



## Snowmass-Wildcat Fire Protection District

### **REGULAR MEETING OF THE BOARD OF DIRECTORS**

#### **Minutes**

**June 20, 2023 at 8:30 a.m.**

#### **Call to Order:**

A regular meeting of the Board of Directors of the Snowmass-Wildcat Fire Protection District was held on Tuesday June 20, 2023, at 8:30 a.m. Noting that a quorum was present Chair Elizabeth Striegler called the meeting to order at 8:24 a.m.

**Roll Call** President Striegler, Vice President Heivly, Board Member Balko, Board Member Arthur, Board Member Boineau, Board Member Tom Dunlop, Chief Thompson, Financial Director Thompson, HR Director Thomas, Deputy Chief Issel, Deputy Chief Cornelius, Executive Assistant Diamond, Attorney Cole (Lifesize), Hilary Fletcher (Lifesize), IT Director Johnson, Division Chief Training Palmer, Deputy Chief Fire Marshal Mele, Leroy Duroux, Firefighter / Paramedic Mackoff, Firefighter Every, Battalion Chief Goldyn (Lifesize), Battalion Chief Hutter (Lifesize), Lieutenant paramedic Perusse (Lifesize), Firefighter / Paramedic Goldberger, Firefighter EMT Smith.

#### **Approval of Regular Meeting Minutes**

Director Striegler asked for a motion to approve the January 17, 2023, regular minutes as presented. The motion was made by Director Arthur the motion was seconded by Vice president Heivly. All were in favor and the motion carried 5 – 0.

#### **Hilary Fletcher: Board Roles and Responsibilities**

Chief Thompson introduced Hilary Fletcher as the consultant helping with the strategic plan and master plan; she was previously a Pitkin County Manager. Hilary said she was asked in February 2023 at the Special Board Meeting to discuss the delegation of Authority and the Board's role; this is under section 4 of the Snowmass - Wildcat Fire Protection District by-laws. Hilary discussed Board by-laws - Delegation. Hilary explains the Board has all powers unless delegated the Board can delegate delivery of services, delegate personnel management, delegate purchasing, leasing financial and contract authority, create standing and special committees and review financial reports. Hilary explains that is an important separation between how the Snowmass-Wildcat Protection District and the Roaring Fork Fire Authority operate so that delegation is reflected in your by-laws and the Authority by-laws. Hilary explains that the Authority has delegated the Chief to manage the Authority and enforce the rules and regulations. Hilary explains that the Chief has also been empowered to supervise and administer affairs of the district's business, including hiring, recruitment, retention, and termination of employees. Hilary explains that the Authority may delegate additional tasks related to specific services reflected in the creation agreement.

Hilary reviewed the expected director conduct; be responsive and attentive in communications; the Authority's constituents are primary, the Board's role is policy; no day-to-day operations, different opinions are healthy, and collaborate as a Board member - no individual authority. Bill Boineau commented on how strong policy governance is; he felt it beneficial for a good Board to follow and maintain. Director Boineau thanks Hilary for the refresher.

### **President Striegler: Housekeeping**

President Striegler wants to ensure all Board Members are on the same page. President Striegler says today is the beginning of a new Snowmass - Wildcat Fire Protection District term. President Striegler welcomes new Director Bill Boineau and thanks Vice President Heivly for signing up for another term of service. President Striegler wants to clarify some items that have come up over the last year and hopes this information will help move forward in becoming more cohesive and effective in supporting the Authority and being an executive entity in our community. President Striegler brings up the election of officers; she explains there is ambiguity in the by-laws because of how special district elections happen. President Striegler said it is suggested that the offices are a two-year term, but because we had an election this year, we can do an election for all three offices today or because Vice President Heivly and I were both elected last year into the Chair and Vice Chair positions we can continue out terms for another year and then we need to appoint or vote for a Treasurer today or we can do a Full Slate and do all three offices today. Director Greg Balko asked for clarification. We need to clean up our by-laws one way or another because of what happened with the elections; it says a two-year term but it also says that there's an election following of new board members, and that won't occur for another two years, correct? 2024 is the next election, said Finance Director Jennifer Thompson - Director Balko goes on to say that will mean we won't be having election of officers coinciding at the same time we bring in new board members, so based on the way elections changed, we need to fix by making it a three-year term to Chair and Vice Chair or clean up the by-laws and make it a two-year term. Chief Thompson suggested that Attorney Bob Cole review the by-laws as he understood it to read that you can call for an election at any time and that the document suggests two years, but at any time, you can call for an election. Director Balko agrees and says there is an election of officers at the first regular meeting after an election. President Striegler says that today she is looking for a recommendation on what the Board wants to do; do we want to elect all three officers or select the treasurer role? Director Scott Arthur said he would like to look at it as a minimum two-year term and then figure out what to do with the by-laws. Director Boineau suggests that officers be elected annually, allowing everyone to take on a different role on the Board. Vice President Heivly says he thinks one year is too short and thinks every two years, or if Chair and Vice Chair stay on for the third year, it would not be a game changer for him. President Striegler agrees that more than one year is needed to get familiar with their role on the Board in that position. President Striegler says, "For right now, let's elect a new treasurer to the Board and ask if anyone is interested. Director Balko is interested, and Director Scott Arthur motions to approve Director Greg Balko as the new Treasurer. Vice President Heivly seconds this motion. All in favor non-opposed the vote passes 5-0. President Striegler says she will email Attorney Bob Cole to clarify whether we need to change the by-laws or if there is enough to decide if we want to do an annual, every two-year, or an election on the election years only.

All members received a binder that included the updated Snowmass-Wildcat Fire Protection by-laws, organizational chart, policy manual, performance management documentation, and evaluation documentation. President Striegler advised the Board that the presidents of the Basalt and Snowmass

Boards will perform the evaluations for the Chief and the Financial Director. President Striegler states that the Chief and the Officers of the Authority perform all other evaluations. President Striegler reminds the Board that they are not involved in the day-to-day operations.

President Striegler wanted to talk about past Treasurer Detrick leaving the Board; she wants to clarify Detrick did not resign from the Snowmass Board; he chose not to seek re-election. President Striegler stated that Detrick served the length of his election, and since he did not resign, he did not have to notify the Board as stated in the by-laws. President Striegler said we only had two self-nomination forms completed for two members, and that's why there was no election, and they were appointed to this term.

President Striegler, on another topic, would like to suggest getting a budget committee back in place. President Striegler says this is a way the boards can support the Executive staff in their budget planning and give them peace of mind to the other Board members not involved in that committee.

President Striegler asks for questions or comments regarding all the information in the binder. Director Balko suggests that on the Board level, having a board member self-evaluation that can be done annually to cover needed improvements, personal growth, training ETC. Director Balko said the last evaluation done for Chief was less formal than he would like to see it. President Striegler advised that she and President Van Walraven were the ones who did the Chief's evaluation last, and the information Director Balko is speaking of was how they reached out for feedback regarding the Chief's evaluation.

President Striegler said they could call a special meeting to discuss those items as a Board and not have staff present; however, those comments need to be formalized so President Van Walraven and President Striegler can do the evaluations for Chief Thompson and Financial Director Thompson. Chief Thompson refers the Board to the evaluation sheet in the binder they were just given and thinks it would be a good idea to use that to do his evaluations as well. Director Balko agrees that would be a good step. HR Director Thomas said she could remind and help the Presidents of each Board with the current evaluation forms used when it's time again for evaluations. The Board thanks HR Director Thomas for this suggestion.

Director Arthur asked, circling back to the budget committee board President Striegler talked about earlier; would that be open for members of all three boards? President Striegler responds it would be at the Authority level, but there would be someone from the Basalt Board, one person from the Snowmass Board, and Authority members. President Striegler says that depending on how many members are interested, we may have to call a meeting. Director Balko says something else needs to be removed from the by-laws as it says we are supposed to have a budget meeting. President Striegler says she will bring with up with Attorney Bob Cole.

### **Chief' Report**

Chief Thompson told the Board that the road closure on Brush Creek affects the Sinclair / Meadow Road area regarding our services, thanks to Deputy Chief Mele, who set up a plan for an ATV to go quickly to structure fires, and ambulance calls while other apparatus goes around the closure, we can offer a quick response when needed. The Chief said this plan would be in place until after Labor Day.

Chief Thompson wanted to celebrate the success of a Memorial Day incident in the Village that the fire department helped with. Chief says VP Heivly was the Incident Commander; a sinkhole was developed & RFFR deployed the Swiftwater team to put in cameras; he said the entire mission was very efficient and successful. Vice President Heivly was proud of the developed relationships and said the incident was seamless. Chief Thompson said the ICP was set up at Station 45 and was the first time it was being used for that since the building was built.

### **Finance Report**

Finance Director Thompson reports all the money through May has been transferred out; this was done in June and will reflect on those statements. Finance Director Thompson said the final preliminary draft audit had been turned in from McMahon Associated, and we did not have any budget violations; some highlights are the property taxes are 96% of our total revenues, specific ownership accounts for 4% so you can see that is 100% of our revenue income. Finance Director Thompson explained our over revenue from last year increased from the prior year from 15,465. Finance Director Thompson said the operating transfer of the Authority to the Authority was 3.53833 in 2022. Finance Director Thompson told the Board if they are okay with the audit if they have any questions as the next step is the audit will go back to the auditors, so they will prepare it to go to the state by July 31, 2023. Director Balko congratulates Finance Director Thompson on a clean audit. President Striegler asked the Board if the draft if okay all Board members agreed, and Finance Director Thompson said she would take care of the audit moving forward since all Board members decided it was okay.

**Attorney Report** Attached is Attorney Bob Cole's summary of SB23-303 (Proposition HH)

Director Balko asked what the deadlines were. Chief Thompson said the deadlines have been extended. All the deadlines are pushed into January 2024. Chief Thompson said HH would be on the ballot in November if it passes, and we will go above those limits. Chief Thompson says we have to go to the voter in Snowmass and Basalt and have a hearing to go over those limits; that would happen between the November election and when we certify how many mills. Chief Thomson explains our mills would come down; of course, our evaluations have increased, but we are not going to see that until after the elections, it will be difficult to mark the funds to back into, but the Mills are going to go down for the voters. Chief Thompson says we need 25% of the increase. Chief Thompson explains that would meet our career progression, compensation plan, everything in our strategic plan, and our master plan to go to 12 people. Attorney Cole says if HH passes, that will push your appropriation between December 29, 2023, and January 5, 2024, so make sure during those holiday times, a quorum is available to meet and take action. Attorney Cole says that if HH doesn't pass, we will be under the usual schedule and building your budget, the same as last year under Senate Bill 22- 238. Director Balko asked how mills are set up through an election and how that will vary this time. Attorney Cole explains that if you are increasing your mill levy under Tabor, you have to have voter approval. Attorney Cole says that if voters have given you previous voter approval to allow a fluctuating mill levy rate or to have a mill levy rate that takes into consideration adjustments like a Gallagher adjustment, so if the residential rate changes, we can adjust the mill levy rate to capture the same amount of money. Attorney Cole says as long as you're not exceeding that number of mills, you would not have to go to a vote, but if you're going to increase above what's been previously authorized, whether it's a fixed rate or variable rate, then you have to go back to the voters. Finance Director Thompson said when we certify our mill levies to the state, on that form, there is an area where you can do a temporary tax credit; that's where we would lower it by a certain amount of mills to back into the number we need. Chief Thompson adds that both Boards have a history of reducing the mills to take only what they need, but we will have to do a public hearing.

**Public Comments** None

**Board Comments** None

**Staff Comments** None

**Old Business** None

**New Business** None

**Non-Agenda Items** None

**Adjournment** President Striegler asked for motion to adjourn at 9:15 Motion by Director Boineau second motion Vice President Heivly all in favor passed 5-0