

RECORD OF PROCEEDINGS

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

November 21, 2022

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 November 2022, 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 video and teleconference platform accessible to the public.

ATTENDANCE

Directors in Attendance Were:

Karl Gills, President/Chairman
Randall Hannaway, Vice-President (Via videoconference)
Tom Ihrig, Treasurer
Jason Miller, Director/Assistant Secretary

Directors Absent and Excused:

Adonna Allen, Secretary

Also in Attendance Were:

Dino Ross, Esq.; Ireland Stapleton Pryor & Pascoe, PC (via videoconference)
Irene Buenavista, Kieyesia Conaway, Peggy Dowswell, and Tiffany Skoglund; Pinnacle Consulting Group, Inc. (via videoconference)
Chief Cerasoli; Steamboat Springs Fire Rescue
Sean Walsh; Sean Walsh Consulting (via videoconference)
Brian McGovern; Member of the Public (via videoconference)

Chairman Gills called the meeting to order at 5:03 P.M.

Upon motion duly made by Director Ihrig, seconded by Director Miller and, upon vote, unanimously carried, the absence of Director Allen was excused.

Chairman Gills declared that a quorum of the Board was present, with three of five Board members in attendance (Director Hannaway joined at 5:22 P.M.).

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 move item I.G to VII.B and remove item III.C.

Disclosure of Potential Conflicts of Interest: Chairman Gills 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 17, 2022 regular Board meeting. Following review and discussion, upon motion duly made by Director Miller, seconded by Director Gills and, upon vote, unanimously carried, the Board approved the minutes of the October 17, 2022 regular Board meeting as presented.

District Management Report: Ms. Skoglund reviewed with the Board the written Management Report.

Status Report on Communication activities with Sean Walsh Consulting: Mr. Walsh presented his status report since the October regular Board meeting and answered questions. Mr. Walsh will be reaching out to the prominent community members and will let the Board know who he will be contacting. Mr. Walsh noted that he would like to move forward with website changes. Director Miller will be in touch with the current website host, H4, to discuss them working with Sean Walsh Consulting.

Approval of Resolution Establishing Regular Meeting Dates, Time, and Location for 2023: Director Gills presented the Resolution Establishing Regular Meeting Dates, Time, and Location for 2023 and answered questions. Following review and discussion, upon motion duly made by Director Miller, seconded by Director Ihrig and, upon vote, unanimously carried, the Board approved the Resolution Establishing Regular Meeting Dates, Time, and Location for 2023.

Public Comment: There were no public comments.

DEPARTMENT
MATTERS

Chief's Report: Fire Chief Cerasoli reviewed with the Board the Fire Chief's written report, dated November 14,

2022 which includes activities of the Fire/Rescue, Training, and Fire Prevention Divisions.

Notable Events. Chief Cerasoli reported that the Department's wildfire crew deployed to Nebraska. The wildfire crew has worked on some forest service mitigation projects and hung up their tools for the season on October 31st.

On-Duty Crews participated in the annual Atmos Energy/Pipeline tabletop exercise, which allows stakeholders from different agencies to gather and discuss pipeline emergencies and what responses may look like locally.

Chief Cerasoli reported that the Department provided City employees and immediate family members with flu shot clinics. The Department partnered with Routt County Public Health which attended two of the clinics and provided COVID Boosters as well as helping provide employees with some protection from the flu during this winter season.

Chief Cerasoli reported that the Department participated in the Routt County Office of Emergency Management annual exercise. The Communication Van was deployed to the Mountain Fire Station and connected to the Solar Trailer to provide electrical needs for the van. Captain Joe Oakland and Department Commander Beckett joined forces for a Unified Incident Command. The exercise this year was a Stagecoach Dam Breach Simulation, and many lessons were learned along with many aspects that went well.

Chief Cerasoli reported actively participating in the Routt County Wildfire Mitigation Council, working on developing the CWPP. The steering committee is preparing for the Community Outreach meeting happening November 14-17, 2022. The Council hired an Executive Director to take the helm of the Organization.

Chief Cerasoli reported that the Department partnered with the Parks and Recreation Department to submit an application for the Colorado State Forest Service Forest Restoration and Wildfire Risk Mitigation Grant. This project, estimated around \$250,000, will address wildfire mitigation on Emerald Mountain and some connectivity to

the Brooklyn and Fairview neighborhoods. They hope to work with Rocky Mountain Youth Corp to mitigate the area surrounding Blackmer Road, allowing ingress and egress to the mountain in addition to providing a fuel break.

Chief Cerasoli reported that Deputy Fire Marshal Middleton, Captain Oakland, Captain Hetrick and he attended the Colorado State Fire Chiefs Leadership Challenge conference in Keystone CO.

Call Numbers. Chief Cerasoli reported that the call volume for October 2022 rose compared to October 2021, experiencing a 4.2% increase over the last year. Comparing the past five years, calls for service in October 2022 showed an 23% increase compared to 2017.

Year-to-date calls for service for 2022 continue to see increases over last year, with an increase of 10.3% over 2021.

Calls for service to date in 2022 are 17.7% higher than 2017.

Fire Prevention. Chief Cerasoli reported that October 2022 fire prevention activity decreased by 26% compared to October 2021, while revenue for the same period was up 46%. Year-to-date activity is up 8% from the same period in 2021 and revenue is down 0.5%.

Chief Cerasoli reported the department completed the final fire alarm and fire sprinkler inspections on Emerald Mountain School's new classroom building.

Fire Department Training. Chief Cerasoli reported that the Department training in October included Aerial Apparatus Drills, Rope System drills, Water Supply Drills, Scene Size-Up Drills, Advanced Airway Drills, and Mega Codes Drills, as well as Ventilation of Structure Fires, Accountability and Command Board training.

Fire Chief Cerasoli reported that EMS training focused on Psychiatric Emergencies.

Public Education Events. Chief Cerasoli reported that the Department participated in Fire Prevention Week by bringing Ambulances and fire apparatus to local

elementary schools in October. Fire Prevention Week celebrated its 100th year with 2022's campaign: "Fire won't wait, plan your escape!" Children from Pre-school through Second Grade got to spend an hour with Firefighters doing scavenger hunts, playing escape route tag, stop drop and roll, discussing family safety plans and seeing up close the gear Firefighters wear during fires. Hundreds of children participated; for most of them, it was their first interaction because of the COVID gap.

Chief Cerasoli reported that one CPR class was taught by Firefighter Sponseller to Airport employees and Special events continued through October where AEDs were provided.

Status of Central Fire Station: Chief Cerasoli reviewed the updated budget for the new Central Fire Station with the Board. There is a desire for a geothermal system in the amount of about 3 million; however, due to the high cost, there are recommendations for an all-electric system with solar panels being a possible option. Discussion was had about the overall differences between the two systems. The Board discussed that the District's cash balance has only increased by about 2 million over the last two years. The project budget has doubled in the previous two years; the Board expressed concern about where the funding will come from. Contingency funding is being cut, making it possible for the opportunity to run into issues for which we would need contingency funding. The discussion was had regarding concerns about the delay in the project and possible cost increases.

FINANCIAL
MATTERS

Review and Consider Approval of October Claims: Ms. Buenavista reviewed with the Board the claims for the period ending November 21, 2022, totaling \$6,998.95.

Following review and discussion, upon motion duly made by Director Miller, seconded by Director Ihrig and, upon vote, unanimously carried, the Board ratified and approved the payment of claims for the period ending November 21, 2022, totaling \$6,998.95.

Review and Accept Cash Position Statement and Budget to Actual Report: Ms. Buenavista reviewed with the Board the Cash Position Statement for the period ending November

21, 2022 and the Budget to Actual Report for the period ending October 31, 2022.

Following review and discussion, upon motion duly made by Director Miller, seconded by Director Hannaway and, upon vote, unanimously carried, the Board accepted the Cash Position Statement for the period ending November 21, 2022 and the Budget to Actual Report for the period ending October 31, 2022.

Public Hearing to Consider Resolution to Adopt the 2023 Budget; Set Mill Levies; and, Appropriate Sums of Money: Upon motion duly made by Director Miller, seconded by Director Ihrig and, upon vote, unanimously carried, the Board opened the public hearing to consider the proposed 2023 Budget and discuss related issues.

Mr. Ross noted that a Notice stating that the Board would consider adoption of the proposed 2023 Budget and the date, time and place of tonight's public hearing was published 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. Buenavista reviewed with the Board the proposed 2023 budget, estimated revenues and mill levy scenarios, proposed 2023 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 Miller, seconded by Director Ihrig and, upon vote, unanimously carried, the Board approved a general operating mill levy of 9.242 mills.

The Board discussed taking the District's portion of the costs for the Type I Engine, in the amount of \$433,333, out of the 2023 Budget, as the Department will not receive the Engine until 2025.

Upon motion duly made by Director Ihrig, seconded by

Director Miller and, upon vote, unanimously carried, the Board closed the public hearing.

Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Miller and, upon vote, unanimously carried, the Board adopted the Resolution to Adopt the 2023 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, 2022.

The Board authorized Pinnacle Consulting Group, Inc. to transmit the 2023 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. Certification of Mill Levies need to be filed no later than December 15, 2022 and the 2023 Budget needs to be filed no later than January 31, 2023

Engagement of McMahan and Associates to perform 2022 Audit: Ms. Buenavista presented the Engagement of McMahan and Associates to perform the 2022 Audit to the Board and answered questions. Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Hannaway and, upon vote, unanimously carried, the Board approved the engagement of McMahan and Associates to perform 2022 Audit in an amount not to exceed \$8,200.

Discussion of payables and financial reporting processes: Ms. Buenavista discussed the payables process with the Board; direction was given to Pinnacle Consulting Group, Inc. to move the accounts payable processing to Bill.com

Ms. Buenavista proposed a new schedule for financial reports at the monthly Board meeting. It was discussed that, starting in December, the Board will review the Budget to Actual reports and Financial Statements one month in arrears. The Board requested to receive the cash position statement monthly with the most current balance available.

DIRECTOR
ITEMS

President's Comments: Director Gills commented on the water use agreements to verify no further information was needed.

Communications Committee: The consensus of the Board was to table the Communications Committee report until the December 12th regular Board meeting.

City-District Oversight Committee: Chief Cerasoli reported that Search and Rescue has not paid the District the 33% per the IGA for overhead charge and suggested the Board review the agreement with Search and Rescue. Chief Cerasoli also reported that Search and Rescue requested to use the third bay of the ambulance barn for the skid unit and the vehicle that carries the skid unit. He requested that the Board discuss this at an upcoming regularly scheduled Board meeting

Letter to Editor of Steamboat Pilot Newspaper: Director Gills presented the letter to the editor of the Steamboat Pilot Newspaper from the Board reporting that on the 9th, the paper released a statement "when public entities decide to endorse someone." Noting that the District did not endorse the candidate and requested a correction be made. On the 11th the editor made a statement correcting the District's endorsement of the candidate.

COMMUNITY
MATTERS

There are no Community Matters to come before the Board.

OTHER BUSINESS

Consider Cancellation of December 12, 2022 Regular Meeting: The Board discussed the cancellation of the December 12, 2022 Regular meeting and concluded there will be a regular Board meeting on December 12, 2022.

LEGAL MATTERS

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

Executive Session: Pursuant to § 24-6-402(4)(b) of the Colorado Revised Statutes, Director Miller moved that this regular public meeting of the Board of Steamboat

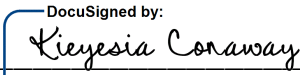
Springs Area Fire Protection District adjourn and, upon an affirmative vote of at least two-thirds of the quorum present, that the Board reconvene in Executive Session for the purpose of receiving legal advice on SB21-273 and SB22-238 pursuant to § 24-6-402(4)(b) of the Colorado Revised Statutes. Director Ihrig seconded the motion. The vote carried unanimously. Attorney Ross certified for the record that the Executive Session will constitute a confidential attorney-client communication and will not be recorded.

The Board went into Executive Session at 7:18 P.M. The Board did not engage in substantial discussion of any matter not enumerated in § 24-6-402(4)(b), C.R.S. The Board did not adopt any proposed policy, position, resolution, rule, regulation, or formal action. The Executive Session was adjourned at 7:51 p.m. on a motion by Director Miller, seconded by Director Ihrig and passed by the affirmative vote of all members.

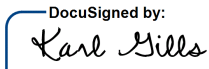
ADJOURNMENT


There being no further business to come before the Board, the meeting was adjourned at 7:51 P.M.

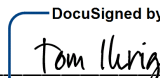
Respectfully submitted,

By: 
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE NOVEMBER 21, 2022 REGULAR MEETING OF THE STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:


Karl Gills


Randall Hannaway


Tom Ihrig

____ (Absent) ____
Adonna Allen

DocuSigned by:


Jason Miller