

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTH-WEST FIRE PROTECTION DISTRICT
HELD
January 30, 2018

A special meeting of the Board of Directors of the North-West Fire Protection District (referred to hereafter as "Board") was convened on Tuesday, the 30th day of January 2018, at 6:00 P.M., at the District's Fire Station No. 2, 21455 Highway 285, Fairplay, Colorado.

ATTENDANCE

Directors in Attendance Were:

William "Bill" Pike, President/Chairman
Will Crago, Vice President
Tom Nourse, Secretary
Maria Mitchell, Treasurer (via teleconference at 6:04 p.m.)
Kim Castellano, Director

Also in Attendance Were:

Chief Kristy Olme; North-West Fire Protection District
Kammy Tinney and Chelsey Green; Pinnacle Consulting Group, Inc. (via teleconference)
Matthew Court, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C.

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

Chairman Pike declared that a quorum of the Board is present, with five of five members in attendance.

ADMINISTRATIVE MATTERS Agenda: Chief Olme distributed for the Board's review and approval a proposed agenda for the special meeting. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Nourse and, upon vote, unanimously carried, the agenda was approved as presented.

Disclosure of Potential Conflicts of Interest: Chairman Pike 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 November 8, 2017 regular meeting. Following review and discussion, upon motion duly made by Director Crago, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved the minutes of the November 8, 2017 regular meeting.

Resolution Establishing Regular Meeting Dates for 2018: Ms. Tinney reviewed with the Board the proposed Resolution Establishing Regular Meeting Dates, Time and Location and Designating Locations for Posting for 2018.

The Board determined to conduct regular meetings on the second Wednesday of each month in 2018, at 6:00 p.m., at North-West Fire Station No. 2, Fairplay, Colorado.

The Board further determined to conduct regular meetings of the Board of Trustees of the Volunteer Firefighter Pension Fund in 2018 on Wednesday, March 14th, May 9th, August 8th, and November 14th, at 5:45 p.m., at North-West Fire Station No. 2, Fairplay, Colorado.

Following review and discussion, upon motion duly made by Director Crago, seconded by Director Mitchell and, upon vote, unanimously carried, the Board adopted the Resolution Establishing Regular Meeting Dates, Time and Location and Designating Locations for Posting for 2018, as amended.

Adoption of Resolution Calling the May 2018 Regular Election: Ms. Tinney reviewed with the Board the proposed Resolution and provided an overview of the steps necessary to conduct the May 2018 Regular Election.

Ms. Tinney reported that the Call for Nominations is required to be published one time in The Flume between January 29th and February 22nd. Ms. Tinney noted that, at the Board's discretion, additional publication in The Flume and on the District's website can be coordinated. Ms. Tinney reviewed the terms of office up for election, noting there are three, four-year terms of office up for election. Ms. Tinney reviewed the timeline for Self-Nomination and Acceptance forms to be submitted to the Designated Election Official. The deadline to receive Self-Nomination and Acceptance forms is Friday, March 2, 2018. If there are not more candidates for Director than positions to be filled as of March 5, 2018, the election will be cancelled, and the candidates deemed elected by acclamation.

Following review and discussion, upon motion duly made by Director Crago, seconded by Director Nourse and, upon vote, unanimously carried, the Board adopted the Resolution Calling the May 2018 Regular Election, as presented, to be conducted as a mail ballot election, and appointed Kammy K. Tinney as the Designated Election Official.

Director Castellano and Director Mitchell requested that Ms. Tinney provide them with Self-Nomination and Acceptance forms.

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

Directors' Items: Director Pike expressed his desire to understand the requirements for maintaining the warranty on the chassis of the new Type III engine being built for the District. Director Pike recommended that Chief Olme clarify the warranty requirements, and ensure that, if necessary, all cleaning and maintenance of the undercarriage is performed per the warranty specifications.

Director Crago inquired about the District's plans to recognize volunteers for their service. Chief Olme provided a brief update on items staff is looking into as recognition for volunteers' service to the District, noting that all volunteer firefighters were provided Carhartt sweatshirts. Chief Olme will be coordinating a formal banquet and awards ceremony in May to recognize District members and will keep the Board updated.

DEPARTMENT/
PERSONNEL
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing November, December, and January activity, noting that there were 43 calls in November, 47 calls in December, and 33 calls and 1 chimney fire in January.

Operations/Personnel Matters. Chief Olme reported that the District currently has 12 paid personnel (two part-time, ten full-time), 20 active volunteers, and two active volunteer retirees.

Vehicles/Equipment Status. Chief Olme reported that front end and other repairs were completed on Engine 41 by McCandless. Chief Olme reported that Brush 42 blew a transfer case and had to be towed to McCandless in Colorado Springs. The estimated cost of repair for the transfer case

is \$7,500, with an estimated total for all repairs and diagnostic testing quoted at \$14,000. Once repairs are made, Brush 42 will become an in-District response apparatus only.

Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Crago and, upon vote, unanimously carried, the Board authorized Chief Olme to move forward with the repairs and diagnostic testing on Brush 42.

Chief Olme reported that the new Type III engine final inspection will be conducted within the next couple weeks. Chief Olme stated that she will ensure staff confirms the warranty requirements of the chassis.

Chief Olme reported that all other vehicles are in service, and a new apparatus check software is being implemented to better track condition, repairs, and maintenance status of all vehicles.

Station Nos. 1 and 2/Facilities. Chief Olme reported that kitchen demolition for Station No. 1 is in progress, and the District is currently working to obtain reasonably priced flooring, countertops, and an oven.

Chief Olme reported that research is being done on cost effective options to replace or renovate current signage at the main entrance to Station No. 2.

Chief Olme reported that the Station No. 2 wood burning furnace has been a challenge to maintain, but heating solely by natural gas has not been as cost effective as the wood burning furnace. Chief Olme is currently working to obtain a quote for a new wood burning furnace that is not anticipated to require as much maintenance as the current furnace, and will have an update for the Board at the next regular meeting.

Grant Funds. Chief Olme reported that the District is submitting an application to the Assistance to Firefighters Grant ("AFG") for an exhaust ventilation system to be purchased and installed in both Stations' bays. The grant funds, if awarded, will cover 100% of the cost.

HazMat. Chief Olme reported new gas detectors for all rigs were purchased and pelican boxes were installed.

Fire Prevention/Public Education. Chief Olme reported that Risk Watch for grades K-2 continues at the elementary school.

Training. Chief Olme reported that the Regional Firefighter I Academy started January 15, 2018. Training will be held every Monday evening, and every other Tuesday evening. Chief Olme noted that two live burns will take place in April in Frisco, one for Firefighter I Academy and another to include all District staff members.

Chief Olme reported that all paid staff will begin career development and training courses in 2018. Captain Smith and Captain Stamp will begin the Leadership Academy program in February. Three drivers will be starting Company Officer Training, and three fire fighters will be attending the Fire Department Instructor's Conference.

National Wildland Call-Out. Chief Olme reported that all engines are back in the District, and wildland deployment revenue for 2017 is estimated to be approximately \$400,000. Tender 42, and Brush 42 are listed as available on the National Wildland Call-Out list.

Inspections. Chief Olme reported that all three shifts are performing routine inspections, and just completed a fire inspection of the new Hungry Miner restaurant.

Upcoming Projects. Chief Olme reported that testing is underway with five candidates for the four seasonal, part-time fire fighter positions. Chief Olme anticipates that the hiring process to fill these four positions will be completed by March.

Chief Olme reported that a schedule for replacement of personal protective equipment ("PPE") has been implemented, and an ongoing replacement program is anticipated to begin in 2024 that will include budgeting the funds necessary to purchase five sets of PPE per year.

Chief Olme reported that all paid staff have completed baseline heart testing as part of the CFHC Benefits Trust insurance program, 100% of the cost of which will be reimbursed from the CFHC Benefits Trust.

Chief Olme reported that the Park County Emergency Service Council is moving forward with a plan to propose that the County place a question on the County's November 2018

ballot to increase the Park County sales tax, with the revenue generated from the increased sales tax to be distributed among the Park County fire protection districts and ambulance service providers. Chief Olme requested that Attorney Court and Attorney Powell conduct legal research on the feasibility and potential structure of such an arrangement.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period November 2, 2017 through January 3, 2018, totaling \$222,523.75.

Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Crago and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period November 2, 2017 through January 3, 2018, totaling \$222,523.75.

Review and Approve January Payables: Chief Olme reviewed with the Board the January payables previously distributed to the Board via email. Following discussion, upon motion duly made by Director Castellano, seconded by Director Crago and, upon vote, unanimously carried, the Board approved the January payables and authorized Chief Olme to schedule payment through First Bank.

Cash Position Statement and Budget to Actual Report: Ms. Tinney reviewed with the Board the Cash Position Statement for the period ending January 3, 2018, and the Budget to Actual report through the period ending November 30, 2017.

Following review and discussion, upon motion duly made by Director Crago, seconded by Director Castellano and, upon vote, unanimously carried, the Board accepted the Cash Position Statement for the period ending January 3, 2018, and the Budget to Actual report for the period ending November 30, 2017, as presented.

Engagement Letter with John Cutler & Associates, P.C. to perform the 2017 Audit: Ms. Tinney reviewed with the Board the Engagement Letter with John Cutler & Associates, P.C. to perform the audit of the District's 2017 financial statements, for an amount not to exceed \$5,500, which is the same not to exceed amount quoted to perform the 2016 audit.

Ms. Tinney noted that the Engagement Letter was missing the statutorily required provisions restricting the employment of illegal aliens, and presented a proposed Addendum incorporating the required illegal aliens provisions into the Engagement Letter.

Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved the Engagement Letter and Addendum with John Cutler & Associates, P.C., to perform the 2017 audit, for an amount not to exceed \$5,500, subject to approval by John Cutler & Associates, P.C. of the Addendum.

LEGAL
MATTERS

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

2018 Legislative Update: Attorney Court reported that the 2018 session of the Colorado Legislature began on January 10, 2018. A monthly legislative tracker will be included with each month's attorney's report during the session.

COMMUNITY
MATTERS

There were no community matters brought before the Board.

OTHER
BUSINESS

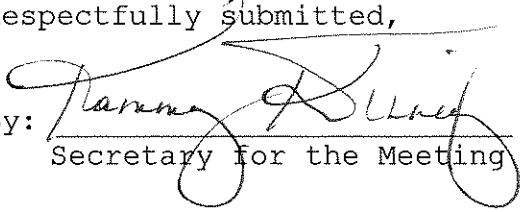
February 14, 2018 Regular Meeting: The Board discussed cancelling the regular meeting scheduled for February 14, 2018. Following discussion, upon motion duly made by Director Crago, seconded by Director Castellano and, upon vote, unanimously carried, the Board determined to cancel the February 14, 2018 regular meeting.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Nourse, seconded by Director Crago and, upon vote, unanimously carried, the meeting was adjourned at 7:45 P.M.

Respectfully submitted,

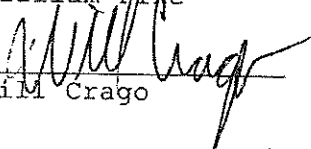
By:


Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE
JANUARY 30, 2018 SPECIAL MEETING OF THE NORTH-WEST FIRE
PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS
SIGNING BELOW:



William Pike



Wim Crago

Tom Nourse


Maria Mitchell

Kim Castellano