



MINUTES

**Board of Directors Meeting
March 18, 2019
3561 N. Stagecoach Road
Longmont, CO 80504**

I. OPENING OF MEETING

A. Call to Order

The regular meeting of the Board of Directors of the Mountain View Fire Rescue District was held on Monday, March 18, 2019, at 3561 N. Stagecoach Road, Longmont, CO 80504 and was called to order by President Parker at 6:10 P.M.

B. Roll Call

The following Board members attended the meeting: President Parker, Director Christian, Director McConnell, and Director Osborn, and Director Whitlow.

Other persons present were Chief Beebe, Assistant Chief Rademacher, Assistant Chief Webb, Assistant Chief Long, Finance Director Tonya Olson, attorneys Rick Shearer and Joan Fritsche, Local 3214 President Sean Flagg, Fire Marshal Saba, HR Manager Melissa Meehan, Firefighters Arnold and Carter, and Executive Assistant Dexter.

C. Pledge of Allegiance

D. Approval of Agenda

Director Whitlow moved to approve the Agenda, as written. Director McConnell seconded the Motion, and the Motion was unanimously approved.

II. PUBLIC/MEMBER PARTICIPATION

NONE

III. CONSENT AGENDA

- A. February 25, 2019, Meeting Minutes: Tabled until the April 15, 2019 regular Board meeting.

IV. PRESENTATIONS

NONE

V. ACTION ITEMS

A. January and February 2019 Financials

Finance Director Olson presented the January and February 2019 Financial Reports for the Board's approval. Ms. Olson highlighted the following:

- The District spent 13% of the General Fund Budget.
- The District spent 3% of the Capital Reserve Budget.
- The General Fund benchmark for February is 16% spent of the expenditure budget.
- The District has received \$5.6 million of the estimated \$23.3 in property tax revenue for 2019.

Director Christian moved to approve January and February 2019 Financials. Director Whitlow seconded the Motion, and the Motion was unanimously approved.

A roll call vote was taken.

Director Christian voted in favor.
Director Osborn voted in favor.
President Parker voted in favor.
Director McConnell voted in favor.
Director Whitlow voted in favor.

B. Elder Construction Contract

Assistant Chief Webb gave a brief overview of the Elder Construction Contract. He mentioned that construction on the new Maintenance Facility should begin May 27, 2019, and should be complete within 251 working days. The Guaranteed Maximum Price for the project is \$4,515,945.

The Contract consists of AIA A102 and A201 forms substantially revised by Mr. Shearer with input from District Chief Staff, Architecture West, Elder Construction and Elder Construction's attorney. Chief Staff and Mr. Shearer recommend the Board approve the Contract.

Director Osborn moved to approve the Elder Construction Contract. Director Whitlow seconded the Motion, and the Motion was unanimously approved.

A roll call vote was taken.

Director Christian voted in favor.
Director Osborn voted in favor.
President Parker voted in favor.
Director McConnell voted in favor.
Director Whitlow voted in favor.

C. Architect West Contract

Attorney Shearer stated he has not been able to finish the Contract for Architect West. To avoid having to post a Special Board meeting to discuss, and if acceptable, approve, the Architecture West Contract, Attorney Fritsche suggested recessing this Board meeting, and continuing the meeting Friday, March 22 at 12:00 p.m.

VI. OLD BUSINESS NONE

VII. BOARD MEMBER ITEMS

Directors McConnell and Osborn and Attorney Shearer attended a meeting of representatives of the City of Lafayette and Rocky Mountain Fire as guests. Rocky Mountain Fire and the City have been in discussions to form a Fire Authority for approximately two years and asked if Mountain View Fire would like to participate in a study to determine if a Fire Authority for all three jurisdictions may be appropriate for future discussions. Director McConnell updated the Board on what occurred during the meeting.

Attorney Shearer stated that the Mountain View Fire District was asked to participate in a feasibility study with the other two entities. If the District Board would like to participate in the feasibility study, the District's portion of the cost would be approximately \$20,000. Attorney Shearer clarified that contributing to and participating in the feasibility study would not obligate the District to do anything further.

The Board directed the formation of an informal team consisting of two Board Members, two Local Members, the Fire Chief, Legal Counsel, and the Finance Director. The team is to participate in future discussions and keep the Board advised.

President Parker advised the Board that he is an employee of Rocky Mountain Fire, and works as a consultant with other fire districts. Attorney Fritsche distributed a disclosure of potential conflict signed by President Parker, and advised the Board that legal counsel will submit the document to the Secretary of State.

Chief Beebe informed the Board that Staff is supportive of the possible formation of the Fire Authority, and noted that the support of Staff is preliminary and may change based upon discussions of the timing, personnel, and finances,

Director McConnell moved to approve the expenditure of an amount not to exceed \$22,000 to participate in the feasibility study to be conducted by ESCI. Director Osborn seconded the Motion, and the Motion was unanimously approved.

VIII. REPORTS

A. Division Reports

Assistant Chief Rademacher:

- Operations
 - Incident summary for February attached.
 - Working with BC's and training on a tactical operations plan.
 - Meetings with neighboring departments reference opportunities to work together.
 - Regular contact with BVFC.
- Fleet
 - All contracts have been signed for the new apparatus.
- Vista Property sale –
 - New Vision Homes continues to move forward working with the Town of Erie and the other governmental agencies that must approve the project as a condition of New Vision closing the purchase of the property.
- Communications
 - Dual CAD working, meeting regularly with crews to keep on top of issues.
- Finance
 - Issue PO's.

Assistant Chief Long:

- The new AeroClave decontamination system for our apparatus and Stations has been deployed and in-service. Currently, we have four units at Stations 1, 4, 6 and 7's. The District is waiting on a UACI grant for two more units and all of our stations will have the new platform.
- Two members have been selected to attend paramedic school this summer. The District has started their pre-paramedic FI program which will prepare them for school in June.
- New-hire Firemedic has completed his third week in the FRFC academy.
- The Peer Support group will be taking the next phase of their training on April 4th and 5th.
- The Peer Fitness group will be taking the SDA Fit for First Responders on April 15th.
- The new QA/QI procedures for EMS reports training will occur on March 27th for District Field Instructors.

Assistant Chief Webb:

- Maintenance Facility – The Board will be considering the contract for the facility with Elder Construction at this meeting. The Board will consider contract with the architect, Steve Steinbicker of Architecture West at the continuation of this meeting.
The District requested a Phase I environmental study of the site because of the oil and gas drilling operations south and east. The engineering firm recommended that the District initiate a Phase II plan of drilling some test holes on the south side of the site and have groundwater samples taken. The test holes will be drilled next week, with analysis to follow. Anadarko has oil and gas facilities on the property to the Southwest and the concern is whether any drilling fluids leached into the site before the District proceeds with construction.
- Telestaff Project – The Telestaff project has two significant hurdles yet to clear. The District is experiencing some inconsistency of notification of the staff for open shifts depending upon the cell phone carrier for each employee. AT&T, in particular, does not reliably transmit offers of overtime. For some reason, AT&T filters appear to consider the messages as spam. The District has tried many whitelisting processes. The District will continue to work on this situation. The District also is at the point where it can use Telestaff as the primary record for payment of the employees, reversing the role. Up until now, Zoll was the primary record, and Telestaff was being used as a backup. The District is ready to switch those positions. When it is clear Telestaff is reliable, the Zoll backup will go away.
- Accreditation – Fitch and Associates conducted a site visit for the Standard of Cover the first week of March. Another group is coming in the first week of April to conduct its investigations for the Strategic Plan. The April investigations will include input from community members, business leaders, staff, and department leadership.
- Chief Beebe and Chief Long attended the CPSE Excellence Conference the week of March 11 – 15. The classes concerned accreditation and credentialing, and the strategy for finishing the District's accreditation. The District received its deferral letter last week, and has one year to meet the standards of the commission. The plan will be presented to the Board next month.
- Helped raise \$6,800 for St. Baldrick's Foundation.

HR Manager Mellissa Meehan:

- Benefits committee meeting kick off to work on employee benefits strategy.
- Attended the Employer's Council HR Public Employer's conference.
- Working on the promotional process that will be held in late summer.
- Coordinating Leaves of Absences/alternative duty/benefits (short & long term disability, return to work).
- Administration of Workers Compensation claims and coordination of return to work.

- Handling of employee investigations and employee relations issues.
- General HR work-responding to employee requests, addressing employee concerns, and administering payroll and benefit changes.

Finance Director Tonya Olson:

- Working on the 2018 audit.
- Meeting with the Districts ambulance billing agency.

Chief Beebe:

- Met with Weld County Commissioner.
- Met with Dacono City Manager.
- Strategic plan meeting involving internal and external stakeholders.
- Annual Division Board Report.

IX. EXECUTIVE SESSION

Director McConnell moved to go into Executive Session at 7:40 p.m., to receive legal advice, pursuant to C.R.S. Section 24-6-402(4)(b), and to develop a negotiating strategy and to direct District negotiators, including District negotiations concerning employees now in the Drop Plan who were affected by errors in calculating pensionable income when they were in the FPPA Pension Plan.

Attorney Shearer certified that all matters discussed in Executive Session would include advice of legal counsel and the recording device could be turned off.

The Board came out of Executive Session at 8:55 p.m.

X. ADJOURNMENT

Director Whitlow moved to recess and continue the meeting until Friday, March 22, 2019 at 12:00 p.m. at the Administration building. Director McConnell seconded the Motion. The Motion was unanimously approved.

President Parker adjourned the meeting at 9:00 p.m.

Approved:

President	Date
Secretary	Date

(Handwritten signatures and dates in blue ink)