

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTH-WEST FIRE PROTECTION DISTRICT  
HELD  
February 8, 2023

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 8<sup>th</sup> day of February, 2023, at 6:00 P.M., via Zoom video.

### ATTENDANCE

Directors in Attendance Were: (via video conference)  
Tim Zingler, President  
Jeff Streeter, Vice President  
Cory Kritzmire, Secretary  
David Rial, Director

Directors Absent and Excused Were:  
Maria Mitchell, Treasurer

Also in Attendance Were: (via video conference)  
Kristy Olme, Fire Chief; North-West Fire Protection District  
John Waddick (Captain), Kaileen Vair (Engineer),  
Milan Horak (Firefighter), Nick Streeter  
(Firefighter), and Dan Roussel (Firefighter); B-  
Shift; North-West Fire Protection District  
Tiffany Skoglund, and Kieyesia Conaway; Pinnacle  
Consulting Group, Inc.  
Emily Powell, Esq.; Ireland Stapleton Pryor & Pascoe,  
PC

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

Upon motion duly made by Director Rial, seconded by Director Kritzmire and, upon vote, unanimously carried, the absence of Director Mitchell was excused.

Chairman Zingler declared that a quorum of the Board was present, with four 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 Streeter, seconded by Director Kritzmire and, upon vote, unanimously carried, the agenda was approved as presented.

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. There were no potential conflicts to disclose by Board members present.

Minutes: The Board reviewed the minutes of the January 11, 2023, Regular Board meeting. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Streeter and, upon vote, unanimously carried, the Board approved the minutes of the January 11, 2023, Regular Board meeting.

Public Comment: There were no Public Comments to come before the Board.

Directors' Items: There were no Directors' Items to come before the Board.

DEPARTMENT  
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing January activity, noting there were a total of 67 calls in January: 1 Wildfire, 1 Structure Fire, 39 Medicals, 18 Vehicle Accidents (4 with injuries) and 17 "Other" calls.

**Operations/Personnel Matters:** Chief Olme reported that the District's responses to Short-term Rentals account for 21% of its total responses, and there were a total of 75 calls for 2023 to date.

Chief Olme reported that there is one open Captain position that will be posted both internally and externally statewide. Chief Olme will be working on C Shift until the Captain position is filled to help cover officer positions, and is hoping to have this filled by end of April or May. There are three open Lieutenant positions, these will be posted internally only. All the positions that need to be filled are

within the 2023 budget.

**Vehicles/Equipment Status:** Chief Olme reported there are several vehicles that are in maintenance status and awaiting routine maintenance. Chief Olme is researching adding another tender to the fleet. Purchasing a brand new one will be at least two years out, so she is looking into a used tender purchase for current use.

**Station Nos. 1 and 2/Facilities:** Chief Olme reported that Station 1 is in a good position currently, after receiving the second toilet. Station 1 will be able to function with a remodel instead of a full add on for now. Chief Olme provided two quotes for room additions for separate size room options. Ms. Powell noted that under new legislation, construction projects over \$120,000.00 will need to be publicly bid, but the current threshold amount for public bidding is still \$60,000.00. The Board noted that they would like to have additional quotes for the remodel, even though this project is not expected to exceed \$60,000.00.

Chief Olme reported that she is still looking for a home to purchase in the Valley of the Sun area to investigate turning into a station for a future Station 3.

**Grant Funds:** Chief Olme reported she will be applying for the Assistance to Firefighters (AFG) Grant for radios, which closes February 10. The SAFER Grant is opening soon for applications and Chief Olme will be applying for staffing opportunities. Chief Olme will look into other grant opportunities for medical use, specifically for AED's and a CPR instructor as the individual the District used has left. Director Rial noted he is a CPR instructor and would be happy to help.

**HazMat:** Chief Olme had nothing to report on Hazmat this month.

**Fire Prevention/Public Education:** Chief Olme reported that she would like the District to be more present at the local athletic events at the schools. This will be to stand by for any possible medical issues as well as showing support to the teams.

**Training:** Chief Olme reported that District is continuing normally on shift training. Chief Olme noted that Captain Green is currently going through blue card training and will train the department members after completion.

Chief Olme noted there has been no response to her outreach on the Brennan land and she is looking for another contact to continue conversations and proceed with this process.

**Wildland:** Chief Olme reported that all vehicles and staff are in District. Chief Olme reported that the deployment invoice that was resubmitted in three different fire formats has been partially received and \$150,000.00 is sitting with an approver right now before the District will receive it. Chief Olme is hoping to get these back as soon as possible to help cover operational expenses and is working closely over the next ten days with Pinnacle Consulting Group, Inc. and the State to move this process along. Director Streeter noted that a letter from the Board to the State in support of the Chief might help move this process along; however, Chief Olme requested that the Board pause on this while she tries to work through this, and if she is not successful, she will consider moving forward with the letter that Director Streeter suggested.

**Inspections:** Chief Olme reported that Ms. Powell has provided a proposed agreement with Charles Abbott Associates for plan review and inspection services. Chief Olme will work with the Town to review.

**Upcoming Projects:** Chief Olme reported that the District's ISO review is coming up in March. Chief Olme noted that State legislation has been introduced that would establish a governance board to address establishment of a Wildland-Urban Interface (WUI) Code.

Chief Olme noted that fire suppressor ponds are a large item of discussion within the County and surrounding counties, noting many of these ponds will likely go to other surrounding counties as Park County has multiple fire hydrants they can use, and the other counties do not. Chief Olme will be

attending virtual meetings on February 14<sup>th</sup> and February 15<sup>th</sup> to discuss further.

Consider Expenditure Requests: Chief Olme reported that additional extrication equipment is needed due to the now full-time staffing of Station 1. The price on this equipment will be going up in June 2023 and Chief Olme requested that the Board approve the purchase for \$21,270.00. Director Rial asked if there was any other brand that could be cheaper for the same product. After further discussion, the Board decided that going with the same brand as the other extrication equipment already purchased for the department would be the best option as they would all work together and the batteries would be interchangeable. Following review and discussion, upon motion duly made by Director Streeter, seconded by Director Rial and, upon vote, unanimously carried, the expenditure request was approved for \$21,270.00.

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FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. Skoglund reviewed expenditures with the Board for the period January 1, 2023 through January 31, 2023, totaling \$187,581.51. 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 January 1, 2023 through January 31, 2023, totaling \$187,581.51.

Budget Vs. Actual Report and Cash Position Statement: Ms. Skoglund reviewed with the Board the Budget Vs. Actual Report for the period ending December 31, 2022, and the Cash Position Statement for the period ending January 31, 2023. Following review and discussion, upon motion duly made by Director Streeter, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board accepted the Budget Vs. Actual Report for the period ending December 31, 2022, and the Cash Position Statement for the period ending January 31, 2023.

Status of 2022 Audit: Ms. Skoglund reviewed with the Board the status of the 2022 Audit and answered questions.

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LEGAL MATTERS

Attorneys' Report: Attorney Powell reviewed the written Attorneys' Report and the legislative tracker with the Board.

COMMUNITY MATTERS

There were no Community Matters to bring before the Board.

OTHER BUSINESS

There was no Other Business to bring before the Board.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Streeter, seconded by Director Rial and, upon vote, unanimously carried, the meeting was adjourned at 7:25 P.M.

Respectfully submitted,

DocuSigned by:  
By: Kieyesia Conaway  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE FEBRUARY 8, 2023 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

DocuSigned by:  
Tina Langer  
Tina Langer

DocuSigned by:  
Jeff Streeter  
Jeff Streeter

\_\_\_\_ (Absent) \_\_\_\_\_  
Maria Mitchell

DocuSigned by:  
Cory Krizmire  
Cory Krizmire

DocuSigned by:  
David Rial  
David Rial