

RECORD OF PROCEEDINGS

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

July 10, 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 10th day of July 2019, at 6:00 P.M., at the District's Fire Station No. 2, 21455 Highway 285, Fairplay, Colorado.

ATTENDANCE

Directors in Attendance Were:

Will Crago, President
Maria Mitchell, Treasurer
Tim Zingler, Director

Directors Absent, but Excused Were:

Tom Nourse, Vice President
Kim Castellano, Secretary

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 Crago called the meeting to order at 6:05 P.M.

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

Chairman Crago declared that a quorum of the Board was present, with three 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. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Mitchell and, upon vote, unanimously carried, the agenda was approved, as presented.

Disclosure of Potential Conflicts of Interest: Chairman Crago 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 12, 2019 regular meeting. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved the minutes of the June 12, 2019 regular meeting.

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

Directors' Items: Director Crago informed the Board that he will be moving to Buena Vista, Colorado within the next 90 days to 12 months. Director Crago intends to continue to serve on the Board for as long as he is qualified, or until his current term expires in May 2020.

DEPARTMENT/
PERSONNEL
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing June activity, noting that there was a total of 49 calls in June. There has been a total of 306 calls year-to-date in 2019.

Operations/Personnel Matters. Chief Olme reported that Firefighter Hoffman is out for six weeks due to a shoulder injury sustained while on duty. Workers' compensation is covering the claim and Firefighter Hoffman is expected to return to light duty in approximately six weeks following surgery.

Chief Olme reported that the District conducted a controlled burn for the Town of Alma earlier today and noted that it is the last controlled burn of its type that will be permitted in the Town of Alma.

Chief Olme reported that a new mobile App is available for the application, issuance, and tracking of burn permits through the District. The cost to the District is approximately \$1,500 and the District intends to implement use of the App this season.

Vehicles/Equipment Status. Chief Olme reported that the tenders at Station No. 1 are still experiencing issues, which continue to be monitored.

Chief Olme reported that Avtec is preparing for installation of lights, sirens, radio, and other equipment on the command vehicle. The installation is scheduled to begin on July 22nd.

Chief Olme reported that a conference call with the manufacturer of the Type 6 engine was held on June 13th and the build has begun. The engine is set to be shown at the Fire-Rescue International Conference and Expo in Atlanta, Georgia in August and at an additional event in Texas. The engine is expected to be delivered to the District in September.

Chief Olme reported that there is a person interested in purchasing the 1932 antique engine for \$6,000 - \$7,000. Chief Olme suggested using the proceeds to refurbish the 1935 antique engine. Director Zingler suggested that the Board consider donating the refurbished antique engine to the fire museum in Alma.

Station Nos. 1 and 2/Facilities. Chief Olme reported that the bedroom remodel project at Station No. 1 is complete, and the bathroom remodel project at Station No. 1 is in progress and will be complete prior to the pancake breakfast scheduled for July 21st.

Chief Olme reported that the remodel of the space over the bay at Station No. 2 is in progress and welcomed input from the Board regarding potential use of the space.

Chief Olme reported that insulation will need to be installed in Station No. 1 before winter and that estimates are being obtained for consideration.

Chief Olme reported that exhaust systems for both stations are still needed and will be installed pending the award or denial of grant funding.

Grant Funds. Chief Olme reported that the Federal Emergency Management Agency Assistance to Firefighters Grant (FEMA AFG) application is still pending.

Chief Olme reported that the District is considering applying for Staffing for Adequate Fire and Emergency Response (SAFER) Grant funding when the application period is open.

HazMat. There was no new information to report.

Fire Prevention/Public Education. Chief Olme reported that the Risk Watch program for elementary aged children has concluded for the year.

Chief Olme reported that the annual Fire Prevention Week Open House is scheduled for October 10th from 4:30 p.m. to 7:00 p.m., at Station No. 2.

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 reported that Captain Rafferty is calling the property owner once a week and that a meeting with a representative that builds training centers is scheduled for the week of July 15th.

Chief Olme reported that the District participated in Live Burn training at High County Training Center in Frisco on June 27th.

Chief Olme reported that Firefighter Rafferty is doing an excellent job in his newly appointed role as training coordinator for the District.

National Wildland Call-Out. Chief Olme reported that available apparatus and personnel 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 \$23,080 was received from the District's insurance provider for damage to the engine caused during pump testing.

Chief Olme reported that the part-time mechanic position is still available.

Chief Olme reported that the District will receive the old woodchipper from Park County for use through September.

Chief Olme reported that Firefighter Hoffman is updating the SOP's while he is on light duty.

Chief Olme reported that Captain Smith is currently updating the Community Wildfire Protection Plan (CWPP).

Additional Staffing. Chief Olme recommended that the District move forward in creating an additional Administrative Captain position. Chief Olme and Ms. Adler reviewed with the Board the revenue and expense scenarios for increased staffing included with the agenda packet.

Director Crago indicated that he is in favor of implementing the additional captain position as long as the District proceeds with caution. Director Mitchell stated that it is important that the additional captain is available to fill shifts during wildland deployments, and Director Zingler inquired about the return on investment in having an additional captain available to cover shifts not only during wildland deployments but also for vacations, et cetera.

Attorney Powell discussed with the Board available options regarding employment agreements based on available funding. It was the consensus of the Board that an employment agreement would not be necessary.

Ms. Adler recommended that the District consider preparation of a 5- to 10-year capital plan beginning with the 2020 budget.

Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Mitchell and, upon vote, unanimously carried, the

Board approved the creation of an Administrative Captain position and provided direction to create a long-term plan regarding additional staffing.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. Adler reviewed expenditures with the Board for the period June 4, 2019 through July 1, 2019, totaling \$197,506.52. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Mitchell and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period June 4, 2019 through July 1, 2019, totaling \$197,506.52.

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

Budget to Actual Report and Cash Position Statement: Ms. Adler reviewed with the Board the Budget to Actual Report for the period ending June 30, 2019 and the Cash Position Statement for the period ending July 1, 2019. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Mitchell and, upon vote, unanimously carried, the Board accepted the Budget to Actual Report for the period ending June 30, 2019 and the Cash Position Statement for the period ending July 1, 2019, as presented.

LEGAL
MATTERS

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

COMMUNITY
MATTERS

There were no community matters brought before the Board.

OTHER
BUSINESS

Chief Olme reported that the annual pancake breakfast is scheduled for July 21, 2019 from 8:00 a.m. to 11:00 a.m. Donations for the event were received from Almart General Store and Prather's Market.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Mitchell, seconded by Director Zingler and, upon vote, unanimously carried, the meeting was adjourned at 7:28 P.M.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE JULY 10, 2019 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

Will Crago

Tom Nourse

Maria Mitchell

Kim Castellano

Tim Zingler