

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
NORTH-WEST FIRE PROTECTION DISTRICT
HELD
April 10, 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 10th day of April 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
Tiffany Skoglund, and Wendy McFarland; Pinnacle Consulting Group, Inc (Via Videoconference)
Dino Ross, 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 6:02 P.M.

Approval of Agenda: The Board considered the approval of the agenda. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Kritzmire, 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. There were no potential conflicts to

disclose by the Board members present.

Minutes: The Board reviewed the minutes of the March 13, 2024 regular Board meeting. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Streeter and, upon vote, unanimously carried, the Board approved the minutes of the March 13, 2024 regular Board meeting, as presented.

Update on Designated Election Official for May 2025 Election: Ms. Skoglund gave an update to the Board regarding the Designated Election Official for the May 2025 Election, noting she is still waiting on Sue Blair to send her a final contract for DEO services to present to the Board.

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

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

DEPARTMENT
MATTERS

Chief's Report: Chief Olme reviewed with the Board her written report detailing March activity, noting there were a total of 62 calls in March: 2 Fire (1 vehicle and 1 Structure-Mutual Aid District 6), 18 Medicals, 22 Vehicle Accidents and 20 "Other" calls.

Operations/Personnel Matters: Chief Olme reported that the District's responses to short-term rentals account for 17.7% of its total responses for March, and there was a total of 213 calls for 2024 to date.

Driver Promotions: Chief Olme reported that all staff are trained to drive, and everyone performed well. Four staff members, Nick Bell, Kevin Essary, Jesse McDonald, and Greg Dumas were promoted to Drivers. As of May 1st, all three shifts will be fully staffed.

Vehicles/Equipment Status: Chief Olme gave an update on current engines, noting that she is still waiting for Milan to receive the parts to repair the current Tenders he has been working on. Chief Olme requested to move the purchase request for a new Type 3 Engine to Item II-B - Review and Consider Expenditure Requests.

Station Nos. 1 and 2/Facilities: Chief Olme had nothing to report on Station Nos. 1 and 2 this month and noted that she is still looking for a location for a possible Station No 3.

Grant Funds: Chief Olme had nothing to report on Grant Funds this month. Chief Olme reported that Chief Green is writing a grant letter for a potential Tender. As a District, they will look for more grant opportunities in the future.

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

Fire Prevention/Public Education: Chief Olme reported that the monthly school Risk Watch program is ongoing; this month it is focusing on bike and pedestrian safety.

Training: Chief Olme reported the Auto-X training is being held in Arvada in May. This will ensure all staff are trained for dispatch. The District will participate in an Active Shooter drill in July alongside EMS, Police, Dispatch, etc. within the county to have a refresher and Nick Streeter will take the lead for the District.

Wildland: Chief Olme reported that the District is preparing for the Annual refresher, which will be complete by May 1, 2024. Type 3 and 6 engines are available nationally and crews are ready to deploy as fires are already starting.

Upcoming Projects: Chief Olme reported that the CEPA Project for Lieutenants is still in progress. There has been one meeting where they have compiled data to find gaps and weaknesses in the County to start filling in.

Strategic Plan: Chief Olme noted that the Strategic Plan is still in process at this time.

Capital Improvement Plan: Chief Olme noted she is working with Ms. McFarland and Ms. Adler on the Capital Improvement Plan.

Complete Wireless Technologies: Chief Olme reported

that a quote came in for three radios. These were budgeted in the 2024 budget and Chief Olme asked to spend what was budgeted for the radios. Following review and discussion, upon motion duly made by Director Streeter, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved the purchase of the radios, not to exceed \$20,000.00 and requested that Chief Olme negotiate as best as possible for six radios, three with all accessories, and ensure they will be preprogramed.

Expenditure Requests: Chief Olme presented the purchase request from Pierce Dealer for a Type 3 Engine that was provided to the Board via email earlier in the day on April 10, 2024. Chief Olme reported that she was contacted by the Pierce dealer concerning a Type 3 Engine demo model that would be ready for delivery in August 2024. The cost provided for the Type 3 Engine is \$578,842.00. Discussion of the Board included the financial obligations the Board holds to the District and, although understanding the need for a new tender, the Board expressed that it does not feel this is the correct time for the District to move forward with the purchase. The Board requested that Chief Olme begin to finalize the Capital Improvement Plan and Strategic Plan for the District. These documents will help guide the Board in the future when making large purchases and identifying the needs of the District. Following review and discussion, the Board decided to not move forward with the Type 3 Engine purchase from the Pierce dealer.

FINANCIAL
MATTERS

Ratify Payment of Claims: Ms. McFarland reviewed expenditures with the Board for the period March 1, 2024, through March 31, 2024, totaling \$312,354.57. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period March 1, 2024, through March 31, 2024, totaling \$312,354.57.

Budget vs. Actual Report and Cash Position Statement: Ms. McFarland reviewed with the Board the Budget vs. Actual Report for the period ending February 29, 2024, and the Cash Position Statement for the period

ending March 31, 2024. Discussion was had regarding operating reserves, noting that the Board would like to work towards building its reserves to be able to ensure District financial stability in the future. Following review and discussion, upon motion duly made by Director Mitchell, seconded by Director Kritzmire and, upon vote, unanimously carried, the Board accepted the Budget Vs. Actual Report for the period ending February 29, 2024, and the Cash Position Statement for the period ending March 31, 2024.

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

Legislative Update: Attorney Ross presented the Legislative Update to 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.

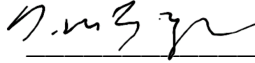
ADJOURNMENT There being no further business to come before the Board, upon motion duly made by Director Streeter, seconded by Director Kritzmire and, upon vote, unanimously carried, the meeting was adjourned at 7:35 P.M.

Respectfully submitted,

DocuSigned by:
By: Kieyesia Conaway
Secretary for the Meeting


THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE APRIL 10, 2024, REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

DocuSigned by:




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Tim Zingler

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Jeff Streeter

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Maria Mitchell

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Cory Ritzmire