

**Minutes**  
**Summit Fire & EMS Fire Protection District**  
**Regular Board Meeting**  
**Tuesday, February 20, 2024**  
**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, Joe Ben Slivka, Dan Johnson, John Piotti, and Jonathan Sinclair (remote). Staff members in attendance were Fire Chief Travis Davis, Deputy Chief John Wilkerson, Division Chief Kim McDonald, Battalion Chief Kevin Skaer and Wildland Specialist Hannah Ohlson, Firefighter Medic Karen Hilton, Engineer Frank Towers, Firefighters Nick Pollard and Jordyn Butler, Deputy Fire Marshal Scott Benson, Inspector Brigitte Vanya, Community Resource Officer Steve Lipsher, Accounting Manager Fuller, EMS Billing & Coding Specialist Martha Bird, Admin Tech Ginger Hatton, Board Secretary/Finance Director Mary Hartley, and Legal Counsel Emily Powell.

**Guests:**

None

**Approval of Agenda:**

M/S/P Slivka and Johnson to approve the agenda as amended to provide that the Executive Session will be held under CRS Section 24-6-402(4)(f) to discuss personnel matters related to prior performance issues.

Vote: All in favor, none opposed.

**Public Comments:**

None

**Public Hearing on the Supplemental Budget Regarding the Appropriation of Moneys to and the Expenditure of Moneys from the General Fund and the Capital Fund for Fiscal Year 2024:**

M/S/P Miller and Slivka to open the public hearing on the Supplemental Budget Regarding the Appropriation of Moneys to and the Expenditure of Moneys from the General Fund and the Capital Fund for Fiscal Year 2024 Budget at 9:03 AM.

Vote: All in favor, none opposed.

Attorney Powell advised the Board that notice of the public hearing was published in the Summit Daily Journal on February 16, 2023, per the Colorado Local Government Budget Law, and the District did not receive any public comments regarding the 2024 Supplemental Budget prior to the hearing. No members of the public in attendance had comments regarding the 2024 Supplemental Budget.

M/S/P Piotti and Slivka to close the public hearing at 9:04 AM.

Vote: All in favor, none opposed.

**2024 Budget Amendment Resolution:**

Chief Davis and Finance Manager Hartley updated the Board on the proposed 2024 Supplemental Budget for the Summit Fire & EMS Fire Protection District, including the appropriation of moneys to and the expenditure of moneys from the General Fund to the Capital Fund. After discussion and questions:

M/S/P Miller and Piotti to approve Resolution 2024-03 Adopting a Supplemental Budget Regarding the Appropriation of Moneys to and Expenditure of Moneys from the General Fund and the Capital Fund for the Calendar Year Beginning on the First Day of January 2024 and Ending on the Last Day of December 2024.

Vote: All in favor, none opposed.

**Consent Agenda:**

The following items were presented:

Minutes: January 16, 2024, Regular Board Meeting

Warrants: January 13, 2024 – February 16, 2024

Financial Report for all funds – January 2024

After discussion and questions,

M/S/P Slivka and Piotti to approve the Consent Agenda as presented.

Vote: All in favor, none opposed.

**New Business:**

**Initial Comments on Draft 2023 Annual Report**

CRO Lipsher shared the most recent version of the 2023 Annual Report. The Board discussed the need to focus on the 2023 activities and financial information without including information regarding 2024 year-to-date, since it is the 2023 Annual Report. CRO Lipsher was given direction on final edits desired by the Board, and then it was the Board's consensus that the 2024 Annual Report could be distributed without further review.

**Discuss Philosophy, Timeline, and Objectives for the Remodel of Stn 11 to Accommodate the Expansion for Fleet Services, and to Stn 12 for the Buildout of the Wildland Division**

Chief Davis discussed the need to move forward with Request for Proposals on two capital projects including expanding the bays at the Keystone Station 11 to better accommodate the fleet services division by providing for the expansion of equipment and staffing, and to the Summit Cove Station 12 for buildout of the Wildland Division. The Board supports the decision to move forward with RFP's for these two capital projects.

**Continued Business:**

**Update on Silverthorne Fire Station –**

Chief Davis and Director Piotti updated the Board on the status of the Silverthorne Fire Station work that had been completed since the January Board meeting, most notably, working on getting the work permits through the Town of Silverthorne and Summit County Building Department.

**Board Meeting Matters – Contacts for Attendance, Virtual vs. In-Person Considerations**

Chief Davis discussed the necessity of Board members letting him or Finance Director Hartley know if they are unable to attend a Board meeting, or need to attend a Board meeting virtually.

**Staff Reports:**

Attorney: In addition to the written report, Attorney Powell highlighted several bills from the Legislative Tracker that, if passed, could affect the District.

High Country Training Center: Nothing in addition to the written report.

Local 4528 Union Update – Local 4528 did not provide a written report this month. Union President Romano shared information about sending one of their members to the national IAFF conference.

The Union also drafted an MOU regarding lateral hires for Chief Davis to review.

Wildland All Matters: Nothing in addition to the written report, which was included as part of the operations report. Materials for 2024 capital projects are on the way, including new flooring and painting.

Finance: In addition to the written report, Finance Director Hartley reported updating the bank account signers. She requested that Directors Miller, Slivka and Piotti stay to sign at the end of this meeting.

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

Community Risk Division: In addition to the written report, Division Chief McDonald praised his staff for their hard work.

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 shared that he received the first draft of the NIOSH report on the Line of Duty Death that occurred at the District in 2019.

**Board Comments**

None

The Board recessed at 10:31 AM.

The Board returned to meeting at 10:36 AM

**Executive Session:**

M/S/P Slivka and Johnson to move into Executive Session under CRS Section 24-6-402(4)(f) to discuss personnel matters related to prior performance concerns.

Vote: All in favor, none opposed.

The Board entered Executive Session at 10:37 AM.

M/S/P Miller and Piotti to move out of Executive Session at 11:26 AM.

Vote: All in favor, none opposed.

Regular Board meeting resumed at 11:27 AM.

**Adjournment:**

M/S/P Piotti and Johnson to adjourn the meeting at 11:30 AM.

Vote: All in favor, none opposed.

Approved this 19<sup>th</sup> day of March 2024.


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Mary Hartley, Board Secretary

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Lori A. Miller, Board President