildland Call-Out list.

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

**Upcoming Projects.** Chief Olme reported that a chipping program for 2018 is being implemented to assist the community with wildfire mitigation efforts.

FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. Adler reviewed expenditures with the Board for the period January 4, 2018 through March 1, 2018, totaling \$186,459.34.

Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Crago and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period January 4, 2018 through March 1, 2018, totaling \$186,459.34.

Review and Approve March Payables: Chief Olme reviewed with the Board the March payables previously distributed to the Board via email. Following discussion, upon motion duly made by Director Mitchell, seconded by Director Crago and,

upon vote, unanimously carried, the Board approved the March payables and authorized Chief Olme to schedule payment through First Bank.

Cash Position Statement and Budget to Actual Report: Ms. Adler reviewed with the Board the Cash Position Statement for the period ending March 1, 2018, and the unaudited Financial Statements for the period ending December 31, 2017. Ms. Adler noted that the audit of the District's 2017 financial statements is underway.

Following review and discussion, upon motion duly made by Director Crago, seconded by Director Mitchell and, upon vote, unanimously carried, the Board accepted the Cash Position Statement for the period ending March 1, 2018, and the Financial Statement for the period ending December 31, 2017, as presented.

LEGAL  
MATTERS

Attorneys' Report: Attorney Powell reviewed the written attorneys' report with the Board. Attorney Powell reported that she has researched the extent to which the District may accept from the county and utilize revenue generated by a county sales tax. Attorney Powell informed the Board that, pursuant to the Colorado Revised Statutes, a board of county commissioners may levy a sales tax for "public safety improvements", and distribute the revenue to "public safety organizations", which include fire protection districts. Revenue generated from a public safety improvements sales tax may be used for capital expenditures or operational costs. In order to levy a public safety improvements sales tax, the board of county commissioners must follow the process set forth in the Colorado Revised Statutes, which includes, among other steps, submitting the proposed sales tax to the county's eligible electors for voter approval.

2018 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 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 7:37 P.M.

Respectfully submitted,

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

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE MARCH 14, 2018 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

\_\_\_\_\_  
William Pike

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Will Crago

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Tom Nourse

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Maria Mitchell

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Kim Castellano