

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTH-WEST FIRE PROTECTION DISTRICT  
HELD  
May 9, 2018

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 9<sup>th</sup> day of May 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  
Kim Castellano, Director

#### Directors Absent Were:

Maria Mitchell, Treasurer (excused)

#### Also in Attendance Were:

Chief Kristy Olme; North-West Fire Protection District  
Kammy Tinney, Teresa Adler and Chelsey Green; Pinnacle Consulting Group, Inc. (via videoconference)  
Emily Powell, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C. (via videoconference)  
Tim Zingler; Resident

Chairman Pike called the meeting to order at 6:02 P.M.

Following discussion, upon motion duly made by Director Castellano, seconded by Director Crago and, upon vote, unanimously carried, the absence of Director Mitchell was excused.

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

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

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 April 11, 2018 regular meeting. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Nourse and, upon vote, unanimously carried, the Board approved the minutes of the April 11, 2018 regular meeting, as amended.

Community Comments: There were no comments from the community.

Directors' Items: The Board thanked Director Pike for his service on the Board.

Director Pike left the meeting at this time.

Administer Oath of Office: Ms. Tinney, in her capacity as Notary Public, administered the Oath of Office to Director Castellano.

Consider Appointment of Interested Candidate to Fill Board Vacancy: Ms. Tinney reported that Mr. Zingler's letter of interest, submitted at the April Board meeting, was included with the Board packet for review. Ms. Tinney reported that she had confirmed Mr. Zingler's eligibility to serve on the Board and inquired if the Board had any questions for Mr. Zingler.

Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Castellano and, upon vote, unanimously carried, the Board appointed Tim Zingler to fill the vacancy on the Board until the next regular election in May 2020.

Ms. Tinney, in her capacity as Notary Public, administered the Oath of Office to Mr. Zingler. The Board welcomed Director Zingler.

Appointment of Officers: Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Castellano and, upon vote, unanimously carried, the Board appointed the following slate of Officers:

Director Crago to the office of President, Director Nourse to the office of Vice President, Director Mitchell to the office of Treasurer, and Director Castellano to the office of Secretary.

Review and consider adoption of Resolution of Appreciation - William Pike: Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Castellano and, upon vote, unanimously carried, the Board adopted the Resolution of Appreciation for William Pike.

The Board inquired of Chief Olme if anything else has been planned to honor Mr. Pike's service to the District. Chief Olme recommended that a paver with the District's insignia be ordered for Mr. Pike, to be presented at the District's upcoming member appreciation event. It was the Board's consensus to move forward with having a paver made for Mr. Pike.

Director Items: Director Nourse informed the Board that he will not be able to attend the regular meeting in June.

DEPARTMENT/  
PERSONNEL  
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing April activity, noting that there were 41 calls in April.

**Operations/Personnel Matters.** Chief Olme reported that the District currently has 16 paid personnel (six part-time, ten full-time), 20 active volunteers, and two active volunteer retirees. Chief Olme noted that four part-time, seasonal firefighters began May 1, 2018.

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

**Station Nos. 1 and 2/Facilities.** Chief Olme reported that the kitchen remodel for Station No. 1 is in progress. The cabinets will be reconfigured to allow for more counter space. The countertop and oven have yet to be installed, pending needed electrical work. Chief Olme provided a quote for the installation of a shower but noted that she will request a second proposal as the quote received (\$3,100 - \$3,500) was higher than anticipated.

Chief Olme reported that new carpet and blinds will be installed in the Station No. 2 living quarters on May 10, 2018.

Chief Olme reported that research continues on cost effective options to replace or renovate current signage at the main entrance to Station No. 2. Initial design plans were provided by the District to three different sign companies soliciting proposals, and only one company responded to the District's request for proposal and provided a quote for roughly \$40,000 to fabricate and install. Chief Olme reported that staff will continue to seek additional quotes before making a recommendation to the Board.

**Grant Funds.** Chief Olme reported that the District received a turndown notification to its application for grant funds from the Assistance to Firefighters Grant ("AFG"). The District will re-apply for the AFG next year. Chief Olme reported that the District applied to FEMA for a Fire Prevention and Safety Grant for the purchase of a Sim Table, used for training and response, and has received no response to date. Chief Olme reported that the District applied for SAFER Grant funding to provide salary and benefits for three full-time firefighters and has received no response to date.

**HazMat.** Chief Olme reported that the District requested \$5,000 from the Homeland Security South Central Region for equipment replacement and was awarded \$3,500. The needed equipment will be replaced once funds are received.

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

Chief Olme reported that the smoker was purchased by the District and will be used for the Fire Prevention Week Open House and other community outreach events.

**Training.** Chief Olme reported that the Regional Firefighter I Academy concluded April 30<sup>th</sup>. Nine of ten recruits passed the Firefighter I exam.

Chief Olme noted that a live burn training was held at High Country Training Center in Frisco on April 9<sup>th</sup>, and a live burn practical training was held on April 30<sup>th</sup>, noting that both Firefighter I Academy recruits and District personnel were able to participate in the trainings.

There was no update on the possible donation of land for a training center.

**National Wildland Call-Out.** Chief Olme reported that Tender 42, Engine 423, 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.

Chief Olme provided an overview of the new businesses working with the District to complete fire inspections.

Chief Olme reported that the Town of Fairplay is working to update their fire code to be in accordance with Park County and the District.

**Upcoming Projects.** Chief Olme reported that the District is working through the logistics of implementing a chipping program for residents and property owners.

Chief Olme reported that there will be a department appreciation luncheon for members and families on June 23<sup>rd</sup> at Station No. 2.

Chief Olme reported that the address marker sign program has spread county-wide and is now costing the District money. Chief Olme proposed an increase in the marker sign price to \$20.00. Following discussion, upon motion duly made by Director Zingler, seconded by Director Nourse and, upon vote, unanimously carried, the Board approved an increase of the marker sign cost to \$20.00 per sign.

Chief Olme presented a quote from American Overhead Door for routine scheduled maintenance on the bay doors. Regular maintenance on all eight doors costs approximately \$700 per trip. The Board directed Chief Olme to inquire how often maintenance trips occur and bring historical costs of repairs without a routine maintenance program to the next regular meeting.

Chief Olme reported that the District has an opportunity to replace the mattresses in the living quarters with Sleep Number beds for 50% of retail, at a cost of approximately \$1,700.00 each.

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FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. Adler reviewed expenditures with the Board for the period April 3, 2018 through May 1, 2018, totaling \$187,879.99.

Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Castellano and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period April 3, 2018 through May 1, 2018, totaling \$187,879.99.

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

Unaudited Financial Statement and Cash Position Statement: Ms. Adler reviewed with the Board the Unaudited Financial Statement for the period ending March 31, 2018 and the Cash Position Statement for the period ending May 1, 2018.

Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Castellano and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending March 31, 2018, and the Cash Position Statement for the period ending May 1, 2018, as presented.

Review Residential Assessment Rate Comparison with Proposed 3% Salary Increase: Ms. Adler reviewed with the Board the District's anticipated property tax revenue when comparing the current Residential Assessment Rate of 7.20% to the speculated 2019 decreased Residential Assessment Rate of 6.11%, and how a proposed 3% salary increase for all paid staff may impact the District's revenue and expenses through presentation of a projected revenue/expense report.

Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Nourse and, upon vote, unanimously carried, the Board approved a 3% salary increase for all paid staff, effective immediately.

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LEGAL  
MATTERS

Attorneys' Report: Attorney Powell reviewed the written attorneys' report with the Board and shared an overview of legal services provided to the District under the monthly retainer arrangement.

2018 Legislative Update: Attorney Powell reported that today was the last day of the Colorado legislative session. A legal advisement summarizing new laws resulting from the 2018 legislative session is being prepared and she expects distribution of the advisement in the coming weeks. Attorney Powell discussed the passage of HB18-1181 which allows special districts, in the discretion of each district's Board of Directors, to include non-resident property owners as eligible electors to vote in special district elections. Following discussion, the Board directed Attorney Powell to draft a resolution of the Board affirmatively opting not to allow non-Colorado resident property owners to vote in the District's elections, for the Board to consider at the next regular meeting in June.

Executive Session: Pursuant to § 24-6-402(4) of the Colorado Revised Statutes, Director Castellano moved that this regular public meeting of the Board of the North-West Fire Protection District adjourn and, upon an affirmative vote of at least two-thirds of the quorum present, that the Board reconvene in Executive Session to receive legal advice on specific legal questions pursuant to § 24-6-402(4)(b), C.R.S. Director Castellano seconded the motion. The vote carried unanimously. Chief Olme, Ms. Tinney, Ms. Adler, and Ms. Green were invited to attend the Executive Session.

Attorney Powell certified for the record that, pursuant to § 24-6-402(4)(b) of the Colorado Revised Statutes, all of the executive session discussion will constitute an attorney-client privileged communication and will not be recorded.

The Board went into Executive Session at 7:40 P.M

The Board did not engage in substantial discussion of any matter not enumerated in § 24-6-402(4)(b), C.R.S. The Board did not adopt any proposed policy, position, resolution, rule, regulation or formal action. The Executive Session was adjourned at 7:53 P.M. on a motion by Director Castellano, seconded by Director Zingler, and passed by the affirmative vote of all members.

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COMMUNITY  
MATTERS

There were no community matters brought before the Board.

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OTHER  
BUSINESS

Consider Board Member Attendance at the 2018 Special District Association Regional Workshops: Ms. Tinney and Chief Olme provided information regarding the Special District Association Regional workshops scheduled in June.


Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Nourse and, upon vote, unanimously carried, the Board authorized any interested Board members to attend the Special District Association Regional Workshops scheduled in June. Chief Olme will coordinate registration with interested Board members.

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ADJOURNMENT

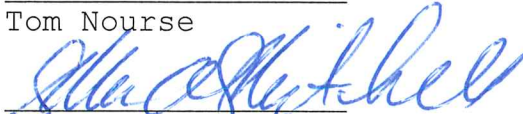
There being no further business to come before the Board, upon motion duly made by Director Nourse, seconded by Director Castellano and, upon vote, unanimously carried, the meeting was adjourned at 7:55 P.M.

Respectfully submitted,

By:   
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE MAY 9, 2018 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

  
Will Crago

Tom Nourse  
  
Maria Mitchell

  
Kim Castellano

  
Tim Zingler