

**RECORD OF PROCEEDINGS**

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

January 15, 2024

A meeting of the Board of Directors of the Steamboat Springs Area Fire Protection District (referred to hereafter as "Board") was convened on Monday, the 15<sup>th</sup> day of January 2024, via MS Teams audio/video platform. The audio/video platform was 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)  
Tiffany Skoglund, and Jennifer Ondracek; Pinnacle Consulting Group, Inc. (via video conference)  
Chief Cerasoli; Steamboat Springs Fire Rescue  
Sean Walsh; Sean Walsh Consulting (via video conference)  
Doug Shaffer; Fire Marshall, City of Steamboat Springs (via video conference)

Chairman Gills called the meeting to order at 5:04 P.M. Chairman Gills noted that information was changed on the website and was posted at Alpine Bank that the meeting was no longer in person and only being held online via MS Teams with information for the public to join the meeting.

Chairman Gills declared that a quorum of the Board was present, with five of five Board members in attendance.

ADMINISTRATIVE  
MATTERS

Agenda: The Board considered the approval of the agenda. Following review and discussion, the agenda was approved as amended to remove item I H - District Consolidation - Joella West, Steamboat Springs City Council.

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 December 11, 2023, regular Board meeting. Following review and discussion, upon motion duly made by Director Miller, seconded by Director Hannaway and, upon vote, unanimously carried, the Board approved the minutes of the December 11, 2023, regular Board meeting.

Resolution establishing Regular Meeting Dates and Location for 2024: Ms. Skoglund presented the Resolution establishing Regular Meeting Dates and Location for 2024 to the Board and answered questions. Following review and discussion, upon motion duly made by Director Hannaway, seconded by Director Miller and, upon vote, unanimously carried, the Board approved the Resolution establishing Regular Meeting Dates and Location for 2024.

District Management Report: Ms. Skoglund 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.

Public Comment: There was no public comment.

DEPARTMENT  
MATTERS

Fire Chief's Report: Chief Cerasoli reviewed with the Board his written report, dated January 8, 2024, which includes the following activities of the Fire/Rescue Training Division and the Fire Prevention Division.

**Notable Events.** Chief Cerasoli reported on the following matters:

UC Health YVMC requested Steamboat Springs Fire Rescue to assist in transporting patients between the hospital and the Urgent Care Facility due to a broken CT Scanner. This took place both the week before Christmas and over Christmas Day. The Department transported over 35 patients between the facilities during this time along with the very busy season. The Department was able to handle the situation due to the new staffing model and assistance from off-duty personnel.

In December, the Department and the hospital emergency department celebrated Dr. Cionni's retirement. Dr. Cionni has been with YVMC and UC Health for many years and has been a valuable participant and past medical director for the Department.

Numerous Department Firefighters attended the full day UC Health Trauma Conference in Steamboat. This conference is an annual review of a couple of the more significant local incidents along with the outcome and critical findings. This conference is always valuable training for the Department's personnel.

**Call Numbers.** The call volume for December 2023 increased by 15.6% compared to December 2022. The total number of calls for December 2023 is 138. Year to date, the Department's calls for service have seen a 6.8% increase over 2022's calls for service. The year-to-date calls compared to calls for service in 2018, have increased by 18.8%.

**Fire Prevention.** In December 2023 fire prevention activity increased by 36% compared to December 2022. Revenue for this same period is down 1.46%. Year to date activity is down 1.17%. Revenue for this same period is up 12.82%.

Chief Cerasoli reported that in 2023 Department personnel did 184 existing building inspections, 525 building permit reviews, 92 fire alarm permits/plan reviews/inspections, 48 fire sprinkler permits/plan reviews/inspections and 6 fire investigations.

**Fire Department Training.** The Department training in December included emergency scene communications, Pediatric medication administration, Relay Pumping, Air bag set-up and lifting, Fly the Wye, Maydays Drills, Storm water discharge training, and Ice Rescue.

EMS training focused on Pediatric Cardiac Arrest and RSI waiver training.

**Public Education Events.** Chief Cerasoli shared a report from Public Education Coordinator Firefighter/Paramedic Julie Wernig that included the following:

**CPR/AED Training:** The Department onboarded 6 new instructors with 4 additional firefighters actively being trained. The Department provided CPR instruction for roughly 375 people over 25 classes. Instructors continue to teach City and County employees, non-profits, teachers and students within the school district. Instructors worked alongside law enforcement agencies to ensure all members of the Sheriff's Office and Steamboat Springs Police Department are certified in CPR/AED and First Aid. In addition to these classes, Department personnel attended two Farmer's Markets, promoting the importance and the instruction for "Sidewalk" CPR and bleeding control. The Department also hosted "pop up" sidewalk CPR stations around the community the first week of June during National CPR/AED awareness week.

EMS Council purchased new CPR and Stop the Bleed equipment for first responders to train with and educate the public. They equip the team of instructors around the County with adult and infant CPR mannequins equipped with feedback capabilities, first aid teaching supplies, and Stop the Bleed equipment. Stop the Bleed equipment includes hemorrhage control simulators for extremities and junctional wounds.

**Station Tours:** The warmer days brought the season of Station Tours. On- and off-duty crews hosted community members of all ages at both the Central and Mountain Fire Stations. Overall, 15 Station Tours, totaling 401 people, got a snapshot of the day in the life of Department Firefighters. Tours consisted of spraying the fire hoses, bucket rides in tower-61, ambulance tours, gear familiarization, and safety tips.

**AED Program:** The Department has 7 AEDs and distributes them for special events that occur around the town. Throughout the year, the AEDs were used at 13 major events totaling 35 days.

**Fire Extinguisher Training:** This year the Department purchased a new fire extinguisher trainer. The Department has been able to provide proper extinguisher training to 50 high school students, as well as Senior residents at Selby Apartments and Mountain View Manor.

**Car Seat Technician and Install Program:** This August the Department hosted Colorado State Police, who provided a car seat technician certification course. This 40-hour course goes into detail on the proper installation of car seats. The Department now has 10 technicians available for installations. Firefighter Derek Diamond is taking the reigns in organizing the Car Seat Program, ensuring that community members have an accessible way to get their car seats installed.

**Vial of Life:** Jared Kennedy has taken the reigns with reigniting a valuable program that "is designed to speak for you when you can't speak for yourself". Each packet contains important medical information that can assist emergency personnel in administering the proper medical treatment. The relaunch began in late fall. The Department now has "kits" stocked on each apparatus for dispersal. The Department will be tracking kits that are given out along with visiting targeted populations within the community, further developing relationships between the community and the Department.

**Fire Prevention Week:** The Department was able to reach all of the primary schools this fall during the NFPA's annual Fire Prevention Week. During the week, the Department visited with students aging from pre-k to 5<sup>th</sup> grade, totaling over 600 students. Schools included Sleeping Giant Elementary, Strawberry Park Elementary, Soda Creek Elementary, Steamboat Montessori, and Emerald Mountain School. Students learned about fire safety topics, such as family escape route and meeting place planning, stop drop and roll, and how to stay low under smoke.

**Bike Safety Week:** The Department participated alongside Routt County Riders in their 3-day annual Street Smarts for bike safety. Events included Firefighters speaking to Middle School Students about bike safety, such as helmets, clothing, shoes, night riding, speed limits, and crosswalks. Firefighters also participated in group rides that guide students through a route around town while discussing all rules of the road. During Street Smarts, Department personnel engaged with roughly 100 students. In addition to Street Smarts, the Department partnered with Johnny B Goods in handing out 50 "Free Milkshake" cards to children who observe practicing bike safety.

**Steamboat Springs Fire Rescue Open House:** In September, the Mountain Station opened its doors and fired up the grill to host another successful open house. With over 700 people in attendance, the weather was perfect to showcase apparatus, eat some delicious food prepared by Department staff and provide fun-filled activities for all ages. The Department partnered with Classic Air Medical, which landed their medical helicopter and provided the community with insight into air medical service.

**Other Events:**

- Teen Safety Fair
- 4<sup>th</sup> of July Parade
- Community BBQ
- Touch A Truck event and Promotional Video
- Light Up the Night
- Halloween Stroll with over 2000 pieces of candy handed out.
- Santa's Big Red Sleigh Tour
- Summer and Holiday Food Drive for Lift-Up and Promotional Videos
- City of Steamboat Springs Bike Safety Video

Discussion of Fire Station No. 1: Chief Cerasoli provided an update on the construction of Fire Station No. 1. The steel delivery for Station No.1 came on January 2. Another crane has been brought in to ensure timing is on track. When the steel work is done, there will be a new construction schedule distributed.

Brown Ranch Annexation: There are no updates on the Brown Ranch Annexation.

FINANCIAL  
MATTERS

Ratify claims for the period ending December 31, 2023, totaling \$11,620.95: Ms. Ondracek presented the claims for the period ending December 31, 2023, totaling \$11,620.95 and answered questions. Following review and discussion, upon motion duly made by Director Allen, seconded by Director Ihrig and, upon vote, unanimously carried, the Board approved the claims for the period ending December 31, 2023, totaling \$11,620.95.

Review and Accept Cash Position Statement, including District investments, for the period ending January 15, 2024, and Budget vs. Actual for the period ending November 30, 2023: Ms. Ondracek reviewed with the Board the Cash Position Statement for the period ending January 15, 2024, and the Budget vs. Actual for the period ending November 30, 2023. Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Miller and, upon vote, unanimously carried, the Board accepted the Cash Position Statement for the period ending January 15, 2024 and the Budget vs. Actual for the period ending November 30, 2023.

2024 Adopted Budget: Ms. Ondracek discussed the 2024 Adopted Budget with the Board and answered questions, noting that the Assessed Value of taxable property within the boundaries of the Town and the District came in higher than expected; however, revenue was lost due to the statutory decreases in the assessment rates.

Current Status of Special District Backfill and Calculations: Attorney Ross and Ms. Ondracek presented the current status of special district backfill and calculations to the Board and answered questions, noting there will be more information to come prior to the funds being received in the spring of 2024.

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DIRECTOR  
ITEMS

President's Comments: President Gills had no comments to present.

City-District Oversight Committee: There was no update from the City-District Oversight Committee.

Communications Committee: There was no update from the Communications Committee.

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COMMUNITY  
MATTERS

Chief Cerasoli reported there will be a "beam signing" at the Fire Station No. 1 for everyone to sign. Board members are welcome and the Chief will send out more information.

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OTHER BUSINESS

Update on Search and Rescue Communications on Building: Chief Cerasoli reported that the chairman has changed. Chief Cerasoli and Director Gills will work with the

Search and Rescue Team for more information.

LEGAL MATTERS

Attorneys' Report: Mr. Ross presented the Attorney's Report to the Board and answered questions.

First Amendment to District - City IGA that memorializes the limits on the District's Financial Contributions to the Station No. 1 construction: Attorney Ross presented the First Amendment to the District - City IGA that memorializes the limits on the District's financial contributions to the Station No. 1 construction and answered questions. Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Miller and, upon vote, unanimously carried, the Board approved the First Amendment to the District - City IGA with the changes identified by the Board, which , Attorney Ross will incorporate.

Resolution Adopting the 2021 Edition of International Fire Code with Local Amendments: Attorney Ross presented the Resolution adopting the 2021 Edition of the International Fire Code with Local Amendments and answered questions. Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Miller and, upon vote, unanimously carried, the Board approved the Resolution adopting the 2021 Edition of International Fire Code with Local Amendments.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:09 P.M.

Respectfully submitted,

DocuSigned by:  
By: Kieyesia Conaway  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE JANUARY 15, 2023, REGULAR MEETING OF THE STEAMBOAT SPRINGS AREA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

DocuSigned by:

*Karl Gills*

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*Randall Hannaway*

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*Tom Hrig*

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*Adonna Allen*

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*Jason Miller*

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