

**Minutes**  
**Summit Fire & EMS Fire Protection District**  
**Regular Board Meeting**  
**Tuesday March 16, 2021**  
**Meeting Conducted via TeleCon**  
**And In Person (for Board Members and Chief Staff Only)**  
**at 0035 County Shops Road, Frisco, CO**

**Call to Order:**

The Regular meeting of the Summit Fire & EMS Fire Protection District, f/k/a Lake Dillon Fire Protection District ("District") Board of Directors was called to order 9:00 AM.

**Roll Call:**

Board Members present via TelCon were Jim Cox, Jen Barchers, Lori Miller, Jim Lee, and Linda St. John. Staff members in attendance were Chief Travis Davis, Deputy Chiefs John Wilkerson and Brian Schenking, Division Chief John Hall, Battalion Chief Ryan Cole, Capt Matt Brewer, Fire Marshal Kim McDonald, Community Risk Officer Steve Lipsher, Human Resources Manager Matt Scheer, Senior Accountant Jessica Fuller, Payroll/AP Specialist Erin Mumma, Board Secretary/Finance Manager Mary Hartley, and Legal Counsel Emily Powell.

**Guests:**

Bryan Webinger, District Manager of Copper Mountain Consolidated Metropolitan District ("CMCMD")  
Josie Reid, Attorney at Law, Ireland Stapleton Pryor & Pascoe, PC

**Approval of Agenda:**

Upon motion duly made and seconded, the Board approved the agenda, amended to add a new business Item B to discuss the Lake Shore Condos Open Records Request.

**Public Comments:**

None

**Consent Agenda:**

The following items were presented:

Minutes for Board Meetings: February 16, 2021 Regular Board

Warrants: February 13, 2021 – March 13, 2021

Financial Report for all funds-February 2021

After discussion and questions,

M/S/P Miller and Lee to approve the Consent Agenda as presented.

Vote: All in favor, none opposed.

**New Business:**

**Tischler/Bise Impact Fee Analysis Update-**

Fire Chief Davis addressed the Board on the draft 2021 Development Impact Fee Study prepared by Tischler/Bise. The purpose of development impact fees is to defray capital costs directly

related to residential, commercial, and industrial development within a community. The funds can only be used for capital improvements for growth related infrastructure and not for operations, maintenance, replacement of existing infrastructure, or correcting existing deficiencies. Colin McAweeney from Tischler/Bise will be joining the Board at its April meeting to review the report.

Chief Davis shared with the Board the importance of being sensitive to the political climate in moving forward with the implementation and negotiation of an impact fee with the Towns of Silverthorne, Frisco, Dillon and the Summit County Board of County Commissioners. It was the consensus of the Board to move forward with completing this study and seeking approval of the required impact fee IGAs so the District does not miss the opportunity to collect impact fees on projects planned for 2021. Director Lee asked Chief Davis to discuss with County personnel to get a reading on their reaction to this endeavor.

**Lake Shore Condos Open Records Request to the Board:**

Chief Davis and Fire Marshal McDonald reported on the emails between Maureen Barrett, Lakeshore Condominiums HOA President and the District's Community Risk Division (CRD) regarding replacement of an elevator in the Lakeshore building.

**Continued Business:**

**Mill Levy Discussion and Analysis Review:**

Chief Davis and Finance Manager Hartley reviewed a mill levy analysis report with the Board, including a comparative analysis with Eagle River Fire Protection District and Eagle County Ambulance District running Fire and EMS. Together, they assess a total of 11.566 mills based on the Ambulance District which covers Vail Pass to Glenwood Springs Pass at assessed valuation of \$3.155 billion. The combined revenue totals \$18,329,795, which is 77% more than the District.

**Authority Dissolution Update:**

Attorney Powell reported making progress on completing the unification with CMCMD and dissolving the Summit Fire & EMS Authority. ICMA successfully moved the employee retirement accounts from the Authority to the District accounts. The District recorded the Court Order of Name Change effective March 1, 2021.

Attorney Powell reported that there are only two pieces of the unification and dissolution project outstanding. These are completing the sublease agreement from CMCMD to the District for the two CMCMD apparatus (engine 1 and truck 1) which are under lease purchase agreements which is the remaining deliverable, and assigning the Authority's contracts to the District. At present, the intent is for the Authority to be dissolved by mid-summer following the wrap up of the 2020 audit.

**Staff Reports:**

**Attorney:** In addition to the written report, Attorney Powell reported working with Finance Manager Hartley on updating the District's inclusion process. The Board discussed whether or not the District should continue its practice of charging \$100.00 for each inclusion application. Attorney Powell stated that most Districts do not charge an inclusion fee because it may be a disincentive to the property owner to include. Additionally, the process in total costs

approximately \$2,000.00 in legal and recording fees, of which the \$100.00 is a very small piece of that cost. It was the consensus of the Board not to ask for a fee in future inclusion applications.

Attorney Powell also assisted Finance Manager Hartley in recording a Public Disclosure Document for the District, and worked with Fire Marshal McDonald and DC Schenking on fire restriction issues at the County level for this coming season.

Attorney Powell lastly shared that the current legislative tracker is included in the Board packet.

High Country Training Center: Director Miller reported that the 2020 audit report was presented at last Thursday's, March 11, 2021 meeting and a clean opinion was given. The only bid received for the concrete project at the training center is from Columbine Concrete. Lastly, there is still a vacancy with Lt Lawrence being moved back to operations, and how to move forward with this position is being discussed.

Wildland Council: Director Cox reported meeting last week and the Forest Service wants to begin replacing pine trees with various aspen trees which have different resistance to fire. Ideas to mitigate wildfire are being considered. The chipping program will be back again this summer due to its popularity and community impact. CRO Lipsher shared receiving a high volume of fire mitigation grant applications.

Finance: In addition to the written report, Finance Manager Hartley reported including an EMS Financial overview dashboard which shows revenue this year compared to last year, the EMS payor mix, and a complete revenue vs write off analysis which includes the comparison to wages paid. This dashboard was provided by Senior Accountant Jessica Fuller who has complimented the Finance department with her computer and analytical skills. The goal is to add the other District departments for future Board meetings.

Finance Manager Hartley reported that she will update the website with the new inclusion process directly after the Board meeting. She also reported on the specific ownership tax allocation report from the Summit County Treasurer's department that is included in the Board packet after the Finance report.

Human Resources: Nothing in addition to the written report.

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

Community Risk Division: In addition to the written report, Fire Marshal Kim McDonald reported allowing Buffalo Mountain storage to open up in Silverthorne.

OPS/EMS Services: In addition to the written report, Deputy Chief Wilkerson reported on the changes to the Operations report, which is now fully reconciled between the emergency reporting calls and the tableau reporting that is reported monthly to the National Fire Incident Reporting system (NFIRS).

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

Chief: In addition to the written report, Chief Davis reminded the Board that the 6-month review on the Payroll & AP Specialist Erin Mumma's working remotely is coming up for re-evaluation the end of this month. Chief Davis reported that the transition has worked well and Payroll & AP Specialist Mumma continues to meet expectations.

**Board Comments**

None

**Executive Session:**

M/S/P Barchers and Miller to move into Executive Session to receive advice of legal counsel regarding the Fair Campaign Practices Act under CRS Section 24-6-402(4)(b) at 11:15 AM.

Vote: All in favor, none opposed.

Attorney Powell certified for the record that the Executive Session constitutes privileged attorney-client communications and would not be recorded.

M/S/P Lee and Miller to move out of Executive Session at 12:12 PM.

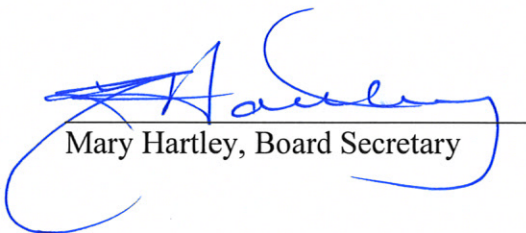
Vote: All in favor, none opposed.

Resume the Regular Board meeting at 12:12 PM.

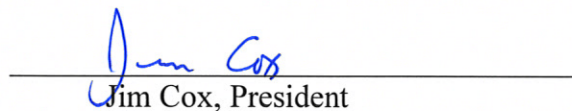
**Adjournment:**

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

Vote: All in favor, none opposed.

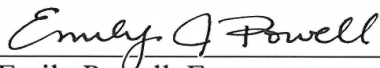
  
Mary Hartley, Board Secretary

Approved this 20<sup>th</sup> day of April 2021.


  
Jim Cox, President



I hereby attest that the information communicated during the executive session, which was not recorded, constituted privileged attorney-client communications.

  
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Emily Powell, Esq.

I hereby attest that the executive session, which was not recorded, was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. § 24-6-402(4)(b).

  
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Jim Cox, President