

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT  
HELD  
January 21, 2019

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 January 2019, at 5:00 P.M., at Centennial Hall, 124 10<sup>th</sup> Street, Citizens Hall/Council Chambers, 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:

Chuck Cerasoli, Deputy Fire Chief; City of Steamboat Springs Fire Department

Kammy Tinney and Chelsey Green; Pinnacle Consulting Group, Inc. (via teleconference)  
Dino Ross, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C. (via teleconference)

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 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 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 October 29, 2018 special meeting and the December 10, 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 October 29, 2018 special meeting and the December 10, 2018 regular meeting.

Board of Directors Vacancy: Director Gills reported that he and Director Hannaway met with Ms. Adonna Allen regarding her interest in the District and consideration of appointment to the Board of Directors. Directors Gills relayed to the Board a potential conflict of interest due to Ms. Allen's involvement with the Chamber of Commerce and the support of tax measures that may be placed on the ballot in the November 2019 election by other entities. It was determined that Ms. Allen's involvement with the Chamber of Commerce and support of potential ballot issues is not a conflict of interest in serving on the District Board. Director Gills will relay this information to Ms. Allen and encourage her to submit a letter of interest for Board consideration at the regular meeting in February.

Management Report: Ms. Tinney reviewed with the Board the written Management Report for January.

**Meeting Location.** Ms. Tinney reported that teleconference capabilities were confirmed and regular meetings in 2019 will be held in Citizens Hall/Council Chambers.

**Increased Visibility/Community Outreach.** Ms. Tinney confirmed that Director Gills previously established an account with the Steamboat Pilot for notice of the District's Board meetings to be published in the "Happenings" section of the newspaper. District Management is providing notice of meetings to the Steamboat Pilot, along with an invitation to attend. District Management is exploring costs related to audio/visual recording and live streaming of the District's Board meetings. Ms. Green reported that the District's current website has the capability to achieve the Board's stated goal of increased user friendliness; however, more direction is needed from the Board in terms of content and presentation. Ms. Green also noted that a new web host may be necessary to live

stream the meetings on the District's website.

Ms. Tinney reported that a draft Notice of Vacancy was previously distributed to the Board for review and a copy included with the agenda packet.

**Citizens Advisory Working Group.** Ms. Tinney reported that the application period for consideration to serve on the Working Group closed on January 14, 2019.

**Other Matters.** Ms. Tinney reported that she followed up with City Manager Gary Suiter regarding the status of a request from Steamboat 700 LLC for the annexation of property known as the West Steamboat Neighborhoods into the City of Steamboat Springs. The City has determined that the property is eligible for annexation into the City and that first and second readings of the annexation ordinance are included on the next two City Council meeting agendas. In her correspondence with Mr. Suiter, Ms. Tinney reminded him that exclusion of the property from the District is required per the IGA between the City and the District, once the property is annexed into the City. Mr. Suiter indicated that he has reminded the City Attorney of the same. Ms. Tinney will continue to monitor the City's action on the matter.

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DEPARTMENT  
MATTERS

Chief's Report: Deputy Fire Chief Cerasoli reviewed the Fire Chief's written report, dated January 8, 2019, which includes activities of the Fire/Rescue, Training, and Fire Prevention Divisions.

**Notable Events.** Deputy Fire Chief Cerasoli reported that the call volume for December 2018 (245 calls) saw an 8.9% increase over the call volume for December 2017. The total call volume for 2018 (2,482) increased 7.7% over the call volume for 2017. Concurrent calls in 2018 were 13.2% above concurrent calls in 2017.

Deputy Fire Chief Cerasoli reported that December 21<sup>st</sup> was a notably busy day, with a total of 13 calls. Two of the 13 calls were very serious and taxed the resources of the fire department.

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

Deputy Fire Chief Cerasoli reported that the firefighters who completed their physical testing during September and October met with representatives from Colorado State University in December to follow up on their test results.

**Fire Prevention.** Deputy Fire Chief Cerasoli reported that fire prevention activity for December 2018 was down 8.5% compared to December 2017, and revenue for the same period is up 20% compared to the same period in 2017. The year-to-date fire prevention activity is up 23% from the same period in 2017, and year-to-date revenue is up 5.8%.

Deputy Fire Chief Cerasoli reported that the final inspections were completed on the fire alarm, fire sprinkler, and kitchen hood extinguishing systems for the remodel of Bear River Bar, which will be known as the Timber and Torch, at the base of the ski area.

Deputy Fire Chief Cerasoli reported that the final inspection on a fire alarm panel replacement at Colorado Mountain College - Hill Hall was completed.

**Trainings.** Deputy Fire Chief Cerasoli reported that trainings in December were reduced due to high call volume throughout the month.

Deputy Fire Chief Cerasoli reported that the department fire training in December focused on ice rescues, and the City's new server rooms.

Deputy Fire Chief Cerasoli reported that the department emergency medical services training in December focused on pediatric shock management.

**Public Education Events.** Deputy Fire Chief Cerasoli reported that the department delivered Santa to the Howelson Holiday party on December 9<sup>th</sup> with the new tower truck.

Deputy Fire Chief Cerasoli reported that the on-duty crew hosted the Burn Camp kids for dinner and a game night at the Mountain Fire Station on December 11<sup>th</sup>, which is an annual tradition that the department has participated in for several years.

Deputy Fire Chief Cerasoli reported that firefighters

spoke with kindergarten through 5<sup>th</sup> grade students about the duties of first responders.

**Central Fire Station Feasibility Study Update.** Deputy Fire Chief Cerasoli reviewed with the Board the presentation that was given to City Council at its meeting on January 15, 2019. Deputy Fire Chief Cerasoli reported that City Council directed fire department staff to move forward with the pursuit of the top two site recommendations, along with determining any additional uses of the proposed Central Fire Station, such as city, administrative, et cetera. City Council scheduled further discussion at its work session in February.

Deputy Fire Chief Cerasoli reported that City Council requested additional information about the District and Routt County Search and Rescue's interest in and use of the Yampa Street property. Ms. Tinney provided a copy of the agreements currently in place to Deputy Chief Cerasoli. Director Schmidt inquired whether or not representatives of Routt County Search and Rescue were included in the discussions regarding the station site analysis. Deputy Chief Cerasoli does not believe representatives of Routt County Search and Rescue have been included in discussions.

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FINANCIAL  
MATTERS

Review and Consider Approval of December Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending December 31, 2018, totaling \$557,518.21.

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 December 31, 2018, totaling \$557,518.21.

Review and Consider Approval of January Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending January 21, 2019, totaling \$110,041.99.

Following review and discussion, upon motion duly made by Director Gills, seconded by Director Ihrig and, upon vote, unanimously carried, the Board approved payment of the claims for the period ending January 21, 2019, totaling \$110,041.99.

Review and Accept Cash Position Statement, CD Yield Information, and unaudited Financial Statements: Ms. McCaffrey reviewed with the Board the Cash Position Statement for the period ending January 21, 2019, with accompanying CD yield information, and unaudited Financial Statements for the period ending December 31, 2018.

Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Gills and, upon vote, unanimously carried, the Board accepted the Cash Position Statement for the period ending January 21, 2019, with CD Yield information, and unaudited Financial Statements for the period ending December 31, 2018.

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LEGAL MATTERS

Attorneys' Report: Attorney Ross reviewed with the Board the December Attorneys' Report, noting that there was no substantive work that was done outside of the regular retainer activity.

Attorney Ross reviewed with the Board the 2018 retainer analysis and reported that no adjustments are recommended for 2019.

Attorney Ross reviewed with the Board a legal advisement distributed January 18<sup>th</sup>, following distribution of this meeting's agenda packet, regarding new Colorado laws that require governmental entities that collect or maintain personal identifying information of employees or Colorado residents, to institute policies intended to protect such information. Following discussion with the Board and Ms. Tinney, Attorney Ross believes the requirements of the new laws do not apply to the District at this time.

2019 Legislative Update: Attorney Ross reported that the 2019 Colorado Legislative Session began on January 4, 2019 and provided an overview of several bills introduced that, if passed, could impact the District.

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DIRECTOR  
ITEMS

Citizens' Advisory Working Group: Director Hannaway reported he attended meetings with members of the Chamber of Commerce and the Steamboat Stakeholders group regarding the fire department funding issues. Chief Stewart attended both meetings with Director Hannaway.

Update Regarding Letter to the Editor of the Steamboat Pilot: Director Hannaway distributed for the Board's 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 continue seeking solutions to ensure that adequate fire and emergency medical services continue to be provided to the citizens of the City and the District. The Board requested that additional information regarding the selection of members to the Citizens' Advisory Working Group be included in the draft letter.

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COMMUNITY  
MATTERS

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

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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 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  
JANUARY 21, 2019 REGULAR MEETING OF THE STEAMBOAT SPRINGS  
AREA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE  
DIRECTORS SIGNING BELOW:

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Eric Schmidt

\_\_\_\_\_  
Tom Ihrig

\_\_\_\_\_  
Randall Hannaway

\_\_\_\_\_  
Karl Gills