

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT  
HELD  
September 19, 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 19<sup>th</sup> day of September, 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 (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

Chairman Schmidt called the meeting to order at 5:04 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 August 15, 2016 regular meeting. Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Logan, and upon vote, with Directors Hannaway, Ihrig, and Schmidt voting "Aye", and Director Ihrig abstaining, the minutes of the August 15, 2016 regular meeting were approved, as presented.

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

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DEPARTMENT  
MATTERS

Chief's Report: Chief Stewart reviewed the written report, dated September 13, 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 August, which was a 24% decrease in call volume from August 2015. Year-to-date call volume saw a 2.7% increase above the same time period in 2015.

Chief Stewart reported that the department responded to a structure fire on Fish Creek Falls Road that occurred on August 14<sup>th</sup>. The department was able to successfully protect neighboring structures but the main structure was destroyed.

Chief Stewart reviewed with the Board the Strategic Plan update included with the Chief's report and answered various questions from the Board members regarding same.

**Trainings.** Chief Stewart reported that the department focused on scenarios involving technical rescue rope systems and Firefighter Survival. Trainings also focused on CPT (Company Performance Task) drills and Driver Operator Training for current personnel. Chief Stewart noted that EMS Training focused on Pediatric Trauma and Cardiac Alert/STEMI. Paramedics completed a bi-annual training to maintain active RSI waiver and two part-time personnel completed a Phase 2 ambulance check off.

Fire Prevention/Public Education: The cause of the Fish Creek Falls structure fire remains under investigation.

Chief Stewart reported that the department provided several education opportunities in August, including Casey's Pond Fire Extinguisher Training and the Heartsaver First Aid for Sheraton Employees and Emerald Mountain School Staff. The department also participated in the Rubber Duck Race Fundraising, Walmart Grand Re-opening School Supply Collection and the Kids Adventure Camp station tours for all ages.

FINANCIAL  
MATTERS

Review and Consider Approval of August Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending September 21, 2016, totaling \$4,217.93.

Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Hannaway and, upon vote, unanimously carried, the Board approved payment of the claims for the period ending September 21, 2016, in the amount of \$4,217.93.

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 September 21, 2016, with accompanying CD yield information, and the Budget to Actual report for the period ending August 31, 2016.

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

Consider Engagement Letter with McMahan & Associates to Conduct the 2016 Audit: Ms. McCaffrey reviewed with the Board the Engagement Letter with McMahan & Associates to perform the 2016 audit. Ms. Tinney noted that the agreement was reviewed by legal counsel and suggested revisions were incorporated into the document. McMahan & Associates proposes to conduct the 2016 audit for an amount not to exceed \$5,450.

Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Ihrig and, upon vote, unanimously carried, the Board accepted the Engagement Letter with McMahan & Associates to conduct the 2016 Audit.

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LEGAL MATTERS

Attorney's Report: Attorney Ross reviewed with the Board the September Attorney's Report, noting that no work was performed outside of the normal retainer matters. Attorney Ross also provided an overview of the 2016 Legislative Summary included as part of the retainer services. Director Schmidt inquired about the implementation of House Bill 16-1088 with other agencies. Attorney Ross noted that several departments are working on intergovernmental agreements to detail procedures and fee methodologies to be used for future development.

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DIRECTOR'S  
ITEMS

Continued Discussions with City Representatives Regarding Current and Future Services: Director Schmidt reported on his discussion with City Councilman, Walter Magill, in regards to scheduling a meeting time. Chief Stewart noted that the matter was discussed at the last City Council meeting.

Director Schmidt thanked his fellow Board members for attending the ICS class in August.

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COMMUNITY  
MATTERS

There were no members of the community present.

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OTHER  
BUSINESS

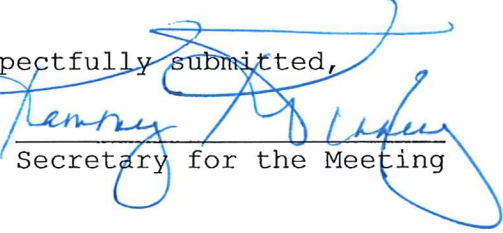
There was no other business brought before the Board for consideration.

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ADJOURNMENT

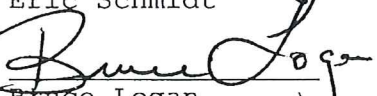
There being no further business to come before the Board, upon motion duly made by Director Hannaway, seconded by Director Ihrig and, upon vote, unanimously carried, the meeting was adjourned at 5:33 P.M.

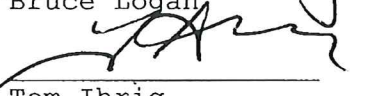
Respectfully submitted,

By:   
Secretary for the Meeting

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