

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTH-WEST FIRE PROTECTION DISTRICT  
HELD  
November 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 November, 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:

Tim Zingler, President  
Jeff Streeter, Vice President (via video conference)  
Maria Mitchell, Treasurer (via video conference)  
Cory Kritzmire, Secretary  
David Rial, Director (via video conference)

#### Also in Attendance Were:

Kristy Olme, Fire Chief; North-West Fire Protection District  
Tiffany Skoglund, Wendy McFarland, Teresa Adler, Kammy Tinney, Peggy Dowswell and Kieyesia Conaway; Pinnacle Consulting Group, Inc. (via videoconference)  
Emily Powell, Esq.; Ireland Stapleton Pryor & Pascoe, PC (via videoconference)

Chairman Zingler called the meeting to order at 6:01 P.M.

Chairman Zingler declared that a quorum of the Board was present, with five of five members in attendance.

### 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 Zingler, seconded by Director Kritzmire and, upon vote, unanimously carried, the agenda was approved as amended to remove item IV C.

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 October 12, 2022, Regular Board meeting. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Rial and, upon vote, unanimously carried, the Board approved the minutes of the October 12, 2022, Regular Board meeting.

Update from DEO Regarding the November 2022 Coordinated Election: Ms. Tinney, in her capacity as Designated Election Official, reviewed with the Board a summary of elections activities to date for the November 8, 2022, Coordinated Election. Ms. Tinney reported that, based on the preliminary election results, the District's mill levy increase ballot issue appears to have passed. However, the election results will not be finalized until the meeting of the Canvas Board.

Approval of the May 2023 regular election Designated Election Official Proposal: Ms. Skoglund advised the Board that Pinnacle Consulting Group Inc. is working with Sue Blair with Community Resource Services of Colorado, LLC, to receive a proposal for 2023 Designated Election Official services for the District; however, printer cost quotes are needed to finalize the proposal. Legal counsel and Chief Olme will work with Ms. Skoglund and Ms. Blair to finalize a proposed services agreement with Community Resource Services. Following discussion, upon motion duly made by Director Mitchell, seconded by Director Streeter and upon vote, unanimously carried, the Board approved the May 2023 regular election Designated Election Official proposal from Sue Blair, Community Resource Services of Colorado, LLC, pending Chief Olme's final approval of the services agreement.

2023 Resolution establishing Regular Meeting dates, times, and location for 2023: Ms. Powell presented the 2023 Resolution establishing Regular Meeting dates, times, and location for 2023 and answered

questions. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board approved the 2023 Resolution establishing Regular Meeting dates, times and location for 2023.

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

Directors' Items: There were no Directors' items.

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, Kieyesia Conaway, Peggy Doswell, Attorney Powell, and Fire Chief Olme, were invited to attend the Executive Session.

The Board went into Executive Session at 6:21 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 6:36 p.m. on a motion by Director Zingler, seconded by Director Kritzmire and passed by the affirmative vote of all members.

The Board reconvened in regular session at 6:36 P.M.

DEPARTMENT  
MATTERS

Chief's Report: Chief Olme reviewed with the Board the written report detailing October activity, noting there were a total of 53 calls in October: 25 Medicals, 10 Vehicle Accidents (3 with injuries) and 18 "Other" calls.

**Operations/Personnel Matters:** Chief Olme reported that the District's responses to Short-term Rentals account for 5.7% of its total responses, and there

were a total of 589 calls for 2022 to date.

**Vehicles/Equipment Status:** Chief Olme reported that the Tender, that previously broke down in California due to the Def Pump, was repaired in California and was transported back to Colorado. Chief Olme reported that two Tenders need new tires, and the Chief is working with the vendor on pricing. All remaining vehicles are in service, requiring only routine maintenance.

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

**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 had nothing to report on Hazmat this month.

**Fire Prevention/Public Education:** Chief Olme reported that the District hosted an open house in October and had a great turn out, although attendance was lower than expected due to the school having their fall festival. Moving forward, the Chief will work with the hosts of regular community events to try to eliminate double booking events.

**Training:** Chief Olme reported that District is back to normal company training.

**Wildland:** Chief Olme reported that all vehicles and staff are back in District.

**Inspections:** Chief Olme reported that Ms. Powell has provided a draft agreement with Charles Abbott Associates for plan review and inspection services.

**Upcoming Projects:** Chief Olme had nothing to report on upcoming projects.

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FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. Adler reviewed expenditures with the Board for the period October 1,

2022 through November 1, 2022, totaling \$165,341.33. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Streeter and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period October 1, 2022 through November 1, 2022, totaling \$165,341.33.

Unaudited Financial Statements and Cash Position Statement: Ms. Adler reviewed with the Board the unaudited financial statements for the period ending September 30, 2022, and the Cash Position Statement for the period ending November 1, 2022. 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 September 30, 2022, and the Cash Position Statement for the period ending November 1, 2022.

Public Hearing to Consider Resolution to Adopt the 2023 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 2023 Budget; Set Mill Levies; and Appropriate Sums of Money ("Resolution to Adopt the 2023 Budget") was opened.

Ms. Skoglund noted that publication of a Notice stating that the Board would conduct a public hearing to consider adoption of the Resolution to Adopt the 2023 Budget 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 Streeter and, upon vote, unanimously carried, the public hearing was closed.

Following review and discussion, upon motion duly made by Director Streeter, seconded by Director Mitchell and, upon vote, unanimously carried, the Board (a) adopted the Resolution to Adopt the 2023 Budget; Set the Mill Levies; and Appropriate Sums of Money; (b) approved execution and submission of the

Certification of Mill Levies to Park County; and (c) authorized Chief Olme and the District's Administrative Staff to make non-material adjustments to the 2023 Budget and Certification of Mill Levies as may be necessary to conform them to the final Certification of Assessed Valuation from Park County, which will be received on or before December 10, 2022.

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, 2022.

The Board discussed a 7% raise for Chief Olme to be effective on her anniversary date in June 2023, and a 7% salary increase for all other staff effective January 1, 2023. Following discussion, upon motion duly made by Director Streeter, seconded by Director Mitchell and, unanimously carried, the Board approved a 7% raise for Chief Olme on her anniversary date in June 2023, and a 7% salary increase for all other staff effective January 1, 2023.

The Board discussed year-end bonuses for all staff including the Fire Chief. Following discussion, upon motion duly made by Director Rial, seconded by Director Mitchell and unanimously carried, the Board approved a year-end bonus for all staff including the Fire Chief. Bonuses will be determined based on certain criteria up to \$2,500

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LEGAL  
MATTERS

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

Public Hearing to consider opting out of participation in the FAML I Act Insurance Program, and consider adoption of Resolution to Decline Participation in the FAML I Act Insurance Program: Upon motion duly made by Director Mitchell, seconded by Director Kritzmire and, upon vote, unanimously carried, the public hearing to consider opting out of participation in the FAML I Act Insurance Program and to adopt a Resolution to Decline Participation in the FAML I Act Insurance Program was opened.

Ms. Skoglund noted that publication of a Notice stating that the Board would conduct a public hearing to consider opting out of participation in the FAMLII Act Insurance Program, and would consider adoption of Resolution to Decline Participation in the FAMLII Act Insurance Program, 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 Mitchell, seconded by Director Kritzmire and, upon vote, unanimously carried, the public hearing was closed.

Following review and discussion, upon motion duly made by Director Streeter, seconded by Director Rial and, upon vote, unanimously carried, the Board approved opting out of participation in the FAMLII Act Insurance program and approved the adoption of Resolution to Decline Participation in the FAMLII Act Insurance Program.

COMMUNITY MATTERS

There were no Community Matters to bring before the Board.

OTHER BUSINESS

Peggy Dowswell introduced herself to the Board.

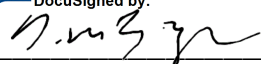
ADJOURNMENT

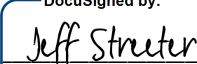
There being no further business to come before the Board, upon motion duly made by Director Kritzmire, seconded by Director Streeter and, upon vote, unanimously carried, the meeting was adjourned at 7:51 P.M.

Respectfully submitted,

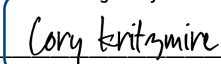
By: Keyesia Conaway  
Secretary for the Meeting

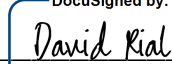
THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE NOVEMBER 9, 2022 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

DocuSigned by:  
  
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Tim Ziegler

DocuSigned by:  
  
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Jeff Streuter

\_\_\_\_\_  
Maria Mitchell

DocuSigned by:  
  
\_\_\_\_\_  
Cory Krizmir

DocuSigned by:  
  
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David Rial