

## RECORD OF PROCEEDINGS

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

August 14, 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 14<sup>th</sup> day of August 2019, at 6:00 P.M., at the District's Fire Station No. 2, 21455 Highway 285, Fairplay, Colorado.

### ATTENDANCE

#### Directors in Attendance Were:

Tom Nourse, Vice President  
Kim Castellano, Secretary  
Tim Zingler, Director

#### Directors Absent, but Excused Were:

Will Crago, President  
Maria Mitchell, Treasurer

#### Also in Attendance Were:

Chief Kristy Olme, Captain Trent Smith; 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.

Acting Chairman Nourse called the meeting to order at 6:15 P.M.

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

Acting Chairman Nourse declared that a quorum of the Board was present, with three of five members in attendance.

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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 Castellano, seconded by Director Zingler and, upon vote, unanimously carried, the agenda was approved, as amended.

Disclosure of Potential Conflicts of Interest: Acting Chairman Nourse 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 July 10, 2019 regular meeting. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Zingler and, upon vote, unanimously carried, the Board approved the minutes of the July 10, 2019 regular meeting, as amended.

Review and consideration of Resolution Designating Posting Location for Notices of Regular and Special Meetings, Adopting Policy of Posting Electronic Notices, and Establishing the Online Location for Posting Notices: Attorney Court reviewed with the Board the Resolution Designating Posting Location for Notices of Regular and Special Meetings, Adopting Policy of Posting Electronic Notices, and Establishing the Online Location for Posting Notices. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved Resolution No. 2019-08-02 Designating Posting Location for Notices of Regular and Special Meetings, Adopting Policy of Posting Electronic Notices, and Establishing the Online Location for Posting Notices, designating <http://nwfpd.org/agenda-minutes-board-meetings/> as the primary posting location. The Board further designated North-West Fire Protection District Station No. 2, 21455 US Highway 285, Fairplay, CO as the physical posting location in the event that the notice cannot be posted online.

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

Directors' Items: Chief Olme reported to the Board that Director Crago has informed her that he is planning to move to Buena Vista, Colorado within the next 90 days to 12 months. Director Crago intends to continue to serve on the Board for as long as he is qualified, or until his current term expires in May 2020.

Director Zingler reported that he believes the partnership between the District and the Town of Alma is beneficial for both parties.

Director Castellano reported that she will not be available to attend the September Board meeting.

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 81 calls in July. There has been a total of 387 calls year-to-date in 2019.

**Operations/Personnel Matters.** Chief Olme reported that Firefighter Hoffman returned to light duty on August 5<sup>th</sup>.

Chief Olme reported that Captain Sloan began employment with the District on August 1<sup>st</sup>.

Chief Olme reported that Captain Smith is now the Administrative Captain for the District.

Chief Olme reported that the District implemented a new mobile app that can assist with the application for, and the issuance and tracking of, burn permits. The initial use of the app has been very successful.

**Vehicles/Equipment Status.** Chief Olme reported that the tenders at Station No. 1 are still experiencing issues, which the District continues to monitor.

Chief Olme reported that the Type 6 engine is set to be picked up on August 22<sup>nd</sup>. The final inspection of the engine is scheduled for August 26<sup>th</sup>, and it is expected to be in service by September 1<sup>st</sup>.

Chief Olme reported that the new command vehicle required installation of a new engine after 10 miles of use. The warranty covered the engine replacement.

The command vehicle is still at AVTEC and is expected to be delivered to the District by the end of the month.

**Station Nos. 1 and 2/Facilities.** Chief Olme reported that the bathroom remodel project at Station No. 1 is complete with 80% of the shower finished. The Station will be staffed this evening.

Chief Olme reported that the remodel of the space over the bay at Station No. 2 is in progress.

Chief Olme reported that insulation will need to be installed at Station No. 1 before winter and that estimates are being obtained for consideration.

Chief Olme reported that exhaust systems for both stations are still needed and will be installed pending the award or denial of grant funding.

**Grant Funds.** Chief Olme reported that the Federal Emergency Management Agency Assistance to Firefighters Grant (FEMA AFG) application is still pending, and notification is expected to be received this month.

Chief Olme reported that the Colorado Volunteer Fire Assistance (VFA) grant application is still pending.

Chief Olme reported that the District is currently using funds awarded from the Staffing for Adequate Fire and Emergency Response (SAFER) Grant.

**HazMat.** Chief Olme reported that the District is considering using a service for routine annual maintenance of the District's monitors that will cost approximately \$3,000 per year.

**Fire Prevention/Public Education.** Chief Olme reported that the District is preparing the Risk Watch program for elementary aged children for the 2019-2020 school year.

Chief Olme reported that the annual Fire Prevention Week Open House is scheduled for October 10<sup>th</sup> 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 reported that Captain Rafferty is calling the property owner once a week. Chief Olme reported that a meeting was held in July with the company that designs and manufactures training towers. The Towers cost \$378,000 - \$450,000, and the company offers a 15-year financing option.

Director Zingler suggested that the District consider getting started on property surveys, ownership and encumbrance reports, availability of water and sanitary sewer service, et cetera in anticipation of investing in and building a training center.

**National Wildland Call-Out.** Chief Olme reported that available apparatus and personnel are listed as available on the National Wildland Call-Out list. The District has not received any callouts to date this season. There have been very few wildland fires nationwide, and many of those needed only single resources.

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

**Upcoming Projects.** Chief Olme reported that \$23,080 was received from the District's insurance provider for damage to the engine caused during pump testing.

Chief Olme reported that the part-time mechanic position is still available.

Chief Olme reported that the District will receive the old woodchipper from Park County for use through September.

Chief Olme reported that Firefighter Hoffman is updating the SOP's while he is on light duty.

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

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FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. Adler reviewed expenditures with the Board for the period July 2, 2019 through August 1, 2019, totaling \$153,101.96. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Zingler and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period July 2, 2019 through August 1, 2019, totaling \$153,101.96.

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

Budget to Actual Report and Cash Position Statement: Ms. Adler reviewed with the Board the Budget to Actual Report for the period ending June 30, 2019 and the Cash Position Statement for the period ending August 1, 2019. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Castellano and, upon vote, unanimously carried, the Board accepted the Budget to Actual Report for the period ending June 30, 2019 and the Cash Position Statement for the period ending August 1, 2019, as presented.

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LEGAL  
MATTERS

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

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COMMUNITY  
MATTERS

There were no community matters brought before the Board.

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OTHER  
BUSINESS

Fire Chief's Annual Performance Review: Ms. Tinney reported to the Board that Chief Olme's annual performance review was due in July and she missed including this item on the agenda for consideration. Ms. Tinney will provide the Board with the performance review form prior to the September Board meeting and asked that each Director complete the form and return it to her in advance of the September

meeting. Ms. Tinney will include this item on the September meeting agenda.

Nomination of Kammy K. Tinney as Trustee - Colorado Firefighters Heart and Cancer Benefits Trust: Ms. Tinney addressed the Board regarding her service on the Board of Trustees of the Colorado Firefighters Heart and Cancer Benefits Trust since 2014. Ms. Tinney's current term expires at the end of 2019 and she requested Board consideration to nominate her to serve another two-year term. The Board will consider the nomination at its regular meeting in September.

Special District Association Annual Conference: Chief Olme reported that the annual SDA Conference will be held in Keystone, CO, September 18<sup>th</sup> - 20<sup>th</sup>. Board members who are interested in attending must inform Chief Olme in order to have registration and lodging secured.

Sale of Dodge Durango: Chief Olme reported that Captain Smith has expressed interest in purchasing the District's Dodge Durango, which the District no longer has any use for. Captain Smith addressed the Board regarding the same matter. It was the consensus of the Board to direct Chief Olme to determine the monetary value of the vehicle, determine if there are any other parties interested in purchasing the vehicle, and to negotiate the sale as needed.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Zingler, seconded by Director Castellano 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 14, 2019 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

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Will Crago

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Tom Nourse

  
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Maria Mitchell

  
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Kim Castellano

  
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Tim Zingler