

**RECORD OF PROCEEDINGS**

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

December 12, 2022

A special meeting of the Board of Directors of the Steamboat Springs Area Fire Protection District (referred to hereafter as "Board") was convened on Monday, the 12<sup>th</sup> day of December 2022, at 5:00 P.M. at Centennial Hall in the Carver Room, 124, 10<sup>th</sup> 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  
Tom Ihrig, Treasurer  
Adonna Allen, Secretary  
Jason Miller, Director/Assistant Secretary

Also in Attendance Were:

Dino Ross, Esq.; Ireland Stapleton Pryor & Pascoe, PC  
(via videoconference)  
Jennifer Ondracek, Kieyesia Conaway, and Tiffany Skoglund; Pinnacle Consulting Group, Inc. (via videoconference)  
Chief Cerasoli; Steamboat Springs Fire Rescue  
Sean Walsh; Sean Walsh Consulting (via videoconference)  
Gary Suiter, City Manager; City of Steamboat Springs

Chairman Gills called the meeting to order at 5:04 P.M.

Chairman Gills 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 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 November 21, 2022 Regular Board 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 November 21, 2022 regular Board meeting as Amended to 1) on page 5 change f "impossible" to "possible" in regards to the IGA and the cost of the new fire station; 2) on page 6 "Director Allen motioned" to "Director Miller motioned" regarding the reserve funds; 3) on page 6 in regards to the new engine, the Department will be receiving it, not the District; and, 4) on page 8 regarding the letter to the editor, should state that the issue was specifically that the District did not endorse a candidate.

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 November regular Board meeting and answered questions. Mr. Walsh noted that he has reached out to community influencers and had successful thirty minute conversations with each of them and is pleased with their willingness to discuss their thoughts about the community and District. Mr. Walsh lead a discussion of having headshots and biographies on the website and the consensus of the Board to have their headshots taken following the January 2023 regular meeting.

Approval of the Agreement with Community Resource Services (CRS) to serve as the Designated Election Official for the May 2023 Election: Attorney Ross reviewed with the Board the proposed agreement with Community Resource Services (CRS) for its CEO, Sue Blair, to serve as the Designated Election Official for the May 2023 Election to the Board. Director Gills noted that on page 20 the agreement listed an incorrect district for the agreement. Ms. Skoglund will make that correction. Following discussion, the Board approved. Ms. Skoglund will have it executed and sent to Attorney Ross for his records.

Public Comment: There were no public comments.

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DEPARTMENT  
MATTERS

Chief's Report: Fire Chief Cerasoli reviewed with the Board the Fire Chief's written report, dated December 5, 2022 which includes activities of the Fire/Rescue, Training, and Fire Prevention Divisions.

**Notable Events.** Chief Cerasoli reported that the Department completed applications for Ambulance Licensing and permitting for 2023. Senate Bill 22-225, which the Colorado Legislature passed this year, will be transferring ambulance licensing responsibility from the County to the State of Colorado starting in July of 2024.

Chief Cerasoli reported that the steering committee and consultants for the Community Wildfire Protection Plan (CWPP) hosted four community outreach sessions throughout the county. The Steamboat Springs meeting was held at the County Courthouse and was well attended. Participants were able to relay concerns and thoughts on areas of focus with the completion of the CWPP.

Chief Cerasoli reported that the Routt County Office of Emergency Management has started re-writing the County's Mass Casualty Plan and Steamboat Springs Fire Department Paramedic Louis Gutschenritter has joined the steering committee to represent the Department. The County plans to have this completed by the middle of 2023.

Chief Cerasoli reported that the Prehospital Care Medical Conference sponsored by the Emergency Medical Service Association of CO (EMSAC) had four members of the Department in attendance. He noted that this is the largest conference in the region for prehospital emergency care, providing attendees with information on current trends in EMS, as well as a great opportunity to refresh continuing education hours.

Chief Cerasoli reported that members of the Department participated in conducting training during the Ski Patrol orientation weekend, providing a great opportunity for interagency interface with one of the primary partners of the Department, as well as an opportunity to review protocols used when patients from the ski area require advanced levels of EMS care and ambulance transport.

**Call Numbers.** Chief Cerasoli reported that the call

volume for November 2022 rose compared to November 2021, experiencing a 24% increase over the last year.

Year-to-date calls for service for 2022 continue to see increases over last year, with an increase of 26.7% over 2021.

**Fire Prevention.** Chief Cerasoli reported that in November 2022 fire prevention activity increased by 3.8% compared to November 2021, while revenue for the same period was up 33%. Year-to-date activity is up 7.9% from the same period in 2021 and revenue is up 2.32%.

Chief Cerasoli reported the department completed the final fire alarm and fire sprinkler inspections on the Sprung Tent at its new location at the mid-station of the Wild Blue Gondola.

**Fire Department Training.** Chief Cerasoli reported that the Department training in November included Lukas automated CPR device, Structure Fire Aerial Operations, CPR Mega Code response Drills and Hazardous Materials Response refresher training.

Fire Chief Cerasoli reported that EMS training focused on Emergency Care for Burn Patients.

**Public Education Events.** Chief Cerasoli reported that Firefighter/Paramedic Julie Wernig has taken over as the department's Public Education Coordinator. This position, as noted in the 2021 Fire Department Strategic Plan, makes every effort to meet the basic Public Education needs of the community and is looking to the future to implement a robust and comprehensive program.

Chief Cerasoli reported that the CPR Instructor Training course was conducted for department personnel to train additional staff to help provide non-profits, government agencies, and community groups with CPR training. The department provided Routt County Public Health with a CPR training course.

Chief Cerasoli reported that the department provided Tower Truck 6-1 to assist Santa in the lighting of the courthouse holiday tree and the ping-pong ball drop noting that Firefighters Troy Kuhl and Quint Friesell

helped Santa usher in the Holiday season!

Chief Cerasoli reported that the Department did not receive the SAFR Grant or the Colorado Youth Grant; he has requested information as to why the department did not receive the grant and will discuss with the Board when he has the information.

Status of Central Fire Station: Chief Cerasoli discussed the status of the Central Fire station with the Board, noting that the department is discussing using the ambulance barn as a temporary house for five new firefighters until the new station is complete. However, there are concerns with morale within the department in such tight living conditions. Chief Cerasoli noted that budgets need to be reviewed to see how many firefighters can be hired without grant funding, noting that current demands of the department are hard to meet without new hires.

NANCIAL  
MATTERS

Review and Accept Cash Position Statement and Budget to Actual Report: Ms. Ondracek reviewed with the Board the Cash Position Statement for the period ending December 12, 2022 and the Budget to Actual Report for the period ending October 31, 2022.

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 December 12, 2022 and the Budget to Actual Report for the period ending October 31, 2022.

Discuss Coordination of December Payables: Ms. Ondracek discussed with the Board how it would like to move forward with receiving the Payables starting in December. The Board concluded that it would like to remain with the current procedures and having the payables sent to Director Gills and Director Hannaway.

DIRECTOR  
ITEMS

President's Comments:

**Communications Committee:** Director Gills requested volunteers from the Board to participate on the Communications Committee. Following further discussion,

Director Miller and Director Hannaway will be the contact points for the Communications Committee, with Director Gills as a secondary contact.

Document Purging: Director Gills discussed the purging of the documents at the ambulance barn. Following further discussion, it was determined that Director Gills will gather possible dates and times and send them to Ms. Skoglund to coordinate a time that works for all Board members.

City-District Oversight Committee: Chief Cerasoli noted that there is no update for the City-District Oversight Committee.

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COMMUNITY MATTERS

There are no Community Matters to come before the Board.

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OTHER BUSINESS

Discussion of moving the February 20, 2023 Regular Meeting to February 27, 2023 due to President's Day: The Board discussed moving the February 20, 2023 meeting to February 27, 2023 due to Presidents Day. Following review and discussion, upon motion duly made by Director Miller, seconded by Director Hannaway and, upon vote, unanimously carried, the Board approved moving the February 20, 2023 to February 27, 2023 due to Presidents Day. Ms. Skoglund will ensure the 2023 Administrative Resolution and Transparency Notice are updated.

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LEGAL MATTERS

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

Executive Session: Pursuant to § 24-6-402(4)(e) of the Colorado Revised Statutes, Director Miller moved that this special 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 discussing Contractual Negotiations pursuant to § 24-6-402(4)(e) of the Colorado Revised Statutes. Director Hannaway seconded the motion. The vote carried unanimously. Attorney Ross certified for the record that the Executive Session will not constitute a confidential attorney-client communication and will be

recorded.

The Board went into Executive Session at 5:53 P.M. The Board did not engage in substantial discussion of any matter not enumerated in § 24-6-402(4)(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 6:09 p.m. on a motion by Director Miller, seconded by Director Hannaway 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 6:10 P.M.

Respectfully submitted,

By: *Kieyesia Conaway*  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE DECEMBER 12, 2022 SPECIAL MEETING OF THE STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

DocuSigned by:  
*Karl Gills*  
Karl Gills

DocuSigned by:  
*Randall Hannaway*  
Randall Hannaway

DocuSigned by:  
*Tom Herig*  
Tom Herig

DocuSigned by:  
*Adonna Allen*  
Adonna Allen

DocuSigned by:  
*Jason Miller*  
Jason Miller