

## RECORD OF PROCEEDINGS

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

May 17, 2021

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 May 2021, 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, Fire Chief; City of Steamboat Springs Fire Department  
Dino Ross, Esq.; Ireland Stapleton Pryor & Pascoe, PC  
Kammy Tinney, Irene McCaffrey, and Erin West; Pinnacle Consulting Group, Inc.  
Gary Suiter, City Manager; City of Steamboat Springs (Joined at 5:27 P.M.)

Chairman Schmidt called the meeting to order at 5:00 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 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 April 19, 2021 regular meeting. Following review and discussion, upon motion duly made by Director Gills, seconded by Director Ihrig and, upon vote, unanimously carried, the

Board approved the minutes of the April 19, 2021 regular meeting.

Management Report: Ms. Tinney reviewed with the Board the written management report for April, noting that Management is pursuing the availability of a meeting room at the city offices to return to in-person meetings beginning in June. The goal is to use a hybrid model with in-person and virtual attendance available utilizing Microsoft Teams. Fire Chief Cerasoli discussed the options available and will be the liaison for scheduling. Board Meetings will be moving away from Council Chambers.

Public Comment: There were no public comments. Ms. Tinney reported that Quint Friesell inquired about this evening's meeting earlier in the day and was provided the agenda and WebEx information.

DEPARTMENT  
MATTERS

Chief's Report: Fire Chief Cerasoli reviewed the Fire Chief's written report, dated May 11, 2021, which includes activities of the Fire/Rescue, Training, and Fire Prevention Divisions.

**Notable Events.** Fire Chief Cerasoli reported that one of the department's two primary Type I structural engines is having engine troubles and requires a complete rebuild of the engine. This engine will be out of service for approximately 4-6 weeks starting in late April. The department has arranged for the short-term lease of an engine from Mountain View Fire Protection District to be on "standby" in the event that the department's second Type I engine goes out of service.

Fire Chief Cerasoli reported that department personnel participated in annual Wildfire Refresher training, where the department's Wildfire Coordinator Leighton White discussed department wildfire response and reviewed initial attack protocols.

Fire Chief Cerasoli reported that the second annual Routt County Wildfire Mitigation Conference started in April with the first of five virtual webinars. The conference is organized by the Routt County Wildfire Mitigation Council and is a key component in the effort to educate Routt County residents on the potential wildfire dangers

in the area and what they can do to prepare themselves and their properties.

Fire Chief Cerasoli reported that a fast-moving wildfire occurred on RCR 33. Fire crews were able to rapidly contain and extinguish the fire with two brush trucks and a tender.

Fire Chief Cerasoli reported that many department members participated in a weekend training on Air Operations for Wildfires sponsored by the Bureau of Land Management (BLM).

Fire Chief Cerasoli reported that the department performed a procedure called Rapid Sequence Intubation (RSI) on a patient in April. This procedure is utilized when a patient is unable to maintain their airway by themselves but may not yet be unconscious. The process includes a sequence of medications that sedate and immobilizes the patient in order to facilitate intubation. This procedure occurs approximately 2-3 times per year and requires a waiver from the state in order for the paramedic to administer the medications.

**Call Numbers.** Fire Chief Cerasoli reported that April calls for service increased 23% above April of 2020, and 10.7% higher than in 2016. EMS calls for service were of particular interest in April as they increased by 64% over last year. This increase was expected as the department is now starting to compare numbers from the start of the pandemic in 2020.

Fire Chief Cerasoli reported that year to date calls for service are still slightly down from year to date of 2020 at -4.3% and are still tracking lower compared to year-to-date call totals in 2016 at -5.8%

Fire Chief Cerasoli reported that he expects call volume to start climbing again as the summer season begins and special events start to return to Steamboat Springs.

**Fire Prevention.** Fire Chief Cerasoli reported that Fire Prevention activity for April 2021 is up 55% from April of 2020. Revenue for the same time period was up 88% partially due to the new Housing Authority project on the west side of town called Sunlight Crossing obtaining

permits for fire sprinkler and fire alarm systems. Year to date Fire Prevention activity is up 12% compared to 2020 and revenue for the same period is up 37%.

Fire Chief Cerasoli reported that the final fire alarm and fire sprinkler inspections for the addition and remodel of the UC Health Yampa Valley Medical Center were completed.

**Trainings.** Fire Chief Cerasoli reported that fire training in April focused on water flow calculations and troubleshooting pumping operations.

Fire Chief Cerasoli reported that EMS training focused on sepsis response and care, and carbon monoxide poisoning.

**Public Education Events.** Fire Chief Cerasoli reported that two off duty firefighters conducted CPR/First Aid skills "test outs" for Routt County Jailers. Two Routt County Sherriff's officers (CPR instructor trainees) attended and assisted.

Fire Chief Cerasoli reported that one firefighter coordinated with Routt County Emergency Management to create a video on how to sign up for Routt County Alerts. This video will be on Facebook during this week's daily tips for Wildfire Community Mitigation.

Fire Chief Cerasoli reported that other topics posted to Facebook include information on the upcoming Wildfire Community preparation day and online Wildfire Conference, informative posts thanking Routt County Communications dispatchers for their service for National Emergency Communications day, information on how to help someone in emotional pain and provided crisis hotline numbers, and information on hoarding and its dangers to responding emergency units.

Status of Site Selection and Funding Proposals for Central Fire Station: Fire Chief Cerasoli reported that City Council discussed the 10<sup>th</sup> Street and Yampa Street locations at their recent meeting. City Council provided direction to further research available options for the 10<sup>th</sup> Street location.

Other Matters: Fire Chief Cerasoli reported that the department needs a new wildland vehicle - Type III or Type VI. Chief Cerasoli will discuss financing options further with the Oversight Committee at its May 18<sup>th</sup> meeting.

Fire Chief Cerasoli reported that the new ambulance will be ready for delivery in June and there is interest from another agency in the purchase of the old ambulance.

FINANCIAL  
MATTERS

Review and Approve April Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending May 17, 2021, totaling \$6,332.24.

Following review and discussion, upon motion duly made by Director Allen, seconded by Director Hannaway and, upon vote, unanimously carried, the Board ratified and approved the payment of claims for the period ending May 17, 2021, totaling \$6,332.24.

Review and Accept Unaudited Financial Statements and Cash Position Statement, with CD Yield Information: Ms. McCaffrey reviewed with the Board the unaudited financial statements for the period ending March 31, 2021 and the Cash Position Statement for the period ending May 17, 2021. Ms. McCaffrey reported that five CDs will expire in June 2021 and recommended that the Board consider transferring the funds into the District's ColoTrust account. Ms. McCaffrey reported no concerns and confirmed that the funds would be covered by PDPA. It was the consensus of the Board to direct Ms. McCaffrey to transfer the proceeds of the five expiring CDs into the District's ColoTrust account.

Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Ihrig and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending March 31, 2021 and the Cash Position Statement for the period ending May 17, 2021, with CD Yield information.

2020 Audit: Ms. McCaffrey reported that the field work is nearing completion and she expects a draft for internal review within the next week. The 2020 draft audit will be distributed to the Board by the June 30, 2021 statutory

deadline, and the final audit will be filed by the July 31, 2021 deadline.

LEGAL MATTERS

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

2021 Colorado Legislative Session Status Update: Attorney Ross reviewed with the Board passed and proposed legislation that may impact the District.

DIRECTOR MATTERS

City-District Oversight Committee: Director Gills reported that the Oversight Committee will meet on May 18, 2021 and will have an opportunity to review the first draft of the updated Strategic Plan for 2021. Discussion will continue regarding station development opportunities. Director Gills is hopeful to have an update on the proposed fire station site and a revised draft of the Strategic Plan for discussion at the June 21<sup>st</sup> regular meeting of the Board.

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 5:48 P.M.

Respectfully submitted,

By: 

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE  
MAY 17, 2021 REGULAR MEETING OF THE STEAMBOAT SPRINGS  
AREA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE  
DIRECTORS SIGNING BELOW:

DocuSigned by:  
*Eric Schmidt*  
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Eric Schmidt

DocuSigned by:  
*Tom Ihrig*  
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Tom Ihrig

DocuSigned by:  
*Randall Hannaway*  
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Randall Hannaway

DocuSigned by:  
*Karl Gills*  
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Karl Gills

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*Adonna Allen*  
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Adonna Allen