

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTH-WEST FIRE PROTECTION DISTRICT
HELD
OCTOBER 14, 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 14th day of October 2020, at 6:00 P.M., via teleconference.

ATTENDANCE

Directors in Attendance Were:

Tim Zingler, President/Chairman
Maria Mitchell, Treasurer
Cory Kritzmire, Secretary
Jeff Streeter, Director
Frank Davis, 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.

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

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 upon the arrival of Director Mitchell at 6:06 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 Kritzmire, seconded by Director Streeter 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 other Board members present.

Minutes: The Board reviewed the minutes of the September 9, 2020 regular meeting. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Davis and, upon vote, unanimously carried, the Board approved the minutes of the September 9, 2020 regular meeting.

Community Comments: Chief Olme reported that a thank you letter was received from a local kindergarten class regarding a recent visit from the District.

Directors' Items: There were no Directors' Items.

DEPARTMENT/
PERSONNEL
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing September activity, noting that there was a total of 52 calls in September. There has been a total of 479 calls year-to-date in 2020.

COVID-19 Pandemic Response. Chief Olme reported that rapid testing for COVID-19 is now available in Park County, and that Governor Polis recently extended the mandatory mask order.

Operations/Personnel Matters. Chief Olme reported that the Administrative Captain position remains open, and one part time firefighter position is open. Chief Olme is considering adding additional lieutenant positions to the current officer structure.

Chief Olme reported that the District is currently understaffed due to crews on wildland callouts, but staffing will look better with one crew scheduled to return October 19th.

Vehicles/Equipment Status. Chief Olme reported that the new engine will be delivered to the District within the next couple weeks.

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.

Station Nos. 1 and 2/Facilities. Chief Olme reported that all major renovations at Station No. 2 are complete.

Chief Olme reported that the lighting at Station No. 1 will be upgraded and that quotes are being obtained for new mattresses at Station No. 1.

Grant Funds. Chief Olme reported that the District's application for funds from the Colorado Safety and Disease Prevention Grant was denied. Chief Olme reported that the FEMA AFG grant application remains pending.

HazMat. There was no new information to report.

Fire Prevention/Public Education. Chief Olme reported that the District is implementing the Risk Watch program in an outdoor setting with local elementary school students when possible to allow for proper social distancing.

Training. Chief Olme reported that the District is working with legal counsel and Park County regarding the Memorandum of Understanding with Park County and Brennan Holdings regarding a donation of land adjacent to Station No. 2 from Brennan Holdings to the County, and a subsequent lot line adjustment extending the District's property.

National Wildland Call-Out. Chief Olme reported that Engine 423 has been deployed to California and is scheduled to return on Monday, October 19th. Chief Olme reported that the District assisted with a wildfire in Summit County last week. Chief Olme reported that year to date dispatch revenue, excluding the current California call-out, is approximately \$237,000. An additional \$130,000 will be invoiced this week. The total revenue from wildland callouts for 2020 is estimated to be \$450,000 - \$500,000.

Inspections. Chief Olme reported that company inspections have resumed using an abundance of caution. Chief Olme reported that the focus is on new construction.

Upcoming Projects. Chief Olme reported that the Hazard Mitigation plan is complete and has been posted.

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

Chief Olme reported that updates to the Strategic Plan are on-hold at this time.

Director Zingler requested an update regarding the plan for the utility vehicle. Chief Olme reported that the utility vehicle is being fitted for tires and will be ready for winter.

Expenditure Requests: There were no expenditure requests.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. Adler reviewed expenditures with the Board for the period September 2, 2020 through October 1, 2020 totaling \$173,486.54. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Streeter and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period September 2, 2020 through October 1, 2020 totaling \$173,486.54.

Review and Approve October Claims: Chief Olme reported that the preliminary October claims will be distributed via email for review no later than October 19th. Following discussion, upon motion duly made by Director Mitchell, seconded by Director Streeter and, upon vote, unanimously carried, the Board approved the October claims and authorized Chief Olme to schedule payment through First Bank, subject to final review by the Board.

Unaudited Financial Statements and Cash Position Statement: Ms. Adler reviewed with the Board the unaudited Financial Statements for the period ending August 31, 2020 and the Cash Position Statement for

the period ending October 1, 2020. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Davis and, upon vote, unanimously carried, the Board accepted the unaudited Financial Statements for the period ending August 31, 2020 and the Cash Position Statement for the period ending October 1, 2020.

Draft 2021 Budget: Ms. Adler reviewed with the Board the draft 2021 budget. Ms. Adler noted that the District's preliminary assessed valuation decreased by \$1,000,000, which will result in an \$11,000 decrease in revenue to the District. Ms. Adler and Attorney Powell will review the formula used to determine the recommended de-Gallagherized mill levy adjustment. Chief Olme reported that notice of a 30% increase to the District's workers compensation insurance premium was received today from Pinnacol Assurance, the District's workers compensation carrier. Ms. Tinney noted that she and Chief had previously discussed obtaining quotes for the District's General Liability package and will include a request for a workers' compensation coverage quote as well.

Ms. Adler engaged in discussion with the Board regarding the projected ending fund balance decreasing from \$250,000 to \$212,267 at the end of 2021.

Director Zingler and Director Mitchell stated that personnel, benefits, and safety are the top concerns of the Board. Chief Olme expressed agreement with the Board's priorities.

Director Zingler suggested increasing the District's contribution to the Volunteer Firefighter Pension Plan to \$25,000. Ms. Adler will make the suggested revisions to the draft budget.

LEGAL
MATTERS

Attorneys' Report: Attorney Powell reviewed with the Board the written attorneys' report. Attorney Powell noted that the Memorandum of Understanding with Park County and Brennan Holdings is under review and required language will be added to protect the District. Attorney Powell will work with Park County during the revision process.

Attorney Powell reported that the Special District Association Legislative Committee and Colorado State Fire Chiefs are beginning discussions regarding the 2021 legislative session.

Attorney Powell reported that the Federal DEA released a statement regarding Colorado HB20-1017, and its inconsistency with Federal drug enforcement regulations. It is anticipated that this item will be cleaned up in the 2021 Legislative session.

COMMUNITY
MATTERS

There were no Community Matters brought before the Board.

OTHER
BUSINESS

In-Person Meetings: The Board discussed the timeline for resuming in person Board meetings. It was the consensus of the Board to meet virtually until further notice.

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 OCTOBER 14, 2020 REGULAR MEETING OF THE NORTH-
WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY
THE DIRECTORS SIGNING BELOW:

Tim Zingler

Maria Mitchell

Cory Kritzmire

Frank Davis

Jeff Streeter