

**Minutes**  
**Meeting of the Board of Directors**  
**Summit Fire & EMS Authority**  
**Tuesday, September 18, 2018 – 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 Chiefs - Bruce Farrell and Gary Curmode, Fire Marshal Kim McDonald, Capt John Wilkerson, CRO Steve Lipsher, HR Manager Matt Scheer, Executive Assistant Erin Mumma, Board Secretary/Finance Director Mary Hartley, and District Legal Counsel Emily Powell.

**Guests:**

Bryan Webinger, District Manager, Copper Mountain Consolidated Metro District  
 Jen Barchers, Lake Dillon Fire Protection District Board Member  
 Linda St. John, Lake Dillon Fire Protection District Board Member  
 Jaime FitzSimons, Summit County Sheriff  
 Gini Bradley, Community Solutions Consulting  
 Eric Weaver, Copper Mountain Consolidated Metro District CPA  
 Scott Benson, Community Risk Division Inspector I  
 David Cunningham, Summit Information Services  
 Amy Corsinita, Summit Information Services

**Approval of Agenda:**

No changes made to the agenda

**Public Comments:**

None

**Consent Agenda:**

The following items were presented:  
 Minutes of the August 21, 2018 Regular Meeting  
 Warrants: August 18, 2018 - September 14, 2018  
 Financial Report for all funds - August, 2018  
 After discussion and questions,  
 M/S/P Broughton and Steele to approve the consent agenda as reported.  
 Vote: All in favor, none opposed.

**New Business:**

**Introduction of new employee, Scott Benson:** HR Manager Scheer introduced the District's new CRD Inspector I, Scott Benson to the Board.

**Introduction of David Cunningham from Summit Information Services:** Chief Berino introduced David Cunningham and his assistant, Amy Corsinita, to the Board. His group is

working with the issue committees supporting the November 2018 ballot issues presented by Lake Dillon Fire Protection District and Copper Mountain Consolidated Metropolitan District.

**Summit County Ballot Initiative Update:** Summit County Sheriff FitzSimons and Consultant Gini Bradley, reviewed the County's Ballot Initiative 1A and handed out "Yes for Summit 1A" packet to the Board. The Ballot Initiative has been in the works for the last three years. It is a request for a temporary 4.7 mill property levy for 10 years; producing \$8.8 million annually to support wildfire preparedness, mental health and suicide prevention, recycling and waste diversion, affordable early childhood care and learning, and improvements to public buildings.

**Update on Outsourcing IT Functions in 2019:** Chief Curmode updated the Board on the RFP process for outsourcing IT functions in 2019. Kudos to Colby Poole for the RFP creation and sending out to 10 vendors. Five vendors have responded and IT is reviewing the RFP's and will have an update at the next Board meeting.

**Station 2 Sharing Strategies with SCAS:** Chief Berino discussed the various options for sharing space in Frisco Station 2 with Summit County Ambulance Service (SCAS). Chief Berino met with County Manager Vargo, who is anxious to have presence in the Authority's Frisco Station. The new Admin building will house the Authority's CRD staff, leaving room in the basement of the Frisco Station to house SCAS Medic 3. The Board will continue to discuss this after the Admin building is constructed.

**Continued Business Items:**

**Update on new Administration Building:**

Chiefs Berino and Curmode updated the Board on the current status of the shared Admin building with Summit County Government. All the backfill for the footers is complete and Chief Curmode's staff report shows the facility schedule. The project is on budget per Lake Dillon FPD's owner's rep, John Sattler.

**Discussion on the Final Version of the ESCI (EMS Study):**

Chief Berino updated the Board on the final ESCI consultant study. The public presentation will be held on September 25, 2018 at the County Courthouse by the Summit County Commissioners. The meeting will be posted as an informational meeting and Chief Berino believes no decisions will be made at that time.

**Draft 2019 Operating, Capital and Snake River Fleet Budgets:** Chief Berino and Finance Manager Hartley presented the second draft operating, capital and Snake River Fleet Budgets to the Board. Chief Berino asked the Board for guidance or general direction for funding the Authority's reserve? After discussion and questions, the Board consensus was to have the reserve increase by \$500,000 each year.

**Staff Reports:**

**Attorney:** Nothing in addition to the written report.

**Summit Fire Authority:** In addition to the written report, Director Miller shared information from the September 6, 2018 meeting. The 2019 budget shows a 12.2% decrease. SFA continues to budget for a Chief position. The staff is in need of daily oversight so they don't operate in silos, and to lessen the burden of taking on the additional responsibilities. Oversight leadership is to be addressed by Chief Berino and Chief Keating of Red, White and Blue Fire Protection District.

Wildfire Council: No meeting last month.

Accreditation: DC Curmode reported getting comments back from the site team. The Authority is having problems with reconciling the old data with CAD data. The deadline to get in all the information is September 30, 2018 for review. All rewrites will take place as the comments come back.

Finance: In addition to the written report, Finance Director Hartley reported that the Authority credit cards have been received. She is working on training for online upload of receipts and coding before rolling out to staff.

Human Resources: HR Director Scheer reported working on the OPS physical schedule beginning 2019.

CRO: In addition to the written report, CRO Lipsher reported the upcoming Ice Cream Socials on Friday, September 21, 2018 at Frisco Station 2, Saturday, September 22, 2018 at Keystone Station 11 and Monday, September 24, 2018 at Dillon Station 8.

Community Risk Division: In addition to the written report, Fire Marshall McDonald reported a large increase in activity last month. The Baymont Hotel was sold to the Marriott who is dedicated to update the hotel for a fire sprinkler system.

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

Operations: In addition to the written report, DC Farrell shared that once the Type 3 engine returned from California it was sent to Denver for warranty work. The statistical spreadsheet the Board receives each month will have the proposed month end data with the actual data coming the next month, allowing the Board to get the most up-to-date information. The incidents are running 5% above last year.

Chief: In addition to the written report, Chief Berino shared that Wildernest Property Management raised money through the "Go Fund Me" website after the Buffalo Mountain Fire, and divided the funds equally to Animal Control, Sheriff Office Explorer Post, and the Authority. The Authority was presented a check of \$3,900 and a plaque including comments received on the website.

**Board Comments:**

None

**Adjournment:**

M/S/P Steele and Lee to adjourn the meeting at 12:05 PM.

Vote: All in favor, none opposed.

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Mary Hartley, Board Secretary

Approved this \_\_\_\_ day of \_\_\_\_\_ 2018

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Jim Cox, President