

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTH-WEST FIRE PROTECTION DISTRICT  
HELD  
June 12, 2024

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 June 2024, at 6:00 P.M., at Fire Station No. 2, 21455 Highway 285, Fairplay, CO and via Zoom video.

### ATTENDANCE

#### Directors in Attendance Were:

Tim Zingler, President (Via Videoconference)  
Maria Mitchell, Treasurer (Via Videoconference)  
Cory Kritzmire, Secretary (Via Videoconference)

#### Directors Absent and Excused:

Jeff Streeter, Vice President

#### Also, in Attendance Were:

Chief Olme, North-West Fire Protection District  
Tiffany Skoglund, and Wendy McFarland; Pinnacle Consulting Group, Inc (Via Videoconference)  
Emily Powell, Esq.; Ireland Stapleton Pryor & Pascoe, PC (Via Videoconference)  
Firefighters Nik Varma, Charly Smith, Cody Hutchison, Matthew Teuton, Max Kios; North-West Fire Protection District (Via Videoconference)  
John Cutler; John Cutler & Associates (Via Videoconference)

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

Chairman Zingler declared that a quorum of the Board was present, with three of four members in attendance. There is one vacancy on the Board.

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ADMINISTRATIVE MATTERS Call to Order: Chairman Zingler called the meeting to order at 6:33 P.M.

Approval of Agenda: The Board considered the approval of the agenda. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Mitchell, 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 the Board members present.

Minutes: The Board reviewed the minutes of the May 8, 2024 regular Board 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 May 8, 2024 regular Board meeting, as presented.

Update on Designated Election Official for May 2025 Election: Ms. Skoglund gave an update to the Board regarding the Designated Election Official for the May 2025 Election, noting she is still waiting on Sue Blair to send her a final contract for DEO services to present to the Board.

Website: Ms. Skoglund presented the new website to the Board and will set up a meeting with Chief Olme and Director Streeter prior to the website going live.

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 her written report detailing May activity, noting there were a total of 48 calls in May: 0 Fires, 21 Medicals, 8 Vehicle Accidents (2 with injuries) and 19 "Other" calls.

**Operations/Personnel Matters:** Chief Olme reported

that the District's responses to short-term rentals account for 10.4% of its total responses for May, and there was a total of 303 calls for 2024 to date.

**Vehicles/Equipment Status:** Chief Olme reported that Tender 42 needs a new motor and pump rebuilt and that Milan will work on this tender as he already has the motor. The water tender is still with Milan; it now needs all the wiring replaced due to rodents chewing on them. Once wires are replaced, if no other issues are found, the tender will be in service. Engine 42 will be inspected at Mountain View Fire Protection District to determine items needing replacement and repair. Short Red is with Milan as it requires a new oil cooler. However, he has yet to be able to obtain the part. Short Red will remain with Milan until the part is located and the repairs are completed. Tender 41 has been having transmission problems and needs to be serviced. Chief Olme noted that Hartzel Fire Protection District has hired a mechanic, and she is working on an IGA to utilize the new mechanic for the District.

**Station Nos. 1 and 2/Facilities:** Chief Olme nothing to report on the Stations this month.

**Grant Funds:** Chief Olme had nothing to report on Grant Funds this month.

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

**Fire Prevention/Public Education:** Chief Olme reported that the District will hold an open house in October.

**Training:** Chief Olme reported that a "chop shop" extrication training took place at Hartzel Fire Protection District and firefighters from the District could attend. Mr. Virma reported on the "chop shop" training, noting it was excellent training and that significant education was received, with the attendees now having more confidence in operating the tools needed when dealing with extrication situations. Mr. Hutchison presented an update on the extrication training Arvada Fire Protection District, noting that six employees attended. All members in attendance gained helpful knowledge and hands-on training and returned from the

training feeling confident about using the tools and ready to go when needed. Ms. Smith noted that the FDIC training was terrific, with good bonding and learning opportunities.

**Wildland:** Chief Olme introduced Charly Smith, who is the District's new Wildland Coordinator as of June 6. Charly Smith introduced herself to the Board, noting she works the C shift and has been with the District for 2 years. She is excited to improve the Wildland processes and receive feedback from employees within the District to create goals.

Chief Olme reported that Types 3 & 6 currently are not available nationally, due to lack of Engine Bosses being available. Both Types 3 & 6 should be available nationally by the upcoming weekend.

**Upcoming Projects:** Nothing to report at this time.

**Capital Improvement and Strategic Plan:** Chief Olme reported that Chief Green is preparing a draft of the Capital Improvement Plan to distribute to the Board in July. He is also working on the Strategic Plan and requesting two Board members to work with him as internal stakeholders on this project. Director Mitchell will serve as one of the Board member internal stakeholders.

Union Discussion: Chief Olme noted she had a meeting with the Union President to begin to discuss a draft contract. Attorney Powell inquired whether the contract is intended as a collective bargaining agreement, noting that the Union is currently not recognized. Chief Olme stated that it is not a collective bargaining agreement, but rather, it is intended as a memorialization of processes already in place between management and the Union. She further stated that once this draft is complete, she will send to legal to review. The President of the Union will be attending the July Board meeting to address the Board. The overall goal will be to bring the Board into the discussion and aim to reach conclusion on this matter by the end of 2024.

Town of Fairplay Land Ownership: Chief Olme reported she had a meeting with the Town concerning possible land ownership changes and development that could be

coming.

Fee Schedule for Inspection Services: Chief Olme led the discussion regarding the Fee Schedule, noting that it was updated last year with a slight increase to keep up with inflation. A large percentage of the fees go to Charles Abbott, who performs the inspections, with a percentage coming to the District. July's Board packet will include the contract with Charles Abbott and the fee schedule for further discussion prior to approval.

Expenditure Requests: There were no Expenditure Requests to come before the Board.

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FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. McFarland reviewed expenditures with the Board for the period May 1, 2024, through May 31, 2024, totaling \$310,772.52. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Mitchell and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period May 1, 2024, through May 31, 2024, totaling \$310,772.52.

Unaudited Financial Statements and Cash Position Statement: Ms. McFarland reviewed with the Board the Unaudited Financial Statements for the period ending April 30, 2024, and the Cash Position Statement for the period ending May 31, 2024. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Mitchell and, upon vote, unanimously carried, the Board accepted the Unaudited Financial Statements for the period ending April 30, 2024, and the Cash Position Statement for the period ending May 31, 2024.

2023 Audited Financial Statements: Mr. Cutler presented the 2023 Audited Financial Statements to the Board. Mr. Cutler reported that the audit received a clean unmodified opinion. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board approved the 2023 Audited Financial Statements and authorized the Audit to be filed with the State Treasurer.

LEGAL MATTERS Attorney's Report: Attorney Powell reviewed the written Attorney's Report with the Board and answered questions.

Legislative Update: Attorney Powell presented the Legislative Update to the Board and answered questions.

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, the meeting was adjourned at 7:18 P.M.

Respectfully submitted,

By: Keyesia Conaway  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE JUNE 12, 2024, REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

DocuSigned by:  
[Signature]  
Tim Angler

DocuSigned by:  
[Signature]  
Jeff Streeter

DocuSigned by:  
[Signature]  
Maria Mitchell

DocuSigned by:  
[Signature]  
Cory Kritzmir