

Minutes
Summit Fire & EMS Fire Protection District
Regular Board Meeting
Tuesday July 19, 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 ("District") Board of Directors ("Board") was called to order at 9:00 AM.

Roll Call:

Board Members present were Lori Miller, Linda St. John, Jen Barchers, and Dan Johnson. Staff members in attendance were Chief Travis Davis, Deputy Chiefs John Wilkerson and Brian Schenking, Division Chiefs James Woodworth and Kim McDonald, Battalion Chief Ryan Cole, Captains Todd Hebebrand and Matt Brewer, Lieutenants Aaron Kaltenbach and Lou Laurina, Engineers Chris Romano and Frank Towers, Wildland Coordinator Kyle Iseminger, Wildland Specialist Doug Lesch, Firefighter Medics August Guettlein, Talon Edwards, Eric Paradis and Mike Williams, Paramedic Patrick Turgeon, Firefighter Technicians Aaron Baker and Chris Cuculis, Community Resource Officer Steve Lipsher, Human Resources Manager Matt Scheer, Accounting Supervisor Jessica Fuller, Payroll and AP Specialist Erin Mumma, EMS Medical Biller Martha Bird, Board Secretary/Finance Manager Mary Hartley, and Legal Counsel Emily Powell.

Guests:

Sarah Abbott, Associate of Ireland Stapleton Pryor & Pascoe, PC
William Martinez, Claire Martinez and their four sons
Dennis Jackson, Hope Jackson and family

M/S/P Barchers and Johnson to excuse the absence of Director Slivka.

Vote: All in favor, none opposed.

Approval of Agenda:

M/S/P St. John and Barchers to approve the agenda as presented.

Vote: All in favor, none opposed.

Public Comments:

None

Badge/Oath Ceremony:

HR Manager Scheer gave the oath of office and pinned FF Medic William Martinez.

Consent Agenda:

The following items were presented:

Warrants: June 18, 2022 – July 15, 2022

Financial Report for all funds – June 2022

After discussion and questions,

M/S/P Barchers and Johnson to approve the Consent Agenda as presented.

Vote: All in favor, none opposed.

New Business:

Presentation of Scholarship Check to Hope Jackson

Deputy Chief Wilkerson presented a scholarship check to Hope Jackson. Hope will be attending the University of Colorado in Boulder, Colorado in their Engineering school in the fall of 2022.

Consider Adoption of the July, 2022 Proposed Salary Ranges

HR Manager Scheer presented the July 2022 proposed salary ranges to the Board. The three proposed changes include adding a Compensation & Benefits Specialist position and Accreditation Manager position, removing the Data Analyst position and adjusting the HR Manager salary range.

M/S/P St. John and Johnson to approve the July, 2022 Salary Ranges as presented.

Vote: All in favor, none opposed.

Introduction of the Colorado State FAMLI Program and Impact on SFE

Chief Davis, Attorney Powell and HR Manager Scheer presented the options for the District concerning its participation in the FAMLI benefit program. The Board will need to decide whether or not the District will enroll in or opt out of this program in a future Board meeting. Attorney Michelle Ferguson from Ireland Stapleton will be sending HR Manager Scheer information and a checklist on how to move forward with the opt out process, should the Board decide to go that direction.

As part of the rules designated under the FAMLI legislation, if the Board decides to opt out of the program, the District has to publish a public notice in the newspaper of the meeting held for the Board to discuss the District's participation, and must communicate to all employees information regarding the opportunity to provide comment before the Board makes a determination.

Secondly, if the Board decides to opt out, then the District has 30 days to communicate that decision to all employees. More information to come in the next month.

Present First Draft of the 2023 Capital Budget

Chief Davis, Finance Manager Hartley and Accounting Supervisor Fuller presented the first draft of the 2023 proposed capital budget to the Board. The first draft totaled an estimated \$1,747,456 in 2023. Any future adjustments to the 2023 capital budget will be brought to the Board in the coming months.

Continued Business:

Management/Labor Relations Update

Attorney Powell and Chief Davis updated the Board on the current status of the management/labor relations with the union. The union is willing to pursue the voluntary negotiation of a collective bargaining agreement (CBA), which first begins by developing a memorandum of understanding (MOU) outlining the process for the CBA negotiations. The union counsel is preparing the first draft of the MOU and then it will be returned for the District legal counsel to review. Chief Davis shared that he is working with a consultant to help in this negotiation process.

Staff Reports:

Attorney: In addition to the written report, Attorney Powell informed the Board that she continues to work with Tim Flynn, legal counsel to Copper Mountain CMD, on the transfer of title of the two previously leased apparatus to the District. Copper Mountain CMD is working on getting its title to the two apparatus reissued, showing removal of the security interest related to the lease purchase financing that Copper Mountain CMD has paid off. Once this is received, the Bill of Sale will be brought back to the Board for approval and transfer of ownership at the August Board meeting.

Attorney Powell also advised the Board regarding legal assistance related to the District's wildland program, inclusion of property, and 2022 legislative summary.

High Country Training Center: Chief Davis reported that Red, White and Blue Fire Protection District DC Hoehn will be coming to the District Board's August meeting to discuss the activities at the High Country Training Center.

Wildland All Matters: Nothing to share.

Finance: In addition to the written report, Finance Manager Hartley shared two additional items, including the internal control recommendations from the CLA Auditors and the Finance Team's proposed changes to correct the issues and the proposed date of changes. Finance Manager Hartley also presented the updated draft District Board Bylaws. The Board directed Attorney Powell to review the draft District Board Bylaws for accuracy. Finance Manager Hartley will be bringing the proposed Finance Policies to the Board in August. President Miller requested to see the proposed Finance Policies as soon as they are ready to have enough time to review.

Human Resources: In addition to the written report, HR Manager Scheer shared receiving 55 applications for the upcoming candidate testing for FF EMT and FF Medic positions.

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

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

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 asked the Board if there is anyone interested in taking over any Board Secretary duties. Currently, Finance Manager Hartley also serves as the Board Secretary. The Board unanimously responded disinterest in taking over any of these duties, so the District will continue to work on distributing the Secretarial workload to allow more space for the Finance Manager duties.

Chief Davis discussed planning separate Board work sessions to discuss the step pay task force proposals and the impact on the 2023 operating budgets to be scheduled in the next couple of months.

Board Comments

President Miller shared a comment made to her by Director Slivka on kudos to Lt Beeler and his crew for their great job on the recent save they made.

Adjournment:

M/S/P St. John and Johnson to adjourn the meeting at 11:12 AM.

Vote: All in favor, none opposed.

DocuSigned by:

Mary Hartley

Mary Hartley, Board Secretary

Approved this 16 day of August 2022.

DocuSigned by:

Lori A. Miller

Lori A. Miller, Board President