

## RECORD OF PROCEEDINGS

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

September 12, 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 12<sup>th</sup> day of September 2018, at 6:00 P.M., at the District's Fire Station No. 2, 21455 Highway 285, Fairplay, Colorado.

### ATTENDANCE

#### Directors in Attendance Were:

Tom Nourse, Vice President  
Kim Castellano, Secretary  
Maria Mitchell, Treasurer  
Tim Zingler, Director

#### Directors Absent Were:

Will Crago, President (excused)

#### Also in Attendance Were:

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

Chairman Nourse called the meeting to order at 6:01 P.M.

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

Chairman Nourse declared that a quorum of the Board was present, with three of five members in attendance. Upon the arrival of Director Mitchell, there were four of five members in attendance.

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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 Castellano, seconded by Director Zingler and, upon

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

Disclosure of Potential Conflicts of Interest: Chairman Nourse 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 July 11, 2018 regular meeting and August 22, 2018 special meeting. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Zingler and, upon vote, unanimously carried, the Board approved the minutes of the July 11, 2018 regular meeting and August 22, 2018 special meeting.

November 2018 Coordinated Election: Ms. Tinney, in her capacity as Designated Election Official, reviewed with the Board a summary of elections activities to date for the November 6, 2018 Coordinated Election. Attorney Court discussed with the Board the TABOR notice, including the pro/con statements to be included in the TABOR notice. Attorney Court noted that pro/con statements are due to Ms. Tinney on September 21, 2018 at 12:00 p.m., and that the TABOR notice is due to the County by September 24, 2018.

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

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

DEPARTMENT/  
PERSONNEL  
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing August activity, noting that there were 63 calls in August, and a total of 371 calls year-to-date.

**Operations/Personnel Matters.** There were no personnel matters to report.

**Vehicles/Equipment Status.** Chief Olme reported that all apparatus are currently in service. None of the apparatus are currently deployed to wildfire callouts.

**Station Nos. 1 and 2/Facilities.** Chief Olme reported that there is no new information regarding the bathroom remodel at Station No. 1. Chief Olme reported that the proposed

remodel space on the second floor at Station No. 2 is approximately 600 square feet. Director Castellano requested that input from personnel regarding the use of the space be presented to the Board. Chief Olme reported that new mattresses are needed, and she will obtain an updated quote from Sleep Number Beds to present to the Board during the October Regular Board Meeting. Chief Olme reported that she is looking at the options available for the historic vehicles that are currently in the bay. The options include storage, sale and rehab.

**Grant Funds.** Chief Olme reported that the District was awarded the SAFER grant. The District will receive funding for three full-time firefighters for two years, and pursuant to the terms of the grant, the District must make a commitment to fund the firefighters for a third year. It was the consensus of the Board to support the award. Chief Olme reported that the District will begin the hiring process in October.

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

**Fire Prevention/Public Education.** Chief Olme reported that the District is working on a t-shirt design contest as part of the Risk Watch program for elementary aged children. The winning design will be debuted at the Fire Prevention Week open-house, which is scheduled for October 9, 2018 from 4 p.m. to 7 p.m. A silent auction will be part of the open-house.

**Training.** Chief Olme informed the Board of a possible grant that would provide the District with a building that the District would be able to use as a training center. Chief Olme reported that details on the parameters of the grant are sparse, and that she hopes to have additional details soon. Chief Olme believes that three requirements of the grant will be that the District must provide suitable land, a concrete foundation, and water for the building. Chief Olme reported that there have been discussions among area fire departments to use a building, such as the one provided under the potential grant, as a regional training facility. However, Chief Olme would prefer that any building provided via a grant be a District facility. It was the Boards consensus for Chief Olme to move forward with applying for grant funding and to seek a commitment from the neighboring landowner to donate the parcel of property adjacent to Station No. 2, as the landowner has previously indicated it may do.

**National Wildland Call-Out.** Chief Olme reported that all crews are back from deployment. Wildland response fees invoiced to date total approximately \$400,000, 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 Captain Stamp is working on the Chipping Program. Chief Olme reported that Park County will have a ballot issue on the November 2018 ballot seeking a 2% sales tax increase to generate revenue for public safety entities, including the District. Chief Olme asked what actions the District may take to support this ballot issue, and Attorney Court stated that he follow up with Chief Olme regarding activities the District may take under the Fair Campaign Practices Act in regard to the County's ballot issue.

Review and Consider Expenditure Requests: Chief Olme reported that there will be a District appreciation event on September 28, 2018 or September 29, 2018, which she will coordinate.

Chief Olme reported that the natural gas expense has increased since the wood furnace is no longer is use. Chief Olme requested that the Board consider pursuing the purchase of a new furnace.

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FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period July 3, 2018 through August 7, 2018, totaling \$170,282.64. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period July 3, 2018 through August 7, 2018, totaling \$170,282.64.

Consider Approval of September Claims: Ms. Tinney presented the preliminary September claims. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved the payment of September claims, pending final review.

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, 2018 and the Cash Position Statement for the period ending August 6, 2018.

Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the Board accepted the Budget to Actual Report for the period ending July 31, 2018 and the Cash Position Statement for the period ending August 6, 2018.

LEGAL  
MATTERS

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

COMMUNITY  
MATTERS

There were no community matters brought before the Board.

OTHER  
BUSINESS

October Regular Board Meeting: Director Zingler reported that he will be absent for the Regular October Board Meeting.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the meeting was adjourned at 7:21 P.M.

Respectfully submitted,

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

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE  
SEPTEMBER 12, 2018 REGULAR MEETING OF THE NORTH-WEST FIRE  
PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS  
SIGNING BELOW:

\_\_\_\_\_  
Will Crago

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Tom Nourse

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

\_\_\_\_\_  
Kim Castellano

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