

RECORD OF PROCEEDINGS

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

March 11, 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 11th day of March 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
Kim Castellano, Secretary
Cory Kritzmire, Director

Directors Absent, but Excused Were:

Maria Mitchell, Treasurer

Also in Attendance Were:

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

Chairman Zingler called the meeting to order at 6:14 P.M.

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

Chairman Zingler 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 Nourse, seconded by Director Castellano 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 Board members present.

Minutes: The Board reviewed the minutes of the February 12, 2020 regular meeting. Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board approved the minutes of the February 12, 2020 regular meeting, as presented.

Update from DEO Regarding the May 2020 Regular Election: Ms. Tinney, in her capacity as Designated Election Official, reported that the District did not receive more Self-Nomination and Acceptance forms than Directors' positions available at the election, and at the close of business on March 3, 2020, Ms. Tinney cancelled the election and declared the candidates elected by acclamation. The Notice of Cancellation will publish on March 13th in The Flume, and the Notice of Cancellation and Certified Statement of Results will be filed with the appropriate agencies. Ms. Tinney extended congratulations to Director Zingler, Director Kritzmire, and Mr. Frank Davis, whose terms will begin following the May 5, 2020 regular election date.

Community Comments: There were no Community Comments brought before the Board.

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 February activity, noting that there was a total of 68 calls in February. There has been a total of 117 calls year-to-date in 2020.

Operations/Personnel Matters. Chief Olme reported that the District responded to one fire, 21 medical, 27 vehicle and 19 "other" calls during the month of February.

Chief Olme reported that the District responded in late February to a significant home explosion in Fairplay caused by a propane tank.

Chief Olme reported that Platte Canyon Fire Protection District recently experienced two firefighter line of duty injuries.

Chief Olme reported that the District has begun tracking the number of responses to Air B&B and VRBO properties due to the increased number of responses to these properties.

COVID-19 Pandemic Response. Chief Olme reported that the District has prepared its response policy and is equipped at this time to respond as needed.

Vehicles/Equipment Status. Chief Olme reported that all response vehicles are in service with the exception of Engine 42 that remains at McCandless for repairs.

Chief Olme reported that the Town of Alma has expressed interest in purchasing Tender 41.

Chief Olme reported that the new Tactical Tender will be delivered on April 4th. Attorney Powell noted that she has not reviewed the terms of the lease-purchase financing agreement with Tax-Exempt Financing or the purchase agreement with BME. Chief Olme, Attorney Powell and Ms. Adler will coordinate legal counsel's review of the lease-purchase financing agreement and purchase agreement within the week.

Chief Olme reported that the District would like to convert the white wildland truck to a District utility vehicle, including the purchase of a plow

blade for approximately \$15,000. Chief Olme is not asking for approval from the Board this evening and will provide additional information for consideration.

Station Nos. 1 and 2/Facilities. Chief Olme reported that insulation needs to be installed at both stations and that estimates are being obtained for consideration.

Chief Olme reported that the new exhaust systems install at Station No. 1 is complete and the install at Station No. 2 is underway. It is anticipated that the systems will be fully operational by March 23rd.

Grant Funds. Chief Olme reported that the District has submitted an application for FEMA AFG grant funds for the purchase of two sets of extrication equipment. Each set of equipment costs approximately \$15,000.

Chief Olme reported that an application for the Colorado Safety and Disease Prevention grant funds has been submitted for the purchase of an extractor (PPE washer). The application is pending.

HazMat. Chief Olme reported that the HazMat vehicle is in for service.

Fire Prevention/Public Education. Chief Olme reported that the Risk Watch program will continue through the end of the school year.

Training. Chief Olme reported that the District will send three members to the IAFC International Conference in Indianapolis in April.

Chief Olme reported that the District is hosting training classes and is sending staff to relevant training classes offered elsewhere.

National Wildland Call-Out. Chief Olme reported that the District received \$212,000 for National Wildland responses in 2019.

Inspections. Chief Olme reported that company inspections are ongoing, and the implementation of new software has made a significant positive impact.

Chief Olme noted that Captain Smith is participating in the interview process for the Fire Chief's position with Jefferson Como Fire Protection District.

Upcoming Projects. Chief Olme reported that the chipping program is on hold due to the amount of snow on the ground.

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

Chief Olme reported that Captain Smith is working on preparation of a capital replacement program for vehicles and equipment.

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

Chief Olme reported that updates to the Strategic Plan are on-going and will be a lengthy project to complete.

Expenditure Requests: There were no Expenditure Requests brought before the Board.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. Adler reviewed expenditures with the Board for the period February 4, 2020 through March 6, 2020 totaling \$176,858.47. Following review and discussion, upon motion duly made by Director Nourse, seconded by Director Castellano and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period February 4, 2020 through March 6, 2020 totaling \$176,858.47.

Review and Approve March Claims: Chief Olme reported to the Board that the preliminary March claims will be distributed via email for review no later than March 16th. Following discussion, upon motion duly made by Director Nourse, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved the March 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 December 31, 2019 and the Cash Position Statement for the period ending March 6, 2020. The Board discussed increasing the District's annual contribution to the volunteer firefighter pension plan by \$5,000 starting in 2020, and directed Ms. Adler to include this item in the 2021 budget discussion. Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Nourse and, upon vote, unanimously carried, the Board accepted the Unaudited Financial Statements for the period ending December 31, 2019 and the Cash Position Statement for the period ending March 6, 2020, as presented.

2019 Audit Update: Ms. Adler reported that field work for the 2019 Audit has commenced.

LEGAL
MATTERS

Attorneys' Report: Attorney Powell reviewed with the Board the written attorneys' report. Attorney Powell informed the Board that she will be out of the office from March 30th through April 3rd and will be traveling. Due to the current challenges surrounding the COVID-19 pandemic, she can attend the April 8 Board meeting via teleconference if the Board prefers. The Board determined to leave attendance in person or via teleconference to Ms. Powell's discretion.

2020 Legislative Update: Attorney Powell reviewed with the Board the 2020 legislative update. Attorney Powell discussed the status of several bills currently pending before the Colorado legislature that, if passed, could impact the District. Attorney Powell noted that HB20-1044 was passed and that, if signed by the governor, employer contributions to FPPA pension plans for career staff will increase 5.2% over the next 8 years.

COMMUNITY
MATTERS

There were no Community Matters brought before the Board.

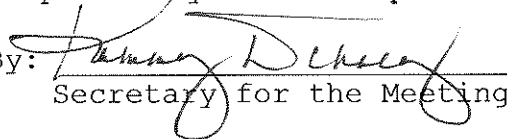
OTHER
BUSINESS

There was no other business brought before the Board.

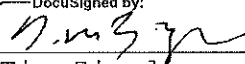
ADJOURNMENT

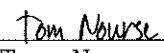
There being no further business to come before the Board, upon motion duly made by Director Castellano, seconded by Director Nourse and, upon vote, unanimously carried, the meeting was adjourned at 7:28 P.M.

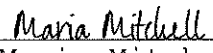
Respectfully submitted,

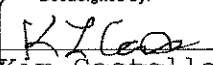
By: 
Secretary for the Meeting

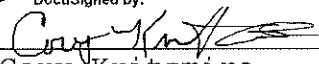
THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE MARCH 11, 2020 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

DocuSigned by:

Tim Zingler

DocuSigned by:

Tom Nourse

DocuSigned by:

Maria Mitchell

DocuSigned by:

K Castellano

DocuSigned by:

Cory Kritzmire