

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT
HELD
MARCH 21, 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 21st day of March, 2016, at 5:00 P.M., at Centennial Hall, 124 10th Street, Rooms 113/114, Steamboat Springs, Colorado.

ATTENDANCE

Directors In Attendance Were:

Jim Ficke, Vice President (via telephone)
Eric Schmidt, Secretary/Treasurer (via telephone)
Bruce Logan, Assistant Secretary, Acting Chairman

Directors Not In Attendance Were:

Scott Havener, President

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 Logan called the meeting to order at 5:02 P.M.

Chairman Logan 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 Ficke and, upon vote, unanimously carried, the absence of Director Havener 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 Schmidt, seconded by Director Logan and, upon vote, unanimously carried, the agenda was approved as presented.

Disclosure of Potential Conflicts of Interest: Ms. Tinney 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 February 15, 2016 regular meeting. Ms. Tinney stated that, due to a delay in her providing draft minutes for review, legal counsel reviewed and provided redline changes for consideration this afternoon. A copy of which was forwarded to the Board prior to the meeting.

Following discussion, upon motion duly made by Director Ficke, seconded by Director Schmidt, and upon vote, unanimously carried, the Board tabled consideration of the February 15, 2016 regular meeting minutes to the regular meeting in April.

May 2016 Regular Election: Ms. Tinney, in her capacity as Designated Election Official, presented the Notice of Cancellation and Certified Statement of Results to the Board. Ms. Tinney noted that three vacancies remain on the Board, following the expiration of the current terms of office in May.

DEPARTMENT
MATTERS

Chief's Report: Chief Stewart reviewed the written report, dated March 7, 2016, including reports from the Fire/Rescue, Training, and Fire Prevention Divisions.

Notable Events. Chief Stewart reported that February saw a 12.6% increase in call volume over the same period last year. Chief Stewart reported that there has been local media interest in increased call volume experienced for emergency service departments serving ski areas around the state, and he will be interviewed next week regarding the department's experience.

Chief Stewart reported that the department responded to two significant fires in late January and mid-February; One at an apartment complex and the second at a private residence.

Chief Stewart reported that the department is introducing a new, digital fire policy manual that provides regular policy updates and the ability to track training certification on a daily basis.

Trainings. Chief Stewart reported that trainings in February focused on Water Flow and Pump Calculations, Back Injury Prevention and Accountability on the Fire Ground. EMS training focused on Pediatric Airway Management and Fluid Resuscitation in Shock, and all paramedics recertified on American Heart Association Basic Life Support for the Healthcare provider. Recruitment for the next academy starting May 1st is underway. Chief Stewart reported that he and Deputy Chief Cerasoli are scheduled to attend a training regarding the steps necessary to obtain department accreditation.

Fire Prevention/Public Education: Chief Stewart reported that inspections for the Winter Carnival and Valentine's Day Fireworks at the Ski Area were completed in addition to 2 fire investigations in February on the above mentioned fires.

FINANCIAL
MATTERS

Review and Consider Approval of February Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending March 21, 2016 totaling \$4,997.59. Ms. McCaffrey noted that due to Director Havener'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 \$4,905.24.

Following review and discussion, upon motion duly made by Director Schmidt, seconded by Director Ficke and, upon vote, unanimously carried, the Board approved payment of the claims for the period ending March 21, 2016, in the amount of \$4,905.24.

Review and Accept Cash Position Statement and Budget to Actual Report: Ms. McCaffrey reviewed with the Board the District's Cash Position Statement for the period ending March 15, 2016, with accompanying CD yield information, and the Budget to Actual report through February 29, 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 March 15, 2016, with accompanying CD yield information, and the Budget to Actual report through February 29, 2016.

Money Management Portfolio Services with UMB Bank: Ms. McCaffrey reported that the application documents were approved and the account has been established. Ms. McCaffrey is coordinating with Director Schmidt regarding the necessary authorization to invest \$750,000 into three accounts (\$250,000 each) at the highest rate of return.

Review and Consider Engagement Letter with McMahan and Associates: Ms. Tinney reported that the Engagement Letter with McMahan and Associates to perform the 2015 audit is in need of a Board member's signature. Staff will coordinate obtaining final signatures.

LEGAL MATTERS

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

2016 Legislative Update: Attorney Ross reported on the status of proposed legislation before the Colorado Legislature that may impact the District, and discussed the changes to HB16-1088 with the Board.

DIRECTOR'S
ITEMS

Potential Land Purchase/Dedication: Director Ficke reported that it is his understanding that the REA property may be under consideration by the City for purchase. Chief Stewart was not aware of any such discussions.

Strategic Plan: Ms. Tinney reported that, as of her last discussion with Director Havener, no response to the District's correspondence to the City Manager had been received.

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 Schmidt, seconded by Director Logan and, upon vote, unanimously carried, the meeting was adjourned at 5:31 P.M.


Respectfully submitted,

By: 
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE MARCH 21, 2016 MEETING OF THE STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:



Scott Havener



Jim Ficke



Eric Schmidt

Bruce Logan