

RECORD OF PROCEEDINGS

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

July 11, 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 11th day of July 2018, 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
Tom Nourse, Vice President
Kim Castellano, Secretary
Maria Mitchell, Treasurer
Tim Zingler, Director

Also in Attendance Were:

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

Chairman Crago called the meeting to order at 6:00 P.M.

Chairman Crago declared that a quorum of the Board is present, with four of five members in attendance. Upon the arrival of Director Nourse, there were five 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 Crago, seconded by Director Mitchell and, upon vote, unanimously carried, the agenda was approved, as amended.

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 13, 2018 regular meeting. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved the minutes of the June 13, 2018 regular meeting.

Community Comments: Director Zingler reminded everyone that the Town of Alma will host the annual Festival in the Clouds event on July 21st-22nd, including a bike ride and the District's annual pancake breakfast fundraiser.

Directors' Items: There were no Directors' Items presented.

Executive Session: Pursuant to § 24-6-402(4) of the Colorado Revised Statutes, Director Castellano moved that this regular public meeting of the Board of the North-West Fire Protection District adjourn and, upon an affirmative vote of at least two-thirds of the quorum present, that the Board reconvene in Executive Session to receive legal advice regarding the Gallagher Amendment pursuant to § 24-6-402(4)(b), C.R.S. Director Mitchell seconded the motion. The vote carried unanimously. Chief Olme and Ms. Tinney were invited to attend the Executive Session.

Attorney Powell certified for the record that, pursuant to § 24-6-402(4)(b) of the Colorado Revised Statutes, all of the executive session discussion will constitute an attorney-client privileged communication and will not be recorded.

The Board went into Executive Session at 6:08 P.M

The Board did not engage in substantial discussion of any matter not enumerated in § 24-6-402(4)(b), C.R.S. The Board did not adopt any proposed policy, position, resolution, rule, regulation or formal action. The Executive Session was adjourned at 7:00 P.M. on a motion by Director Mitchell, seconded by Director Nourse, and passed by the affirmative vote of all members.

Consider Approval of a Public Policy Services Engagement Letter with George K. Baum: Chief Olme reviewed with the Board a Public Policy Services Engagement Letter with George K. Baum. Following review and discussion, upon motion duly made by Director Castellano, seconded by

Director Nourse and, upon vote, unanimously carried, the Board ratified the Public Policy Services Engagement Letter with George K. Baum and directed staff to include payment with July payables.

DEPARTMENT/
PERSONNEL
MATTERS

Fire Chief Annual Performance Review: Ms. Tinney reviewed with the Board proposed salary increase options and provided a summary of percentage increases approved for line staff in 2018. Following review and discussion, upon motion duly made by Director Crago, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved a salary increase of 7% for Chief Olme, retroactive to June 23, 2018.

Chief's Report: Chief Olme reviewed with the Board the written report detailing May activity, noting that there were 44 calls in June, and a total of 239 calls year-to-date.

Operations/Personnel Matters. There were personnel matters to report.

Vehicles/Equipment Status. Chief Olme reported that all apparatus are currently in service.

Station Nos. 1 and 2/Facilities. Chief Olme reported that the kitchen remodel for Station No. 1 is in progress and the countertops will be installed within the week. An additional proposal for installation of a shower remains pending.

Director Nourse reported that he met his contractor contact on-site at Station No. 1, and the contractor has additional ideas for installation of a half bath on the second level. Director Nourse will coordinate a request for proposal with Chief Olme.

Grant Funds. There was no new information to report.

HazMat. There was no new information to report.

Fire Prevention/Public Education. Chief Olme reported that the District is beginning to plan for the Fire Prevention Week open house in October.

Training. There was no new information to report.

National Wildland Call-Out. Chief Olme reported that Engine 423 was deployed to the 416 Fire in Durango. Chief Olme reported that all crews are back from deployment and the Fairplay Fire was turned over to a Type I Team. Wildland response fees invoiced to date total approximately \$89,000, and Chief Olme expects to receive the next request for deployment soon.

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

Upcoming Projects. Chief Olme reported that the District is working through the logistics of implementing a chipping program for residents and property owners.

Review and Consider Expenditure Requests: There were no expenditure requests presented for Board consideration.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period June 5, 2018 through July 2, 2018, totaling \$117,668.90.

Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Castellano and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period June 5, 2018 through July 2, 2018, totaling \$117,668.90.

Review and Approve July Payables: Chief Olme reviewed with the Board the July payables previously distributed to the Board via email. Following discussion, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved the July payables 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 May 31, 2018 and the Cash Position Statement for the period ending July 2, 2018.

Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the Board accepted the Budget to Actual Report for the period ending May 31, 2018

and the Cash Position Statement for the period ending July 2, 2018, 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

Reschedule Regular August Board Meeting: Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Nourse and, upon vote, unanimously carried, the Board determined to cancel the August 8, 2018 regular meeting and hold a special meeting on August 22, 2018.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Crago, seconded by Director Nourse 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 JULY 11, 2018 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

I hereby attest that the information communicated during the Executive Session, which was not recorded, constituted privileged attorney-client communications.

Emily Powell, Esq.

I hereby attest that the Executive Session was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. 25-6-402(4)(b).

Will Crago, President