

## **RECORD OF PROCEEDINGS**

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT  
HELD  
December 10, 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 10<sup>th</sup> day of December 2018, 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  
Karl Gills, Vice-President  
Tom Ihrig, Treasurer  
Randall Hannaway, Secretary

#### Also in Attendance Were:

Mel Stewart, Fire Chief; City of Steamboat Springs Fire Department  
Gary Suiter, City Manager; City of Steamboat Springs  
Chelsey Green and Irene McCaffrey; Pinnacle Consulting Group, Inc. (via teleconference)  
Matt Court, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C. (via teleconference)

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 vacancy on the Board.

### ADMINISTRATIVE MATTERS

Agenda: A proposed agenda was distributed for the Board's review and approval. Following review and discussion, the agenda was approved, as amended.

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 November 12, 2018 special meeting and the November 19, 2018 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 November 12, 2018 special meeting and the November 19, 2018 regular meeting.

Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Locations for Posting: Ms. Green reviewed with the Board the Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Locations for Posting. The Board determined to hold regular meetings in 2019 on the third Monday of every month from January through November, and the second Monday in December, at 5:00 p.m., at Centennial Hall, 124 10<sup>th</sup> Street, Rooms 113/114, Steamboat Springs, Colorado.

The Board further determined that notices of District Board meetings required pursuant to Section 24-6-402(2)(c), C.R.S., will be posted at the Routt County offices, and notices of regular and special meetings will be posted in three locations within the boundaries of the District and at the Office of the County Clerk and Recorder pursuant to Section 32-1-903, C.R.S.

Following review and discussion, upon motion duly made by Director Gills, seconded by Director Hannaway, and upon vote, unanimously carried, the Board adopted the Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Locations for Posting of Notices, as amended.

DEPARTMENT  
MATTERS

Chief's Report: Chief Stewart reviewed the Fire Chief's written report, dated December 4, 2018, which includes activities of the Fire/Rescue, Training, and Fire Prevention Divisions.

**Notable Events.** Chief Stewart reported that the call volume for November 2018 (167 calls) is slightly less than November 2017. 2018 year-to-date call volume is currently running 7.5% over 2017 (2235 calls versus 2080 calls).

Chief Stewart reported that the new Pierce 110' Tower Truck was delivered on November 21, 2018.

**Fire Prevention.** Chief Stewart reported that fire prevention activity for November 2018 was up 79% compared to November 2017 and revenue for the same period is up 83% compared to the same period in 2017. The year-to-date fire prevention activity is up 25% from the same period in 2017 and year-to-date revenue is up 1.81%.

Chief Stewart reported that Company BSEP Inspections were completed at Steamboat Springs High School, Steamboat Springs Middle School, and Heritage Park Pre-school.

**Trainings.** Chief Stewart reported that the department fire training in November focused on hazardous materials operations, helicopter familiarity and operations review, and company performance tasks.

The department emergency medical services training in November focused on toxicology and substance abuse, head and facial injuries, and arrhythmias-tachycardia's.

Chief Stewart reported that Firefighter/Paramedic Marnie Smith completed her Engine Check-off Task Book and evaluation.

Chief Stewart reported that tower truck training was completed during each shift with a representative from Pierce.

**Public Education Events.** Chief Stewart reported that the department hosted SPE Adventures and Kids Cabin for station tours and safety presentations. The department also assisted with fire drills for Emerald Mountain School and Montessori Pre-School, and provided fire safety talks to Montessori School and Selbe Apartments.

The department participated in the Light Up the Night Event.

**Activity Report.** Director Schmidt inquired about providing additional reports related to calls for service, and services provided by the Department, within the District's boundaries. Chief Stewart discussed limitations of the Department's reporting system and flawed response time data due to how the software tracks

the time of a call from initial contact with dispatch. Mr. Suiter discussed recent efforts to analyze the Department's response time data against other similar fire districts' response time data. Director Schmidt recommended that the Department statistically analyze historical response times to current response times, which would account for the system limitation, and provide a differential for current response times to monitor performance. Director Schmidt recommended that a subcommittee be formed to evaluate what performance and monitoring measures should be utilized and brought back to the Board. Chief Stewart reported that a consultant engaged by the City is currently finalizing its operations analysis. The findings of the report are scheduled for presentation to City Council on January 15<sup>th</sup> and to the District's Board of Directors on January 21<sup>st</sup>.

**Citizen's Advisory Working Group.** Mr. Suiter reported that, at its December 4<sup>th</sup> Work Session, City Council approved the formation of a citizen's advisory working group ("Working Group") comprised of seven members to develop options to address the resource needs of the fire department. City Council requested that a representative of the District be appointed to serve as a resource to the Working Group. The City intends to publish a call for interested members of the community to serve on the Working Group. Councilman Scott Ford was appointed by City Council to review applications. The Committee will meet through mid-April. The City of Steamboat Springs will facilitate the Working Group's meetings with agendas, posting and minutes of the meetings.

Director Schmidt stated that the Board will consider the appointment of Director(s) to serve as resources to the Working Group.

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FINANCIAL  
MATTERS

Review and Consider Approval of December Claims: The Board will consider ratification of payment of claims for the period ending December 10, 2018 at the regular Board meeting in January.

Review and Accept Budget to Actual Report: Ms. McCaffrey reviewed with the Board the Budget to Actual Report for the period ending October 31, 2018 and noted that an updated Cash Position Statement will be distributed with December claims for Board review.

Continued Public Hearing to Consider Resolution to Amend 2018 Budget: Upon motion duly made by Director Gills, seconded by Director Hannaway and, upon vote, unanimously carried, the Board opened the continued public hearing to consider adoption of a Resolution to Amend 2018 Budget and discuss related issues.

Ms. Green noted that publication of a Notice stating that the Board would consider adoption of the Resolution to Amend 2018 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 this meeting, and the public present had no comments. Upon motion duly made by Director Gills, seconded by Director Hannaway and, upon vote, unanimously carried, the public hearing was closed.

Ms. McCaffrey reviewed the Resolution to Amend 2018 Budget with the Board. Following review and discussion, upon motion duly made by Director Gills, seconded by Director Ihrig and, upon vote, unanimously carried, the Board adopted the Resolution to Amend 2018 Budget.

Continued Public Hearing to Consider Resolution to Adopt the 2019 Budget; Set Mill Levies; and, Appropriate Sums of Money: Upon motion duly made by Director Hannaway, seconded by Director Ihrig and, upon vote, unanimously carried, the Board opened the continued public hearing to consider the proposed 2019 Budget and discuss related issues.

Ms. Green 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 were received prior to the public hearing, and the public present had no comment. Upon motion duly made by Director Gills, seconded by Director Ihrig and, upon vote, unanimously carried, the Board closed the public hearing.

Ms. McCaffrey reviewed with the Board the draft budget, estimated revenues, and proposed 2019 expenditures.

Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Gills and, upon vote, unanimously carried, the Board adopted the Resolution to Adopt the 2019 Budget; Set the Mill Levies; and, Appropriate Sums of Money; approved execution of the Certification of Mill Levies; and authorized Pinnacle Consulting Group, Inc. 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, 2018.

The Board authorized Pinnacle Consulting Group, Inc. to transmit the 2019 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, 2018.

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LEGAL MATTERS

Attorneys' Report: Attorney Court reviewed with the Board the December Attorneys' Report.

Chief Stewart and Gary Suiter left the meeting at this time.

Executive Session: Pursuant to § 24-6-402(4)(b) and (e) of the Colorado Revised Statutes, Director Ihrig moved that this 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, determine positions relative to negotiations, develop strategy for negotiations. Director Hannaway seconded the motion. The vote carried unanimously. Ms. Green and Ms. McCaffrey were invited to attend the Executive Session.

Attorney Court certified for the record that, pursuant to § 24-6-402(4)(b) of the Colorado Revised Statutes, all of the executive session discussion will constitute an attorney-client privileged communication and will not be recorded.

The Board went into Executive Session at 6:37 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 6:56 p.m. on a motion by Director Gills, seconded by Director Ihrig and passed by the affirmative vote of all members.

The Board reconvened in regular session at 6:56 P.M.

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DIRECTOR  
ITEMS

Citizens' Advisory Working Group: The Board considered appointment of District representatives to serve as a resource to the seven-member Working Group. It was the consensus of the Board to appoint Director Gills and Director Hannaway as the District representatives.

Director Gills stated that he received an email from the Steamboat Springs Area Resort Chamber requesting attendance at their next meeting to discuss recent activities.

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COMMUNITY  
MATTERS

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

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OTHER BUSINESS

Notice of Vacancy: The Board directed Pinnacle Consulting Group, Inc. to provide to Director Schmidt a draft Notice of Vacancy regarding the vacant position on the Board and, with his approval, publish the Notice of Vacancy in the Steamboat Pilot and on the District's website.

Press Release: Director Hannaway reported that he would provide to the Board for review a draft letter to the editor of the Steamboat Pilot regarding community outreach efforts, thanking the community for their support, and expressing the District's commitment to continuing to seek solutions to ensure adequate fire services are provided to the District.

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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 7:17 P.M.

Respectfully submitted,

By: \_\_\_\_\_  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE  
DECEMBER 10, 2018 REGULAR MEETING OF THE STEAMBOAT  
SPRINGS AREA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS,  
BY THE DIRECTORS SIGNING BELOW:

\_\_\_\_\_  
Eric Schmidt

\_\_\_\_\_  
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.

\_\_\_\_\_  
Matt Court, Esq.

I hereby attest that the Executive Session was confined  
to the topics authorized for discussion in Executive  
Session pursuant to C.R.S. 24-6-402(4) (b) and (e).

\_\_\_\_\_  
Eric Schmidt, President