

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTH-WEST FIRE PROTECTION DISTRICT  
HELD  
AUGUST 12, 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 12<sup>th</sup> day of August, 2020, at 6:00 P.M., via teleconference.

### ATTENDANCE

#### Directors in Attendance Were:

Tim Zingler, President/Chairman  
Maria Mitchell, Treasurer  
Cory Kritzmire, Secretary

#### Directors Absent, but Excused Were:

Frank Davis, 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 Kritzmire, seconded by Director Zingler and, upon vote, unanimously carried, the absence of Director Davis was excused.

Chairman Zingler declared that a quorum of the Board was present, with three of four members in attendance. There is one vacancy on the Board.

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ADMINISTRATIVE 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 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. Ms. Tinney noted that Director Kritzmire has filed a notice of potential conflict of interest as required by state law. There were no potential conflicts to disclose by other Board members present.

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

Consider Interested Candidates to Fill Vacancy on the Board of Directors: Ms. Tinney reported that a Notice of Vacancy was published in The Flume on July 31<sup>st</sup>. Chief Olme reported that the only letter of interest received was from Jeff Streeter, a copy of which was included with the agenda packet for Board review. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board appointed Jeff Streeter to fill the vacant position on the Board of Directors.

Election of Officers to Fill Vacant Office of Secretary: The Board discussed the vacant office of Secretary. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Mitchell and, upon vote, unanimously carried, the Board appointed Director Kritzmire to the office of Secretary.

Community Comments: Director Zingler noted that he has heard complaints from the community regarding the statewide burn ban. Chief Olme responded that additional information will be posted to the District's website and new signage will be installed to clarify details of the statewide burn ban.

Directors' Items: There were no Directors' Items.

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DEPARTMENT/  
PERSONNEL  
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing July activity, noting that there was a total of 71 calls in July. There has been a total of 353 calls year-to-date in 2020.

**COVID-19 Pandemic Response.** Chief Olme reported that crews continue to take extra precautions when responding to calls, and that COVID-19 related calls in the District and Park County have increased. Chief Olme reported that masks are being worn by all personnel in the stations full time.

**Operations/Personnel Matters.** Chief Olme reported that the Administrative Captain position remains open, one Captain is currently on a leave of absence, and one part-time firefighter position has been filled.

**Vehicles/Equipment Status.** Chief Olme reported that West Metro Fire Protection District fleet services completed the pump testing for all of the District's apparatus. Chief Olme noted that one Engine and one Tender failed testing due to a low pumping volume. Both apparatus will still pump water, just at a lower volume, and both remain in service pending repair/replacement.

Chief Olme reported that Tender 43 is out of service due to steering issues and staff is working with a local garage to service the Tender.

Chief Olme reported that mechanical and safety issues continue with one of the District's structure engines and requested permission to spec and plan for a replacement in 2020 versus 2021 as originally planned. Chief Olme recommended that the funding budgeted for the new training facility be re-allocated for the purchase of the new apparatus. It was the consensus of the Board to direct Chief Staff to provide additional information regarding the cost and availability of vehicles to replace the structure engine.

**Station Nos. 1 and 2/Facilities.** Chief Olme reported that the women's bathroom remodel at Station No. 2 is

the only pending renovation project and expects all renovations at both stations to be completed by the September Board meeting.

**Grant Funds.** Chief Olme reported that the District is looking for additional grant opportunities for the purchase of PPE.

**HazMat.** Chief Olme reported that the District's gas meters were recently calibrated, and many are in need of costly repairs. Chief Olme noted that it is more cost effective to purchase new meters than it is to repair the current meters and she is investigating possible funding options through the Department of Homeland Security South Central Region.

**Fire Prevention/Public Education.** Chief Olme reported that fire prevention and public education outreach programs will resume when school begins in the fall. The tentative school start date for Park County is September 8<sup>th</sup>.

**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 invoiced \$55,000 for two wildland callouts; Tender 42 responded to the East Canyon Fire for five days, and Engine 423 responded to the Goose Creek Fire. Chief Olme reported that Tender 41 was deployed to the Grizzly Creek Fire on August 12<sup>th</sup>. Currently, the District only has Tenders available for national wildland callouts and both are on the board.

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

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

Chief Olme reported that the replacement program for vehicles and equipment is being updated.

Chief Olme reported that the Community 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.

Resolution 2020-06-05 Adopting a Fee Schedule for Requested and Mandated Inspections, Effective August 13, 2020: Attorney Powell reviewed with the Board Resolution 2020-06-05 Adopting a Fee Schedule for Requested and Mandated Inspections, Effective August 13, 2020. Chief Olme provided the Board the revised Fee Schedule for review.

Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Kriztmire and, upon vote, unanimously carried, the Board adopted Resolution 2020-06-05 Adopting a Fee Schedule for Requested and Mandated Inspections, Effective August 13, 2020, with the revised Fee Schedule attached.

Expenditure Requests: Chief Olme requested that the Board revisit the purchase of a snowplow for the District's utility vehicle. Chief Staff has obtained an estimate of \$7,756 for the purchase of a "V" blade. Director Zingler stated that he would prefer a straight blade versus a "V" blade due to the cost to purchase and maintain the blade and requested that Chief Staff research further. Following discussion, upon motion duly made by Director Zingler, seconded by Director Mitchell and, upon vote, unanimously carried, the Board authorized the purchase of a snowplow blade for the District's utility vehicle not to exceed \$7,756, and directed Chief Staff to complete additional research regarding the available types of blades.

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FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period July 2, 2020 through August 1, 2020 totaling \$151,416.14. Following review and discussion, upon motion duly made by Director Kriztmire, seconded by Director Mitchell and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period July 2, 2020 through August 1, 2020 totaling \$151,416.14.

Review and Approve August Claims: Chief Olme reported that the preliminary August claims will be distributed via email for review no later than August 15<sup>th</sup>. Following discussion, upon motion duly made by Director Kritzmire, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved the August 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 June 30, 2020 and the Cash Position Statement for the period ending August 3, 2020. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Mitchell and, upon vote, unanimously carried, the Board accepted the Budget to Actual Report for the period ending June 30, 2020 and the Cash Position Statement for the period ending August 3, 2020.

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LEGAL  
MATTERS

Attorneys' Report: Attorney Powell reviewed with the Board the written attorneys' report, as well as the 2020 Colorado Legislative Session summary and noted several potential impacts to the District. Attorney Powell recommended that the District reach out to the Park County Sheriff's office regarding possible coordination on HB20-1017 compliance.

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COMMUNITY  
MATTERS

There were no Community Matters brought before the Board.

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OTHER  
BUSINESS

In-Person Meetings: The Board discussed the timeline for resuming in person Board meetings. The Board discussed the current statistics for Park County, noting that the county is managing COVID-19 well. It was the consensus of the Board to meet virtually in September, and to continue discussion of this item at each meeting.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Mitchell, seconded by Director Kritzmire 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 AUGUST 12, 2020 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

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

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Maria Mitchell

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Cory Kritzmire

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Frank Davis