

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTH-WEST FIRE PROTECTION DISTRICT  
HELD  
August 10, 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 10<sup>th</sup> day of August, 2022, at 6:00 P.M., at North-West Fire Protection District Station No. 2, 21455 Highway 285, Fairplay, Colorado and via Zoom video and audio conference.

### ATTENDANCE

Directors in Attendance Were (via videoconference):

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

Directors Absent and Excused:

Jeff Streeter, Vice President

Also in Attendance Were (via videoconference):

Kristy Olme, Fire Chief and Kim McDonald, Fire Inspector; North-West Fire Protection District  
Kammy Tinney and Tiffany Skoglund; Pinnacle Consulting Group, Inc.  
Emily Powell, Esq.; Ireland, Stapleton, Pryor & Pascoe, PC  
Mike Theisen; Charles Abbott Associates, Inc.  
Kyle Parag and Janelle Sciacchia; Town of Fairplay

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 five members in attendance. Upon motion duly made and seconded, the absence of Director Streeter was approved.

### 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 amended to add Item I.E., Inspection Services Contract with the Town of Fairplay.

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.

Town of Fairplay Services Contract: Mr. Parag and Ms. Sciacca addressed the Board regarding the Town's intent to enter into an agreement with Charles Abbott Associates, Inc. ("Charles Abbott") to perform certain plan reviews and inspections of buildings and structures within the Town. These inspections will also include the inspection of Short Term Rental properties, which the District is currently performing under a separate agreement between the Town and the District. The Town is considering options to share a portion of the fees collected for Short Term Rental inspections with the District as part of the agreement. Additionally, Charles Abbott is open to also entering into an agreement with the District to perform or assist with the District's Fire Code plan reviews and inspections.

Chief Olme and Fire Marshall McDonald expressed their support of the Town contracting with Charles Abbott. District staff are considering the option of also entering into a contract with Charles Abbot, and Chief Olme has discussed the matter with Attorney Powell.

Ms. Powell reported that, based on her discussions with Chief Olme and her understanding of the proposal, she recommends a contract between the District and Charles Abbott that is separate from the Town's contract, allowing for more flexibility and specifics with regard to the services to be performed.

Mr. Thiesen noted that Charles Abbott Associates is open to working with the District under a separate contract.

Director Mitchell expressed her appreciation for Fire Marshall McDonald's continued service to the District and the involvement of the Town, the District, and Charles Abbott in working collaboratively towards a solution.

EXECUTIVE  
SESSION

Pursuant to § 24-6-402(4)(f) of the Colorado Revised Statutes, Director Zingler moved that this regular public meeting of the Board of the North-West Fire Protection District adjourn and, upon an affirmative vote of at least two-thirds of the quorum present, that the Board reconvene in Executive Session for the purpose of discussing the Quarterly Performance Review of Fire Chief. Director Kritzmire seconded the motion. The vote carried unanimously. Ms. Tinney, Ms. Skoglund, Attorney Powell, and Fire Chief Olme, were invited to attend the Executive Session.

The Board went into Executive Session at 6:36 P.M. The Board did not engage in substantial discussion of any matter not enumerated in § 24-6-402(4)(f), C.R.S. The Board did not adopt any proposed policy, position, resolution, rule, regulation, or formal action. The Executive Session was adjourned at 7:03 p.m. on a motion by Director Rial, seconded by Director Kritzmire and passed by the affirmative vote of all members.

The Board reconvened in regular session at 7:03 P.M.

ADMINISTRATIVE  
MATTERS/  
MANAGER'S  
ITEMS  
CONTINUED

Minutes: The Board reviewed the minutes of the July 13, 2022 regular meeting. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board approved the minutes of the July 13, 2022 regular meeting.

Public Comment: There were no members of the public in attendance.

Directors' Items: There were no Director's Items to be presented.

DEPARTMENT/  
PERSONNEL  
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing July activity, noting there were a total of 67 calls in July; Two Fire

(Wildland), 29 Medicals, Three Vehicle accidents, and 33 "Other" calls.

**Operations/Personnel Matters:** Chief Olme reported that there are three open seasonal firefighter positions, and one open full time firefighter position. The District is in the process of hiring for those positions.

**Vehicles/Equipment Status.** Chief Olme reported that all vehicles are in service with only minor, routine maintenance needed for most of the fleet and some additional needs for the wildland engines.

**Station Nos. 1 and 2/Facilities.** Chief Olme reported that the septic system for Station No. 2 is due for maintenance work in September or October.

**Grant Funds.** Chief Olme reported that the District's applications remain pending for funds through the Assistance to Firefighters Grant for two sets of extrication equipment; the Colorado Firefighter Safety and Disease Prevention Grant; and the SAFER Grant for three full time firefighters.

**HazMat.** Chief Olme provided an update on discussions with Chief Mulligan, Fire Chief of Platte Canyon Fire Protection District ("Platte Canyon"), regarding relocation of the County HazMat vehicle and transfer of the District's representation of the South Central Region HazMat response to Platte Canyon.

**Fire Prevention/Public Education.** Chief Olme reported that the District took part in the Pancake Breakfast, Burro Days, and National Night Out.

**Training.** Chief Olme reported that the District's regular company trainings are ongoing. Chief Olme plans to reach out for an update on the Brennan land donation for a training building.

**Wildland.** Chief Olme reported that Tender 41 is in Mineral Wells, Texas for a week-long deployment and will stay for an additional two weeks. Engine 426 is on a deployment in Greenville, Texas for one week.

**Inspections.** Chief Olme reported that coordination of short-term rental property inspections with the Town

of Fairplay is going well.

**Upcoming Projects.** Chief Olme noted no new information to report on the status of ongoing projects since the regular meeting in July.

FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. Tinney reviewed expenditures with the Board for the period July 1, 2022 through July 31, 2022, totaling \$177,928.21. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Mitchell and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period July 1, 2022 through July 31, 2022, totaling \$177,928.21.

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

Future Operating and Capital Funding Needs: Ms. Tinney and Chief Olme provided a summary of activity since the regular meeting in July, including discussion on status of preparation and distribution of a community survey. Following discussion, it was determined to hold on any further work towards a community survey. The Board will discuss further at the August 18<sup>th</sup> special meeting.

2023 Budget Process: Ms. Tinney provided an update on the status of the 2023 budget process.

LEGAL  
MATTERS

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

FAMLI Act: Attorney Powell provided an update on the FAMLI Act and stated that the Board would need to determine whether to formally consider opting out of

the program by the September/October regular meetings.

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COMMUNITY MATTERS

There were no Community Matters brought before the Board.

OTHER BUSINESS

There was no other business brought before the Board.

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ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Kritzmire, seconded by Director Mitchell and, upon vote, unanimously carried, the meeting was adjourned at 8:13 P.M.

Respectfully submitted,

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

DocuSigned by:  
*Kieyesia Conaway*  
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THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE AUGUST 10, 2022, 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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*Jeff Streeter*  
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Maria Mitchell  
DocuSigned by:  
*Cory Kritzmire*  
KritzmireCory

DocuSigned by:  
*David Rial*  
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