

**Minutes**  
**Summit Fire & EMS Fire Protection District**  
**Regular Board Meeting**  
**Tuesday January 17, 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 9:00 AM.

**Roll Call:**

Board Members present were Lori Miller, Jen Barchers, Joe Ben Slivka, Linda St. John, and Dan Johnson. Staff members in attendance were Chief Travis Davis, Deputy Chiefs John Wilkerson and Brian Schenking, Division Chief Kim McDonald, Battalion Chiefs Lou Laurina, Ryan Cole and Kevin Skaer, Captain Todd Hebebrand, Lieutenants Scott Vinas, Aaron Kaltenbach, Steve Wantuck, and Doug Beeler, EMS Coordinator Joe Hemelt, Wildland Coordinator Kyle Iseminger, Wildland Specialist Doug Lesch, Engineers Tom Adams and Chris Romano, Firefighter Medics Eric Paradis, Mike Williams, Tony Marzo, Corey Okes, and Karen Hilton, Paramedic Matt Parker, Firefighter Technician Tony Crisofulli and Chris Cuculis, Firefighters Thomas Davies and Sam Brunetta, Deputy Fire Marshal Scott Benson, Community Resource Officer Steve Lipsher, Fleet Services Manager Randy Miller, Human Resources Manager Matt Scheer, Accreditation Manager Shaun Sawyer, Compensation and Benefits Specialist Erin Mumma, EMS Medical Billers Gayle Cottingham and Martha Bird, Admin Tech Ginger Hatton, Assistant Board Secretary/Fire Inspector Meghan Layfield, Board Secretary/Finance Manager Mary Hartley, and Legal Counsel Emily Powell.

**Guests:**

Drew Hoehn, Red, White and Blue FPD Deputy Chief of Operations  
William Sowers, Silverthorne Resident  
Al and Jarris Sanborn, Silverthorne Residents  
Jose Olivares, Silverthorne Resident  
Keith Kennedy, Silverthorne Resident  
Gaylene Bruskotter, Silverthorne Resident  
Julie Rudick, Silverthorne Resident  
Susan Yates, Silverthorne Resident  
Mike Shell, Silverthorne Resident  
Gloria Nunez Pizarro, Silverthorne Resident  
Julie Sutor, Frisco Resident  
Jay and Priscilla Engeln, Silverthorne Resident  
Gene Berry, Silverthorne Resident  
August Geist, Silverthorne Resident  
Don Bruskotter, Silverthorne Resident  
Laura Kennedy, Town of Silverthorne Director of Finance & Administrative Services  
Ryan Hyland, Town of Silverthorne Town Manager

**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 November Board meeting. This included drafting the RFP language, securing a facility for the staging of a reserve engine until the Fire Station is complete, and identifying next steps. The Town of Silverthorne Town Manager Ryan Hyland has updated the District on the Town requirements for new construction and encouraged a pre-application meeting to start the work early. Mr. Hyland also offered Town facilities for staging of surge apparatus into the Silverthorne area North of the I-70 bridges during peak periods. Chief Davis will be attending the Town Council meetings on the first Wednesday of every month to provide a verbal update on the progress of the Silverthorne Fire Station. Finance Manager Hartley discussed the projected financial requirement for the District to add additional staff to the new station and its impact on the fund balance. Two separate options were reviewed that showed the total cost for staffing a medic unit as opposed to an engine company.

**Public Comments:**

Five Town of Silverthorne residents commented on various topics, including the fire on 3 Peaks, the need for Fire Code changes when heating devices are being used, and their continued support for a new Fire Station in Silverthorne.

**Public Hearing on Petition for Inclusion of Property:**

A petition for inclusion of one property into the District was presented to the Board:

THE NORTH 1/2 OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 AND THE NORTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 20, TOWNSHIP 3 SOUTH, RANGE 78 WEST OF THE 6TH P.M., COUNTY OF SUMMIT, STATE OF COLORADO *owned by Adele Morano.*

M/S/P Slivka and St. John to open the public hearing on the proposed inclusion at 9:29 AM.

Vote: All in favor, none opposed.

Attorney Powell certified for the record that notice of the public hearing was duly published in the Summit Daily and The Journal on January 6, 2023, as required by law, and that the District did not receive any public comments prior to this hearing. No public comments were received at the hearing.

M/S/P Slivka and St. John to close the public hearing at 9:30 AM.

**Inclusion of New Property into the District:**

M/S/P Slivka and Johnson to adopt Resolution 2023-01, approving the Petition for Inclusion and including the Morano property into the District, as presented.

Vote: All in favor, none opposed.

M/S/P Slivka and Johnson to approve the associated Certified Order of Inclusion, including the Morano property into the District, as presented.

Vote: All in favor, none opposed.

**Badge/Oath Ceremony:**

HR Manager Scheer gave the oath of office and pinned Matt Parker who has been promoted to Paramedic from an EMT.

**Consent Agenda:**

The following items were presented:

Minutes: November 15, 2022, Regular Board Meeting

Warrants: November 12, 2022 – January 13, 2023

Financial Report for all funds – Draft December 2022

After discussion and questions,

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

Vote: All in favor, none opposed.

**New Business:**

**Consider Resolution 2023-02 establishing 2023 meeting dates, times, locations, and places for posting notices**

Finance Manager Hartley presented Resolution 2023-02 to establish the regular Board meeting dates, times, and locations, and places for posting notices for 2023, as required by the Colorado Open Meetings Law.

M/S/P St. John and Johnson to approve Resolution 2023-02 establishing 2023 meeting dates, times, locations, and places for posting notices as presented.

Vote: All in favor, none opposed.

**Consider Resolution 2023-03 Authorizing the SFEPD Fire Chief or acting Fire Chief to obligate the SFEPD for expenditures of up to one hundred fifty thousand and 00/100 dollars (\$150,000.00) for the purpose of initiating emergency response measures within SFEPD's jurisdiction to respond to a disaster emergency, such as a wildfire, without prior notice to or approval by the Board of Directors**

Chief Davis introduced Resolution 2023-03 to the Board and discussed the authorized expenditure amount of \$150,000.00. After discussion and questions,

M/S/P Slivka and Barchers to approve Resolution 2023-03 as presented.

Vote: All in favor, none opposed.

**Consider Resolution 2023-04 calling for a polling place election on May 2, 2023**

Finance Manager Hartley presented Resolution 2023-04 calling for a polling place election on May 2, 2023. SFEPD has three Board member positions that will be up for election in May, currently held by Directors Miller, Barchers and St. John.

M/S/P St. John and Slivka to approve Resolution 2023-04 calling for a polling place election on May 2, 2023, as presented.

Vote: All in favor, none opposed.

**Presentation of Draft Annual Compliance Report (ACR) for Accreditation**

Accreditation Manager Sawyer presented the draft Annual Compliance Report to the Board. With the change to the 10<sup>th</sup> edition, the authority having jurisdiction (which is the District Board) must be notified that the renewal process has been implemented and such notification must be documented in public meeting minutes. The final draft will be presented to the Board at the February meeting.

**Consider approval of the CLA Master Services Agreement and the Statement of Work for the 2022 Financial Audit**

Finance Manager Hartley presented the proposed agreement and statement of work for the 2022 financial audit by CLA.

M/S/P Slivka and Barchers to approve the Master Service Agreement and the Statement of Work, as presented.

Vote: All in favor, none opposed.

**Staff Reports:**

Attorney: In addition to the written report, Attorney Powell noted that the 2023 Colorado State Legislative Session began on January 9, 2023. The bill tracker will be presented at the next Board meeting in February.

High Country Training Center: In addition to the written report, DC Hoehn of Red, White and Blue FPD reported the HCTC hopes to continue the positive momentum created by the current training team. He also shared the 2023 training goals with the Board.

Wildland All Matters: WL Coordinator Iseminger reported taking over all of the campfire inspections, defensible space, and courtesy inspections from CRO Lipsher.

Finance: In addition to the written report, Finance Manager Hartley reported that the 2022 Financial audit began this week. The auditors were given the Board members' contact information, so the auditors may reach out to one or more Directors with questions.

Human Resources: Nothing in addition to the written report.

Community Resource Officer: Nothing in addition to the written report.

Community Risk Division: In addition to the written report, DC McDonald shared that fire investigation reports are now available in the District's new incident reporting software, ImageTrend.

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 that he will be attending the annual Excellence Conference by CPSE in March along with BC Skaer, DC Wilkerson, and Accreditation Manager Sawyer.

**Board Comments**

Director Barchers reported that she will be out of the country for the February Board meeting. She also is working per diem for the County Dispatch office and has received rave reviews about the fire station alerting systems.

The meeting recessed at 10:27 am for a ten minute break.

**Executive Session:**

M/S/P Miller and Johnson to move into Executive Session under CRS Section 24-6-402(4)(f) to discuss personnel matters related to the Fire Chief performance review.

Vote: All in favor, none opposed.

The Board entered Executive Session at 10:38 AM.

M/S/P Barchers and Johnson to move out of Executive Session at 11:09 AM.

Vote: All in favor, none opposed.

Regular Board meeting resumed at 11:09 AM.

Following discussion,

M/S/P Slivka and Barchers to approve a 6% increase to the Fire Chief's salary, effective on the next payroll in January.

Vote: All in favor, none opposed.

**Adjournment:**

M/S/P St. John and Slivka to adjourn the meeting at 11:10 AM.

Vote: All in favor, none opposed.

DocuSigned by:  
  
5CC8ABB6132B430...  
Mary Hartley, Board Secretary

Approved this 21st day of February 2023.

DocuSigned by:  
  
A0AF49F4C46C45A...  
Lori A. Miller, Board President