

**Minutes**  
**Meeting of the Board of Directors**  
**Summit Fire & EMS Authority**  
**Tuesday, March 19, 2019 – 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, Deputy Chief Bruce Farrell, Interim Deputy Chief Travis Davis, Fire Marshal Kim McDonald, Battalion Chief Shaun Sawyer, CRO Steve Lipsher, HR Manager Matt Scheer, and District Legal Counsel Emily Powell.

**Guests:**

John Hall, Division Chief of Training, and his daughter Kara Hall  
Tom Baumgarten, Fleet Tech II  
Randy Miller, Fleets Manager  
Jim Keating, Fire Chief of Red, White, and Blue FPD  
Paul Kuhn, Deputy Chief of Operations of Red, White, and Blue FPD  
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

**Approval of Agenda:**

Added accreditation update under new business item 5B.

**Public Comments:**

None

**Consent Agenda:**

The following items were presented:  
Minutes of the February 19, 2019 Regular Meeting  
Warrants: February 16, 2019 - March 15, 2019  
Financial Report for all funds - February, 2019  
After discussion and questions,

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

Vote: All in favor, none opposed.

**New Business:**

**Introduction and Oath of Office for New Employee John Hall, Division Chief of HCTC.**

Chief Berino and HR Manager Scheer introduced and administered the Oath of Office to John Hall as the Division Chief of Training, who was pinned by his daughter, Kara Hall, who works for the Dillon Police Department.

**Introduction of New Employee Tom Baumgarten, Fleet Mechanic for Snake River Fleet Services.**

Chief Berino and HR Manager Scheer introduced Tom Baumgarten the new Fleet Mechanic for Snake River Fleet Services to the Board.

**Accreditation Update:**

Chief Berino and Board President Cox presented the Accreditation plaque to the Board. The commission hearing was last week and Summit Fire & EMS Authority was awarded accreditation through Center for Public Safety Excellence. Huge thanks to all the team and especially Capt Schenking who stepped into the accreditation manager position and did the heavy lifting. The Authority will need to do a once a year compliance report and re-accreditation every five years. Chief Berino announced that management team is starting the succession program for a new accreditation manager, who, once selected, will be sent to a three day training class.

**Resolution 2019-02 - Adoption of 2019 Fee Schedule**

After discussion and questions,

M/S/P Broughton and Steele to approve Resolution 2019-02 adopting the 2019 Authority Fee Schedule, as amended to delete the last sentence of paragraph II-3, "In projects with multiple identical....".

Vote: All in favor, none opposed.

**Resolution 2019-03 - Establishing Policies and Procedures for the Destruction or Disposal of Documents Containing Personal Information and Personal Identifying Information.**

After discussion and questions,

M/S/P Miller and Steele to approve Resolution 2019-03 Establishing Policies and Procedures for the Destruction or Disposal of Documents Containing Personal Information and Personal Identifying Information.

Vote: All in favor, none opposed.

**Continued Business Items:**

**Update on new Administration Building:**

Chief Berino updated the Board on the current status of the shared administration building with Summit County Government. There are a total of five change orders that have been approved. The County wanted a hatch to get to the roof to work on the HVAC equipment because their maintenance team didn't want to climb the ladder, but the Authority said no to this expense and the County decided they didn't want to pay for this additional cost either. The drywallers will be there this coming week and the storefront glass will be added. The roof membrane will be completed. Construction is about three weeks behind due to weather. The expected certificate of occupation is May 10, 2019; however, the middle of June is a more realistic expectation. Finance Manager Hartley has ordered furniture including new Board chairs.

**EMS Update**

Chief Berino reported that the next EMS meeting between the Authority Board and the Summit County Board of County Commissioners is on Monday, April 1, 2019 at 10:00 am in Frisco. Chief

Berino shared the EMS financial analysis prepared by Finance Manager Hartley with the Board. Recommendations for proceeding include identifying sources of income to cover the \$1.6 million anticipated revenue shortfall after the 1A Safety First/Safety Fast property tax sunset in 2022, as well as funding for a proper reserve for EMS apparatus.

**Update on Conducting a Section 401 Unification by Inclusion:**

Attorney Powell reported that she has reached out to the Copper Mountain Consolidated Metro District attorney regarding the proposed merger between Copper Mountain Consolidated Metro District Fire Operations and Lake Dillon Fire Protection District. Attorney Powell asked the Board whether they wished for her to begin preparing an IGA template for review and discussion. The Board agreed that Attorney Powell should move forward with an IGA template after speaking with the Copper Mountain Consolidated Metro District attorney, for distribution to the Board at the May meeting.

**Staff Reports:**

Attorney: In addition to the written report, Attorney Powell updated the Board on recent legislative developments. HB19-1087 would permit the Authority to post its Board meeting notices on its website, in which event it would only have to post a single physical notice 24 hours in advance of the meeting, which is the Colorado Open Meetings Law requirement followed all other governmental agencies. The bill to permit out-of-state voters to vote in special district elections died, but may be back next year. HB19-1174 is an EMS bill that would cap out-of-network charges by emergency medical service providers; however, that bill is being amended to exempt fire-based EMS providers.

Two bills that will show up on next month's tracker are SB19-188, the "FAMLI" bill, and HB19-1210, the local minimum wage bill. The FAMLI bill would create a new State fund that would pay family medical leave benefits for those that apply for it. This would be funded by contributions from most employers, and by all employees. The bill has very expansive and has ambiguous language, which may make it difficult to administer. The local minimum wage bill would permit counties and municipalities to set a minimum wage different from the State minimum wage, which all employers within the municipality or county would be subject to. This would mean that Silverthorne may have a different minimum wage different than Frisco, which could have a different minimum wage than the County. Administration of the bill would be challenging for employers, like the Authority, whose employees frequently cross municipal and county lines.

Summit Fire Authority: Nothing in addition to the written report.

Wildfire Council: Nothing to share this month.

Accreditation: Chief Berino reported receiving the professional accreditation from the Center for Public Safety Excellence, reflecting an ongoing department-wide effort to document, assess and improve every aspect of how it operates. The prestigious international certification signals a commitment by the Authority to continue the process of intense self-examination and justification for everything it does – from providing emergency response down to how the Authority acquires office supplies.

Finance: In addition to the written report, Chief Berino shared that Station 14, Wilderrest, has been vacated.

Human Resources: In addition to the written report, HR Manager Scheer shared information on his written report from the Compensation and Benefits Committee. The Authority has a lot of people reaching their maximums, and may need to move to an annual salary survey.

CRO: Nothing in addition to the written report.

Community Risk Division: In addition to the written report, Fire Marshall McDonald reported that the water purveyor meeting is next week. This will be an annual meeting due to accreditation requirements. ISO will be at the meeting; the Authority is being re-evaluated in 2020.

Admin Support Services: In addition to the written report, DC Farrell shared that he is finalizing the 2018 incident reports. DC Farrell communicated that Fleets needs additional space to continue the service they provide. The County has agreed in principal to pay the Communications staff an annual longevity payout of \$16,000 over a five year period, which will help retain staff.

Operations: In addition to the written report, DC Davis shared accolades to the crews for their efforts in handling a 60% increase in calls from last year.

Chief: In addition to the written report, Chief Berino shared that he is working with DC Davis and Capt Wilkerson on the Authority's succession planning. Capt Schenking will be moved into special projects beginning April 8, 2019. Chief Curmode is continuing to recuperate.

**Board Comments:**

Congratulations to the entire Authority for the Accreditation Award. The work begins now.

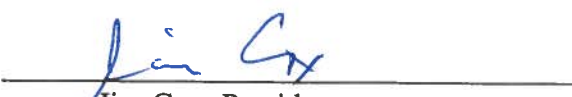
**Adjournment:**

M/S/P Steele and Lee to adjourn the meeting at 10:42 AM.

Vote: All in favor, none opposed.

  
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Mary Hartley, Board Secretary

Approved this 16<sup>th</sup> day of April 2019

  
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Jim Cox, President