

**RECORD OF PROCEEDINGS**

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

March 18, 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 18<sup>th</sup> day of March 2024, 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 (Via video conference)  
Randall Hannaway, Vice-President  
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 video conference)  
Tiffany Skoglund, Kevin Mitts and Jennifer Ondracek;  
Pinnacle Consulting Group, Inc. (via video conference)  
Chief Cerasoli; Steamboat Springs Fire Rescue  
Sean Walsh; Sean Walsh Consulting (via video conference)

Director Hannaway called the meeting to order at 5:01 P.M.

Director Hannaway declared that a quorum of the Board was present, with four of five Board members in attendance. After a quorum was established, Director Gills chaired the meeting.

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

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ADMINISTRATIVE  
MATTERS

Agenda: The Board considered the approval of the agenda. Following review and discussion, the agenda was approved as presented.

Disclosure of Potential Conflicts of Interest: Director Hannaway 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 February 26, 2024, regular Board meeting. Following review and discussion, upon motion duly made by Director Hannaway seconded by Director Ihrig and, upon vote, unanimously carried, the Board approved the minutes of the February 26, 2024, regular Board meeting, as amended to correct spacing and spelling of Joella West's name.

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, noting he is starting the April newsletter. Mr. Walsh will be meeting with Chief Cerasoli to gather ideas and additions for the newsletter; please send any ideas for the newsletter to Mr. Walsh.

911 Yampa Update: Director Ihrig presented the 911 Yampa Update to the Board and answered questions, noting that he and Director Hannaway met with the Search and Rescue Board., and The Board would like to pull the doors forward to accommodate larger vehicles and add a concrete pad to the north side for additional parking. The Board also wants to add a bay, however it is not feasible at this time. Director Gills noted the dual ownership of space for the proper placement of the concrete pad for the additional parking.

Property Owners being Taxed by City and District after Annexation: Chief Cerasoli discussed the Property Owners being taxed by City and District after their properties have been annexed. Chief Cerasoli researched the County Assessors records and determined there are approximately

65 properties that have been annexed into the City but have not been excluded from the District. Director Gills stated that the District needs to get in touch with the City and find out if the District was notified of the annexations. Mr. Ross stated that the District cannot unilaterally exclude property from its jurisdiction. The property owners need to petition the District Board to exclude their properties. There is a detailed statutory procedure the District Board must follow to exclude the properties. Attorney Ross stated that the solution moving forward is for the City's standard annexation agreement to include a provision that requires the property owner seeking annexation to petition the District Board for exclusion within 30 days of their property being annexed to the District.

Public Comment: There was no public comment.

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DEPARTMENT  
MATTERS

Fire Chief's Report: Chief Cerasoli reviewed with the Board his written report, dated March 7, 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:

Firefighter/EMT Kellie Wilcoxon has completed her Paramedic Education Training and passed her National and State certifications. Killie will be working through the Department's field training and should be acting as an independent paramedic in the upcoming weeks.

The Department had a successful hiring process resulting in the Department's newest Firefighter/EMT, Katie Brodie. The Department received a total of 70 applications and interviewed nine well-qualified candidates. Katie lives in Steamboat Springs and has been a member of the Steamboat Ski Patrol and the West Routt Fire Protection District, coming to the Department with fire and medical experience.

The Fire Chief and Deputy Fire Chief sat down with each shift for updates on significant events happening throughout the City of Steamboat Springs at the Department. This is an opportunity for each shift to ask

questions, voice concerns, and discuss needs.

The Department again participated in the Incident Command Structure for the Winter Carnival event.

Great progress is being made on the new central Fire Station #1. The team continues to work on details throughout the building.

The Routt County Operating Plan for wildfire response was updated for 2024. This plan outlines the cooperation and agreements between Routt County, fire districts, state, and federal agencies.

The Routt County Wildfire Mitigation Council has been working hard on defining how the organization will help facilitate the implementation of the Community Wildfire Protection Plan. There is a stakeholder meeting on March 29<sup>th</sup> and the annual conference is planned for late April/early May.

The Department continues to learn about and work towards the new state ambulance licensing requirements.

The Department is working hard on getting data together and entered a portal for a Medicate/Medicaid review. This process is required for the ambulance service to continue to receive full revenue from the Medicare/Medicaid patients. The Department is expecting completion of this project by the first of May.

**Call Numbers.** The call volume for February 2024 increased by 18% compared to February 2023. The total number of calls for February 2024 is 315. Year to date, the Department's calls for service have seen a 19% increase over 2023's calls for service. The year-to-date calls compared to calls for service in 2019, have increased by 27.5%.

**Fire Prevention.** In February 2024 fire prevention activity decreased by 4.3% compared to February 2023. Revenue for this same period is up 64%. Year to date activity is down 13% compared to the same time in 2023 and revenue year to date is up 40% as compared to the same period in 2023.

A fire was investigated in the pump house for the Marabou municipal water system.

**Fire Department Training.** The Department training in February included childbirth, communications, fire equipment review, fire behavior and flow path.

EMS training focused on EMS call review with Medical Director Dr. David Richter.

**Public Education Events.** Chief Cerasoli reported that the Department hosted the Colorado Burn Camp, where over 50 camp members and counselors from across the USA come together for a week in Steamboat Springs. The Department has hosted the camp for dinner and games spanning over 20 years.

Firefighter/Paramedic Werning attended the inaugural "Steamboat Stepping on Course" as a community expert. Wernig led the discussion with the seven class members to speak about various safety topics. Discussion was had on the Vial of Life program, sidewalk and crosswalk safety, smoke alarms and CO detectors along with reflective vests.

The Vial of Life organization handed out eight kits to Steamboat Residents.

Firefighter/Paramedic Wernig and a Firefighter/EMT taught two Heartsaver CPR/AED and First Aid courses for Steamboat School District employees, totaling 14 people. These courses wrapped up the Department's CPR courses for the 23/24 school year.

Firefighter/Paramedic Wilcoxon, Firefighter/EMT Benson, and Firefighter/EMT Sanders performed car seat installations for community members.

Firefighter/Paramedic McGovern hosted the homeschooled students of Steamboat at the Central Station to talk Fire Safety and First Aid.

Discussion of Fire Station No. 1: Chief Cerasoli updated the Board on the construction of Fire Station No. 1, noting that the Station now has some walls in place.

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

District Consolidation Update: Chief Cerasoli reported that he reached out to surrounding Chiefs and they are setting up a Chiefs only meeting with the five surrounding Districts the first part of April.

FINANCIAL  
MATTERS

Ratify claims for the period ending February 29, 2024, totaling \$15,132.61: Ms. Ondracek presented the claims for the period ending February 29, 2024, totaling \$15,132.61 and answered questions. Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Gills and, upon vote, unanimously carried, the Board approved the claims for the period ending February 29, 2024, totaling \$15,132.61.

Review and Accept Cash Position Statement, including District investments, for the period ending March 18, 2024, and Unaudited Financial Statements for the period ending January 31, 2024: Ms. Ondracek reviewed with the Board the Cash Position Statement for the period ending March 18, 2024, and the Unaudited Financial Statements for the period ending January 31, 2024. Following review and discussion, upon motion duly made by Director Ihrig, seconded by Director Gills and, upon vote, unanimously carried, the Board accepted the Cash Position Statement for the period ending March 18, 2024 and the Unaudited Financial Statements for the period ending January 31, 2024.

Station No. 1 Expense Update: Ms. Ondracek presented to the Board a financial update on the Station No. 1 construction project and answered questions. Director Gills suggested upon completion of the project, an audit on the expenses billed by the City to the District for Station No. 1 project. While he did not suspect any irregularities, given the scope of the project and its linkage to the city hall project he felt this might be prudent. The board agreed that this should be considered. Director Gills will contact the City Finance Director to discuss. The manager will contact our current accounting firm to obtain an estimate of the costs that might be associated with such an audit.

Update on Unaudited December 31, 2023 Financials: Ms. Ondracek provided an update on the Unaudited December 31, 2023 Financials with the Board and answered questions.

Update on 2023 Audit: Ms. Ondracek provided an update on the 2023 Audit, which is in the fieldwork stage. She anticipates no issues or holdups.

DIRECTOR  
ITEMS

President's Comments: President Gills had no comments.

Wildland Fire Conference: President Gills discussed the upcoming Wildland Fire Conference and informed the Board that a notice and agenda will need to be posted if a quorum may attend.

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

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

COMMUNITY  
MATTERS

There were no Community Matters to present to the Board.

OTHER BUSINESS

Director Hannaway stated that he met with a website company, and they will be working on the website to ensure ADA compliance by July 1<sup>st</sup>.

LEGAL MATTERS

Attorneys' Report: Attorney Ross presented the attorney's report and an update on the pending Colorado legislation being monitored through his firm's Legislative Tracker.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:08 P.M.

Respectfully submitted,

DocuSigned by:  
By: Kieyesia Conaway  
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Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE MARCH 18, 2024, 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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Karl Gills

DocuSigned by:  
*Randall Hannaway*  
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Randall Hannaway

DocuSigned by:  
*Tom Hrig*  
\_\_\_\_\_  
Tom Hrig

\_\_\_\_ (absent) \_\_\_\_\_  
Adonna Allen

DocuSigned by:  
*Jason Miller*  
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Jason Miller