

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

September 21, 2015

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 Building, 3561 N. Stagecoach Road, Longmont, Colorado, on September 21, 2015, and was called to order by President Joe Baker at 6:35 PM.

The meeting was attended by the following Board members: Joe Baker, Catherine Henze, Scott Barcewski, Jerrod Vanlandingham and Debbie Brodhead.

Quorum was established.

Staff members present were: Mark Lawley, Jessica Scheopner, Donna Mullison, Roger Rademacher, Keith Long, Amy Tallent, Dave Beebe, Mike Lee, Eric Losh, Sean Flag and Rick Shearer, Esq.

D. Approval of Agenda

Jessica Scheopner, Support Services Manager, stated that item IV.B on the agenda has been changed to reflect the correct name of the public hearing. The item was corrected to state Exclusion of Sable Boulevard Property, LLC—Set Public Hearing. The agenda posted Friday, September 18th was incorrect. The Board of Directors has in front of them the corrected agenda.

Director Scott Barcewski moved to approve the agenda as corrected. Director Catherine Henze seconded such motion, and it was thereafter unanimously approved.

II. CONSENT AGENDA

A. August 11, 2015 Regular Meeting Minutes

Director Jerrod Vanlandingham moved to approve the August 11, 2015 regular meeting minutes. Director Scott Barcewski seconded such motion and it was thereafter unanimously approved.

III. PUBLIC/MEMBER PARTICIPATION

None

IV. ACTION ITEMS

A. Collective Bargaining Agreement

Chief Mark Lawley reported the following:

In front of the Board is the most recent negotiated Collective Bargaining Agreement. In August, the District and the Local Union met to negotiate an agreement that reflected the Board of Director's Resolution. There is also a joint statement from the Union President and the Fire Chief. This statement is asking the Board to approve the agreement. He explained that in his opinion negotiations went well and he is optimistic that this will be the catalyst for the District and the

Union to move forward in a collaborative manner. He stated he looks forward to working with the Local Union on the items in the agreement.

President Joe Baker asked for Local Union President Sean Flagg to come to the podium to give any remarks.

Local Union President Sean Flagg stated that the negotiations went well, in his opinion. From his experience this round of negotiations was more open. The Local chose to have no lawyer at the negotiations. There was general dialogue between the parties. This is what the Local has been striving for. He stated that all the Local wants is a voice. In the opinion of the Local, there are still some things to improve upon but, overall, it is a good stepping stone. Because the Local feels it's a good start, they will not be pushing for Senate Bill 25 this year. The goal is to bridge the communication gap. He thanked staff for all of their work. The Local ratified the agreement by 100%. He expressed that the Local is excited to have opportunities to be part of District processes, especially the promotional processes.

President Joe Baker expressed his gratitude to Local Union President Flagg and Vice President Losh for all their work. He explained he was very happy to hear that 100% of the Local Union membership ratified the agreement. He stated he appreciated the Board and the Administration's hard work on this matter as well. He looks forward to the working relationship between the District and the Union.

Local Union President Sean Flagg spoke up to explain that he understands not everyone got what they wanted from the negotiation. He hopes this shows the Board that the Local is willing to compromise in some areas to continue to move forward positively.

Director Jerrod Vanlandingham wanted to echo what President Joe Baker said. He explained this is a huge step for the organization in repairing and maintaining relationships. In his opinion, the vision and expectations laid down by the Board in the Resolution have been accomplished. He further stated the Board has a responsibility to provide a good service at a good price for the citizens in the District. The Board holds the firefighters in the highest regard and wants to ensure that safety is a priority. In his opinion it is about good relationships. The agreement presented is a good indication of the District going down the right path.

Director Scott Barcewski moved to approve the Collective Bargaining Agreement as presented. Director Debbie Brodhead seconded such motion, and it was thereafter unanimously approved.

B. Exclusion of Sable Boulevard Property, LLC—Set Public Hearing

Chief Lawley reported the following:

This item is to set the public hearing for the exclusion of the Sable Boulevard Property, LLC located at County Road 22 and the I-25 Frontage Road on the east side of the highway. This exclusion falls under the current 2005 Intergovernmental Agreement we have in place.

President Joe Baker asked for a motion.

Director Catherine Henze moved to set the Sable Boulevard Property, LLC exclusion public hearing for the next regular Board meeting held on November 16, 2015, beginning at 6:00 PM at the Administration Office, 3561 N. Stagecoach Road, Longmont, Colorado. Director Debbie Brodhead seconded such motion, and it was thereafter unanimously approved.

Rick Shearer, Esq., the District's Attorney, stated that the Action Item report in the packet was incorrect for the motion. The report states, "...next regular Board meeting held on November 16, 2015..." The next regular Board meeting is actually October 2, 2015. The motion needs to be

corrected to just say "...at the regular Board meeting held on November 16, 2015." He stated the minutes need to reflect the correct wording.

Chief Mark Lawley explained to clear up any confusion. He stated that generally the October meeting is used for the Work Plan and Strategic Plan presentation. Because this year the presentation was completed in two separate meetings there needs to be a conversation about needing this meeting or cancelling it. He explained he was planning to have the conversation during the last part of the meeting; hence, the reason the motion for the public hearing was for the meeting in November.

President Joe Baker stated we will make the decision on the October meeting during the Board Member Items section. As for the motion, he stated that collectively the Board recognizes the motion should have the word "next" stricken. The motion should read for the minutes as follows:

"Director Catherine Henze moved to set the Sable Boulevard Property, LLC exclusion public hearing for the regular Board meeting held on November 16, 2015, beginning at 6:00 PM at the Administration Office, 3561 N. Stagecoach Road, Longmont, Colorado. Director Debbie Brodhead seconded such motion, and it was thereafter unanimously approved."

C. Financial Statements—July & August 2015

Donna Mullison, Finance Director, reported the following:

Please note because of the timing of the meeting in August, the July 2015 Financial Statements were not available. In the packet provided to the Board, there are two reports—one for July and one for August. She stated she will review the August report as it is cumulative. She explained that the benchmark for the end of August is 33.33% remaining. We are currently under budget with 38.41% remaining. As of the end of August we have received nearly 93.71% of our budgeted revenue for the year.

The FEMA close-out documentation has been filed with the State of Colorado. In addition, several additional documentation requests have been received; and thereafter, all documentation requested was sent to the State. We hope to finally close-out this public assistance grant for the 2013 floods within the next month or two.

In the packet please find the latest 2015 Wildland Program Overview spreadsheet. There is one fire (for approximately one month of crew/apparatus time) yet to be billed, as well as a crew that is currently assigned to the Valley Fire in California that has not been completed or billed. Thus far we have billed \$558,749.77. The anticipated net revenue after expenditures and overtime is just a little over \$305,000.

The District received a check from Frederick-Firestone Fire Protection District for the IGA revision adopted March 12, 2012, in the sum of \$8,823.27.

Director Jerrod Vanlandingham moved to approve the July & August 2015 financial statements. Director Scott Barcewski seconded such motion, and it was thereafter unanimously approved.

D. 2016-2018 Strategic Plan

President Baker asked for the 2015 Work Plan Updates first. He explained that once the presentations are done he will ask Chief Lawley to report on the 2016-2018 Strategic Plan.

Chief Lawley explained the following regarding the 2015 Work Plan reports:

Before going into the 2016-2018 Strategic Plan, he would like to complete the presentations from the 2015 Work Plan. As the Board may recall, last meeting the first half of the Division reports

were presented. He will ask for the Assistant Chiefs to come up and report on the remaining items in the 2015 Work Plan. The presentations are just information only. Once complete, he will present the 2016-2018 Strategic Plan and ask for approval from the Board.

Assistant Chief Beebe reported the following in regard to the 2015 Work Plan:

He started with ADM 15-2 which is to continue to develop and implement a formal occupational safety program. This program was transferred to him in January. This item originated from the Health and Safety Study completed a few years prior. He explained he is in charge of the Safety Committee formed out of the study as well as the Risk Management Plan. This goal will be continuous as the Committee will always strive to improve upon the District's safety programs. Significant events for the Safety Committee include implementing the process of reviewing and investigating all workmen's compensation claims, specifically for cause/effect in order to make corrections within the District's procedures and programs. For the last quarter there have been no injuries with missed time. Currently the committee is in the process of reviewing and rewriting some Administrative Operating Guidelines and Emergency Operating Guidelines. The group has been tasked with writing a comprehensive Risk Management Plan for the District.

He then reported on ADM 15-4—Communications Tower in Niwot to enhance FRCC coverage. This project is in process right now. He stated we have met with Boulder County to start the permitting process. This project may take more time to complete due to the lingering impact the 2013 Floods still have on Boulder County. The last projection for completion is 6 to 9 months out.

Next item he reported on was ADM 15-5—Monitor and maintain current ISO rating. He stated that the newest rating is 2 for hydrant areas and a 2Y for non-hydrant areas. The new ratings went into effect as of September 1, 2015. At this time the District is working on a long hose lay operation plan from the consultant to decrease the rating in the non-hydrant areas. The goal is to have this complete by the end of the year, dependent on the weather.

He moved to report on item FPE 15-1—Evaluate fire prevention and investigation programs. He explained that the Fire Prevention Division is staffed primarily by part-time personnel that do great with the current workload. He is evaluating and developing a succession plan, including benchmarks for larger workload and potential retirement of staff.

He then explained item FPE 15-2—Transfer all prevention information into a new records management system supplied by Zoll. He stated that the Fire Mobile implementation is a part of the new Zoll system. The Fire Mobile piece is part of the phased implementation of the entire system. The system allows for remote entry for fire inspections by the crews. The tablets have been configured and sent out to the crews to begin entry. This item will be complete by the end of 2015.

Item F 15-1—Develop future station location plan to include when and where land needs to be acquired and when stations need to be built. Chief Beebe explained an updated location plan is complete and Assistant Chief Roger Rademacher will present later. He explained that his job is to look ahead at the plan and identify suitable land for future stations, and then begin to acquire the land either through donation or purchase, whatever mechanism is appropriate. Currently, we have identified the area at Highway 52 and County Road 7 as the next station location. We are in discussions with one of the local energy companies regarding potential opportunities.

Item F 15-2—Implement Facilities Maintenance Plan. Chief Beebe stated we currently have a facilities maintenance plan. In that plan the District implemented the use of Station Captains in each of the fire stations. Part of their responsibility is to manage the stations and coordinate with Maintenance any repairs. If the repair goes beyond their capabilities, then the responsibility lies on Chief Beebe to find a solution to repair the problem. The last step of the implementation plan is to finish the written portion to be formally adopted. This will be completed by the end of 2015.

President Joe Baker asked for Assistant Chief Roger Rademacher to come up and present.

Assistant Chief Roger Rademacher reported the following:

He started with item EMR 15-1—Continue to create an AOG defining maintenance schedules and reporting mechanisms. He explained that the AOG is complete, but being revised. This will be in place by the end of 2015. This is in conjunction with the RTA system implemented earlier this year and the deployment of the tablets recently.

Next, he reported on EMR 15-2—Determine the needed levels of spare equipment and develop a program to inventory and to store this equipment. The plan is to utilize the Zoll software implemented earlier this year. Right now staff is inventorying spare equipment and securing it. The next step will be to use Zoll to input items during truck checks.

Item FS 15-1—Continuation of transfer of all apparatus inspection and maintenance repairs records to a paperless system. This item is in conjunction with EMR 15-2. The deployments of the tablets have helped complete this item, allowing for crews to enter requests for repairs on the RTA system and become paperless.

He moved on to report on FS 15-2—Total response time to all areas of the District will meet the criteria outlined in the District's Standard of Cover. The times are reviewed regularly. The last review did find that we are outside the parameters of the Standards of Cover. In one area we know the response time is being met with an agreement with the City of Longmont. However, the City of Longmont on-scene times are not being captured correctly. There is a process in place now to ensure the times are correct. The other area is in the Vista Subdivision. The construction of Station #8 will help remedy the response times.

Item ADM 15-1—Put in place a process to review the Intergovernmental Agreements on an annual basis. Chief Rademacher stated all the IGAs have been cataloged. All are reviewed at the first of the year.

Next, he reported on item F 15-4—Continue to develop the future Station Location Plan. He distributed the map of current and future station locations. He reviewed all the current locations. He explained that several criteria are used to determine the location of future stations. This includes growth, industrial areas, population, road miles, and response times based on Standards of Cover, rural versus urban response, NFPA standards, response times based on call types, proposed developments, and ISO response time. He explained the ISO response time criteria states that if two stations are within 5 miles of each other they can have a shared resource between the two locations. For example, ISO requires a minimum of 4 people at a station. He explained further that if two stations are within 5 miles of each other they can share staff. ISO also has distribution criteria based on road miles and population of the District. An example of improving our score based on the distribution criteria would be the placement of Station 8.

Director Scott Barcewski asked about the 5 mile shared resource concept. He asked if the 5 miles is based on line of sight or road miles; and does the District currently have a station that qualifies as a shared resource.

Assistant Chief Rademacher answered that the criteria for shared resources is 5 road miles and currently there is not a station that meets this criteria. He further explained, starting with Station #8, the 5 mile rule will be part of the criteria for location of stations. The goal is to tie as many stations as we can with these criteria from now on.

Director Jerrod Vanlandingham asked if Station C on the map is a proposed site to replace the current Station #2.

Assistant Chief Roger Rademacher stated yes.

President Joe Baker stated we are growing in the right direction and in alignment with the potential growth.

Chief Lawley explained that the key is the multiple criteria we use to make the informed decisions now as compared to years ago. Staying apprised of the growth and plotted land in our communities allows the District to be better prepared for the long term.

President Joe Baker asked for Assistant Chief Keith Long to report on his items for the 2015 Work Plan.

Assistant Chief Keith Long reported on the following:

He started with item EMHS 15-1—Develop a plan to address the impacts of Affordable Care Act on delivery of EMS. He explained we have a unique system in that we run to 6 different hospitals. We have started discussions with various people to find solutions. Because of the vast number of items at play, this item will be moved to the 2016-2018 Work Plan.

Next, he reported on item ADM 15-3—Develop and implement an all-hazards emergency operations plan specific to MVFR operations during a natural or man-made disaster. He explained that a big change occurred with active shooter incidents across the country. The District has focused on this in the last several months. Training has been completed and in conjunction with agencies in all District communities and counties. Several drills have been completed including a large scale drill with UASI. The District has received a grant for vests and helmets to be placed on each of the rigs. The vests and helmets should arrive in the next 30-45 days. He plans to have drills completed for all three shifts at all the community schools. The Town of Mead's Emergency Plan is 75% complete. The Town of Erie's Emergency Plan is complete. The District's plan will be complete mid-November.

Item HW 15-1—Implement PAT and METS. Chief Long stated all members went to CSU to receive their baseline levels at the beginning of the year. AOGs were written, vetted and implemented. The PAT has been verified by a third party. The PAT has been offered twice already this year and a third time will be available in October. This was done to allow practice for improvement among the members of the District. The METS practice test has been completed. The METS test will be official the 1st Quarter of 2016. The standard is 12 METS to pass. He stated this is similar to what West Metro requires.

Director Jerrod Vanlandingham asked for an explanation of what a METS test is.

Assistant Chief Keith Long explained that it is a measure of your metabolic conditioning using a treadmill. The idea is to simulate what happens to firefighters on calls. We follow the National Standard, agreed upon by the IAFF and IAFC, as well as the Health and Wellness Initiative, of 12 METS.

Director Scott Barcewski explained his perspective as a firefighter with West Metro regarding these tests. He stated it is used as a personal measuring stick and for mitigating risk factors. He feels as a District or a department, tying the results of these tests to a punitive system is not beneficial.

Assistant Chief Keith Long explained Beth Dussinger's departure as the Health and Wellness Coordinator. For the interim, 5280 trainers will be providing more training times at the stations. We are in the process of interviewing someone for the interim position to cover the gaps. The position will be posted at a later date for the long term.

Director Debbie Brodhead asked about the potential of requiring firefighters to change into t-shirts instead of uniforms at the station in light of the active shooter incidents.

Assistant Chief Keith Long responded that he has done research through Homeland Security and the FBI. The information received does not show a need or trend to implement such a requirement. Some departments have implemented this. However, he feels we need more time to evaluate any potential threat. He assured the Board we are keeping apprised of the incidents and trends to allow us to change our requirements quickly, if necessary.

President Joe Baker asked Fire Chief Mark Lawley to report on any remaining items for the 2015 Work Plan.

Chief Mark Lawley reported on the following:

He started with Item CIQM 15-1—Continue to cultivate and obtain funding sources that support the 13 major public education programs the District operates. He explained the District has obtained partners that help fund the programs. An example is United Power sponsoring the Erie Air Park Pancake Breakfast and Mead Community Programs. The goal is to have partners for all education programs. We continue to search for those resources.

Next, he reported on item ADM 15-6—Promote regionalization efforts, including consolidation of services with surrounding agencies and continue to maintain relationships with surrounding agencies. He stated that these next few goals were added earlier in the year. He reminded the group that for the last decade the District has strived to achieve this. An example is the agreements in place with the City of Longmont and other agencies. This goal will be continuous. He stated there is a cost benefit to collaborating and sharing resources with our neighbors.

Item ADM 15-7—Assist Towns and Cities with obtaining and promoting Economic Development. He explained a consultant with an Economic Development background has been hired to help. The consultant is working with communities looking for collaboration and ways to promote Economic Development. Currently, we are working with the Town of Mead on a Strategic Plan and a Comprehensive Plan update. We are working with the Town of Dacono as they re-write their Comprehensive Plan. We have reached out to Erie via a letter to extend our help with the update of their Comprehensive Plan. This will be a continuous item as more annexations occur.

Item ADM 15-8—Assisting with Comprehensive growth boundaries and securing them. He stated this item ties in to ADM 15-7. This falls into line with the Economic Development piece. We have offered to make contact with property owners that we have relationships with to help start the conversation with the Towns and Cities. Again, this item is continuous and carries on into the next year.

Next, Chief Lawley reported on ADM 15-9—Develop and address long term impacts of exclusions and future services. He reported that a plan has been presented in regard to addressing exclusions. The plan included focusing on economic development and addressing the financial impacts of exclusions. Currently, we have opened up conversations with Frederick-Firestone Fire Protection District regarding this matter. He stated he has had conversations with their Fire Chief and they have been good. Together, they have been discussing an agreement and hope to have an agreement back to the Board shortly.

Item ADM 15-10—Promoting legislation for regionalization efforts before exclusion. He explained the District has hired a lobbyist that works with legislators, finds opportunities to change legislation, and keeps apprised of legislation that may have a negative impact on the District.

President Joe Baker asked if there were any questions. He stated he appreciated the update and how much has been accomplished.

President Joe Baker asked for Chief Lawley to present the 2016-2018 Strategic Plan.

Chief Lawley reported the following:

He began by explaining that several years ago the District was in a position where there was a need to define the District's direction and vision to move forward. At the time there was not a process in place for planning. The District had just gone through 3 elections asking for mill levy increases; during that time there were no updates to infrastructure and no purchase of new vehicles. The Board gave direction, at the time, to staff to take a hard look at how and where we were going. Staff started a Strategic Plan that was similar to the Accreditation process. It was soon identified it would be best to use the Accreditation process for planning. At the time, he then presented the Accreditation process to the Board. The Board approved going for Accreditation. From that process, it was identified that it would not cover everything to move the organization forward. For example, staff's Division plans were not part of Accreditation but were still needed to move the organization forward. These became integrated with Accreditation as the Strategic Plan process. He explained the Strategic Plan is something that is used and reviewed constantly. The key to the plan is it is used every day and does not sit on a shelf unused. The plan has allowed the District to build the infrastructure we have today. He gave examples of outhouses at Station #7 and the bathroom in the kitchen of Station #3 that have been addressed and improved upon.

He continued by stating that the planning process has been running strong since 2009. The point is that the organizational direction is highly driven through this plan in complement with sound business practices and standards in our industry. Whether it is Accreditation or CIQM, it is all in the plan to drive the organization forward.

He explained the Board will see in the 2016-2018 Plan that Divisions will be updating their plans. Part of the update is to tie together items for Accreditation, ISO, industry standards and/or sound business practices. He stated that one of the goals is to prepare the organization for re-Accreditation, as well as looking at the industry standard for Accreditation. This is a huge undertaking for the entire organization. These items will drive the organization to 2018 and beyond. He stated that the document clearly articulates where the organization is going. Next year we will be a District with a \$17 million dollar budget and no debt. We will be adding staff and stations. We will be purchasing vehicles. We are developing partnerships with our neighbors. We are where we are today as an organization because of the vision and the planning to drive that vision forward.

President Joe Baker stated that he feels spoiled because when he came on he inherited a well-groomed and organized Board. From his experience that rarely happens. In his experience he has seen Boards out of alignment with the organization or out of control and not disciplined. He is extremely happy to be part of an organization that is going in the right direction. From his perspective, the District has grown leaps and bounds thanks to the vision and support of the Board, Chief Lawley, and staff. The key is that we are all on the same page at the end of the day.

President Joe Baker asked if there were any more questions.

There were none.

President Joe Baker asked for a motion.

Director Catherine Henze moved to approve the 2016-2018 Strategic Plan. Director Debbie Brodhead seconded such motion, and it was thereafter unanimously approved.

V. **REGULARLY SCHEUED ITEMS**

None

VI. **REPORTS**

A. **2015 Work Plan Update Presentation by Staff**

This item was reported on in Section IV, Action Item D.

B. **2016 Preliminary Budget Presentation**

Donna Mullison, Finance Director, reported the following regarding the 2016 Preliminary Budget:

In the handout, the overview of the budget is in the front flap. She explained that 2016 will be an excellent year. She started with the revenue. The Boulder County revenue increased by 14.5% or approximately \$606,000. The Weld County revenue increased a significant amount. She gave background information regarding a meeting with the Assessor. According to the Weld County Assessor, there is an anomaly just for next year—a one-time windfall in the oil and gas industry. The District will receive an increase, between the new assessed value numbers and the oil and gas industry, of 58.9% or \$4,089,078. She explained that these are preliminary numbers. The goal is to balance the General Fund budget with just property assessed values revenue and put the oil and gas revenue in the Capital Reserve Fund. She explained that Chief Lawley has a philosophy of paying for everything in cash. All projects we have completed since he has been Chief have been paid with cash. The preliminary budget presented to the Board will pay off the final debt for Station #7. The District will then be debt free for the first time in its history. She continued to report the highlights for revenue including Wildland program, EIG Grants and EMS Grants. Specifically she highlighted that these are positive alternative funding mechanisms we are always searching for.

She then asked if there were any questions on the revenue portion of the budget.

She moved on to explain expenditures. She stated the District strives to pay competitive pay and benefits. Personnel in the CBA will have their salaries paid according to the agreement. For those personnel outside the CBA, the annual evaluation process will determine any increases. Salary surveys will also be completed for line personnel and administration. With the District Insurance Broker, we are working at a competitive bid and renewal process. Benefits have been budgeted to include an increase in hiring personnel. Numbers for benefits will be finalized in November in time for the final budget hearing in December.

She continued to go through the overview. She noted that if any line item increased or decreased significantly an explanation is included in the overview.

Director Catherine Henze asked about the potential for new vehicles purchases.

Chief Lawley explained this will be in the Capital Reserve Fund and Donna will go over that shortly.

Donna explained that per state statue the preliminary budget must be presented to the Board no later than October 15th. She will then publish a notice of the public hearing for December 11th in the newspaper. Nothing is being approved tonight. This is all preliminary. She explained any differences between now and the public hearing will be presented at the December 11th meeting.

Director Scott Barcewski asked as far as the General Fund goes are the Station Captains running their own station budget. He asked for clarification on how we account for their budgets as it was unclear to him.

Donna Mullison, Finance Director, stated that the first line under Stations and Grounds is the account named Station Allowances. This is where the Station Captains' budgets are for minor items like TV replacement, toilet repairs, etc. The purchase request process is the same.

Director Scott Barcewski asked what the dollar amount the Captains have to spend before it is moved up the chain of command.

Donna Mullison, Finance Director, said the amount is \$750.00.

Director Scott Barcewski asked if we know what it costs to run a Fire Station on a basis per firefighter. He asked how we come up with our budget numbers if not.

Donna Mullison explained we have a District budget not a Station budget. The program for Station Captains has not been finalized yet. Large Capital items are not part of the Station Allowances. By definition an item is considered capital if the cost is \$1000 or higher/per item. Assistant Chief Dave Beebe explained that we use historical expenditure data to come up with the budget, not a cost per firefighter.

Chief Mark Lawley explained that we can pull out the information in that form if he would like.

Director Scott Barcewski stated he didn't need the information now.

Donna continued to give an overview on the Capital Reserve Fund. Please note there are transfers to the 2016 year based on our revenues. The overview also shows the Energy Impact Grant revenue.

She moved to give an overview of the Pension Fund. The revenue is the District transfer to the fund and the state matching funds. Expenditures include all persons eligible to retire.

She then explained the forecast analysis. The analysis shows the prior year 2014, estimated current year of 2015, proposed 2016 and future analysis for 2017/2018. The purpose is to show the potential impact of exclusions and the decrease in assessed value of oil and gas for 2017 and 2018. The forecast also shows a 3% increase in salaries just for forecasting purposes. For expenditures, the forecast shows a 3-5% increase through the years.

She then reviewed the Capital Reserve Fund recap. She explained the District is transferring over \$3 million into Capital reserve. We will be receiving two separate Energy Impact Grants—one for the Niwot Tower and one for Station #8. We will receive an AFG grant for wellness. With the money in the Capital Reserve Fund the District will be remodeling Station #6, constructing Station #8, pay off the debt for Station #7, purchase an ambulance, 2 pumpers, 1 Type 3 engine, a command vehicle and staff vehicles, and make a payment on the Niwot Tower. After all the expenditures above, we are showing over \$3.4 million remaining in the Capital Reserve Fund at the end of 2016.

She further explained going into the 2017 year, we will have a \$1.7 million transfer, a remodel of the maintenance facility, a radio tower payment, and a purchase of another ambulance. For 2018, we anticipate a \$750,000 transfer, a tower payment, purchase of radios; and 2 pumpers. Last, for 2019, we estimate an \$800,000 transfer, purchase of air packs, and a radio tower payment. She reminded the Board that this is a forecasting overview of what the Chief feels is needed. Every year these items are reviewed and adjusted accordingly. According to this forecast there will be an estimate of \$2 million remaining at the end of 2019.

Director Jerrod Vanlandingham stated this is great news. We, as a Board, can't ask for better considering the circumstances.

Donna Mullison, Finance Director, explained that the budget process is completed every year to make sure we are prioritizing everything appropriately, as there can be some unforeseen circumstances that arise so we need to adjust accordingly.

Fire Chief Mark Lawley explained from the General Fund budget we are hiring 3 more firefighters next year in anticipation of the new station coming on. He stated again that every year changes but the help this year was the windfall from oil and gas. This allows the District to accomplish its plans regarding maintenance of stations, construction of stations, hiring staff and purchasing vehicles. If a significant reduction in revenue did occur, whether through exclusions or oil and gas revenue, we do have some other tools, like TIFs. The TIFs are starting to come into play and pay off. For example, Collier Hill is a TIF. Right now the District receives revenue based on the old assessed value. Therefore, we have put together a very conservative budget that moves the organization forward, replaces apparatus, purchases new equipment, hires additional people, and pays competitive wages. This proposed budget allows for us to purchase much needed vehicles, and remodel and upgrade our maintenance facility. In all, it allows for us to adjust accordingly when needs arise.

VII. EXECUTIVE SESSION

None

VIII. BOARD MEMBER ITEMS

The Board discussed the need to have an October 2nd meeting. Because the primary purpose of the meeting, in the past, was to present the Strategic Plan and Work plan, the Board found no need to have the meeting. The Board unanimously agreed to cancel the meeting.

Director Scott Barcewski asked about signage for the Vista Station.

Assistant Chief Dave Beebe explained that it is still in the works and should be up shortly.

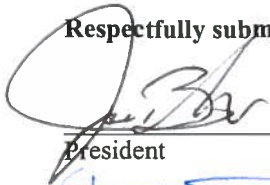
Director Scott Barcewski asked that the minutes reflect the commemoration of the death of Jeff Gold. Today marked his death 10 years ago.

President Joe Baker gave a large thank you for the work put into Mead Community Days. Approximately 800 people received food. He also thanked the crews of 2206 and 2207 for their help with the Honor Flight procession and assisting his mother to be able to see the procession.

IX. ADJOURNMENT

There being no further business to come before the meeting, Director Debbie Brodhead moved to adjourn. Director Scott Barcewski seconded such motion and it was thereafter unanimously approved to adjourn the meeting at 8:58 PM.

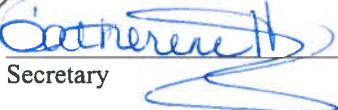
Respectfully submitted,



President

NOV 16 15

Date



Secretary

11.16.15

Date