

Minutes
Summit Fire & EMS Fire Protection District
Regular Board Meeting
Tuesday July 18, 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 Chief Kim McDonald, Battalion Chiefs Ryan Cole, Lou Laurina and Kevin Skaer, Captain Aaron Kaltenbach, Lieutenants Paul Camillo, Doug Beeler, and Steve Wantuck, Wildland Coordinator Kyle Iseminger, EMS Coordinators Jill Ridenhour and Joe Hemelt, Wildland Specialists Doug Lesch and Hannah Ohlson, Engineer Aaron Ferdig, Firefighter Medics Corey Okes and Tony Marzo, Firefighter Jordyn Butler and Nick Pollard, Inspectors Jessica Sawyer and Meghan Layfield, Accounting Manager Jessica Fuller, EMS Billing & Coding Specialist Martha Bird, Board Secretary/Finance Director Mary Hartley, and Legal Counsel Emily Powell.

Guests:

Dino Ross, Attorney at Ireland Stapleton Pryor & Pascoe, PC
Michelle Ferguson, Attorney at Ireland Stapleton Pryor & Pascoe, PC
Laura Kennedy, Town of Silverthorne Director of Finance & Administrative Services
Erica, Jude, and Luke Kaltenbach

Approval of Agenda:

M/S/P Piotti and Johnson 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 Captain Kaltenbach who was pinned by his family.

Consent Agenda:

The following items were presented:
Minutes: June 20, 2023, Regular Board Meeting
Warrants: June 17, 2023 – July 14, 2023
Financial Report for all funds – June 2023
After discussion and questions,

M/S/P Sinclair and Piotti to approve the Consent Agenda as presented.

Vote: All in favor, none opposed.

New Business:

Board Officer Elections/Special Assignments of Board Members

The Board discussed the Board officer positions and special assignments. Following discussion;

M/S/P Slivka and Johnson to appoint the following Board officers in order of presentation: President, Director Miller; Vice-President, Director Slivka; Treasurer, Director Piotti; and Secretary, Finance Director Hartley; and the following special assignments: New Station Liaison, Director Piotti; SFA representatives, Directors Miller and Johnson; and Wildland Council, Director Slivka.

Vote: All in favor, none opposed.

Conflict of Interest Form for Board of Directors to Review

Finance Director Hartley updated the Board on the importance of reviewing the Conflict of Interest form and will be emailing the form through DocuSign for the Directors' completion and signatures.

Review, Plan and Philosophy for 2024 Budget

Chief Davis and Finance Director Hartley discussed the draft 2024 Budget preparation calendar, plan and philosophy with the Board.

Continued Business:

Update On Silverthorne Fire Station

Chief Davis and Director Piotti updated the Board on the status of the Silverthorne Fire Station work that had been completed since the June Board meeting.

Director Piotti stated that the permitting for the Station is to be completed by February 1, 2024. The committee is currently in the design development drawings stage and reviewing the construction documents that will be completed by September, 2023. This will give the District the ability to determine an accurate guaranteed maximum price or GMP. This will help define the budgeted amount in capital.

The S.E.H architect is finalizing the drawings. A hose tower and the full installation of solar panels is being included. Every other Thursday, staff and Director Piotti are meeting with S.E.H., and on the off Thursdays, staff and Director Piotti are meeting to make sure things are moving forward. A public meeting with Raven Golf Course, which is within the 200 feet boundary of the Station, and any other members of the public who wish to attend, will be held on Tuesday, August 15, 2023 at 6:00 pm. Lastly, a sign announcing the new fire station will be posted as soon as available. Groundbreaking will be in early spring of 2024.

Staff Reports:

Attorney: Attorney Powell presented the written Attorneys' Report to the Board.

High Country Training Center: Nothing in addition to the written report.

Local 4528 Union Update – Nothing contributed to the Board packet.

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 Director Hartley shared that the Special District Association opened registration for the 2023 Annual Conference to be held September 12–14, 2023 at the Keystone Conference Center. Board members who are interested in attending should contact Finance Director Hartley. The conference is a hybrid format, with both an in-person and livestreaming options. The District covers the cost of this conference in full for all Board members wishing to attend.

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

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

Admin Support Services: In addition to the written report, DC Schenking discussed the accreditation process with the Board, including the goal for submission of all required documents on August 1, 2023.

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

Fire Chief: In addition to the written report, Chief Davis reported being out of office the week of August 2, 2023.

Board Comments

None

Board meeting recessed for a five-minute break at 10:42 am.

Executive Session:

M/S/P Johnson and Sinclair to move into Executive Session under CRS Section 24-6-402(4)(b) to receive advice from legal counsel regarding a separated employee, and regarding a union concern with the Operations Chief.

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. The Board entered Executive Session at 10:50 AM.

In attendance – Board members, Chief Davis, Deputy Chiefs Wilkerson and Schenking, Finance Director Hartley, Comp & Benefit Specialist Mumma, and Attorneys Powell, Ferguson, and Ross.

Deputy Chiefs Wilkerson and Schenking, Comp & Benefit Specialist Mumma, and Attorney Ferguson were excused from the Executive Session at 11:45 am.

Deputy Chiefs Wilkerson and Schenking rejoined the Executive Session at approximately 1:00 PM.

M/S/P Slivka and Johnson to move out of Executive Session 1:17 PM.

Vote: All in favor, none opposed.

Regular Board meeting resumed at 1:17 PM.

Following a summary of the issues discussed in Executive Session as presented by Attorney Powell,

M/S/P Piotti and Sinclair to deny the appeal filed by Matt Scheer related to his separation of employment and to direct the Fire Chief and legal counsel to prepare correspondence conveying the same.

Vote: All in favor, none opposed.

M/S/P Sinclair and Piotti directing the Fire Chief to take immediate action to assess the personnel issues and to address any concerns as appropriate, with defined benchmarks for improvement within six months.

Vote: All in favor, none opposed.

Adjournment:

M/S/P Johnson and Piotti to adjourn the meeting at 1:21 PM.

Vote: All in favor, none opposed.

DocuSigned by:
Mary Hartley
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Mary Hartley, Board Secretary

Approved this 15th day of August 2023.

DocuSigned by:
Lori A. Miller
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Lori A. Miller, Board President

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

Michelle B. August
on behalf of Emily J. Powell
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).

DocuSigned by:
Lori A. Miller
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Lori A. Miller, President