

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTH-WEST FIRE PROTECTION DISTRICT
HELD
JANUARY 13, 2021

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 13th day of January 2021, at 6:00 P.M., via teleconference.

ATTENDANCE

Directors in Attendance Were:

Tim Zingler, President/Chairman
Maria Mitchell, Treasurer
Cory Kritzmire, Secretary
Frank Davis, Director

Directors Absent, but Excused Were:

Jeff Streeter, Director

Also in Attendance Were:

Kristy Olme; Fire Chief, North-West Fire Protection District
Kammy Tinney; Pinnacle Consulting Group, Inc.
Emily Powell, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C.

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

Chairman Zingler declared that a quorum of the Board was present, with four of five members in attendance. Following discussion, upon motion duly made by Director Davis, seconded by Director Mitchell and, upon vote, unanimously carried, the absence of Director Streeter was excused.

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

Disclosure of Potential Conflicts of Interest:
Chairman Zingler inquired whether there were any potential 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 November 11, 2020 regular meeting. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved the minutes of the November 11, 2020 regular meeting.

Resolution Establishing Regular Meeting Dates, Time, and Location and Place for Posting Notices for 2021:
Ms. Tinney reviewed with the Board the proposed Resolution Establishing Regular Meeting Dates, Time and Location and Designating Locations for Posting Notices for 2021.

The Board determined to conduct regular meetings on the second Wednesday of each month in 2021, at 6:00 p.m., at North-West Fire Station No. 2, Fairplay, Colorado, unless social distancing measures are then in effect in Park County or the District due to the public health risk created by the presence of COVID-19. In such event, the meeting will be held electronically, with electronic access information and public comment procedures made available to the public in advance.

The Board further determined to conduct regular meetings of the Board of Trustees of the Volunteer Firefighter Pension Fund quarterly in 2021 on the second Wednesday of March, May, August, and November at 5:45 p.m., at North-West Fire Station No. 2, Fairplay, Colorado, unless social distancing measures are then in effect in Park County or the District due to the public health risk created by the presence of COVID-19. In such event, the meeting will be held electronically, with electronic access information and public comment procedures made available to the public in advance.

Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Davis and, upon vote, unanimously carried, the Board

adopted the Resolution Establishing Regular Meeting Dates, Time and Location and Designating Locations for Posting Notices for 2021, subject to revision as discussed.

Community Comments: There were no Community Comments.

Directors' Items: There were no Directors' Items.

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 97 calls in December. There was a total of 680 calls in 2020.

COVID-19 Pandemic Response. Chief Olme reported that they have had very good staff response to receiving the first round of the COVID-19 vaccination in late December and early January. Chief Olme reported that the second dose of the vaccine is scheduled to be administered the first week of February. Chief Olme noted that the District continues to take necessary COVID precautions.

Operations/Personnel Matters. Chief Olme reported that the Administrative Captain position remains open, and one part time firefighter position is open. Chief Olme noted that they are working on the application and testing process for the Captain position. Testing will be administered by third parties outside of the department. Attorney Powell reported that several new employment laws are now in effect and recommended that Chief Olme discuss any changes that may impact the District with Attorney Ferguson.

Vehicles/Equipment Status. Chief Olme reported that the new engine is in service.

Chief Olme reported that Tender 43 remains out of service due to steering issues and staff is working with a local garage to service the Tender. Chief Olme noted that Tender 43 may be sent to auction. Chief Olme reported that the District received a proposal of \$1,000 to purchase the old utility vehicle with attached snowplow. It was the consensus of the Board to accept the proposal.

Station Nos. 1 and 2/Facilities. Chief Olme reported that the maintenance bay and front office at Station No. 2 will be updated in 2021.

Chief Olme reported that the driveway apron in front of Station No. 1 will be improved in 2021.

Grant Funds. Chief Olme reported that the 2021 grant cycle is now open.

HazMat. There was no new information to report.

Fire Prevention/Public Education. Chief Olme reported that the District is creating video presentations for Risk Watch.

Training. Chief Olme reported that the District is working with legal counsel and Park County to revise the Memorandum of Understanding with Park County and Brannan Holdings regarding a donation of land adjacent to Station No. 2 from Brannan Holdings to the County, and a subsequent lot line adjustment extending the District's property. The District intends to construct a training facility on the expanded property area.

Chief Olme reported that personnel will complete state certified Driver/Operator training in 2021.

National Wildland Call Out. Chief Olme reported that the total revenue generated from the District's response to National Wildland call outs in 2020 was \$464,000.

Inspections. Chief Olme reported that company inspections are on hold due to COVID-19 restrictions.

Upcoming Projects. Chief Olme reported that Captain Stamp is updating the Community Wildfire Protection Plan (CWPP).

Chief Olme reported that the Strategic Plan is being updated, and that it is a long-term project.

Expenditure Requests: There were no expenditure requests.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period October 25, 2020 through January 5, 2021 totaling \$394,078.36. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period October 25, 2020 through January 5, 2021 totaling \$394,078.36.

Review and Approve January Claims: Chief Olme noted that the preliminary January claims are expected to be distributed via email for review no later than January 15th. Following discussion, upon motion duly made by Director Mitchell, seconded by Director Kritzmire 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, 2020 and the Cash Position Statement for the period ending January 5, 2021. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board accepted the Budget to Actual Report for the period ending November 30, 2020 and the Cash Position Statement for the period ending January 5, 2021.

LEGAL
MATTERS

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

Land Donation Update: Attorney Powell reported that, as discussed during the Chief's Report, she and real estate attorney Elizabeth Woodward are negotiating revisions to the Memorandum of Understanding ("MOU") with Park County and Brannan Holdings. Attorney Powell noted that Park County has requested a conditional use permit be issued in connection with the lot line adjustment expanding the District's property, as the parcel owned by the District is currently non-conforming. Attorney Powell noted additional actions recommended to be taken by all parties, and specific deadlines that have been

established in the MOU for each action. Attorney Powell will provide additional information to the Board at the February meeting.

Healthy Families and Workplaces Act ("HFWA"): Chief Olme noted that the District's current policies provide the required amount of sick leave included in the HFWA and will ask Attorney Ferguson if there is any need for the District to update its current policy to document compliance with the HFWA.

2021 Legislative Session: Attorney Powell reported that the 2021 Legislative Session is expected to commence later this month to discuss emergency bills only and then the session will be suspended due to COVID once discussion of emergency bills has concluded.

COMMUNITY MATTERS

There were no Community Matters brought before the Board.

OTHER BUSINESS

Return to In-Person Meetings: It was the consensus of the Board to continue meeting virtually until further notice.

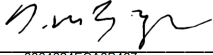
ADJOURNMENT


There being no further business to come before the Board, upon motion duly made by Director Zingler, seconded by Director Kritzmire and, upon vote, unanimously carried, the meeting was adjourned at 7:03 P.M.

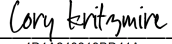
Respectfully submitted,


By: _____
Secretary for the Meeting

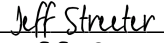
THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE JANUARY 13, 2021 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

DocuSigned by:

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Tim Zingler

DocuSigned by:

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Maria Mitchell

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Cory Kritzmire

DocuSigned by:

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Frank Davis

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Jeff Streeter