

**Minutes**  
**Summit Fire & EMS Fire Protection District**  
**Regular Board Meeting**  
**Tuesday May 18, 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 Summit Fire & EMS Fire Protection District ("District") Board of Directors was called to order 9:01 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, Fire Marshal Kim McDonald, Captain Casey Humann, Engineer Chris Romano, Firefighter Greg Isaacson, Clinical Practice Manager Jenn Oese, Community Risk Officer Steve Lipsher, Human Resources Manager Matt Scheer, Accounting Supervisor Jessica Fuller, Payroll/AP Specialist Erin Mumma, Board Secretary/Finance Manager Mary Hartley, and Legal Counsel Emily Powell.

**Guests:**

Bryan Webinger, District Manager of Copper Mountain Consolidated Metropolitan District ("CMCMD")

**Approval of Agenda:**

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

**Public Comments:**

None

**Public Hearing on Petition for Inclusion of Property:**

One property was presented for inclusion into the District:

*Lot 8, Block 1, Sierra Bosque Filing No. 1, 1436 Blue Ridge Road in Silverthorne, CO,  
Owned by Barbara Jane Winch and Michael John Grady*

DC Wilkerson has inspected and approved the property for District service, and public notice of the inclusion hearing was published in the Summit Daily and The Journal on May 14, 2021.

President Cox opened the public hearing on the proposed inclusion at 9:03 AM. There were no public comments received at the public hearing. President Cox closed the public hearing at 9:05 AM.

**Inclusion of New Property into LDFPD District:**

M/S/P Miller and St. John to approve Resolution 2021-09 and the associated Certified Order of Inclusion including the Grady/Winch property into the District, as presented.

Vote: All in favor, none opposed.

**Consent Agenda:**

The following items were presented:

Minutes for Board Meetings: April 20, 2021 Regular meeting

Warrants: April 17, 2021 – May 14, 2021

Financial Report for all funds - April 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:**

**Oath and Badge Pinning Ceremony:**

HR Manager Scheer reported that the badge pinning and oath ceremony will be postponed until this summer.

**Salary Range Update:**

HR Manager Scheer presented the May 1, 2021 salary ranges for the District to the Board. The two changes made include the addition of the Accounting Supervisor position in lieu of the Senior Accountant, which Jessica Fuller accepted in taking on supervisory job duties under the Accounting Supervisor job title, and the change of title from Inspector I to Inspector I/Permit Technician.

After discussion and questions,

M/S/P Barchers and Lee to approve the May 1, 2021 Salary Ranges Schedule as presented.

Vote: All in favor, none opposed.

**Consider Resolution 2021-07 Assuming Document Retention & Destruction Schedule from the Authority:**

Attorney Powell presented Resolution 2021-07, directing the District to assume the Summit Fire & EMS Authority's ("Authority") Document Retention and Destruction Schedule as approved by the State of Colorado Archivist. The pending dissolution of the Authority requires the District to assume this Schedule as its own. If the State Archivist does not approve the assumption, then the District will need to adopt the most recent version of the Schedule; however, the preference is to continue with the District's current document retention and destruction practices.

After discussion and questions,

M/S/P Miller and St. John to approve Resolution 2021-07 Assuming the Document Retention and Destruction Schedule Adopted by the Summit Fire & EMS Authority and Approved by the Colorado State Archivist Effective October 25, 2018, as presented.

Vote: All in favor, none opposed.

**Consider Resolution 2021-08 Adopting CO Open Records Act (CORA) Policy and Schedule for Fees and Charges:**

Attorney Powell presented Resolution 2021-08 to the Board. The Authority had a CORA policy in place but a CORA policy is needed for the District. This Resolution updates the policy to current rules and regulations by the CDPHE and HIPAA, especially for medical records and research and retrieval fees. If this Resolution is adopted, it will need to be posted on the District website as soon as possible. A public records request form is also added to this policy and

attached as an appendix. This form is not required by law, but the District is entitled to require it and it streamlines all future CORA requests and adds consistency in the process. DC Schenking has been identified as the staff member who will be receiving these requests.

After discussion and questions,

M/S/P Lee and Miller to approve Resolution 2021-08 as presented.

Vote: All in favor, none opposed.

### **Continued Business:**

#### **Consider Adoption of Final Impact Fee Study:**

Attorney Powell discussed with the Board the adoption of the final Tischler/Bise impact fee study and the Resolution establishing an impact fee. Attorney Powell brought to the Board's attention Paragraph 3 of the Resolution, which states that the District and the developer may mutually determine whether the developer will make an "in-kind" contribution in lieu of paying all or part of the District impact fee. This includes items such as land for a future fire station or a new apparatus. This does not mean that the Board has to accept an "in-kind" contribution in lieu of an impact fee, but allows flexibility if desired.

The approval of the TischlerBise impact fee study and the Resolution is the first step in moving forward with the implementation of impact fees within the District's jurisdiction. The District may wish to consider holding a meeting with the County and Towns (Silverthorne, Frisco and Dillon) to discuss the implementation of impact fees following adoption of the study and Resolution.

After discussion and questions,

M/S/P Miller and Lee to approve the Adoption of the TischlerBise final Impact Fee Study as presented.

Vote: Four in favor, one abstention. Director Barchers recused herself from voting due to her role on the Town of Dillon Council.

#### **Consider Resolution 2021-06 Establishing an Impact Fee and Adopting the Impact Fee Schedule:**

After discussion and questions,

M/S/P Lee and Miller to approve Resolution 2021-06 as presented.

Vote: Four in favor, one abstention. Director Barchers recused herself from voting due to her role on the Town of Dillon Council.

#### **Mill Levy Discussion and Analysis Review:**

Chief Davis presented information regarding determining the amount of the mill levy increase to seek at the November election, including EMS billing options for residents and property taxpayers, impacts to revenues, and the costs of EMS.

Finance Manager Hartley reviewed the mill levy analysis report with the Board, including adjusting the property value increase for the latest assessed valuation through June 30, 2020.

The Board directed staff and legal counsel to prepare a Resolution Calling for Election for the Board's consideration at the June meeting.

**Director Cox Resignation Discussion:**

The Board discussed the options for filling the vacant Director's seat that will be created upon Director Cox's upcoming resignation. The next steps include identifying a Board appointee at the June or July Board meeting. Director Miller would like to see Director Cox stay through the July Board meeting in order to participate in Chief Davis's performance evaluation. The Board agreed to move up the Fire Chief evaluation process that was done in October for the previous chief. This moves the process to coincide with the annual staff evaluations.

**Authority Dissolution Update:**

Attorney Powell updated the Board regarding the progress of the assignment/termination of the Authority's contracts to the District. Once the contracts are assigned or terminated as appropriate, and the 2020 audit is complete, the Authority will move toward dissolution.

**Staff Reports:**

Attorney: In addition to the written report, Attorney Powell reported working on a Resolution for the District's adoption of the 2018 Fire Code at the June Board meeting. This will include the County's amendments of the 2018 Fire Code that the Board of County Commissioners recently adopted.

High Country Training Center: Director Miller reported the HCTC will be meeting the second week in June, and the Budget looks good. They hope to hear soon on the start of the capital asphalt project. Director Barchers attends this meeting as part of the Town of Dillon Council.

Wildland Council: Director Cox reported that the next meeting is Thursday, May 20, 2021. The Board will need to appoint a new Director to attend these meetings following his resignation.

Finance: In addition to the written report, Finance Manager Hartley reported that the 2020 audited financial statements will be ready for review at the June Board meetings for both the Authority and District. Finance Manager Hartley shared starting a benefit transition meeting to help support HR Manager Scheer in the transfer of the District's civilian employee retirement plans from ICMA to either the FPPA Statewide Defined Benefit Plan or to another vendor, as well as reviewing an update to the Sterling Board Room for audio visual needs.

Human Resources: Nothing in addition to the written report.

Community Risk Officer: In addition to the written report, CRO Lipsher reported that the backyard camp fire permits need to be renewed annually for everyone in the County.

Community Risk Division: In addition to the written report, Fire Marshal McDonald reported on the addition of the Stage 1 and 2 Summit County fire restriction language in the Board packet that was approved by the Summit County Board of County Commissioners.

Admin Support Services: In addition to the written report, DC Schenking and Director Miller publicly thanked Lt Laurina and staff on the successful approval of the Accreditation Annual Compliance Report.

OPS/EMS Services: In addition to the written report, Division Chief Woodworth reminded the Board that this week is EMS Appreciation week, recognizing the crucial part EMS plays in public safety with several events happening all week.

Chief: Nothing in addition to the written report.

**Board Comments**

Director Miller asked about the reason for browning out Station 11 in Keystone instead of Station 1 in Copper, with Station 11 having the highest number of responded calls of all of the stations as well as whether or not this was done for political reasons. Chief Davis commented that this is the first stab at getting medic units at Station 1 trained for elevator response calls and that Station 8 in Dillon can respond to Station 11 faster than Station 2 in Frisco can respond to Station 1. Chief Davis then responded that the political environment was reviewed as well in the decision.

Director Miller applauded Division Chief Woodworth and the entire EMS department for the outstanding cardiac arrest survival rate of 58.3%.

**Adjournment:**

M/S/P St. John and Lee to adjourn the meeting at 11:15 AM.

Vote: All in favor, none opposed.

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Mary Hartley, Board Secretary

Approved this \_\_\_\_ day of \_\_\_\_\_ 2021.

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Jim Cox, President