

**Minutes**  
**Meeting of the Board of Directors**  
**Summit Fire & EMS Authority**  
**Thursday February 20, 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 9:02 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, Fire Marshal Kim McDonald, Battalion Chief Wagner, CRO Steve Lipsher, HR Manager Matt Scheer, Board Secretary/Finance Director Mary Hartley, and District Legal Counsel Emily Powell by telephone.

**Guests:**

Bryan Webinger, District Manager, Copper Mountain Consolidated Metro District  
Missy Stabile, Clerk-Treasurer, Copper Mountain Consolidated Metro District  
Kevin Rathjen, Tessa Rathjen and Clark Rathjen

**Approval of Agenda:**

It was the consensus of the Board to correct the spelling of the word "Executive" on the agenda and to add an introduction of new Firefighter Rathjen.

**Introduction and Oath of Office for New Firefighter Kevin Rathjen:** Chief Berino and HR Manager Scheer introduced the Authority's newest firefighter, Kevin Rathjen, who is reporting to A-Shift at Station 1. HR Manager Scheer administered FF Rathjen's Oath of Office and his badge was pinned by FF Rathjen's spouse, Tessa Rathjen.

**Restate Oaths of Office:**

Missy Stabile, in her capacity as Notary Public, administered the restated Oaths of Office to Directors Cox, Steele, Miller, Broughton and Lee, in order to correct a clerical error identified on the Oaths taken at the January 4, 2018 Board meeting.

**Ratify all Board Actions Taken at the January 4, 2018 meeting:**

M/S/P Broughton and Miller to ratify all official actions taken at the January 4, 2018 Board meeting.

Vote: All in favor, none opposed.

**Public Comments:**

None

**Consent Agenda:**

The following items were presented:

Approval of Minutes of the January 4, 2018 Regular Meeting

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

Vote: All in favor, none opposed.

Approval of Warrants: January 1, 2018 - February 16, 2018

M/S/P Broughton and Miller to approve the Warrants for January 1, 2018 - February 16, 2018.

Vote: All in favor, none opposed.

Approval of Financial Report for All Funds - January 2018

Following discussion,

M/S/P Miller and Broughton to approve the January 2018 financial report for all funds.

Vote: All in favor, none opposed.

### **Continued Business Items:**

Approval of Resolution 2018-07, establishing the 2018 regular Board meeting schedule and designating posting locations, and rescinding the previously adopted Resolution 2018-01.

M/S/P Broughton and Lee to approve Resolution 2018-07, establishing the 2018 regular Board meeting schedule and designating posting locations, and rescinding the previously adopted Resolution 2018-01.

Vote: All in favor, none opposed.

### **New Business:**

**Approval of 2018-2021 Strategic Plan:** The Board did not have a copy of the final Strategic Plan, so it was the consensus of the Board to table this item until the next Board meeting on March 20, 2018.

**Update and discussion on Lake Dillon Fire IGA for new Administration Building:** Chief Berino updated the Board on the latest draft of the IGA between Lake Dillon Fire Protection District ("Lake Dillon Fire") and Summit County Government for the new Administration Building. Lake Dillon Fire would look to the Authority to pay Lake Dillon Fire's percentage of square footage cost of the common maintenance expenses. The IGA was modeled after Lake Dillon Fire's Station 8 IGA with Summit County Government.

### **Staff Reports:**

**Attorney:** Attorney Powell reviewed the monthly attorneys' report with the Board. The report summarizes specific projects with which Attorney Powell's firm was involved during the preceding month. Also included was a legislative tracker, which identifies bills introduced in the Colorado Legislature that may impact special districts and other public entities.

**Summit Fire Authority:** In addition to his written report, Chief Berino stated that the Authority no longer has a Training Chief due to Chief Koogler's resignation. Chiefs Hegenderfer and Kuhn are meeting weekly with the Authority staff to make sure work moves forward. The Authority is currently reviewing the need for a Training Chief that services only two fire districts. Director Miller believes that oversight is needed on State certifications and other Authority activities that an outside Training Chief might not be aware of, including testing at the Training Center. Director

Miller warned against being shortsighted in moving forward with expanding the facility and the importance of joint training.

Director Broughton wants to make sure the current Authority staff know they are supported and that their work is needed.

Wildfire Council: No report this month.

Accreditation: In addition to the written report, Capt. Schenking stated that Authority accreditation is moving forward. The plan is to get all the information to the accreditation review board by the end of March. The Community Risk Division is entering 3,341 businesses into the Authority's electronic systems. Chief Curmode has been instrumental in getting the project complete and supporting Capt. Schenking in this huge endeavor.

Finance: In addition to the written report, Assistant Treasurer Hartley appreciates the Board's patience in getting the Authority reports updated and refined.

Human Resources: In addition to the written report, HR Manager Scheer reported that Finance Director Hartley celebrated her three year anniversary and another new firefighter, Darren Toro, will be introduced at the March Board meeting.

CRO: Nothing in addition to the written report.

Community Risk Division: In addition to the written report, Fire Marshal McDonald reported that he is working on major plan sites with Copper Mountain and Smith Ranch.

Administrative Services: In addition to the written report, Chief Curmode shared that he attended meetings for Chief Berino and is working with Chief Farrell on implementing all aspects of the Authority. The Community Risk Division is working as a great team and is busy handling the high amount of permits received. Chief Curmode extended a big thank you to Capt. Schenking on all of the work he has done on accreditation.

Chief Curmode shared that the accreditation team will meet with staff and Board members to verify the information supplied in the report. Staff needs to be prepared to answer questions and update the accreditation report as needed.

Support Services: In addition to the written report, Chief Farrell stated that the ESCI Consultant team is currently interviewing key members of all the County fire protection and ambulance providers. ESCI will issue a professional opinion on an ambulance services structure that makes the most sense for Summit County.

Facility projects including work at Stations 8 and 11 will happen in the summer.

Information Systems is working on updating HighPlains for the Authority and the Authority is moving to a month-to-month contractual arrangement with HighPlains because the annual agreement ends in March 2018.

Emergency Reporting is anticipated to be live on April 1, 2018; however, more training is needed to make sure the transition is smooth. The next step will be looking into a new scheduling system that is compatible with the Emergency Reporting package.

Fire Corps' meeting last week was well attended and they have scheduled a tour of Station 1 in August.

Operations: In addition to the written report, Chief Berino reported that Operations is extremely busy responding to calls related to Spring Breakers and long weekends.

Fire Chief: In addition to the written report, Chief Berino shared that he participated in the CMGC (Construction Manager/General Contractor) admin building selection meeting for Lake Dillon Fire. JHL Contractors was the committee's first choice for contractor, with Symmetry as the second choice. Lake Dillon Fire's Owner's Representative, John Sattler, will be holding a finance meeting on February 28, 2018 from 1:00-2:30 pm. Lake Dillon Fire will be getting a GMP (Guaranteed Maximum Price) for the construction before moving forward.

Chief Berino reported that succession planning is moving ahead with Capts. Houston and Wilkerson heading up the process.

Chief Berino and Director Cox purchased the 1942 Sterling Fire Engine for \$1.00 from the Summit Historical Society. The engine will continue to be stored in the Summit Cove rice barn until the Lake Dillon Fire admin building is ready for it to be moved.

Chief Berino updated the Board on the need for a support position to help Finance, Administration, and HR. This position will be posted as an Executive Assistant with a background in accounting skills.

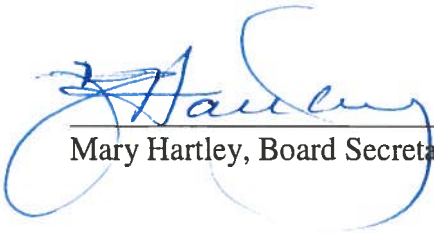
**Board Comments:**

None

**Adjournment:**

M/S/P Broughton and Miller to adjourn the meeting at 11:02 AM.

Vote: All in favor, none opposed.

  
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Mary Hartley, Board Secretary

Approved this 20<sup>th</sup> day of March, 2018

  
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Jim Cox, President