

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

June 16, 2008

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 June 16, 2008, and was called to order by Randy Winsett at 1912 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, Randy Winsett, Jerrod Vanlandingham, Mike Rangel. Scott Lyle was absent.

Also present were: Randy Templeton, Donna Mullison, Bill Daschiell, Starr Aldrich, Anton Dworak, Hal Plitt, Shad Bennet, Roger Rademacher, Mark Lawley, Steve Pischke.

D. Approval of Agenda.

Chief Templeton stated rather than the paid part time presentation under Public/Member Participation, we would like to talk about an assistant for Twink. Judy Rusk moved to approve the agenda, as amended. Mike Rangel seconded such motion, and it was thereafter unanimously approved

G. Chief's Report.

Chief Templeton stated he has been keeping up through the weekly e-mails. Tonight he would like to defer to the Training Division on their new program development.

II. CONSENT AGENDA

A. May 19, 2008 Regular Meeting Minutes.

Judy Rusk moved to approve the May 19, 2008 regular meeting minutes, as written. Mike Rangel seconded such motion, and it was thereafter unanimously approved.

III. PUBLIC/MEMBER PARTICIPATION

A. Twink's Assistant

Chief Templeton stated Megan Gamberg has returned to line duty. Therefore, Twink is in need of an assistant, which Megan was filling during her light duty injury. Twink is overwhelmed and needs help. We originally budgeted to bring a paramedic off line to be Twink's assistant 40 hours

per week. The paramedic was to receive special assignment pay of \$300 per month, in addition to their regular line pay. Persons who were initially interested in the job, ceased to be due to the \$300 per month stipend. We are requesting the ability to hire a person part-time to fill this position until the end of the year. There is a person in mind that is currently a field instructor/Lafayette Fire employee. We would propose to hire him on a contract basis for 16 hours per week until the end of the year. This person, potentially in the future, could fulfill succession planning for Twink's position. During the 2009 budget process we will be able to see what we can afford for 2009. Chief Templeton reviewed the 6/1/2008 Budget Review/Updates provided by staff, which incorporates the cost of the assistant.

Judy Rusk explained the purpose of the update. It was requested by the Board when a line item may be over run or potentially over run, and then shows how the additional expenditure needs can be absorbed into the budget via amounts saved in other areas and/or additional revenue received.

Judy Rusk asked if this person will be working in the JRA as well. Twink explained what she has in mind for the person on day-to-day basis. Her goal is to have this person assigned to one station each time they come to work, and they will ride with the paramedics to observe them, review the call, patient care report reviews, identify target areas for additional training, etc. Twink has been so busy that this has not been done, and really needs to be done to help everyone. Goal is prevention, rather than crisis management. Goal is to prevent negative problems from becoming major problems, when it may be too late. This will also preserve our current medics.

Mike Rangel asked for explanation of 16 hour per week person. Is that enough? Twink stated it is 16 hours more than she had in the past. She can do a lot with that. Twink needs more, but this will help. Mike asked if 16 hours per week will be successful in completing the program goals? Twink stated she has specific goals that will be adhered to, with the 16 hour time frame in mind. This will really help take care of our medics. Jerrod asked if Megan did this. Twink stated that Megan did not have the time on the job sufficient to do this type of program. The person coming on board is known to the area as a paramedic for many years, well respected, and considered an officer at Lafayette Fire. Dr. Kanowitz is very much in favor and knows the person. Jerrod asked who will be doing the things Megan was doing? Twink stated that is still needed. Jerrod asked if we could take someone internal. Twink stated that we tried, but staffing is a problem. We don't have enough people on line as we are already short paramedics and we have nearly used all the EMS overtime already this year. Discussion.

Jerrod asked about the succession planning. Chief Templeton stated that we are looking that if/when Twink wants to retire, we need to replace her, and this person would be trained, etc. in an effort to see if he would be a good fit in that position. Judy Rusk stated that this is a better plan than taking a paramedic off line.

Randy Winsett asked if this person will have a supervisory capacity. Twink stated he would have the authority in the EMS realm only. We would like to begin July 1st. He will be working on his days off from Lafayette Fire, and can use some vacation days as well to ride with all shifts. Jerrod asked about hours per day/etc. Twink explained it will be flexible so that he is not working 72 hours straight between Lafayette Fire and MVFPD, and they will be planning in detail so there is no problem with exhaustion, etc. At this time Twink has more needs on some shifts rather than others, but over time he will be working with every paramedic in our system. Discussion regarding succession planning and Twink's views on that. This is basically a trial basis to see how everything fits and what the potential is. Jerrod asked if we need to do a process, rather than just hiring a contract person. Twink stated the process was held, but all six persons bowed out. Once a full time position becomes available, there will be a process. This position is a part-time contract person only until the end of the year.

Judy Rusk and Mike Rangel stated this is a good fix for the problem until the end of the year.

Mike Rangel moved to approve the assistant for Twink for 16 hours per week until the end of 2008. Jerrod Vanlandingham seconded such motion and it was thereafter unanimously approved. Chief Templeton stated Randy Norris was accepted to Paramedic School at St. Anthony's and will begin in July. He also stated we are in the process of hiring a contract firefighter to fill his position.

Chief Lawley stated that some concerns for internal paramedics were the upcoming promotional processes for lieutenant and engineer, and they wanted to concentrate on that at this time instead of coming off line as Twink's Assistant.

Chief Templeton introduced Abe Searl, one of our newly graduated paramedics who was also the Top Gun in the academy graduating class.

Randy Winsett stated we had two of our five volunteer graduates receive honors. One was Top Gun and one was Academic Top Gun, leaders in their recent graduating class.

B. Training Division Presentation.

Shad Bennet and Hal Plitt made a presentation on the new Adobe Pro-Connect program, mind mapping, etc. This will enable the District to hold meetings, trainings, board meetings, etc. District-wide via the internet rather than moving people/apparatus constantly.

The Board consensus was that the persons putting this together have gone and are continuing to go above and beyond and it is a fantastic job. Chief Pischke stated the Training Division has spent a great deal of time, effort and some of their own money to make this program work. Mike Rangel would like to see a presentation at the next board meeting showing more information/diverse presentations. Randy Winsett asked for more information regarding what other facets we can use, i.e. perhaps using our training/presentations to sell to other entities, etc. Shad Bennet stated to say they have put in a lot of time is an understatement. To venture to other organizations at this time would be extremely time consuming. President Winsett stated it was an idea for the future, not necessarily now.

Chief Templeton stated the savings from not having to put on a class 8 different times is huge. Judy Rusk stated that it will also enable people that leave to go on calls to come back and still get the training and that is of great benefit.

IV. ACTION ITEMS

A. May, 2008 Financial Statements.

Donna Mullison stated that we are currently under budget. Judy Rusk asked about wildland revenue. Donna stated the one that we have billed for this year has been paid. We have one additional call out to be billed at this time.

Mike Rangel moved to approve the May, 2008 financial statements. Judy Rusk seconded such motion, and it was thereafter unanimously approved.

B. 501(c)(3) Approval.

Chief Templeton stated Tony Dworak from the District's attorney's office, is here to answer questions regarding the establishment of this foundation to help fund some of the Fire Corps programs/public risk reduction activities the District is involved in.

Chief Templeton gave a history regarding companies wanting to help with contributions/donations, and that the companies could not donate to governmental agencies, unless they had a 501(c)(3) designation. Therefore, the attorneys have put together a proposed foundation with appropriate documents for review tonight.

Tony Dworak stated it is a separate, distinct non-profit corporation. He explained many of the nuances of this foundation. No open meetings laws apply. It is controlled by the District Board of Directors. If it was ever dissolved, all assets would come back to the District. He stated tonight he needs to confirm the board members and officers prior to filing for the foundation IRS designation. Chief Templeton stated this cannot be used for any political activities.

Jerrold Vanlandingham asked how much money have we been unable to collect from companies. Starr Aldrich stated approximately \$10,000 that they know of. Bill Daschiell gave a history of persons wanting to donate, birthday party participants, etc. wanting to donate. Starr Aldrich stated most corporations won't donate unless it is to a non-profit, tax exempt foundation. Discussion. Bill would like to go to corporations upon receipt of the IRS designation to try to get funding for Fire Prevention Week/Month coming up in the fall. Tony Dworak stated it takes up to three months for approval by the IRS.

Randy Winsett stated it can be burdensome and take a lot of time to do all the administrative work involved with another foundation/non-profit. Someone must be on top of everything and follow all required Federal, IRS, State laws, etc. You must keep a tight reign on this, and it takes a lot of effort.

Chief Templeton stated that it is set up that no person works for the foundation. It has no employees. There may be a time when it reaches a point that it is self sufficient and can hire its own employees, or share employees, etc. Tony Dworak stated you don't have to go back to the IRS if this happens.

Chief Templeton stated that Sheri Hannah-Ruh, the new volunteer coordinator/risk reduction coordinator could help in this situation. She has experience with non-profits and has experience with grant writing, etc. As her volunteer recruiting gets off the ground, perhaps she can do some of this work for the foundation.

Randy Winsett stated that he didn't want Donna to have all the burden for the extra work. Donna stated that the District has a lot of work for public education, volunteer recruiting, the work she is in charge of, etc. and even with Sheri on board, there is a huge amount of work that must be done with so few people.

Starr Aldrich stated that perhaps through Fire Corps we could find someone to do or help with the work.

Jerrold Vanlandingham asked if there was any chance that this could get us into trouble if, for example, Wal-Mart gives us a donation and thereafter may want a favorable inspection, etc. We don't want to appear to give favors, etc. if a donation is given? Bill Daschiell stated it would never be presented in that regard when asking for a donation. He gave an example regarding expectations from Fire Prevention and the Fire District that would never be compromised. Discussion regarding PR opportunities, etc. Chief Templeton stated if he becomes aware of a situation that was questionable, he would contact the Board and we would return the money. Roger Rademacher stated the foundation is a separate entity from the Fire District.

Bill Dashiell stated they are working on the possibility of getting a van or gator donated, and the entity donating would get their name advertised on the equipment/apparatus. This is appropriate.

Judy Rusk moved to designate the current board of directors and the current board officers to be the foundation's board and officers, and approve the initial set of by-laws. Jerrold Vanlandingham

seconded such motion, and it was thereafter unanimously approved. Anton Dworak stated he will now move ahead with the filing.

Randy Winsett asked Donna to let them know when all this works impacts her. She stated that last year when asked to work the long hours she nearly lost her family/relationships and she would not do that ever again. There will just be certain things that can't get done, as she cannot work those hours again. Bill Dashiell stated Fire Corps will be helping.

C. Weibel Exclusion – Public Hearing.

Judy Rusk moved to adjourn the meeting to Public Hearing. Mike Rangel seconded such motion, and it was thereafter unanimously approved to adjourn to Public Hearing.

It was noted that the proposed order stated the City of Longmont, therefore we must table this matter and ask the attorney to redraft the proposed order with the proper Town designation and thereafter re notice it in for public hearing at the July meeting.

There being no public comment, President Winsett adjourned the Public Hearing and reconvened the regular meeting.

Zeek Exclusion – Set Hearing.

Judy Rusk moved to set the proposed exclusion hearing for the Zeek property for the next meeting, being July 21, 2008, 7:00 p.m. at the Administration Office, 9119 E. County Line Road, Longmont, Colorado. Mike Rangel seconded such motion and it was thereafter unanimously approved.

D. Gomer Exclusion – Set Hearing.

Judy Rusk moved to set the proposed exclusion hearing for the Gomer property for the next meeting, being July 21, 2008, 7:00 p.m. at the Administration Office, 9119 E. County Line Road, Longmont, Colorado. Mike Rangel seconded such motion and it was thereafter unanimously approved.

E. Dacono Station Project – Lease-Purchase Approval.

Donna Mullison stated that John Self was to be here this evening to review the documents for the lease-purchase. Chief Templeton stated that at last month's meeting the Board had directed staff to pursue the lease-purchase for the new Dacono Station, as well as rolling in the Station 6 current lease-purchase amount.

This is a 10 year, three project lease-purchase, for the additional \$500,000 needed for the new Dacono Station, the incorporation of the remainder of the Erie Station lease-purchase, and the renovation of the old Dacono Station for a maintenance shop.

Dick Lyons has reviewed all documents and has notified us that he will be preparing a favorable attorney's opinion letter. Judy Rusk stated this payment must be made out of the general fund, not the capital reserve. Chief Templeton stated that this has been the goal for some time, and we will be placing the same in the general fund budget for 2009.

Judy Rusk moved to approve the Lease-Purchase with Wells Fargo Financial in the sum of \$1,005,347.46 Mike Rangel seconded such motion, and it was thereafter unanimously approved, and all documents signed. The Board thanked Chief Pischke for all his hard work on this project.

Chief Templeton stated the groundbreaking will be held July 26, 2008, 10:00 a.m. at the new Dacono Station site. The press will be invited as well.

F. Budget Review Update.

Chief Templeton reviewed the 6/1/08 review/update. Hopefully, next month we will bring a proposal to increase transport fees to the Board. We are low average at this time, and hope to increase it. Twink stated Medicare/Medicaid sets fees and insurance companies follow. The kicker is that we can raise our fees, but what we get back is set by Medicare/Medicaid. There is a potential that our collection rate may be less, but we may realize more actual revenue.

V. REGULARLY SCHEULED ITEMS

A. JRA Update.

Chief Templeton stated that the meeting was not held due to not having enough time to put the financial information together as this month's meeting was early. Randy Winsett sits on the JRA oversight committee. Randy Winsett asked for a short presentation on the JRA and how it works for the benefit of the new members. Chief Pischke stated the monthly report will be e-mailed to the Board. Chief Templeton stated a presentation will be made at next month's board meeting.

B. ESCI Update.

The cooperative oversight committee meeting was held this month. Mike Rangel stated he did not know which meetings he was to attend. Discussion regarding who should attend which meetings, i.e. JRA and/or ESCi. Jerrod stated he had a conflict on the last meeting and could not attend. The next meeting for ESCi is July 30th, 5:30 p.m., Station 4. Light dinner will be served.

The joint board training will be held July 29th, 5:30 p.m., Boulder Rural Station on Jay Road and the Diagonal.

Chief Templeton stated the five cooperating areas have been worked on. One area with the least progress is Fire Prevention, as Longmont has lost Tom Montoya. They will be designating someone to take his place in the future. Chief Templeton stated that all agencies are still committed. He indicated there was a rumor that Boulder Rural and/or Mountain View Fire were pulling back, but that has been put to rest. Chief indicated that we are looking forward to November and concentrating on that potential goal, but not to the exclusion of working on the ESCi cooperative ventures.

VI. REPORTS

A. Station Reports.

Chief Templeton stated Station 3 is still in process. We have had a lot of trouble with the building official. Texture and paint have been completed. Mike Rangel asked what the goal was to begin staffing. Chief Templeton stated that once the remodel is completed we will staff immediately. Thereafter, we will get our ladder company back at Station 1.

B. Staff Reports.

None.

(1) Operations/Training

None.

(2) EMS

Twink distributed her EMS report and reviewed the same. Twink gave an overview of the FI process for new hires, and what steps will be taken to upgrade the process to expedite getting personnel on the street faster. Chief Templeton stated Jolene Kirkegaard and Megan Gamberg have been released to full duty.

(3) Fire Prevention

Fire Marshal Penfold's returned to work June 9th. Chuck Boyes continued to cover for her through that date. She included progress reports for April and May in the packet.

(4) Admin

Donna Mullison gave an overview of the problems with the current phone system. We will be looking at replacing the system as the company will not maintain it after December, 2008, and some of the problems at this time are irreparable and we have no choice but to replace it. Discussion. Chief Templeton asked for consensus/direction of the Board. Discussion. The Board gave consensus to go ahead with the purchase and work it within the General Fund budget. Staff will confirm exact costs/options, and thereafter we will go forward.

(5) Volunteer/Reserve Program.

None.

(6) Career Firefighters.

Chief Templeton stated we are including personnel in the planning process of Station 7. Chief Roger Rademacher stated the recent CPAT went well.

(7) Fire Corps.

Bill Daschiell stated they had three events since last month. All went very well. Vista Ridge Fireworks is July 3rd. Niwot parade is July 4th. Chief Pischke stated Engine 10 attended the graduation this past weekend. It will be delivered to Vista Ridge and Niwot for the two July events. Bill stated Board members are invited to both events. Discussion of attendance at events, how it is communicated, etc. Randy Winsett stated it is important to keep Sparky in District at our events. Bill stated that we need more people to volunteer to attend the events to help Sparky. Chief Templeton asked that action reports be taken to the Boil and Boogey in Mead this coming weekend. Make sure Bill is given the information for any event so they can plan to attend. Sheri Hannah-Ruh will be in charge of scheduling this once she is on board. Jerrod Vanlandingham asked that members be advised of the events so people can attend. Discuss options for other entities, etc.

Jerrod Vanlandingham stated Chief Snyder is the Support Services Chief at Longmont Fire at this time.

C. **Other Reports.**

Chief Templeton stated that Boulder Scientific is having a meeting June 24th at 7:00 at Mead Middle School to answer questions for the community. MVFPD representatives will attend.

Chief Templeton discussed the Town of Mead water problems.

Chief Templeton stated staff met with Stifel-Nicolaus last week. They appointed Ben Gardner our campaign manager/consultant. Today we had a conference call with the polling company and Stifel-Nicolaus to draft questions for a poll throughout the District (which has been prepaid). We hope to have the information regarding results of the poll by the next Board meeting.

Jerrold Vanlandingham asked about potential ballot questions, time lines, etc. Chief Templeton stated after the phone survey, we will use the results to hone our message. Thereafter we engage a PAC committee to raise money. John Britz will be drafting a letter for the Chief's signature stating they may be contacted by a PAC committee or issue committee regarding a potential ballot question campaign in November. John Britz will put together approximately a \$15,000 budget for the committee to go forward. The meeting in August has been selected wherein a decision will be made regarding whether the District will have a question on the ballot in November. There is a time line that we are following that has been provided by Stifel-Nicolaus, and we are on target.

Chief Templeton stated there is one more citizen's advisory committee set of meetings to be held as well. The next meeting is July 9th. Chief Templeton spoke with the Meadowvale Homeowners Association last week. It went well.

Chief Templeton stated there have been no discussions between Frederick-Fire and Mountain View Fire regarding the Union annexation issue. Discussion.

VII. BOARD MEMBER ITEMS

Mike Rangel stated he and Jerrod took a tour with Chief Templeton and he thanked the Chief for taking the time. He was quite impressed with the troops training with so few people, with the respect shown to the Chief and the board members. Mike likes to know who he is working with and likes to get to know our personnel. He would like to stop by stations and meet personnel, have coffee, etc. and please let personnel know he will be doing this. He is very proud of being a part of this District. He thanked Donna for taking the time to educate him on rules, regulations, budget, etc. She did a great job. It is great to be welcomed so warmly and he appreciates the hospitality.

VIII. EXECUTIVE SESSION

Judy Rusk moved to adjourn to executive session for the purpose of personnel issue discussion, pursuant to Section 24-6-402(4)(f), C.R.S. Jerrod Vanlandingham seconded such motion, and it was thereafter unanimously approved to adjourn to executive session at 2150 Hours.

The executive session was adjourned and the regular meeting reconvened at 2218 Hours.

IX. ADJOURNMENT

There being no further business to come before the meeting, Judy Rusk moved to adjourn the meeting. Jerrod Vanlandingham seconded such motion, and it was thereafter unanimously approved to adjourn the meeting at 2219 Hours.

Respectfully submitted,

President Date

Secretary Date

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