

Minutes
Summit Fire & EMS Fire Protection District
Regular Board Meeting
Tuesday January 18, 2022
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 ("SFEFPD") Board of Directors ("Board") was called to order at 9:00 AM.

Roll Call:

Board Members present were Lori Miller, Jen Barchers, Ben Broughton, Jim Lee, and Linda St. John. Staff members in attendance were Chief Travis Davis, Deputy Chiefs John Wilkerson and Brian Schenking, Division Chief James Woodworth, Battalion Chiefs Kelly Wagner and Ryan Cole, Captains Matt Brewer, Kevin Skaer and Casey Humann, Lieutenants Doug Beeler and Greg Isaacson, Wildland Coordinator Kyle Iseminger, Deputy Fire Marshal Scott Benson, FF Medic Mike Williams, Community Resource Officer Steve Lipsher, Human Resources Manager Matt Scheer, Accounting Supervisor Jessica Fuller, Payroll and AP Specialist Erin Mumma, EMS Medical Billers Martha Bird and Gayle Cottingham, Board Secretary/Finance Manager Mary Hartley, and Legal Counsel Emily Powell.

Guests:

Chris Romano, Union President
Joe Ben Slivka
Dan Johnson
Sarah Abbott, Associate of Ireland Stapleton Pryor & Pascoe, PC
Shayne and Shalah Dombrowski

Approval of Agenda:

M/S/P Broughton and Barchers to approve the agenda as presented.
Vote: All in favor, none opposed.

Public Comments:

None

Consent Agenda:

The following items were presented:
Minutes: November 16, 2021 Regular meeting
Warrants: November 13, 2021 – January 14, 2022
Financial Report for all funds – December 2021
After discussion and questions,

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

New Business:

Employee Introduction, Oath and Pinning

DC Wilkerson gave the Oath and badge pinning to Firefighter Medic Shayne Dombrowski, assisted by his wife Shalah.

Consider Resolution 2022-01 establishing 2022 meeting dates, times, locations, and places for posting notices

Finance Manager Hartley presented Resolution 2022-01 to establish the regular Board meeting dates, times, and locations, and places for posting notices for 2022, as required by the Colorado Open Meetings Law.

M/S/P Broughton and Barchers to approve Resolution 2022-01, as presented.

Vote: All in favor, none opposed.

Consider Resolution 2022-02 authorizing the SFEFPD Fire Chief or acting Fire Chief to obligate the SFEFPD for expenditures of up to one hundred fifty thousand and 00/100 dollars (\$150,000.00) for the purpose of initiating emergency response measures within SFEFPD's jurisdiction to respond to a disaster emergency, such as a wildfire, without prior notice to or approval by the Board of Directors

Chief Davis introduced Resolution 2022-02 to the Board and discussed the request for the increase in the authorized expenditure amount to \$150,000 from the \$100,000 that was authorized last year. After discussion and questions,

M/S/P St. John and Broughton and to approve Resolution 2022-02, as presented.

Vote: All in favor, none opposed.

Consider Resolution 2022-03 calling for a polling place election on May 3, 2022

Finance Manager Hartley presented Resolution 2022-03 calling for a polling place election on May 3, 2022. SFEFPD has two Board member positions that will be up for election in May, currently held by Director Lee and Director Broughton.

M/S/P Broughton and Barchers to approve Resolution 2022-03, as presented.

Vote: All in favor, none opposed.

Consider approval of the ESO Assignment and Assumption Agreement with Summit County Government

Attorney Powell reported identifying two contracts originally entered into by Summit County Ambulance Service that were left to be assigned to SFEFPD. They include the ESO and Zoll contracts. The Zoll Assignment and Assumption Agreement is still to be signed by the vendor and will be presented at the February Board meeting; however, ESO has signed its Assignment and Assumption Agreement and it is ready for Board consideration.

M/S/P St. John and Barchers to approve the ESO Assignment and Assumption Agreement with Summit County Government, as presented.

Vote: All in favor, none opposed.

Consider Resolution 2022-04 to approve the UMB credit card agreement for SFEFPD

Finance Manager Hartley presented Resolution 2022-04 to approve the UMB credit card agreement for the District.

M/S/P Broughton and Barchers to approve Resolution 2022-04, as presented.

Vote: All in favor, none opposed.

Goals for 2022

Fire Chief Davis updated the Board with his 2022 goals for SFEFPD. They include work to sustain employees, transition HR responsibilities including payroll and benefit administration to Payroll and AP Specialist Mumma, work on process improvement for upcoming re-Accreditation, implementation of the new 2022-2026 Strategic Plan, support Task Force groups discussing possible commissioned FLSA change and a step pay system or grade system, update cybersecurity, and the design and development of a new Silverthorne Station.

Staff Reports:

Attorney: In addition to the written report, Attorney Powell reported that the Colorado State Legislature began its 2022 legislative session last Wednesday. Her firm will begin reporting on their legislation tracker in February.

Attorney Powell formally introduced Ireland Stapleton associate Sarah Abbott to the Board. Sarah will be attending SFEFPD Board meetings in 2022.

High Country Training Center: In addition to the written report, Director Miller reported meeting in December. Starting in January, the Training Center is completely managed by Red, White and Blue Fire Protection District ("RWB"). Jenn Oese, who was an SFEFPD employee, has transferred to RWB and RWB hired Eric Johnson as another trainer. Eric was a past Lake Dillon Fire Protection District employee.

Wildland All Matters: Director Lee reported on a Summit Daily article detailing the funding of the County's 1A tax revenue, as well as having Chief Davis at the meeting in February to present a broad overview of SFEFPD's Wildland internal changes.

Finance: In addition to the written report, Finance Manager Hartley reported being very busy with the Finance major projects listed. The transition to Health Equity for the H.S.A/FSA/HRA and Dep Care accounts went smoothly, as did the transition to Empower from Mission Square. Finance Manager Hartley reported receiving three audit RFP responses and choosing CLA (Clifton Larson and Allen LLP) as the auditing firm for 2021. The CLA Engagement Letter is attached in the Board packet and needs both Director Broughton and Finance Manager Hartley's signature for implementation. Finance Manger Hartley reported billing \$535,943.50 for wildland deployment in 2021.

Human Resources: HR Manager Scheer reported that BC Wagner is celebrating 30 years of service and that SFEFPD just brought on new FF Emma Taylor. Unfortunately, newly promoted engineer Watson has tendered her resignation.

Community Resource Officer: In addition to the written report, CRO Lipsher reported 222 backyard campfire permits have been submitted to date. CRO Lipsher shared working on a wildland themed event to be held for the community this summer.

Community Risk Division: Deputy Fire Marshal Benson reporting being very busy and sending key staff to National Fire Academy for training.

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

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

Fire Chief: Chief Davis shared that he has been meeting with union representatives on a monthly basis. Chief Davis met with Attorney Powell along with the union and their legal representation to discuss options for formalizing the Fire Chief's engagement with the union.

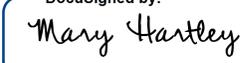
Board Comments

None

Adjournment:

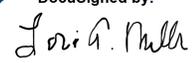
M/S/P St. John and Broughton to adjourn the meeting at 10:25 AM.

Vote: All in favor, none opposed.

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Mary Hartley, Board Secretary

Approved this _____ day of 2/22/2022 2022.

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Lori A. Miller, Board President