

**MINUTES OF THE REGULAR MEETING OF  
BOARD OF DIRECTORS OF THE  
MOUNTAIN VIEW FIRE PROTECTION DISTRICT**

**March 19, 2007**

**I. OPENING OF REGULAR MEETING.**

**A. Call to Order.**

The regular meeting of the Board of Directors of the Mountain View Fire Protection District was held at the Administration Office, 9119 E. County Line Road, Longmont, Colorado, on March 19, 2007, and was called to order by Judy Rusk at 1920 Hours.

**B. Pledge of Allegiance.**

All persons in attendance participated in the pledge of allegiance.

**C. Roll Call.**

The meeting was attended by the following Board members: Judy Rusk, Anne Freeman Pawlowski, Randolph Winsett, Scott Lyle, and Stephen Walker.

Also present were: Steve Pischke, Donna Mullison, Mark Lawley, LuAnn Penfold, Dave Beebe, Starr Aldrich, Bill Dashiell, Twink Dalton, Bill Humphries, John Britz, Vickie Maddox, Rex Sutherland, Sean Flagg.

**D. Approval of Agenda.**

Chief Pischke stated there were no additions to the agenda.

Stephen Walker moved to approve the agenda, as written. Randy Winsett seconded such motion, and it was thereafter unanimously approved

**E. Chief's Report.**

Chief Pischke had nothing to add to the report contained in the Board packet. Dr. Walker asked for the location of the land proposed for a fire station at the 21<sup>st</sup> meeting with the development on Leon Wurl and approx. 109<sup>th</sup>/111<sup>th</sup>. Chief Pischke stated it is at the top of the crest of the hill, a couple of blocks from 109<sup>th</sup>. It would improve our response times to Arapahoe Ridge, due to the addition of a parkway from Leon Wurl Parkway down to Arapahoe Ridge. This would be in addition to the current Station 6. Chief Pischke will be talking to the planning commission on Wednesday evening. There will be another development being discussed at the planning commission meeting that would provide land for a station that would help response times to Vista Ridge, currently called Pratt II. Discussion. Erie Airpark does not want Bonanza Drive to go through into Erie Airpark. Discussion regarding response times, etc. A letter will be sent regarding this issue, with a copy to all Board members. Discussion of station needs, etc.

Dr. Walker asked what MAFIT meeting is. Multi-agency fire investigation team meeting. Chief Pischke reported on the meeting with Sheriff Pelle and communications center. There will be a cost decrease. Dr. Walker asked how that would impact service? Chief Pischke stated they are trying to hold their own with service as in the past. He stated the District hasn't seen a decrease in service levels in dispatching. The delay in transfer of calls from Weld to Boulder has been corrected by the District, in that we have a pre-alert from Weld as soon as they get the call and

then we are dispatched by Boulder County. We interface with Boulder, Weld and Longmont dispatch centers and are working toward some standardization.

## **II. CONSENT AGENDA**

### **A. February 20, 2007 Regular Meeting Minutes.**

Stephen Walker moved to approve the February 20, 2007 regular meeting minutes, as written. Randy Winsett seconded such motion, and it was thereafter unanimously approved.

## **III. PUBLIC/MEMBER PARTICIPATION**

NONE.

## **IV. ACTION ITEMS**

### **A. February, 2007 Financial Statements.**

Chief Pischke reviewed the statements, and stated we are currently under budget even with paying off the ambulance and command vehicle lease-purchases. Dr. Walker asked questions regarding payables.

Judy Rusk asked about the volunteer pension payments. Donna Mullison explained the double payments last year and that the auditor found the information and we have requested FPPA to refund the double payments and the auditor will reflect the information in the 2006 audit.

Scott Lyle moved to approve the February, 2007 financial statements. Anne Pawlowski seconded such motion, and it was thereafter unanimously approved.

### **B. Handbook Update – Family Illness, 1<sup>st</sup> Reading.**

Chief Lawley stated the change in the handbook is needed to update the wording so that personnel can take sick time to help ill parents, even if they do not reside in the home. Persons would have to take trade time or vacation if no other person is on vacation and this has created a hardship. Judy Rusk stated this is appropriate so long as employees don't abuse it. Chief Lawley stated that the wording "deemed appropriate by the District Fire Chief or his or her designee" aids in guarding against abuse. Chief Pischke stated "family" is defined in the handbook.

### **C. JRA with Boulder Rural.**

Chief Pischke stated there were no changes in the document presented at the last meeting. Boulder Rural's Board signed the same. Judy Rusk expressed concerns regarding page 25, paragraphs regarding Boulder Rural's control of the incidents over our personnel in our District.

Chief Pischke stated that the BC for Mountain View is the incident commander at any incident whether it is in the JRA or other Mountain View's jurisdiction unless a Boulder Rural chief level officer (there are only two) arrives on scene first. Judy Rusk stated if we sign this agreement, this is not what we are agreeing to. Judy Rusk asked Twink what it will cost to put Boulder Rural's people under our physician advisor. Twink stated these people are in MV's FI program, there are two different physician advisors, two sets of protocols. Issues regarding training have been addressed. Judy Rusk stated that, as a resident of the area of Brownsville, and with the District

asking for money on a ballot question hopefully in the future, there are concerns regarding coverage. One concern that came up in the oversight committee meeting is that BR expects 2226 to be in Niwot if 2224 is out for any reason. Jenna has that expectation. Chief Pischke stated that was incorrect. On a daily basis, we move apparatus around as needed, and the JRA is no different. Chief Lawley stated the confusion comes from the response times criteria contained in the JRA. We move apparatus around now, and would continue to do so. Our system is fluid, as it must be due to the size of our District. Chief Pischke stated that was the understanding between the operations in both entities. Judy Rusk has received concerns from others regarding this issue. Chief Pischke stated we will move ambulances to cover the remainder of the jurisdiction when one or more pieces of apparatus are out. This will not change. The only thing that will occur differently in the JRA is that if Boulder Rural has an additional call when 2224 is transporting, etc., 2301 has a paramedic on their engine and will be able to give patient care until the med unit arrives to transport. We will have an ambulance on scene within 11 minutes 90% of the time. We will try to make sure it is a MV unit, but if not possible, Pridemark will be called. There are key places to locate med units to stage when necessary, rather than going directly into Niwot, i.e. staging in Brownsville to make time frames for Erie and Niwot/JRA jurisdiction. The mapping system gave us the information to base this on. Chief Pischke will clarify the information regarding the incident commander concern in the JRA.

Dr. Walker stated that the devil is in the details. How communications get handled between the entities is important. Perhaps we do a drill/training to ensure these incidents are handled appropriately. We need to make sure that everyone understands the same information. One glitch can make a big mess and causes the ripple effect. We must handle proactively.

Dr. Walker asked questions regarding the revenues and the cost sharing, revenue sharing, etc. We have a 5/1 ratio of EMS vs. other calls. Twink referred to the EMS annual report contained in the packet. 1500 EMS vs. 300 other calls. Dr. Walker stated that he does not feel the revenue sharing is appropriate based on calls. Chief Pischke stated the revenue sharing was not figured on total calls in Mountain View's District. Jeff Webb of Boulder Rural is putting together the information regarding the cost/revenue breakdown. Dr. Walker stated we are on the hotseat about mismanaging the District's finances. If this is not an appropriate sharing of the revenue, we must defend this. Chief Pischke stated it was reviewed in the presentation. Dr. Walker stated this agreement does not feel the same as the presentation. Chief Pischke stated that it has not changed since the presentation. Do you want the public to know how the revenue sharing/percentages were reached? Perhaps the Board should think about this. We should say they were put together fairly, but not publicize the actual numbers. Chief Lawley stated the Board must have a comfort level. If the public asks, we must provide the information.

Judy Rusk stated any glitches are going to haunt us at election time. They will bite us in Niwot and Erie. Chief Pischke is not aware of any glitch other than Jenna from Boulder Rural's expectation, and he just learned of that tonight. Only comment he had heard was from a person in Niwot who was not in favor of the agreement for all the wrong reasons. Others at the meeting did not have any issues, and there were many Niwot volunteer retirees at the meeting. Chief Lawley stated we need to look at the big picture. We need to deal with staffing issues District-wide. This was a good alternative to provide additional staffing at no direct cost to the organization in the form of hiring people. Judy Rusk stated she thought there are good possibilities, but am not sure, as there are operational issues that should be dealt with ahead of time. Randy Winsett stated that this agreement is the same as previously presented. The big picture is to take care of both agencies' citizens and that is what the JRA is intended to do. We can't do business if you have to tiptoe around certain citizens who have certain opinions. We must do what is best District-wide. Scott Lyle stated that President Rusk is concerned regarding the expectations of Boulder Rural's board and citizens. In the big picture we are trying to better the District and that is the priority of the Board, not what a few people say. Anyone can spin it however they want to. Do we live by that fear? No, we need to do business and look at the big picture.

Chief Lawley stated that the JRA provides Mountain View three additional people; allows us to increase the number of firefighters on scene (over two person minimum), allows us to decrease response times to the Niwot area as Boulder Rural's engine responds rather than the engine from Central Station. Chief Pischke stated Mountain View does not have to hire people to staff 2224, nor the possibility of taking a unit out of service due to lack of personnel on any specific day. Dr. Walker does not disagree with any of this. From an election viewpoint, we are trying to do more with less and trying to be more responsible. The issue is when push goes to shove and details of implementation aren't worked out, this could be a problem. Dr. Walker would like to see trial responses to see what happens, verify that personnel have worked through command structure, operational implementation, dispatch, etc. concerns. I want glitches worked out in advance. Chief Pischke stated that is the intent of kicking this off the first part of April. We have gone as far as we can without making it operational and right now have seen no glitches. Until the rubber meets the road, we can't tell whether there will be any glitches. We must begin the operational side of it and deal with glitches as they come, and that is why we have the oversight committee in place. The new Boulder Rural employees are on board and responding together. We need to turn the switch, sign the JRA and see where we are and what we are doing. As it is right now, the operational people don't see any problems.

Chief Beebe stated that we have been moving apparatus, etc. regularly, and communicate with Boulder Rural regularly. We use them for mutual aid all the time and vice versa. From a BC level, this agreement gives me options I didn't have before, i.e. keeping 2201 in quarters on a medical call; also gives me another engine to use for the District. We have been working through these things and are ready to go. Until we make it a full blown operation, I don't see any issues. Rank structure has been worked out.

Chief Pischke stated paragraph "d" refers to perhaps a medical call, as the BC may not normally go on that call, although he reserves the right to go to any and all calls. The Boulder Rural Captain will be the officer in charge on that call unless a Mountain View higher ranking officer is on scene, and even then, unless needed, command will stay in place. This happens all the time in our jurisdiction, as well as other jurisdictions.

Randy Winsett moved to approve the Intergovernmental Agreement Establishing a Joint Response Area between Mountain View Fire and Boulder Rural Fire. Stephen Walker seconded such motion, and it was thereafter unanimously approved. Two copies of the agreement were signed. Chief Pischke distributed minutes from the oversight committee held March 12, 2007. Chief Pischke also distributed the press release that will be shared with the media. This release was given to the Niwot citizens who attended last week's meeting.

Anne Pawlowski asked what issues were expressed that were "not for the right reasons". Starr Aldrich stated the individual discussed ambulance services charges stating that he felt the Niwot citizens would have to pay three times for service. He was given the information and could not understand it, nor justify how he came about his opinion on the contested issues. He was pulling numbers out of the air and did not know what he was taking about. Chief Pischke stated he tries not to engage persons with misinformation at these meetings. It was not the place to argue about the misinformation.

## **V. REGULARLY SCHEDULED ITEMS**

### **A. Stifel, Nicolaus Update.**

John Britz and Vicki Maddox gave a presentation regarding the executive summary of the surveys completed with the community activists, as well as the internal/staff of the District. They distributed copies of the summary of the survey results. The activists stated the District has great service and performance, most of the respondents could not remember the needs for a ballot question. Leadership is an issue here. People are looking toward who will be the new chief.

Communication is an issue. The positives we received re service, equipment, medical units, etc. from internal and external persons. Where the issue lies with internal people is capital needs, i.e. Fire Station 7. We have a job to do to go forward for the next 402 days until election time. We must put forth an educational program internally and externally beginning immediately. You have a vehicle to do that, being through Fire Corps. Have them begin to tell the story to your external customers. It is not too early to begin for a May or November, 2008 election. We have put together a time line and distributed the same.

Use the Chief hiring process as an educational tool/communication tool. Share what you are looking for, what your needs are, etc. Discussion regarding what/where to go to communicate and share the message re needs, etc. for the District. Include the JRA information in the educational process to citizens understand the impact and the needs the District still has. Answer the questions early, then they won't be issues at election time. You have tax sensitive voters in your District. We need to spend the next few months getting ready to do education/communication. You must build your needs case. If we don't spend this time efficiently, it is a problem.

Dr. Walker stated that the reputation of Mountain View's service is good in the eyes of the community leaders. We must address the need more articulately. Take a picture of the port a potty at Station 7 and share it. John Britz stated we will do that. Once you get the chief hired and Fire Corps working, they will go to civic groups, school groups, church groups, etc. to share the information. Dr. Walker stated it is a problem as people in Niwot don't want to pay for the bathroom in Dacono. Discussion. The key is to make sure your voters understand the growth issue, response time issues, etc. We must adequately communicate the needs. Voters look at it as to whether they get something out of it and what it will cost. They look at the direction/mission of the organization as well as the leadership. You must get a chief in here as fast as possible and begin communications with internal staff and listening to them. Thereafter, take the needs, together with the new chief, and get out and sell this now. If you wait until next August, you are in a political mode. Right now, you are just talking and conveying needs, and people will listen.

Twink Dalton stated she appreciates everything that has been outlined. She recognizes that in order to go out effectively, you have to have a support base from which to work. It must be supported from within the organization. What recommendations do Stifel, Nicolaus have for the Board to mend some of the rifts from the internal survey? If we can address some of those problems we will have a good start to a supportive base to go out to the public. Allow the new individual coming in as the Chief to open lines of communication. Take advantage of the "honeymoon" period with a new chief and capitalize on the open lines of communication and give the new chief the freedom to do so. Listening to individuals is a huge issue. Twink stated that she is hearing that the new Chief is going to be given all this stuff. John Britz stated the chief should be empowered to do all this. Twink stated that could be overwhelming for a new chief. The summary Twink sees here tonight is a gloss over based on knowing what she replied to in the survey. The new chief will have access to all information, prior surveys, etc. and may be overwhelmed. Couldn't the Board address some issues prior to the new chief? This could show the people who work here that they are listening to personnel, and taking their concerns seriously. This could help create a base of support before the chief comes on board. John Britz stated the Board has seen the non candy-coated version of the survey results and that is a start. Twink asked the Board if they will sit down and prioritize items from the survey and get going prior to a chief starts? Randy Winsett stated the information is going to be used as part of the testing for the new chief. Judy Rusk stated that Dr. Walker sent a suggestion to the board that we do need a workshop. If we can set a workshop we can start addressing some of the issues. Twink—as an employee, if you do have a workshop, then that shows that you are listening to personnel's concerns and willing to take a look at them and do something about it. It is really important to keep the momentum and let people know that.

Dr. Walker stated that some feedback from the survey was that the Board doesn't have a vision or doesn't communicate it. Previously, staff was attempting to dictate what the direction/future of the District was going to be and the Board wasn't tuned in enough, perhaps divided, etc. I'm

confident that the way in which we are looking at this District now is shared by everyone on the Board. We will not have huge discrepancies with that. What is important in having the workshop prior to bringing on a chief will be that the Board will establish the direction for the District and the chief will be obligated to follow through with the Board's direction/vision. That is a huge factor in the hiring process. The survey information will be vital in being used in selecting a new chief. This is where we have to start. We have to be patient as we need to get through tax season, which is keeping some board members very busy.

The Board thanked John and Vickie for their information and help. Vickie stated that people in the community will ask someone associated with the District for their opinion. It is important to have all internal persons supportive of the ballot question, etc. If the people in house aren't happy, the people in the outhouse won't be happy either.

#### **B. CWH Update.**

Anne Pawlowski stated she and Randy Winsett met with CWH two weeks ago. They used information from the survey to draft scenarios, etc. in the testing/selection process. The next meeting will be soon, and we will finalize questions, process, etc. at that time. Working out where to hold the process, how to bring in candidates, what will be paid for, who will be on the assessment center, etc. are items that must be decided. Discussion.

Proposed assessment testing May 14-16, and must dedicate three days to this assessment. Discuss who and how many persons could dedicate three days to the assessment, values on grading the candidates, etc. Consistency is the biggest concern. This must be maintained to have an effective tool to choose a successful candidate. Scott Lyle asked if the process could be video taped. Randy stated that in an assessment center you have several candidates going through different facets of the assessment and therefore you'd need several cameras and there will be a lot of video to review. Anne Pawlowski stated it will be very important to choose the persons on the assessment boards that you can trust and who will be objective and consistent. Scott Lyle stated the point system is only as good as the persons grading. Anne stated there will be very dynamic testing, supplemental written questionnaire, etc. prior to the assessment center, etc. Randy stated that there remains a lot of work to be completed and decisions made prior to any assessment center. Anne feels great about Chris and his CWH team. They can't do it all; they need a lot of assistance. Scott Lyle stated a retired AC from LA County stated he would come out and help if needed. He is a relative of Scott's. Scott asked about a stipend.

#### **C. ESCI Update.**

Chief Pischke stated the study is underway. Collection of data from the individual departments is ongoing. Data is due to ESCI within the week. Mountain View's due date is Wednesday, 3/21. Chief Pischke will be on vacation from Thursday 3/22 to the following Thursday. Most of the data has been collected at this time. All our information has been reviewed by the lead person at Boulder Rural, and we are ahead of the game. Some time in the first two weeks in April, ESCI will be on site to talk and begin site work. From there we will be given a time frame.

#### **D. Mead & Berthoud Fire Update.**

Chief Pischke referred to the letter sent to Chief Charles which was contained in the Board packet. A map was sent with the letter showing the areas we would request be included in Mountain View's jurisdiction. Berthoud's Board will discuss this information at their meeting tomorrow night. Judy Rusk stated that everyone should remember taxes are paid in arrears, therefore 2010 revenues are actually 2009 taxes. Chief Pischke stated that when Broomfield County was formed, Mountain View received two full years' taxes from property excluded. Scott Lyle asked what

Chief Charles' stand was on this issue. Chief Pischke stated he agreed that with the Mead Station staffed, Mountain View can provide a better service. He wasn't happy about it, but could not argue with that fact. Chief Lawley stated that Berthoud recognizes that they can't provide a better service, and that they have an ISO rating of 5 due to the Mountain View Mead Station being considered. Chief Pischke stated they tried to start off on a non-confrontational basis, and hopefully will not have to subject both Districts to an election. Dr. Walker asked what Chief Pischke's opinion of Berthoud Fire is. Chief Lawley stated they are capable, but as with other combination departments, struggle with staffing; and they don't have the growth. Even with their bond issue that passed, they have indicated it didn't give them enough revenue and they will probably have to go to the public again for additional funds.

**E. Fire Corps Update.**

Starr Aldrich distributed copies of the Colorado Citizen Corps pamphlet we are using to advertise the program. They have scheduled meetings with Erie, Dacono and Mead to give a presentation. Last week the presentation was given to the Niwot community. The Board asked that the dates of the presentations be given to the Board so they may attend and/or get media, etc. to attend. Starr introduced Bill Dashiell as the person who has agreed to coordinate public education. Judy Rusk stated she will get the information to him regarding the schools. Please give Donna your e-mail address and she will get the information. Dr. Walker stated this is great! Chief Pischke complimented Starr on all the hard work he has expended in getting this program underway. Bill is a great addition to the Corps. Bill stated he lives in Sweetgrass in Dacono. Dr. Walker would like to meet with Starr and Bill on a Friday for lunch sometime to share information.

**F. Bookkeeping Position Update.**

Chief Pischke stated he was happy to announce that we have hired a bookkeeper who will start April 1, 2007. She has great experience and comes highly recommended. Her name is Patty Creacy. She is a quick learner. Donna and I have high hopes this will work out well.

**G. Part-Time Assistant Update.**

Chief Pischke stated that Cindy Brown is doing an excellent job for us and has presented a paradox that she is finding a lot of things that we haven't had time to do and is doing a lot of them. We are looking at ways to keep her on even when Chrissy comes back. The need is there. We have found some dollars and will continue to research and will come back to you at the April meeting. She has been working with Twink in a number of areas and helping a great deal. This will be justified to you at the April meeting. Discussion re needs, training, state mandated requirements for data reporting, etc. Chief Pischke initiated discussion regarding our Fire House software for both fire and EMS reporting needs. Jeff Webb of Boulder Rural will be available to help train our people and get data extracted. Twink Dalton reported that a grant has been submitted to our RETAC for funding for the training and software purchase. We have discussed this situation with Fire House and are working on obtaining the needed training and software upgrades.

**H. Boulder County Communications Center Update.**

Chief Pischke stated a meeting was held and Mountain View received a reduction for 2008 in our dispatching costs. 2007 \$54,930, under new payment schedule \$31,221 for 2008. Still at question is the number of calls attributed to the formula. This will be reviewed and the bill updated.

**I. Erie Airpark Access Item.**

Discussed earlier under the Chiefs report.

## VII. REPORTS

### A. Station Reports.

NONE.

### B. Staff Reports.

#### (1) Operations/Training

NONE.

#### (2) EMS

Twink Dalton reported that since the last board meeting 34 hours of continuing education were completed, including career, volunteer and Boulder Rural CME. Additional 8 hours of PALS class, orientation of Boulder Rural EMTs. We are currently in the FI process for the three Boulder Rural EMTs and two MV contract firefighters. Also held the volunteer firefighter/significant other orientation.

#### (3) Fire Prevention

LuAnn Penfold distributed the monthly Fire Prevention report and reviewed the same. LuAnn Penfold also distributed a report on Engine Company inspections. Cindy Brown did a total of 164 inspections last year. She was extremely helpful. Perhaps if she was allowed to remain a part-time person, LuAnn could use her in fire prevention as well. We currently have 756 occupancies that we inspect annually. Discussion re plans reviews.

#### (4) Admin

Chief Pischke will be out of town for 6-7 days beginning this Thursday.

#### (5) Volunteer/Reserve Program.

NONE.

#### (6) Career Firefighters.

NONE.

### C. Other Reports.

NONE.

## VIII. BOARD MEMBER ITEMS

Judy Rusk asked all Board members to look at calendars for a Saturday after 4/18 that can be used for the workshop. April 28<sup>th</sup>, will be posted as a special meeting, but she specifically asked that people leave them alone. Chief Pischke stated he has information from Dick Lyons regarding

meetings such as this. Check into Kinsco as a meeting location. Scott Lyle stated that he could get a room at Fox Hill. Randy stated he could get a room at the SW Weld County building. Meeting will be from approx. 0900 to 1500 Hours. Scott Lyle will give information to Donna when finalized so she can do the legal Notice.

**IX. ADJOURNMENT**

There being no further business to come before the meeting, Anne Pawlowski moved to adjourn the meeting. Randy Winsett seconded such motion, and it was thereafter unanimously approved to adjourn the meeting at 2114 Hours.

**Respectfully submitted,**

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President Date

\_\_\_\_\_  
Secretary Date

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