

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTH-WEST FIRE PROTECTION DISTRICT
HELD
March 13, 2024

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 13th day of March 2024, at 6:00 P.M., at Fire Station No. 2, 21455 Highway 285, Fairplay, CO and via Zoom video.

ATTENDANCE

Directors in Attendance Were:

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

Also, in Attendance Were:

Chief Olme, North-West Fire Protection District (Via Videoconference)
Alex Fernandez; North-West Fire Protection District
Tiffany Skoglund, and Wendy McFarland; Pinnacle Consulting Group, Inc (Via Videoconference)
Emily Powell, Esq.; Ireland Stapleton Pryor & Pascoe, PC (Via Videoconference)

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 6:01 P.M.

Approval of Agenda: The Board considered the approval of the agenda. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Streeter, 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 the Board members present.

Minutes: The Board reviewed the minutes of the February 14, 2024 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 February 14, 2024 regular Board meeting, as presented.

Update on Designated Election Official for May 2025 Election: Ms. Skoglund gave an update to the Board regarding the Designated Election Official, for the May 2025 Election. Sue Blair has agreed to serve as DEO and is awaiting estimated printing costs before submitting a proposal. Attorney Powell answered questions from the Board regarding the vacancy on the Board of Directors and reminded them that they can appoint anyone at any time. The Board will continue to discuss the vacancy with prospective candidates.

Public Comment: There were no Public Comments to come before the Board.

Directors' Items: There were no Directors' Items to come before the Board.

DEPARTMENT
MATTERS

Chief's Report: Chief Olme reviewed with the Board her written report detailing February activity, noting there were a total of 59 calls in February: 1 Fire, 23 Medicals, 22 Vehicle Accidents (4 with injuries) and 13 "Other" calls.

Operations/Personnel Matters: Chief Olme reported that the District's responses to short-term rentals account for 13.5% of its total responses for February, and there was a total of 151 calls for 2024 to date.

Vehicles/Equipment Status: Chief Olme reported that there have been no critical updates on vehicles since the January Meeting. She noted that Milan is still waiting on funds to order the parts needed for the vehicles he is working on. Once this work is complete, the District will need to start outsourcing

the work on other vehicles as Milan does not have the availability with his schedule.

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

Grant Funds: Chief Olme had nothing to report on Grant Funds this month. Chief Olme reported the AFG Grant is open and SAFER Grant will open soon. She will be filing applications for both.

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

Fire Prevention/Public Education: Chief Olme reported that the monthly school Risk Watch program is ongoing.

Training: Chief Olme reported the Auto-X training is being held in Arvada in May, the FDIC conference in Indianapolis in April, and an Extrication class at the Hartzel station. The Auto-X class and the Extrication class are very important as the District has so many accidents and extrications it performs. Chief Olme would appreciate having more employees trained at higher levels.

Chief Olme reported that the Women in Fire conference is at the same time as the FDIC conference in April, so she would like to take female firefighters from the District to both conferences. She has not registered for either yet due to funds and will report next month on who will be attending.

Chief Olme reported that the District is currently running a Driver/Operator class so everyone in the District will be trained to drive when needed. Due to certain promotions, there will need to be additional promotions to fill driver vacancies.

Wildland: Chief Olme reported that the District is preparing for the Annual refresher and the Type 3 and Type 6 engines are listed as available nationally.

Upcoming Projects: Chief Olme reported that Park County is starting the CEPA Project and requiring all entities to participate. This is an Assessment project to identify gaps in first responder services.

Chief Olme reported that new lieutenants have been assigned to this project.

Strategic Plan: Chief Olme noted that the Strategic Plan is on hold at this time.

Capital Improvement Plan: Chief Olme noted that the Capital Improvement Plan is on hold at this time.

Union Discussions: Chief Olme noted that she is still having preliminary conversations with the Union regarding the possible form that recognition and a CBA could take. At this time, the District has not recognized the Union or agreed to enter into a CBA.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. McFarland reviewed expenditures with the Board for the period February 1, 2024, through February 29, 2024, totaling \$216,869.15. 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 February 1, 2024, through February 29, 2024, totaling \$216,869.15.

Unaudited Financial Statements and Cash Position Statement: Ms. McFarland reviewed with the Board the Unaudited Financial Statements for the period ending December 31, 2023, and the Cash Position Statement for the period ending February 29, 2024. Following review and discussion, upon motion duly made by Director Streeter, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board accepted the Unaudited Financial Statements for the period ending December 31, 2023, and the Cash Position Statement for the period ending February 29, 2024.

Update on 2023 District Audit: Ms. McFarland discussed the update on the 2023 District Audit with the Board and answered questions.

Update on Revolving Line of Credit with Western Alliance Bank: Ms. McFarland discussed the update on the Revolving Line of Credit with Western Alliance Bank with the Board and answered questions, noting that the line of credit closed on February 29, 2024

and a draw was facilitated to provide District funding and pay bank fees. Ms. McFarland thanked everyone for all of the hard work put in to make this possible.

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

Legislative Update: Ms. Powell presented the Legislative Update to the Board and answered questions.

COMMUNITY MATTERS There were no Community Matters to bring before the Board.

OTHER BUSINESS There was no Other Business to bring before the Board.

ADJOURNMENT There being no further business to come before the Board, upon motion duly made by Director Streeter, seconded by Director Mitchell and, upon vote, unanimously carried, the meeting was adjourned at 6:51 P.M.

Respectfully submitted,

DocuSigned by:
By: Kieyesia Conaway
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE MARCH 13, 2024, REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

DocuSigned by:
[Signature]
Tim Ziegler

DocuSigned by:
[Signature]
Jeff Streeter

DocuSigned by:
Maria Mitchell

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Maria Mitchell

DocuSigned by:
Cory Krizmire

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