

RECORD OF PROCEEDINGS

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

March 16, 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 16th day of March 2020, at 5:00 P.M via teleconference.

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
Kammy Tinney and Teresa Adler; Pinnacle Consulting Group, Inc.
Dino Ross, Esq.; Ireland Stapleton Pryor & Pascoe, PC

Chairman Schmidt called the meeting to order at 5:08 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 amended to include Consideration of Resolution 2020-03-03 Establishing Electronic Board Meeting Policy During COVID-19 Pandemic.

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.

Consider Approval of Resolution 2020-03-03: Attorney Ross reviewed with the Board Resolution 2020-03-03 Establishing Electronic Board Meeting Policy During COVID-19 Pandemic. Following review and discussion, upon motion duly made by Director Allen, seconded by Director

Gills and, upon vote, unanimously carried, the Board adopted Resolution 2020-03-03 Establishing Electronic Board Meeting Policy During COVID-19 Pandemic, as amended to include revised language to conduct meetings through audio or audio/video conferencing.

Minutes: The Board reviewed the minutes of the February 17, 2020 regular meeting. Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Gills and, upon vote, unanimously carried, the Board approved the minutes of the February 17, 2020 regular meeting, as presented.

Report from DEO Regarding May 2020 Regular Election: Ms. Tinney, in her capacity as DEO, reported that the District did not receive more Self-Nomination and Acceptance forms than Directors' positions up for election and, at the close of business on March 3, 2020, Ms. Tinney cancelled the election and declared the candidates elected by acclamation. The Notice of Cancellation is scheduled for publication in the Steamboat Pilot, and the Notice of Cancellation and Certified Statement of Results will be filed with the appropriate agencies.

Management Report: Ms. Tinney reviewed with the Board the written Management Report, noting limited, routine matters for the District in February.

Public Comment: There were no members of the public in attendance.

DEPARTMENT
MATTERS

Chief's Report: Interim Fire Chief Cerasoli reviewed the Fire Chief's written report, dated March 5, 2020, which includes activities of the Fire/Rescue, Training, and Fire Prevention Divisions.

Notable Events. Interim Fire Chief Cerasoli reported that it has been a very busy week for the department due to COVID-19. The department is working with the Routt County Health Department to provide consistent messaging and current information to citizens based on recommendations from the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO). Interim Fire Chief Cerasoli reported that staff members are being tested as needed, and the department's focus is on

firefighter safety, continued operations, and maintaining staffing levels.

Attorney Ross asked Interim Fire Chief Cerasoli if he felt that the City's Declaration of Local Disaster Emergency would be sufficient to receive potential funding opportunities as a result of the COVID-19 pandemic or if it would be helpful for a Declaration of Local Disaster Emergency by issued for the District, as well. Attorney Ross, Interim Fire Chief Cerasoli and the Board discussed whether a separate Declaration for the District would be helpful.. Interim Fire Chief Cerasoli stated that he will discuss this issue with the City Attorney. In the meantime, Attorney Ross will prepare a proposed Declaration of Local Disaster Emergency for the District that can be issued by Interim Fire Chief Cerasoli if approved by the City Attorney. It was the consensus of the Board to hold a Special Board meeting on March 23, 2020 at 5:00 p.m. to consider continuation of Declaration of Local Disaster Emergency if it is issued by Interim Fire Chief Cerasoli.

Interim Fire Chief Cerasoli reported that the call volume for February 2020 (241 calls) saw a slight decrease as compared to the call volume for February 2019, and a 18.10% increase as compared to the call volume for February 2015.

Interim Fire Chief Cerasoli reported that a major snow event impacted the Winter Carnival weekend with multiple concurrent calls and significant response events.

Interim Fire Chief Cerasoli reported that crews delivered a 28-week-old baby while in route to the hospital and the baby is doing well.

Interim Fire Chief Cerasoli reported that pre-planning efforts for the Winter Carnival were successful, and an Incident Action Plan was created with cooperation from many agencies.

Interim Fire Chief Cerasoli reported that Steamboat Springs Fire Rescue recognized longtime volunteer Dave Meissner with a retirement party at Mountain Tap for his 15 years of service to the department.

Fire Prevention. Interim Fire Chief Cerasoli reported that fire prevention activity for February 2020 decreased 22% from February 2019. Year-to-date activity decreased 21% for the same time frame.

Interim Fire Chief Cerasoli reported that the Winter Carnival fireworks show was permitted, inspected and witnessed. This show included the successful launch of the World Record Largest Firework.

Trainings. Interim Fire Chief Cerasoli reported that the Department's fire training in February focused on fire scenarios and size-up.

Interim Fire Chief Cerasoli reported that the emergency medical services training in February focused on neonatal resuscitation and capnography in assessment.

Public Education Events. Interim Fire Chief Cerasoli reported that public education events in February included AED training held at Mountain Valley Bank and station tours.

Interim Fire Chief Cerasoli reported that the fire extinguisher trainer needs to be repaired. This is a very important tool that is used in more than 20 fire extinguisher trainings offered to the community and local businesses throughout the year.

Central Fire Station and Strategic Plan Update. Interim Fire Chief Cerasoli reported that the conceptual design for the new station is moving forward as discussed.

Rural Water Tank Installation. Interim Fire Chief Cerasoli reported that District-wide needs are currently being evaluated and will be discussed at the April Board meeting.

FINANCIAL
MATTERS

Review and Consider Approval of March Claims: Ms. Adler reviewed with the Board the claims for the period ending March 16, 2020, totaling \$42,533.18.

Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Allen and, upon

vote, unanimously carried, the Board approved payment of the claims for the period ending March 16, 2020, totaling \$42,533.18.

Review and Accept Cash Position Statement, with CD Yield Information, and Budget to Actual Reports: Ms. Adler reviewed with the Board the Cash Position Statement for the period ending March 16, 2020, with accompanying CD yield information, and the Budget to Actual Reports for the period ending February 28, 2020. Ms. Adler noted that five CD's will mature in May 2020, and current interest rates will be discussed at the April Board meeting.

Following review and discussion, upon motion duly made by Director Gills, seconded by Director Ihrig and, upon vote, unanimously carried, the Board accepted the Cash Position Statement for the period ending March 16, 2020, with CD Yield information.

Following review and discussion, upon motion duly made by Director Gills, seconded by Director Ihrig and, upon vote, unanimously carried, the Board accepted the Budget to Actual Reports for the period ending February 28, 2020.

2019 Audit Update: Ms. Adler reported that field work for the 2019 Audit began the week of March 9 and the audit is proceeding as scheduled.

LEGAL MATTERS

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

2020 Legislative Update: Attorney Ross provided an overview of several bills introduced that, if passed, could impact the District.

Executive Session

Executive Session: Pursuant to § 24-6-402(4)(b) and (e) of the Colorado Revised Statutes, Director Gills moved that this regular public meeting of the Board of the Steamboat Springs Area Fire Protection District adjourn and, upon an affirmative vote of at least two-thirds of the quorum present, that the Board reconvene in Executive Session to receive legal advice, determine positions relative to negotiations, develop strategy for negotiations, and instruct negotiators regarding proposed

revisions to the Intergovernmental Agreement between the City of Steamboat Springs and Steamboat Springs Area Fire Protection District. Director Ihrig seconded the motion. The vote carried unanimously. Ms. Tinney and Ms. Adler were invited to attend the Executive Session.

Attorney Ross certified for the record that, pursuant to § 24-6-402(4)(b) of the Colorado Revised Statutes, all of the executive session discussion will constitute an attorney-client privileged communication and will not be recorded.

The Board went into Executive Session at 6:09 P.M. The Board did not engage in substantial discussion of any matter not enumerated in § 24-6-402(4)(b) and (e), C.R.S. The Board did not adopt any proposed policy, position, resolution, rule, regulation, or formal action. The Executive Session was adjourned at 6:25 p.m. on a motion by Director Gills, seconded by Director Hannaway and passed by the affirmative vote of all members.

The Board reconvened in regular session at 6:25 P.M.

DIRECTOR
ITEMS

City-District Oversight Committee: Director Gills reported that the City-District Oversight Committee meeting scheduled for March 17th has been cancelled. It was the consensus of the Board to include review and discussion of the proposed revisions to the IGA at the Special Board meeting now scheduled for March 23, 2020 at 5:00 p.m. Director Gills and Director Allen will provide the proposed draft revisions of the IGA to City representatives following the Special Board meeting.

COMMUNITY
MATTERS

There were no community matters brought before the Board.

OTHER BUSINESS

There was no other business brought before the Board.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:27 P.M.

Respectfully submitted,

By: *Thomas K. Ulrich*
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE MARCH 16, 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 Ulrich

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Tom Ulrich
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Randall Hannaway

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Randall Hannaway
DocuSigned by:

Karl Gills

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Karl Gills
DocuSigned by:

Adonna Allen

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Adonna Allen

I hereby attest that the information communicated during the Executive Session, which was not recorded, constituted privileged attorney-client communications.

DocuSigned by:
Dino Ross

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Dino Ross, Esq.

I hereby attest that the Executive Session was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. 24-6-402(4) (b) and (e).

Eric Schmidt, President