RECORD OF PROCEEDINGS

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

January 20, 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 20th day of January 2020, 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
Adonna Allen, Director/Assistant Secretary

Directors Absent, but Excused Were:
Randall Hannaway, 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 (via teleconference)
Merrick Hare, A/V Technician; City of Steamboat Springs

Chairman Schmidt called the meeting to order at 5:05 P.M.

Chairman Schmidt declared that a quorum of the Board was present, with four of five Board members in attendance.

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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 November 18, 2019 regular meeting. Following review and discussion, upon motion duly made by Director Allen, seconded by Director Ihrig and, upon vote, unanimously carried, the Board approved the minutes of the November 18, 2019 regular meeting, as amended.

Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Locations for Posting of Meeting Notice: Ms. Tinney reviewed with the Board the Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Locations for Posting of Meeting Notice. The Board determined to hold regular meetings in 2020 on the third Monday of every month from January through November, and the second Monday in December, at 5:00 p.m., at Centennial Hall, 124 10th Street, Citizens Hall/Council Chambers, Steamboat Springs, Colorado.

The Board further determined that notices of District Board meetings, required pursuant to Section 24-6-402(2)(c), C.R.S., will be posted on the District's website, www.ssafpd.org and at the Routt County Clerk and Recorder's Office, 522 Lincoln Avenue, Steamboat Springs, CO at least 24 hours prior to each meeting. In the event a meeting notice cannot be posted online due to internet service disruption, website unavailability, or other reason, the District designates the Routt County Clerk and Recorder's Office, 522 Lincoln Avenue, Steamboat Springs, CO as the physical posting location.

Following review and discussion, upon motion duly made by Director Gills, seconded by Director Allen and, upon vote, unanimously carried, the Board adopted the Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Locations for Posting of Notices, as amended.

Adoption of Resolution Calling for the May 2020 Regular Election: Ms. Tinney reviewed with the Board the proposed Resolution Calling for the May 2020 Regular Election and provided an overview of the steps necessary to conduct the May 2020 Regular Election.

Ms. Tinney reported that the Call for Nominations is required to be published between January 26th and February 20th. Ms. Tinney noted that, at the Board's discretion, additional notice in the Steamboat Pilot and on the District's website can be coordinated. Ms. Tinney

reviewed the terms of office up for election, noting that there are two, three-year terms and one, two-year term of office up for election. Ms. Tinney reviewed the timeline for Self-Nomination and Acceptance forms to be submitted to the Designated Election Official. The deadline to receive Self-Nomination and Acceptance forms is Friday, February 28, 2020. If there are not more candidates for Director than positions to be filled as of March 3, 2020, the election will be cancelled, and candidates will be deemed elected by acclamation.

Following review and discussion, upon motion duly made by Director Allen, seconded by Director Ihrig and, upon vote, unanimously carried, the Board adopted the Resolution Calling for the May 2020 Regular Election, as presented, the election to be conducted as a mail ballot election, and appointed Kammy K. Tinney as the Designated Election Official.

Director Schmidt and Director Allen requested that Ms. Tinney provide them with Self-Nomination and Acceptance forms.

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

2020 Budget. Ms. Tinney reported that the Board adopted the District's 2020 Budget at the regular meeting in November. A copy of the final budget package will be distributed to the Board upon filing with the Division of Local Government, on or before January 31, 2020.

Community Outreach. There was no new information to report.

Annexation of West Steamboat Neighborhoods into the City of Steamboat Springs. There was no new information to report.

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 reports, dated December 20, 2019 and January 3, 2020, which include activities of the Fire/Rescue, Training, and Fire Prevention Divisions.

Notable Events. Interim Fire Chief Cerasoli reported that the call volume for November 2019 (173 calls) saw a 4.8% increase as compared to the call volume for November 2018. The total call volume for 2019 is 0.40% higher than the total call volume during the same time period in 2018.

Interim Fire Chief Cerasoli reported that the call volume for December 2019 (264 calls) saw a 7.8% increase as compared to the call volume for December 2018. The total call volume for 2019 is 1.2% higher than the total call volume during the same time period in 2018. There has been a 20.87% increase in call volume over the past 5 years.

Interim Fire Chief Cerasoli reported that the department responded to a building fire on RCR 46A. The fire was in a large mechanic shop type structure that also contained an accessory dwelling. The building was approximately 14 miles from the Mountain Fire Station and occurred while crews were on an EMS call, resulting in a delayed and reduced initial response time. The building was fully involved upon arrival and defensive actions were taken. Crews were able to control the fire that evening and had to respond the following day to extinguish additional hot spots.

Interim Fire Chief Cerasoli reported that department members received a booster for Hepatitis and MMR vaccinations.

Interim Fire Chief Cerasoli reported that he attended the initial phase of implementation of a Routt County Wildfire Council. Interim Fire Chief Cerasoli reported that there were representatives from many different government and private entities, and enthusiasm for the Wildfire Council was high.

Interim Fire Chief Cerasoli reported that Chief Stewart is optimistic that he will return to work in January or February.

Interim Fire Chief Cerasoli reported that additional staffing was approved for 2020 and two positions have been filled. There are four open positions. Interim Fire Chief Cerasoli reported that the department posted, interviewed, and hired a new Deputy Fire Marshal. Firefighter/Inspector Mike Middleton will start his new position on January 19th.

Interim Fire Chief Cerasoli reported that the department promoted Firefighter/Paramedic Joe Oakland to Training Lieutenant.

Interim Fire Chief Cerasoli reported that the department responded to two significant structure fires in December. Both fires are still under investigation. At this point, neither fire is considered to be arson.

Fire Prevention. Interim Fire Chief Cerasoli reported that fire prevention activity for November 2019 decreased 23% from November 2018 and revenue for the same time period increased by more than 180%. Year-to-date activity has decreased 5% from activity in 2018 and revenue for the same time period increased by 45%.

Interim Fire Chief Cerasoli reported that five final fire alarm system inspections and one final fire sprinkler system inspection were completed on properties located within the District in November 2019.

Interim Fire Chief Cerasoli reported that fire prevention activity for December 2019 decreased 14% from December 2018 and revenue for the same time period decreased by 43%. Year-to-date activity has decreased 6% from activity in 2018 and revenue for the same time period increased by 38%.

Interim Fire Chief Cerasoli reported that the department will apply for grant funding for the purchase of an ambulance in 2020.

Trainings. Interim Fire Chief Cerasoli reported that the Department's fire training in November focused on Command and Control/Division and Group Designations, and rope rescues.

Interim Fire Chief Cerasoli reported that the emergency medical services training in November focused on mass casualty/triage, pediatric burns and crash injuries.

Interim Fire Chief Cerasoli reported that the Department's fire training in December focused on fire control and flow path.

Interim Fire Chief Cerasoli reported that the emergency medical services training in December focused on thoracic injuries.

Interim Fire Chief Cerasoli reported that Firefighter Shively taught a Pediatric Advanced Life Support course to department paramedics.

Interim Fire Chief Cerasoli reported that he discussed organizational culture ideas with each shift to gain ideas on how the department can continue to improve their culture.

Interim Fire Chief Cerasoli reported that Ms. Romero-Heaney completed the annual discussion with the department regarding hazardous materials spills and leaks within city limits.

Interim Fire Chief Cerasoli reported that members from the department attended a one-day Trauma Conference hosted by UC Health.

Interim Fire Chief Cerasoli reported that the department sent four firefighters to the annual EMS Conference in Keystone where information on new trends and research in the EMS fields is shared. Hands-on training experience is also provided.

Public Education Events. Interim Fire Chief Cerasoli reported that 11 Winter Sports Club coaches were certified in CPR and First Aid.

Interim Fire Chief Cerasoli reported that 50 elementary school students visited the Mountain Station for a tour and to learn about fire safety.

Interim Fire Chief Cerasoli reported that two firefighters visited Holy Name Preschool with an engine

to talk about fire safety and show the students the apparatus.

Interim Fire Chief Cerasoli reported CPR was taught to the employees of Bob Adams Airport.

Interim Fire Chief Cerasoli reported that nine local Boy Scouts visited the station for a tour and earned a merit badge.

Interim Fire Chief Cerasoli reported that a firefighter went to Soda Creek Elementary School for their "Hero Project" and spoke to students about how firefighters work with other first responder agencies.

Interim Fire Chief Cerasoli reported that 35 students from Emerald Mountain School were taught the basics of CPR and First Aid.

Interim Fire Chief Cerasoli reported that nine employees from Steamboat Springs Transit were certified in First Aid and CPR.

Interim Fire Chief Cerasoli reported that the tower was taken downtown to assist with the "Light Up the Night" festivities.

Interim Fire Chief Cerasoli reported that CPR was taught to teachers and staff at a local high school.

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 will be made to the City Council during their work session on February 11th.

Rural Water Tank Installation. Interim Chief Cerasoli reported that Fire Marshall Shaffer will prepare an overall plan and seek grant funding for the installation of rural water tanks as needed throughout the District. Interim Fire Chief Cerasoli reported that he will follow up with Fire Marshall Schaffer and request that he communicate with the property owners of the Andrew property on their proposal to install a water tank.

FINANCIAL MATTERS

Review and Consider Ratification of December Claims: Ms. McCaffrey reviewed with the Board claims for the period ending December 31, 2019, totaling $70,624.88.

Following review and discussion, upon motion duly made by Director Gills, seconded by Director Ihrig and, upon vote, unanimously carried, the Board ratified payment of the claims for the period ending December 31, 2019, totaling $70,624.88.

Review and Consider Approval of January Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending January 20, 2020, totaling $112,192.97.

Following review and discussion, upon motion duly made by Director Allen, seconded by Director Ihrig and, upon vote, unanimously carried, the Board approved payment of the claims for the period ending January 20, 2020, totaling $112,192.97.

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 January 20, 2020, with accompanying CD yield information, and the budget to actual report for the period ending December 31, 2019.

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 20, 2020, with CD Yield information.

Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Gills and, upon vote, unanimously carried, the Board accepted the budget to actual reports for the period ending December 31, 2019.

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LEGAL MATTERS

Attorneys' Report: Attorney Ross reviewed with the Board the January Attorneys' Report and Retainer Analysis for 2019 legal services.

2020 Legislative Update: Attorney Ross reported that the 2020 Colorado Legislative Session began on January 8,

2020 and provided an overview of several bills introduced that, if passed, could impact the District. Attorney Ross noted that a legislative tracker will be included in the Board packet beginning in February. Attorney Ross noted that there are approximately ten bills that Colorado State Fire Chiefs (CSFC) are tracking.

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DIRECTOR ITEMS

City-District Oversight Committee: Director Allen reported that the City-District Oversight Committee has met twice and has recommended that a Request for Proposals (RFP) be issued to the public regarding the availability of sites for a fire station. Director Allen noted that there are five fire protection districts located in Routt County. The City-District Oversight Committee began discussions regarding the potential of establishing a county-wide fire authority, as well as revisions to the existing Intergovernmental Agreement (IGA) between the City and the District. Director Gills suggested that the Committee address technical revisions to the IGA first, removal of items that are no longer relevant second, following specific procedures outlined in the IGA third, and substantive issues be addressed last. Director Gills reported that he is meeting with Mr. Suiter, Steamboat Springs City Manager, on January 21st at 2:00 p.m.

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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, upon motion duly made by Director Schmidt, seconded by Director Allen and, upon vote, unanimously carried, the meeting was adjourned at 6:20 P.M.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE JANUARY 20, 2020 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

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Karl Gills

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Adonna Allen