

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTH-WEST FIRE PROTECTION DISTRICT  
HELD  
SEPTEMBER 9, 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 9<sup>th</sup> day of September, 2020, at 6:00 P.M., via teleconference.

### ATTENDANCE

#### Directors in Attendance Were:

Maria Mitchell, Treasurer/Acting Chairperson  
Cory Kritzmire, Secretary  
Jeff Streeter, Director

#### Directors Absent, but Excused Were:

Tim Zingler, President  
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.

Acting Chairperson Mitchell called the meeting to order at 6:03 P.M.

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

Acting Chairperson Mitchell declared that a quorum of the Board was present, with three of five members in attendance.

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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 Mitchell, seconded by Director Kritzmire and, upon

vote, unanimously carried, the agenda was approved, as presented.

Disclosure of Potential Conflicts of Interest: Acting Chairperson Mitchell 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 other Board members present.

Minutes: The Board reviewed the minutes of the August 12, 2020 regular meeting and August 24, 2020 special 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 August 12, 2020 regular meeting and August 24, 2020 special meeting.

Community Comments: There were no Community Comments.

Directors' Items: There were no Directors' Items.

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DEPARTMENT/  
PERSONNEL  
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing August activity, noting that there was a total of 73 calls in August. There has been a total of 426 calls year-to-date in 2020.

**COVID-19 Pandemic Response.** Chief Olme reported that crews continue to take extra precautions when responding to calls. Chief Olme reported that the District was awarded \$9,663 in grant funding from the Colorado CARES Act and expressed gratitude towards Ms. Grossnickle and Pinnacle Consulting Group, Inc for assisting the District in the application.

**Operations/Personnel Matters.** Chief Olme reported that the Administrative Captain position remains open, and one part time firefighter position is open.

Chief Olme reported that Station 1 staffing has grown on a regular basis, and there has been a positive response from the community.

Chief Olme reported that a wildland fire was started in the District by a repeat offender. The person was fined, and law enforcement is involved in the case. Chief Olme reported that the statewide fire ban has

been extended for an additional month.

**Vehicles/Equipment Status.** Chief Olme reported that the new engine will be delivered to the District within the next two months.

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

**Station Nos. 1 and 2/Facilities.** Chief Olme reported that the women's bathroom remodel at Station No. 2 is 90% complete. It is the final renovation.

Chief Olme reported that the windows at Station No. 1 are being replaced, and insulation is being installed at both stations.

**Grant Funds.** Chief Olme reported that the District is closing out grant funding for the exhaust systems.

Chief Olme reported that review of the applications submitted to the Colorado Safety and Disease Prevention Grant and FEMA AFG are still pending. Review of the applications has been delayed due to COVID-19.

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

**Fire Prevention/Public Education.** Chief Olme reported that the District is evaluating different approaches for interacting with students virtually to provide Risk Watch fire prevention and public education opportunities.

**Training.** Chief Olme reported that she received a Memorandum of Understanding with Park County regarding a donation of land adjacent to Station No.2 from Brennan Holdings to the County, and a subsequent lot line adjustment extending the District's property. Legal counsel for the District has reviewed the Memorandum of Understanding and believes it will need some modifications before it is recommended for Board consideration; however, Chief Olme and legal counsel need to review the exhibit to the Memorandum of Understanding showing the location of the lot line adjustment before proceeding further. Chief Olme has reached out to the County for a copy of the exhibit.

**National Wildland Call-Out.** Chief Olme reported that Tender 41 is on its fourth assignment this summer and that crews have been assigned to assist with the Cameron Peak Fire. Chief Olme reported that the District has invoiced approximately \$90,000 for assistance provided to the Grizzly Wildfire and expects the Cameron Peak Fire to yield the same.

**Inspections.** Chief Olme reported that company inspections have resumed using an abundance of caution.

**Upcoming Projects.** Chief Olme reported that the Community 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.

Chief Olme reported that she was approached by the Teller County Sheriff, as a private citizen, to discuss a drone radar detection technology that he has developed for use by fire departments. Chief Olme noted that drones often create challenges for aircraft attempting air drops on fires. The Board has many questions and Chief Olme will provide the Board with more information as it becomes available.

Expenditure Requests: There were no expenditure requests.

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FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period August 4, 2020 through September 1, 2020 totaling \$209,671.01. Following review and discussion, upon motion duly made by Director Streeter, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period August 4, 2020 through September 1, 2020 totaling \$209,671.01.

Review and Approve September Claims: Chief Olme reported that the preliminary September claims will be distributed via email for review no later than September 15<sup>th</sup>. Following discussion, upon motion duly made by Director Streeter, seconded by Director

Kritzmire and, upon vote, unanimously carried, the Board approved the September 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 July 31, 2020 and the Cash Position Statement for the period ending September 1, 2020. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Mitchell and, upon vote, unanimously carried, the Board accepted the Budget to Actual Report for the period ending July 31, 2020 and the Cash Position Statement for the period ending September 1, 2020.

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LEGAL  
MATTERS

Attorneys' Report: Attorney Powell reviewed with the Board the written attorneys' report. Chief Olme expressed gratitude for the support provided to the District from Ireland Stapleton Pryor & Pascoe (ISPP). Chief Olme stated that she believes the District is in a good position to respond to changes in the residential assessment rate and maintain stable revenues, regardless of the outcome of the statewide Gallagher initiative on the November ballot.

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COMMUNITY  
MATTERS

There were no Community Matters brought before the Board.

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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 October, and to continue discussion of this item at each meeting.

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ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Kritzmire, seconded by Director Streeter and, upon vote, unanimously carried, the meeting was adjourned at 6:54 P.M.

Respectfully submitted,

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

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF  
THE SEPTEMBER 9, 2020 REGULAR MEETING OF THE NORTH-  
WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY  
THE DIRECTORS SIGNING BELOW:

\_\_\_\_\_  
Tim Zingler

\_\_\_\_\_  
Maria Mitchell

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Cory Kritzmire

\_\_\_\_\_  
Frank Davis

\_\_\_\_\_  
Jeff Streeter