

RECORD OF PROCEEDINGS

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

September 21, 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 21st day of September 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

Adonna Allen, Director/Assistant Secretary

Directors Absent Were:

Randall Hannaway, Secretary

Also in Attendance Were:

Chuck Cerasoli, Fire Chief and Christy Ringer; City of Steamboat Springs Fire Department

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

Chairman Schmidt called the meeting to order at 5:01 P.M.

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 amended to include discussion in executive session of comments received from the City Attorney to the revised IGA between the City and the District.

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 August 17, 2020 regular meeting. Following review and discussion, upon motion duly made by Director Gills, seconded by Director Allen and, upon vote, unanimously carried, the Board approved the minutes of the August 17, 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 August.

Ms. Tinney congratulated Chief Cerasoli on being selected as the new Fire Chief for the department.

Ms. Tinney reported that the District received notification that the Colorado Central Collections Service would cease operations and provided the District with a final list of outstanding accounts for ambulance services provided by the District through 2002. Ms. Tinney noted that the total outstanding amount due is \$146,000, with the majority of the accounts totaling a few hundred dollars each. The Board asked Mr. Suiter what the City's process is for collections and he reported that most accounts are sent to collections within six months of non-payment, and the receivable is written off of the City of Steamboat Springs books when the accounts are sent to collections. Following discussion, it was the consensus of the Board to take no further action to collect the District's outstanding aging accounts.

Consider Adoption of Resolution Establishing Electronic Board Meeting Policy: Ms. Tinney reviewed with the Board the Resolution Establishing Electronic Board Meeting Policy, which would give the Board greater flexibility in how it conducts Board meetings in the future. Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Gills and, upon vote, unanimously carried, the Board approved the Resolution Establishing Electronic Board Meeting Policy.

Public Comment: There were no public comments.

DEPARTMENT
MATTERS

Chief's Report: Fire Chief Cerasoli reviewed the Fire Chief's written report, dated September 3, 2020, which includes activities of the Fire/Rescue, Training, and Fire Prevention Divisions.

Notable Events. Fire Chief Cerasoli reported that the call volume for August 2020 saw a 11.2% decrease compared to the call volume for August 2019. There was a 1.6% increase as compared to the call volume for August 2015.

Fire Chief Cerasoli reported that Routt County and the City of Steamboat Springs entered Stage II Fire Restrictions in August.

Fire Chief Cerasoli reported that the department deployed a Brush Truck and two personnel to assist with the Pine Gulch Fire near Grand Junction. The crew focused on back burn operations and structure protection.

Fire Chief Cerasoli reported that the department deployed a Brush Truck to the Cameron Peak Fire, with an expected return date of September 23rd.

Fire Chief Cerasoli reported that the department was awarded two grants. The first is a 50/50 matching grant awarded from the State EMS grant program, the proceeds of which will be used to purchase a new ambulance. The second is a 90/10 matching grant awarded through the Federal Fire Act grant program, the proceeds of which will be used to fund approximately 40 new radios.

Significant Call Summary. Fire Chief Cerasoli reported that the department responded to a small fire caused by an individual burning scrap wood near his home. A woodpile and nearby grass were engulfed in flames. The department extinguished the fire.

Fire Chief Cerasoli reported that a wildfire was started within the District boundaries due to individuals participating in target practice. The department extinguished the fire and spoke to the individuals regarding safe target shooting.

Fire Chief Cerasoli reported that there was a fatal accident on Rabbit Ears pass. The department assisted Jackson County on the accident by providing extrication assistance.

Fire Prevention. Fire Chief Cerasoli reported that fire prevention activity increased 9% from August 2019.

Revenue information for August was not available at the time of the report. Fire Chief Cerasoli reported that year to date activity decreased 9% and revenue increased 32%, compared to 2019.

Fire Chief Cerasoli reported that fire alarm and fire sprinkler inspections were completed on the Dailey Residence on Fire Song Road.

Fire Chief Cerasoli reported that rough-in inspections were completed on the Chadwick Estates Villas that had a fire in September 2019. The villas are being rebuilt.

Trainings. Fire Chief Cerasoli reported that the department's fire training in August focused on Tower Ladder Operations, Roper Rescue problem solving, and Rope Rescue scenario at Colorado Mountain College.

Fire Chief Cerasoli reported that the emergency medical services trainings in August focused on asthma, verbal de-escalation techniques and altered mental states.

Fire Chief Cerasoli reported that Engineer Paul Gilbertson completed Fire Instructor I training.

Public Education Events. Fire Chief Cerasoli reported that the department conducted a Zoom Meeting with Horizons. A station tour and fire extinguisher demonstration were provided.

Fire Chief Cerasoli reported that an AED refresher course was taught to employees of Alpine Bank.

Fire Chief Cerasoli reported that CPR and First Aid training materials were provided to the Steamboat Springs Police Department.

Fire Chief Cerasoli reported that the department participated in a birthday drive-by parade.

Board Input. Fire Chief Cerasoli requested input from the Board regarding useful information to include in the monthly Chief's report. The Board will provide suggestions to Director Schmidt no later than October 10th for further discussion with Chief Cerasoli.

Central Fire Station and Strategic Plan Update. Fire Chief Cerasoli reported that he has no additional updates to the Central Fire Station and Strategic Plan since the last Board Meeting.

Mr. Suiter reported that negotiations continue regarding the 4th Street and Lincoln site. Mr. Suiter reported that the parties have agreed to obtain an appraisal on the property, to include both buildings and the adjacent parking lot.

Map Overlay of Water Supply Locations. Chief Cerasoli reported that the map overlay of current water supply locations within the District has been substantially completed.

Chief Cerasoli reported that Fire Marshall Middleton discussed the Board's opinion regarding water tank installation with the Andrews.

FINANCIAL
MATTERS

Review and Consider Approval of August Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending September 21, 2020, totaling \$6,635.40.

Following review and discussion, upon motion duly made by Director Allen, seconded by Director Zingler and, upon vote, unanimously carried, the Board approved payment of the claims for the period ending September 21, 2020, totaling \$6,635.40.

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 September 21, 2020 and Budget to Actual Reports for the period ending August 31, 2020. Following review and discussion, upon motion duly made by Director Gills, seconded by Director Allen and, upon vote, unanimously carried, the Board accepted the Cash Position Statement for the period ending September 21, 2020, with CD Yield information, and the Budget to Actual Reports for the period ending August 31, 2020.

Discussion Regarding 2021 Budget Timeline: Ms. McCaffrey reported that the proposed 2021 budget is currently under internal review. Ms. McCaffrey will schedule a meeting

with Director Ihrig and Ms. Tinney to review the draft of the proposed 2021 budget between October 1st and October 15th. Ms. McCaffrey reported that some information from the City regarding the City's draft budget has been received and will be incorporated into the District's draft budget.

LEGAL MATTERS

Attorneys' Report: Attorney Ross reviewed with the Board the August Attorneys' Report. Attorney Ross noted that the Colorado State Fire Chiefs sent out a bulletin today that the new law enacted under HB20-1027 is in conflict with federal law. There will be more discussion to follow on this matter.

DIRECTOR ITEMS

Status of Proposed Revision to Routt County Agencies Mutual Aid Agreement: Director Schmidt reported that comments are pending 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 there are currently three iterations of proposed 2021 budgets for Steamboat Springs Fire Rescue under review. Director Gills reported that the committee's goal for the 2021 budget is to avoid negative impacts on public safety services to the community.

Chief Cerasoli reported that he and Chief Staff are taking a more comprehensive approach to the department's strategic planning, using the requirements for the accreditation process as a guideline, and this includes a review of District assets and the CIP. Chief Cerasoli and Ms. Ringer reviewed with the Board an updated asset table and six-year CIP with revisions according to the IGA.

Attorney Ross recommended that the Board confirm the asset listing based on the District's review performed in 2015, noting that the District's concern is in following the IGA and its contractual obligations versus concern with general accounting standards and "assets on the books."

Ms. Tinney and Ms. McCaffery will work with Ms. Ringer to confirm the asset listing. Chief Cerasoli is available to coordinate the effort with Ms. Ringer and Ms. McCaffrey.

Mr. Suiter expressed his thanks to the Board and Attorney Ross for their work and leadership in suggested revisions to the IGA.

Discussion Regarding Resuming In-Person Board Meetings:
The Board discussed resuming in-person Board meetings. It was the consensus of the Board to hold the October Board meeting in a hybrid fashion with the Directors meeting at Centennial Hall, and the consultants, legal counsel, and public attending via teleconference.

Nametags: Director Gills requested that nametags be provided to Board members. Ms. Tinney will coordinate with staff and Director Gills to design and order nametags for each Board member, including the District name and logo.

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 Allen seconded the motion. The vote carried unanimously. Ms. Tinney and Ms. McCaffrey 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 6:18 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 6:50 p.m. on a motion by Director Gills, seconded by Director Allen and passed by the affirmative vote of all members.

The Board reconvened in regular session at 6:50 P.M.

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 6:55 P.M.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE SEPTEMBER 21, 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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Eric Schmidt

Tom Ihrig

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Tom Ihrig

Randall Hannaway

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Randall Hannaway

Karl Gills

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Karl Gills

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).

DocuSigned by:

Eric Schmidt

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Eric Schmidt, President