

# RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT  
HELD

February 17, 2020

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 February 2020, 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 (via teleconference)  
Tom Ihrig, Treasurer  
Randall Hannaway, Secretary

### Directors Absent, but Excused Were:

Adonna Allen, Director/Assistant Secretary

### 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.; Ireland Stapleton Pryor & Pascoe, PC

Chairman Schmidt called the meeting to order at 5:03 P.M.

Following discussion, upon motion duly made by Director Ihrig, seconded by Director Hannaway and, upon vote, unanimously carried, the absence of Director Allen 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.

Minutes: The Board reviewed the minutes of the January 20, 2020 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 January 20, 2020 regular meeting, as presented.

Report from DEO Regarding May 2020 Regular Election: Ms. Tinney, in her capacity as DEO, reported that the Call for Nominations was published in the Steamboat Pilot on February 2<sup>nd</sup>. Ms. Tinney noted that Director Allen has submitted a Self-Nomination and Acceptance form, and no inquires have been received to date.

Management Report: Ms. Tinney reviewed with the Board the written Management Report for February, noting that there was limited activity for the District in January.

Public Comment: There were no comments from members of the public.

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DEPARTMENT  
MATTERS

Chief's Report: Interim Fire Chief Cerasoli reviewed the Fire Chief's written report, dated February 10, 2020, which includes activities of the Fire/Rescue, Training, and Fire Prevention Divisions.

**Notable Events.** Interim Fire Chief Cerasoli reported that the call volume for January 2020 (268 calls) saw a 0.7% decrease as compared to the call volume for January 2019, and a 14.53% increase as compared to the call volume for January 2015.

Interim Fire Chief Cerasoli reported that the department, along with friends and family, remembered the 15<sup>th</sup> anniversary of the Yampa Valley Air Ambulance crash that killed three co-workers of the department.

Interim Fire Chief Cerasoli reported that there are five positions currently open. These positions will be posted in March.

Interim Fire Chief Cerasoli reported that the last of the volunteer firefighters has left and the department is now a 100% career department.

Interim Fire Chief Cerasoli reported that there is no new information regarding the origins of the fires discussed at the January Board meeting.

**Fire Prevention.** Interim Fire Chief Cerasoli reported that fire prevention activity for January 2020 decreased 19% from January 2019 and revenue for the same time period increased by more than 137%. The revenue can be attributed to three medium-sized projects requiring alarm and sprinkler permits.

**Trainings.** Interim Fire Chief Cerasoli reported that the Department's fire training in January focused on communications and personal protective equipment (PPE) inspections.

Interim Fire Chief Cerasoli reported that the emergency medical services training in January focused on BLS renewal and neo-natal resuscitation.

**Public Education Events.** Interim Fire Chief Cerasoli reported that two firefighters taught a CPR certification class to med-prep students at Steamboat Springs High School. Students were also taught how to properly use a fire extinguisher.

Interim Fire Chief Cerasoli reported that Firefighter Fernandez partnered with the Steamboat Springs Police Department to teach a free certification CPR and First Aid class to Spanish speaking community members.

Interim Fire Chief Cerasoli reported that CPR was taught to students at Steamboat Mountain School.

Interim Fire Chief Cerasoli reported that two firefighters received their CPR Instructor certificates and will be able to help train the community.

Interim Fire Chief Cerasoli reported that multiple car seats were installed for members of the community.

**Central Fire Station and Strategic Plan Update.** Interim Fire Chief Cerasoli reported that a presentation regarding potential fire station sites was made to the City Council during their work session on February 11<sup>th</sup>. The staff recommended that either the 401/425 Lincoln Avenue or 1125 Lincoln Avenue sites be considered as the location for the Central Fire Station, and that the Mountain Fire Station be completely re-built. An RFP has been issued for additional potential sites in downtown Steamboat Springs. Council members recommended that renovation of the Mountain Fire Station be placed on hold and that staff move forward with the conceptual design for the new station.

**Rural Water Tank Installation.** There was no new information to report.

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FINANCIAL  
MATTERS

Review and Consider Approval of February Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending February 17, 2020, totaling \$10,156.94.

Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Gills and, upon vote, unanimously carried, the Board approved payment of the claims for the period ending February 17, 2020, totaling \$10,156.94.

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 February 17, 2020, with accompanying CD yield information, and the unaudited Financial Statements for the period ending December 31, 2019.

Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Hannaway and, upon vote, unanimously carried, the Board accepted the Cash Position Statement for the period ending February 17, 2020, with CD Yield information.

Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Hannaway and, upon vote, unanimously carried, the Board accepted the

unaudited financial statements for the period ending December 31, 2019.

2019 Audit Update: Ms. McCaffrey reported that the 2019 Audit is scheduled to begin the week of March 9<sup>th</sup>, noting that the initial draft is expected to be completed in April with a final draft distributed to the Board no later than June for review and approval. The approved audit will be filed with the State no later than July 30<sup>th</sup>.

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LEGAL MATTERS

Attorneys' Report: Attorney Ross reviewed with the Board the February Attorneys' Report, noting minimal activity occurred in January.

2020 Legislative Update: Attorney Ross noted that an updated legislative tracker was emailed to all Board Members prior to the meeting. Attorney Ross provided an overview of several bills introduced that, if passed, could impact the District.

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DIRECTOR  
ITEMS

City-District Oversight Committee: Director Gills reported that the City-District Oversight Committee has not met since January, and the next scheduled meeting is on March 17<sup>th</sup>. Director Gills reported that he met with Mr. Suiter on January 21<sup>st</sup> to discuss the current IGA between the City and the District. Director Gills reported that the City does not have any issues with the content of the IGA though there are concerns regarding the age of the document. Director Gills suggested that he and Director Allen review and identify purposed changes to the IGA and have Attorney Ross review the suggested changes prior to the next regular meeting of the District Board of Directors. It was the consensus of the Board authorize the review and suggested revisions, and final review of the IGA by Attorney Ross prior to the next District meeting.

The Board thanked Director Gills and Director Allen for their work on the committee.

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COMMUNITY  
MATTERS

There were no community matters brought before the Board.

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OTHER BUSINESS There was no other business brought before the Board.

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ADJOURNMENT There being no further business to come before the Board,  
the meeting was adjourned at 6:00 P.M.

Respectfully submitted,

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

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE  
FEBRUARY 17, 2020 REGULAR MEETING OF THE STEAMBOAT  
SPRINGS AREA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS,  
BY THE DIRECTORS SIGNING BELOW:

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

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Tom Ihrig

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Randall Hannaway

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Karl Gills

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