

RECORD OF PROCEEDINGS

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

October 9, 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 9th day of October 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
Maria Mitchell, Treasurer
Kim Castellano, Secretary
Tim Zingler, Director

Directors Absent, but Excused Were:

Tom Nourse, Vice President

Also in Attendance Were:

Chief Kristy Olme, Nik Varma and Trevor Rafferty, Firefighters; North-West Fire Protection District
Kammy Tinney and Teresa Adler; Pinnacle Consulting Group, Inc.
Matt Court, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C.
Casey Schroeder; Fairplay resident (arrived at 6:45)

Chairman Crago called the meeting to order at 6:03 P.M.

Following discussion, upon motion duly made by Director Castellano, seconded by Director Zingler and, upon vote, unanimously carried, the absence of Director Nourse was excused.

Chairman Crago declared that a quorum of the Board was present, with four 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 Castellano, seconded by Director Mitchell 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.

DEPARTMENT/ PERSONNEL MATTERS Fire Chief Annual Performance Review: Chairman Crago reviewed the results of the combined Fire Chief Performance Evaluation with Chief Olme on behalf of the Board. Chief Olme's overall performance rating was "Excellent". All of the Board members commented that Chief Olme is doing a great job. Chief Olme was provided an opportunity to provide additional comments. A copy of the Performance Evaluation will be placed in Chief Olme's personnel file.

Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved a salary increase of 5.5% for Chief Olme, retroactive to June 23, 2019.

ADMINISTRATIVE MATTERS CONTINUED Resignation from the Board of Directors: Director Crago informed the Board that he is no longer able to give the time and attention needed to serve the District in his role as a member of the Board and tendered his resignation, effective immediately. Director Crago thanked the Board members, Chief and Staff for their dedication to the District and left the meeting at this time.

Minutes: The Board reviewed the minutes of the August 14, 2019 regular meeting. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved the minutes of the August 14, 2019 regular meeting, as presented.

Review and Ratification of Resolution Adopting and Entering into Cancer Benefits Portion of the Trust Agreement with Colorado Firefighter Heart and Cancer Benefits Trust: Ms. Tinney reviewed with the Board the Resolution Adopting and Entering into Trust Agreement with the Colorado Firefighter Heart and Cancer Benefits Trust. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the Board ratified Resolution No. 2019-09-03 Adopting and Entering into Trust Agreement with the Colorado Firefighter Heart and Cancer Benefits Trust.

Review and Ratification of Nomination of Kammy K. Tinney as Trustee of the Board of Directors of the Colorado Firefighter Heart and Cancer Benefits Trust: Ms. Tinney reviewed with the Board the Nomination of Trustee Form, nominating Kammy K. Tinney to serve on the Board of Directors of the Colorado Firefighter Heart and Cancer Benefits Trust. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the Board ratified the nomination of Kammy K. Tinney as Trustee of the Board of Directors of the Colorado Firefighter Heart and Cancer Benefits Trust.

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

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

DEPARTMENT/
PERSONNEL
MATTERS
CONTINUED

Chief's Report: Chief Olme reviewed with the Board the written report detailing September/October activity, noting that there was a total of 53 calls in September. There has been a total of 496 calls year-to-date in 2019.

Chief Olme noted that the District assisted on a wildland call in-District and received compliments from Paul Matson, South Park Ambulance, regarding the District's response.

Operations/Personnel Matters. Chief Olme provided information to the Board about the Building Warriors Peer Support Program which provides peer support and counseling services to emergency personnel. The cost of the program is included in the 2019 projected and 2020 draft budget for Board consideration. Chief Olme reported that an informational meeting is scheduled with staff on October 11th, and training for peer support representatives will be held at Station No. 2 on November 1st and 2nd. The Board fully supports the program.

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 Tender 41 is out of service. Chief Olme reported that a radio has been ordered from Motorola for the new command vehicle. Upon arrival, it will be installed by AVTEC.

Station Nos. 1 and 2/Facilities. Chief Olme reported that minor fixes remain to complete the bathroom at Station No. 1.

Chief Olme reported that the gym at Station No. 2 is complete, and the bunker room remodel is close to completion. The remodeled area on the second floor will be the Chief's Office and living quarters. As a result, the Captain's Office will move into the current Chief's Office, the current Captain's Office will become the Administrative Office, and the current Administrative Office will become a reception area.

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

Grant Funds. Chief Olme reported that the Federal Emergency Management Agency Assistance to Firefighters Grant (FEMA AFG) application was approved, and the District will use the funds awarded to install exhaust systems in both Stations. Chief Olme recognized Captain Smith and Firefighter Rafferty for completing the grant application.

Chief Olme reported that the District will apply for funding from the Staffing for Adequate Fire and Emergency Response (SAFER) Grant once the application period is opened.

HazMat. Chief Olme reported that the Homeland Security South-Central Region grant application period will open soon. The District intends to submit an application.

Fire Prevention/Public Education. Chief Olme reported that the Risk Watch program began on October 8th, and a career presentation will be presented to High School Seniors on October 10th.

Chief Olme reported that the annual Fire Prevention Week Open House that was scheduled for October 10th has been postponed due to staffing constraints. Chief Olme is working to determine a new date.

Training. Chief Olme reported that while 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, the District is exploring additional options for land for a training facility.

Chief Olme reported that the annual Fire Leadership Challenge will be held October 22nd - 25th. This year there is an opportunity to "Bring Your Boss to Work Day". Chief Olme invited interested Board members to participate.

National Wildland Call-Out. Chief Olme reported that Engine 423 and crew have returned from a 14-day deployment to California.

Chief Olme reported that Tenders 42 and 43, and Engine 426 were deployed to the Decker Fire with a five-person crew.

Inspections. Chief Olme reported that all three shifts are performing routine inspections and that having Captain Smith in the office has already enhanced the program.

Upcoming Projects. Chief Olme reported that the part-time mechanic position is still available, and Captain Smith is working to fill the position.

Chief Olme reported that the District received the old woodchipper from Park County and was able to complete additional mitigation work.

Chief Olme reported that Captain Smith is updating the SOP's and Member Handbook.

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

Chief Olme reported that Captain Smith is currently updating the specifications of the Tactical Tender (2020).

Chief Olme reported that Captain Smith is currently updating the Strategic Plan.

Firefighters Varma and Rafferty addressed the Board and requested consideration of approval for the purchase of a drone for use in initial search (smoke response). Staff has researched models with mid-range capabilities that can be flown up to 3 miles and as low as 400' above ground, to higher-end models that include infrared technology. The cost ranges from \$2,400 to \$4,800. Staff believes there could be multiple uses for a drone, including search and rescue efforts. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved the purchase of a drone, not to exceed \$6,000.

Review and Consider Expenditure Request: Chief Olme requested that the Board considers ratifying the purchase of the bunker rack in the amount of \$10,000. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Castellano and, upon vote, unanimously carried, the Board ratified the purchase of the bunker rack in the amount of \$10,000.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. Adler reviewed expenditures with the Board for the period August 2, 2019 through October 1, 2019, totaling \$537,858.43. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Mitchell and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period August 2, 2019 through October 1, 2019, totaling \$537,858.43.

Review and Approve October Claims: Chief Olme reported to the Board that the preliminary October claims will be distributed via email for review no later than October 14th. Following discussion, upon motion duly made by Director Zingler, seconded by Director Castellano 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.

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 October 1, 2019. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell 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 October 1, 2019, as presented.

Preliminary Assessed Valuation and Draft 2020 Budget: Ms. Adler reviewed with the Board the preliminary 2019 assessed valuation for the District and the draft 2020 budget.

Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the Board ratified appointment of the Budget Committee to prepare the draft 2020 budget, and determined to schedule the public hearing to consider adoption of the 2020 budget and amend the 2019 budget for the Board's November 13, 2019 regular meeting.

LEGAL
MATTERS

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

COMMUNITY
MATTERS

Director Castellano reported that the Park County Sheriff's office will host a charity basketball tournament and has extended an invitation for any interested firefighters to participate.

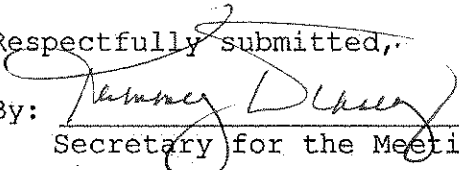
OTHER
BUSINESS

Resolution of Appreciation: The Board directed Ms. Tinney to prepare a Resolution of Appreciation for Board consideration to present to Mr. Crago for his years of service on the Board. Chief Olme will purchase a suitable memento from the District for Mr. Crago.

ADJOURNMENT

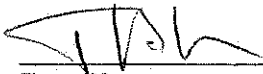
There being no further business to come before the Board, upon motion duly made by Director Zingler, seconded by Director Castellano and, upon vote, unanimously carried, the meeting was adjourned at 7:47 P.M.

Respectfully submitted,

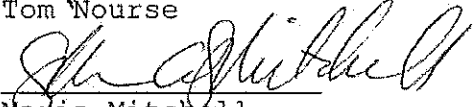
By: 
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE OCTOBER 9, 2019 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

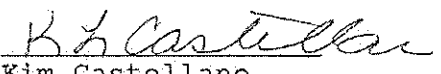
Will Crago



Tom Nourse



Maria Mitchell



Kim Castellano

Tim Zingler