

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT  
HELD  
November 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 21<sup>st</sup> day of November, 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)  
Dino Ross, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C. (via teleconference)  
Doug Shaffer, Fire Marshall; City of Steamboat Springs Fire Department

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 and seconded 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 minutes of the October 17, 2016 regular meeting. 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 October 17, 2016 regular meeting, as presented.

Public Comment: There were no members of the public present.

DEPARTMENT  
MATTERS

Chief's Report: Doug Shaffer, Fire Marshall reviewed Chief Stewart's written report, dated November 9, 2016, including reports from the Fire/Rescue, Training, and Fire Prevention Divisions.

**Notable Events.** Chief Stewart's report noted that the department responded to 169 calls in October, which was a 15.1% increase in call volume from October 2015. Year-to-date call volume saw a 3.8% increase above the same time period in 2015.

Chief Stewart's report noted the new Public Protection Classification ("PPC") issued by the Insurance Services Organization ("ISO") for Steamboat Springs Fire Rescue, a copy of which was included with Chief Stewart's report. The PPC improved from a previous 5/8B rating to a 3/3Y rating. There was a brief discussion on the meaning of the different numerical and letter designations. Director Schmidt requested additional information regarding what contributed to the improved rating. Mr. Shaffer will relay Director Schmidt's question to Chief Stewart for response at the December meeting.

The Board reviewed the Incident Response Summary. Director Ihrig asked what contributed to increases/decreases in call volume month-to-month as compared to previous years. Mr. Shaffer responded that there is no particular reason and that the overall annual call volume tends to even out over a one year period.

**Trainings.** Chief Stewart's report noted that several officers and staff attended the Colorado State Fire Chiefs Annual Leadership Conference held in Keystone,

Colorado, October 18<sup>th</sup> through the 21<sup>st</sup>. Chief Stewart's report noted that the department fire training in October included Atmospheric Monitoring and Vehicle Extrication. Chief Stewart's report noted that the department EMS training in October included Burns, Respiratory Emergencies, and Advanced Assessment. Classic Air Medical provided a "mini" EMS Conference at Yampa Valley Medical Center.

Fire Prevention/Public Education: Chief Stewart's report noted that Fire Prevention activity for October 2016 increased 3.65% from October 2015, with a majority of the increase being the issuance of alarm permits and existing building inspections. Rough fire sprinkler inspections were completed on the first phase of the Reserves Building No. 1, which is a Yampa Valley Housing Authority project.

Fire Inspectors Mike Middleton and Craig Malchow attended a three-day International Association of Arson Investigators conference in Vail, Colorado.

Chief Stewart's report noted that the department provided flu vaccinations to department personnel and City employees through several department sponsored vaccination clinics. The department provided CPR classed to the Steamboat Springs High School and Winter Sports Club staff.

FINANCIAL  
MATTERS

Review and Consider Approval of November Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending November 21, 2016, totaling \$4,253.69.

Following review and discussion, upon motion duly made by Director Logan, seconded by Director Hannaway and, upon vote, unanimously carried, the Board approved payment of the claims for the period ending November 21, 2016, in the amount of \$4,253.69.

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 October 31, 2016 and the District's Cash Position Statement for the period ending November 21, 2016, with accompanying CD yield information. Ms. McCaffrey pointed out that the balance in the ColoTrust account

is in excess of \$500,000, and the balance in the CSIP account is earning a low interest rate of 0.23%. Ms. McCaffrey suggested Board consideration of investing the excess funds in the ColoTrust account and the funds in the CSIP account into a CD through the UMB Money Management Portfolio. Following discussion, the Board determined to consider available interest rates at the regular meeting in December.

Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Ihrig and, upon vote, unanimously carried, the Board accepted the Budget to Actual report for the period ending October 31, 2016 and accepted the Cash Position Statement, with accompanying CD yield information, for the period ending November 21, 2016 as presented.

Public Hearing to Consider Resolution to Adopt the 2017 Budget; Set Mill Levies; and, Appropriate Sums of Money: Chairman Schmidt opened the public hearing to consider the proposed 2017 Budget and discuss related issues.

Ms. Tinney noted that publication of Notice stating that the Board would consider adoption of the budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections or public comments were received prior to the public hearing. Chairman Schmidt noted there was no public in attendance and closed the public hearing.

Ms. McCaffrey reviewed the draft budget, estimated revenues and proposed 2017 expenditures with the Board.

Following review and discussion, upon motion duly made by Director Logan, seconded by Director Hannaway and, upon vote, unanimously carried, the Board adopted the Resolution to Adopt the 2017 Budget; Set the Mill Levies; and, Appropriate Sums of Money; approved execution of the Certification of Mill Levies; and authorized District staff to make non-material adjustments to the documents if necessary as a result of the final Certification of Assessed Valuation from the County, which will be received on or before December 10, 2016.

The Board authorized District staff to transmit the 2017 Budget and Certification of Mill Levies, as appropriate, to the Board of County Commissioners of Routt County, the Division of Local Government and the Division of Property Taxation, not later than December 15, 2016.

---

LEGAL MATTERS

Attorney's Report: Attorney Ross reviewed with the Board the November Attorney's Report, noting that no work was done outside of routine retainer matters.

---

DIRECTOR'S  
ITEMS

Continued Discussions with City Representatives Regarding Current and Future Services: Director Schmidt reported that there had been no further communication between him and Mr. Magill following the Board's regular meeting in October.

---

COMMUNITY  
MATTERS

There were no members of the community present.

---

OTHER  
BUSINESS

District Website ADA Accessibility: Director Schmidt noted that he was unable to access the District's website through a recent Google search. Ms. Tinney responded that it came to her attention recently that the District's website was infected with malware and is in the process of being moved to another server. Ms. Tinney also noted that Pinnacle staff is waiting on a response to the inquiry about the cost to provide the required program to bring the District's website into compliance with the Americans with Disabilities Act.


---

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 5:45 P.M.

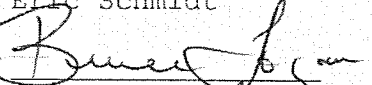
Respectfully submitted,

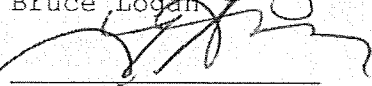
By:

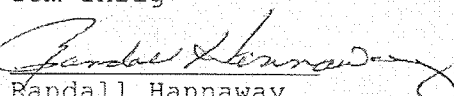
  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE NOVEMBER 21, 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