

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT
HELD
APRIL 18, 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 18th day of April, 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
Jim Ficke, Vice President
Eric Schmidt, Secretary/Treasurer
Bruce Logan, Assistant Secretary (via teleconference)

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)
Doug Shaffer, Fire Marshal; City of Steamboat Springs Fire Department

Chairman Havener called the meeting to order at 5:05 P.M.

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

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 Ficke, seconded by Director Schmidt and, upon vote, unanimously carried, the agenda was approved as presented.

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 February 15, 2016 regular meeting. Following review and discussion, upon motion duly made by Director Schmidt, seconded by Director Havener, and upon vote, unanimously carried, the Board approved the minutes of the February 15, 2016 regular meeting, as amended.

The Board reviewed the minutes of the March 21, 2016 regular meeting. Following review and discussion, upon motion duly made by Director Schmidt, seconded by Director Logan, and upon vote, unanimously carried, the Board approved the minutes of the March 21, 2016 regular meeting, as presented.

DEPARTMENT
MATTERS

Chief's Report: Fire Marshal Shaffer reviewed the written report, dated April 11, 2016, including reports from the Fire/Rescue, Training, and Fire Prevention Divisions. Fire Marshal Shaffer noted that the department intends to sell Ambulance #63 via a bid process, following delivery of the new ambulance.

Notable Events. Fire Marshal Shaffer reported that March saw a 22.6% increase in call volume over the same period last year.

Fire Marshal Shaffer reported that the department responded to two significant calls in late March; a bus versus car accident where a car lost control and struck a bus, and the second at a barn that was full of hay in which the two tenders purchased by the District served their purpose.

Fire Marshal Shaffer reported that the department is continuing to introduce a new, digital fire policy manual that provides regular policy updates and the ability to track training certification on a daily basis.

Fire Marshal Shaffer reported that the department is currently advertising and taking applications for the next fire academy. The application period closes on

April 20th and the department will have available spaces for up to ten (10) cadets in the academy.

Trainings. Fire Marshal Shaffer reported that trainings in March focused on HAZ-MAT Operations and Communications and Command. EMS training focused on Abdominal Injuries and Application of Tourniquets in Hemorrhage Control. Fire Marshal Shaffer reported that the department hosted an AMLS refresher by Dennis Edgerly at Colorado Mountain College on March 10th.

Fire Prevention/Public Education: Fire Marshal Shaffer reported that building permit activity has been a mixture of both residential and commercial property. Inspections for the St. Patrick's Day and March 26th Fireworks at the Ski Area were completed. The departments' three Fire Inspectors and Fire Marshal Shaffer attended the International Code Conference in Denver for continuing education toward certificate renewals. Fire Marshal Shaffer reported that the department participated in the "Month of the Young Child" parade on March 1st, and provided a CPR and first aid training to the Routt County Sheriff's Office.

FINANCIAL
MATTERS

Review and Consider Approval of March Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending April 18, 2016, totaling \$36,925.55.

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 April 18, 2016, in the amount of \$36,925.55.

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 April 18, 2016, with accompanying CD yield information, and the Budget to Actual report for the period ending March 31, 2016.

Ms. McCaffrey requested that the Board consider investing \$248,000 of proceeds received from the recently matured Bank of the West CD in the UMB Money Management Portfolio, as well as transferring an

additional \$248,000 into a 3-year term CD within the UMB Money Management Portfolio.

Following review and discussion, upon motion duly made by Director Schmidt, seconded by Director Ficke and, upon vote, unanimously carried, the Board accepted the Cash Position Statement for the period ending April 18, 2016, with accompanying CD yield information, and the Budget to Actual report through March 31, 2016.

Following review and discussion, upon motion duly made by Director Ficke, seconded by Director Logan and, upon vote, unanimously carried, the Board authorized Director Schmidt to work with Ms. McCaffrey to complete investment of up to \$750,000 in the UMB Money Management Portfolio, via Certificates of Deposit offering the highest rate of return.

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.

Status of 2015 Audit: Ms. McCaffrey reported that a draft of the 2015 audit is expected by May 13, 2016 for staff and legal to review prior to submittal to the Board for consideration.

LEGAL MATTERS

Attorney's Report: Attorney Court reviewed with the Board the April Attorney's Report noting that, although the Report indicates that no work was performed outside of the normal retainer matters, subsequent to distribution of the written Report, Attorney Ross revised the draft IGA establishing a Fire Commission between the District and the City of Steamboat Springs. A copy of the revised IGA was distributed to the Board in a separate email.

2016 Legislative Update: Attorney Court reported on the status of proposed legislation before the Colorado Legislature that may impact the District, and discussed the changes to HB16-1088 which is now before the

Governor for his consideration.

DIRECTOR'S
ITEMS

Meeting with City Representatives Regarding Current and Future Services: Director Havener reported that he and Director Schmidt attended a meeting between representatives of the City and the District to re-open discussions regarding the current IGA between the parties. The main topics of discussion included relocation of crews out of the 911 Yampa Street (Ambulance Barn) location, the current costing formula and potential adjustments to the same, individual ownership of apparatus and equipment, and minor discussion on formation of a fire commission.

The Board reviewed the revised draft IGA and provided comments to Attorney Court for review with Attorney Ross. After Director Havener receives a new draft of the IGA containing the Board's recommended changes, he will distribute the revised draft to representatives of the City for review.

Potential Land Purchase/Dedication: Director Havener reported that the owners of the Steamboat 360 property are holding off on further submittals pending the results of the Board of County Commissioners election.

COMMUNITY
MATTERS

There were no members of the community present.

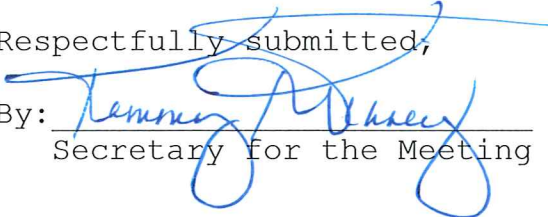
OTHER
BUSINESS

Board Member Transition at May 16, 2016 Regular Board Meeting: Ms. Tinney reviewed with the Board the process for transitioning Board Members at the May 16, 2016 regular meeting. Director Havener noted that he may have two potential candidates to fill the vacancies on the Board.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Logan, seconded by Director Ficke and, upon vote, unanimously carried, the meeting was adjourned at 6:05 P.M.

Respectfully submitted,

By: 
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE APRIL 18, 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