

## RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTH-WEST FIRE PROTECTION DISTRICT  
HELD  
December 7, 2023

A special meeting of the Board of Directors of the North-West Fire Protection District (referred to hereafter as "Board") was convened on Thursday, the 7<sup>th</sup> day of December 2023, at 6:00 P.M., at Fire Station No. 2, 21455 Highway 285, Fairplay, Colorado, and via Zoom video.

### ATTENDANCE

#### Directors in Attendance Were:

Tim Zingler, President  
Jeff Streeter, Vice President  
Maria Mitchell, Treasurer (Via Videoconference)  
Cory Kritzmire, Secretary

#### Also, in Attendance Were:

Kristy Olme, Fire Chief; North-West Fire Protection District (Via Videoconference)  
Tiffany Skoglund and Wendy McFarland; Pinnacle Consulting Group, Inc (via video conference)  
Emily Powell, Esq.; Ireland Stapleton Pryor & Pascoe, PC (via video conference)  
NWFPD C Shift - Captain John Waddick; Lieutenant Alex Fernandez; Nick Bell; Greg Dumas; Kevin Essary; Tom Nolan; Charlyn Smith.

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

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

Approval of Agenda: The Board considered the approval of the agenda. Following review and discussion, upon motion duly made by Director Streeter, 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. Director Streeter noted that his son is a full-time employee with the District, therefore he will refrain from participating in any salary discussions or decisions.

Minutes: The Board reviewed the minutes of the October 11, 2023, regular Board meeting. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Streeter and, upon vote, unanimously carried, the Board approved the minutes of the October 11, 2023, regular Board meeting, as presented.

Public Comment: There were no members of the public present to make comment.

Directors' Items: There were no Directors' Items to present.

Quarterly  
Performance  
Review of  
Fire Chief  
-  
Executive  
Session

Director Streeter made a motion to go into executive session pursuant to C.R.S. § 24-6-402(4)(f) for the purpose of discussing personnel matters related to the quarterly review, evaluation, and discussion regarding performance of the Fire Chief. Director Kritzmire seconded the motion; motion carried unanimously. The Board went into executive session at 6:04 p.m.

Present at the Executive Session were: Directors Jeff Streeter, Maria Mitchell, and Cory Kritzmire; District Legal Counsel, Emily Powell; District Manager, Tiffany Skoglund; and District Accounting Manager, Wendy McFarland.

The Board came out of executive session at 6:15 p.m. No decisions or actions were taken in the Executive Session.

DEPARTMENT  
MATTERS

Chief's Report: Chief Olme reviewed with the Board her written report detailing October and November activity, noting there was a total of 66 calls in October: 0 Fires, 32 Medicals, 10 Vehicle Accidents (1 with injuries) and 50 "Other" calls.

There were a total of 56 calls in November: 2 Fires, 23 Medicals, 11 Vehicle Accidents (3 with injuries) and 20 "Other" calls.

**Operations/Personnel Matters:** Chief Olme reported that the District's responses to short-term rentals account for 6.06% of its total responses for October and 5.35% in November, and there was a total of 690 calls for 2023 to date.

**Vehicles/Equipment Status:** Chief Olme reported that the District selected all details for the new Tender and Type I engine, noting that the District has both stations running and needs to ensure that the District has the necessary apparatus at the stations as well. Chief Olme noted that Milan only works with the District one day a week currently, with a focus on working on the trucks and engines purchased to refurbish.

**Station Nos. 1 and 2/Facilities:** Chief Olme reported that both stations are fully staffed.

**Grant Funds:** Chief Olme reported that she received information that the District was turned down for the AFG Grant for radios and the SAFR Grant for three full time firefighters. The CO-Direct Distribution Grant for Extraction PPE was awarded for 22 sets, however this Grant covers basic equipment and Chief Olme is working to personalize the Extraction PPE which will cost \$12,556.28 for the District.

**HazMat:** Chief Olme had nothing to report on Hazmat this month.

**Fire Prevention/Public Education:** Chief Olme reported that the Fire Prevention Week Open House and Chili Cook Off had a normal turn-out and moving forward the District will hold this event annually on Saturdays in October during Fire Prevention Week.

Chief Olme reported that the Risk Watch Program has resumed for K-3 once a month in Elementary schools.

**Training:** Chief Olme reported that she was able to attend the NFPA Fire Chiefs Forum November 13-17 in Quincy, MA, as President of the Colorado State Fire Chiefs and was the only female Chiefs' association

President in attendance.

**Wildland:** Chief Olme reported that Engine 423 and Tender 41 have been in California since June 15<sup>th</sup> with crews switching out throughout that time. Chief Olme noted that there is one outstanding bill waiting to come through as revenue for approximately \$130,000.00. The total revenue for 2023 Wildland Deployments is approximately \$1.39 million to date.

**Inspections:** Chief Olme reported that she is working on an inspection fee schedule with Charles Abbott Associates and will have it prepared for the Board to review after the first of the year.

**Upcoming Projects:** Chief Olme reported that the Strategic Plan is in the works and being updated.

Chief Olme reported that she is investigating and working on a possible Collective Bargaining Agreement and a Standard Operating Guideline Document with the union. She will contact Ms. Powell with more information, and then will present to the Board for further discussion.

FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. McFarland reviewed expenditures with the Board for the period October 1, 2023, through October 31, 2023, totaling \$304,296.53. 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, 2023, through October 31, 2023, totaling \$304,296.53.

Unaudited Financial Statements and Cash Position Statement: Ms. McFarland reviewed with the Board the Unaudited Financial Statements for the period ending September 30, 2023, and the Cash Position Statement for the period ending October 31, 2023. 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, 2023, and the Cash Position Statement for the period ending October 31, 2023.

2023 Amended Budget Hearing

Director Kritzmire opened the 2023 Amended Budget Hearing for North-West Fire Protection District. Ms. Skoglund reported that notice of the budget hearing was published on November 24, 2023, in the Flume, in accordance with state budget law, and the District did not receive any public comment prior to the meeting. There being no public comment at the meeting, the public portion of the budget hearing was closed. Ms. McFarland reviewed the amended budget in detail and answered questions.

Following review and discussion, upon a motion duly made by Director Mitchell, seconded by Director Streeter, and upon vote, unanimously carried the Board approved the Resolution to Adopt the 2023 Amended Budget and appropriate funds for North-West Fire Protection District and authorize such further actions of the officers and consultants necessary to sign related documents and submit and file such documents required to finalize the amended budget.

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2024 Budget Hearing

Director Streeter opened the 2024 Budget Hearing for North-West Fire Protection District. Ms. Skoglund reported that notice of the budget hearing was published on November 24, 2023, in the Flume, in accordance with state budget law, and the District did not receive any public comment prior to the meeting. Ms. McFarland reviewed the mill levy, estimated revenues, and expenditures in detail and answered questions.

There being no public comment at the meeting, the public portion of the budget hearing was closed. After further review and discussion, upon a motion duly made by Director Kritzmire, seconded by Director Mitchell, and upon vote, unanimously carried the Board approved the Resolution to Adopt the 2024 Budget for North-West Fire Protection District, set the mill levy, and appropriate budgeted funds upon final certification of values being received by the Park County Assessor on or before January 3, 2024, and approve all other documents related to the 2024 budget. The District Manager and Fire Chief are authorized to make minor modifications to the 2024 budget that may be necessary following receipt of final assessed values.

LEGAL  
MATTERS

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Attorney's Report: Ms. Powell reviewed the Attorney's Report with the Board and answered questions.

COMMUNITY  
MATTERS

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There were no Community Matters to bring before the Board.

OTHER  
BUSINESS

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There was no Other Business to bring before the Board.

ADJOURNMENT

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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 7:48 P.M.

Respectfully submitted,

DocuSigned by:  
By: Kieyesia Conaway  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE DECEMBER 7, 2023, SPECIAL 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

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Cory Kritzmire