

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTH-WEST FIRE PROTECTION DISTRICT
HELD
May 19, 2021

A special meeting of the Board of Directors of the North-West Fire Protection District (referred to hereafter as "Board") was convened on Wednesday, the 19th day of May 2021, at 5:00 P.M., via teleconference.

ATTENDANCE

Directors in Attendance Were:

Tim Zingler, President/Chairman
Cory Kritzmire, Secretary
Frank Davis, Director
Jeff Streeter, Director

Directors Absent, but Excused Were:

Maria Mitchell, Treasurer

Also in Attendance Were:

Kristy Olme, Fire Chief; 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 5:00 P.M.

Chairman Zingler declared that a quorum of the Board was present, with four of five members in attendance. Following discussion, upon motion duly made by Director Zingler, seconded by Director Streeter and, upon vote, unanimously carried, the absence of Director Mitchell was excused.

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 Zingler, seconded by Director Kritzmire and, upon vote, unanimously carried, the agenda was approved as amended to include discussion regarding the Fire

Chief's annual performance review under Other Business.

Disclosure of Potential Conflicts of Interest: Chairman Zingler inquired whether there were any potential conflicts to disclose by Board members present, which have not already been adequately disclosed. Ms. Powell recommended that Director Streeter file a conflict of interest disclosure due to the hiring of his son as a firefighter with the District. Ms. Powell will prepare a conflict of interest disclosure, coordinate signatures with Director Streeter, and file the disclosure with the Secretary of State's office.

Minutes: The Board reviewed the minutes of the April 14, 2021 regular meeting. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Davis and, upon vote, unanimously carried, the Board approved the minutes of the April 14, 2021 regular meeting.

Community Comments: There were no community comments.

Directors' Items: There were no Directors' Items.

DEPARTMENT/
PERSONNEL
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing April activity, noting that there was a total of 48 calls in April. Chief Olme reported that staff is tracking responses to short-term rental properties and the impact of increased "off-season" call volume on available resources, noting that that the District has responded to 55 incidents year to date at short-term rental properties.

COVID-19 Pandemic Response. Chief Olme reported that District staff is continuing to wear masks while in public.

Operations/Personnel Matters. Chief Olme reported that there is currently one full-time firefighter position and two seasonal part-time firefighter positions open.

Chief Olme reported that one seasonal firefighter position remains to be filled.

Chief Olme noted that overall staffing is short lately and she will begin splitting crews when able between Station No. 1 and Station No. 2 with the exception of 'A' Shift.

Chief Olme reported that the widespread unemployment claims fraud being experienced nationwide is impacting District staff. Chief Olme noted that each incident is being tracked with the District's Accounting Manager, including notification to the Colorado Department of Labor and Employment.

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

Station Nos. 1 and 2/Facilities. Chief Olme reported that Station No. 1 looks great and the maintenance bay at Station No. 2 is in good shape. Chief Olme also noted there should be new desks and chairs in the front office by the June 9th meeting.

Grant Funds. Chief Olme reported there was no update on the status of the Grant applications.

HazMat. There was no new information to report.

Fire Prevention/Public Education. Chief Olme reported that Chief Staff will likely not be back in classrooms until Fall 2021 and current efforts are focused on Fire Prevention Week in October.

Chief Olme reported that discussions are underway with the Town of Fairplay regarding the Town's proposal to consider resident waivers during burn bans. Chief Olme is continuing discussions with the Town and Park County.

Training. Chief Olme reported that she and legal counsel are continuing to discuss negotiations with Park County and the landowner for the donation of land adjacent to Station No. 2. The County has suggested that the District use the same process that was recently used by South Park Ambulance District in obtaining a donation of land. Ms. Powell will assist Chief Olme with confirming this process with the County. The Board concurs with this approach.

Chief Olme noted that she will continue to work on scheduling of the Driver/Operator class for all personnel.

Wildland. Chief Olme reported that preparations for the wildland season are ongoing.

Inspections. Chief Olme reported that inspections remain on hold and staff is planning for the gradual reopening of businesses in the District.

Upcoming Projects. Chief Olme reported that the Chipping Program for 2021 will take place in June/July.

Chief Olme reported that the Festival in the Clouds will be held July 17-18 in Alma. District staff are considering hosting a Pancake Breakfast and participating in the 'corn hole' challenge.

Expenditure Requests: There were no expenditure requests.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period April 6, 2021 through May 3, 2021 totaling \$136,763.80. 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 April 5, 2021 through May 3, 2021 totaling \$136,763.80.

Review and Approve May Claims: Chief Olme noted that the preliminary May claims were distributed prior to the meeting for review. Following discussion, upon motion duly made by Director Kritzmire, seconded by Director Streeter and, upon vote, unanimously carried, the Board approved the May 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 March 31, 2021 and the Cash Position Statement for the period ending May 3, 2021. Following review and discussion, upon

motion duly made by Director Kritzmire, seconded by Director Streeter and, upon vote, unanimously carried, the Board accepted the Budget to Actual report for the period ending March 31, 2021 and the Cash Position Statement for the period ending May 3, 2021.

2020 Audit: Ms. Tinney reported that she, Chief Olme and Attorney Powell reviewed and provided their comments to the initial draft 2020 audited financial statements. The final draft will be distributed for Board review at the regular meeting in June.

LEGAL
MATTERS

Attorneys' Report: Attorney Powell reviewed with the Board the written attorneys' report. The land donation negotiations were previously discussed as part of the Chief's Report.

2021 Legislative Update: Attorney Powell discussed with the Board the status of several bills that have either already passed or are currently pending before the Colorado legislature and that, if passed, could impact the District.

COMMUNITY
MATTERS

There were no Community Matters brought before the Board.

OTHER
BUSINESS

Fire Chief Annual Performance Review: Ms. Tinney reminded the Board that the Chief's scheduled annual performance review is approaching. Ms. Powell discussed a shift within the industry to move away from annual rating scale forms to more frequent, informal discussions between the Board and the Chief in Executive Session, discussing performance highs and lows and goals for the coming months. If the Board were to utilize these more informal discussions, the content would still need to be memorialized in writing for the Chief's personnel file. The Board will discuss further at the regular meeting in June.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Streeter, seconded by Director Davis and, upon vote, unanimously carried, the meeting was adjourned at 6:20 P.M.

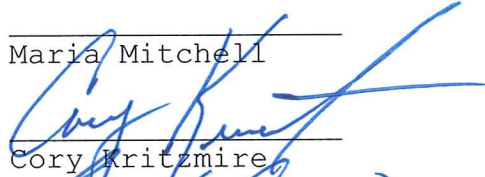
Respectfully submitted,

By: 
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE MAY 19, 2021 SPECIAL MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:


Tim Zingler

Maria Mitchell


Cory Kritzmire


Frank Davis


Jeff Streeter