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RECORD OF PROCEEDINGS

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

June 15, 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 15th day of June 2020, at 5:00 P.M via teleconference platform accessible to the public.

ATTENDANCE

Directors in Attendance Were:
Eric Schmidt, President/Chairman
Karl Gills, Vice-President
Tom Ihrig, Treasurer
Randall Hannaway, Secretary
Adonna Allen, Director/Assistant Secretary (arrived at 5:28 p.m.)

Also in Attendance Were:
Chuck Cerasoli, Interim Fire Chief; City of Steamboat Springs Fire Department (departed meeting at 5:56 p.m.)
Kammy Tinney and Irene McCaffrey; Pinnacle Consulting Group, Inc.
Dino Ross, Esq.; Ireland Stapleton Pryor & Pascoe, PC
Gary Suiter, City Manager; City of Steamboat Springs (arrived at 5:50 p.m.)

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. There were five of five Board members in attendance when Director Allen arrived at 5:28 p.m.

ADMINISTRATIVE MATTERS

Agenda: A proposed agenda was distributed for the Board's review and approval. Director Schmidt requested the addition of discussion regarding the Routt County Hazard Mitigation Plan to Director's Items. Following review and discussion, the agenda was approved, as amended.

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.

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Minutes: The Board reviewed the minutes of the May 18, 2020 regular meeting. Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Ihrig and, upon vote, unanimously carried, the Board approved the minutes of the May 18, 2020 regular meeting, as presented.

Management Report: Ms. Tinney reviewed with the Board the written management report, noting management's handling of routine matters for the District in May.

Review and Consider Adoption of Resolution of Appreciation for Fire Chief Mel Stewart: Ms. Tinney reviewed with the Board the Resolution of Appreciation for Fire Chief Mel Stewart. Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Ihrig and, upon vote, unanimously carried, the Board adopted the Resolution of Appreciation for Fire Chief Mel Stewart. Directors Schmidt and Hannaway will coordinate original signatures to the Resolution. Director Hannaway volunteered to draft a letter to the editor for publication along with the Resolution of Appreciation for Fire Chief Mel Stewart in the Steamboat Pilot.

Public Comment: There were no public comments.

DEPARTMENT MATTERS

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

Notable Events. Interim Fire Chief Cerasoli discussed with the Board two challenging calls that the department recently responded to, both with successful outcomes. Interim Fire Chief Cerasoli reported that activity within the City of Steamboat Springs is increasing as the safer-at-home orders are being lifted around the state.

Interim Fire Chief Cerasoli reported that the call volume for May 2020 saw a 19% decrease compared to the call volume for May 2019. There was a 7.42% increase as compared to the call volume for May 2015.

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Interim Fire Chief Cerasoli reported that the department continues to treat COVID-19 response, and COVID-19 suspected patients with an abundance of caution.

Fire Prevention. Interim Fire Chief Cerasoli reported that fire prevention activity decreased 8% from May 2019, and revenue decreased 59% for the same time period. Interim Fire Chief Cerasoli reported that year to date activity decreased 17% compared to 2019, and revenue increased 21%.

Interim Fire Chief Cerasoli reported that a fire investigation was completed at the Legacy Ranch barn fire.

Interim Fire Chief Cerasoli reported that the final fire alarm and fire sprinkler inspections were completed on Sauvage Restaurant and the Grand Bistro.

Trainings. Interim Fire Chief Cerasoli reported that regular department trainings resumed in May. Crew members met with a peer support coordinator to discuss ways to identify and address mental health challenges within the fire service.

Interim Fire Chief Cerasoli reported that the department's fire training in May focused on Swiftwater rescues and a wildland refresher field day was completed.

Interim Fire Chief Cerasoli reported that the emergency medical services trainings in May focused on injuries to the central nervous system, patient restraints, and pediatric trauma.

Public Education Events. Interim Fire Chief Cerasoli reported that new guidelines regarding in-person classes for CPR/First Aid, AHA, and CALS have been implemented.

Interim Fire Chief Cerasoli reported that the department participated in a Zoom meeting with a local Girl Scout troop where they were able to earn their First Aid patch.

Interim Fire Chief Cerasoli reported that the department created an AED training video and published information for hands-only CPR on social media.

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Interim Fire Chief Cerasoli reported that the department is collaborating with Routt County Dispatch to create a video for kids on how/when/why to call 911.

Interim Fire Chief Cerasoli reported that multiple videos related to COVID-19 were created in both English and Spanish.

Interim Fire Chief Cerasoli reported that the department participated in two birthday party parades, and the Tower Truck led the Steamboat Area High School graduation parade.

Central Fire Station and Strategic Plan Update. Interim Fire Chief Cerasoli presented the Central Fire Station Site Feasibility study and responded to questions from the Board. Interim Fire Chief Cerasoli reported that the cost estimate for the Central Fire Station is between $11,500,000 - $12,700,000. The purpose of constructing another station is to meet the goal of the most recent strategic plan in providing increased staffing and resources.

Rural Water Tank Installation. There was no new information to report. Interim Chief Cerasoli reported that he will request a map of the dry hydrant locations from the Fire Marshall and provide the information to the Board.

FINANCIAL MATTERS

Review and Consider Approval of June Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending June 15, 2020, totaling $13,356.75.

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 June 15, 2020, totaling $13,356.75.

Review and Accept Cash Position Statement, with CD Yield Information, and Budget to Actual Reports: Ms. McCaffrey reviewed with the Board the Cash Position Statement for the period ending June 15, 2020 and Budget to Actual reports for the period ending May 31, 2020. Ms. McCaffrey reported that CD interest rates remain low. Ms. McCaffrey

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reported that cash from the expired CD's was moved from the DDA Money Market account into each of the District's investment pool accounts to maximize available interest.

Ms. McCaffrey reported that an updated costing formula for 2020 was provided by the City. The District's contribution for fire and emergency services in 2020 is 26.5% of the total fire and emergency services budget, which is lower than in 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 June 15, 2020, with CD Yield information, and the Budget to Actual reports for the period ending May 31, 2020.

LEGAL MATTERS

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

2020 Legislative Update: Attorney Ross reported that the 2020 legislative session adjourned on June 15th. Attorney Ross reported that ballot language was approved regarding the repeal of the Gallagher Amendment to the Colorado Constitution and will appear on the November 2020 statewide ballot. Attorney Ross reported that the impact to future assessment rates and adjustments, and De-Gallagherization questions previously approved by voters, is uncertain at this time.

EXECUTIVE SESSION

It was the consensus of the Board that an executive session was not necessary.

DIRECTOR ITEMS

City-District Oversight Committee: Director Allen reported that the City-District Oversight Committee held a productive meeting earlier in the month. The revised draft Intergovernmental Agreement between the City of Steamboat Springs and Steamboat Springs Area Fire Protection District was reviewed. The Committee members did not report any issues with the suggested revisions and the City of Steamboat Springs will initiate the next steps.

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Mr. Suiter reported that there are some challenges regarding titling of capital assets and the current costing formula. Mr. Suiter noted that the Committee seemed agreeable to a District representative being a part of the Fire Chief selection process.

Mr. Suiter reported that the City Attorney, Dan Foote, is reviewing the suggested revisions and that most of the proposed changes are housekeeping matters. Mr. Suiter noted that the goal is to make implementation of the agreement easier for all parties.

The next meeting date has not been determined.

Discussion Regarding Resuming In-Person Board Meetings: The Board discussed various options for returning to in-person Board meetings. It was the consensus of the Board to resume meeting in person once all Board Members are comfortable doing so, and when social distancing guidelines can be maintained. Director Schmidt noted that he believes the Board should consider meeting in person when state guidelines allow for the meeting of 50 or more people. Ms. Tinney will confirm the number of people allowed in the City Buildings currently. Ms. Tinney and Attorney Ross noted that a hybrid of an in-person and virtual meeting can be held and that the management team will confirm capabilities regarding audio and visual broadcasting and recording from City Council chambers.

Routt County Hazard Mitigation Plan: Director Schmidt reported that the Routt County Hazard Mitigation Plan was last updated in 2010 and the County is currently working on revisions to the Plan. Director Schmidt requested input from the Board and will route the draft for review and comment following this meeting.

COMMUNITY MATTERS

District Website: Director Gills requested information regarding the number of views of Board Meeting videos on the District's website.

OTHER BUSINESS

Mr. Suiter reviewed with the Board the Fire Chief hiring process, noting that the job description is ready to be posted once input from the Captains and Board has been

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received. The Board discussed the process and provided comments regarding same, including their support of utilizing an outside assessment center to help facilitate the hiring process. Mr. Suiter thanked the Board for their input.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:18 P.M.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE JUNE 15, 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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Tom Ihrig

DocuSigned by:
Randall Hannaway
C3F992228B384ED...
Randall Hannaway

DocuSigned by:
Karl Gills
164C5D57F94D4EF...
Karl Gills

DocuSigned by:
Adonna Allen
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Adonna Allen