

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTH-WEST FIRE PROTECTION DISTRICT  
HELD  
March 9, 2022

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 9<sup>th</sup> day of March 2022, at 6:00 P.M., at North-West Fire Protection District Station No. 2, 21455 Highway 285, Fairplay, Colorado, and via Microsoft Teams.

### ATTENDANCE

#### Directors in Attendance Were:

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

#### Trustees Absent, but Excused Were:

Jeff Streeter, Trustee

#### Also in Attendance Were:

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

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

Chairman Zingler declared that a quorum of the Board was present, with three of four members in attendance. Following discussion, upon motion duly made by Trustee Mitchell, seconded by Trustee Kritzmire and, upon vote, unanimously carried, the absence of Trustee Streeter was excused. There is one vacancy on the Board.

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 Kritzmire, seconded by Director Mitchell 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.

ADMINISTRATIVE MATTERS CONTINUED Minutes: The Board reviewed the minutes of the February 9, 2022 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 February 9, 2022 regular meeting.

Update from DEO Regarding the May 2022 Regular Election: Ms. Tinney, in her capacity as Designated Election Official, reported that as of the close of business on Tuesday, March 1, 2022 there were not more candidates for Director than positions to be filled, and the election was cancelled. Maria Mitchell and Jeff Streeter are deemed elected by acclamation. Their new terms of office will begin following the May 3, 2022 Regular election date. At that time, there will be one vacancy remaining on the Board.

Public Comment: There were no members of the public present at the meeting.

Directors' Items: There were no Directors' Items.

DEPARTMENT/ PERSONNEL MATTERS Annual Salary Increase Consideration for Fire Chief: Ms. Adler addressed the Board and provided an overview of how and when annual salary increases for the Fire Chief have been considered and implemented in the past. Historically, the Board has provided salary increases in conjunction with the Chief's hire date and typically applied the increases retroactively as part of annual budget discussions. In 2022 the Board determined to change the Fire Chief performance review process from annual to quarterly and Ms. Adler requested clarification on the timing of the Board's direction in December for a 7% salary increase effective January 1<sup>st</sup> to include the Fire

Chief.

Following discussion, upon motion duly made by Director Mitchell, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board determined to increase the Fire Chief's salary by 7%, effective January 1, 2022 and to consider annual adjustments as part of the budgeting process every year after.

Chief's Report: Chief Olme reviewed with the Board the written report detailing February activity, noting there were a total of 45 calls in February; Zero Fires, 16 Medicals, 18 Vehicle accidents (two with injuries) and 11 "Other" calls.

Chief Olme reported that Chief Staff were recently interviewed by The Flume regarding the increased response volume to short-term rentals in the District.

**Operations/Personnel Matters:** Chief Olme reported that there are currently three full time firefighter positions open with the District and she is coordinating with legal counsel to properly post for the positions.

**Vehicles/Equipment Status.** Chief Olme reported that preventive maintenance is underway on the District's wildland vehicles, and repairs are being made to the reserve engines to prepare them for sale.

Chief Olme reported that the order will be placed this week for extrication equipment and she anticipates a 12-15 week delivery timeframe.

**Station Nos. 1 and 2/Facilities.** There was no new information to report.

**Grant Funds.** Chief Olme reported that the AFG and the SAFER grant applications remain pending. The District was one of nine applicants denied funding for the Colorado Firefighter Safety and Disease Prevention Grant but the legislature recently approved additional funding for the program and the District will reapply.

**HazMat.** Chief Olme reported that there is some

interest from Staff in completing Hazmat Tech Training and the District is likely to keep the HazMat vehicle. Chief Olme will request funding from the South Central Region for replacement of the tires on the vehicle.

**Fire Prevention/Public Education.** Chief Olme reported that crews will attempt to visit the schools to provide fire safety education before the end of the school year.

**Training.** Chief Olme reported that the HazMat I training is scheduled for early April and the District plans to host an in-house academy for Firefighter I training, including testing, starting later in April.

**Wildland.** Chief Olme reported that testing for renewal of Red Card Certifications is scheduled in April and will be open to other area response agencies.

**Inspections.** Chief Olme reported that commercial building inspections will resume shortly.

**Upcoming Projects.** Chief Olme reported that she is working with the County on the Wildland Urban Interface Code.

Chief Olme reported that she will begin work with Ms. Adler and Ms. Tinney prior to the regular meeting in April to prepare information for the Board to begin considering seeking a proposed mill levy increase at a future election.

Chief Olme reported that the County Sheriff's office is extremely short staffed and there is a higher level of awareness needed on scene. Thankfully Fairplay and Alma Police Departments are available for assistance within the Towns.

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FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. Adler reviewed expenditures with the Board for the period February 9, 2022 through February 28, 2022, totaling \$101,583.31. 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 February 9, 2022 through February 28, 2022 totaling \$101,583.31.

Unaudited Financial Statements and Cash Position Statement: Ms. Adler reviewed with the Board the unaudited Financial Statements for the period ending December 31, 2021, and the Cash Position Statement for the period ending February 28, 2022. Chief Olme noted that the payment of one wildland invoice remains outstanding from the State. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Mitchell and, upon vote, unanimously carried, the Board accepted the unaudited Financial Statements for the period ending December 31, 2021, and the Cash Position Statement for the period ending February 28, 2022.

2021 Audit: Ms. Adler reported that field work is scheduled to begin next week and the accounting team is 90% complete with preparation.

LEGAL MATTERS

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

2022 Legislative Update: Attorney Powell reviewed with the Board several bills introduced in the 2022 Colorado legislative session that, if passed, may impact the District.

COMMUNITY MATTERS

There were no Community Matters brought before the Board.

OTHER BUSINESS

There was no Other Business to come before the Board.

ADJOURNMENT

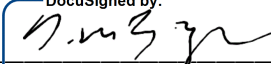
There being no further business to come before the Board, upon motion duly made by Director Mitchell, seconded by Director Kritzmire and, upon vote, unanimously carried, the meeting was adjourned at 6:43 P.M.

Respectfully submitted,

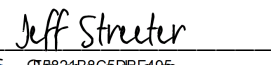
By: \_\_\_\_\_

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE MARCH 9, 2022 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

DocuSigned by:  
  
\_\_\_\_\_  
Tim Zingler

\_\_\_\_\_  
Maria Mitchell  
DocuSigned by:  
  
\_\_\_\_\_  
Cory Kritzmare

DocuSigned by:  
  
\_\_\_\_\_  
Jeff Streeter