

## RECORD OF PROCEEDINGS

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

August 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 August 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

##### Also in Attendance Were:

Chuck Cerasoli, Interim Fire Chief and Mike Middleton, Deputy Fire Marshal; City of Steamboat Springs Fire Department (departed meeting at 6:06 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 (departed meeting at 6:26 p.m.)

Kim Weber, City Finance Director; City of Steamboat Springs (departed meeting at 6:00 p.m.)

Chairman Schmidt called the meeting to order at 5:01 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 status of the City of Steamboat Springs Fire Chief hiring process.

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 July 20, 2020 regular meeting. Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Hannaway and, upon vote, unanimously carried, the Board approved the minutes of the July 20, 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 July.

Public Comment: There were no public comments.

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DEPARTMENT  
MATTERS

Chief's Report: Interim Fire Chief Cerasoli reviewed the Fire Chief's written report, dated August 12, 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 July 2020 saw a 27% decrease compared to the call volume for July 2019. There was a 4% increase as compared to the call volume for June 2015.

Interim Fire Chief Cerasoli reported that the department was awarded a State EMS grant to help fund the purchase of a new ambulance. The total cost is anticipated to be \$210,000 and the grant will fund 50% of the total cost. The ambulance is expected to be delivered by June 2021.

**Significant Call Summary.** Interim Fire Chief Cerasoli reported that the department responded to a structure fire in the Sanctuary in early July. It is believed that the fire was started by construction at the residence. Crews were quickly able to stop the spread of the fire, and there was minimal damage to the residence.

Interim Fire Chief Cerasoli reported that the department provided mutual aid to West Routt Fire Protection District for response to a structure fire in Hayden. The department provided two personnel with an air trailer. Director Schmidt asked if the mountain mutual aid agreement is still in place. Interim Fire Chief Cerasoli reported that a state-wide agreement is now in effect, and the mountain region includes ten counties.

Interim Fire Chief Cerasoli discussed with the Board a significant incident that occurred on Rabbit Ears Pass that involved a chemical spill. Approximately 80 homes were evacuated during the incident, and a significant amount of time will be necessary for site cleanup and mitigation. Interim Fire Chief Cerasoli reported that the incident highlighted the need for additional HazMat response capability in Routt County. The department is working with the Routt County Office of Emergency Management on a program to properly equip and train to improve HazMat response.

Interim Fire Chief Cerasoli reported that the department responded to four reports of wildland fire in July.

Interim Fire Chief Cerasoli reported that the department responded to three cardiac arrest calls in July.

**Fire Prevention.** Interim Fire Chief Cerasoli reported that fire prevention activity increased 4% from July 2019, and revenue increased 62% for the same time period. Interim Fire Chief Cerasoli reported that year to date activity decreased 11% and revenue increased 79%, compared to 2019.

Interim Fire Chief Cerasoli reported that stage II fire restrictions could be enforced in Routt County as early as August 18<sup>th</sup>.

**Trainings.** Interim Fire Chief Cerasoli reported that the department's fire training in July focused on vehicle fires, vehicle extrication, simulated structure fires, and simulated search and rescue.

Interim Fire Chief Cerasoli reported that the emergency medical services trainings in July focused on amputation injuries and diabetes.

**Public Education Events.** Interim Fire Chief Cerasoli reported that many scheduled events were cancelled due to COVID-19.

Interim Fire Chief Cerasoli reported that the department participated in the July 4<sup>th</sup> Red, White and Blue drive by parade. Interim Fire Chief Cerasoli reported that the

event was successful in boosting morale while promoting responsible social distancing.

**Central Fire Station and Strategic Plan Update.** Ms. Weber addressed the Board regarding direction from City Council to use a hybrid approach to funding the Central Fire Station using Fire/EMS property tax revenue, unrestricted debt service funds available in 2021, and proceeds from the sale of the 840 Yampa property. Ms. Weber reported that at this time the City does not intend to seek authorization to issue bonds.

Director Gills asked if there has been or will be any discussion with the City Attorney regarding the suggested funding mechanisms for financing the Central Station via Certificates of Participation. Ms. Weber reported that the City will determine the District's collateral obligation based on the current ownership percentage as defined in the IGA between the City and the District.

Attorney Ross suggested that it would be helpful to receive a written opinion from the bond underwriter regarding the collateral used for the issuance of Certificates of Participation. Attorney Ross noted that the IGA discusses specific ownership interest across the entire asset inventory, not just a specific percentage that would result by "condominiumizing" the asset. Attorney Ross stated that the City could use other assets that are unrelated to fire.

Ms. Weber reported that many of the City's assets are currently being used as collateral for other debt. Attorney Ross recommends that the City consider the purchase of insurance against the Certificates of Participation rather than using collateral to secure the debt.

Director Schmidt noted that it would be helpful for the Oversight Committee to have examples of other entities where this type of financing arrangement has been successful. Mr. Suiter reported that the City staff would like to find an alternative solution to continuing to collateralize property. Mr. Suiter will request that Mr. Foote contact Attorney Ross.

Director Gills expressed concerns regarding the use of Fire/EMS tax revenue that was intended to be set aside for other purposes.

**Fire Chief Hiring Process.** Mr. Suiter reported that 50 applications were received in response to the open Fire Chief position. Mr. Suiter noted that eight applicants moved forward to the interview process, and that there are four finalists, one of which is Interim Fire Chief Cerasoli. Mr. Suiter reported that a meet and greet will be held on August 31<sup>st</sup>, and finalists will complete assessment center exercises on September 1<sup>st</sup>.

Director Gills stated that he felt the interview process was conducted very well and noted an emphasis on cultural fit. Mr. Suiter noted that members of the Oversight Committee were included as part of the community panel. Director Hannaway stated that the City's Human Resources Director did an excellent job of vetting the candidates and preparing the panel for the interviews.

Mr. Suiter reported that the full schedule of events around the fire chief hiring process will be published and provided to the Board of Directors as soon as possible. Mr. Suiter noted the COVID-19 restrictions will be strictly followed during the meet and greet and the assessment center exercises.

**Rural Water Tank Installation.** Interim Fire Chief Cerasoli reported that the department recommends against moving forward with the rural water tank installation at the Andrew property due to the location. Interim Fire Chief Cerasoli noted that progress has been made in mapping since the last Board meeting and the department is continuing to update maps with the goal of better equipping first responders.

Deputy Fire Marshall Middleton reported that he met with the property owners regarding the proposed site location and expressed concerns regarding the location, visibility, and cost to install the water tank. Deputy Fire Marshall Middleton also noted that a fire hydrant is located less than three miles away from the location. Deputy Fire Marshall Middleton stated that there are better options available to the department and recommends against District participation in the installation of a

water tank at this site in favor of other potential sites. Following discussion, the consensus of the Board was not to install a water tank at the site. Deputy Fire Marshall Middleton will inform the property owners of the Board's position.

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FINANCIAL  
MATTERS

Review and Consider Approval of August Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending August 17, 2020, totaling \$8,199.75.

Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Gills and, upon vote, unanimously carried, the Board approved payment of the claims for the period ending August 17, 2020, totaling \$8,199.75.

Review and Accept Cash Position Statement, with CD Yield Information, and Financial Reports: Ms. McCaffrey reviewed with the Board the Cash Position Statement for the period ending August 17, 2020 and unaudited Financial Statements for the period ending June 30, 2020. Ms. McCaffrey reported that interest rates continue to be monitored. The next maturity date for existing CD's is November 2020, and additional information will be provided to the Board at the regular November Board meeting. 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 August 17, 2020, with CD Yield information, and the unaudited Financial Statements for the period ending June 30, 2020.

Discussion Regarding 2021 Budget Timeline: Ms. Tinney reviewed with the Board the timeline for preparing the District's draft 2021 budget. Ms. Tinney noted that the deadline for counties to provide preliminary assessed valuations was extended from August 25<sup>th</sup> to October 13<sup>th</sup>, so the initial draft budget will include 2020 actual revenues in the 2021 draft budget. Ms. Tinney and Ms. McCaffrey will review the initial draft with Director Ihrig prior to distribution to the Board by October 15<sup>th</sup>, and the 2021 Budget Hearing will be scheduled to occur during the regular November Board meeting.

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LEGAL MATTERS

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

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DIRECTOR  
ITEMS

Status of Proposed Revision to Routt County Agencies Mutual Aid Agreement: Director Schmidt reported that there is no new information from the Routt County Office of Emergency Management regarding revisions to the Routt County Agencies Mutual Aid Agreement.

City-District Oversight Committee: Director Gills reported that the City-District Oversight Committee has not met since May and recommended that the committee meet on a quarterly basis. Director Gills noted that the committee needs to discuss the 2021 budget and proposed revisions to the 2009 Intergovernmental Agreement ("IGA") between the District and the City. Director Gills offered to contact the City's representative to the committee to determine a meeting date for the committee. Mr. Suiter noted that he will contact the City's representative as well, and he will also reach out to City Attorney Foote regarding revisions to the IGA. Director Gills and Director Allen will provide Mr. Suiter with agenda items for the committee meeting.

Status Report from District Representatives regarding Fire Chief Hiring Process: This item was discussed in the Department Matters section of the agenda.

Discussion Regarding Resuming In-Person Board Meetings: The Board discussed resuming in-person Board meetings. Ms. Tinney noted that there have been no changes to the gathering size per Governor Polis' orders, which are in effect through September 25<sup>th</sup>. Director Allen stated that she is eager to return to in-person meetings but understands the need to prioritize safety. The Board discussed holding the meeting in-person, virtually, in a hybrid fashion, and the challenges of each scenario. The Board directed Attorney Ross to prepare a revised meeting resolution that provides more flexibility regarding how meetings are held. It was the consensus of the Board to hold the September Board meeting via WebEx.

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COMMUNITY  
MATTERS

There were no Community Matters to come before the Board.

OTHER BUSINESS

There was no Other Business to come before the Board.

ADJOURNMENT

There being no further business to come before the Board,  
the meeting was adjourned at 6:37 P.M.

Respectfully submitted,

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

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE  
AUGUST 17, 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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Eric Schmidt

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*Tom Ihrig*

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