

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTH-WEST FIRE PROTECTION DISTRICT
HELD
May 8, 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 8th day of May 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
Jeff Streeter, Vice President (Via Videoconference)
Maria Mitchell, Treasurer (Via Videoconference)
Cory Kritzmire, Secretary (Via Videoconference)

Also, in Attendance Were:

Chief Olme, North-West Fire Protection District (Via Videoconference)
Tiffany Skoglund, and Wendy McFarland; Pinnacle Consulting Group, Inc (Via Videoconference)
Emily Powell, Esq.; Ireland Stapleton Pryor & Pascoe, PC (Via Videoconference)

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

ADMINISTRATIVE MATTERS Call to Order: Chairman Zingler called the meeting to order at 6:08 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 Streeter, 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 April 10, 2024 regular Board meeting. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved the minutes of the April 10, 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 ADA Compliance: Attorney Powell and Ms. Skoglund discussed the website ADA compliance law with the Board and answered questions. Ms. Skoglund noted Pinnacle Consulting Group, Inc. recommends using the vendor Streamline to ensure ADA compliance is met for the website. A Streamline subscription would cost \$80 per month, totaling \$560 for 2024 and \$960 for each following year. Chief Olme noted there are issues that have come up with the current website and emails associated with the site host and she would like to discuss a website rebuild. The Board discussed various options for website rebuilding. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Streeter and, upon vote, unanimously carried, the Board authorized Pinnacle Consulting Group, Inc. (PCGI) to engage Streamline for ADA Compliance on the website. The Board also approved having Ms. Skoglund, Director Streeter, and Chief Olme obtain additional bids from PCGI, Streamline, and one additional contractor for a website rebuild.

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

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

Quarterly

Director Streeter made a motion to go into executive

Performance
Review of
Fire Chief
-
Executive
Session

session pursuant to C.R.S. § 24-6-402(4)(f) for the purpose of discussing personnel matters related to the quarterly review, evaluation, and discussion regarding performance of the Fire Chief. Director Mitchell seconded the motion; motion carried unanimously. The Board went into executive session at 6:40 p.m.

Present at the executive session were Directors Tim Zingler, Jeff Streeter, Maria Mitchell, and Cory Kritzmire; District Legal Counsel, Emily Powell; District Manager, Tiffany Skoglund; and District Accounting Manager, Wendy McFarland.

The Board came out of executive session at 7:14 p.m. No decisions or actions were taken in the executive session.

DEPARTMENT
MATTERS

Chief's Report: Chief Olme reviewed with the Board her written report detailing April activity, noting there were a total of 41 calls in April: 2 Fires (1 cooking and 1 Chimney), 12 Medicals, 8 Vehicle Accidents (3 with injuries) and 19 "Other" calls.

Operations/Personnel Matters: Chief Olme reported that the District's responses to short-term rentals account for 2.4% of its total responses for April, and there was a total of 254 calls for 2024 to date.

Wildfire Operations Coordinator Position: Chief Olme noted that she would like to promote from within for this position, and so would post only within the department. This position would take on all Wildfire related issues and would include a small pay increase while staying within the approved annual budget. The Board discussed and approved Chief Olme to move forward with the process of promoting for the position.

Vehicles/Equipment Status: Chief Olme reported that she is working on taking four vehicles out of Milan's shop and sourcing them out to other companies to work on the mechanical issues.

Station Nos. 1 and 2/Facilities: Chief Olme reported that the floors are being replaced in the bedroom at Station No. 1.

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

HazMat: Chief Olme reported that the HazMat vehicle is still at the Hartzel station and is being utilized for training.

Fire Prevention/Public Education: Chief Olme reported that the monthly school Risk Watch program is ongoing; planning for the October Open house will start soon. The Community Fun Fair is coming up as well.

Training: Chief Olme reported six employees attended the Auto-X training in Arvada in May. Chief Olme reported that five female employees attended the FDIC training and women's conference and noted that it had great classes, bonding, training, and networking. Director Zingler requested that moving forward, someone from each training attend the Board Meetings and report on the training they attended. Chief Olme agreed and will have attendees at the June Board Meeting to report on the above-mentioned trainings.

Chief Olme reported that Officers will be going to the Public Safety Leadership Development Program in July. The goal is to send Captains and Lieutenants this year.

Wildland: Chief Olme reported that the District has completed the Annual refresher, and the Type 3 and Type 6 Engines are available for dispatch.

Upcoming Projects: Chief Olme presented a spreadsheet regarding the PPE and Vehicle replacement plan and discussed with the Board.

Strategic Plan: Chief Olme noted that the Strategic Plan is still in process with Chief Green at this time.

Capital Improvement Plan: Chief Olme noted she is also working with Chief Green on the Capital Improvement Plan.

Complete Wireless Technologies: Chief Olme reported that the invoice came in for the radios slightly higher than previously approved by the Board, with an

overage of \$340.00 for a total cost of \$18,340.00. This cost includes radios and all programming to get the radios up and running. Chief Olme noted that there will be no additional funds needed for radios at this time after the purchase is complete. The Board approved Chief Olme to move forward with the purchase.

Charles Abbott: Director Zingler requested the status of the Charles Abbott contract and Chief Olme reported that the contract is complete.

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

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. McFarland reviewed expenditures with the Board for the period April 1, 2024, through April 30, 2024, totaling \$217,550.42. 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 April 1, 2024, through April 30, 2024, totaling \$217,550.42.

Budget vs. Actual Report and Cash Position Statement: Ms. McFarland reviewed with the Board the Budget vs. Actual Report for the period ending March 31, 2024, and the Cash Position Statement for the period ending April 30, 2024. 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 March 31, 2024, and the Cash Position Statement for the period ending April 30, 2024.

2023 Amended Budget Hearing Director Kritzmire opened the 2023 Amended Budget Hearing for North-West Fire Protection District. Ms. Skoglund reported that notice of the budget hearing was published on May 3, 2024, in the Flume, in accordance with state budget law, and the District did not receive any public comment prior to the meeting. There being no public comment at the meeting, the public portion of the budget hearing was closed. Ms. McFarland reviewed the amended budget in detail and

answered questions.

Following review and discussion, upon a motion duly made by Director Streeter, seconded by Director Kritzmire, and upon vote, unanimously carried, the Board approved the Resolution to Adopt the 2023 Amended Budget and appropriate funds for North-West Fire Protection District and authorize such further actions of the officers and consultants necessary to sign related documents and submit and file such documents required to finalize the amended budget.

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, noting that SB-194 was a huge win for Fire and Ambulance Districts, allowing them to collect an impact fee without county or city approval and to also now collect sales tax. This will help offset visitors' costs for people that visit the District and need help from the first responders. Attorney Powell also noted that SB24-233 tax bill was introduced in just the last three days of the legislative session, noting this is bill establishes permanent changes to the property tax laws, and not temporary changes like the two previous bills regarding property tax. Some of the requirements set forth in the bill will be able to be waived by vote of the District's eligible electors. This bill is rapidly moving as this has already passed the Senate. Attorney Powell will watch this bill to gain a better understanding and report back to the Board.

COMMUNITY MATTERS There were no Community Matters to bring before the Board.

OTHER BUSINESS Chief Olme reported that there will be a Pinning Ceremony for promotions and will report back to the Board with a date and more information on the Ceremony.

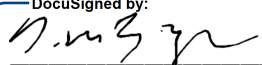
ADJOURNMENT

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 8:26 P.M.

Respectfully submitted,

By: ^{DocuSigned by:} Kieyesia Conaway
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE MAY 8, 2024, REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

^{DocuSigned by:} 
Tim Engler

^{DocuSigned by:} Jeff Streeter
Jeff Streeter

^{DocuSigned by:} Maria Mitchell
Maria Mitchell

^{DocuSigned by:} Cory Kritzmire
Cory Kritzmire