

**Minutes**  
**Meeting of the Board of Directors**  
**Summit Fire & EMS Authority**  
**Tuesday, August 21, 2018 – 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 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, Chiefs - Bruce Farrell and Gary Curmode, Fire Marshal Kim McDonald, Battalion Chief Shaun Sawyer, CRO Steve Lipsher, HR Manager Matt Scheer, Executive Asst 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  
Steve Skulski, Lake Dillon Fire Protection District Volunteer Pension Board Member

**Approval of Agenda:**

No changes made to the agenda

**Public Comments:**

None

**Consent Agenda:**

The following items were presented:

Minutes of the July 17, 2018 Regular Meeting

Warrants: July 13, 2018 - August 17, 2018

Financial Report for all funds - July, 2018

After discussion and questions,

M/S/P Miller and Steele to approve the consent agenda as reported.

Vote: All in favor, none opposed.

Following discussion, M/S/P Broughton and Lee to approve increasing the purchasing credit card limit from \$25,000 to \$50,000.

Vote: All in favor, none opposed.

**Continued Business Items:**

**Update on new Administration Building:**

Chief Curmode updated the Board on the current status of Lake Dillon Fire Protection District's shared administration building with Summit County Government. The project is on day 27 and the parties remain confident that it is on budget.

**Discussion on the final version of the County's ESCI (EMS) Study:**

Chief Berino updated the Board on what expected to be in the County's final ESCI consultant study on EMS services. The final draft will be out this week. A public presentation will be held on September 25, 2018 at the County Court House. Board members are welcome to attend. Board Secretary Hartley will post the Board members' attendance as a special meeting.

**New Business:**

**Update on wildfire season, past/current deployments and the seasonal fall outlook:** Chief Berino reviewed a handout regarding the wildfire season with the Board members. There is a good chance Summit County will move out of Stage 2 fire restrictions within the next two weeks. The nation currently has no available IMT's due to large fires on the west coast.

**Appoint Designated Budget Officer:**

M/S/P Miller and Broughton to appoint Chief Jeff Berino as the Authority's 2019 Designated Budget Officer.

Vote: All in favor, none opposed.

**Staff Reports:**

Attorney: In addition to the written report, Attorney Powell updated the Board regarding the November 2018 ballot issue election approved by the Lake Dillon Fire Protection District Board of Directors, and being considered by the Copper Mountain Consolidated Metropolitan District Board of Directors.

Summit Fire Authority: In addition to the written report, Chief Berino stated that the 2019 draft budget for the Summit Fire Authority will be shared at the next meeting.

Wildfire Council: The Wildfire Council had 11 proposals for grant funds. All were approved. The chipping program has been extremely successful, with increased volume over last year.

Accreditation: In addition to the written report, DC Curmode reported the accreditation evaluation team will be coming to Summit County on November 11 - 15, 2018 for the Authority accreditation visit. The team leader, Steve Olson, was the team leader for the Red White and Blue Fire Protection District accreditation.

Finance: Nothing in addition to the written report.

Human Resources: Nothing in addition to the written report.

CRO: Nothing in addition to the written report.

Community Risk Division: In addition to the written report, Fire Marshal McDonald reported staying very busy, as he is working diligently with the public schools to get their doors open for the first day of school.

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

Operations: In addition to the written report, DC Farrell shared that 316 calls were made in July.

Chief: In addition to the written report, Chief Berino shared the philosophy behind preparation of the 2019 budget. The IGA establishing the Summit Fire & EMS Authority states that the Lake Dillon Fire Protection District Board and Copper Mountain Consolidated Metropolitan District Board may review the funding formula annually. The Board discussed the funding ratios of 80/20 or 79/21 (Lake Dillon Fire Protection District paying the higher amount) and recommended continuing with the 80/20 cost share split which is the same ratio used in 2018.

The 2019 Authority budget is expected to remain flat with the exception of salaries/benefits and non-negotiable fixed costs such as gas/electric.

The Board was comfortable with the Authority's estimated carryover from 2018 to 2019. This carryover will assist the Authority in weathering any economic downturns in 2020 or beyond, and will help build a reserve to a proposed 33% over the next few years. The reserve is intended to allow the Authority to purchase its own capital equipment in the future and avoid requesting capital funding from the two member Districts.

An updated draft 2019 Authority budget will be presented at the September Board meeting.

The Board also approved using allocated expenses for administration overhead when determining that portion of Authority costs attributable to each District.

Finally, the Board's consensus was to authorize Chief Berino to move forward with the purchase of three season jackets, Authority badges, and long sleeve shirts in 2018.

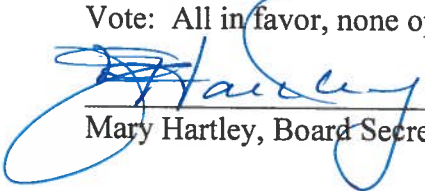
**Board Comments:**

None

**Adjournment:**

M/S/P Miller and Lee to adjourn the meeting at 10:39 AM.

Vote: All in favor, none opposed.

  
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Mary Hartley, Board Secretary

Approved this 18<sup>th</sup> day of September 2018

  
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Jim Cox, President