

Minutes
Meeting of the Board of Directors
Summit Fire & EMS Authority
Thursday, January 4, 2018 – Station 10 – 9:00 a.m.

Call to Order:

The regular meeting of the Summit Fire & EMS Authority ("Authority") Board of Directors ("Board") was called to order at 9:05 AM.

Roll Call:

Board members present were Jim Cox, David Steele, Lori Miller, Ben Broughton and Jim Lee. Staff members in attendance were Chief Jeff Berino, Chiefs - Bruce Farrell, Gary Curmode and Joe Hegenderfer, CRO Steve Lipsher, HR Manager Matt Scheer, and Board Secretary/Asst. Treasurer Mary Hartley.

Guests:

Bryan Webinger, District Manager, Copper Mountain Consolidated Metro District
Emily Powell, Attorney at Ireland Stapleton Pryor & Pascoe, PC

Changes to Agenda:

None

Swearing In of Authority Board Members:

Emily Powell administered the Oath of Office to Jim Cox, Lori Miller, Jim Lee, Ben Broughton and David Steele as the new Summit Fire & EMS Authority Board members.

***Election of Board Officers:**

M/S/P Lee and Steele to appoint the following slate of Board Officers:

Jim Cox to serve as President, David Steele to serve as Vice President, Lori Miller to serve as Treasurer and Mary Hartley to serve as Secretary.

Vote: All in favor, none opposed.

***Consider Engagement of Authority Legal Counsel:**

The Board reviewed the proposed Ireland Stapleton Pryor & Pascoe, PC engagement letter from Emily Powell. After discussion and questions,

M/S/P Lee and Steele to approve the Ireland Stapleton Pryor & Pascoe, PC engagement letter, including the flat rate monthly retainer of \$950.00 for certain specified services as identified in the agreement. Any non-retainer services will be billed separately.

Vote: All in favor, none opposed.

***Approval of Agenda:**

M/S/P Broughton and Miller to approve the agenda of the January 4, 2018 regular meeting.

Vote: All in favor, none opposed.

Public Comments:

None

New Business:

- a. Approval of Resolution 2018-01 initially designating 2018 meeting dates, times and posting locations:
M/S/P Broughton and Lee to approve Resolution 2018-01, constituting initial designation of the 2018 schedule of regular Board meeting dates, times and posting locations.
Vote: All in favor, none opposed.

- b. Consider approval of Authority implementation documents:

- **Omnibus Bills of Sale – Lake Dillon & Copper Mountain**
M/S/P Broughton and Miller to approve the Omnibus Bills of Sale as presented.
Vote: All in favor, none opposed.

- **Fire Station Lease Agreements – Lake Dillon & Copper Mountain**
- **Apparatus & Equipment Lease Agreements – Lake Dillon & Copper Mountain**
M/S/P Broughton and Miller to approve the Lease Agreements as presented.
Vote: All in favor, none opposed.

- **Resolution 2018-05 Assuming Fire Personnel & Related Matters**
M/S/P Broughton and Miller to adopt Resolution 2018-05 as presented.
Vote: All in favor, none opposed.

- **Resolution 2018-06 Joining the Colorado Firefighter Heart and Cancer Benefits (CFH) Trust and Approving the CFH Trust Agreement**
- **Letter to CFH Trust Directing Transfer of Membership**
M/S/P Lee and Broughton to adopt Resolution 2018-06 as presented.
Vote: All in favor, none opposed.

M/S/P Miller and Broughton to appoint Matt Scheer as the Authority's Representative and Mary Hartley as the Authority's Alternate Representative to the CFH Trust.

Vote: All in favor, none opposed.

- **Documents Transferring FPPA Retirement Plans**
M/S/P Broughton and Lee to name Mary Hartley and Matt Scheer as the Authority's authorized agents on the FPPA Electronic Funds Transfer and Employer Access Forms.
Vote: All in favor, none opposed.

M/S/P Broughton and Miller to approve the FPPA 457 Adoption and Trust Agreements, including Plan Document.

Vote: All in favor, none opposed.

M/S/P Lee and Broughton to authorize Board President Cox to deliver a letter to FPPA directing the rollover of Lake Dillon Fire Protection District 457 Plans to the Authority's 457 Plans.

Vote: All in favor, none opposed.

Documents Transferring ICMA Retirement Plans

M/S/P Miller and Lee to approve the following documents as presented for purposes of establishing the ICMA 401 Plan for administrative employees, and authorizing employee loans against 401 accounts:

- Resolution Adopting the ICMA 401 Plan
- Adoption Agreement
- Implementation Data and EZ Link Access Forms
- Administrative Services Agreement
- Resolution To Allow Loans
- Loan Guidelines Agreement and Loan Amendment

Vote: All in favor, none opposed.

M/S/P Miller and Broughton to approve all of the documents as presented for purposes of establishing the ICMA 457 Plan for administrative employees, and authorizing the establishment of Roth accounts.

- Resolution Adopting the ICMA 457 Plan
- Statement of Intent and Amendment for the 457 Plan (HEART Act)
- Implementation Data and EZ Link Access Forms
- Administrative Services Agreement
- Resolution to Allow Roth Accounts
- Statement of Intent: Roth Provisions and Affirmative Statement

Vote: All in favor, none opposed.

c. Approval of Resolution 2018-02 Authority Board of Director Bylaws

After discussion and questions, including a proposal to revise the Bylaws to increase the threshold for requiring a second signer on checks to greater than \$5,000.00,

M/S/P Broughton and Miller to approve Resolution 2018-02 Board of Director Bylaws, revised as proposed.

Vote: All in favor, none opposed.

d. Approval of Resolution 2018-03 Authorizing the Fire Chief or Acting Chief to Obligate Funds for Emergency Response Measures

M/S/P Miller and Lee to approve Resolution 2018-03 authorizing the Fire Chief or Acting Chief to obligate funds for Emergency Response Measures not to exceed \$100,000.00 without Board approval.

Vote: All in favor, none opposed.

e. Approval of Resolution 2018-04 Designating a Liaison Officer for Disaster Prevention, Preparedness, & Recovery

M/S/P Broughton and Miller to approve Resolution 2018-04 designating the Board President as the Authority's liaison officer for disaster prevention, preparedness and recovery.

Vote: All in favor, none opposed.

INFORMATIONAL ITEMS:

- a. Annual Board Disclosure Statement regarding Conflicts of Interest and Confidentiality was reviewed, discussed, and signed by each Board member. In the event any Board

member should have a conflict of interest with any specific matter before the Board for action or discussion, such conflict shall be separately disclosed prior to the Board taking such action or discussion.

- b. The 2018 Summit Fire & EMS Authority Budget and Initial Contribution Schedule, as approved pursuant to the IGA establishing the Authority, was presented to the Board.

STAFF COMMENTS:

Authority staff updated the Board on matters related to the transfer of employees and emergency services from Lake Dillon Fire and Copper Mountain Fire to the Authority. High Plains software has been challenging with the inability to retrieve historical data following the transfer to the Authority. Staff is working diligently to bring the historical data back online, which is important for accreditation reporting. Accreditation is still on schedule if staff can get the reporting needed from High Plains.

Lake Dillon Fire received the GFOA's Certificate of Achievement for Excellence in Financial Reporting for the 2016 comprehensive annual financial report (CAFR).

The new Lake Dillon Fire administration building is on schedule and the selection of a general contractor is currently under way. The application is being finalized to go to the Ten Mile Planning Commission and the project is moving forward successfully.

BOARD MEMBER COMMENTS:

The Board members thanked Emily Powell and the staff from both Lake Dillon Fire and Copper Mountain Fire for the successful transition to the Summit Fire & EMS Authority.

ADJOURNMENT:

M/S/P Broughton and Miller to adjourn the meeting at 11:19 PM.

Vote: All in favor, none opposed.



Mary Hartley, Board Secretary

Approved this 20th day of February, 2018



Jim Cox, President