

**Minutes**  
**Lake Dillon Fire Protection District**  
**Regular Board Meeting**  
**Tuesday January 19, 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 Lake Dillon Fire Protection District ("LDFPD") Board of Directors was called to order 8:59 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 Bruce Farrell, John Wilkerson, and Brian Schenking, Division Chiefs James Woodworth and John Hall, Battalion Chief Shaun Sawyer, Lieutenant Matt Brewer, Community Risk Officer Steve Lipsher, Human Resources Manager Matt Scheer, Senior Accountant Jessica Fuller, Payroll/AP Specialist Erin Mumma, Board Secretary/Finance Director Mary Hartley, and LDFPD 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, with the addition of new business item F to consider Resolution 2021-03 Adopting a Fee Schedule for Emergency Medical and Related Services, Requested and Mandated Inspections, Hazardous Materials Response, and Extra-Jurisdictional Emergency Services.

**Public Comments:**

None

**Consent Agenda:**

The following items were presented:

Minutes for Board Meetings: November 17, 2020 Regular Board Meeting, December 7, 2020 Special Board Meeting, and December 30, 2020 Special Board Meeting.

Warrants: November 14, 2020 – January 15, 2021

Financial Report for all funds – Draft December 2020

After discussion and questions,

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

Vote: All in favor, none opposed.

**New Business:**

**Consider Resolution 2021-01-Establishing Meeting Dates, Times, Locations, and Places for Posting Notices.**

Finance Manager Hartley presented Resolution 2021-01 to set meeting dates, times, locations, and places for posting meeting notices for 2021.

M/S/P Barchers and Miller to approve Resolution 2021-01 as presented.

Vote: All in favor, none opposed.

**Consider Resolution 2021-02 Authorizing the Lake Dillon Fire Protection District ("LDFPD") Fire Chief or Acting Fire Chief to Obligate LDFPD for Expenditures of Up To One Hundred Thousand and 00/100 Dollars (\$100,000) for the Purpose of Initiating Emergency Response Measures Within LDFPD's Jurisdiction for the Purpose of Responding to a Disaster Emergency, Such As a Wildfire, Without Prior Notice To or Approval By the Board of Directors**

Chief Davis presented this Resolution to authorize the Fire Chief to obligate up to \$100,000 for the purpose of initiating emergency response measures for the purpose of responding to a disaster emergency. After discussion,

M/S/P Miller and Lee to approve Resolution 2021-02 as presented.

Vote: All in favor, none opposed.

**Consider Resolution 2021-03 Adopting a Fee Schedule for Emergency Medical and Related Services, Requested and Mandated Inspections, Hazardous Materials Response, and Extra-Jurisdictional Emergency Services, Effective January 19, 2021.**

Finance Manager Hartley presented Resolution 2021-03 to adopt a fee schedule for emergency medical and related services, requested and mandated inspections, hazardous materials response, and extra-jurisdictional emergency services. After discussion and questions,

M/S/P Barchers and Miller to adopt Resolution 2021-03 as presented.

Vote: All in favor, none opposed.

**Consider Resolution 2021-04 Recognizing Deputy Chief Bruce Farrell for His 35 Years of Service.**

Director Cox read Resolution 2021-04 in recognition of DC Farrell's 35 years of service.

M/S/P Miller and Lee to approve Resolution 2021-04 as presented.

Vote: All in favor, none opposed.

**SFA Board Appointments.**

Chief Davis discussed the appointments to be made to the Summit County Fire Protection Authority ("SFA") Board, including the Deputy Chief of Operations from Red, White & Blue FPD Drew Hoehn and the Deputy Chief of Operations from LDFPD John Wilkerson, along with one Board member to be appointed from each entity. After discussion,

M/S/P St. John and Lee to appoint Director Miller and Deputy Chief Wilkerson to the SFA Board on behalf of LDFPD.

Vote: All in favor, none opposed.

### **SFE Branding Discussion:**

Chief Davis addressed the Board regarding the interest in increasing a consistent SFE brand to the public on our stations, apparatus, and HQ.

### **Staff Reports:**

Attorney: In addition to the written report, Attorney Powell reported that the transfer of assets from CMCMD is in process. Attorney Powell reported receiving the final Apparatus and Apparatus Equipment Sublease Agreement between LDFPD and CMCMD. The Omnibus Bill of Sale remains pending and CMCMD's revisions to the Fire Station Lease Agreement were received last Friday. This was not enough time to do a complete review of the changes prior to this Board meeting. However, the changes have now been reviewed by Attorneys Powell and Ross and there is a meeting scheduled with Chief Davis and Finance Manager Hartley tomorrow morning to review the proposed changes.

Attorney Powell reported that the sublease agreements for Engine 1 and Truck 1, which are subject to the CMCMD lease purchase agreements, remain in CMCMD's hands and per the CMCMD attorney are moving forward.

Attorney Powell reported that the hope is to have the Fire Station Lease Agreement and Omnibus Bill of Sale complete for Board approval by January 29, 2021 which is the CMCMD Board meeting. This means the LDFPD Board will need to meet at a Special Board meeting next week exclusively to review the Omnibus Bill of Sale, the Fire Station Lease Agreement, and to the extent the documents are ready, the Engine 1 and Truck 1 sublease agreements.

High Country Training Center: In addition to the written report, Director Miller reported meeting in December and that the total expenditures were under budget by 8%. Division Chief Hall stated that SFA has opened up the bidding for the asphalt project with the hope to complete the project in 2021.

Wildland Council: No meeting was held. Director Cox reported that the chipping program was successful again in 2020.

Finance: In addition to the written report, Finance Manager Hartley reported getting the Bank Account Signature cards to remove Deputy Chief Farrell and add Deputy Chief Schenking. Finance Manager Hartley also reported working on improving the financial reporting for 2021.

Human Resources: In addition to the written report, HR Manager Scheer shared working on the internal promotions and new hires and the roll out of the COVID 19 vaccines.

Community Risk Officer: In addition to the written report, CRO Lipsher reported opening up the backyard campfire permits for 2021 and also working on the 2020 Annual Report which will be reported at the February Board meeting.

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

OPS/EMS Services: In addition to the written report, Division Chief Woodworth reported selling Ambulance #205 this coming Thursday to a private party for \$17,000.

Support Services: In addition to the written report, Deputy Chief Farrell reported transitioning from Support Services to Administrative Services and passing the work over to Deputy Chief Schenking. He thanked the Board for their support of his years of service.

Chief: In addition to the written report, Chief Davis reported the remote working schedule is working out well and keeping staff healthy. The goal is to keep everyone working their schedules both at home and in the office. Chief Davis reported that the relationship with the Payroll/AP Specialist Mumma is working well with her move to MN. The job will be evaluated the first part of April, 2021, but currently things are going well.

Chief Davis updated the Board on the Impact Fee Study by Tischler/Bise and will forward any received reports from this group to the Board.

**Board Comments**

Director Lee commented that the Board meetings held virtually within Google Meets are easier to hear and understand compared to using the OWL system in the Board room at HQ in the past.

**Executive Session:**

M/S/P Miller and Lee to move into Executive Session under CRS Section 24-6-402(4)(b) and (e) to receive advice from legal counsel related to the asset transfer documents with CMCMD.

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 10:29 AM.

M/S/P Miller and Lee to move out of Executive Session at 11:21 AM.

Vote: All in favor, none opposed.

Regular Board meeting resumed at 11:22 AM.

Following discussion, M/S/P Miller and Lee to propose a Special Board meeting on Thursday, January 28, 2021 at 9:00 AM.

Vote: All in favor, none opposed.

**Adjournment:**

M/S/P St. John and Miller to adjourn the meeting at 11:25 AM.

Vote: All in favor, none opposed.

\_\_\_\_\_  
Mary Hartley, Board Secretary

Approved this \_\_\_\_ day of \_\_\_\_\_ 2021.

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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) and (e).

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Jim Cox, President