

# RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTH-WEST FIRE PROTECTION DISTRICT  
HELD

January 9, 2019

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 January 2019, at 6:00 P.M., at the District's Fire Station No. 2, 21455 Highway 285, Fairplay, Colorado.

## ATTENDANCE

### Directors in Attendance Were:

Tom Nourse, Vice President/Acting Chairman  
Maria Mitchell, Treasurer  
Tim Zingler, Director

### Directors Absent Were:

Will Crago, President (excused)  
Kim Castellano, Secretary (excused)

### Also in Attendance Were:

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

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

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

Acting Chairman Nourse declared that a quorum of the Board was present, with three 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 Zingler, seconded by Director Mitchell and, upon

vote, unanimously carried, the agenda was approved, as presented.

Disclosure of Potential Conflicts of Interest: Acting Chairman Nourse 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 14, 2018 regular meeting. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved the minutes of the November 14, 2018 regular meeting.

Resolution Establishing Regular Meeting Dates for 2019: Ms. Tinney reviewed with the Board the proposed Resolution Establishing Regular Meeting Dates, Time and Location and Designating Locations for Posting for 2019.

The Board determined to conduct regular meetings on the second Wednesday of each month in 2019, 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 2019 on Wednesday, March 13<sup>th</sup>, May 8<sup>th</sup>, August 14<sup>th</sup>, and November 13<sup>th</sup>, at 5:45 p.m., at North-West Fire Station No. 2, Fairplay, Colorado.

Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Zingler and, upon vote, unanimously carried, the Board adopted the Resolution Establishing Regular Meeting Dates, Time and Location and Designating Locations for Posting for 2019, as presented.

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

Directors' Items: Director Zingler suggested moving away from hard copy agenda packets distributed at each meeting and instead utilizing the electronic packets distributed prior to each meeting. Attorney Powell noted that the District can purchase tablets for use by Board members. Chief Olme will check into the cost to purchase tablets for each Board member and present for discussion at the regular meeting in February.

Director Nourse suggested that a new light be installed at the main entrance to Station No. 2. Chief Olme will have a new light installed as suggested.

DEPARTMENT/  
PERSONNEL  
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing November and December activity, noting that there were a total of 38 calls in November, 47 calls in December and 565 calls in total for 2018.

**Operations/Personnel Matters.** Chief Olme reported that John Kevlin has resigned his position with the District and his last day will be January 19, 2019. Chris Smith, currently a part-time firefighter with the District, was hired to fill the open position effective January 20, 2019.

**Vehicles/Equipment Status.** Chief Olme reported that Engine 42 is currently at McCandless and will then be transferred to Max Fire to receive necessary repairs to the alternator and a small crack in the engine manifold.

Chief Olme reported that due to the numerous repairs needed for Tender 41, it is time to consider replacing the apparatus.

**Station Nos. 1 and 2/Facilities.** Chief Olme reported that committee and staff reports are pending regarding ideas for use of the loft area, adding walls to create separate bedrooms, the addition of a bathroom, and installation of doors to the training room at Station No. 2, and will be presented at a staff meeting on January 10<sup>th</sup>.

Chief Olme reported that a new wood burning furnace is needed for Station 2.

**Grant Funds.** Chief Olme reported that the Colorado VFA Grant is open and the District will apply for funds to purchase wildland equipment and radios.

Chief Olme reported that the application submitted to the Assistance to Firefighters Grant ("AFG") for exhaust ventilation systems to be purchased and installed in both Stations' bays is pending. Chief Olme suggested that the District should move forward with purchasing the exhaust system on its own if the grant is not awarded. Chief Olme reported that the exhaust systems are badly needed at both fire stations.

**HazMat.** Chief Olme reported that the equipment purchased with funds from the Homeland Security South Central Region arrived in November, with the exception of the heater.

Chief Olme reported that one firefighter will attend HazMat Tech school in Pueblo in the coming months, which will be paid for using grant funding the firefighter pursued and was awarded on his own.

**Fire Prevention/Public Education.** Chief Olme reported that the Risk Watch program for elementary aged children is ongoing.

**Training.** Chief Olme reported that there are no updates regarding the possible donation of land to be used as the site of a potential training center.

Chief Olme reported that the District needs a new set of engineered plans for Station No. 3 and she will coordinate with the engineer who assisted with the design of the deck.

Chief Olme reported that staff will attend various trainings during the first quarter of 2019, including Leadership, Company Officer, and possibly FDIC.

**National Wildland Call-Out.** Chief Olme reported that available apparatus are listed as available on the National Wildland Call-Out list.

**Inspections.** Chief Olme reported that all three shifts are performing routine inspections.

**Upcoming Projects.** Chief Olme reported that the wood chipper was received from Park County and crews will implement the community chipping program beginning this weekend.

Chief Olme reported that staff is working on suggested revisions to the District's Standard Operating Procedures ("SOP's") and Member Handbook. The suggested revisions to both will be reviewed by Chief Olme and suggested revisions to the Member Handbook will be provided to legal counsel for final review prior to presentation to the Board for review and consideration of approval.

Chief Olme reported that preparation of replacement programs for vehicles, personal protective equipment, and equipment is underway.

Chief Olme reported that the CWPP is being updated.

Chief Olme reported that the staff is thrilled with the new Sleep Number beds purchased by the District.

Chief Olme reported that a water leak was discovered in the wall of the training room and that the material used for the pipes is no longer available. The leak was repaired but future repairs may be more involved.

**Expenditure Requests.** Chief Olme has compiled facts and figures regarding the cost to heat Station No. 2 with natural gas, as well as estimates for the purchase of a new wood burning furnace, which she will present for Board review at the regular meeting in February.

FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period November 2, 2018 through January 2, 2019, totaling \$265,530.80. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Mitchell and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period November 2, 2018 through January 2, 2019, totaling \$265,530.80.

Financial Statements and Cash Position Statement: Ms. Tinney reviewed with the Board the unaudited Financial Statements for the period ending November 30, 2018 and the Cash Position Statement for the period ending January 2, 2019. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Zingler and, upon vote, unanimously carried, the Board accepted the unaudited Financial Statements for the period ending November 30, 2018 and the Cash Position Statement for the period ending January 2, 2019, as presented.

Engagement Letter with John Cutler & Associates, P.C. to perform the 2018 Audit: Ms. Tinney reviewed with the Board the Engagement Letter with John Cutler & Associates, P.C. to perform the audit of the District's 2018 financial statements, for an amount not to exceed \$5,500, which is the same not to exceed amount quoted to perform the 2017 audit.

Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Zingler and, upon vote, unanimously carried, the Board approved the Engagement Letter with John Cutler & Associates, P.C. to perform the 2018 audit for an amount not to exceed \$5,500, subject to approval by John Cutler & Associates, P.C. of the standard form Illegal Aliens Addendum to Contract.

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LEGAL  
MATTERS

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

2019 Legislative Update: Attorney Powell reported that the 2019 Colorado Legislative Session began on January 4, 2019, and provided an overview of several bills introduced that, if passed, could impact the District.

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COMMUNITY  
MATTERS

Alma Foundation Donation: Director Zingler reported that the Alma Foundation donated approximately \$260.00 to the Volunteer Fund from the proceeds of a Bingo Night held in December.

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OTHER  
BUSINESS

Appointment to the Executive Board of the Colorado State Fire Chiefs: Chief Olme reported that she was appointed as the Secretary to the Executive Board of the Colorado State Fire Chiefs and will be sworn in on Friday, January 11<sup>th</sup>.

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ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Mitchell, seconded by Director Zingler and, upon vote, unanimously carried, the meeting was adjourned at 7:10 P.M.

Respectfully submitted,

By: \_\_\_\_\_  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE  
JANUARY 9, 2019 REGULAR MEETING OF THE NORTH-WEST FIRE  
PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS  
SIGNING BELOW:

\_\_\_\_\_  
Will Crago

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Tom Nourse

\_\_\_\_\_  
Maria Mitchell

\_\_\_\_\_  
Kim Castellano

\_\_\_\_\_  
Tim Zingler