

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT  
HELD  
June 20, 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 20<sup>th</sup> day of June, 2016, 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  
Randall Hannaway, Assistant Secretary

#### 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)  
Mel Stewart, Fire Chief; City of Steamboat Springs Fire Department  
Walter Magill, City Council President; City of Steamboat Springs  
Dan Cudahy, CPA; McMahan and Associates, L.L.C.

Chairman Schmidt called the meeting to order at 5:07 P.M.

Chairman Schmidt 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 Hannaway, seconded by Director Logan and, upon vote, unanimously carried, 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.

Minutes: The Board reviewed the draft minutes of the May 16, 2016 regular meeting. Ms. Tinney noted that a redline draft with comments from legal counsel was distributed for review earlier today. Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Hannaway, and upon vote, unanimously carried, the Board approved the minutes of the May 16, 2016 regular meeting, as amended.

Retention of District Vehicle Titles at City Offices: Ms. Tinney reminded the Board of the request from Shelly St. Pierre with the City of Steamboat Springs to consider storing all original vehicle titles at their offices. Director Schmidt suggested that if the City will take responsibility for the records and provide reasonable assurance that the documents will be stored properly, that he is in favor. Ms. Tinney stated that the documents will be stored in a fire-resistant safe at the City's offices. Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Ihrig, and upon vote, unanimously carried, the Board approved the transfer and retention of original vehicle titles to City staff for storage at the City's offices.

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

DEPARTMENT  
MATTERS

Chief's Report: Chief Stewart reviewed the written report, dated June 1, 2016, including reports from the Fire/Rescue, Training, and Fire Prevention Divisions.

**Notable Events.** Chief Stewart reported that the department responded to 124 calls in May, which was a 3.9% decrease in call volume from May 2015. Year-to-date call volume saw a 9.9% increase above the same time period in 2015.

Chief Stewart reported that the department responded to one significant call at the Eagle Soaring RV Park on May 31<sup>st</sup>, in which an RV, as well as a pick-up truck, were destroyed by an explosion. When firefighters

arrived on scene they found one injured male who was then transported to Yampa Valley Medical Center. The fire that was started by the explosion was extinguished and no further reports of injury or damage were made.

Chief Stewart reported that the fire department has begun its next fire academy with seven cadets. The academy will run for the next six months. Individuals successfully completing the academy will be eligible to apply for open part-time positions with the fire department.

**Trainings.** Chief Stewart reported that trainings in May focused on Wildlife Refresher Training, Wildland Command Class (S-200), Gas Pipeline Safety, and Swift Water Rescue. Chief Stewart noted that EMS Training focused on Geriatric Assessment, CPAP, and Respiratory PPE.

Fire Prevention/Public Education: Chief Stewart reported that Fire Prevention activity for May 2016 decreased 12.15% from May 2015, however, revenue has increased by 13.29% which is an indicator of the size and scope of the projects being considered for permitting. Chief Stewart noted that a fire investigation was performed for the explosion and fire that occurred on May 31<sup>st</sup> at the Eagle Soaring RV Park. Chief Stewart stated that the department provided a station tour and fire safety training for the Soda Creek Girl Scouts.

Capital Projects Budget: Chief Stewart distributed and reviewed with the Board the proposed Capital Improvements Project budget for 2017 through 2020. The proposed budget includes: \$476,000 for excavation and development of land to accommodate a mobile training structure (2017); \$161,700 for the purchase of fifteen SCBA packs and bottles to replace equipment that is beyond its "serviceable" life (2017); \$8,160,000 for design and construction of a central fire station to replace both the fire station and ambulance barn on Yampa Street (\$810,000 in 2017 and \$7,350,000 in 2018); \$1,000,000 for the purchase of a new aerial ladder truck to replace the 1984 Sutphen (2018); \$210,000 for the purchase of a new ambulance consistent with the 10-year replacement schedule for ambulances (2020), and;

\$650,000 for the purchase of a new urban interface engine (2020).

Director Logan asked if there had been further discussion regarding moving away from the 911 Yampa location. Chief Stewart and Councilman Magill both responded that yes, current discussions include building a new station that will accommodate crews and response from a central location in downtown Steamboat Springs. Director Schmidt asked for additional information regarding noted mechanical issues with the 1984 Sutphen, and noted challenges in receiving grant funding for new vehicles. Chief Stewart responded that the engine is in need of approximately \$20,000 in repairs due to seals previously damaged by freezing, and that grant funding is challenging due to the relative age of the department's fleet.

FINANCIAL  
MATTERS

Review and Consider Approval of May Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending June 20, 2016, totaling \$65,289.76.

Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Logan and, upon vote, unanimously carried, the Board approved payment of the claims for the period ending June 20, 2016, in the amount of \$65,289.76.

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 June 15, 2016, with accompanying CD yield information, and the Budget to Actual report for the period ending May 31, 2016.

Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Ihrig and, upon vote, unanimously carried, the Board accepted the Cash Position Statement for the period ending June 15, 2016, with accompanying CD yield information, and the Budget to Actual report for the period ending May 31, 2016.

Presentation and Acceptance of 2015 Audit: Mr. Cudahy reviewed with the Board the final draft of the 2015

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. Cudahay 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 language was added to the notes to include the results of the May 2008 election to increase the District's mill levy and "De-Bruce" revenues. Attorney Court noted that each of legal counsel's suggested revisions to the audit have been incorporated into the final draft except for proposed language in Management's Discussion and Analysis to include the term "Board of Directors" before reference to "management's responsibility" for the financial statements.

Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Hannaway and, upon vote, unanimously carried, the Board approved the 2015 Audited Financial Statements, subject to final revisions as discussed, and authorized Pinnacle Consulting Group, Inc. to file the 2015 Audited Financial Statements with the Office of the State Auditor no later than July 31, 2016.

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LEGAL MATTERS

Attorney's Report: Attorney Court reviewed with the Board the June Attorney's Report noting that a review of the 2015 draft audit was completed and that Oaths of Office were filed with the Clerk of the Court for Routt County. Legal counsel has had no involvement with IGA discussions this past month.

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DIRECTOR'S  
ITEMS

Meeting with City Representatives Regarding Current and Future Services: Mr. Magill address the Board and provided a brief history regarding past IGA negotiations between the City and the District, and proposed that the parties revisit the agreement in an effort to ensure better service to all, including making ownership interests simpler and the continued partnership between the two entities. Director Schmidt

attended the last meeting between representatives of the City and the District and was encouraged to discuss a renewed partnership between the District and the City. Mr. Magill and the Board agreed to revisit this discussion at the July Board meeting.

Potential Land Purchase/Dedication: There was no new information to report.

COMMUNITY  
MATTERS

Wildfire Policy Group: Director Schmidt provided additional information regarding the Routt County Wildfire Policy Group. The group is comprised of one Board member from each fire district and City within Routt County. The group meets twice per year with the main goal of accepting a County-wide Wildfire Operations Plan annually. Bob Struble coordinates the group. Director Logan indicated his interest in being appointed to the Group.

Following discussion, upon motion duly made by Director Hannaway, seconded by Director Ihrig and, upon vote, unanimously carried, Director Logan was appointed as the District's representative on the Routt County Wildfire Policy Group.

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 6:07 P.M.

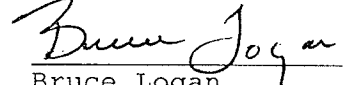
Respectfully submitted,

By:   
Secretary for the Meeting

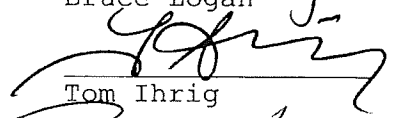
THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF  
THE JUNE 20, 2016 MEETING OF THE STEAMBOAT SPRINGS AREA  
FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE  
DIRECTORS SIGNING BELOW:



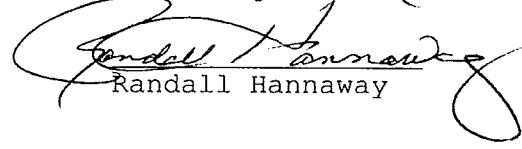
Eric Schmidt



Bruce Logan



Tom Ihrig



Randall Hannaway