

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT
HELD
February 19, 2018

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 19th day of February 2018, 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
Tom Ihrig, Secretary/Treasurer
Karl Gills, Assistant Secretary
Randall Hannaway, Assistant Secretary (via teleconference)

Also in Attendance Were:

Mel Stewart, Fire Chief and Doug Shaffer, Fire Marshal;
City of Steamboat Springs Fire Department
Joe Oakland, President; Steamboat Springs Professional Fire Fighters, International Association of Fire Fighters Local 44772
Ben Beall, Board Member and Jill Bergman, Artist; Friends of the Yampa
Kim Keith, Executive Director; Steamboat Springs Arts Council and Steamboat Creative District
Kammy Tinney, Brendan Campbell, and Chelsey Green; Pinnacle Consulting Group, Inc. (via teleconference)
Dino Ross, Esq. and Matthew Court, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C. (via teleconference)

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 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.

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

Minutes: The Board reviewed the minutes of the January 15, 2018 regular meeting. Following review and discussion, upon motion duly made by Director Gills, seconded by Director Ihrig and, upon vote, unanimously carried, the Board approved the minutes of the January 15, 2018 regular meeting as presented.

May 2018 Regular Election: Ms. Tinney, in her capacity as Designated Election Official, reviewed with the Board the Activities Summary dated February 12, 2018 included with the agenda packet. Ms. Tinney noted that one Self-Nomination and Acceptance form has been received and deemed sufficient to date, and no other eligible electors of the District have requested or submitted a Self-Nomination and Acceptance form. Ms. Tinney reviewed the timeline for Self-Nomination and Acceptance forms to be submitted to the Designated Election Official. The deadline to receive Self-Nomination and Acceptance forms is Friday, March 2, 2018. If there are not more candidates for Director than positions to be filled as of March 6, 2018, the election will be cancelled, and candidates will be deemed elected by acclamation.

DEPARTMENT
MATTERS

Chief's Report: Chief Stewart reviewed the written report, dated February 12, 2018, which includes activities of the Fire/Rescue, Training, and Fire Prevention Divisions.

Notable Events. Chief Stewart reported that the total call volume for January increased by 3.8% compared to January of 2017. Year to date call volume has increased 3.4% over the same period of time as compared to 2017. In January, the department responded to thirteen (13) incidents with less than the standard level of equipment and/or personnel. The responses noted were a

result of concurrent calls for service, though none resulted in negative outcomes.

The department promoted Firefighter/EMT Isaiah Hartman to the Public Education position, that opened up when Troy Kuhl was promoted to Firefighter/Engineer.

The department implemented a new shift schedule changing from a "Modified Kelly" 24-hour shift schedule to a 48-96 shift schedule as of January 1, 2018.

The department's management team participated in an all-day retreat to update the Strategic Plan, discuss future combined services to the community, and discuss options to improve current response times and services. Chief Stewart reported several options are being reviewed and financial projections are being prepared by City staff.

Chief Stewart distributed and reviewed a summary of fire departments to serve as a comparison to the department, analyzing the number of calls, mill levy, and cost to provide services.

Fire Prevention/Public Education. Chief Stewart reported that Fire Prevention activity for January 2018 was up 60% compared to January 2017, noting building permit review and existing building inspections contributed largely to the increased activity. In January 2018, the department's revenue was up 195% over January 2017, due to the large increase of firework permits fees and building permits review fees. The department completed rough fire alarm and fire sprinkler inspections at the new Mountain Valley Bank building.

Trainings. Chief Stewart reported that the department fire training in January included gas detector use, injury prevention, safe lifting, self-contained breathing apparatus, air trailer, and peer support training. The department continues to train new hires on basic firefighter skills focusing this month on hazardous material operations.

The department emergency medical services training in January included CPR/BLS certification renewals, and facial trauma training.

Public Education Events. Chief Stewart reported that the department gave station tours and safety talks for Girl Scout Troops, Boy Scout Troops, and a birthday party.

The department partnered with a Horizons client, who has been working at the fire station on a weekly basis.

The department provided a training on Epi-Pen use for the Emerald Mountain School faculty and staff.

Discuss Adoption of the 2015 Edition of the International Fire Code: Fire Marshal Shaffer presented Resolution No. 2018-02-01 to Adopt the 2015 Edition of the International Fire Code, with Local Amendments, for Board review and consideration. Fire Marshal Shaffer reported that he notified the Clerk for the Routt County Board of County Commissioners regarding the District's intent to submit a Resolution to Adopt the 2015 Edition of the International Fire Code, with Local Amendments, to the Board of County Commissioners for consideration. Fire Marshal Shaffer noted that no fee schedule is included with the proposed Resolution. Attorney Ross noted that the current proposed Resolution would allow the City to set and approve the fee schedule, with no input from the District required. Following discussion, it was the Board's consensus that consistency of fees between the City and the District is important, and a courtesy notice regarding any changes to the fee schedule by the City is sufficient for the District.

Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Logan and, upon vote, unanimously carried, the Board adopted Resolution No. 2018-02-01, to Adopt the 2015 Edition of the International Fire Code, with Local Amendments, as presented.

Continued Discussions with City Representatives Regarding Current and Future Services: Chief Stewart reported that City staff is preparing future combined service financing options and financial projections. Director Gills reported that the District's representatives have a meeting scheduled with the City's subcommittee on Wednesday, February 21st to

continue discussion regarding current and potential future combined services to the community.

FINANCIAL
MATTERS

Review and Consider Approval of December Claims: Mr. Campbell reviewed with the Board the claims for the period ending February 28, 2018, totaling \$15,326.80.

Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Gills and, upon vote, unanimously carried, the Board approved payment of the claims for the period ending February 28, 2018, in the amount of \$15,326.80.

Review and Accept Cash Position Statement, CD Yield Information, and Budget to Actual Report: Mr. Campbell reviewed with the Board the Cash Position Statement for the period ending February 12, 2018, with accompanying CD yield information, and the Budget to Actual report period ending January 31, 2018.

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 for the period ending February 12, 2018, with CD Yield information, and Budget to Actual report for the period ending January 31, 2018.

Mr. Campbell left the meeting at this time.

LEGAL MATTERS

Attorney's Report: Attorney Ross reviewed with the Board the January Attorney's Report, noting that during the preceding month there was one legal matter outside the scope of the retainer that required their attention.

2018 Legislative Update: Attorney Ross discussed with the Board the status of several bills currently pending before the Colorado legislature that, if passed, could impact the District.

Status of development of a Public Art Donation and Maintenance Agreement with Friends of the Yampa and the City of Steamboat Springs regarding the Yampa River Murals Project - Ambulance Barn Property: Mr. Beall and Ms. Bergman, of Friends of the Yampa, addressed the

Board and presented the artwork sketch and concept, proposed location of the artwork on the Ambulance Barn, proposed endowment fundraising efforts, and anticipated lifespan of the mural. Mr. Beall noted that the Friends of the Yampa received a draft Public Art Donation and Maintenance Agreement from the City and sent redline revisions back late last week. Attorney Ross noted that he received the initial draft from the City late last week and distributed redline revisions for the Board to review earlier today. Mr. Beall reported that Friends of the Yampa is working towards setting up an endowment fund, contributing \$1,000 per year for 5 years to cover the cost of future maintenance expenses.

Director Schmidt suggested that the District Board should have an opportunity to review the revisions recommended by legal counsel. Attorney Ross noted that consensus from each entities' legal counsel to the suggested revisions is needed in order to move forward. If legal counsel for each entity is able to agree on the content of the Agreement in advance of the Board's March meeting, the Board will consider the revised Agreement at that time.

Chief Stewart, Fire Marshal Shaffer, Mr. Oakland, Mr. Beall, Ms. Bergman, and Ms. Keith left the meeting at this time.

Executive Session: Pursuant to § 24-6-402(4)(b) and (e) of the Colorado Revised Statutes, Director Gills moved that this regular public meeting of the Board of the Steamboat Springs Area Fire Protection District adjourn and, upon an affirmative vote of at least two-thirds of the quorum present, that the Board reconvene in Executive Session to receive legal advice regarding proposed Public Art Donation and Maintenance Agreement with Friends of the Yampa and the City of Steamboat Springs, and ongoing discussions with City representatives regarding current and future services. Director Ihrig seconded the motion. The vote carried unanimously. Ms. Tinney and Ms. Green were invited to attend the Executive Session.

The Board went into Executive Session at 6:44 P.M.

The Board did not engage in substantial discussion of any matter not enumerated in § 24-6-402(4)(b) and (e),

C.R.S. The Board did not adopt any proposed policy, position, resolution, rule, regulation, or formal action. The Executive Session was adjourned at 7:16 p.m. on a motion by Director Ihrig, seconded by Director Logan and passed by the affirmative vote of all members.

The Board reconvened in regular session at 7:16 P.M.

Upon motion duly made by Director Ihrig, seconded by Director Logan and, upon vote, unanimously carried, the Board authorized Director Hannaway and Director Gills to work with legal counsel, pending conversations with the City on February 21st, to begin drafting a pre-inclusion agreement between the District and the City.

DIRECTOR'S
ITEMS

There were no Director's Items brought before the Board for consideration.

COMMUNITY
MATTERS

There were no Community Matters brought before the Board for consideration.

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 Hannaway, seconded by Director Ihrig and, upon vote, unanimously carried, the meeting was adjourned at 7:19 P.M.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE FEBRUARY 19, 2018 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

I hereby attest that the information communicated during the Executive Session, which was not recorded, constituted privileged attorney-client communications.

Dino Ross, Esq.

I hereby attest that the Executive Session was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. 25-6-402(4)(b).

Eric Schmidt, President