

**Minutes**  
**Summit Fire & EMS Fire Protection District**  
**Regular Board Meeting**  
**Tuesday April 20, 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 9:00 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, EMS Supervisor Bill Clark, Wildland Specialist/Engineer Kyle Iseminger, Captain Todd Hebebrand, Engineer Chris Romano, 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:**

Colin McAweeney, Senior Fiscal/Economic Analyst at TischlerBise  
Bryan Webinger, District Manager of Copper Mountain Consolidated Metropolitan District ("CMCMD")  
Lieutenant Paul Lawrence and wife Kathy  
Firefighter Justin Briggs  
Wildland Specialist Jonathan Sinclair and wife Katy

**Approval of Agenda:**

Upon motion duly made and seconded, the Board approved the agenda, amended to add the additional new business item C - Announcement of Director Cox Resignation.

**Executive Session:**

M/S/P Lee and Miller to move into Executive Session to receive advice of legal counsel regarding the Fair Campaign Practices Act under CRS Section 24-6-402(4)(b) at 9:01 AM.  
Vote: All in favor, none opposed.

Attorney Powell certified for the record that the Executive Session constitutes privileged attorney-client communications and would not be recorded.

M/S/P Barchers and St. John to move out of Executive Session at 9:28 AM.  
Vote: All in favor, none opposed.

Resume the Regular Board meeting at 9:29 AM.

**Public Comments:**

None

**Consent Agenda:**

The following items were presented:

Minutes for Board Meetings: March 16, 2021 Regular Board

Warrants: March 14, 2021 – April 16, 2021

Financial Report for all funds-March 2021

After discussion and questions,

M/S/P Miller and Lee to approve the Consent Agenda as presented.

Vote: All in favor, none opposed.

**New Business:**

**Badge Oath Ceremony:**

HR Manager Scheer presented the Oath of Office and badge pinning to Lt Paul Lawrence, new B-shift FF Justin Briggs and new Wildfire Specialist Jonathan Sinclair.

**Wildfire/Specialist Briefing:**

Chief Davis updated the Board on the wildland fire seasonal outlook. The wildfire danger is starting in June and is expected to be a tough year

BC Cole and Wildland Specialist Coordinator Iseminger both commented that Summit County is in high wildland fire concerns and the 2021 summer is expected to be busy.

**Cox Resignation:**

Director Cox presented his letter of resignation to the Board and communicated availability to serve until the first of August, 2021. The Board collectively thanked Cox for his years of service and voiced support for Cox to stay active on the Board through the first of August.

**Continued Business:**

**Mill Levy Discussion and Analysis Review:**

Chief Davis and Finance Manager Hartley reviewed a mill levy analysis report with the Board, including a comparative analysis with Eagle River Fire Protection District and Eagle County Ambulance District running Fire and EMS.

**Impact Fee Analysis Update:**

Colin McAweeney, Senior Fiscal/Economic Analyst at TischlerBise, presented the draft SFEFPD Impact Fee Study. He explained that development impact fees do have limitations and should not be regarded as the total solution for infrastructure funding, but rather that they are one component of a comprehensive funding strategy to ensure the provision of adequate public facilities. Development impact fees are one-time payments for growth-related infrastructure, and cannot be used for operations, maintenance, or replacement of infrastructure or to correct existing deficiencies. They are imposed on new development and must be used solely to fund growth-related capital projects. The purpose is to defray capital costs directly related to growth.

Mr. McAweeney discussed that traditionally the impact fees are collected at the time building permits are issued. Pursuant to Colorado law, IGAs are necessary with the County and municipalities within SFEFPD before SFEFPD can begin assessing impact fees. The impact study approach used to develop the Impact Fee Study was an incremental approach and assumes that all jurisdictions will enter into separate IGAs at the Board-approved impact fee rates.

Attorney Powell reported that the next steps for the SFEFPD Board will be to adopt the Impact Fee Study, approve the amount of the impact fees to charge up to the amount in the approved Impact Fee Study, and begin IGA negotiations with Summit County Board of County Commissioners and the Towns of Silverthorne, Dillon and Frisco. These individual IGAs will include provisions on how the money will be collected and transmitted to SFEFPD as well as the need to set up a separate bank account to hold future impact fee funds received.

#### **Authority Dissolution Update:**

Attorney Powell discussed the finalization of the Sublease Agreement for Engine 1 and Truck 1 from CMCMD to SFEFPD. The Sublease Agreement in the Board packet was signed by the CMCMD Board and US Bancorp Government Leasing and Finance, Inc. After discussion and questions,

M/S/P Barchers and Cox to approve the Sublease Agreement from CMCMD to SFEFPD for the two CMCMD apparatus (Engine 1 and Truck 1) as presented.

Vote: All in favor, none opposed.

Attorney Powell updated the Board regarding the progress of the assignment/termination of SFE's contracts to SFEFPD. Once the contracts are assigned or terminated as appropriate, and the 2020 audit is complete, the SFE will be dissolved.

#### **Staff Reports:**

Attorney: In addition to the written report, Attorney Powell reported assisting Chief Staff in reviewing the County's proposed amendments to the 2018 Fire Code in order to bring the Fire Code into alignment with the actual practices as relate to wildfire restrictions and backyard fire permitting. She also reported reviewing the draft Impact Fee Study.

Attorney Powell lastly shared that the current legislative tracker is included in the Board packet. There is one bill that was introduced last week that is not included in the tracker that, if passed, confirms that electronic Board meetings are a permitted way to run Special District meetings and not limited to contingencies such as pandemic, weather etc. The Colorado Legislature is expected to recess in approximately six weeks.

High Country Training Center: DC Hall reported that the Training Center is in the final stages with the contractor and civil engineer to begin the capital dirt/asphalt project in mid to late July.

Wildland Council: Director Cox reported that there was no meeting this month.

Finance: In addition to the written report, Finance Manager Hartley reported updating bank signature forms for SFEFPD's name change as well as reviewed with the Board the EMS dashboard attached to the Finance Board report.

Human Resources: Nothing in addition to the written report.

Community Risk Officer: Nothing in addition to the written report.

Community Risk Division: Nothing in addition to the written report.

Admin Support Services: In addition to the written report, DC Schenking reported working with the Lake Dillon Theater Company on a lease agreement for the rental of a single bay at the old Silverthorne fire station in order to house an apparatus at a cost of \$600.00 per month. This will satisfy the Insurance Services Office (ISO) requirements for the Town of Silverthorne.

OPS/EMS Services: In addition to the written report, Deputy Chief Wilkerson reported that different shades of red were painted on the new wildland vehicle that was driven to Summit County by SFEFPD staff. The manufacturer picked up the vehicle by use of a lowboy to travel back to the manufacturer for paint correction and returned it timely.

Chief: In addition to the written report, Chief Davis shared taking vacation during the May Board meeting, but he will be calling in for the meeting to continue the mill levy discussion.

**Board Comments**

Director St. John asked when the Board meetings could be held in person once again. Chief Davis responded that the goal is to hold in person meetings beginning in July.

**Adjournment:**

M/S/P St. John and Barchers to adjourn the meeting at 11:47 AM.

Vote: All in favor, none opposed.

\_\_\_\_\_  
Mary Hartley, Board Secretary

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

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Jim Cox, President

I hereby attest that the information communicated during the executive session, which was not recorded, constituted privileged attorney-client communications.

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Emily Powell, Esq.

I hereby attest that the executive session, which was not recorded, was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. § 24-6-402(4)(b).

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Jim Cox, President