

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT
HELD
October 17, 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 17th day of October, 2016, 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 (via teleconference)
Tom Ihrig, Secretary/Treasurer
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
Walter Magill, City Council President; City of Steamboat Springs

Chairman Schmidt called the meeting to order at 5:02 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 Ihrig 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 September 19, 2016 regular meeting. Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Ihrig, and upon vote, unanimously carried, the Board approved the minutes of the September 19, 2016 regular meeting, as presented.

Public Comment: Mr. Magill joined the meeting at 5:04 P.M. Discussion continued under Item V. A., Directors Items, Continued Discussions with City Council Representatives regarding current and future combined emergency services to the community.

DEPARTMENT
MATTERS

Chief's Report: Chief Stewart reviewed the written report, dated October 5, 2016, including reports from the Fire/Rescue, Training, and Fire Prevention Divisions.

Notable Events. Chief Stewart reported that the department responded to 174 calls in September, which was a 3.6% increase in call volume from September 2015. Year-to-date call volume saw a 2.8% increase above the same time period in 2015. Chief Stewart noted that the department recently installed a new bunker gear extractor to replace a 20-year old washing machine. The extractor meets NFPA standards and was 100% funded with grant proceeds. The department also recently installed a new exhaust system at the Mountain Station, which was also 100% funded with grant proceeds.

The Board reviewed the Incident Response Summary and Director Schmidt asked if the 3rd and 4th call-outs required mutual aid, or if the mutual aid calls noted are exclusive of the 3rd and 4th call-outs. Chief Stewart responded that he did not believe mutual aid was required but he could not specifically recall.

Trainings. Chief Stewart reported that the department focused on scenarios involving Firefighter Survival Skills, Hose Movements, Brush Truck Training and Rural Water Supply Drills. Each shift also completed annual Live Fire Training at the Hayden Facility. Chief

Stewart noted that EMS Training focused on Chest Trauma, Burns and a full day Trauma Workshop.

Fire Prevention/Public Education: Chief Stewart reported that Fire Prevention activity for October 2016 increased 20% from October 2015, with a majority of the increase being in activity from building permit reviews and existing building inspections.

Chief Stewart distributed to the Board for their review, a Public Service Announcement regarding Open Burning within District Boundaries effective November 1, 2016 through April 15, 2017. He noted that, no open burning within City limits is permitted without the use of a fire pit.

Chief Stewart reported that the department provided several education opportunities in October, including YVMC Fire Extinguisher Training and CPR Classes for the Streets and City Shop, Emerald Mountain School Staff and the City of Steamboat Springs Staff including City Hall. The department also participated in Fill the Boot Fundraising for MDA, 911 Flag Event, Rubber Duck Race Fundraising, Holy Name Preschool Tour and 20K in a Day for United Way Fundraising event.

FINANCIAL
MATTERS

Review and Consider Approval of August Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending October 17, 2016, totaling \$104,753.69.

Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Ihrig and, upon vote, unanimously carried, the Board approved payment of the claims for the period ending October 17, 2016, in the amount of \$104,753.69.

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 October 17, 2016, with accompanying CD yield information, and the Budget to Actual report for the period ending September 30, 2016. Ms. McCaffrey noted that the ending balance listed on the Cash Position Statement is incorrect and should reflect a balance of \$5,659,552.86. Director Ihrig asked what the source of funding is for the UMB account and if it necessary to

keep the account open. Ms. McCaffrey responded that the account captures interest earned on expiring CD's, but it is not necessary to keep the account open, as those+ funds can be held in the District's ColoTrust account.

Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Logan and, upon vote, unanimously carried, the Board accepted the Cash Position Statement, with accompanying CD yield information, for the period ending October 17, 2016 as amended, and the Budget to Actual report for the period ending September 30, 2016.

Review and Discuss Draft 2017 Budget and Schedule Public Hearing to Consider Adoption of 2017 Budget: Ms. McCaffrey reviewed with the Board the draft 2017 budget, including proposed mill levy scenarios with and without certification of a mill levy sufficient to capture property tax revenues abated or refunded in 2016. Ms. McCaffrey requested Board direction regarding the continued practice of transferring funds from the general fund to the capital fund to cover the shortfall of available revenue versus utilizing available fund balance in the capital fund to meet expenses. The Board discussed the timing of an increase to the District's authorized mill levy in relation to the fire department's Strategic Plan and future capital needs. Chief Stewart noted that the first expense in the Plan has been adjusted to the 2018 budget year.

Ms. Tinney reminded the Board that the public hearing to consider adoption of the 2017 budget is scheduled for November 21, 2016.

LEGAL MATTERS

Attorney's Report: Attorney Ross reviewed with the Board the October Attorney's Report, noting that work done regarding retainer matters included two legal advisement letters pertaining to investment of public funds in money market accounts and ADA requirements for government websites. Ms. McCaffrey reported that she is waiting for a reply from Centennial Bank to determine whether the District will need to move its funds out of the money market account with Centennial Bank. The

Board directed that the funds be moved to ColoTrust if necessary to remain in compliance.

Attorney Ross reported that additional research regarding ADA requirements regarding access to government websites indicate that the District is subject to the requirements. Ms. Tinney was directed to inquire about the cost to provide the required program to bring the District's website into compliance and report her findings to the Board.

DIRECTOR'S
ITEMS

Continued Discussions with City Representatives Regarding Current and Future Services: Mr. Magill addressed the Board and expressed City Council's continued interest in the possibility of consolidating services with the District as an effective way to maintain and improve emergency response services to all citizens and visitors to the area. Mr. Magill noted that the City's projected sales tax revenues will not be sufficient to maintain the current and proposed levels of emergency response services into the future, and alternative solutions must be considered.

Director Schmidt agreed that he would like to work towards consolidating emergency services and operations. Directors Ihrig, Hannaway and Logan also expressed their interest in moving forward with a combined approach to maintaining and improving emergency services. The Board discussed the most recent draft concept of a "fire consortium" provided to the City in 2015 for consideration. Attorney Ross provided an explanation of the two options available to the parties for consolidation, and the structure of a fire authority. Attorney Ross noted that there are significant challenges either way with voter approval due to property taxation versus sales and use tax as revenue sources.

Mr. Magill left the meeting at 6:03 P.M.

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 Hannaway and, upon vote, unanimously carried, the meeting was adjourned at 6:40 P.M.

Respectfully submitted,
By: *[Signature]*
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE OCTOBER 17, 2016 MEETING OF THE STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

[Signature]
Eric Schmidt
[Signature]
Bruce Logan
[Signature]
Tom Ihrig
[Signature]
Randall Hannaway