

**Minutes**  
**Lake Dillon Fire Protection District**  
**Regular Board Meeting**  
**Tuesday February 16, 2021**  
**Meeting Conducted via TeleCon**  
**And In Person (for Board Members and Chief Staff Only)**  
**at 0035 County Shops Road, Frisco, CO**

**Call to Order:**

The Regular meeting of the Lake Dillon Fire Protection District ("LDFPD") Board of Directors was called to order 9:00 AM.

**Roll Call:**

Board Members present via TelCon were Jim Cox, Jen Barchers, Lori Miller, Jim Lee, and Linda St. John. Staff members in attendance were Chief Travis Davis, Deputy Chiefs John Wilkerson, and Brian Schenking, Division Chiefs James Woodworth and John Hall, Battalion Chief Ryan Cole, Lieutenant Matt Brewer, Fire Marshal Kim McDonald, EMS Supervisor Bill Clark, Community Risk Officer Steve Lipsher, Human Resources Manager Matt Scheer, Senior Accountant Jessica Fuller, Payroll/AP Specialist Erin Mumma, Board Secretary/Finance Director Mary Hartley, and LDFPD Legal Counsel Emily Powell.

**Guests:**

Bryan Webinger, District Manager of Copper Mountain Consolidated Metropolitan District ("CMCMD")  
Josie Reid, Attorney at Law, Ireland Stapleton Pryor & Pascoe, PC  
Erin Sirek, wife of Firefighter Travis Sirek  
Sara Boyd, wife of Deputy Chief Brian Schenking

**Approval of Agenda:**

Upon motion duly made and seconded, the Board approved the agenda as presented.

**Public Comments:**

None

**Consent Agenda:**

The following items were presented:

Minutes for Board Meetings: January 19, 2021 Regular Board Meeting and January 28, 2021 Special Board Meeting

Warrants: January 16, 2021 – February 12, 2021

Financial Report for all funds – January 2021

After discussion and questions,

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

Vote: All in favor, none opposed.

**New Business:**

**New Employee Introductions-**

HR Manager Scheer introduced FF Travis Sirek and Fleet Tech Landon Wagner to the Board.

**Badge and Oath Ceremony-**

HR Manager Scheer gave the Oath of Office and helped with badge pinning for DC Schenking, BC Cole and FF Sirek.

**Consider Resolution 2021-05 Reaffirming, Assuming, and Continuing the Declaration of a Local Disaster Emergency**

Attorney Powell presented the Resolution to the Board, explaining that the Resolution continues the Summit Fire & EMS Authority's ("SFE") Declaration of a Local Disaster Emergency as the Declaration of a Local Disaster Emergency of LDFPD with the original effective date of March 13, 2020. The Resolution will be filed with the Summit County Clerk and Recorder, Department of Local Affairs, and the Office of Emergency Management once approved and signed.

M/S/P Lee and St. John to approve Resolution 2021-05 as presented.

Vote: All in favor, none opposed.

**Consider County Health Pool Designated Representative-**

HR Manager Scheer presented the County Health Pool designated representative form for 2021.

M/S/P Barchers and Miller to approve as presented.

Vote: All in favor, none opposed.

**Approval of 2021 Salary Ranges**

HR Manager Scheer presented the salary range report to the Board with only one change due to the PR/AP Specialist position being added. Erin Mumma's position title was changed to directly account for the work performed from her previous title of Executive Assistant.

M/S/P Miller and Barchers to approve as presented.

Vote: All in favor, none opposed.

**Annual Compliance Report (ACR) for Accreditation –**

LT- Accreditation Manager Laurina presented the annual ACR report to the Board. The report is a snapshot of 2020 and relates to the activities of SFE. It includes discussion of the change in management (BC level up to the Fire Chief) and the merger of LDFPD and CMCMD in 2021. The key point of this report is to answer whether or not SFE (and now LDFPD) is making progress on the recommendations from the first report after becoming accredited. LT Laurina reported making progress on all of the items listed. The middle section of the report contains charts for response times. Future reports will relate to the activities of LDFPD and include IT and health and safety including mental health for the next re-accreditation which the District is currently making significant progress on. This report was sent to Center for Public Safety Excellence (CPSE) last Friday, February 12, 2021. The CPSE representative will review the submitted ACR and set up a meeting to discuss the report for full approval.

Director Miller commented that this is strong work and a great document. Director Barchers reported being happy that Tableau and CAD are communicating and the agreement with Clay Steward consultant is paying off. Director Lee applauded LT-Accreditation Manager Laurina on his hard work on this important program.

**2020 HazMat Report:**

Division Chief Hall reviewed the HazMat report for 2020 with the Board.

**Discussion on Wildfire Specialist Pilot Program:**

Chief Davis presented the wildfire specialist pilot program idea to the Board. This idea is due to wildfire risks in the District's jurisdictional boundary. Other Colorado fire departments have these positions in their organizations to deal with policy matters and well as response. The District has always operated as a response agency for wildfires and hasn't done much for preparedness. This position will help prepare the District to handle wildfire disaster, just like what happened last year with the East Troublesome Fire. After discussion and questions, it was the Board consensus to move forward with this concept strongly supporting community needs.

**Mill Levy Discussion and Analysis Review:**

Chief Davis and Finance Manager Hartley reviewed the mill levy analysis report with the Board.

**Continued Business:**

**Approval of final Fire Station Lease Agreement with Copper Mountain CMD**

Attorney Powell reviewed the further revised Fire Station Lease Agreement with the Board, advising of additional changes requested by CMCMD, including a streamlined definition of the term "Leased Premises"; the method of paying rents; the proposal to prorate the cost of utilities and the calculation of both the current and future proration amounts; and posting signage at the LDFPD exclusive use parking spaces. No other substantive changes were made to the Lease Agreement. CMCMD has already approved this version of the Lease Agreement, pending the LDFPD Board's approval. If LDFPD approves and signs, Secretary Hartley will coordinate final signatures.

After discussion and questions,

M/S/P Lee and Barchers to approve the Fire Station Lease Agreement as presented.

Vote: All in favor, none opposed.

**Ratify approval of addition of Roth option to ICMA 457 Plan-**

Attorney Powell and Finance Manager Hartley presented the Roth option for the LDFPD ICMA 457 Plan, which mirrors the SFE plan and allows for transfer of employee SFE accounts to LDFPD. This option was executed by Finance Manager Hartley and Fire Chief Davis earlier in the month in order to move the process forward. After discussion and questions,

M/S/P Miller and Lee to ratify approval of the Roth option to the LDFPD ICMA 457 Plan as presented.

Vote: All in favor, none opposed.

**Authority Dissolution Update:**

Attorney Powell informed the Board that the Omnibus Bill of Sale with CMCMD is complete, and that we understand the Sublease Agreement for Engine 1 and Truck 1 is underway, though we do not have an update as to timing. With the majority of the asset transfer work complete, legal counsel and staff will begin the assignment and termination of contracts project. SFE has all of the contracts that we are aware need to be assigned to LDFPD. Finance Manager Hartley along with executive staff has started compiling and evaluating the contracts for review. This project will take 2 to 4 months to complete once all of the documents are gathered. Attorney Powell updated the Board on the recording of Order of Change of Name, which is still on hold due to ICMA's inability to transfer the civilian plans to LDFPD in a timely manner. However, we expect that this project should be completed by the end of February and then the Order of Change of Name can be recorded with the Summit County Clerk and Recorder.

### **Staff Reports:**

Attorney: Attorney Powell presented the written report to the Board.

High Country Training Center: In addition to the written report, DC Hall reported being in contact with JBA on getting bids for the asphalt capital project. DC Hall reported continuing with Zoom trainings.

Wildland Council: No meeting was held.

Finance: In addition to the written report, Finance Manager Hartley reported working on the 2020 audit with virtual field work going on this week. The audit team will be reaching out to two Board members to interview. Finance Manager Hartley also reported on the summary TIF analysis in the Board packet after the Finance Department report.

Human Resources: In addition to the written report, HR Manager Scheer reported working with Finance Manager Hartley and an outside consultant to look at options for LDFPD's civilian retirement plans to evaluate moving away from ICMA. HR Manager Scheer is updating the Employee Handbook to include the definition of remote work. Lastly, HR Manager Scheer stated that the PRN Program for part time EMTs and Paramedics is ending effective March 31, 2021.

Community Risk Officer: In addition to the written report, CRO Lipsher reported having a final draft for the 2020 Annual Report which will be emailed to each Board member this week for review and comments. Once the Annual Report is complete it will be published to the public.

Community Risk Division: In addition to the written report, Fire Marshal Kim McDonald reported that the 2021 projects include several requests for multi-family permits in the Town of Silverthorne along with removal of the trailer park across from Target.

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

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

Chief: In addition to the written report, Chief Davis shared being out of the office February 25 – March 5, 2021 to be covered by the Deputy Chiefs in his absence.

**Board Comments**

None

**Adjournment:**

M/S/P Barchers and Lee to adjourn the meeting at 11:02 AM.

Vote: All in favor, none opposed.

\_\_\_\_\_ Approved this \_\_\_\_ day of \_\_\_\_\_ 2021.  
Mary Hartley, Board Secretary

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Jim Cox, President