

Minutes
Meeting of the Board of Directors
Summit Fire & EMS Authority
Thursday, April 17, 2018 –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 8:59 AM.

Roll Call:

Board members present were Jim Cox, David Steele, Jim Lee, and Lori Miller by telephone. Board member Ben Broughton was absent and excused. Staff members in attendance were Chief Jeff Berino, Chiefs - Bruce Farrell, Gary Curmode and Joe Hegenderfer, Deputy Fire Marshal Dan Moroz, Battalion Chief Shaun Sawyer, HR Manager Matt Scheer, Board Secretary/Finance Director Mary Hartley, and District Legal Counsel Emily Powell.

M/S/P Cox and Steele to approve the excused absence of Director Broughton.

Vote: All in favor, none opposed.

Guests:

Bryan Webinger, District Manager, Copper Mountain Consolidated Metropolitan District
Jen Barchers, Board Member Lake Dillon Fire Protection District
Capt Tyson Houston, High Country Training Center

Approval of Agenda:

No changes made to the agenda

Public Comments:

None

Consent Agenda:

The following items were presented:

Minutes of the March 20, 2018 Regular Meeting

Warrants: March 16, 2018 - April 13, 2018

Financial Report for all funds - March 2018

After discussion and questions,

M/S/P Lee and Steele to approve the consent agenda as presented.

Vote: All in favor, none opposed.

Continued Business Items:

Resolution 2018-08 Adoption of 2018 SFE Fee Schedule:

Chief Berino and Attorney Powell updated the Board on the new Resolution adopting the 2018 SFE Fee Schedule. Two items were removed from the original fee schedule. The first was the Colorado Open Records Act (CORA) response fees, which are now included in a separate Resolution. By statute, the CORA Resolution must be posted on the Authority's website in order for some of the fees to be collected. The second was the Facility Use Form which is more appropriately defined as a contractual arrangement between the Authority and the user of the

Authority's facility, instead of a fee. A new Facility Use Agreement is being drafted for the Authority, which will be presented at the May Board meeting.

After discussion and questions,

M/S/P Steele and Lee to adopt Resolution 2018-08, establishing the 2018 SFE Fee Schedule.

Vote: All in favor, none opposed.

Executive Assistant Hiring Process: HR Manager Scheer and Finance Manager Hartley shared the new position posting for an Executive Assistant to help with payroll, billing, and other key areas in the Finance Department, and support for the HR Department and Fire Chief. This position will bring depth to Finance which is vulnerable with only one person handling payroll and accounts payable.

M/S/P Steele and Lee to approve the hiring of an Executive Assistant as budgeted in the Authority's Administrative line items for half of the calendar year.

Vote: All in favor, none opposed.

Update on Lake Dillon Fire's New Administration Building: Chief Berino updated the Board on the current status of the new administration building to be shared by Lake Dillon Fire and Summit County Government. The architects are working on the construction drawings that are a buildable set of drawings. The contractors feel comfortable with the \$4.1 million dollar budget.

New Business:

Succession Planning Implementation & Updates: Capt Houston, the Authority's representative to High Country Training Center, updated the Board on the work completed on a succession plan for the Authority. A high percentage of the Authority's Chiefs will be retiring within 3-5 years, and the Authority will be losing the institutional memory of both Lake Dillon Fire Protection District and the Authority at a high rate. The goal of the succession plan is to have the Chiefs mentor the next generation and put the right people in the open positions. The shared document is written using the national professional development model from FEMA. This structures the succession planning, creating an education, self-development, and training path through all elements. The succession plan committee has met three times and will have the developed models by May 18, 2018 with a final product in July 2018. Chief Berino discussed the balance between attaining education and gaining experience. The industry as a whole lists education as a key factor for professional development, which is now demanded of the fire service.

2019 Budget Forecasts & Capital Purchase Plan: Chief Berino and Finance Manager Hartley updated the Board on the 2019 budget forecasts and anticipated capital purchases for the next three (3) years. Per the Assessor's Office, property values within the jurisdictions of Lake Dillon Fire Protection District and Copper Mountain Consolidated Metropolitan District have increased up to 15%. However, the Residential Assessment Rate (RAR) is expected to decrease from 7.2% to 6.11% as a result of the operation of the Gallagher Amendment. Accordingly, the Authority is realistically planning on a 0-3% increase in tax revenue next year. This may change if the Colorado legislature introduces a late bill that would delay residential reassessments in 2019 for two additional years, thereby effectively "freezing" the RAR during that time.

Capital plans for next year will be kept at a minimum, with the vehicle replacement plan of a Type 1 engine for 2019 and a Type 6 for 2020. Also in 2019, Station 1 will be budgeted for a station

alerting system which is an industry standard, and which is currently in each of the Authority's other stations.

Resolution 2018-09 Establishing a Policy for Requests for Public Records and Assessing Charges for the Production of Public Records: Attorney Powell advised the Board on the necessity of establishing a policy specifically related to requests for public records under CORA, and setting fees for responding to such requests. Attorney Powell additionally advised the Board regarding recent changes in the law related to public records policies, and explained that the Resolution should be posted on the Authority's website in order for some of the fees to be collected.

After discussion and questions,
M/S/P Lee and Steele to adopt Resolution 2018-09 as presented.
Vote: All in favor, none opposed.

Review and Approve the 5/1/18 Salary Range Schedule: HR Manager Scheer reported that the 2018 Salary Range Schedule was changed to include the new Executive Assistant Salary as part of the previously approved schedule.

After discussion and questions,
M/S/P Steele and Miller to approve the 5/1/2018 SFE Salary Range Schedule as presented.
Vote: All in favor, none opposed.

Staff Reports:

Attorney: In addition to the written report, Attorney Powell reported working on a Facility Use Agreement for review at the May Board meeting. The current Board agenda was revised to include an ADA compliance statement, adding a 3 minute time limit for public comments, and including "executive session, if needed" as a standing agenda item. In June or July, the Authority will receive a summary of significant legislation passed by the Colorado legislature as part of the 2018 session.

Summit Fire Authority: Nothing in addition to the written report.

Wildfire Council: In addition to the written minutes, Director Cox reported meeting last week and reviewing the wildfire season and the state of the water in Colorado. The Forest Service reported on wildfire mitigation and received money to support the County and Fire Districts to fund backcountry rangers to help educate residents and visitors on the new unattended campfire legislation. The chipping program will be up and running for June which continues to be successful throughout the County. The Council approved a grant to the Town of Montezuma for a nonfreezing fire hydrant at the entrance of town.

Accreditation: In addition to the written report, Chief Curmode stated he is currently working on appraisals needed as part of the accreditation report, which includes public education, investigation, inspection and 7 other categories. The next step is to review all the core competencies in each category every 2 weeks with senior staff. The extra time given to the Authority from the Center for Public Safety Excellence is allowing the Authority time to review and prepare all needed documents.

Finance: In addition to the written report, Finance Director Hartley updated the Board on the request to re-brand all of the Fleet with the SFE name and logos. This includes the Copper Truck 1 and Copper Engine 1. The Board was supportive of this expense.

Finance Director Hartley reported that Xcel Energy finally changed the billings to the Authority's name, but is now charging a \$500 deposit per meter as a "new entity". There are 7 meters in the Authority. In order to waive this requirement for a new entity, Xcel requires the entity to enroll in the "automatic payment" option. Following discussion, the Board approved the use of EFT payments for the Xcel Energy billings, as well as other recurring payables, with the paid invoices being reviewed and signed by current signers.

Human Resources: In addition to the written report, HR Manager Scheer shared his appreciation in working with Missy and Web at Copper Mountain Consolidated Metropolitan District on the final transfer of employee files to the Authority.

Chief Berino gave a commendation to HR Manager Scheer for getting all of the years of service reconciled for all employees who have worked at multiple Districts, which historically have been combined to form the Districts that now comprise the Authority. Director Cox echoed that working with Copper has been great.

CRO: Nothing in addition to the written report.

Community Risk Division: In addition to the written report, Deputy Fire Marshal Moroz added that permit applications are 40% greater than last year at this time. Inspector Jim Farquhar has passed his Inspection 1 test and is quickly coming online.

Chief Berino handed out a CDOT project schedule for the next 18 months to 2 years for the Authority. CDOT approved a roundabout intersection by Station 2 and the possibility of a second roundabout intersection in front of Water Dance, mirroring Breckenridge's success in traffic flow with their roundabouts.

Administrative Services: In addition to the written report, Chief Curmode stated he is working on updating the Authority's mutual aid agreements to change the name from Lake Dillon Fire Protection District to Summit Fire & EMS Authority. Chief Curmode met with officials from Climax Molybdenum Mine, which has added approximately 250 employees in Henderson and 400-450 employees at Climax. Leadville is looking at expanding the housing by adding 200-250 structures in town.

Support Services: In addition to the written report, Chief Farrell reported working successfully with Rob Martin at Copper Mountain Metropolitan District to understand the Station 1 facility.

Chief Farrell discussed the purchase, installation, and work on the rollout of the Emergency Reporting Management Software. Later this week, the IT staff will train on the new system. Jerry Del Valle was appointed to be the new 911 Communications Coordinator for Summit County Government.

Operations: In addition to the written report, Chief Hegenderfer shared that Lt Laurina successfully worked on the EMS Grant and presented at the hearing. Operations is looking into

additional grants for upcoming paramedic school attendance. The crews greatly appreciate using Copper Engine 1 at the other locations.

Chief: In addition to the written report, Chief Berino reported that Summit County has approved additional forest service jobs, for a salary total of up to \$145,000. It is a good idea to get boots on the ground to make sure trails are safe and provide an aggressive fire safety message to those visiting the County. The Emergency Operations Center (EOC) helps support the County by keeping it running with supplies and backup during an emergency. Summit County has hired a new EOC and Chief Berino hopes to introduce them at the May Board meeting.

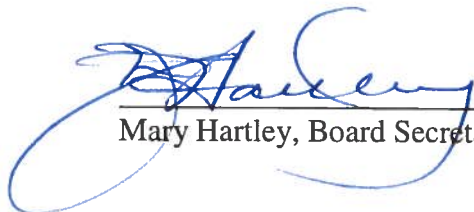
Board Comments:

None

Adjournment:

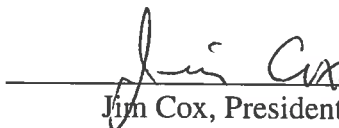
M/S/P Steele and Miller to adjourn the meeting at 10:58 AM.

Vote: All in favor, none opposed.



Mary Hartley, Board Secretary

Approved this 15th day of May, 2018



Jim Cox, President