

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTH-WEST FIRE PROTECTION DISTRICT  
HELD  
May 11, 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 11<sup>th</sup> day of May 2022, at 6:00 P.M., at North-West Fire Protection District Station No. 2, 21455 Highway 285, Fairplay, Colorado and via Microsoft Teams video and audio conference.

### ATTENDANCE

#### Directors in Attendance Were:

Tim Zingler, President/Chairman (via videoconference)  
Maria Mitchell, Treasurer  
Cory Kritzmire, Secretary  
Jeff Streeter, Trustee (via teleconference)

#### Also in Attendance Were:

Kristy Olme, Fire Chief; North-West Fire Protection District  
Kammy Tinney and Sarah Bromley; Pinnacle Consulting Group, Inc. (via videoconference)  
Emily Powell, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C. (via videoconference)  
David Rial; Resident (via videoconference)

Chairman Zingler called the meeting to order at 6:00 P.M.

Chairman Zingler declared that a quorum of the Board was present, with four of four members in attendance. 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 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 April 13, 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 April 13, 2022 regular meeting.

Election of Officers: The Board discussed the election of Board officers. Upon motion duly made by Director Kritzmire, seconded by Director Mitchell and, upon vote, unanimously carried, Director Streeter was elected to the office of Vice President.

Upon motion duly made by Director Kritzmire, seconded by Director Mitchell and, upon vote, unanimously carried, Director Zingler was elected to the office of President, Director Mitchell was elected to the office of Treasurer, and Director Kritzmire was elected to the office of Secretary.

Public Comment: Chief Olme reported that she received a thank you note from the Pre-School for a recent talk provided by the crews.

Directors' Items: Chairman Zingler requested the Board consider the appointment of David Rial to fill the vacancy on the Board of Directors. Following discussion, upon motion duly made by Director Mitchell, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board approved the appointment of David Rial to fill the vacancy on the Board of Directors. Attorney Powell will provide an oath of office to Ms. Tinney to administer to Mr. Rial prior to the June Board meeting. Director Zingler stated that it was good to see the crews during a visit to Station No. 2 earlier this week.

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DEPARTMENT/  
PERSONNEL  
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing April activity, noting there were a total of 48 calls in April; One Fire, 24 Medicals, 10 Vehicle accidents (one with injuries) and 13 "Other" calls.

**Operations/Personnel Matters:** Chief Olme reported that there are three open seasonal positions, however no position hired for as of yet. All surrounding agencies are hiring seasonal positions so this may be a challenge to fill.

Chief Olme reported that the four newly hired, full-time firefighters all live in the metro area and are housing at both Stations during the fire academy. Chief Olme also reported that she received notice that two firefighters will be leaving employment with the District and moving to larger departments.

Chief Olme reported that the significant other of one of the District's staff was injured in a motor vehicle accident and staff is looking for fundraising options to offset some of their anticipated medical expenses. Attorney Powell suggested that this type of activity is best undertaken by the firefighter's union.

**Vehicles/Equipment Status.** Chief Olme reported good progress on preventive maintenance for the District's fleet. All wildland vehicles are ready for the season.

Chief Olme reported that the extrication equipment has arrived and is in service.

**Station Nos. 1 and 2/Facilities.** Chief Olme had nothing to report on the stations.

**Grant Funds.** Chief Olme reported that the District applied for two sets of extrication equipment through AFG, and funding for three, full-time firefighter positions through the SAFER grant. The District's applications remain pending. The District was denied funding from the Colorado Firefighter Safety and Disease Prevention Grant in the first round, but additional funding for the program was recently approved by the Colorado Legislature and the District can expect to receive an estimated \$20,000.00 in funding.

**HazMat.** Chief Olme reported that the HazMat class for staff and new hires is complete. Testing is pending for the HazMat Operations Certification. Chief Olme reported that there is limited interest from current staff in becoming HazMat Technician certified, leaving only Chief Olme as a certified HazMat Technician within the District. She has reached out to the Chief at Platte Canyon Fire Protection District to see if that District has an interest in housing the HazMat vehicle at one of their stations.

**Fire Prevention/Public Education.** Chief Olme had nothing to report on Fire Prevention/Public Education.

**Training.** Chief Olme reported that the Firefighter academy training began May 9<sup>th</sup>.

**Wildland.** Chief Olme reported that wildland refresher training was completed in April, and new hires will be trained as part of the academy. Red Card Certification will be complete for all staff following the training next week.

Chief Olme also noted that a community wildfire forum will be held May 21<sup>st</sup> from 4:00-6:00 P.M.

**Inspections.** Chief Olme reported that new hires are preparing for inspections and working to schedule with local businesses.

**Upcoming Projects.** Chief Olme noted no new information to report on the status of ongoing projects since the regular meeting in April, with the exception that Ms. Adler prepared an analysis of capital needs and funding options. Chief Olme will provide a copy of the analysis to the Board for review.

Expenditure Requests: Chief Olme briefed the Board regarding the upcoming transition to a new CAD system for emergency communications and reviewed with the Board estimated costs for the purchase of software, equipment, and installation of six mobile data terminals needed to utilize the new CAD system, totaling \$43,200.

Following discussion, upon motion duly made by Director Streeter, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board authorized the purchase of six Mobile Data Terminals, software and all needed equipment as requested, for an amount not to exceed \$45,000. Directors Streeter, Kritzmire and Zingler all voted "Aye", with Director Mitchell abstaining from vote. The motion passed.

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FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period April 1, 2022 through April 30, 2022, totaling \$197,769.35. 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 April 1, 2022 through April 30, 2022, totaling \$197,769.35.

Budget to Actual Report and Cash Position Statement: Ms. Tinney reviewed with the Board the Budget to Actual report for the period ending March 31, 2022, and the Cash Position Statement for the period ending April 30, 2022. 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 March 31, 2022, and the Cash Position Statement for the period ending April 30, 2022.

2021 Audit: Ms. Tinney reported that the initial draft audit of the District's 2021 financial statements was distributed for internal review by Chief Olme, Legal Counsel and Management, and she expects a draft to be presented for review and consideration by the Board at the regular meeting in June.

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LEGAL  
MATTERS

Attorneys' Report: Attorney Powell reviewed with the Board the written Attorneys' Report. Attorney Powell also discussed the option to seek voter approval for removal or extension of Board member term limits, if that is something that becomes of interest to the Board in the future.

2022 Legislative Update: Attorney Powell reported that the 2022 Legislative Session has ended, and her firm is working to prepare a legal advisement summarizing passed legislation for distribution in the coming months.

Attorney Powell reminded the Board that Dino Ross will attend the June meeting while she is out of the office.

COMMUNITY MATTERS

There were no Community Matters brought before the Board.

OTHER BUSINESS

There was no other business brought before the Board.

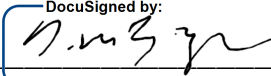
ADJOURNMENT

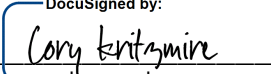
There being no further business to come before the Board, upon motion duly made by Director Streeter, seconded by Director Kritzmire and, upon vote, unanimously carried, the meeting was adjourned at 7:21 P.M.

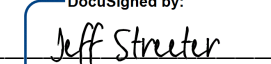
Respectfully submitted,

By: \_\_\_\_\_  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE MAY 11, 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 Kritzmire

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