

RECORD OF PROCEEDINGS

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

APRIL 10, 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 10th day of April 2019, at 6:00 P.M., at the District's Fire Station No. 2, 21455 Highway 285, Fairplay, Colorado.

ATTENDANCE

Directors in Attendance Were:

Will Crago, President
Tom Nourse, Vice President
Maria Mitchell, Treasurer
Kim Castellano, Secretary (arrived at 6:12 p.m.)
Tim Zingler, Director

Also in Attendance Were:

Chief Kristy Olme, Captain Trent Smith, and Captain James Cravener; North-West Fire Protection District Kammy Tinney and Teresa Adler; Pinnacle Consulting Group, Inc. (via teleconference)
Matt Court, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C. (via teleconference)

Chairman Crago called the meeting to order at 6:00 P.M.

Chairman Crago declared that a quorum of the Board was present, with four of five members in attendance. Upon Director Castellano's arrival at 6:12 p.m., there were five of five members in attendance.

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: Chairman Crago 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 February 13, 2019, regular meeting. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Zingler and, upon vote, unanimously carried, the Board approved the minutes of the February 13, 2019 regular meeting.

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

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 reports detailing February and March activity, noting that there was a total of 45 calls in February and 41 calls in March. There has been a total of 147 calls year-to-date in 2019.

Operations/Personnel Matters. In-House Mechanic. Chief Olme requested Board consideration of the addition of a part-time, in-house mechanic to perform routine maintenance of the District's vehicles. Captain Cravener addressed the Board and provided additional background regarding the proposal, including suggested hours of approximately 40 hours per month at a rate of \$15-\$17 per hour. The District has an opportunity to hire Jack Strong, retired District volunteer and certified Emergency Vehicle Technician (EVT) who may be interested in filling the part-time position.

Following discussion, upon motion duly made by Director Mitchell, seconded by Director Zingler and, upon vote, unanimously carried, the Board authorized the addition of a part-time, in-house mechanic's position and authorized Chief Olme to extend an offer to Jack Strong at the rate of \$20 per hour.

Membership in Colorado Professional Firefighter's Union ("CPFF"). Chief Olme introduced Lieutenant James Estle to the Board. Lieutenant Estle addressed the Board regarding District staff's desire to gain membership in the Colorado Professional Firefighter's Union and discussed the pros and cons of staff joining the organization. Staff would not be seeking to have District recognition of their local at this time. Following discussion, it was the Board's consensus to support staff's desire to join the CPFF Union without District recognition at this time.

Chief Olme reported that there is currently one full time firefighter position open. Chief Olme reported that she is actively working on the hiring process to fill the position, with testing scheduled April 12th and 13th.

Chief Olme reported that the District is considering the addition of three to four part-time firefighters for the wildland season.

Vehicles/Equipment Status. Chief Olme reported that all vehicles are currently in service. Chief Olme stated that the tenders at Station No. 1 are still experiencing mechanical issues.

Station Nos. 1 and 2/Facilities. Chief Olme reported that the bathroom remodel project at Station No. 1 is in progress. Concrete has been poured and the plumbing is being installed.

Chief Olme reported that the training room remodel at Station No. 2 is in progress. The drywall installation and painting is complete, carpet will be installed next week, and new cabinets have been ordered. Chief Olme reported that upgrades to all second-floor spaces will be completed within the next 30 days.

Chief Olme reported that the wood furnace is being removed and installation of exhaust systems at both stations is pending final determination of grant funds being awarded.

Grant Funds. There was no new information to report. The District's applications to the FEMA AFG, Colorado VFA, and SAFER grant opportunities remain pending.

HazMat. Chief Olme reported that all of the equipment purchased with funds from the Homeland Security South Central Region has arrived.

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

Chief Olme reported that the annual Fire Prevention Week Open House is scheduled for October 10th from 4:30 p.m. to 7:00 p.m.

Training. Chief Olme reported that the property owners of the land adjacent to Station No. 2 remain committed to donating land to the District to be used as the site of a potential training center. Chief Olme will continue to follow up with the property owner on a monthly basis.

Chief Olme reported that the District's Driver/Operators and Senior firefighters are attending the Leadership Development Program through the University of Denver.

National Wildland Call-Out. Chief Olme reported that the specifications for the Type 6 are being revised.

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

Upcoming Projects. Chief Olme reported that the wood chipper was returned to Park County and is currently at Platte Canyon Fire Protection District. The District will request the chipper again once the snow melts and it can be utilized in the District.

Chief Olme reported that staff is working on suggested revisions to the District's Member Handbook and Standard Operating Guidelines ("SOG's"). 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 discussions regarding the future of a combination versus career firefighting

service for the District are needed. The District is currently spending more to outfit, equip and train fewer and fewer volunteers than it is receiving in shift and response hours. Director Castellano stated that she would like to see a cost/benefit analysis related to the costs to train, outfit, and equip volunteers versus the cost to hire additional staff to fill shifts, if necessary.

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

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

Chief Olme reported that staff is working on the specifications for the Type 6 and command vehicle approved with the 2019 budget, and a Tactical Tender for consideration in 2020.

Chief Olme reported that she is prepared to begin the process of creating a Strategic Plan for the District, noting that it is an extensive process that will include input from staff, Board members and the community.

Chief Olme reported that the March 20th Tax Exempt Leasing payment was intercepted fraudulently via ACH and deposited into a fake account. Chief Olme reviewed the timeline of events with the Board, and noted that the District's insurance company was notified, a police report was filed, and legal counsel was informed. Chief Olme reported that it appears that the District's insurance will cover the entire amount of the transaction less the deductible.

Ms. Adler responded to questions from the Board, and Ms. Tinney provided the Board with Pinnacle Consulting Group, Inc.'s response to the situation. Ms. Tinney requested Board direction regarding communicating with Tax Exempt Leasing regarding the lease payment that remains outstanding, due to the fraudulent interception of the intended payment.

Following discussion, the Board directed Pinnacle Consulting Group, Inc. to contact Tax Exempt Leasing

to obtain additional information regarding what measures, if any, Tax Exempt Leasing is taking with regard to reporting the fraudulent interception to the local authorities and/or their insurance carrier, and to request in writing an extension of time to pay the amount due.

Captain Cravener and Lieutenant Estle left the meeting at this time.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. Adler reviewed expenditures with the Board for the period February 5, 2019 through April 1, 2019, totaling \$268,672.02. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Nourse and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period February 5, 2019 through April 1, 2019, totaling \$268,672.02.

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

Unaudited Financial Statements, Budget to Actual Report and Cash Position Statement: Ms. Adler reviewed with the Board the Unaudited Financial Statements for the period ending December 31, 2018 with 2019 Adopted Budget, Budget to Actual Report for the period ending March 31, 2019 and the Cash Position Statement for the period ending April 1, 2019. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Zingler and, upon vote, unanimously carried, the Board accepted the Unaudited Financial Statements for the period ending December 31, 2018 with 2019 Adopted Budget, Budget to Actual Report for the period ending March 31, 2019 and the Cash Position Statement for the period ending April 1, 2019, as presented.

LEGAL
MATTERS

Attorneys' Report: Attorney Court reviewed the written attorneys' report with the Board, noting that the audit response letter requested from John Cutler & Associates was the only item outside of the District's normal retainer work.

2019 Legislative Update: Attorney Court discussed with the Board the status of several bills currently pending before the Colorado legislature that, if passed, could impact the District. Attorney Court noted that Governor Polis is working on a proposal to maintain the current 7.2% Residential Assessment Rate.

COMMUNITY
MATTERS

There were no community matters brought before the Board.

OTHER
BUSINESS

There were no other matters brought before the Board.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the meeting was adjourned at 8:07 P.M.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF
THE APRIL 10, 2019 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