

# RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT  
HELD  
April 17, 2017

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 17<sup>th</sup> day of April 2017, 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  
Tom Ihrig, Secretary/Treasurer (via teleconference)  
Karl Gills, Assistant Secretary (via teleconference)  
Randall Hannaway, Assistant Secretary

### Directors Not in Attendance Were:

Bruce Logan, Vice President(excused)

### Also in Attendance Were:

Kammy Tinney, Brendan Campbell, and Darcy Chilton;  
Pinnacle Consulting Group, Inc. (via teleconference)  
Matt Court, Esq.; Ireland, Stapleton, Pryor & Pascoe,  
P.C. (via teleconference)  
Mel Stewart, Fire Chief; City of Steamboat Springs Fire  
Department (via teleconference)

Chairman Schmidt called the meeting to order at 5:01 P.M.

Following discussion, upon motion duly made by Director Gills, seconded by Director Hannaway and, upon vote, unanimously carried, the absence of Director Logan was excused.

Chairman Schmidt declared that a quorum of the Board was present, with four 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. Director Ihrig noted that his spouse is employed by Mountain Valley Bank, one of the financial institutions with which the District is considering an investment of its funds. Ms. Tinney noted that Attorney Dino Ross previously was apprised of this information, and that he informed the Board that he did not have any concerns with a potential conflict of interest.

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

Minutes: The Board reviewed the minutes of the March 20, 2017 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 March 20, 2017 regular meeting, subject to final revisions as noted by legal counsel.

DEPARTMENT  
MATTERS

Chief's Report: Chief Stewart reviewed the written report, dated April 10, 2017, including reports from the Fire/Rescue, Training, and Fire Prevention Divisions.

**Notable Events.** Chief Stewart reported that the department responded to 207 calls in March, which was an 11.9% decrease in call volume from the same period in March 2016, resulting from a decrease in EMS calls. Chief Stewart noted that overall call volume has increased 9% over a two-year period from 2015. Chief Stewart reported that the department experienced a second incident of delayed response on a third call-out within the District's jurisdiction due to the department already being on an active call.

**Trainings.** Chief Stewart reported that the department fire training in March included Self Contained Breathing Apparatus (SCBA) refresher and Technical Rope Rescue skills. EMS training in March included Multi Systems Trauma Assessment and Care. EMT Trainings also included Rapid Sequence Intubation (RSI), required by

the State for paramedics authorized to perform the RSI skills. Chief Stewart also noted that several paramedics and EMT personnel attended a Paramedic Refresher course offered by Colorado Mountain College.

Fire Prevention/Public Education: Chief Stewart reported that Fire Prevention activity for March 2017 decreased 17.0% from March 2016, with an overall increase of 4.25% year-to-date over this time last year.

Chief Stewart reported that the department completed acceptance testing of a new dry hydrant (suction water supply) at the Cannon Residence of 26170 W. Branch Henderson Park Road. The available water supply from this large pond is in excess of 1 million gallons.

Chief Stewart reported that the fire department hosted a birthday party at the Mountain Fire Station.

Steamboat Springs Fire Rescue Strategic Plan: Chief Stewart reported that City Council approved the updated 2017 Steamboat Springs Fire Rescue Strategic Plan and requested that the District's Board of Directors consider approval at this time. Following discussion, upon motion duly made by Director Hannaway, seconded by Director Ihrig and, upon vote, unanimously carried, the Board approved the updated 2017 Steamboat Springs Fire Rescue Strategic Plan.

Sustainable Funding Options for Current and Future Department Operations: Director Gills reported that he attended the April 11, 2017 City Council work session, as requested by Chief Stewart. City Staff reviewed a proposed election schedule with City Council, indicating a potential election for the formation of a City-wide fire protection district in 2018 or later. Directors Schmidt and Hannaway will follow up regarding a meeting with City Council President Walter Magill to continue discussions.

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FINANCIAL  
MATTERS

Review and Consider Approval of March Claims: Mr. Campbell reviewed with the Board the claims for the period ending April 30, 2017, totaling \$291,438.01. Mr. Campbell noted that, due to Director Logan's absence from today's meeting, he will not receive Director's

Fees and the payment noted on the claims list will not be processed. The revised total for consideration by the Board is \$291,345.66.

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 April 30, 2017, in the amount of \$291,345.66.

Review and Accept Budget to Actual Report and Cash Position Statement: Mr. Campbell reviewed with the Board the Budget to Actual report for the period ending March 31, 2017 and the District's Cash Position Statement for the period ending April 13, 2017, with accompanying CD yield information. Director Schmidt pointed out several discrepancies in the Cash Position Statement. The Board determined to defer acceptance of both the Budget to Actual report and the Cash Position Statement to the regular meeting in May. Mr. Campbell stated that he will make the necessary corrections and forward the corrected report to the Board via email on Tuesday, April 18, 2017.

Certificate of Deposit with Mountain Valley Bank: Attorney Court noted that he agrees with Attorney Ross's assessment that Director Ihrig's spouse's employment with Mountain Valley Bank does not present a conflict of interest under the current circumstances, and that he does not have concerns regarding Director Ihrig casting a vote on a potential motion related to this matter.

Directors Ihrig and Hannaway reported that, among the local banks they have researched, Mountain Valley Bank is offering the highest Certificate of Deposit ("CD") interest rate of 1.63%, with a maturity date of two years, for reinvestment of the District's funds in expiring CDs and the balance of funds in the CSIP account.

Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Gills and, upon vote, unanimously carried, the Board approved reinvestment of the District's funds in expiring CDs and the balance of funds in the CSIP account, with Mountain Valley Bank for two-year terms, at the

interest rate of 1.63% for two years, in the appropriate denominations needed to maintain FDIC insurance.

Furthermore, the Board directed to designate the following approved signers on the new account with Mountain Valley Bank:

Randall Hannaway - Assistant Secretary  
Tom Ihrig - Treasurer  
Eric Schmidt - President

Following review and discussion, upon motion duly made by Director Gills, seconded by Director Hannaway and, upon vote, unanimously carried, the Board approved the designated approved signers on the new account with Mountain Valley Bank.

Status of 2016 Audit Preparation - McMahan & Associates, LLC: Mr. Campbell reported that preparation of the 2016 audit is currently underway. Further updates will be provided at the regular meeting in May.

LEGAL MATTERS

Attorney's Report: Attorney Court reviewed with the Board the April Attorney's Report, noting that no legal services were performed outside of routine retainer matters.

2017 Legislative Update: Attorney Court discussed with the Board the status of several bills currently pending before the Colorado legislature that, if passed, could impact the District.

DIRECTOR'S ITEMS

There was no new information to report.

COMMUNITY MATTERS

There were no members of the community present.

OTHER BUSINESS

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

ADJOURNMENT

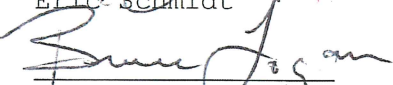
There being no further business to come before the Board, upon motion duly made by Director Hannaway, seconded by Director Ihrig and, upon vote, unanimously carried, the meeting was adjourned at 5:56 P.M.

Respectfully submitted,


By:   
Secretary for the Meeting

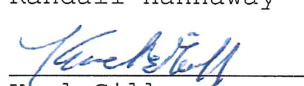
THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE APRIL 17, 2017 MEETING OF THE STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

  
Eric Schmidt

  
Bruce Logan

  
Tom Ihrig

  
Randall Hannaway

  
Karl Gills