

## RECORD OF PROCEEDINGS

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

DECEMBER 4, 2019

A special meeting of the Board of Directors of the North-West Fire Protection District (referred to hereafter as "Board") was convened on Wednesday, the 4<sup>th</sup> day of December 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/Acting Chairman  
Maria Mitchell, Treasurer  
Kim Castellano, Secretary

Directors Absent, but Excused Were:

Tim Zingler, Director

Also in Attendance Were:

Chief Kristy Olme; North-West Fire Protection District  
Kammy Tinney and Teresa Adler; Pinnacle Consulting Group, Inc. (via teleconference)  
Emily Powell, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C.  
Cory Kritzmire, Alma Resident and Kyle Gilmore, Fairplay Resident

Acting Chairman Nourse called the meeting to order at 6:17 P.M.

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

Acting Chairman Nourse 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 MATTERS Agenda: Chief Olme distributed for the Board's review and approval a proposed agenda for the special meeting. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the agenda was approved, as presented.

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 October 9, 2019 regular meeting. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved the minutes of the October 9, 2019 regular meeting, as presented.

Review and Consider Adoption of Resolution of Appreciation for Will Crago: Ms. Tinney reviewed with the Board the Resolution of Appreciation for Mr. Crago. Chief Olme stated that the North-West Fire Protection District Carhartt jacket for Mr. Crago is ready. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the Board adopted the Resolution of Appreciation for Mr. Crago.

Consider Interested Candidates to Fill Vacancy on the Board of Directors: Director Castellano reported to the Board that Casey Schroeder will be unavailable on Wednesday evenings throughout 2020, and unable to serve on the Board. Chief Olme reported that Greg Abernathy called and expressed interested in serving on the Board and would like additional information. Two members of the public were in attendance and expressed interest in serving. It was the consensus of the Board to defer action on this item until the regular meeting in January.

Election of Officers to Fill Vacant Office of President: It was the consensus of the Board to table this item until the regular meeting in January.

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

Chief's Report: Chief Olme reviewed with the Board the written report detailing October and November activity, noting that there was a total of 56 calls in October and 59 calls in November. There has been a total of 611 calls year-to-date in 2019.

Chief Olme noted that the area experienced blizzard conditions the previous weekend which created substantial call volume.

**Vehicles/Equipment Status.** Chief Olme reported that Engine 42 received service at MaxFire and is back in service. Chief Olme reported that the Command Vehicle is in service.

Chief Olme reported that staff would like to consider the purchase of a new engine versus a new tactical tender, the cost of which is included in the 2020 draft budget. Chief Olme noted that initial estimates indicate the cost of a new tactical tender will be closer to \$400,000, versus the original \$300,000 estimate, and that an engine will cost considerably more. Chief Olme reported that a 10 to 15-year apparatus replacement plan for the District is being drafted and is expected to be available for Board review within 30 days. It was the consensus of the Board to keep the 2020 draft budget allocation of \$300,000 while reviewing options.

Chief Olme reported that, per the Board's approval at the October meeting, the District purchased a drone and is working to complete training and licensing requirements.

**Station Nos. 1 and 2/Facilities.** Chief Olme reported that all projects are complete, with the exception of minor finish work.

Chief Olme reported that the Chief's office and living quarters are complete and are now occupied.

Chief Olme reported that the District was awarded funds from the Federal Emergency Management Agency Assistance to Firefighters Grant ("FEMA AFG") and the funds will be used to install exhaust systems in both Stations. Chief Olme reported that the installation will occur during the first quarter of 2020.

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 District will apply for funding from the FEMA AFG once the application period is open.

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 open.

**HazMat.** Chief Olme reported that the former Director of Homeland Security South-Central Region is now with the State of Colorado. Chief Olme reported that there is discussion surrounding potential legislation being introduced during the 2020 legislative session regarding HazMat reimbursements for emergency response agencies.

**Fire Prevention/Public Education.** Chief Olme reported that the Risk Watch program is underway for kindergarten through 2<sup>nd</sup> grade students, and monthly activities are planned.

Chief Olme reported that the department assisted in shoveling over 4-feet of snow at local schools after the recent storm.

Chief Olme reported that the department is considering holding an Open House on January 30<sup>th</sup> with a focus on community.

**Training.** Chief Olme reported that she received a message from the Town of Fairplay Building Department regarding the proposed training facility site but has not had an opportunity to follow up prior to this evening's meeting.

Chief Olme reported that the 2020 draft budget includes funds for a new training facility.

**National Wildland Call-Out.** Chief Olme reported that Tenders 42 and 43, and Engine 426 have returned from a two-week deployment to the Decker Fire.

Chief Olme reported that the department was deployed to wildland fires for a total of six weeks this season.

**Inspections.** Chief Olme reported that all three shifts are performing routine inspections and that having Captain Smith is encouraging crews to learn and implement a new schedule.

**Upcoming Projects.** Chief Olme reported that the District will begin utilizing a new software program for run reports, timecards, and vehicle checks/maintenance. The program costs \$5,000 and will be purchased in 2020.

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 Platte Canyon Fire Protection District and other local departments have offered assistance.

Chief Olme reported that the chipping program is on hold until January.

Chief Olme reported that Captain Smith has completed the baseline updates to the SOP's and they are pending review.

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 Strategic Plan.

Chief Olme reported that the District will hold a Holiday Party on January 16<sup>th</sup>. An official ceremony to recognize service and commendations will be held. Director Castellano suggested that citizen's awards be considered as part of the ceremony.

Review and Consider Expenditure Request: Chief Olme requested that the Board consider annual bonuses in the amount of \$1,200 for all full-time employees, and a pro-rated amount for all part-time employees. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved annual bonuses in the amount of \$1,200 for all full-time employees, and a pro-rated amount for all part-time employees.

FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. Adler reviewed expenditures with the Board for the period October 2, 2019 through November 1, 2019, totaling \$177,588.95. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period October 2, 2019 through November 1, 2019, totaling \$177,588.95.

Review and Approve November and December Claims: Chief Olme reported to the Board that the preliminary November and December claims will be distributed via email for review no later than December 14<sup>th</sup>. Following discussion, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved the November and December claims and authorized Chief Olme to schedule payment through First Bank, subject to final review by the Board.

Engagement Letter with John Cutler & Associates, P.C. to Perform the 2019 Audit: Ms. Adler reviewed with the Board the Engagement Letter and Addendum with John Cutler & Associates, P.C. to perform the audit of the District's 2019 financial statements, for an amount not to exceed \$5,500, which is the same not to exceed amount quoted to perform the 2018 audit.

Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved the Engagement Letter and Addendum with John Cutler & Associates, P.C., to perform the 2019 audit, for an amount not to exceed \$5,500,

subject to approval by John Cutler & Associates, P.C. of the Addendum.

Unaudited Financial Statements and Cash Position Statement: Ms. Adler reviewed with the Board the unaudited Financial Statements for the period ending September 30, 2019 and the Cash Position Statement for the period ending November 1, 2019. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the Board accepted the unaudited Financial Statements for the period ending September 30, 2019 and the Cash Position Statement for the period ending November 1, 2019, as presented.

Public Hearing to Consider Resolution to Amend 2019 Budget: Upon motion duly made by Director Castellano, seconded by Director Nourse and, upon vote, unanimously carried, the public hearing to consider adoption of a Resolution to Amend the 2019 Budget was opened.

Attorney Powell noted that publication of a Notice stating that the Board would consider adoption of the Resolution to Amend the 2019 Budget and the date, time, and place of the public hearing was made in a newspaper having general circulation within the District. No written objections or public comments were received prior to this meeting, and the public in attendance had no comment.

Upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the public hearing was closed.

Ms. Adler reviewed with the Board the Resolution to Amend the 2019 Budget. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the Board adopted the Resolution to Amend the 2019 Budget.

Public Hearing to Consider Resolution to Adopt the 2020 Budget; Set Mill Levies; and Appropriate Sums of Money: Upon motion duly made by Director Castellano, seconded by Director Nourse and, upon vote, unanimously carried, the public hearing to consider

the proposed Resolution to Adopt the 2020 Budget; Set Mill Levies; and Appropriate Sums of Money ("Resolution to Adopt the 2019 Budget") was opened.

Attorney Powell noted that publication of a Notice stating that the Board would consider adoption of the Resolution to Adopt the 2020 Budget and the date, time, and place of the public hearing was made in a newspaper having general circulation within the District. No written objections or public comments were received prior to the public hearing, and the public in attendance had no comment. Upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the public hearing was closed.

Ms. Adler noted that the budget includes a 3% increase to the Volunteer Pension Fund contribution, and a request will be submitted to FPPA to increase the volunteer retirement pension benefit amount by 3%. Ms. Adler noted that the budget includes a 5% salary increase.

Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Mitchell and, upon vote, unanimously carried, the Board (a) adopted the Resolution to Adopt the 2020 Budget; Set the Mill Levies; and Appropriate Sums of Money; (b) approved execution and submission of the Certification of Mill Levies; and (c) authorized Chief Olme and the District's administrative staff to make non-material adjustments to the 2020 Budget and Certification of Mill Levies to conform them to the final Certification of Assessed Valuation from the County, which will be received on or before December 10, 2019.

Pinnacle Consulting Group, Inc. was authorized to transmit the Certification of Mill Levies to the Board of County Commissioners of Park County, the Division of Local Government, and the Division of Property Taxation, no later than December 15, 2019.

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LEGAL  
MATTERS

Attorneys' Report: Attorney Powell reviewed with the Board the written attorneys' report, noting that a new attorney has joined the special districts practice group at Ireland Stapleton.



Attorney Powell reported that Captain Smith requested assistance in preparing a response to property owners and their insurance companies regarding the District's response time to their individual properties.

Attorney Powell reported that the January attorneys' report will include an attachment regarding important items to anticipate in the upcoming year.

Attorney Powell discussed potential FPPA legislation to increase employer contributions by 5.4% and other potentially relevant information.

COMMUNITY  
MATTERS

There were no Community Matters brought before the Board.

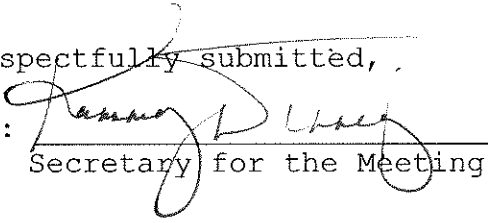
OTHER  
BUSINESS

It was the consensus of the Board to cancel the December 12, 2019 Regular Board Meeting.

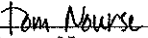
ADJOURNMENT

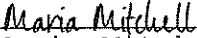
There being no further business to come before the Board, upon motion duly made by Director Zingler, seconded by Director Castellano and, upon vote, unanimously carried, the meeting was adjourned at 8:29 P.M.

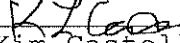
Respectfully submitted, .


By:   
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE DECEMBER 4, 2019 SPECIAL MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

DocuSigned by:  
  
Tom Nourse  
0830007691C840C

DocuSigned by:  
  
Maria Mitchell  
75541277A203456

DocuSigned by:  
  
Kim Castellano  
08288F0019A476

DocuSigned by:  
  
Tim Zingler  
884624EAC8B87