

Minutes
Summit Fire & EMS Fire Protection District
Regular Board Meeting
Tuesday February 21, 2023
0035 County Shops Road, Frisco, CO
with TeleCon Attendance Option Available

Call to Order:

The Regular meeting of the Summit Fire & EMS Fire Protection District ("District") Board of Directors ("Board") was called to order at 9:00 AM.

Roll Call:

Board Members present were Lori Miller, Joe Ben Slivka, Linda St. John, and Dan Johnson. Staff members in attendance were Chief Travis Davis, Deputy Chiefs John Wilkerson and Brian Schenking, Division Chief Kim McDonald, Battalion Chiefs Lou Laurina and Ryan Cole, Captains Todd Hebebrand and Casey Humann, Lieutenants Paul Camillo and Doug Beeler, Wildland Specialist Hannah Ohlson, Engineers Ian Aneloski, Aaron Ferdig, Frank Towers, Mark Nielsen and Chris Romano, Firefighter Medics Eric Paradis, Mike Williams, Tony Marzo, Talon Edwards, and Andrew Segura, EMS Specialist Jacob Love, EMT Denise Fair, Firefighter Technicians Aaron Baker, Chris Cuculis, and Nick Pollard, Firefighter Sam Brunetta, Deputy Fire Marshal Scott Benson, Community Resource Officer Steve Lipsher, Accounting Supervisor Jessica Fuller, Accreditation Manager Shaun Sawyer, Compensation and Benefits Specialist Erin Mumma, EMS Billing & Coding Specialists Martha Bird and Gayle Cottingham, Board Secretary/Finance Manager Mary Hartley, and Legal Counsel Emily Powell.

M/S/P St. John and Johnson to excuse the absence of Director Barchers.

Vote: All in favor, none opposed.

Guests:

John Piotti, Town of Frisco resident
Dino Ross, Attorney at Ireland Stapleton Pryor & Pascoe, PC
Tom Turk

Approval of Agenda:

M/S/P Slivka and St. John to approve the agenda as presented.

Vote: All in favor, none opposed.

Update On Silverthorne Fire Station

Chief Davis opened the meeting with an update on the status of the Silverthorne Fire Station work that had been completed since the January Board meeting. Chief Davis is currently working with the Town of Silverthorne grant writers for potential funding, as well as working on the construction pre-application for the permitting meeting with the Town of Silverthorne. This week the Chief will be meeting with the architects and attorney to discuss the AIA document forms, which will come back to the Board for approval after negotiating final terms with the general contractor who is chosen for the work.

Attorney Dino Ross discussed the architectural documents included in the Board packet and reviewed the timeline with the Board. After discussion and questions,

M/S/P Slivka and St. John to approve the AIA Document B133 Agreement Between the Owner and Architect as presented.

Vote: All in favor, none opposed.

Public Comments:

John Piotti introduced himself to the Board and commented on the AIA Document B133.

Consent Agenda:

The following items were presented:

Minutes: January 17, 2023, Regular Board Meeting

Warrants: January 14, 2023 – February 17, 2023

Financial Report for all funds – January 2023

After discussion and questions,

M/S/P St. John and Johnson to approve the Consent Agenda as presented.

Vote: All in favor, none opposed.

New Business:

Consider Collective Bargaining Agreement (CBA) approval or Set Special Board meeting to review:

Chief Davis updated the Board on the status of the CBA negotiations with the union. Negotiations have concluded and the union's legal counsel prepared the first draft of the CBA. Attorney Dino Ross received the CBA for the District's review on February 12, 2023; however, there was not enough time for a full review and discussions with the Fire Chief prior to the Board meeting. Once Attorney Dino Ross and the Fire Chief complete their review, the CBA will be returned to the Union's attorney for review and then back to the District's attorney for final review. The Board agreed to hold a Special Board meeting on March 13, 2023 at 9:00 am to consider the CBA if the CBA is ready and is sent to the Board prior to the meeting.

Presentation of Draft 2022 Annual Report

CRO Lipsher presented the 2022 Draft Annual Report to the Board. After questions and discussion, it was the consensus of the Board that the Directors were pleased with the report and directed it for publication.

May 2, 2023 Election Update:

Finance Manager Hartley reported only receiving one (1) Self-Nomination & Acceptance Form for the three open Board positions as of the Board meeting date. The District is contracted once again with Kurt Schlegel of Special District Solutions to help with the eligible elector list if conducting an election is necessary. The election will be held on Tuesday, May 2, 2023, from 7 am to 7 pm in the HQ Sterling Board Room, if the District receives more than three (3) self-nomination & acceptance forms and/or affidavits to be a write-in candidate by 5:00 pm on February 27, 2023. If the District does not receive more than three (3) self-nomination and acceptance forms and/or affidavits to be a write-in candidate by that date, then the election will be cancelled.

Important Election Dates

February 24, 2023 – Deadline for Self-Nomination and Acceptance forms to be filed with the Designated Election Official.

February 27, 2023 - Deadline to file Affidavits of Intent to be a Write-in Candidate with Designated Election Official.

February 28, 2023 – Cancellation of Election if there are no more candidates, including write-in candidates, than positions to be filled.

March 3, 2023 – If Election is not cancelled, then certify ballot content.

Staff Reports:

Attorney: In addition to the written report, Attorney Powell advised the Board that the Petition for Inclusion of the Morano property has been filed with the District Court. The Board packet includes the January 2022 through December 2022 retainer analysis. The firm is looking at possible alternatives to the retainer agreement for 2024 which may include a percentage of fee off rather than a fixed fee, which is fairer to all of their clients. Lastly, Michelle Ferguson will be stepping in for Attorney Powell for the March Board meeting.

Attorney Powell reviewed the 2023 Legislative Tracker with the Board and specifically discussed six bills, including HB23-1023, HB23-1054, HB23-1065, SB23-017, SB23-108, and SB23-111.

High Country Training Center: In addition to the written report, Director Miller reported that HCTC is in the midst of the annual audit.

Wildland All Matters: Nothing in addition to the written report, which was included as part of the operations report.

Finance: In addition to the written report, Finance Manager Hartley reported on the implementation of the new billing software called Billing Bridge. The hard work of the EMS billing department, Gayle Cottingham, Martha Bird and Jessica Fuller, ensured the successful implementation and ability to tie back to the old billing software Tritech.

Accounting Supervisor Fuller was also instrumental in building the permitting revenue with the District's general ledger which will be done monthly in response to audit recommendations last year.

Finance Manager Hartley also gave an Audit update, reporting that the annual audit is ahead of schedule and hope to have the draft audit report at the March or April Board meeting.

Human Resources: No written report or anything to add.

Community Resource 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, Accreditation Manager Sawyer reported turning in the Annual Compliance Report to CPSE on time. The report only had 11 months of data for 2022 due to the transition of the record management system from ER to the ImageTrend software. Once the December data is added to the record management system, the data will be updated.

OPS/EMS Services: In addition to the written report, DC Wilkerson explained the contradictory data presented in his report. The new record management system, ImageTrend, is still being updated on the validation rules, and thus its reporting is not completely accurate. DC Wilkerson discussed hiring a new firefighter paramedic who will begin on February 26, 2023 which leaves only one open position on the line, as well as hiring a new EMS Division Chief who should start by the end of March.

Fire Chief: In addition to the written report, Chief Davis reported meeting with residents within the Heeney area regarding the District's response to recent emergency services calls. The Chief will be out of town next week at the CPSE Excellence Conference.

Board Comments

None

Adjournment:

M/S/P Slivka and St. John to adjourn the meeting at 10:54 AM.

Vote: All in favor, none opposed.

DocuSigned by:

Mary Hartley

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Mary Hartley, Board Secretary

Approved this 21st day of March 2023.

DocuSigned by:

Lori A. Miller

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Lori A. Miller, Board President