

**Minutes**  
**Summit Fire & EMS Fire Protection District**  
**Work Session of the Board of Directors**  
**Tuesday, October 3, 2023**  
**0035 County Shops Road, Frisco, CO**  
**with TeleCon Attendance Option Available**

**Call to Order:**

The Work Session meeting of the Summit Fire & EMS Fire Protection District ("District") Board of Directors ("Board") was called to order at 10:30 AM.

**Roll Call:**

Board Members present were Lori Miller, Joe Ben Slivka, Dan Johnson, and John Piotti. Staff members in attendance were Fire Chief Travis Davis, Deputy Chief Brian Schenking, Division Chief Rick Ihnken, Lieutenant Chris Romano, EMS Coordinator Joe Hemelt, Wildland Coordinator Kyle Iseminger, Firefighter Medic Mike Williams, Accounting Manager Jessica Fuller, and Board Secretary/Finance Director Mary Hartley.

M/S/P Slivka and Johnson to excuse the absence of Director Sinclair.

Vote: All in favor, none opposed.

**Guests:**

None

**Approval of Agenda:**

M/S/P Johnson and Piotti to approve the agenda as presented.

Vote: All in favor, none opposed.

**SFE Pay Philosophy:**

Finance Director Hartley reviewed the step pay analysis and HQ pay analysis with the Board. Chief Davis then discussed the philosophy of pay and what are the key factors that we can use to move forward. The Board and staff discussed at length the philosophy. Importantly, the District shall remain at 80% or below total expenditures for salaries and benefits. Percentage increases given at the line level will carry to the civilian/administrative staff levels at the same rate. The Board requested looking at percentage increases of 6%, 8%, and 10%,

**Definition Of Comparable Departments:**

Chief Davis, Union President Romano and Board members discussed which comparable departments should be used going forward. After discussion, the decision to use Adams, Frederick/Firestone, Monument, Red, White & Blue and Brighton Fire for comparable departments to calculate the average firefighter pay will be used for the 2024 budget and future calculations.

**Division Chief / Battalion Chief Parity Discussion:**

Chief Davis discussed the issue of parity when comparing the battalion chief position to a division chief position within the District. In order to create movement and entice succession, the Board agreed to have Finance calculate the Division Chief pay to be equal to the Battalion Chief pay plus the total amount of the 10 overtime shifts that the BC's have the ability to acquire annually. The board and staff agreed that the Division Chief responsibilities are broader in depth and overall responsibility that reach across the community and organization to a greater extent than that of the Battalion Chief. Any increase at the Division Chief level will create further compression and the need to move admin/civilian Executive pay ranges for the Finance Director, HR Manager, Deputy Chief's, and Fire Chief all of which will be presented at the October Board meeting for consideration and approval.

**Decision On 2024 Pay Increase:**

After discussion, the Board requested that Finance Director calculate the amount of money available if the 2024 salary and benefits budget was moved from the current 79% to 80% and then calculate the amount of raise the budget can bear. This will be presented at the October Board meeting for further discussion and possible approval.

**Board Comments**

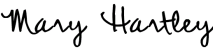
None

**Adjournment:**

M/S/P Johnson and Piotti to adjourn the meeting at 12:30 PM.

Vote: All in favor, none opposed.

Approved this 17<sup>th</sup> day of October 2023.

DocuSigned by:  
  
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Mary Hartley, Board Secretary

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Lori A. Miller, Board President