

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTH-WEST FIRE PROTECTION DISTRICT
HELD
NOVEMBER 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 November 2020, at 6:00 P.M., via teleconference.

ATTENDANCE

Directors in Attendance Were:

Cory Kritzmire, Secretary/Acting Chairman
Jeff Streeter, Director
Frank Davis, Director

Directors Absent, but Excused Were:

Tim Zingler, President
Maria Mitchell, Treasurer

Also in Attendance Were:

Kammy Tinney and Teresa Adler; Pinnacle Consulting Group, Inc.
Emily Powell, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C.

Acting Chairman Kritzmire called the meeting to order at 6:08 P.M.

Acting Chairman Kritzmire declared that a quorum of the Board was present, with three of five members in attendance. Following discussion, upon motion made by Director Kritzmire, seconded by Director Davis and, upon vote, unanimously carried, the absences of Director Zingler and Director Mitchell were excused.

ADMINISTRATIVE MATTERS

Agenda: A proposed agenda was distributed for the Board's review and approval. Following review and discussion, upon motion duly made by Director Streeter, seconded by Director Davis and, upon vote, unanimously carried, the agenda was approved, as presented.

Disclosure of Potential Conflicts of Interest: Acting Chairman Kritzmire 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 14, 2020 regular meeting. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Streeter and, upon vote, unanimously carried, the Board approved the minutes of the October 14, 2020 regular meeting.

Community Comments: There were no Community Comments.

Directors' Items: There were no Directors' Items.

DEPARTMENT/
PERSONNEL
MATTERS

Chief's Report: Ms. Tinney reported that Chief Olme sends her regrets for being unavailable to attend this evening's meeting. The Board reviewed the written Chief's report.

Expenditure Requests: Ms. Tinney, on behalf of 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 Kritzmire, seconded by Director Streeter 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 3, 2020 through October 23, 2020 totaling \$157,838.83. Ms. Adler noted that the payables timeframe was shortened by seven days this cycle. Following review and discussion, upon motion duly made by Director Streeter, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period October 3, 2020 through October 23, 2020 totaling \$157,838.83.

Review and Approve November Claims: Ms. Adler noted that the preliminary November claims are expected to be distributed via email for review no later than November 19th. Following discussion, upon motion duly made by Director Streeter, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board approved the November 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 September 30, 2020 and the Cash Position Statement for the period ending October 23, 2020. Following review and discussion, upon motion duly made by Director Streeter, seconded by Director Davis and, upon vote, unanimously carried, the Board accepted the unaudited Financial Statements for the period ending September 30, 2020 and the Cash Position Statement for the period ending October 23, 2020.

Public Hearing to Consider Resolution to Amend 2020 Budget: Upon motion duly made by Director Streeter, seconded by Director Kritzmire and, upon vote, unanimously carried, the public hearing to consider adoption of a Resolution to Amend the 2020 Budget was opened.

Ms. Tinney noted that publication of a Notice stating that the Board would consider adoption of the Resolution to Amend 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 this meeting, and no members of the public were in attendance.

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

Ms. Adler reviewed with the Board the Resolution to Amend the 2020 Budget. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Davis and, upon vote, unanimously carried, the Board adopted the Resolution to Amend the 2020 Budget.

Public Hearing to Consider Resolution to Adopt the 2021 Budget; Set Mill Levies; and Appropriate Sums of Money: Upon motion duly made by Director Streeter, seconded by Director Kritzmire and, upon vote, unanimously carried, the public hearing to consider the proposed Resolution to Adopt the 2021 Budget; Set Mill Levies; and Appropriate Sums of Money ("Resolution to Adopt the 2021 Budget") was opened.

Ms. Tinney noted that publication of a Notice stating that the Board would consider adoption of the Resolution to Adopt the 2021 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 no members of the public were in attendance. Upon motion duly made by Director Kritzmire, seconded by Director Davis and, upon vote, unanimously carried, the public hearing was closed.

Ms. Adler noted that the budget includes a 5% salary increase for all line staff in 2021.

Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Davis and, upon vote, unanimously carried, the Board (a) adopted the Resolution to Adopt the 2021 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 2021 Budget and Certification of Mill Levies to conform them to the final Certification of Assessed Valuation from Park County, which will be received on or before December 10, 2020.

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, not later than December 15, 2020.

Engagement Letter with John Cutler & Associates, P.C. to perform the 2020 Audit: Ms. Adler reviewed with the Board the Engagement Letter with John Cutler & Associates, P.C. to perform the audit of the

District's 2020 financial statements, for an amount not to exceed \$6,000.

Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Streeter and, upon vote, unanimously carried, the Board approved the Engagement Letter with John Cutler & Associates, P.C. to perform the 2020 audit for an amount not to exceed \$6,000, subject to approval by John Cutler & Associates, P.C. of the standard form Illegal Aliens Addendum to Contract.

LEGAL
MATTERS

Attorneys' Report: Attorney Powell reviewed with the Board the written attorneys' report and legal advisement regarding the conduct of executive sessions.

Attorney Powell noted that the Memorandum of Understanding ("MOU") with Park County and Brennan Holdings remains pending and will require revision. Upon further discussion with the County, the parcel owned by the District is currently a non-conforming use and will require either a conditional use permit or location and extent review to realign the parcel boundary. Attorney Powell noted that the MOU does not address this issue, and revisions are being made to include the process. It is anticipated to take approximately four months to complete.

COMMUNITY
MATTERS

There were no Community Matters brought before the Board.

OTHER
BUSINESS

December Meeting: The Board discussed cancelling the December 9, 2020 regular Board meeting. Following discussion, upon motion duly made by Director Kritzmire, seconded by Director Davis and, upon vote, unanimously carried, the Board canceled the December 9, 2020 regular Board meeting.

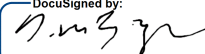
ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Kritzmire, seconded by Director Streeter and, upon vote, unanimously carried, the meeting was adjourned at 6:44 P.M.

Respectfully submitted,

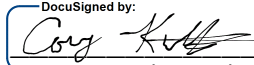
By: _____
Secretary for the Meeting

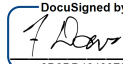
THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE NOVEMBER 11, 2020 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

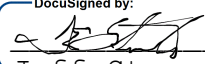
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Tim Zingler

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Maria Mitchell

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Cory Kritzmire

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Frank Davis

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Jeff Streeter