

RECORD OF PROCEEDINGS

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

August 16, 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 16th day of August 2021, at 5:00 P.M. at Centennial Hall in the Carver Room. Attendance was both in person and virtual via a teleconference platform accessible to the public.

ATTENDANCE

Directors in Attendance Were:

Eric Schmidt, President/Chairman
Tom Ihrig, Treasurer
Randall Hannaway, Secretary
Adonna Allen, Director/Assistant Secretary

Director Absent:

Karl Gills, Vice-President, Excused

Also in Attendance Were:

Chuck Cerasoli, Fire Chief; City of Steamboat Springs
Fire Department
Dino Ross, Esq.; Ireland Stapleton Pryor & Pascoe, PC
Kammy Tinney and Brendan Campbell; Pinnacle Consulting
Group, Inc.
Gary Suiter, City Manager; City of Steamboat Springs

Chairman Schmidt called the meeting to order at 5:02 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 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 July 19, 2021 regular meeting. Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Allen and, upon vote, unanimously carried, the Board approved the minutes of the July 19, 2021 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 comments from the public.

DEPARTMENT
MATTERS

Chief's Report: Fire Chief Cerasoli reviewed the Fire Chief's written report dated August 2021 which includes activities of the Fire/Rescue, Training, and Fire Prevention Divisions for July 2021. Fire Chief Cerasoli responded to questions from the Board.

Notable Events. Fire Chief Cerasoli reported that Firefighter/Inspector Matt Workman completed his internal check-off process on Tower 6-1. This check-off certifies FF/Inspector Workman as eligible to operate and pump the apparatus on any call for service.

Fire Chief Cerasoli reported that an explosion leading to a structure fire occurred in an accessory building behind the Western Lodge Motel. The cause of the explosion is still under investigation and while nobody was seriously injured, one male party was transported to the hospital with 1st degree burns to his face and arms. Steamboat Springs Fire Rescue was able to contain the fire to the structure of origin utilizing department personnel.

Fire Chief Cerasoli reported that a wildfire started on the edge of the District's boundary off of County Road 52. The fire occurred during a lightning storm. The crews initially responded in a Brush Truck along with West Rott Fire Protection District. The fire crew quickly realized the potential of the fire growth and asked Wolf Run Ranch to assist with some bulldozers they had on their property. Due to this quick response the fire was contained to less than two (2) acres. Assistance was provided by the National Forest Service with approximately eight (8) helicopter drops and a Type II hand crew. Off duty

personnel returned to the fire throughout the weekend to continue as Incident Command and ensure the fire remained under control.

Fire Chief Cerasoli reported that even with significant moisture in July, Routt County remains in Stage 2 Fire Restrictions.

Fire Chief Cerasoli reported that the department has been fortunate to have been offered some helicopter flight time from a generous individual. The department command staff was oriented on the helicopter and how the flight time could be used for department operations. One of the primary uses will be to help locate smoke reports or the potential start of new wildfires after a lightning storm.

Fire Chief Cerasoli reported that staff performed yearly SCBA Fit Tests for N95 masks and SCBA masks.

Fire Chief Cerasoli reported that new security cameras were installed at the Mountain Fire Station. These cameras will be utilized for security monitoring outside the station and for recording events where theft may occur on the property.

Call Numbers. Fire Chief Cerasoli reported that month to month call volume saw a large increase in 2021 over 2020, with an overall increase of 39.5%. Compared to five years ago, the District is seeing an increase of 14.67%.

Fire Chief Cerasoli reported that year to date figures are less dramatic but still showing a 9.1% increase over year to date in 2020, and a 5.42% increase over year-to-date 2016.

Fire Prevention. Fire Chief Cerasoli reported that Fire Prevention activity for July was down 17% from July of 2020 and revenue for the same period was down 61% from 2020. The large revenue drop was due to a record month in 2020 with permits for large alarm and sprinkler projects issued. Year to date activity is down 1% from that of 2020 and YTD revenue is down 10% from 2020 numbers.

Fire Chief Cerasoli reported that Firefighters Middleton and Shaffer investigated an explosion and fire that occurred on July 23, 2021, at the Western Lodge Motel

laundry building. The fire appears to have been caused by a malfunction of one of the gas-fired clothes dryers.

Fire Chief Cerasoli reported that final fire alarm inspections were completed on Soda Creek Elementary, Strawberry Park Elementary, and Steamboat Springs Middle School after the replacement/upgrade of the fire alarm panels and devices.

The Fire Prevention Division started training on the new software the City of Steamboat Springs and Routt County have partnered on for planning and construction permitting.

Trainings. Fire Chief Cerasoli reported that fire training in July focused on search and rescue during structure fires. Fire Chief Cerasoli also reported that EMS training focused on pediatric respiratory emergencies.

Public Education Events. Fire Chief Cerasoli reported that two (2) firefighters worked with a Sheriff's Officer to obtain CPR/First Aid instructor certification and Basic Life Support (BLS) certification.

Fire Chief Cerasoli reported that several children and families visited the Central Station and were given impromptu apparatus tours during the July 4th holiday and on several occasions throughout the month.

Staffing Plan and SAFER Grant: Fire Chief Cerasoli reported that no announcements have been made regarding grant awards to date.

Steamboat Springs Fire Rescue Strategic Plan: Fire Chief Cerasoli revisited the draft 2022 Strategic Plan with the Oversight Committee, including estimated figures for budgeting purposes. The Oversight Committee requested further revision and once complete, Fire Chief Cerasoli will provide a revised draft to the Board of Directors via email.

Status of Site Selection and Funding Proposals for Central Fire Station: The Board discussed submitting a letter of support of the Central Fire Station location to City Council. Director Allen will coordinate with

Director Gills to prepare a draft for review by the Board and submittal to the City by September 8, 2021. The Board anticipates presentation of the support letter to the City Council on September 14, 2021. Following review and discussion, upon motion duly made by Director Allen, seconded by Director Ihrig and, upon vote, unanimously carried, the Board agreed to prepare a letter to City Council in support of the Central Fire Station.

Other Matters: Chief Cerasoli discussed with the Board the name change on fire apparatus, call sign change, updating fire dispatch policies, and improving communications for EMS calls.

FINANCIAL
MATTERS

Review and Approve April Claims: Mr. Campbell reviewed with the Board the claims for the period ending August 11, 2021, totaling \$6,424.73.

Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Ihrig and, upon vote, unanimously carried, the Board approved the revised payment of claims for the period ending August 16, 2021, totaling \$6,332.38.

Review and Accept Cash Position Statement for the Period Ending August 16, 2021, with CD Yield Information, and unaudited Financial Statements for the Period Ending June 30, 2021: Mr. Campbell reviewed with the Board the cash position statement for the period ending August 16, 2021, with CD yield information, and unaudited Financial Statements for the period ending June 30, 2021.

Following review and discussion, upon motion duly made by Director Allen, seconded by Director Ihrig and, upon vote, unanimously carried, the Board accepted the cash position statement for the period ending August 16, 2021, with CD yield information, and unaudited Financial Statements for the period ending June 30, 2021.

Review and discuss the 2022 Draft Budget Process and Combined Capital Plant with the City of Steamboat Springs: Ms. Tinney reported that the 2022 Budget process has begun. An initial draft budget will be completed on or about October 1, 2021 and District management will

meet with Director Ihrig to review between October 1st and 14th. The 2022 draft budget must be distributed to the Board of Directors no later than October 15, 2021, a public hearing and adoption of the budget must be conducted no later than December 14th, and mill levies certified to Routt County no later than December 15, 2021. Mr. Suiter reiterated that the draft budget information provided by the City is preliminary and subject to change as the budget process moves forward. Fire Chief Cerasoli and Mr. Suiter responded to questions from the Board.

LEGAL MATTERS

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

Legal Advisement: Attorney Ross noted the recent opinion of the Acting Assistant US Attorney General that public/private employers can require their personnel to obtain COVID-19 vaccinations.

DIRECTOR MATTERS

City-District Oversight Committee: Director Allen reported on the August 3rd meeting of the committee which included further review of the revised draft Strategic Plan and funding obligations pursuant to the IGA for the Central Fire Station.

COMMUNITY MATTERS

There were no community matters brought before the Board.

OTHER BUSINESS

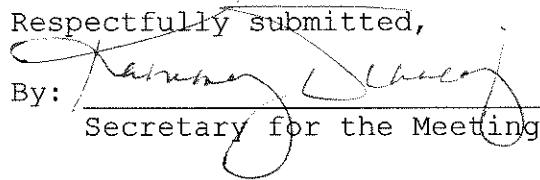
Steamboat 700 Property: Director Allen reported that the Steamboat 700 property was acquired and will be developed by the Yampa Valley Housing Authority.

Community Barbecue: Director Allen reported that Alpine Bank will host a Community Barbecue on August 26, 2021.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:25 P.M.

Respectfully submitted,

By: 
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE AUGUST 16, 2021 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

DocuSigned by:
Tom Ihrig
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Tom Ihrig

DocuSigned by:
Randall Hannaway
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Karl Gills
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Adonna Allen
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