

RECORD OF PROCEEDINGS

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

June 10, 2020

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 10th day of June, 2020, at 6:00 P.M., via teleconference.

ATTENDANCE

Directors in Attendance Were:

Tim Zingler, President/Chairman
Maria Mitchell, Treasurer
Cory Kritzmire, Director
Frank Davis, Director

Directors Absent, but Excused Were:

Kim Castellano, Secretary

Also in Attendance Were:

Chief Kristy Olme; North-West Fire Protection District
John Cutler, CPA; John Cutler & Associates
Kammy Tinney, Teresa Adler and Jacquelyn Grossnickle;
Pinnacle Consulting Group, Inc.
Emily Powell, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C.

Chairman Zingler called the meeting to order at 6:04 P.M.

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

Chairman Zingler declared that a quorum of the Board was present, with three of five members in attendance. There were four of five members in attendance when Director Mitchell arrived at 6:08 p.m.

ADMINISTRATIVE
MATTERS

Agenda: A proposed agenda was distributed for the Board's review and approval. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Davis and, upon vote, unanimously carried, the agenda was approved, as amended to reorder Financial Matters ahead of Department/Personnel Matters, and to add discussion regarding in-person meetings to Other Business.

Disclosure of Potential Conflicts of Interest: Chairman Zingler 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 May 13, 2020 regular meeting. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Davis and, upon vote, unanimously carried, the Board approved the minutes of the May 13, 2020 regular meeting.

Community Comments: Director Zingler reported that he has overheard comments and questions from community members regarding the anticipated duration of the burn ban. Chief Olme reported that there are many factors that are considered in implementing and lifting burn bans, and there is not a simple answer for when the ban could potentially be lifted. She encouraged the Board to refer community members to the fire department to address any questions or concerns related to operations.

Chief Olme noted that she received a negative comment from a member of the community regarding the District's participation in birthday parades. It was the consensus of the Board that the District's participation is an important service to the community and is important to staff.

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

FINANCIAL
MATTERS

Review and Consider Approval of 2019 Audit: Ms. Adler introduced Mr. Cutler to the Board. Mr. Cutler provided a summary of the draft audited 2019

financial statements of the District and provided an overview of the procedures used to audit the financial statements. Mr. Cutler informed the Board that an unmodified opinion will be issued, with no audit adjustments to the year-end financial statements, no conflicts with management, and no deficiencies noted in the audit.

Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board accepted the 2019 Audited Financial Statements, and authorized Pinnacle Consulting Group, Inc. to file the 2019 Audited Financial Statements with the Office of the State Auditor no later than July 31, 2020.

Mr. Cutler left the meeting at this time.

Ratify Payment of Claims: Ms. Adler reviewed expenditures with the Board for the period May 2, 2020 through June 2, 2020 totaling \$129,968.55. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Mitchell and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period May 2, 2020 through June 2, 2020 totaling \$129,968.55.

Review and Approve June Claims: Chief Olme reported that the preliminary June claims will be distributed via email for review no later than June 12th. Following discussion, upon motion duly made by Director Kritzmire, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved the June claims and authorized Chief Olme to schedule payment through First Bank, subject to final review by the Board.

Unaudited Financial Statements and Cash Position Statement: Ms. Adler reviewed with the Board the unaudited Financial Statements for the period ending April 30, 2020 and the Cash Position Statement for the period ending May 31, 2020. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board accepted the unaudited Financial Statements for the period ending

April 30, 2020 and the Cash Position Statement for the period ending May 31, 2020, as presented.

Ms. Adler and Ms. Grossnickle left the meeting at this time.

DEPARTMENT/
PERSONNEL
MATTERS

Fire Chief Annual Performance Review: Ms. Tinney reported that one Board member evaluation remains outstanding. It was the consensus of the Board to defer this item to the regular July meeting to allow additional time for all evaluations to be submitted.

Chief's Report: Chief Olme reviewed with the Board the written report detailing May activity, noting that there was a total of 47 calls in May. There has been a total of 226 calls year-to-date in 2020.

COVID-19 Pandemic Response. Chief Olme reported that crews continue to take extra precautions when responding to calls.

Operations/Personnel Matters. Chief Olme reported that the District's social media policy is being reemphasized with all personnel.

Chief Olme reported that the Administrative Captain position remains open and that a part-time, temporary firefighter was hired to fill shifts as needed.

Vehicles/Equipment Status. Chief Olme reported that West Metro Fire Protection District is providing the District with fleet maintenance and pump testing services at a reduced cost as compared to other fleet maintenance and pump testing service providers used in the past, and service for immediate maintenance needs is being provided by a local garage service.

Station Nos. 1 and 2/Facilities. Chief Olme reported that the kitchen remodel at Station No. 2 is moving forward with completed installation of flooring, an island, and cabinets. All appliances have been ordered.

Grant Funds. Chief Olme reported that the District has submitted an application for FEMA AFG grant funds for the purchase of two sets of extrication

equipment. Each set of equipment costs approximately \$15,000. The application is pending.

Chief Olme reported that an application for the Colorado Safety and Disease Prevention grant funds has been submitted for the purchase of an extractor (PPE washer). The application is pending.

Chief Olme reported that review of applications has been delayed by both agencies due to COVID-19.

HazMat. There was no new information to report.

Fire Prevention/Public Education. There was no new information to report.

Training. Chief Olme reported that there has been no further discussion regarding the land donation for a training facility. This project is on hold.

National Wildland Call-Out. Chief Olme reported that the District developed safety precautions and procedures to address the continued presence of COVID-19 during wildland responses. The District is currently teaching 130/190 wildland refresher courses to District personnel and surrounding departments. Chief Olme reported that all necessary personal protective equipment has been acquired.

Chief Olme reported that the District may deploy smaller crews to wildland callouts this season.

Inspections. Chief Olme reported that company inspections are on hold. Volunteer Kim McDonald has offered to assist with plan reviews for new construction and is working on updating the District's fee schedule for Board consideration of approval at the July Board meeting.

Upcoming Projects. Chief Olme reported that the chipping program was expected to begin in May but has been delayed. There appears to be some confusion amongst the various fire departments in Park County regarding the intended use of the County-owned chipper, with some departments using it for commercial purposes and monetary gain. Chief Olme is challenging this practice with the Park County Emergency Services Council and is working to draft a

schedule for use of the equipment between the fire departments. The Board supports Chief Olme's efforts.

Chief Olme reported that the SOPs have been updated and will be distributed. The Member Handbook is being revised.

Chief Olme reviewed with the Board a first draft capital replacement program for vehicles and equipment, distributed via separate email prior to the meeting.

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

Chief Olme reported that updates to the Strategic Plan are on-going and will be a lengthy project to complete.

Expenditure Requests: Chief Olme presented to the Board a quote from Shad Inc. in the amount of \$8,375.00 to complete necessary septic system repairs at Station No. 2. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board approved the quote from Shad Inc. in the amount of \$8,375.00 to complete necessary septic system repairs at Station No. 2.

LEGAL
MATTERS

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

2020 Legislative Update: Attorney Powell reported that the 2020 legislative session reconvened on May 26th and will remain in session until June 15th. 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

In-Person Meetings: The Board discussed the timeline for resuming in person Board meetings. Ms. Tinney noted that there are several options including: in-person meetings, audio/tele conference meetings, or a combination of the two. Chief Olme requested that the Board consider the potential exposure to first responders and reminded the Board that social distancing will be required. Attorney Powell reported that a revised Resolution allowing for more flexible meeting options is currently being drafted. It was the consensus of the Board to continue discussion of this item at each meeting.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the meeting was adjourned at 7:55 P.M.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE JUNE 10, 2020 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

Tim Zingler

Maria Mitchell

Kim Castellano

Cory Kritzmire

Frank Davis