

Minutes
Meeting of the Board of Directors
Summit Fire & EMS Authority
Tuesday, February 19, 2019 – at Station 1 – 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 9:00 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, Deputy Chief Bruce Farrell, Acting Deputy Chief Travis Davis, Fire Marshal Kim McDonald, Lieutenant Ryan Cole, CRO Steve Lipsher, HR Manager Matt Scheer, Executive Asst Erin Mumma, Board Secretary/Finance Director Mary Hartley, and District Legal Counsel Emily Powell.

Guests:

Bryan Webinger, District Manager, Copper Mountain Consolidated Metro District (CMCMD)
Jen Barchers, Board member of Lake Dillon Fire Protection District (LDFPD)

Approval of Agenda:

No changes made to the agenda

Public Comments:

None

Consent Agenda:

The following items were presented:

Minutes of the January 15, 2019 Regular Meeting

Warrants: January 12, 2019 - February 15, 2019

Financial Report for all funds - January, 2019

After discussion and questions,

M/S/P Miller and Broughton to approve the consent agenda, removing the LDFPD checks that were accidentally included with the checks payable.

Vote: All in favor, none opposed.

New Business:

Resolution 2019-02 - Adoption of 2019 Fee Schedule:

Consideration of Resolution 2019-02 was tabled until the March Board meeting. Legal counsel will prepare and updated form of the Resolution.

Resolution 2019-03 - Establishing Policies and Procedures for the Destruction or Disposal of Documents Containing Personal Information and Personal Identifying Information.

Attorney Powell reported that last year the Colorado State legislature passed a bill requiring policies and procedures for the protection of personal data privacy. The Authority must customize the measures taken to prevent unauthorized access, use, modification, disclosure, and destruction

of personal data as appropriate for the Authority. This customization should be based on (i) the nature of the personal data maintained, owned, or licensed by the Authority, and (ii) the nature and size of the Authority. The Authority IT Manager needs to review the policies and customize the items in 4a to reflect the Authority's procedure. In section 5a, the Authority needs to designate the person responsible to implement and oversee the security breach response procedures. The final Resolution will be presented for approval at the March Board meeting.

Annual Report Review:

Chief Berino reviewed the 2018 Annual Report with the Board.

2018 CSU Summary Report:

DC Davis reviewed the 2018 Annual CSU Physical Report with the Board.

2018 HazMat Team Annual Report:

DC Davis reviewed the 2018 HazMat Team Annual Report with the Board. The Hazmat Team was not nearly as active in 2018 compared to 2017. Currently, Red White and Blue Fire Protection District DC Paul Kuhn is serving as the Hazmat DERA lead.

Sample Timeline for Conducting a Section 401 Unification by Inclusion:

Attorney Powell presented a sample timeline for conducting a section 401 unification by inclusion for LDFPD and CMCMD's Fire Department. This is a fairly conservative timeline and there is some flexibility to squeeze out 1-4 additional months, but the process likely needs to start by September, 2019 to meet the election in November, 2020.

The largest discussion point is the creation of the IGA, including determination of the parties as to the mill levy and funding of the consolidated district. The goal would be to start the process in June, 2019 giving the Districts nine months to negotiate an IGA. At this point, a name change to reflect the new district could also be discussed.

Continued Business Items:

Update on new Administration Building:

Chief Berino updated the Board on the current status of the shared administration building with Summit County Government. The building is closed in with Tyvek covering the outside of the building. The roof is done over the Board/Conference room with the remaining roof to be completed when the weather cooperates. The only outstanding issue at this time is a Summit County request for an access door to the rooftop mechanical system. This door would have to be cut into either the Fire Chief's office or the Human Resources office. Chief Berino shared with the County that the Authority will not be paying for this access, and that the Authority believes it is unnecessary because a ladder will be in place to service the rooftop unit.

EMS Update

Chief Berino updated the Board on the EMS status. DC Davis, DC Farrell, SCAS Deputy Director John Hall, and Finance Manager Hartley are working on an executive summary for the Board's review in March. Last week, Summit County approved paying the Authority for any overtime incurred in helping them staff their ambulances over and above the staffing provided for in the cross-staffing agreement.

Discussion on an Advisory Board:

Chief Berino discussed the issue of establishing an Authority advisory board that would consist of the other members of the LDFPD and CMCMD Boards of Directors. After some discussion, it was decided that any LDFPD Board member or CMCMD Board member who attends an Authority Board meeting can sit at the table with the Authority Board members and be involved in the agenda discussions. The LDFPD and CMCMD Board members would be excluded from voting and attending any executive sessions of the Authority Board.

Staff Reports:

Attorney: In addition to the written report, Attorney Powell shared an analysis for the retainer paid for her services in 2018 showing the amount of fees actually recorded vs the actual retainer fees charged. The savings for 2018 totaled \$5,117 or 31% under the retainer arrangement. The retainer program benefits both the client and firm by helping the client receive cost savings and building a stronger relationship with the Attorney by attending all Board meetings. It helps staff feel more comfortable to reach out with questions as well.

Attorney Powell reviewed the Legislative Tracker spreadsheet with the Board and discussed several bills pending that, if passed by the legislature, may impact the Authority.

Attorney Powell announced a free training by her office on August 16, 2019 in the new administration building in Frisco. The training subject is still to be determined but could include a talk on the Me-Too movement, fire district unifications, CORA, or the application of the ACA to seasonal employees.

Lastly, Attorney Powell reported the Residential Assessment Rate (RAR) has been preliminarily calculated at 6.95% for 2019.

Summit Fire Authority: In addition to the written report, Director Miller shared that the next meeting will be held on March 21, 2019. John Hall has been hired as the new Division Chief for SFA. John will be introduced at the March Board meeting.

Wildfire Council: No meeting held.

Finance: In addition to the written report, Finance Manager Hartley shared that the ACM 2018 audit engagement letter is in the Board packet. The only GASB standard that will need to be implemented for the Authority is GASB No. 87 on leases. The auditors will begin their field work on Monday, March 4 at Station 10 in Silverthorne.

Human Resources: Nothing in addition to the written report.

CRO: Nothing in addition to the written report.

Community Risk Division: In addition to the written report, Fire Marshall McDonald reported meeting with the Summit County Road and Bridge regarding the move of their sand shed on Peak 1 Drive in Frisco, which will eliminate the current curvy road.

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

Operations: In addition to the written report, DC Davis reported on the County-wide traffic gridlock incident a couple of weekends ago and efforts to review the infrastructure.

Chief: In addition to the written report, Chief Berino shared that he had a meeting with the Town of Silverthorne regarding the purchase of Station 10. The Town is very interested and requested the Authority provide a site improvement survey, asbestos survey and an environmental survey.

Chief Berino shared that he is working on a transition plan for the move to the new administration building, starting with the current clean up of old files. The goal is to move the IT Manager first to make sure the building is ready for the rest of the staff to be moved into.

Lastly, Chief Berino shared on SB 19-032, the hazardous materials transportation bill, pursuant to which he requested a seat at the table to participate in the upcoming study group. Currently, the tunnel has a sprinkler system designed for only up to a 20 megawatt fire. This is not sufficient to extinguish a fully involved hazmat tanker.

Board Comments:

None

Executive Session:

M/S/P Cox and Lee to move into Executive Session to discuss personnel matters under C.R.S. Section 24-6-402(4) (f) at 11:42 AM.

Vote: All in favor, none opposed.

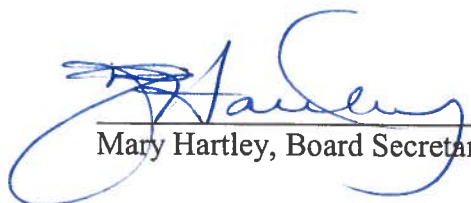
The Executive Session ended at 12:02 PM.

Resume the Regular Board meeting at 12:02 PM.

Adjournment:

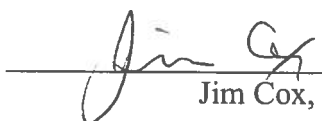
M/S/P Lee and Miller to adjourn the meeting at 12:03 PM.

Vote: All in favor, none opposed.



Mary Hartley, Board Secretary

Approved this 19 day of MARCH 2019



Jim Cox, President