

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT  
HELD  
June 19, 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 19<sup>th</sup> day of June 2017, at 5:00 P.M., at Centennial Hall, 124 10<sup>th</sup> 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 (via teleconference)

#### Also in Attendance Were:

Kammy Tinney, Irene McCaffrey, and Darcy Chilton; Pinnacle Consulting Group, Inc. (via teleconference)  
Matt Court, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C. (via teleconference)  
Mel Stewart, Fire Chief; City of Steamboat Springs Fire Department  
Dan Cudahy; McMahan & Associates, LLC

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 amended.

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 members of the public in attendance.

Minutes: The Board reviewed the minutes of the May 15, 2017 regular meeting. Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Gills and, upon vote, unanimously carried, the Board approved the minutes of the May 15, 2017 regular meeting, as presented.

FINANCIAL  
MATTERS

Presentation and Acceptance of 2016 Audit: Mr. Cudahy reviewed with the Board the final draft of the 2016 audit, a copy of which was included with the agenda packet. Mr. Cudahy provided an overview of the procedures used to audit the financial statements, including working with staff representing both the City of Steamboat Springs and the District. Mr. Cudahy informed the Board that an unmodified opinion will be issued, with no audit adjustments to the year-end financial statements, no conflicts with management, and no deficiencies noted in the audit. Mr. Cudahy indicated that the District's net position increased by \$305,000 in 2016. Attorney Court noted that each of legal counsel's suggested revisions to the audit have been incorporated into the final draft.

Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Logan and, upon vote, unanimously carried, the Board approved the 2016 Audited Financial Statements, and authorized Pinnacle Consulting Group, Inc. to file the 2016 Audited Financial Statements with the Office of the State Auditor no later than July 31, 2017.

DEPARTMENT  
MATTERS

Chief's Report: Chief Stewart reviewed the written report, dated June 7, 2017, including reports from the Fire/Rescue, Training, and Fire Prevention Divisions.

**Notable Events.** Chief Stewart reported that the total call volume for May was a 22.6% increase from the same period in May of 2016. Year to date call volume has decreased 3.1% over the same period in May of 2016.

**Fire Prevention/Public Education.** Chief Stewart reported that Fire Prevention activity for May 2017 increased 6% from May 2016. Year to date fire prevention activity and revenues have increased 22% from May 2016.

Chief Stewart reported that the department hosted the "City 101" workshop on May 10<sup>th</sup>. The Steamboat Christian School students, the Soda Creek School 3<sup>rd</sup> Graders, and the MOPS Preschoolers all visited the fire station in May and were given trainings on fire safety. CPR Training was provided to the Steamboat Springs Winter Sports Club staff on May 24<sup>th</sup>.

**Trainings.** Chief Stewart reported that the department fire training in May included a Wildland Refresher, Arduous Pack Tests, and Vent, Enter, Search drills. Chief Stewart reported that a house in the Riverside neighborhood was donated to the department as a training facility. The department utilized the house for several different training scenarios throughout May and will continue to train in the donated facility until it is demolished in mid-June. EMS training in May included Cardiogenic Shock and Airway Management.

Continued Discussions with City Representatives Regarding Current and Future Services: Director Schmidt and Chief Stewart reported on follow up discussions with some members of City Council regarding potential revisions to the current operating structure between the District and the City. Council member Scott Ford will bring the issue to the rest of the Council members for discussion. Director Schmidt asked Chief Stewart to provide information of similar City/District operations scenarios in other areas.

Chief Stewart asked Attorney Court whether the City or the District are required to enter into intergovernmental agreements with neighboring governmental entities that control water sources outside the District's boundaries, prior to the department using such water sources in emergency situations. Attorney Court noted that he will look into the subject and report back at the regular meeting in July.

FINANCIAL  
MATTERS

Review and Consider Approval of May Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending June 30, 2017, totaling \$72,464.99.

Following review and discussion, upon motion duly made by Director Gills, seconded by Director Logan and, upon vote, unanimously carried, the Board approved payment of the claims for the period ending June 30, 2017, in the amount of \$72,464.99.

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 May 31, 2017 and the Cash Position Statement for the period ending June 19, 2017, with accompanying CD yield information. The Board discussed available interest rates for the CD's that will be maturing in July and August. The Board determined to continue discussion of available interest rates at the July Board meeting.

Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Logan and, upon vote, unanimously carried, the Board accepted the Budget to Actual Report for the period ending May 31, 2017, and Cash Position Statement, with accompanying CD yield information, for the period ending June 19, 2017, as presented.

LEGAL MATTERS

Attorney's Report: Attorney Court reviewed with the Board the June Attorney's Report, noting that revisions to the draft audit were completed outside of the routine retainer matters.

2017 Legislative Update: Attorney Court reported that the final 2017 Special District Legislation Tracker was included with the June Attorney's Report, which outlines the final status of bills introduced this legislative session that are most relevant to the District.

DIRECTOR'S  
ITEMS

There was no new information to report.

COMMUNITY  
MATTERS

There were no members of the community present.

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OTHER  
BUSINESS

Ms. Tinney addressed the Board regarding attendance at the SDA Annual Conference in September. Ms. Tinney provided an overview of the proposed agenda for the conference and answered additional questions. Director Schmidt reported that the conference is a great learning opportunity and encouraged attendance. Following review and discussion, upon motion duly made by Director Gills, seconded by Director Ihrig and, upon vote, unanimously carried, the Board authorized any interested member to attend the SDA Annual conference in September.

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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 6:02 P.M.

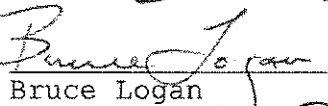
Respectfully submitted,

By: 

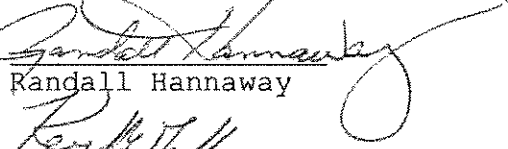
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE JUNE 19, 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