

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTH-WEST FIRE PROTECTION DISTRICT
HELD
July 8, 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 8th day of July, 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

Also in Attendance Were:

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

Chairman Zingler called the meeting to order at 6:02 P.M.

Chairman Zingler declared that a quorum of the Board was present, with four of four members in attendance. There is one vacancy on the Board.

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 include discussion of Kim Castellano's resignation from the Board under Directors Items.

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 June 10, 2020 regular meeting. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board approved the minutes of the June 10, 2020 regular meeting.

Resolution 2020-06-04 Revising the Electronic Board Meeting Policy During COVID-19 Pandemic: The Board reviewed Resolution 2020-06-04 Revising the Electronic Board Meeting Policy During COVID-19 Pandemic. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Davis and, upon vote, unanimously carried, the Board approved Resolution 2020-06-04 Revising the Electronic Board Meeting Policy During COVID-19 Pandemic.

Community Comments: There were no Community Comments.

Directors' Items: Ms. Tinney reported that Director Castellano submitted her resignation from the Board via email effective July 7th. The Board directed Chief Olme to order a jacket to present to Ms. Castellano in appreciation of her years of service to the Board and the community.

Chief Olme reported that she recently spoke to a property owner in the District who may be interested in serving on the Board and she will inform the property owner of the vacancy.

The Board directed Ms. Tinney to also submit a Notice of Vacancy to be published in The Flume and posted on the District's website.

DEPARTMENT/
PERSONNEL
MATTERS

Fire Chief Annual Performance Review: President Zingler reviewed the results of the Fire Chief Performance Evaluation with Chief Olme on behalf of the Board. Chief Olme's overall performance rating was "Excellent". Chief Olme was provided an opportunity to provide additional comments. A copy of the Performance Evaluation will be placed in Chief Olme's personnel file.

Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved a salary increase of 5.5% for Chief Olme, retroactive to June 23, 2020.

Chief's Report: Chief Olme reviewed with the Board the written report detailing June activity, noting that there was a total of 56 calls in June. There has been a total of 282 calls year-to-date in 2020.

Chief Olme reported that medical and motor vehicle accident calls increased in June. The overall call volume decreased by 8% for the same time period in 2019.

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 Administrative Captain position remains open.

Vehicles/Equipment Status. Chief Olme reported that West Metro Fire Protection District fleet services has completed the pump testing for the District's apparatus, with the exception of two engines.

Chief Olme reported that Tender 43 is out of service due to steering issues. Chief Olme is working with a local garage to service the Tender.

Station Nos. 1 and 2/Facilities. Chief Olme reported that a ventless washer and dryer were purchased for Station No. 1 and installation of insulation remains pending. Crews have begun to staff Station No. 1 approximately 50% of the time.

Chief Olme reported that the kitchen remodel at Station No. 2 is nearly complete.

Grant Funds. Chief Olme reported that the District has resubmitted a reimbursement request from the AFG grant for the exhaust system that was recently installed.

Chief Olme reported that the District "opted in" for COVID-19 relief funds through the CARES Act.

HazMat. Chief Olme reported that the District's gas meters were recently calibrated, and many are in need of costly repairs. Chief Olme noted that it is more cost effective to purchase new meters than it is to repair the current meters and she is investigating possible funding options through the Department of Homeland Security South Central Region.

Fire Prevention/Public Education. Chief Olme reported that fire prevention and public education outreach programs will resume when school begins in the fall.

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 participated in two deployments in June and the District remains on the board for national wildland callouts.

Inspections. Chief Olme reported that company inspections are on hold.

Upcoming Projects. Chief Olme reported that the chipper was received by the District from the Guffey Fire Department following the last Emergency Services Council meeting; unfortunately, the unit was received in inoperable condition and the District is utilizing a second chipper to complete mitigation efforts throughout the District.

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

Chief Olme reported that the replacement program for vehicles and equipment is being updated.

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.

Resolution 2020-06-05 Adopting a Fee Schedule for Emergency Medical and Related Services, Requested and Mandated Inspections, Hazardous Materials Response, and Extra Jurisdictional Emergency Services: Attorney Powell reviewed with the Board Resolution 2020-06-05 Adopting a Fee Schedule for Emergency Medical and Related Services, Requested and Mandated Inspections, Hazardous Materials Response, and Extra Jurisdictional Emergency Services. Chief Olme noted that the fee schedule adopted in 2010, which includes only requested and mandated inspections, is mismatched to the Resolution.

Director Davis suggested that fees for HazMat response need to be reflected on the fee schedule. Chief Olme noted that HazMat fees are billed to the Colorado State Patrol as the Designated Emergency Response Authority for the area, and that the District uses CRFF rates for that purpose.

It was the consensus of the Board to table the adoption of Resolution 2020-06-05 Adopting a Fee Schedule for Emergency Medical and Related Services, Requested and Mandated Inspections, Hazardous Materials Response, and Extra Jurisdictional Emergency Services to allow time for additional revisions to the Resolution and fee schedule.

Expenditure Requests: Chief Olme reported that during the repairs to the District's septic system drain line, it was determined that the damage was caused by the installation of a fiber optic line over the drain line approximately 18 months ago. Chief Olme is seeking reimbursement from the installer of the fiber optic line.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period June 3, 2020 through July 1, 2020 totaling \$187,767.81. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period June 3, 2020 through July 1, 2020 totaling \$187,767.81.

Chief Olme reported that she will contact 1st Bank to remove Ms. Castellano from the District's account.

Review and Approve July Claims: Chief Olme reported that the preliminary July claims will be distributed via email for review no later than July 15th. Following discussion, upon motion duly made by Director Zingler, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board approved the July claims and authorized Chief Olme to schedule payment through First Bank, subject to final review by the Board.

Budget to Actual Report and Cash Position Statement: Ms. Tinney reviewed with the Board the Budget to Actual Report for the period ending May 31, 2020 and the Cash Position Statement for the period ending June 30, 2020. Ms. Tinney provided the Board with additional information related to tax collection year-to-date, and Chief Olme clarified personnel expenses. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board accepted the Budget to Actual Report for the period ending May 31, 2020 and the Cash Position Statement for the period ending June 30, 2020.

Ms. Tinney reported that the 2019 audit is being finalized and will be filed with the State prior to the July 31st deadline.

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 adjourned on June 15th. Attorney Powell reported that ballot language was approved regarding the repeal of the Gallagher Amendment to the Colorado Constitution and will appear on the November 2020 statewide ballot. Attorney Powell reported that the impact to future assessment rates and adjustments, and De-Gallagherization questions previously approved by voters, is uncertain at this time. Attorney Powell noted that HB20-1017 passed and discussed concerns with the Board.

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. It was the consensus of the Board to meet virtually in August, and 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 Mitchell, seconded by Director Davis and, upon vote, unanimously carried, the meeting was adjourned at 7:42 P.M.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE JULY 8, 2020 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

Tim Zingler

Maria Mitchell

Cory Kritzmire

Frank Davis