

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT
HELD
FEBRUARY 15, 2016

A regular meeting of the Board of Directors of the Steamboat Springs Area Fire Protection District (referred to hereafter as "Board") was convened on Monday, the 15th day of February, 2016, at 5:00 P.M., at Centennial Hall, 124 10th Street, Rooms 113/114, Steamboat Springs, Colorado.

ATTENDANCE

Directors In Attendance Were:

Scott Havener, President/Chairman
Eric Schmidt, Secretary/Treasurer (via telephone)
Bruce Logan, Assistant Secretary

Directors Not In Attendance Were:

Jim Ficke, Vice President

Also In Attendance Were:

Kammy Tinney and Irene McCaffrey; Pinnacle Consulting Group, Inc. (via teleconference)
Matt Court, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C. (via teleconference)
Chuck Cerasoli, Deputy Chief; City of Steamboat Springs Fire Department

Chairman Havener called the meeting to order at 5:01 P.M.

Chairman Havener declared that a quorum of the Board was present, with three of four Board members in attendance. There is one vacant position on the Board.

Upon motion duly made by Director Schmidt, seconded by Director Logan and, upon vote, unanimously carried, the absence of Director Ficke was excused.

Upon motion duly made by Director Logan, seconded by Director Havener and, upon vote, unanimously carried, the absence of Director Schmidt from the January 18, 2016 regular meeting was excused.

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 Logan, seconded by Director Havener and, upon vote, unanimously carried, the agenda was approved as amended.

Disclosure of Potential Conflicts of Interest: Chairman Havener inquired whether there were any conflicts to disclose by Board members present, which have not already been adequately disclosed. There were no such conflicts to disclose.

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

Minutes: The Board reviewed the minutes of the January 18, 2016 regular meeting. Following review and discussion, upon motion duly made by Director Logan, seconded by Director Havener, and upon vote, unanimously carried, the Board approved the minutes of the January 18, 2016 regular meeting, as amended to include suggested revisions from legal counsel.

May 2016 Regular Election: Ms. Tinney, in her capacity as Designated Election Official, reported that the Call for Nominations was published on February 14, 2016, and no additional requests for Self-Nomination and Acceptance forms have been received. The deadline to receive Self-Nomination and Acceptance forms is Friday, February 26, 2016. If there are not more candidates for Director than positions to be filled as of March 1, 2016, the election will be cancelled and candidates deemed elected by acclamation.

DEPARTMENT
MATTERS

Chief's Report: Deputy Chief Cerasoli reviewed the written report, dated February 5, 2016, including reports from the Fire/Rescue, Training, and Fire Prevention Divisions.

Notable Events. Deputy Chief Cerasoli reported that January saw a 4.7% increase in call volume over the same period last year. Director Havener noted that the year-end call volume report presented to City Council at its last meeting included minor changes from the report presented to the District's Board of Directors,

and requested that the revised figures be provided to the Board.

Deputy Chief Cerasoli reported that the department responded to two significant fires in January. One at the Edgemont Condominium Complex and the second at a private residence. Deputy Chief Cerasoli noted that the department is preparing for spring break, which begins in the next couple of weeks.

Trainings. Deputy Chief Cerasoli reported that trainings in January focused on response to attic fires, review of the latest fire behavior science, and firefighting techniques in today's fire environment. EMS training focused on HIPPA, CIRSA back injury prevention, and the SSFR Exposure Control Plan. Deputy Chief Cerasoli noted that every shift recertified on American Heart Association Basic Life Support for the Healthcare provider.

Fire Prevention/Public Education: Deputy Chief Cerasoli reported that rough inspections of fire sprinklers and fire alarms began for the Deer Park Plaza at Wild Horse, and the "Music Tent" at the Knoll parking lot was inspected for a permit prior to the music festival event. Deputy Chief Cerasoli reported that fire prevention activity has increased 16% compared to January 2015, with building permit reviews representing the largest increase in fire prevention activity to date.

Deputy Chief Cerasoli reported that the fire department and the City's risk management department provided a Friends & Family CPR class to thirteen City employees. The department provided a first aid/first responder talk to the Cub Scouts at the SSMS, and the City hosted a tour of the Discovery Pre-K field trip, which included information about city government and police and fire services.

FINANCIAL
MATTERS

Review and Consider Approval of January Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending February 15, 2016 totaling \$62,916.42. Ms. McCaffrey noted that due to Director Ficke's absence from today's meeting, he will not receive Director's Fees and the payment noted on the claims

list will not be processed. The revised total for consideration by the Board is \$62,824.07.

Following review and discussion, upon motion duly made by Director Schmidt, seconded by Director Logan and, upon vote, unanimously carried, the Board approved payment of the claims for the period ending February 15, 2016, in the amount of \$62,824.07.

Review and Accept Cash Position Statement; Budget to Actual Report; and, Unaudited Financial Statements through December 31, 2015: Ms. McCaffrey reviewed with the Board the District's Cash Position Statement for the period ending February 11, 2016, with accompanying CD yield information, and the Budget to Actual report through January 31, 2016.

Following review and discussion, upon motion duly made by Director Schmidt, seconded by Director Logan and, upon vote, unanimously carried, the Board accepted the Cash Position Statement for the period ending February 11, 2016, with accompanying CD yield information.

Following review and discussion, upon motion duly made by Director Schmidt, seconded by Director Logan and, upon vote, unanimously carried, the Board accepted the Budget to Actual report through January 31, 2016.

Following review and discussion, upon motion duly made by Director Schmidt, seconded by Director Logan and, upon vote, unanimously carried, the Board accepted the unaudited Financial Statements for the period ending December 31, 2015.

Money Management Portfolio Services with UMB Bank: Ms. McCaffrey reported that the application documents were submitted directly to UMB Bank, and the only outstanding item necessary to complete opening of the account is a copy of Director Schmidt's driver's license. Ms. McCaffrey will follow up with Director Schmidt regarding same.

Review and Consider Engagement Letter with McMahan and Associates: Ms. Tinney reviewed with the Board the Engagement Letter with McMahan and Associates to perform the 2015 audit.

Following review and discussion, upon motion duly made by Director Logan, seconded by Director Schmidt and, upon vote, unanimously carried, the Board accepted the Engagement Letter with McMahan and Associates to perform the 2015 audit.

LEGAL MATTERS

Attorney's Report: Attorney Court reviewed with the Board the February Attorney's Report noting that no work was performed outside of the normal retainer matters.

2016 Legislative Update: Attorney Court reported on the status of proposed legislation before the Colorado Legislature that may impact the District.

DIRECTOR'S
ITEMS

Potential Land Purchase/Dedication: Director Havener had no new information to report.

Strategic Plan: Director Havener reported that Fire Chief Mel Stewart presented the Steamboat Springs Fire Rescue 2015 Strategic Plan to City Council on February 2, 2016. The meeting ran long and the plan was not presented until 11:30 P.M. Comments from members of City Council indicated possible future discussion on behalf of City Council regarding current and future levels of service being provided by Steamboat Springs Fire Rescue, and concerns regarding funding an increased level of service. Director Havener presented the District's comments on behalf of the Board, and subsequently prepared draft correspondence to the City Manager briefly reiterating the importance of including the District in any City Council discussions regarding potential future changes to Steamboat Springs Fire Rescue's levels of fire and EMS services, and requesting the opportunity to be kept apprised of, and to participate in, future discussions regarding the same. Ms. Tinney read the letter aloud with changes proposed by legal counsel.

Following review and discussion, upon motion duly made by Director Logan, seconded by Director Schmidt and, upon vote, unanimously carried, the Board approved the correspondence to the City Manager, subject to final revision as discussed.

COMMUNITY
MATTERS

There were no members of the community present.

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 Logan, seconded by Director Schmidt and, upon vote, unanimously carried, the meeting was adjourned at 5:55 P.M.

Respectfully submitted,

By: 
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE FEBRUARY 15, 2016 MEETING OF THE STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:


Scott Haveney


Jim Ficke


Eric Schmidt

Bruce Logan