

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTH-WEST FIRE PROTECTION DISTRICT
HELD
October 9, 2024

A Regular meeting of the Board of Directors of the North-West Fire Protection District (referred to hereafter as "Board") was convened on Wednesday, the 9th day of October 2024, at 6:00 P.M., at Fire Station No. 2, 21455 Highway 285, Fairplay, CO and via Zoom video.

ATTENDANCE

Directors in Attendance Were:

Tim Zingler, President (Via Videoconference)
Jeff Streeter, Vice President (Via Videoconference)
Maria Mitchell, Treasurer (Via Videoconference)
Cory Kritzmire, Secretary (Via Videoconference)

Also, in Attendance Were:

Chief Olme; North-West Fire Protection District
Captain John Waddick; Firefighters - Greg Dumas,
Kevin Essary, Charlyn Smith, Tom Nolan; North-West
Fire Protection District
Tiffany Skoglund, Wendy McFarland; Pinnacle
Consulting Group, Inc (Via Videoconference)
Emily Powell, Esq.; Ireland Stapleton Pryor & Pascoe,
PC (Via Videoconference)

Chairman Zingler declared that a quorum of the Board was present, with four of four members in attendance. There is one vacancy on the Board.

ADMINISTRATIVE MATTERS Call to Order: Chairman Zingler called the meeting to order at 6:00 P.M.

Approval of Agenda: The Board considered the approval of the agenda. Following review and discussion, upon motion duly made by Director Kritzmire, seconded by Director Streeter, and upon vote, unanimously carried, the agenda was approved as presented.

Disclosure of Potential Conflicts of Interest: Chairman Zingler inquired whether there were any

potential conflicts to disclose by Board members present, which have not already been adequately disclosed. Director Streeter noted that his son is a full-time employee with the District, therefore he will refrain from participating in any salary discussions or decisions as part of the 2025 Budget.

Minutes: The Board reviewed the minutes of the September 19, 2024, Regular Board meeting. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board approved the minutes of the September 19, 2024, Regular Board meeting, as presented.

Public Comment: There were no Public Comments to come before the Board.

Directors' Items: There were no Directors' Items to come before the Board.

PERFORMANCE
REVIEW OF
FIRE CHIEF

Director Kritzmire made a motion to go into executive session pursuant to C.R.S. § 24-6-402(4)(f) for the purpose of discussing personnel matters related to the quarterly review, evaluation, and discussion regarding the performance of the Fire Chief. Director Mitchell seconded the motion; motion carried unanimously. The Board went into executive session at 6:06 p.m.

Present at the executive session were Directors Tim Zingler, Jeff Streeter, Maria Mitchell, and Cory Kritzmire; District Legal Counsel, Emily Powell; District Manager, Tiffany Skoglund; and District Accounting Manager, Wendy McFarland.

The Board came out of executive session at 6:21 p.m. No decisions or actions were taken in the executive session.

DEPARTMENT
MATTERS

Discussion and Approval of Contracts for Designated Election Official (DEO) for 2025:

District Manager Skoglund presented and answered questions regarding Sue Blair's and Sarah Shepard's DEO proposals, with the clarification the Board had requested. Following review and discussion, upon motion duly made by Director Streeter, seconded by

Director Mitchell and, upon vote, unanimously carried, the Board determined to proceed with contracting with Circuit Rider for Sarah Sheperd to serve as the District's Designated Election Official for the May 2025 Election.

Chief's Report: Chief Olme reviewed her written report with the Board detailing September activity, noting there were a total of 50 calls in September: 3 Fires (1 Wildland and 2 Mutual Aid Wildland), 21 Medicals, 7 Vehicle Accidents (1 with injuries) and 19 "Other" calls; short term rentals were at 10% and 561 calls in 2024.

Operations/Personnel Matters: Chief Olme's report noted that the District's responses to short-term rentals account for 8.6% of its total responses for July, and there was a total of 454 calls for 2024 to date.

Vehicles/Equipment Status: Chief Olme reported that Engines 41 and 42 are in service. The white tender is in service, and crews have been utilizing it. Issues exist with several other trucks but nothing major. The Ladder truck and 3,000-gallon tender still have issues. As of right now, the Vehicles are in decent shape.

Station Nos. 1 and 2/Facilities: Screens have been installed in all the windows in Station 2. One of the Garage door windows will be replaced in the workout room. The boiler was inspected and found to have issues; it is in the process of being fixed now. One bay door had a door-spring break and is currently out of service; staff are looking to have it repaired soon.

Grant Funds: Chief Olme's report had nothing to report on Grant Funds this month.

HazMat: Chief Olme's report had nothing to report on Hazmat this month.

Fire Prevention/Public Education: Chief Olme reported that Fire Prevention Week is currently happening this week, from October 6-12. The Open House will be this Saturday, October 9th at 11 am - 2 pm at Station #2.

Training: Chief Olme reported that Lieutenants Streeter and Teuton are currently in the Public Safety Leadership Development Program. This is the program that all offices and drivers will eventually attend. Approximately fifty percent of the staff has already completed this program.

Chief Olme reported The Fire Leadership Challenge will be held Monday, October 1st - 25th in Keystone. Seven staff members and the Chief will attend.

Wildland: Chief Olme noted that the District currently does not have any vehicles out or available. They are only available for local use.

Capital Improvement Plan: No updates.

Strategic Plan: No updates.

Expenditure Requests: Chief Olme requested to spend the 2024 Capital Budgeted funds of \$35,000 to purchase five more radios, mobile radios, microphones and other accessories needed. Following review and discussion, upon motion duly made by Director Streeter, seconded by Director Mitchell and, upon vote, unanimously carried, the Board voted to purchase five more radios, mobile radios, microphones and other accessories needed, at a total cost not to exceed the \$35,000 2024 Capital Budget.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. McFarland reviewed expenditures with the Board for the period September 1, 2024, through September 30, 2024, totaling \$330,637.45. Following review and discussion, upon motion duly made by Director Streeter, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period September 1, 2024, through September 30, 2024, totaling \$330,637.45.

Review and Accept Unaudited Financial Statements for the period ending August 31, 2024, and Cash Position Statement for the period ending September 30, 2024: Ms. Mc Farland reviewed with the Board the Unaudited Financial Statements for the period ending August 31, 2024 and Cash Position Statement ending September 30, 2024 and answered Questions. Following review and

discussion, upon motion duly made by Director Kritzmire, seconded by Director Streeter and, upon vote, unanimously carried, the Board accepted the Unaudited Financials Budget Vs Actual for the period ending August 31, 2024, and the Cash Position Statement for the period ending September 30, 2024.

Review Draft 2024 Budget: Ms. McFarland presented the Draft 2024 Budget to the Board and answered questions.

LEGAL MATTERS Attorney's Report: Attorney Powell reviewed the written Attorney's Report with the Board and answered questions.

COMMUNITY MATTERS There were no Community Matters to bring before the Board.

OTHER BUSINESS There was no Other Business to bring before the Board.

ADJOURNMENT There being no further business to come before the Board, the meeting was adjourned at 7:16 P.M.

Respectfully submitted,


DocuSigned by:
Jeffery Spalend
By: _____
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Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE OCTOBER 9TH, 2024, REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

DocuSigned by:
[Signature]
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Tim Zingler

Signed by:
Jeff Streeter
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Jeff Streeter

DocuSigned by:
Maria Mitchell
FBBA1277A20B496...
Maria Mitchell

Signed by:

4B1A240319BB41A
Cory Kitzmire