

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT
HELD
November 18, 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 18th day of November 2019, at 5:00 P.M., at Centennial Hall, 124 10th 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
Adonna Allen, Director/Assistant Secretary

Also in Attendance Were:

Chuck Cerasoli, Interim Fire Chief; City of Steamboat Springs Fire Department
Doug Shaffer, Fire Marshall; City of Steamboat Springs Fire Department (via teleconference)
Gary Suiter, City Manager; City of Steamboat Springs
Kammy Tinney and Irene McCaffrey; Pinnacle Consulting Group, Inc. (via teleconference)
Dino Ross, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C. (via teleconference)
Merrick Hare, A/V Technician; City of Steamboat Springs
Ebin Latrimurti; City of Steamboat Springs Resident

Chairman Schmidt called the meeting to order at 5:02 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 October 21, 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 October 21, 2019 regular meeting, as presented.

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

Posting/Notice of Meetings. Ms. Tinney reported that notice of this meeting was posted on the District's website and published in the Happenings section of the Steamboat Pilot. A copy of the meeting notice was provided to the Routt County Clerk and Recorder with a request to post, and to the Steamboat Pilot with an invitation to attend the meeting.

Live Streaming of Meetings. Ms. Tinney reported that audio/visual recordings of the Board meetings have been confirmed, and Mr. Hare, A/V Technician with the City of Steamboat Springs, was in attendance at the November Board meeting to record the meeting for posting on the District's website.

City of Steamboat Springs Ballot Issue 2A. Ms. Tinney reported that unofficial results indicate that City of Steamboat Springs voters approved Ballot Issue 2A.

December 9, 2019 Regular Board Meeting. Ms. Tinney reported that District Management does not anticipate matters outside of regular business for the December Board meeting. Should the Board approve the 2020 proposed budget during the November Board meeting, the Board may wish to cancel the December 9th meeting.

Annexation of West Steamboat Neighborhoods into the City of Steamboat Springs. Mr. Suiter reported that the annexation of West Steamboat Neighborhoods into the City of Steamboat Springs will be discussed at the November 19th City Council meeting. Mr. Suiter reported that technically the Annexation Agreement is null and void due to a missed

deadline, and the annexation process may need to be repeated.

DEPARTMENT
MATTERS

Chief's Report: Interim Fire Chief Cerasoli reviewed the Fire Chief's written report, dated November 6, 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 October 2019 (201 calls) saw a 24% increase as compared to the call volume for October 2018. The total call volume for 2019 is 0.10% higher than the total call volume during the same time period in 2018.

Interim Fire Chief Cerasoli reported that the department sent four staff members to the Colorado State Fire Chiefs Leadership Conference. The conference focuses on developing well rounded leaders in the fire service and includes Company Officer and Command Officer tracks.

Interim Fire Chief Cerasoli reported that the department assisted the City of Steamboat Springs Human Resources department with setting up numerous flu clinics at various locations throughout the City. All City staff and immediate family members are eligible to receive a free flu shot.

Interim Fire Chief Cerasoli reported that the department participated in a regional Wildland Fire exercise lead by the Office of Emergency Management and assisted by FEMA. The event simulated a fire that started in the Sanctuary area and spread rapidly, destroying numerous homes, requiring the evacuation of 80 people, and threatened Mt. Werner Water. Interim Fire Chief Cerasoli was the incident commander for the exercise. Crews from the department were able to train on development of the incident command system. The county activated its newly formed Type IV management team and Emergency Operations Center.

Interim Fire Chief Cerasoli discussed recent staffing changes. Interim Fire Chief Cerasoli reported that the department is currently fully staffed.

Interim Fire Chief Cerasoli reported that the department is continuing to test fire hoses as part of the department's maintenance plan, and to meet NFPA standards.

Interim Fire Chief Cerasoli reported that the last group of firefighters completed their firefighter testing at CSU for 2019.

Fire Prevention. Interim Fire Chief Cerasoli reported that fire prevention activity for October 2019 decreased 16% from October 2018 and revenue for the same time period increased by more than 46%. Year-to-date activity has decreased 4% from activity in 2018 and revenue for the same time period increased by 33%.

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 complete.

Trainings. Interim Fire Chief Cerasoli reported that the Department's fire training in October focused on Company Performance Tests (CPT) Day and fire investigation basics.

Interim Fire Chief Cerasoli reported that the emergency medical services training in October focused on spinal cord injuries and strokes.

Interim Fire Chief Cerasoli reported that the department hosted a Command and Control training with Division Chief Greg Ward from Loveland Fire Rescue Authority. Chief Ward spoke about Incident Command organization and specifically the need for division and groups on the emergency scene.

Interim Fire Chief Cerasoli reported that Rapid Sequence Intubation was reviewed, as required by the State of Colorado.

Public Education Events. Interim Fire Chief Cerasoli reported that nine Comcast employees were taught how and when to use a fire extinguisher.

Interim Fire Chief Cerasoli reported that four firefighters visited Strawberry Park Elementary School and Soda Creek Elementary School during Fire Prevention Week and spoke to 1st - 3rd grade students about fire safety.

Interim Fire Chief Cerasoli reported that four firefighters completed training to become CPR instructors.

Interim Fire Chief Cerasoli reported that three preschool classes visited the Mountain Station for a tour and to learn about fire safety.

Interim Fire Chief Cerasoli reported that two firefighters visited Bob Adams Airport during Fire Safety Week to discuss firefighters' roles in emergency medicine and to perform a "hot load" with Classic Air Medical.

Interim Fire Chief Cerasoli reported that a firefighter went to Strawberry Park Elementary School and spoke to kindergarten and 4th-5th grade students about how firefighters interact with other first responder agencies.

Interim Fire Chief Cerasoli reported that firefighters went downtown to help pass out candy during the City's annual Halloween Stroll event.

Interim Fire Chief Cerasoli reported that a county wide hazardous mitigation plan is underway.

Fire Marshall Shaffer discussed a significant call that the department responded to on November 18th.

Central Fire Station and Strategic Plan Update. Interim Fire Chief Cerasoli reported that City Council met last week and discussed current sites that are under consideration. Interim Fire Chief Cerasoli noted that priority lists for the potential sites are being prepared.

Rural Water Tank Installation. Fire Marshall Shaffer reported that two brothers are building homes within the District, and that the District has installed water tanks in the past on private properties. Fire Marshall Shaffer

recommended looking at long term planning of the District to determine preferred locations for water supply before entering into an agreement to serve the Andrew property specifically.

Attorney Ross stated that the City would need to meet the obligations of any agreement with the property owner.

Fire Marshall Shaffer left the meeting at this time.

FINANCIAL
MATTERS

Review and Consider Approval of November Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending November 18, 2019, totaling \$54,555.33.

Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Hannaway and, upon vote, unanimously carried, the Board approved payment of the claims for the period ending November 18, 2019, totaling \$54,555.33.

Review and Accept Cash Position Statement, with CD Yield Information, and Unaudited Financial Statements: Ms. McCaffrey reviewed with the Board the Cash Position Statement for the period ending November 18, 2019, with accompanying CD yield information, and the unaudited financial statements for the period ending September 30, 2019.

Following review and discussion, upon motion duly made by Director Allen, seconded by Director Gills and, upon vote, unanimously carried, the Board accepted the Cash Position Statement for the period ending November 18, 2019, with CD Yield information.

Following review and discussion, upon motion duly made by Director Allen, seconded by Director Gills and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending September 30, 2019.

Public Hearing to Consider Resolution to Adopt the 2020 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 public hearing to consider the proposed 2020 Budget and discuss related issues.

Ms. Tinney 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 2020 expenditures.

Director Gills expressed concerns regarding the District's current mill levy and recommended that the Board consider increasing the mill levy to 7.000 mills to better position the District for future obligations as laid out in the 2019 Steamboat Springs Fire Department Strategic Plan.

Director Gills thanked Ms. McCaffrey for revising the District's 5-year forecast. The Board discussed the proposed mill levy increase compared to the 5-year projection.

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 Adopt the 2020 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 Routt County Assessor, which will be received on or before December 10, 2019.

The Board authorized Pinnacle Consulting Group, Inc. to transmit the 2020 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, 2019.

LEGAL MATTERS

Attorneys' Report: Attorney Ross reviewed with the Board the November Attorneys' Report.

Attorney Ross discussed with the Board potential legislation being introduced by FPPA in 2020 regarding an increase to employer contributions to the statewide defined benefit plan for paid firefighters.

DIRECTOR
ITEMS

City-District Oversight Committee: Director Allen reported that the City-District Oversight Committee met on October 29th and discussed the purpose of the committee. Regular meetings have been scheduled, and the next meeting is scheduled for December 3rd. The committee will discuss potential revisions to the Intergovernmental Agreement between the District and the City of Steamboat Springs.

COMMUNITY
MATTERS

Mr. Suiter reported that the school district mill levy increase received voter approval. There will be continued discussion regarding the location to build a new fire station in Steamboat II Subdivision. Mr. Suiter reported that the December 10th City Council meeting has been extended to discuss use of funds toward Fire/EMS with increased mill levy.

OTHER BUSINESS

It was the consensus of the Board to cancel the December 9, 2019 regular Board meeting.

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 6:39 P.M.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE
NOVEMBER 18, 2019 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

Adonna Allen