

**Minutes**  
**Summit Fire & EMS Fire Protection District**  
**Regular Board Meeting**  
**Tuesday, October 17, 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, Dan Johnson, John Piotti (remote), and Jonathan Sinclair. Staff members in attendance were Fire Chief Travis Davis, Deputy Chiefs Brian Schenking and John Wilkerson, Division Chiefs Kim McDonald and Rick Ihnken, Battalion Chiefs Ryan Cole, Lou Laurina and Kevin Skaer, Lieutenants Chris Romano and Paul Camillo, EMS Coordinator Joe Hemelt, Wildland Coordinator Kyle Iseminger, Wildland Specialist Hannah Ohlson, Firefighter Medics Corey Okes, Eric Paradis and Mike Williams, Engineer Mark Nielsen, Firefighters Aaron Baker, Chris Cuculis, Jordyn Butler, Nick Pollard and Justin Boyd, Deputy Fire Marshal Scott Benson, Inspector Justin Farmer, Accounting Manager Jessica Fuller, Community Resource Officer Steve Lipsher, EMS Billing & Coding Specialist Martha Bird, Admin Tech Ginger Hatton, Board Secretary/Finance Director Mary Hartley, and Legal Counsel Michelle Ferguson in for Emily Powell.

**Guests:**

None

**Approval of Agenda:**

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

Vote: All in favor, none opposed.

**Public Comments:**

None

**Consent Agenda:**

The following items were presented:

Minutes: September 19, 2023, Regular Board Meeting

Minutes: October 3, 2023 Work Session Meeting

Warrants: September 16, 2023 – October 13, 2023

Financial Report for all funds – September 2023

After discussion and questions,

M/S/P Sinclair and Piotti to approve the Consent Agenda as presented.

Vote: All in favor, none opposed.

**New Business:**

**Consider Resolution 2023-07 To Adopt the 2023 Community Risk Assessment Standards of Cover (CRA SOC) Document:**

DC Schenking shared Resolution 2023-07 with the Board. Directors Miller and Slivka requested that staff work on a paired down version of the CRA SOC for the Board and the community to reference. After discussion and questions,

M/S/P Piotti and Slivka to adopt Resolution 2023-07 as presented.

Vote: All in favor, none opposed.

**Continued Business:**

**Update On Silverthorne Fire Station**

Chief Davis and Director Piotti updated the Board on the status of the Silverthorne Fire Station work that had been completed since the September Board meeting; including receiving the 75% drawings and the most recent finding on the soils portion of the project. It will be approximately \$400,000 - \$600,000 addition to the project cost to remove the topsoil and fill in with construction base soil.

**2024 Budget Prep and Adoption Schedule Update**

Finance Director Hartley shared the updated timeline for adopting the 2024 Budget.

**2024 Salary Discussion and Work Session Recap**

Chief Davis discussed the methodology, immediate and short-term objectives, and long-term sustained criteria of the District philosophy on pay. The goal of this methodology is to recruit and retain staffing. Accounting Manager Fuller discussed the step and Headquarters pay proposals with the Board. After discussion and questions,

M/S/P Slivka and Miller to approve the living document on the District philosophy on pay, identifying comparable departments, and placing guardrails on spending amounts for salaries going forward with emphasis placed on frequency and long-term sustainability that will not exceed 80% of the operating budget for salaries and benefits.

Vote: All in favor, none opposed.

M/S/P Slivka and Sinclair to budget for a 15% flat increase for all positions in 2024, with the exception being the positions making less than \$80,000, and for Chief Staff to establish pay for that position at a level that is sufficient to hire and retain future members without exceeding the District's total pay and salary budget line item.

Vote: Miller, Slivka, Johnson and Sinclair in favor, and Piotti opposed. Motion passes.

**Present Second Draft of the 2024 Operating and Snake River Fleet Budget**

Finance Director Hartley presented the changes made to the 2024 Operating and Snake River Fleet Budgets from the prior budgets shown at the September Board meeting.

**Staff Reports:**

Attorney: In addition to the written report, Attorney Ferguson reported that Emily Powell has returned to work and will be with us at our November Board meeting.

High Country Training Center: In addition to the written report, Director Miller discussed the increased SFA assessment to the District due to the hiring of 2 additional Training Captains and moving to a 24-hour staffing schedule.

Local 4528 Union Update – Local 4528 did not provide a written report this month. President Romano thanked the Board for supporting the salary collaboration and moving the step pay to the averages of the five comparable departments.

Wildland All Matters: In addition to the written report, which was included as part of the operations report, Wildland Coordinator Iseminger reported applying for a new grant amounting to \$623,000 over a four-year period to offset salary and benefits of two of the Wildland Specialists. The District expects to hear the outcome towards the end of the year.

Finance: In addition to the written report, Finance Director Hartley personally thanked Attorney Ferguson and Accounting Manager Fuller for their support and hard work this last month. She also reported that the District held the open enrollment for 2024 benefit changes last week and is moving forward with other HR issues as Compensation & Benefit Specialist Mumma is out on leave.

Community Resource Officer: In addition to the written report, CRO Lipsher gave a shout out to the CRD department highlighting Inspector Layfield for their assistance in the fire safe school programs.

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

Admin Support Services: In addition to the written report, DC Schenking thanked Admin Tech Hatton and CRO Lipsher for their help with finalizing the accreditation paperwork to the CPSE team. DC Schenking updated the Board on the work being done on Station 12 in Summit Cove.

OPS/EMS Services: In addition to the written report, Division Chief Ihnken reported that three District employees attended the peer support training.

Fire Chief: In addition to the written report, Chief Davis thanked the Board for their support of the pay philosophy and moving forward on the 2024 Budget.

**Board Comments**

Director Sinclair shared positive feedback from the community regarding the District and more specifically Chief Davis.

Director Piotti thanked the staff for all of their hard work and wanted the Board minutes to reflect that he firmly supported a 10% increase in wages, even though he felt he could not support but 15%.

**Adjournment:**

M/S/P Sinclair and Johnson to adjourn the meeting at 11:17 AM.

Vote: All in favor, none opposed.

Approved this 21<sup>st</sup> day of November 2023.

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Mary Hartley, Board Secretary

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Lori A. Miller, Board President