

RECORD OF PROCEEDINGS

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

JUNE 12, 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 12th day of June 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

Directors Absent, but Excused Were:

Kim Castellano, Secretary
Tim Zingler, Director

Also in Attendance Were:

Chief Kristy Olme; North-West Fire Protection District
Kammy Tinney and Teresa Adler; Pinnacle Consulting Group, Inc.
Emily Powell, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C. (via teleconference)
John Cutler, CPA; John Cutler & Associates (via teleconference)
Kim McDonald; Community Member

Chairman Crago called the meeting to order at 6:05 P.M.

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

Chairman Crago declared that a quorum of the Board was present, with three 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 Mitchell, seconded by Director Nourse and, upon vote, unanimously carried, the agenda was approved, as amended.

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 April 10, 2019 regular meeting and April 18, 2019 special meeting. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Nourse and, upon vote, unanimously carried, the Board approved the minutes of the April 10, 2019 regular meeting and April 18, 2019 special meeting.

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

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

FINANCIAL
MATTERS

Review and Consider Approval of 2018 Audit: Ms. Adler introduced Mr. Cutler to the Board. Mr. Cutler provided a summary of the draft audited 2018 financial statements of the District and provided an overview of the procedures used to audit the financial statements. Mr. Cutler informed the Board that an unmodified opinion will be issued, with no audit adjustments to the year-end financial statements, no conflicts with management, and no deficiencies noted in the audit.

Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Nourse and, upon vote, unanimously carried, the Board accepted the 2018 Audited Financial Statements, and authorized Pinnacle Consulting Group, Inc. to file the 2018 Audited Financial Statements with the Office of the State Auditor no later than July 31, 2019.

DEPARTMENT/
PERSONNEL
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing May activity, noting that there was a total of 50 calls in May. There has been a total of 257 calls year-to-date in 2019.

Operations/Personnel Matters. Chief Olme reported that Firefighter Hoffman is out for six weeks due to a shoulder injury sustained while on duty. Workers' compensation is covering the claim and Firefighter Hoffman is expected to return to light duty in approximately six weeks following surgery.

Vehicles/Equipment Status. Chief Olme reported that Engine 42 is currently out of service due to PTO drive shaft and transmission issues that occurred during pump testing. The apparatus is at McCandless for repair, and an insurance claim has been filed. The claim will be subrogated and insurance may seek reimbursement from the company that performed the testing.

Chief Olme reported that the tenders at Station No. 1 are still experiencing issues, which continue to be monitored.

Chief Olme reported that Avtec is preparing for installation of lights, sirens, radio, and other equipment on the command vehicle.

Chief Olme reported that a conference call with the manufacturer of the Type 6 engine is scheduled to review the vehicle specifications.

Station Nos. 1 and 2/Facilities. Chief Olme reported that the bathroom remodel project at Station No. 1 is in progress. Chief Olme reported that the bedroom remodel project is complete.

Chief Olme reported that the training room remodel at Station No. 2 is in progress. The audio/visual equipment has been installed, and new furniture has been delivered. The counter tops are pending.

Chief Olme reported that the wood furnace has been removed.

Chief Olme reported that insulation will need to be installed in Station No. 1 before winter.

Grant Funds. Chief Olme reported that the FEMA AFG grant application is still pending.

Chief Olme reported that the District was awarded a 50/50 matching grant from the Colorado VFA. The District purchased four Bendex-King radios with the grant funding.

Chief Olme reported that the District is considering applying for SAFER Grant funding when the application period is open.

HazMat. Chief Olme reported that the District will participate in joint training with Platte Canyon Fire Protection District in July.

Fire Prevention/Public Education. Chief Olme reported that the Risk Watch program for elementary aged children has concluded for the year.

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., at Station No. 2.

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 will participate in Live Burn training at High County Training Center in Frisco on June 27th.

Chief Olme reported that Trevor Rafferty has been assigned to the role of training coordinator.

National Wildland Call-Out. Chief Olme reported that available apparatus and personnel 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 job description for the part-time mechanic position is complete, and Jack Strong is no longer available to fill the part-time position. Chief Olme will continue to search for a candidate to fill the position.

Chief Olme reported that the Park County Emergency Services Council has ordered a second woodchipper for use within the County. The District will receive the old woodchipper for use through September.

Chief Olme reported that discussions regarding the future of a combination versus career firefighting service for the District are needed. Volunteerism within the District has dropped to five volunteers shifting on a regular basis. Chief Olme reviewed with the Board budget projections provided by Ms. Adler to add one additional firefighter to each shift.

Chief Olme reported that she is interested in pursuing a new administrative officer position in the salary range of \$78,000 per year, plus benefits. Chief Olme stated that she would consider Captain Smith for the role. If selected, Captain Smith's current position would be back filled with a full-time line firefighter who could also serve as an engine boss on wildland callouts. Captain Smith would be able to cover shifts during the wildland season. Ms. Adler will provide revised projections for the hiring of additional line staff and the implementation of the administrative officer position.

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.

FINANCIAL
MATTERS
CONTINUED

Ratify Payment of Claims: Ms. Adler reviewed expenditures with the Board for the period April 2, 2019 through June 3, 2019, totaling \$330,564.72. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Nourse and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period April 2, 2019 through June 3, 2019, totaling \$330,564.72.

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

Unaudited Financial Statements, and Cash Position Statement: Ms. Adler reviewed with the Board the unaudited Financial Statements for the period ending April 30, 2019 with 2019 Adopted Budget, and the Cash Position Statement for the period ending June 3, 2019. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Nourse and, upon vote, unanimously carried, the Board accepted the unaudited Financial Statements for the period ending April 30, 2019 with 2019 Adopted Budget, and the Cash Position Statement for the period ending June 3, 2019, as presented.

LEGAL
MATTERS

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

2019 Legislative Update: Attorney Powell reported that a 2019 Legislative summary is currently being prepared and provided an update on HB19-1087, requiring local government to transition from physically posting meeting notices within the District to posting on District websites. This legislation removes the requirement to physically post notices within the District and reduces the time for posting special meeting notices from 72 hours to 24 hours prior to meetings.

COMMUNITY
MATTERS

There were no community matters brought before the Board.

OTHER
BUSINESS

Chief Olme provided an update regarding a recent audit required by the District's health insurance carrier, United Healthcare. While working with United Healthcare to provide the requested information and respond to questions, United Healthcare determined to cancel the District's policy pending further review. Chief Olme worked with the District's agent to reinstate coverage and will now be working with the District's agent to find alternative health insurance options for the District prior to the October renewal date.

Chairman Crago informed the Board that he will be unable to attend the August 14 regular Board meeting.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Mitchell, seconded by Director Nourse and, upon vote, unanimously carried, the meeting was adjourned at 7:22 P.M.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF
THE JUNE 12, 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