

RECORD OF PROCEEDINGS

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

May 13, 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 13th day of May 2020, at 6:00 P.M., via teleconference.

ATTENDANCE

Directors in Attendance Were:

Tim Zingler, President
Kim Castellano, Secretary
Maria Mitchell, Treasurer
Frank Davis, Director

Directors Absent, but Excused Were:

Cory Kritzmire, Director

Also in Attendance Were:

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

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

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

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

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

Mitchell, seconded by Director Castellano 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.

Minutes: The Board reviewed the minutes of the April 8, 2020 regular meeting. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved the minutes of the April 8, 2020 regular meeting.

Oaths of Office: Ms. Tinney reported that the Oaths of Office for Director Zingler, Director Kritzmire and Director Davis were filed in accordance with state statute.

Election of Officers: Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the Board re-elected the current slate of officers to their existing positions.

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 April activity, noting that there was a total of 25 calls in April. There has been a total of 178 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 April. Chief Olme noted that crews are being extra cautious when responding to calls, and non-essential

administrative personnel are working remotely. Chief Olme note that there has been an influx of traffic into the District since the stay-at-home order loosened in the Denver Metro area.

Operations/Personnel Matters. Chief Olme reported that Captain Smith accepted the Fire Chief's position with Jefferson-Como Fire Protection District and his last day with North-West Fire Protection District was April 30th. Chief Olme reported that she is working with legal counsel to revise the job description for the Administrative Captain position.

Vehicles/Equipment Status. Chief Olme reported that Engine 42 remains at McCandless and they are recommending replacement of the engine. Because the engine on this apparatus was only recently replaced, Chief Olme noted that she may request legal counsel's involvement in reviewing McCandless' performance.

Chief Olme reported that the new Tactical Tender is in service.

Chief Olme reported that Tender 41 was sold to the Town of Alma and both antique vehicles were donated to the Towns of Alma and Fairplay, respectively.

Station Nos. 1 and 2/Facilities. Chief Olme reported that crews are beginning overnight stays at Station No. 1.

Chief Olme reported that the kitchen remodel at Station No. 2 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. There was no new information to report.

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 District is on the board for national wildland callouts. Chief Olme noted that many larger departments anticipate an inability to respond to national wildland callouts this season due to an ongoing need for local resources to respond to COVID-19.

Chief Olme reported that the District completed wildland refresher training courses, and developed safety precautions and procedures to address the continued presence of COVID-19.

Chief Olme reported that the Governor has been asked to implement a state-wide burn ban, in order to lessen the potential that large-scale fire responses will be needed during the COVID-19 pandemic.

Director Castellano inquired about the District's ability to maintain resources for the community while participating in wildland callouts. Chief Olme reported that there are part-time, seasonal staff in place to maintain community response in the event that crews respond to national wildland incidents.

Inspections. Chief Olme reported that company inspections are on hold.

Upcoming Projects. Chief Olme reported that the chipping program will begin soon.

Chief Olme reported that the SOPs have been updated and will be distributed. The Member Handbook is being revised.

Chief Olme reported that preparation of a capital replacement program for vehicles and equipment is underway.

Chief Olme reported that the County Wildfire Protection Plan (CWPP) is being updated.

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

Director Zingler expressed gratitude to Chief Olme and commended her for keeping the crews and community safe.

Expenditure Requests: There were no expenditure requests.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. Adler reviewed expenditures with the Board for the period April 2, 2020 through May 1, 2020 totaling \$259,188.50. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period April 2, 2020 through May 1, 2020 totaling \$259,188.50.

Review and Approve May Claims: Chief Olme reported that the preliminary May claims will be distributed via email for review no later than May 15th. Following discussion, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved the May 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. Adler reviewed with the Board the Budget to Actual Report for the period ending March 31, 2020 and the Cash Position Statement for the period ending May 1, 2020. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the Board accepted the Budget to Actual Report for the period ending March 31, 2020 and the Cash Position Statement for the period ending May 1, 2020, as presented.

2019 Audit Update: Ms. Adler reported that the draft 2019 Audit has been received and will be distributed to Chief Olme, Attorney Powell, and Ms. Tinney for initial review.

LEGAL
MATTERS

Attorneys' Report: Attorney Powell reviewed with the Board the written attorneys' report, noting that the contract for the new Tactical Tender was completed and executed.

2020 Legislative Update: Attorney Powell reported that the 2020 legislative session has been suspended due to COVID-19.

COMMUNITY
MATTERS

There were no Community Matters brought before the Board.

OTHER
BUSINESS

There was no Other Business to come before the Board.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the meeting was adjourned at 7:06 P.M.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF
THE MAY 13, 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