

RECORD OF PROCEEDINGS

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

January 8, 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 8th day of January 2020, at 6:00 P.M., at the District's Fire Station No. 2, 21455 Highway 285, Fairplay, Colorado.

ATTENDANCE

Directors in Attendance Were:

Tim Zingler, President
Tom Nourse, Vice President/Acting Chairman
Maria Mitchell, Treasurer
Kim Castellano, Secretary

Also in Attendance Were:

Chief Kristy Olme; North-West Fire Protection District
Kammy Tinney; Pinnacle Consulting Group, Inc. (via teleconference)
Emily Powell, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C.
Frank Davis; Fairplay resident
Corey Kritzmire; Alma resident

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

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

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 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 December 4, 2019 special 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 December 4, 2019 special meeting, as amended.

Resolution Establishing Regular Meeting Dates for 2020: Attorney Powell reviewed with the Board the proposed Resolution Establishing Regular Meeting Dates, Time and Location and Designating Locations for Posting Notices for 2020.

The Board determined to conduct regular meetings on the second Wednesday of each month in 2019, at 6:00 p.m., at North-West Fire Station No. 2, Fairplay, Colorado.

The Board further determined to conduct regular meetings of the Board of Trustees of the Volunteer Firefighter Pension Fund in 2019 on Wednesday, March 11th, May 13th, August 12th, and November 11th, at 5:45 p.m., at North-West Fire Station No. 2, Fairplay, Colorado.

Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Mitchell and, upon vote, unanimously carried, the Board adopted the Resolution Establishing Regular Meeting Dates, Time and Location and Designating Locations for Posting Notices for 2020, as presented.

Adoption of Resolution Calling For the May 2020 Regular Election: Attorney Powell reviewed with the Board the proposed Resolution and provided an overview of the steps necessary to conduct the May 2020 Regular Election.

Ms. Tinney reported that the Call for Nominations is required to be published one time in The Flume

between January 26th and February 20th. Attorney Powell noted that, at the Board's discretion, additional publication in The Flume and on the District's website can be coordinated. Ms. Tinney reviewed the terms of office up for election, noting there are two, three-year terms of office and one, two-year term of office up for election. Ms. Tinney reviewed the timeline for Self-Nomination and Acceptance forms to be submitted to the Designated Election Official. The deadline to receive Self-Nomination and Acceptance forms is Friday, February 28, 2020. If there are not more candidates for Director than positions to be filled as of March 3, 2020, the election will be cancelled, and the candidates deemed elected by acclamation.

Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Mitchell and, upon vote, unanimously carried, the Board adopted the Resolution Calling For the May 2020 Regular Election, as presented, to be conducted as a mail ballot election, and appointed Kammy K. Tinney as the Designated Election Official.

Consider Interested Candidates to Fill Vacancy on the Board of Directors: The Board requested additional information from interested candidates. It was the consensus of the Board to defer action on this item until the regular meeting in February.

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

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 December activity, noting that there was a total of 52 calls in December, and a total of 663 calls in 2019.

Operations/Personnel Matters. Chief Olme discussed with the Board a recent firefighter fatality in Summit County, noting that the District's entire staff participated in the service and assisted with providing meals and other needs to the Summit Fire and EMS Authority. Chief Olme reported that this was one of two line of duty deaths in Colorado during the month of December, and her focus has been staff and their families. Chief Olme noted that the mental health counseling and support program recently made available to staff has been invaluable during this time.

Vehicles/Equipment Status. Chief Olme reported that all vehicles are in service.

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

Chief Olme reported that the exhaust systems will be installed in both stations within the next 60 days.

Grant Funds. Chief Olme reported that the grant application period is currently closed. The District is determining needs for request once the application period is open.

HazMat. There was no new information to report.

Fire Prevention/Public Education. Chief Olme reported that the Risk Watch program is underway.

Training. There was no new information to report.

National Wildland Call-Out. There was no new information to report.

Inspections. Chief Olme reported that Captain Smith is preparing the 2020 program schedule.

Upcoming Projects. Chief Olme reported that a new software program has been implemented for run reports, timecards, and vehicle maintenance.

Chief Olme reported that the chipping program is on hold.

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.

Chief Olme reported that a badge ceremony and annual party will be held on January 16th at the South Park Brewery.

Chief Olme reported that a community appreciation spaghetti dinner will be held on January 30th.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period November 2, 2019 through January 2, 2020 totaling \$349,082.22. Ms. Tinney noted that two months of payables and 2019 final payroll, including bonus checks, were included. 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 November 2, 2019 through January 2, 2020 totaling \$349,082.22.

Review and Approve January Claims: Chief Olme reported to the Board that the preliminary January claims will be distributed via email for review no later than January 13th. Following discussion, upon motion duly made by Director Castellano, seconded by Director Zingler and, upon vote, unanimously carried, the Board approved the January 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 November 30, 2019 and the Cash Position Statement for the period ending January 2, 2020. 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 November 30, 2019 and the Cash Position Statement for the period ending January 2, 2020, as presented.

LEGAL
MATTERS

Attorneys' Report: Attorney Powell reviewed with the Board the written attorneys' report, noting that the 2020 Legislative Session has begun, and monthly updates will be provided beginning in February.

COMMUNITY
MATTERS

Chief Olme circulated a thank you note from a group of citizens thanking the department for the assistance provided during the recent blizzard.

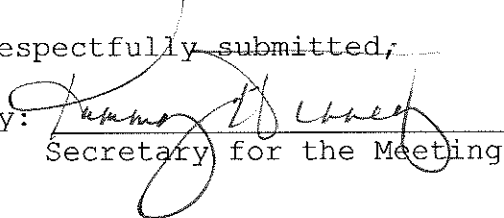
OTHER
BUSINESS

There was no other business brought before the Board.

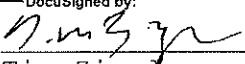
ADJOURNMENT

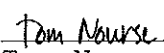
There being no further business to come before the Board, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the meeting was adjourned at 7:00 P.M.

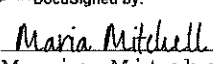
Respectfully submitted;

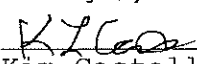
By: 
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE JANUARY 8, 2020 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

DocuSigned by:

Tim Zingler

DocuSigned by:

Tom Nourse

DocuSigned by:

Maria Mitchell

DocuSigned by:

K. L. Collano