

# RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT  
HELD  
October 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 October 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  
Randall Hannaway, Secretary  
Adonna Allen, Director/Assistant Secretary

### Directors Absent, but Excused Were:

Tom Ihrig, Treasurer

### Also in Attendance Were:

Chuck Cerasoli, Interim Fire Chief; City of Steamboat Springs Fire Department  
Kammy Tinney and Irene McCaffrey; Pinnacle Consulting Group, Inc. (via teleconference)  
Dino Ross, Esq. and Matt Court, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C. (via teleconference)

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

Following discussion, upon motion duly made by Director Allen, seconded by Director Gills and, upon vote, unanimously carried, the absence of Director Ihrig 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. 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 September 16, 2019 regular meeting. Following review and discussion, upon motion duly made by Director Gills, seconded by Director Allen and, upon vote, unanimously carried, the Board approved the minutes of the September 16, 2019 regular meeting, as amended.

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

**Posting/Notice of Meetings.** Ms. Tinney reported that notice of this meeting was posted on the District's website pursuant to the District's newly adopted resolution and published in the Happenings section of the Steamboat Pilot.

**Live Streaming of Meetings.** Ms. Tinney reported that audio/visual recordings of the Board meetings were to begin in October. Board members present reported that no audio/visual tech was in attendance at the meeting. Ms. Tinney will contact Mr. Immenschuh regarding attendance of City staff at the next Board meeting to provide the agreed upon services.

**Position of Advocacy - City of Steamboat Springs Ballot Issue 2A.** Ms. Tinney provided the Board with a draft position of advocacy for review and comment on September 20<sup>th</sup>. Final comments were received today. Director Schmidt will obtain Board member signatures on the final document, and District Management will coordinate the publication of the position of advocacy in the Steamboat Pilot and on the District's website.

**Other Matters.** Ms. Tinney reported that Gary Suiter, City Manager, confirmed that voters approved the annexation of the West Steamboat property during a special election that was held on June 25<sup>th</sup>. Certain conditions must be met prior to the annexation moving forward. Exclusion of the property from the District remains pending until the City annexes the property.

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DEPARTMENT  
MATTERS

Chief's Report: Interim Fire Chief Cerasoli reported that Chief Stewart sustained an injury in September while off duty and will be on leave for three months. Interim Fire Chief Cerasoli will serve as the Interim Chief until Chief Stewart is able to return. The Board offered their and the District's support to the Department.

Interim Fire Chief Cerasoli reported that the Annual Leadership Conference is being held in Keystone this week and several officers from the Department are attending.

Interim Fire Chief Cerasoli reviewed the Fire Chief's written report, dated October 7, 2019, which includes activities of the Fire/Rescue, Training, and Fire Prevention Divisions.

**Notable Events.** Interim Fire Chief Cerasoli reported that the call volume for September 2019 (158 calls) saw a 23% decrease as compared to the call volume for September 2018. The total call volume for 2019 is 1.9% lower than the total call volume during the same time period in 2018.

Interim Fire Chief Cerasoli reported that, as of the date of the written Chief's report, the Fire Selection Committee continues to work on sites for a new station in the downtown area. The City Council directed staff to work with OZ Architecture on conceptual plans for the 10<sup>th</sup> Street site to include City Hall and to work up information on the Stock Bridge site with a draft site plan. The latest information was presented to the City Council on October 8<sup>th</sup> during their work session.

Interim Fire Chief Cerasoli reported that the Department hosted a successful, well attended Open House on September 14<sup>th</sup>.

Interim Fire Chief Cerasoli reported that the Department responded to a structure fire that significantly damaged two residential units in a triplex. Twenty (20) firefighters from the Department, along with crews from West Routt Fire Protection District and South Routt Fire District, responded to the fire.

Interim Fire Chief Cerasoli reported that three new firefighters were sworn in on September 4<sup>th</sup>.

Interim Fire Chief Cerasoli reported that a client from Horizons Specialized Services has been working with the department and completing daily station duties.

**Fire Prevention.** Interim Fire Chief Cerasoli reported that fire prevention activity for September 2019 increased 16% from September 2018 and revenue for the same time period increased by more than 100%. Year-to-date activity has decreased 3% from activity in 2018 and revenue for the same time period increased by 31%. The revenue numbers can be attributed to large fire sprinkler and fire alarm projects with high permit fees.

Interim Fire Chief Cerasoli reported that the Building Safety Education Program (BSEP) inspections for September included the Steamboat Art Museum, Holy Name Church, Steamboat Christian Center, and a rental property inspection.

Interim Fire Chief Cerasoli reported that the Department completed 14 liquor license inspections in September.

Interim Fire Chief Cerasoli reported that the Department performed inspections for the Larson Barn tent, the Foundry and two fire pits.

Interim Fire Chief Cerasoli reported that the fire investigation into the origin and cause of the structure fire at Chadwick Estates Villas triplex on Eagle Glen Drive is ongoing.

**Trainings.** Interim Fire Chief Cerasoli reported that the Department's fire training in September focused on emergency vehicle operations and high-rise firefighting.

Interim Fire Chief Cerasoli reported that the emergency medical services training in September focused on care for patients of abuse, advanced airway management and obstetrics emergencies.

**Public Education Events.** Interim Fire Chief Cerasoli reported that the Department participated in the Routt County \$20k in a Day for United Way event, helping to support the fundraiser for United Way.

Interim Fire Chief Cerasoli reported that the Department instructed a CPR class for the Winter Sports Club.

**Central Fire Station and Strategic Plan Update.** Interim Fire Chief Cerasoli reviewed with the Board the presentation that was presented to City Council on October 8<sup>th</sup>. One of the recommendations made was to consider renovation of the Mountain Station, and direction was given to move forward with obtaining estimates on the cost to renovate the Mountain Station and revisit earlier concepts. Additional information will be presented to City Council in the next few months.

**Rural Water Tank Installation.** The Board requested that the Department provide additional information regarding the benefit to the community and the cost to construct the 100,000-gallon water tank on the Andrew property.

FINANCIAL  
MATTERS

Review and Consider Approval of October Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending October 21, 2019, totaling \$73,450.23.

Following review and discussion, upon motion duly made by Director Allen, seconded by Director Hannaway and, upon vote, unanimously carried, the Board approved payment of the claims for the period ending October 21, 2019, totaling \$73,450.23.

Review and Accept Cash Position Statement, with CD Yield Information, and Budget to Actual Report: Ms. McCaffrey reviewed with the Board the Cash Position Statement for the period ending October 21, 2019, with accompanying CD yield information, and the Budget to Actual report for the period ending September 30, 2019.

Following review and discussion, upon motion duly made by Director Allen, seconded by Director Hannaway and, upon vote, unanimously carried, the Board accepted the Cash Position Statement for the period ending October 21, 2019, with CD Yield information.

Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Gills and, upon vote, unanimously carried, the Board accepted the Budget to Actual report for the period ending September 30, 2019.

Review and Discuss Draft 2020 Budget and Schedule Public Hearing to Consider Adoption of 2020 Budget: Ms. McCaffrey reviewed with the Board the draft 2020 Budget, including proposed mill levy scenarios. The Board requested that the projections from the City's updated 5-year proforma be incorporated into the District's projections. District Management will provide the updated information to Director Allen prior to the regular November Board meeting.

Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Allen and, upon vote, unanimously carried, the Board ratified the appointment of the Budget Committee to include Director Ihrig, and determined to hold the public hearing to consider adoption of the 2020 Budget at the November 18, 2019 regular Board meeting.

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LEGAL MATTERS

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

Attorney Court notified the Board that he has accepted a new position as an Assistant City Attorney with the City of Thornton. Attorney Ross will continue to be the lead attorney for the District. The Board thanked Attorney Court for his contributions.

Attorney Ross reported that the City of Steamboat Springs Chamber of Commerce has requested Ireland Stapleton's representation in connection with the formation of a tourism district. The Board had no objection to Ireland Stapleton representing the Chamber of Commerce in connection with the formation of a tourism district.

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DIRECTOR  
ITEMS

City-District Oversight Committee: Director Allen reported that the City-District Oversight Committee will meet on October 29<sup>th</sup>.

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COMMUNITY  
MATTERS

There were no Community Matters brought before the Board.

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OTHER BUSINESS

Director Schmidt noted that the Routt County Fire Mitigation Round Table will be held on Friday, November 15<sup>th</sup>. Director Ihrig is the District's appointed representative to the committee.

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ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Schmidt, seconded by Director Hannaway and, upon vote, unanimously carried, the meeting was adjourned at 6:48 P.M.

Respectfully submitted,

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

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE OCTOBER 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

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Tom Ihrig

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Randall Hannaway

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

\_\_\_\_\_  
Adonna Allen