

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT
HELD

March 20, 2017

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 20th day of March 2017, at 5:00 P.M., at Centennial Hall, 124 10th Street, Rooms 113/114, Steamboat Springs, Colorado.

ATTENDANCE

Directors in Attendance Were:

Eric Schmidt, President/Chairman
Bruce Logan, Vice President
Tom Ihrig, Secretary/Treasurer
Karl Gills, Assistant Secretary
Randall Hannaway, Assistant Secretary

Also in Attendance Were:

Kammy Tinney and Irene McCaffrey; Pinnacle Consulting Group, Inc. (via teleconference)
Dino Ross, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C. (via teleconference)
Mel Stewart, Fire Chief; City of Steamboat Springs Fire Department

Chairman Schmidt called the meeting to order at 5:00 P.M.

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

ADMINISTRATIVE MATTERS

Agenda: A proposed agenda was distributed for the Board's review and approval. Following review and discussion, the agenda was approved as presented.

Disclosure of Potential Conflicts of Interest: Chairman Schmidt 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 comments from members of the public.

Minutes: The Board reviewed the minutes of the February 20, 2017 regular meeting. Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Logan and, upon vote, unanimously carried, the Board approved the minutes of the February 20, 2017 regular meeting, as presented.

DEPARTMENT
MATTERS

Chief's Report: Chief Stewart reviewed the written report, dated March 8, 2017. Reports from the Fire/Rescue, Training, and Fire Prevention Divisions were distributed separately.

Notable Events. Chief Stewart reported that the department responded to 207 calls in February, which was a 12.7% decrease in call volume from February 2016.

Chief Stewart reported that the updated 2017 Fire Department Strategic Plan was reviewed by both City Council and the District's Board of Directors at their respective meetings held in February. Recommendations from both groups were incorporated into the Plan and both City Council and the District's Board of Directors will consider approval at their regular meetings in April.

Chief Stewart reported that the department is requiring that a property owner install a water supply system as part of the construction/renovation of a new home. Chief Stewart said that in similar situations in the past, the department has had the property owner and the District enter into a Contract for Water Use for Emergency Situations, which enables the department to access the water in emergencies. Chief Stewart stated that he has that standard form contract and would like the Board to approve and sign it tonight. Attorney Ross advised the Board that he had raised concerns about this type of arrangement with the Board and Chief Stewart a few years ago. The problem is that the City's department gets the access to the water supply, but the contract obligates the District to inspect, maintain, and test the hydrants in the water system, which is incorrect. The City, through its fire department, should have these contractual obligations. Chief

Stewart stated that he would see if there is an updated form that addresses this issue and he will get it to Attorney Ross for review.

Chief Stewart reported that the department experienced an approximately 20-minute response time to a medical emergency on a 3rd call-out. Chief Stewart noted that it was the only call with a delayed response this year.

Trainings. Chief Stewart reported that the department fire training in February included Cancer Awareness and Prevention in the Fire Service. Chief Stewart reported that the department EMS training in February included Behavioral/Mental Health in Emergency Service providers, presented by JoAnne Grace from Northwest Colorado Health Alliance, Capnography and Patient Assessment, ACLS Skills Evaluation, and Pediatric Medical Emergencies, all provided through the new Target Solutions training program.

Fire Prevention/Public Education: Chief Stewart reported that Fire Prevention activity for February 2017 increased 33.0% from February 2016, with a majority of the increase resulting from building inspections and tent permits due to the Winter Wondergrass Festival that is held at the end of February. All 14 tent inspections were completed prior to the event.

Chief Stewart reported that the department provided CPR and First Aid training to Routt County Sheriff's Officers. Chief Stewart reported that the Young Tracks Pre-School and the Soda Creek Elementary After-School-Program both visited the fire station and were given training on home safety and fire safety. Chief Stewart also noted that the department members gave a presentation to Forest Service employees on medical emergencies in the field and interacting with department personnel.

Sustainable Funding Options for Current and Future Department Operations: Chief Stewart requested that the Board of Directors work with City Council towards a governance structure that will provide sustainable funding alternatives for future department operations, perhaps by having one fire protection district with boundaries that include the City's boundaries. The

Board requested a basic fact sheet of service and funding needs with additional information regarding comparison data to similar communities. Chief Stewart requested that a representative of the District attend the April 11th City Council work session.

FINANCIAL
MATTERS

Review and Consider Approval of March Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending March 31, 2017, totaling \$15,351.00.

Following review and discussion, upon motion duly made by Director Logan, seconded by Director Gills and, upon vote, unanimously carried, the Board approved payment of the claims for the period ending March 31, 2017, in the amount of \$15,351.00.

Review and Accept Budget to Actual Report and Cash Position Statement: Ms. McCaffrey reviewed with the Board the Budget to Actual report for the period ending February 28, 2017 and the District's Cash Position Statement for the period ending March 20, 2017, with accompanying CD yield information. The Board discussed current interest rates for reinvestment of three Certificates of Deposit ("CD's") scheduled to mature in April 2017. Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Ihrig and, upon vote, unanimously carried, the Board accepted the Budget to Actual report for the period ending February 28, 2017 and the Cash Position Statement, with accompanying CD yield information, for the period ending March 20, 2017 as presented.

Director Ihrig reported that he reviewed future capital needs as detailed in the Fire Department Strategic Plan and recommends that the Board consider reinvesting the expiring CD's and the balance of funds in the CSIP account into CD's with a maturity of two-years. Director Ihrig recommended "shopping" the local banks to determine the best interest rate available (local or UMB). Ms. McCaffrey provided interest rates available through the District's UMB Money Management Portfolio for reinvesting the District's funds.

Following review and discussion, upon motion duly made by Director Gills, seconded by Director Hannaway and, upon vote, unanimously carried, the Board directed that

the expiring CD's and the balance of funds in the CSIP account be reinvested into CD's with a maturity of two-years at the highest interest available from local banks or the UMB Money Management Portfolio.

Status of 2016 Audit Preparation - McMahan & Associates, LLC: Ms. McCaffrey reported that preparation of the 2016 audit is currently on schedule. All audit work papers were provided to the auditor approximately two weeks ago. The auditor will schedule a time to review the City's financial records in conjunction with the audit, sometime in April.

LEGAL MATTERS

Attorney's Report: Attorney Ross reviewed with the Board the March Attorney's Report, noting that no legal services were performed outside of routine retainer matters.

2017 Legislative Update: Attorney Ross discussed with the Board the status of several bills currently pending before the Colorado legislature that, if passed, could impact the District.

Chief Stewart left the meeting at 6:15 P.M.

Executive Session: Pursuant to § 24-6-402(4)(b) of the Colorado Revised Statutes, Director Gills moved that this regular public meeting of the Board of the Steamboat Springs Area 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 to receive legal advice on specific legal questions pursuant to § 24-6-402(4)(b), C.R.S. Director Logan seconded the motion. The vote carried unanimously. Ms. Tinney and Ms. McCaffrey were invited to attend the Executive Session.

Attorney Ross certified for the record that, pursuant to § 24-6-402(4)(b) of the Colorado Revised Statutes, all of the executive session discussion will constitute an attorney-client privileged communication and will not be recorded.

The Board went into Executive Session at 6:15 P.M.

The Board did not engage in substantial discussion of

any matter not enumerated in § 24-6-402(4)(b), C.R.S. The Board did not adopt any proposed policy, position, resolution, rule, regulation, or formal action. The Executive Session was adjourned at 6:38 p.m. on a motion by Director Hannaway, seconded by Director Logan and passed by the affirmative vote of all members.

The Board reconvened in regular session at 6:38 P.M.

DIRECTOR'S
ITEMS

There was no new information to report.

COMMUNITY
MATTERS

There were no members of the community present.

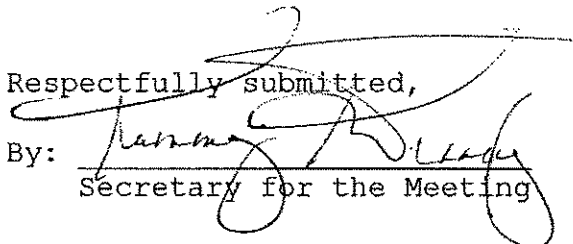
OTHER
BUSINESS

There was no other business brought before the Board for consideration.

ADJOURNMENT

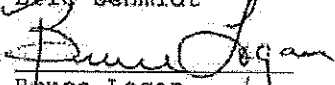
There being no further business to come before the Board, upon motion duly made by Director Ihrig, seconded by Director Logan and, upon vote, unanimously carried, the meeting was adjourned at 6:38 P.M.

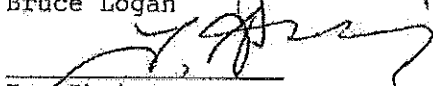
Respectfully submitted,

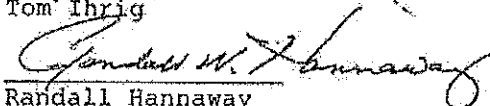
By: 
Secretary for the Meeting

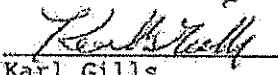
THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE MARCH 20, 2017 MEETING OF THE STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:


Eric Schmidt


Bruce Logan


Tom Ihrig

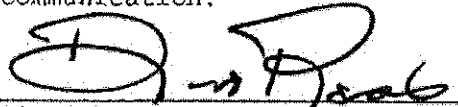

Randall Hannaway


Karl Gills

I hereby attest that the Executive Session was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. § 24-6-402(4)(b).


Eric Schmidt, President

I hereby attest that the Executive Session, which was not recorded, constituted a privileged attorney-client communication.


Dino Ross, District Legal Counsel