

Minutes
Summit Fire & EMS Fire Protection District
Regular Board Meeting
Tuesday April 18, 2023
0035 County Shops Road, Frisco, CO
with TeleCon Attendance Option Available

Call to Order:

The Regular meeting of the Summit Fire & EMS Fire Protection District ("District") Board of Directors ("Board") was called to order at 12:30 PM.

Roll Call:

Board Members present were Lori Miller, Joe Ben Slivka, Linda St. John, Dan Johnson, and Jen Barchers. Staff members in attendance were Fire Chief Travis Davis, Deputy Chief John Wilkerson, Division Chiefs Kim McDonald and Rick Ihnken, Battalion Chiefs Ryan Cole and Kevin Skaer, EMS Coordinator Joe Hemelt, Captains Matt Brewer and Steve Wantuck, Wildland Coordinator Kyle Iseminger, Wildland Specialist Hannah Ohlson, Engineer/Local 4528 President Chris Romano, Engineers Dennis Jackson and Aaron Ferdig, Firefighter Medics Karen Hilton and Tony Marzo, Paramedic Matt Parker, Firefighter Technician Chris Cuculis, Firefighter Tony Crisofulli, EMT Justin Briggs, Community Resource Officer Steve Lipsher, Accounting Supervisor Jessica Fuller, EMS Billing & Coding Specialist Gayle Cottingham, Admin Tech Ginger Hatton, Board Secretary/Finance Manager Mary Hartley, and Legal Counsel Emily Powell.

Guests:

John Paul LeChevallier, Signing Director with CLA
Amy Breyer
Eric Johnson, HCTC Training Captain
Laura Kennedy, Town of Silverthorne Director of Finance & Administrative Services

Approval of Agenda:

M/S/P St. John and Johnson to approve the agenda as presented.
Vote: All in favor, none opposed.

Update On Silverthorne Fire Station

Chief Davis opened the meeting with an update on the status of the Silverthorne Fire Station work that had been completed since the March Board meeting. Chief Davis reported working on expediting permitting through the Town of Silverthorne as well as working with Hyder Construction on the Construction Manager/General Contractor agreement.

Chief Davis reported that the District is now occupying the space in Silverthorne at Buffalo Mountain Storage and has staged an engine.

Chief Davis asked the Board to consider ratification of the bid award to Hyder Construction, subject to negotiation of a mutually acceptable Construction Manager/General Contractor contract. After discussion and questions,

M/S/P Miller and Johnson to accept ratification of the bid award to Hyder Construction, subject to negotiation of a mutually acceptable contract.

Vote: All in favor, none opposed.

Public Comments:

None

Badge Oath Ceremony

Division Chief Ihnken gave the oath of office and presented a badge to EMS Coordinator Joe Hemelt and Firefighter Dan Breyer.

Consent Agenda:

The following items were presented:

Minutes: March 21, 2023, Regular Board Meeting

Warrants: March 18, 2023 – April 14, 2023

Financial Report for all funds – March 2023

After discussion and questions,

M/S/P St. John and Barchers to approve the Consent Agenda as presented.

Vote: All in favor, none opposed.

New Business:

Approval of the 2022 Summit Fire & EMS FPD Financial Audit

John Paul LeChevallier, Signing Director with CLA, presented the draft 2022 Summit Fire & EMS Financial Audit to the Board.

After discussion and questions,

M/S/P Miller and St. John to approve the 2022 Summit Fire & EMS Financial Audit, subject to non-material modifications made as the result of CLA's quality control review.

Vote: All in favor, none opposed.

Staff Reports:

Attorney: Attorney Powell presented the written Attorneys' Report to the Board, including matters related to the Hyder Construction contract, a communication to certain residents regarding smoke detectors, and communications from Mission Square retirement regarding plan closing implementation.

Attorney Powell also addressed the proposed retainer services for 2024 with the Board. The new proposal would allow the District to opt-in to any or both of the legislative tracking/annual update and legal advisement services on a prorated basis, along with a 25% fixed discount on attendance at the Board meeting, review of the Board meeting minutes and agendas and the preparation of the monthly Attorney's Report. Attorney Powell will discuss further with the Board in the next couple of months so the Board can determine which services it would like to receive and the District is prepared to budget for this change.

Lastly, Attorney Powell reviewed the legislation tracker with the Board with only 18 days left in the legislative session.

High Country Training Center: In addition to the written report, Chief Davis and Director Miller discussed the review of the annual audit that occurred at HCTC's last meeting.

Wildland All Matters: Nothing in addition to the written report, which was included as part of the operations report.

Finance: In addition to the written report, Finance Manager Hartley updated the Board that it is unnecessary to have an annual motion appointing the Fire Chief as the Budget Officer. The Financial Policy under Budgeting #3002 states: "Unless otherwise directed by the Board of Directors ("*Board*") prior to October 15 of a given year, the Fire Chief serves as the District's Budget Officer, with the assistance of the Finance Manager."

HR highlights: Finance Manager Hartley also shared that the Compensation and Benefits Specialist, Erin Mumma, is handling the HR office and duties, with a big shout out to Wendy Miller on her 15 years of service, working with BC Laurina on the lieutenant promotional process, and receiving approval for a new HR software named Bamboo HR which will help with all HR processes, including onboarding and offboarding, PRAs, single point of contact to get to Scheduling, Paycheck stubs, W2s etc.

Community Resource Officer: In addition to the written report, CRO Lipsher reminded the Board that Saturday, May 27, 2023, beginning at 10:00 am, is the Wildfire Rendezvous at Summit Middle School. The District along with public partners will be in attendance to help inform our community on how to be prepared in a wildfire.

Community Risk Division: Nothing in addition to the written report.

Admin Support Services: Nothing in addition to the written report.

OPS/EMS Services: Nothing in addition to the written report.

Fire Chief: In addition to the written report, Chief Davis reported the need for the new Town of Keystone to adopt the current fire code, once it has completed its municipal organizational process.

Board Comments

None

Adjournment:

M/S/P Slivka and Miller to adjourn the meeting at 1:50 PM.

Vote: All in favor, none opposed.

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Mary Hartley, Board Secretary

Approved this 16th day of May 2023.

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Lori A. Miller, President