

RECORD OF PROCEEDINGS

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

April 8, 2020

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 April 2020, at 6:00 P.M., via teleconference.

ATTENDANCE

Directors in Attendance Were:

Tim Zingler, President
Tom Nourse, Vice President
Maria Mitchell, Treasurer (arrived at 6:55 pm)
Kim Castellano, Secretary
Cory Kritzmire, Director

Also in Attendance Were:

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

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

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

Chairman Zingler declared that a quorum of the Board was present, with four of five members in attendance. There were five of five members in attendance when Director Mitchell arrived at 6:55 p.m.

ADMINISTRATIVE MATTERS

Agenda: A proposed agenda was distributed for the Board's review and approval. Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Kritzmire and, upon vote,

unanimously carried, the agenda was approved, as presented.

Disclosure of Potential Conflicts of Interest: Chairman Zingler 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.

Ratify Excused Absence of Directors Mitchell and Nourse from March 26, 2020 Special Board Meeting. Following discussion, upon motion duly made by Director Castellano, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board ratified approval of the excused absence of Directors Mitchell and Nourse from the March 26, 2020 special meeting.

Minutes: The Board reviewed the minutes of the March 11, 2020 regular meeting and March 26, 2020 special meeting. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board approved the minutes of the March 11, 2020 regular meeting and March 26, 2020 special meeting, as presented.

Preparation for Annual Review of Fire Chief: Ms. Tinney reminded the Board that Chief Olme's annual review is scheduled to take place during the regular meeting in June. Ms. Tinney inquired whether the Board would like to add or remove any metrics to Chief Olme's annual performance evaluation form. It was the consensus of the Board to utilize the current performance evaluation form, and the Board requested that the evaluation form be distributed in time for Director Nourse to provide input prior to his term of office ending on May 5th.

Community Comments: There were no Community Comments brought before the Board.

Directors' Items: There were no Directors' Items brought before the Board.

DEPARTMENT/
PERSONNEL
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing March activity, noting that there was a total of 34 calls in March. There has been a total of 153 calls year-to-date in 2020.

COVID-19 Pandemic Response. Chief Olme reported that the COVID-19 response and meetings held via video conference have consumed the majority of Chief Staff's time since the last Board meeting held in March. Chief Olme noted that crews are being extra cautious when responding to calls, and non-essential administrative personnel are working remotely.

Operations/Personnel Matters. Chief Olme reported that the District responded to one fire, 23 medical, six vehicle and four "other" calls during the month of March.

Chief Olme reported that call volume has decreased since the stay-at-home orders were put in place. Travel is limited, and second homeowners are not visiting the area as much.

Vehicles/Equipment Status. Chief Olme reported that Engine 42 remains at McCandless for repairs.

Chief Olme reported that delivery of the new Tactical Tender is pending final revisions to the purchase agreement with Boise Mobile Equipment, Inc.

Station Nos. 1 and 2/Facilities. Chief Olme reported that insulation needs to be installed at both stations and that estimates are being obtained for consideration.

Chief Olme reported that the installation of the new exhaust systems at both stations is complete.

Chief Olme reported that the kitchen remodel is moving forward.

Grant Funds. Chief Olme reported that the District has submitted an application for FEMA AFG grant funds for the purchase of two sets of extrication equipment. Each set of equipment costs approximately \$15,000. The application is pending.

Chief Olme reported that an application for the Colorado Safety and Disease Prevention grant funds has been submitted for the purchase of an extractor (PPE washer). The application is pending.

Chief Olme reported that the SAFER Grant application window is open, and the District is considering applying.

HazMat. There was no new information to report.

Fire Prevention/Public Education. Chief Olme reported that there is a county wide burn ban in effect due to concern that there could be a lack of resources available to respond to a wildland incident, due to the system demands being created by COVID-19. There is some discussion regarding expanding the burn ban to include the entire State.

Chief Olme reported that the Risk Watch program concluded with the balance of the school year having been moved online.

Training. Chief Olme reported that there has been no further discussion regarding the land donation for a training facility. This project is on hold.

National Wildland Call-Out. Chief Olme reported that the crews are completing refresher training courses with proper social distancing practices in place.

Inspections. Chief Olme reported that company inspections are on hold until such time as the stay-at-home orders are lifted.

Upcoming Projects. Chief Olme reported that the chipping program is on hold due to the amount of snow on the ground.

Chief Olme reported that Captain Smith is updating the SOP's and Member Handbook.

Chief Olme reported that Captain Smith is working on preparation of a capital replacement program for vehicles and equipment.

Chief Olme reported that Captain Smith is currently updating the County Wildfire Protection Plan (CWPP).

Chief Olme reported that updates to the Strategic Plan are on-going and will be a lengthy project to complete.

Chief Olme noted that Captain Smith is participating in the interview process for the Fire Chief's position with Jefferson Como Fire Protection District.

Expenditure Requests: Chief Olme reported that the purchase of the Tactical Tender is moving forward. There is a check awaiting Board member signatures at Station No. 2. Chief Olme and Attorney Powell reported that there were some challenges in working through the purchase agreement with Boise Mobile Equipment but they are confident that the issues will be resolved.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period March 7, 2020 through April 1, 2020 totaling \$194,990.35. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period March 7, 2020 through April 1, 2020 totaling \$194,990.35.

Review and Approve April Claims: Chief Olme reported that the preliminary April claims will be distributed via email for review no later than April 15th. Following discussion, upon motion duly made by Director Nourse, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board approved the April claims and authorized Chief Olme to schedule payment through First Bank, subject to final review by the Board.

Budget to Actual Report and Cash Position Statement: Ms. Tinney reviewed with the Board the Budget to Actual Report for the period ending February 29, 2020 and the Cash Position Statement for the period ending April 1, 2020. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Nourse and, upon vote, unanimously carried, the Board accepted the Budget to Actual Report for

the period ending February 29, 2020 and the Cash Position Statement for the period ending April 1, 2020, as presented.

2019 Audit Update: Ms. Tinney reported that field work for the 2019 Audit has commenced, and a draft of the audit will be provided to the Board for review at the June Board meeting.

LEGAL
MATTERS

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

2020 Legislative Update: Attorney Powell reported that the 2020 legislative session has been suspended until at least May 1st due to COVID-19. Attorney Powell noted that the increase to the employer contribution for the FPPA statewide defined benefit plan was passed on March 12th and has been signed into law by Governor Polis. The increase is effective in 2021.

COMMUNITY
MATTERS

There were no Community Matters brought before the Board.

OTHER
BUSINESS

Director Nourse inquired about the process of including members of the public in a meeting held via teleconference. Attorney Powell stated that public comment is not required to be included as part of the regular meeting agenda, and many Boards are choosing to consider strict business matters only during the period that electronic Board meetings are in effect. Ms. Tinney provided information regarding the conference line platform, noting that callers can be identified.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Zingler, seconded by Director Nourse and, upon vote, unanimously carried, the meeting was adjourned at 7:02 P.M.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE APRIL 8, 2020 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

Tim Zingler

Maria Mitchell

Kim Castellano

Cory Kritzmire

Frank Davis