

RECORD OF PROCEEDINGS

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

November 15, 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 15th day of November 2021, at 5:00 P.M. at Centennial Hall in the Carver Room, 124 10th Street, Steamboat Springs, Colorado. Attendance was both in person and virtual via a 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 and Gary Suiter, City Manager;
City of Steamboat Springs
Dino Ross, Esq.; Ireland Stapleton Pryor & Pascoe, PC
(via videoconference)
Kammy Tinney, Lyndsey Paavilainen, Brendan Campbell,
Jennifer Ondracek and Irene McCaffrey; Pinnacle
Consulting Group, Inc. (via videoconference)
Brian McGovern, Quint Friesell, and Dane Visnick (via
teleconference); District Residents

Chairman Schmidt called the meeting to order at 5:14 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 October 18, 2021 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 October 18, 2021 regular meeting with correction to resident Larry Monger's name.

Management Report: Ms. Tinney reviewed with the Board the written management report, noting management's handling of routine matters for the District since the October 18th regular meeting.

Adoption of Resolution Calling for the May 2022 Regular Election: Ms. Tinney reviewed with the Board the proposed Resolution Calling for the May 2022 Regular Election and provided an overview of the steps necessary to conduct the May 2022 Regular Election.

Ms. Tinney reviewed the terms of office up for election, noting that there are three, three-year terms of office up for election. Director Schmidt is term limited and will not run for re-election. Ms. Tinney reviewed the timeline for Self-Nomination and Acceptance forms to be submitted to the Designated Election Official and noted if there are not more candidates for Director than positions to be filled as of March 1, 2022, the election will be cancelled, and candidates will be deemed elected by acclamation.

Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Gills and, upon vote, unanimously carried, the Board adopted the Resolution Calling for the May 2022 Regular Election, with minor edits as noted by the Board, the election to be conducted as a mail ballot election, and appointed Kammy Tinney as the Designated Election Official.

Public Comment: There were no public comments.

DEPARTMENT
MATTERS

Chief's Report: Fire Chief Cerasoli reviewed the Fire Chief's written report dated November 8, 2021 which includes activities of the Fire/Rescue, Training, and Fire Prevention Divisions for October 2021. Fire Chief Cerasoli responded to questions from the Board.

Notable Events. Fire Chief Cerasoli reported that the fire department and human resources department organized flu shot clinics for City employees and their immediate families, providing around 130 flu shots this year.

Fire Chief Cerasoli reported that the department continues to complete the annual testing of all fire hose in accordance with National Fire Protection Association standards.

Fire Chief Cerasoli reported that the department met and trained with members of the search and rescue team and discussed how the two agencies would continue to work together and coordinate rescues and large-scale missions.

Fire Chief Cerasoli reported that the department command staff attended a training on Command and Accountability for larger scale events like structure fires, mass casualty, technical rescues, wildland fires, and hazardous material spills. The training reviewed implementing a standardized approach to track the accountability of resources.

Fire Chief Cerasoli reported that four officers and acting officers attended the Colorado State Fire Chief's Leadership Challenge conference in Keystone, Colorado.

Call Numbers. Fire Chief Cerasoli reported that department calls for service increased in October 2021.

Fire Prevention. Fire Chief Cerasoli reported that fire prevention activity was down compared to October 2020 while revenue for the same period was up about 20% due to three large fire alarm permits being submitted for the work done at the Ski Area Base and the new Ski Corp administration offices.

Fire Chief Cerasoli reported that the Haunted House at Colorado Mountain College was inspected on October 21st.

Fire Department Training. Fire Chief Cerasoli reported that fire department training focused on Highrise Firefighting, Master Streams on Structure Fires, and Command and Accountability. While EMS Training focused on Communication and Documentation, and Altitude

Emergencies.

Public Education Events. Fire Chief Cerasoli reported that the department participated in Fire Prevention Week in which educational materials were purchased and provided to children at the Discovery Learning Center, students at Soda Creek Elementary, preschoolers and first graders at Sleeping Giant School, and Spanish versions provided to Integrated Community and hearing-impaired versions for Selbe Apartments/Mountain Manor. The department also had fire fighters speak and present to first graders and preschoolers.

Fire Chief Cerasoli reported that social media messaging was also provided throughout the week on the department's Facebook page.

Fire Chief Cerasoli reported that the department participated in the Halloween Stroll.

Fire Chief Cerasoli reported that the department is continuing to adapt to requests for education/outreach and CPR/First Aid classes are scheduled for City employees in November.

Other Matters: There were no Other Matters brought before the Board.

FINANCIAL
MATTERS

Review and Approve November Claims: Ms. McCaffrey reviewed with the Board the claims for the period ending November 15, 2021, totaling \$6,357.56.

Following review and discussion, upon motion duly made by Director Allen, seconded by Director Hannaway and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending November 15, 2021, totaling \$6,357.56.

Review and Accept Cash Position Statement for the Period Ending November 15, 2021 and Unaudited Financial Statements for the period ending September 30, 2021: Ms. McCaffrey reviewed with the Board the Cash Position Statement for the period ending November 15, 2021 and unaudited Financial Statements for the period ending September 30, 2021.

Following review and discussion, upon motion duly made by Director Gills, seconded by Director Ihrig and, upon vote, unanimously carried, the Board accepted the Cash Position Statement for the period ending November 15, 2021 and unaudited Financial Statements for the period ending September 30, 2021.

Discussion of Available Funding Mechanism for Ongoing Capital Needs: Director Gills reported on discussions with the District's management team following the October 18th regular meeting to further discuss options available to the District for funding the District's share of capital improvements both for immediate (2022) and future needs. Options discussed include those requiring voter approval and those that do not, bond issuance with or without a specific debt mill levy, and loan financing based on cash flows. Ms. McCaffrey reviewed with the Board a comparison of those options including a mill levy comparison of other area fire protection districts for additional information.

Public Hearing to Consider Resolution to Adopt the 2022 Budget; Set Mill Levies; and, Appropriate Sums of Money: Upon motion duly made by Director Gills, seconded by Director Ihrig and, upon vote, unanimously carried, the Board opened the public hearing to consider the proposed 2022 Budget and discuss related issues.

Ms. Tinney noted that publication of Notice stating that the Board would consider adoption of the proposed 2022 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to the public hearing, and the public present had no comment.

Ms. McCaffrey reviewed with the Board the proposed 2022 budget, estimated revenues and mill levy scenarios, proposed 2022 expenditures, and projected reserves.

The Board discussed the District's current and projected reserve funds, the current interest rate environment, and the potential need to increase the District's general operating mill levy to better position the District for future capital improvement obligations set forth in the

5-year Capital Improvement Plan. Following review and discussion, upon motion duly made by Director Allen, seconded by Director Ihrig and, upon vote, unanimously carried, the Board approved increasing the general operating mill levy from 7.250 to 8.000 mills.

Upon motion duly made by Director Gills, seconded by Director Ihrig and, upon vote, unanimously carried, the Board closed the public hearing.

Following review and discussion, upon motion duly made by Director Allen, seconded by Director Gills and, upon vote, unanimously carried, the Board adopted the Resolution to Adopt the 2022 Budget; Set the Mill Levies; and, Appropriate Sums of Money; approved execution of the Certification of Mill Levies and further, to authorize Pinnacle Consulting Group, Inc. to make non-material adjustments to the documents if necessary as a result of the final Certification of Assessed Valuation from the Routt County Assessor, which will be received on or before December 10, 2021.

The Board authorized Pinnacle Consulting Group, Inc. to transmit the 2022 Budget and Certification of Mill Levies, as appropriate, to the Board of County Commissioners of Routt County, the Division of Local Government, and the Division of Property Taxation, not later than December 15, 2021.

Review and consider Engagement Letter with McMahan & Associates to conduct 2021 Audit: Ms. McCaffrey reviewed with the Board the McMahan & Associates Engagement Letter for 2021 audit services. Following review and discussion, upon motion duly made by Director Allen, seconded by Director Ihrig and, upon vote, unanimously carried, the Board approved the Engagement Letter with McMahan & Associates for 2021 audit services.

LEGAL MATTERS

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

DIRECTOR
MATTERS

City-District Oversight Committee: Director Gills reported that the Committee will meet on November 18th and discussion regarding emergency response fees is on the

agenda.

COMMUNITY
MATTERS

There were no Community Matters brought before the Board.

OTHER BUSINESS

The Board unanimously agreed to cancel the December 13, 2021 regular Board meeting as there are no outstanding issues to come before the Board.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:53 P.M.

Respectfully submitted,

By: *Kammy Tinney*
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE NOVEMBER 15, 2021 REGULAR MEETING OF THE STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

Eric Schmidt

Eric Schmidt

Tom Inrig

Tom Inrig

Randall Hannaway

Randall Hannaway

Karl Gills

Adonna Allen

Adonna Allen