

**Minutes**  
**Meeting of the Board of Directors**  
**Summit Fire & EMS Authority**  
**Thursday, March 20, 2018 – Relocated at Station 10 – 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 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, Chiefs - Bruce Farrell, Gary Curmode and Joe Hegenderfer, Fire Marshal Kim McDonald, Capt Brian Schenking, HR Manager Matt Scheer, Board Secretary/Finance Director Mary Hartley, and District Legal Counsel Emily Powell.

**Guests:**

Bryan Webinger, District Manager, Copper Mountain Consolidated Metro District  
Darren Toro, Firefighter

**Approval of Agenda:**

It was the consensus of the Board to remove agenda item 7c, regarding inclusion of property into the jurisdiction of Lake Dillon Fire Protection District ("Lake Dillon Fire"), and to move the introduction of new firefighter Darren Toro to follow agenda item 3.

**Public Comments:**

None

**Introduction of New Firefighter Darren Toro:** HR Manager Scheer introduced the Authority's newest firefighter, Darren Toro, who is reporting to B-Shift at Station 2.

**Consent Agenda:**

The following items were presented:  
Approval of Minutes of the February 20, 2018 Regular Meeting  
Approval of Warrants: February 16, 2018 - March 16, 2018  
Approval of Financial Report for all funds - February 2018  
After discussion and questions,  
M/S/P Miller and Broughton to approve the consent agenda as presented.  
Vote: All in favor, none opposed.

**Continued Business Items:**

**Review and Approve the 2018-2021 Summit Fire & EMS Authority Strategic Plan ("SFE Strategic Plan"):** Chiefs Berino and Curmode presented the SFE Strategic Plan to the Board. After discussion and questions,  
M/S/P Broughton and Miller to approve the 2018-2021 SFE Strategic Plan, amended as requested by the Board.  
Vote: All in favor, none opposed.

**Update on Lake Dillon Fire's New Administration Building:** Chief Berino updated the Board on the current status of the new administration building to be shared by Lake Dillon Fire and Summit County Government. Chiefs Berino and Curmode, Director Lee, and Finance Director Hartley attended a budget meeting with the owner's representative, John Sattler, Hallas Anderson Architects and the newly appointed GMGC Symmetry. Unnecessary items were removed from the plans, including the previously proposed basement, to stay within the approved budget. Summit County Government is requiring a hydronic boiler system be put into the building. The architects will be revising the drawings for this type of heating/cooling system, and Symmetry will get price estimates. A good hydronic system with a backup costs around \$125,000 which still keeps the project within budget. This mechanical system will be placed on the first floor of the building.

### **New Business:**

**Review and Approve the 2017 Annual Report:** Chief Berino presented the draft 2017 Annual Report to the Board. The intent was to include both Lake Dillon Fire and Copper Mountain Fire statistics in the report. Electronic copies of the approved 2017 Annual Report will be distributed to local politicians; the town Councils, Mayors, and Managers; Police Chiefs; State Senator and State Representative; County Commissioners; and will be published on the Authority's website.

After discussion and questions,

M/S/P Broughton and Miller to approve the 2017 Annual Report.

Vote: All in favor, none opposed.

### **Review and Approve Resolution 2018-08 Adopting the 2018 Authority Fee Schedules:**

Attorney Powell advised that upon review, some portions of the Fee Schedules should be updated to reflect the change in departmental structure from a fire protection district to a fire authority. Accordingly, Attorney Powell proposed that the Board postpone final consideration of the 2018 Authority Fee Schedule until the Board's regular April meeting.

Fire Marshal McDonald updated the Board on proposed changes to fees charged that will be included in the revised Fee Schedules.

### **Presentation of Authority Website:**

IT Tech, Colby Poole, introduced the first draft of the new Authority website to the Board, which is being prepared by a company called Civic Plus. The Authority has a contract with Civil Plus for website development and maintenance for \$5,000.00 per year. IT Tech Poole introduced the colors, symbols, logo and flow of the website. Changes can still be made and the final website will be rolled out in June 2018.

### **Staff Reports:**

**Attorney:** Attorney Powell presented the Board with the original signed copies of all of the Authority's organizational and implementation documents, and multiple copies of the signed documents to be distributed to Lake Dillon Fire, Copper Mountain Fire, and others as needed. Attorney Powell reported receiving confirmation from DOLA that the Authority has been added as a local government of the State of Colorado with the state ID #66856.

Attorney Powell reviewed the legislative tracker with the Board, and discussed the current status of a legislative solution to the local government funding problems caused by the Gallagher Amendment. Attorney Powell advised that HB 1051, which increases the penalty for unattended

campfires, has passed the legislature and is awaiting the Governor's signature. The bill will become effective July 1, 2018.

Summit Fire Authority: In addition to the written report, Director Miller reported that the Authority will delay rehiring the Training Chief position and is looking at restructuring training within the Authority. Each Monday the Training Staff are meeting with the Operations Chiefs from the Authority and Red, White and Blue Fire Protection District. The Board agreed to not lose sight of the importance of joint training.

Wildfire Council: No report this month. The first meeting is next Thursday.

Accreditation: In addition to the written report, Capt Schenking shared that there is significant demand for accreditation in departments throughout the country, which is creating some delays in the process. Accordingly, the Authority site visit is being pushed back to fall 2018, and the commission hearing will be moved to March 2019 in Anaheim, CA. This is a postponement of 6 months at no charge, and allows the Authority more time to institutionalize the concepts and process throughout the organization. Director Cox stated that he attended the Center for Public Safety Excellence conference in Orlando and sat in on four commissioned hearings. The questions revolved around the applicant's strategic plan and consistent application of the fire code.

Finance: In addition to the written report, Finance Director Hartley requested approval from the Board to spend \$2,500.00 to retain ACM Auditors to review the financial transition from Lake Dillon Fire to the Authority, and to prepare for the 2018 Authority audit. It was the consensus of the Board to approve the \$2,500.00 funding. Finance Director Hartley also presented draft financial policies that will establish a financial framework for internal control, accreditation and the annual audit. The Authority's auditor and Attorney Powell are reviewing the policies, which will be presented to the Board at a future meeting.

Human Resources: In addition to the written report, HR Manager Scheer reported scheduling testing for new firefighters and firefighter medics starting August 6-10, 2018. Ramping up recruiting with FF Isaacson, who is a fire instructor at Colorado Mountain College in Leadville, HR Manager Scheer presented a talk on recruiting, requirements for hire, and answered questions.

CRO: Nothing in addition to the written report.

Community Risk Division: In addition to the written report, Fire Marshal McDonald shared that he is very busy. Summit Medical Center is building a new 25,000 square foot building behind the old hospital building on School Road off of Highway 9. Once built, the existing building will be torn down for a parking lot.

Fire Marshal McDonald also reported that his department is moving to a risk based model, scoring all of the buildings within the Authority in the new RMS system, Emergency Reporting (ER). The buildings are rated low, moderate, or high risk. The scoring is based upon an occupancy vulnerability assessment profile (OVAP score). There are over 3,000 buildings within the Authority. The annual inspections will move to a focused risk inspection model and utilize tablets to input inspections on scene which will immediately populate the ER system.

Administrative Services: Nothing in addition to the written report.

Support Services: In addition to the written report, Chief Berino shared the 3-day Emergency Reporting training schedule that all staff will be attending next week.

Operations: In addition to the written report, Chief Hegenderfer commended Donna Trainer for her hard work on getting uniforms for the Authority and all of her attention to detail.

Flu season is still active and the Authority has responded to two severe cases the last week.

Chief Hegenderfer updated the Board on the change from surge to backfill to cover the growth in activity with Summit County Ambulance.

Chief: In addition to the written report, Chief Berino reported a full scale wildfire exercise on June 21, 2018. Capts Houston and Wilkerson have been working on a succession plan with key chief positions that will be open within 3 - 5 years. Chief Berino will be bringing the team to the April Board meeting.

**Board Comments:**

None

Attorney Powell left the meeting at this time.

**Executive Session:**

M/S/P Miller and Broughton to move go into Executive Session to discuss personnel matters under C.R.S. Section 24-6-402(2)(f) at 11:28 AM.

Vote: All in favor, none opposed.

The Board came out of Executive Session ended at 12:01 PM

Following discussion of the upcoming retirement of Joe Hegenderfer, Operations Chief, the Board made the following motion:

M/S/P Miller and Lee to direct Chief Berino to direct staff to create an incentive retirement package for qualified individuals.

Vote: All in favor, none opposed.

**Adjournment:**

M/S/P Broughton and Miller to adjourn the meeting at 12:10 PM.

Vote: All in favor, none opposed.

  
Mary Hartley, Board Secretary

Approved this 17<sup>th</sup> day of April, 2018

  
Jim Cox, President