

**RECORD OF PROCEEDINGS**

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

June 19, 2023

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 19<sup>th</sup> day of June 2023, at 5:00 P.M. at Alpine Bank, 1901 Pine Grove Road, Suite 101, 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 video conference)  
Kevin Mitts; Pinnacle Consulting Group, Inc.  
Jennifer Ondracek, Kieyesia Conaway, and Shannon McEvoy;  
Pinnacle Consulting Group, Inc. (via video conference)  
Chief Cerasoli; Steamboat Springs Fire Rescue  
Sean Walsh; Sean Walsh Consulting (via video conference)

Chairman Gills called the meeting to order at 5:02 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 May 15, 2023, Regular Board 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 May 15, 2023, Regular Board meeting as amended to reflect the following changes requested by President Gills;

- The spelling of Kevin's Brovansky's name needs to be revised to change "Devin" to "Kevin".
- The Brown Ranch Annexation paragraph from Chief Cerasoli currently states "Chief Cerasoli did not have an update on the status of the Central Fire Station," this needs to be changed to state there was no update on the status of The Brown Ranch Annexation.
- Under the Oaths of Office section, change "administ" to "administered".

District Management Report: Mr. Mitts reviewed with the Board the written District Management Report and answered questions.

Status report on communication activities by Sean Walsh Consulting: Mr. Walsh presented a status report on communication activities he has been working on, noting he is working on a solution that will enable the newsletter to be delivered to PO Boxes on the next round of distribution.

Public Comment: There was no public comment.

DEPARTMENT  
MATTERS

Fire Chief's Report: Fire Chief Cerasoli reviewed with the Board his written report, dated June 7, 2023, which includes the following activities of the Fire/Rescue, Training and Fire Prevention Divisions.

**Notable Events.** The fire department and the parks and recreation department have taken delivery of the chipper truck and expect delivery of the chipper on June 14<sup>th</sup>. Training on the equipment will be conducted in June and work on Emerald Mountain will start after training is complete.

Chief Cerasoli continues to attend the Brown Ranch Annexation meetings to provide input regarding the fire department's operational and capital needs.

The fire department was successful in a grant application for an automated CPR device. The fire department is waiting to hear on a state EMTS grant for a second device to be carried in primary response ambulances. The devices will assist the fire department during cardiac arrest events by providing CPR during difficult extrications and transport. The devices also help free up an individual provider for periods during which they can address other needs.

The fire department continues to work with the Deputy City Manager and other partners on the new central fire station which will now be called Station No. 1.

The fire department has been working on the update of the fire department's Strategic Plan. The updates have been discussed internally within the fire department and will be discussed with the Oversight Committee in June. The final draft will be presented in July 2023.

Lieutenant Devin Borvansky coordinated an in-house Water Tender academy for the newest group of firefighters. The academy takes the students through the basics of water tenders, rural water supply, and pump operations. The academy lasted four days with a final exam on the last day. Everyone successfully completed the academy and is now eligible to operate the fire department water tenders during rural structure fires and wildfire events.

The fire department had the annual fire pump testing during the month of May. Every year the fire department utilizes a third party to come to Steamboat and run the apparatus through rigorous testing to ensure they meet the NFPD standards and are ready for emergencies as they arise.

The fire department had their SCBA bottles flow tested by a third-party testing company. This test is also an NFPA standard that ensures the Self-Contained-Breathing-Apparatus (SCBA) are in working condition and will perform under high pressure.

The Fire Department conducted hose testing in May. Hose testing is performed in-house to meet the NFPA standards on an annual basis. Testing the hose helps to ensure the fire department will avoid unforeseen hose leaks or blow-

outs.

**Call Numbers.** The call volume for May 2023 decreased by 5.5% compared to May 2022. The calls for service are still seeing a significant increase (25%) compared to five years ago (2018). Year to date, the fire department has responded to 1274 calls for service; this is a 6.9% increase over 2022's calls for service.

**Fire Prevention.** In May 2023 fire prevention activity decreased by 21.5% compared to May 2022. Revenue for this same period is up 5.4%. Year to date activity is down 11.6% while revenue for the same period is up 9%.

**Fire Department Training.** The fire department training in May included mega codes, back to basics, aerial master stream operations, forcible entry, and swift water training.

EMS training focused on medical and traumatic injuries of the abdomen.

**Public Education Events.** Lieutenant Borvansky visited Steamboat Montessori School with over 100 children. Lieutenant Borvansky arrived in Tower 6-1, spoke about fire safety, and gave a tour of the fire department's newest arial apparatus.

Strawberry Park Elementary School's 1<sup>st</sup> graders visited the Central Fire Station on their tour downtown. During their visit they learned about fire safety, river safety, what firefighters wear during a fire and got to experience what it is like to spray a fire hose.

Leading up to Steamboat Springs High School prom, the Steamboat Springs Police Department sponsored Teen Safety Week. The Fire department participated in the Teen Safety Fair held at the Community Center on May 11<sup>th</sup>. The Fire Department had an informational booth that touched on such topics as river safety, cold injuries, substance abuse, calling 911, E-bike safety and E-battery fire hazards. The Fire Department engine company lead a vehicle extraction demonstration. Firefighters utilized hydraulic and battery-operated tools to perform various extrication techniques to highlight the severity of vehicle crashes.

On May 12<sup>th</sup> the fire department hosted Discovery Learning Center at the Mountain Station. Firefighters dressed in their bunker gear and showed the children what a firefighter looks like in case of a fire. The children also got to see the ladder go up Tower 6-1, spray the fire hose. They also learned about ambulance and fire safety.

On May 17<sup>th</sup> and 18<sup>th</sup> the fire district supported a community blood drive held at Colorado Mountain Community College.

Firefighter/Paramedics Friesell and Wernig trained volunteers of Mainstreet Steamboat as they gear up for the summer season. Participants learned about CPR/AED and basic first aid.

May 21<sup>st</sup> through-27<sup>th</sup> was National EMS Week. During this week the fire department chose to highlight bicycle safety. The fire department held a poster contest for elementary school aged children with the winner's artwork to be displayed along the core trail during the summer. The fire department teamed up with other departments in the city and Routt County Riders to create a bike safety video. Firefighter/EMT Fernandez spoke about the importance of safety while riding a bike, the ABCs of bike safety and the newly adopted city ordinance. During this week the fire department also launched the Shake Card campaign. With the gracious donations from Jonny B Goods, the fire department will be handing out free milkshake cards to children they observe practicing bike safety around town. To round out the week, fire department members teamed up with RCR at SSMS for their annual street smarts. Every morning fire district members gave a safety speech before the riders set out to learn and master the rules of the trail and roads on bicycles.

Firefighter/EMT Sanford wrapped up BLS CPR certifications for the members of Routt County Search and Rescue.

B-Shift hosted a Wildfire Preparedness Open House.

Public Education Coordinator/Firefighter/Paramedic Wernig joined Harvey on "Harvey's Huddle" to talk about National CPR/AED awareness week. The fire department will

be hosting pop-up hands only CPR training throughout the first week of June.

Central Fire Station: Chief Cerasoli stated that the City Council approved the budget for the Central Fire Station. The groundbreaking is June 20, 2023 and the contractor will start moving dirt on June 26, 2023.

Brown Ranch Annexation: Chief Cerasoli presented the Capital Impact Assessment and the draft version of the proposal between the District and the city for the Brown Ranch Annexation noting that 75% of the contribution will be covered by Brown Ranch. Chief Cerasoli stated that the plan is to start moving dirt on this project. To do so the annexation needs to happen as soon as possible.

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FINANCIAL  
MATTERS

Ratify claims for the period ending May 31, 2023, totaling \$463,237.23: Ms. Ondracek presented the claims for the period ending May 31, 2023, totaling \$463,237.23 and answered questions. Following review and discussion, the Board requested to have Ms. Ondracek re-present these claims at the July regular Board meeting for consideration.

Review and Accept Cash Position Statement, including District investments, for the period ending June 19, 2023, and Budget vs. Actual Report ending April 30, 2023: Ms. Ondracek reviewed with the Board the Cash Position Statement for the period ending June 19, 2023, and the Budget vs. Actual Report for the period ending April 30, 2023. Following review and discussion, upon motion duly made by Director Allen, seconded by Director Miller and, upon vote, unanimously carried, the Board accepted the Cash Position Statement for the period ending June 19, 2023 and the Budget vs. Actual Report for the period ending April 30, 2023.

2022 Audit Update: Ms. Ondracek presented the 2022 Audit update to the Board and answered questions. Ms. Ondracek stated that the Board would receive the draft Audit by June 30<sup>th</sup> via email and the auditor will be attending the July regular Board meeting to present the 2022 Audit.

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DIRECTOR

President's Comments: President Gills presented the

ITEMS

Steamboat Springs Fire Station & City Hall Groundbreaking - Save the Date to the Board and requested attendance at the June 20<sup>th</sup> event.

Discussion of City Council Action: President Gills reviewed his participation with city staff as part of the presentation to Council which reflected the terms approved at the District's Special Board Meeting on May 26, 2023 regarding the Board's proposed allocation of costs and warranties. The City Council requested that the 15-year warranty on the Boiler be reduced to 10 years. No other changes were requested by Council. Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Miller and, upon vote, unanimously carried, the Board agreed to reduce the period during which the District would not be expected to participate in boiler replacement for and reason from 15 to 10 years.

City-District Oversight Committee: Director Allen presented an update from the Oversight Committee. President Gills requested that Chief Cerasoli provide the five-year plan at the July regular Board meeting. .

Communications Committee: There was no Communications Committee update to bring before the Board.

COMMUNITY MATTERS

Director Allen stated that she had multiple community members inquire about the cost of the new fire station.

OTHER BUSINESS

Search and Rescue Communications on Building Updates: President Gills presented the Search and Rescue Communications and Building updates, noting they are wanting to pave an area for parking. Chief Cerasoli requested that they have a surveyor plot the land before any paving to make sure this area is within the District's boundaries. President Gills will work on these matters and report back to the Board.

LEGAL MATTERS

Attorneys' Report: Attorney Ross reviewed with the Board the June Attorneys' Report, including the proposed change in the retainer for 2024.

Executive Session

Pursuant to § 24-6-402(4)(e) 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 discussing central fire station contractual negotiations pursuant to § 24-6-402(4)(e) 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 not constitute an attorney-client communication and will be recorded.

The Board went into Executive Session at 6:36 P.M. The Board did not engage in substantial discussion of any matter not identified for discussion in the Executive Session. The Executive Session was adjourned at 6:50 P.M. on a motion by Director Hannaway, seconded by Director Miller and passed by the affirmative vote of all Board members. The regular session was reconvened.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Allen, seconded by Director Miller and, upon vote, unanimously carried, the meeting was adjourned at 6:52 P.M.

Respectfully submitted,

DocuSigned by:  
By: Kieyesia Conway  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE JUNE 19, 2023, REGULAR 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 Ihrig  
Tom Ihrig



DocuSigned by:

*Adonna Allen*

~~Adonna Allen~~

DocuSigned by:

*Jason Miller*

~~Jason Miller~~