

Minutes
Summit Fire & EMS Fire Protection District
Regular Board Meeting
Tuesday June 20, 2023
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 ("Board") was called to order at 9:00 AM.

Roll Call:

Board Members present were Lori Miller, Joe Ben Slivka, Dan Johnson, John Piotti and Jonathan Sinclair. Staff members in attendance were Fire Chief Travis Davis, Deputy Chiefs Brian Schenking and John Wilkerson, Division Chiefs Kim McDonald and Rick Ihnken, Battalion Chiefs Ryan Cole, Lou Laurina and Kevin Skaer, Captain Todd Hebebrand, Lieutenants Ryan Grafmiller, Doug Beeler, and Steve Wantuck, Deputy Fire Marshal Scott Benson, Wildland Coordinator Kyle Iseminger, EMS Coordinators Jill Ridenhour and Jason Kennedy, Engineers Chris Romano, Ian Aneloski, Aaron Ferdig and Frank Towers, Firefighter Medics August Guettlein, Cuyler Cameron, Chris Cuculis, Mike Williams, Chad Ammerman, and Tony Marzo, Firefighter Jordyn Butler, Community Resource Officer Steve Lipsher, Inspectors Jessica Sawyer and Meghan Layfield, Accounting Manager Jessica Fuller, EMS Billing & Coding Specialist Martha Bird, Admin Tech Ginger Hatton, Board Secretary/Finance Director Mary Hartley, and Legal Counsel Emily Powell.

M/S/P Miller and Piotti to excuse the absence of Director Johnson.

Vote: All in favor, none opposed.

Guests:

Emily and Olivia Grafmiller

Robbie Miller, Hyder Construction

Drew Hoehn, Red, White & Blue Fire Protection District Deputy Chief of Operations

Approval of Agenda:

M/S/P Miller and Piotti to approve the agenda as presented.

Vote: All in favor, none opposed.

Public Comments:

None

Badge Oath Ceremony

Deputy Chief Wilkerson gave the oath of office and presented a badge to Lieutenant Grafmiller who was pinned by his daughter Olivia and wife Emily.

Consent Agenda:

The following items were presented:

Minutes: May 16, 2023, Regular Board Meeting

Warrants: May 13, 2023 – June 16, 2023
Financial Report for all funds – May 2023
After discussion and questions,

M/S/P Piotti and Miller to approve the Consent Agenda as presented.
Vote: All in favor, none opposed.

Continued Business:

Update On Silverthorne Fire Station

Chief Davis updated the Board on the status of the Silverthorne Fire Station work that had been completed since the May Board meeting.

Chief Davis stated that the Hyder Construction/SEH schematic design of the new fire station was presented and sent for review by the Town of Silverthorne (Town). The Town requires that the District hold a public meeting for the owners and residents of any properties that are within 100 feet of the District's property. There is only one property that meets that requirement, and it is the Raven Golf Course.

Robbie Miller from Hyder Construction presented the schematic budget with the Board. The budget number will continue to adjust as a more in-depth analysis and estimation of the various trades is developed for each step in the process. There is already a significant increase in the budgeted cost compared to the GMP presented earlier.

New Business:

Peak One Overview:

Robert Casacelli, the Managing Partner of Peaks Investment Management, presented the District's overall investment performance and what to expect moving forward.

Consider the '23 Administration/Civilian Salary Ranges – Based on Employers Council Recommendations:

Compensation and Benefit Specialist Erin Mumma started the discussion with a history of the salary analysis provided by an outside vendor, Employers Council.

Finance Manager Hartley continued the discussion by explaining the summary sheet provided in the Board packet, and how the ranges were determined. The Board discussed the differentials between the 2022 salary range figures and the 2023 salary range figures.

Chief Davis asked the Board's consideration in approving the proposed salary ranges. After discussion and questions,

M/S/P Slivka and Miller to approve the 2023 Salary ranges, revised so that the yellow highlighted items as shown on the Board packet summary sheet reflect the 2023 salary range figures.

Vote: Directors Miller, Slivka, Johnson and Piotti in favor, Sinclair abstained based on not having enough information.

M/S/P Miller and Piotti to increase the compensation of those employees subject to the administration/civilian salary ranges to the mid-range, unless already there, retroactively back to March 5, 2023.

Vote: Directors Miller, Slivka, Johnson and Piotti in favor, Sinclair abstained based on not having enough information.

Chief Davis reported on the spreadsheet showing the total cost to adjust the compensation of the Chief positions on the Step Pay analysis to better reflect the differential from the Battalion Chief position to the administrative Division Chief position. The Board discussed the difference between working 4, 10 hour work days, versus a 48 hour work shift. Chief Davis requested direction and feedback from the Board on how to address the compensation compression and succession issue in these positions moving forward.

Board members requested that District staff identify Battalion Chief pay vs Division Chief pay examples throughout the state and present at the next Board meeting.

Staff Reports:

Attorney: Attorney Powell presented the written Attorneys' Report to the Board, as well as communicated the preparation of the annual legislative matters summaries that will be provided in the coming months.

Attorney Powell addressed the Board regarding her firm's retainer services and the changes to the retainer structure that will be made in 2024. Previously, the District paid one flat fee which covered having an attorney at the monthly Board meeting, the attorney report, reviewing the monthly agenda and minutes, preparation of the legislative tracker, and periodic legal advisements on material issues in the law. However, the retainer structure in 2024 will be changed, so that the services are divided into three buckets based on the services needed, including:

1. Attendance, minutes, agendas, attorney report – flat 25% discount
2. Legislative tracker, and legislative legal advisement at end of session – prorated portion of this cost.
3. Non legislative legal advisements – prorated portion of this cost.

Any other services outside of these three buckets will be directly charged to the District. Following discussion, it was the consensus of the Board that they would like to continue receiving all three services in 2024.

High Country Training Center: In addition to the written report, Red, White & Blue Fire Protection District (RWB) Deputy Chief of Operations Drew Hoehn presented the monthly activity of the training center including maintenance week. The training center has lost Captain Dave Rial to another agency, so they are working on replacement plan for his position. Staff is working on the 2024 budget and working on a 5-year capital plan to include funding options such as a special assessment proposal.

DC Hoehn reported that the RWB Board is going out for an executive search for the vacant Fire Chief position that will take approximately 4-6 months. He requested a meeting with the Fire Boards of both organizations to discuss common goals and opportunities for the future.

Wildland All Matters: Nothing in addition to the written report, which was included as part of the operations report.

Finance: In addition to the written report, Finance Manager Hartley thanked Erin Mumma for all her hard work and efforts taking on the HR Manager roles and responsibilities over the last 6 months.

Community Resource Officer: The written report included in the Board packet was actually last month's report in error. The May report has been emailed to all Board members.

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

Union Update – Engineer Frank Towers reported that Union members will be meeting on the proposed 2024 salaries with District administration in early July. The Union is also working on setting up the first safety committee meeting.

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

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

Fire Chief: In addition to the written report, Chief Davis thanked the Board for the salary range decision today, which will go a long way with the staff.

Board Comments

Miller and Slivka thanked the staff for their strong work.

Adjournment:

M/S/P Miller and Piotti to adjourn the meeting at 12:03 PM.

Vote: All in favor, none opposed.

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Mary Hartley, Board Secretary

Approved this 18th day of July 2023.

DocuSigned by:

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Joe Ben Slivka, Board Treasurer