

**Minutes**  
**Summit Fire & EMS Fire Protection District**  
**Regular Board Meeting**  
**Tuesday July 20, 2021**  
**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 was called to order 9:00 AM.

**Roll Call:**

Board Members present were Jim Cox, Jen Barchers, Lori Miller, Jim Lee, and Linda St. John. Staff members in attendance were Chief Travis Davis, Deputy Chief Brian Schenking, Division Chiefs James Woodworth and John Hall, Battalion Chief Ryan Cole, Fire Marshal Kim McDonald, Engineer Chris Romano, Community Risk Officer Steve Lipsher, Human Resources Manager Matt Scheer, Accounting Supervisor Jessica Fuller, Payroll and A/P 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  
Steve Skulski  
Sarah and Tanner Isaacson  
Guests of Scott Benson  
Laura Boyd  
Guest of Jordyn Butler

**Approval of Agenda:**

Upon motion duly made and seconded, the Board approved the agenda as presented.

**Public Comments:**

None

**Consent Agenda:**

The following items were presented:  
Minutes for Board Meetings: June 15, 2021 Regular meeting  
Warrants: June 12, 2021 – July 16, 2021  
Financial Report for all funds - June 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:**

**Oath and Badge Pinning:**

HR Manager Scheer gave the oath of office and pinned the following promotions and new commissioned employees including:

- Greg Isaacson – Promotion to Lieutenant
- Kim McDonald – Promotion to Division Chief
- Scott Benson – Promotion to Deputy Fire Marshal
- Justin Boyd – new firefighter
- Jordyn Butler – new firefighter
- Greg Gibbons – new firefighter

**Discuss Mill Levy Ballot Issue for November Election:**

Attorney Powell discussed with the Board the following items needing their approval to proceed with the District’s proposal to seek a mill levy increase at the November 2, 2021 coordinated election:

- Resolution 2021-11 Calling for Election

After discussion and questions,  
M/S/P Miller and St. John to approve Resolution 2021-11 Calling for the November 2, 2021 Coordinated Election.

Vote: All in favor, none opposed.

Attorney Powell also advised regarding the notice to the Summit County Clerk and Recorder of the District's intent to participate in the coordinated election. Chief Staff will provide the notice prior to the July 23 deadline.

Attorney Powell discussed with the Board the following items needing Board approval related to the District's purposes for seeking a mill levy increase at the November 2, 2021 coordinated election:

- Resolution of Advocacy – 2021-12
- Factual Summary

After discussion and questions,  
M/S/P St. John and Miller to approve Resolution 2021-12 Advocating Voter Approval of the Property Tax Increase, revised as discussed.

Vote: All in favor, none opposed.

After discussion and questions,  
M/S/P Barchers and Miller to approve the Factual Summary on the November 2, 2021 mill levy increase election, revised as discussed.

Vote: All in favor, none opposed.

**Recognition of Service:**

Chief Davis and Board Members presented Director Cox with a Resolution of recognition for his many years of service on the District Board. Director Cox resigned due to leaving the County and is moving to Clifton, Colorado next month.

**Appoint by Motion the 2022 Budget Officer:**

Finance Manager Hartley presented the 2022 Budget Preparation and Adoption Schedule in the Board packet and asked for the Board to appoint by motion the Fire Chief as the 2022 Budget Officer to kick off the 2022 Budget preparation.

M/S/P Miller and Barchers to appoint Fire Chief Davis as the 2022 Budget Officer.  
Vote: All in favor, none opposed.

**Review Board Appointee Questions for August Interviews:**

Finance Manager Hartley presented a proposed list of questions for the Board to ask the candidates for Board appointment. The Board reviewed the list and refined the questions for submittal to the candidates.

**Continued Business:**

**Director Cox Resignation Discussion:**

The Board discussed the process to appoint a new Board member in August and to reelect Board officers at the August Board meeting as well.

**Authority Dissolution Update:**

Attorney Powell updated the Board on the status of the assignment/termination of Summit Fire & EMS Authority ("Authority") contracts to the District. Attorney Powell reported that all of the assignment and assumption agreements have been drafted and Finance Manager Hartley will get the assignment and assumption agreements signed by the contracting party. The goal is to get these completed by the September Board meeting. Attorney Powell also discussed two contracts that remain with the Summit County Ambulance Service and the plan for getting them assigned to the District.

**Staff Reports:**

Attorney: In addition to the written report, Attorney Powell reported receiving the Proof of Publication from the Summit Daily Journal which is needed to file the inclusion paperwork for the Grady/Winch property with the District Court in August. Attorney Powell discussed preparing the annual legal advisement letter with the top eight bills of the 2021 Colorado legislative session.

High Country Training Center: DC Hall reported that the asphalt project will begin in the middle of August through the beginning of September. The project was delayed two weeks due to an asphalt shortage in the County.

Wildland Council: Director Cox reported the annual chipping program is still running strong this summer.

Finance: In addition to the written report, Finance Manager Hartley reported receiving the thank you letter in the Board packet from the Michael J. Fox Parkinson's Research Foundation for the

\$1,000 donation from the District's benevolent fund on behalf of past Board member Rob Sullenberger who passed away.

Human Resources: In addition to the written report, HR Manager Scheer requested feedback on talking points for an upcoming KYSL radio interview on the effects of the housing crunch on crew members who live outside the District.

Community Risk Officer: In addition to the written report, CRO Lipsher reported this being the busiest period in his career here at the District.

Community Risk Division: In addition to the written report, Fire Marshal McDonald reported that the Alpine Hotel in Frisco, CO has been purchased by Summit County as affordable housing.

Admin Support Services: In addition to the written report, DC Schenking reported on the Strategic Planning process last week. There were fifteen external stakeholders as well as fifteen internal stakeholders that worked to develop the draft strategic plan for 2022 – 2026. This was a strong representation from our community and staff. The report will be reviewed and polished and brought to the Board at the September Board meeting.

OPS/EMS Services: Nothing in addition to the written report.

Chief: In addition to the written report, Chief Davis reported being out on vacation from July 28, 2021 through August 9, 2021. The Deputy Chiefs will be overseeing operations in Chief Davis' absence.

### **Board Comments**

Director Miller remarked on the strong work on the elections documents.

Director Cox thanked the Board and staff for all the support throughout the years.

### **Executive Session:**

M/S/P Lee and St. John to move into Executive Session for discussion of a personnel matter regarding the Fire Chief's performance evaluation pursuant to CRS Section 24-6-402(4)(f) at 12:00 PM.

Vote: All in favor, none opposed.

M/S/P St. John and Lee to move out of Executive Session at 12:59 PM.

Vote: All in favor, none opposed.

Resume the Regular Board meeting at 1:00 PM.

### **Following discussion,**

M/S/P Miller and St. John to approve a 6% salary increase to Fire Chief Davis effective January 1, 2022.

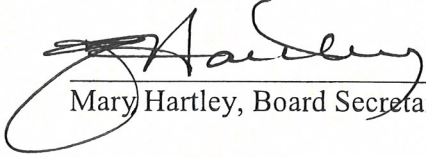
Vote: All in favor, none opposed.




**Adjournment:**

M/S/P Miller and Lee to adjourn the meeting at 1:01 PM.

Vote: All in favor, none opposed.

  
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Mary Hartley, Board Secretary

Approved this 17<sup>th</sup> day of August 2021.

  
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Jen Barchers, Vice-President