



**Board of Directors Meeting
May 20, 2019
6:00 PM
3561 N. Stagecoach Road, Longmont, CO 80504**

MINUTES

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, May 20, 2019, at 3561 N. Stagecoach Road, Longmont, CO 80504 and was called to order by President Tim Parker at 6:00 PM.

B. Roll Call

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

Other persons present were Chief Beebe, Assistant Chief Rademacher, Tonya Olson, Assistant Chief Long, Sean Flag, Attorneys Shearer and Fritsche, Starr Aldrich, Dean Street, Bill Humphries, and Martha 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. April 15, Meeting Minutes

Director McConnell moved to approve the April 15, 2019, Meeting Minutes, as written. Director Whitlow seconded the Motion and the Motion was unanimously approved.

IV. PRESENTATIONS

A. CSAFE – Bob Krug

Mr. Krug gave a brief history of CSAFE (Colorado Surplus Asset Fund Trust), which is a Colorado local government pool. The purpose of the pool is to serve government agencies in Colorado. The Board received a fact sheet that compared two funds for cash and investments.

V. ACTION ITEMS

A. April 2019 Financials

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

- The District spent 27% (\$5,135,766) of the General Fund Budget
- The District spent 6% (\$387,099) of the Capital Reserve Budget

A roll call vote was taken and the April 2019 Financials were unanimously approved.

B. Town of Mead I.G.A., this item moved from "C" to "B"

Chief Beebe forwarded a draft version of the I.G.A to the Town Manager of the Town of Mead. There were a few changes, and a redlined copy, and a final version in the board packet.

Attorney Joan Fritsche stated that the agreement addresses fire services and emergency medical services. The District will continue to provide service to all property within the boundaries of the Town of Mead and property that may be annexed or included within the Town.

President Parker inquired about police power. Attorney Fritsche stated police powers are reserved to cities, towns, and counties and has no impact on the district or the fire marshal.

Director Christian moved to adopt the Town of Mead I.G.A. Director McConnell seconded the Motion, and the Motion was unanimously approved. The Motion was unanimously approved by the Directors voting.

Director Whitlow abstained from discussing the agreement and from voting.

C. Local 3214 Resolution this item moved from "B" to "C"

Attorney Shearer presented three proposals for resolution to the Board, which included Binding Arbitration and a Special Election version. The third option was to keep the current procedure where the Board resolves dispute. He explained the differences between the three proposed resolutions.

Chief Beebe has reviewed the resolutions, and he believes both are in the best interest of the District.

Director Whitlow moved to adopt Local 3214 Resolution 2019-01 (the binding arbitration version). Director Christian seconded the Motion, and the Motion was unanimously approved.

VI. OLD BUSINESS

A. Fire Authority Update

Chief Beebe, Director McConnell, and Director Osborn attended the fire authority committee meeting. Chief Beebe stated that the meeting and was very productive, and all three entities agreed to pursue a January 1, 2020 start date.

Director Osborn stated that ESCI would be visiting all three entities at the end of the month to collect data. After the data is compiled, a draft copy will be sent to the three entities to review and add comments. The final

Director McConnell added there needs to be a better communication plan to update the taxpayers.

Niwot property taxpayer, Starr Aldrich asked what financial impact the merger could have on taxpayers, and has there been a communication plan to get information to the public.

Chief Beebe replied that ESCI is assessing the financial impacts and the district is working on a communication plan.

There were discussions on how best to keep the taxpayers updated on the potential consolidation.

B. DROP Employees FPPA

FPPA representative indicated he would send Attorney Shearer the formula to calculate the amount for a proposed agreement with DROP employees. Attorney Shearer will forward the formula to Finance Director Olson tomorrow, and she will use the formula to calculate the proposed amounts.

VII. BOARD MEMBER ITEMS

Director McConnell attended Mead and URA and reported that the Town is looking at rebranding.

Director Christian thanked the crew for responding to a family 911 call; the crew did a fantastic job.

President Parker thanked Bill Humphries and Jeff Webb for taking the initiative on recording the meetings and getting a permanent camera in place.

Melissa Meehan stated she would have a draft of the employee handbook by the next board meeting.

VIII. REPORTS

A. Oral Division Reports

Assistant Chief Rademacher

- Operations-
 - Incident summary for April attached
 - Working with BC's and training on a tactical operations plan, will be doing drills at the training center to assist with finalizing plan. Looking at what RMF and Lafayette fire have for this document
 - Meetings with Sterling over Authority items, fleet and ops.
 - Regular contact with BVFC
- Fleet –
 - Reviewed final graphics on the tenders
 - Waiting for install and radios for the new BC vehicle, radio back ordered.
- Vista Property sale –
 - Contacted our agent, waiting for updates, will have at the meeting.
- Communications
 - Weld County raising fees
- Finance
 - Issue PO's

Melissa Meehan

- Benefits committee meeting to get update on current status of our benefits program
- Held Kaiser table talk meeting, this was done as an effort to educate employees on Kaiser's programs in the event we would switch providers for 2020
- Met with Rocky Mountain (twice) to coordinate HR related items for the merger
- Attended Worker's comp seminar put on by Pollart Miller
- Hired a Community Outreach Assistant
- Held retirement party for John Bohn
- Posted reading list for Captain and Lieutenant promotional process
- Completed set up credit checks for employees handling credit card payments
- Coordinating Leaves of Absences/alternative duty/benefits (short & long-term disability, return to work, etc.)
- 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

Tonya Olson

- Finance Division is working on new process for tracking credit card payments to appropriate revenue streams. Currently have 6 services set up for online credit payments
 - Ambulance fees
 - Maintenance shop invoices for service

- Plan reviews/permits
 - Community and business CPR classes
 - Training Division classes with outside participants
 - Classes paid for by district, reimbursed by Employees
- Finance Division has been participating in work group sessions for potential Authority formed with Rocky Mountain Fire and Lafayette Fire
 - Sharing financial information and finding correlations in budgets
 - Finding out differences and similarities in benefit packages/ payroll practices
- Finally received the remaining \$2,600 from the 2014 FEMA grant

Assistant Chief Long

- Andrew Noonan will graduate from FRFC Academy on June 8th at 10:00.
- MVFPD just received the UASI grant for two AeroClave decontamination system for Stations 3 and 8. Currently we have four units at Stations 1, 4, 6 and 7's. We will then have this new platform in all stations to protect our responders and our citizens we serve. This is a cost savings of \$22,000.00 to the district.
- Two members will be starting Paramedic School at Denver Health on June 3, 2019.
- Yearly Physical agility testing (PAT) has begun and will continue throughout the month of May.
- The Peer Fitness group completed the SDA Fit for First Responders and the roll out to the membership has begun.
- Anytime Fitness in Mead has opened and our members have started using the facility.

Assistant Chief Webb

- Maintenance Facility – The project design is nearly complete and will be submitted for building permits in the next week or two. We continue to work with the architect and the builder to hold down costs. For instance, the no-excuses floor coating, a 5-layer epoxy, costs \$6/sq. ft. for a 19,000 sq. ft. area. We are looking at other options.

The budget will be very tight for this project, due to a miscalculation when I presented to the board before. When I calculated that \$5M would be sufficient to complete the project, I made two errors. I did not have a complete accounting of the design work that had gone into the project in 2017, prior to the applying for the DOLA grant. I also made a mistake in moving the cost of permits out from under the Elder contract. While their cost to put the building in rose from our initial \$3.5M budget estimates to an approximate \$4.5M IGMP, this also included moving over \$200K out from under their scope. I neglected that in my initial calculations.

That said, we are still endeavoring to meet the board's budget limitation of \$5M. We are looking at value engineering some of the items like the floor coating. We are considering reducing or deferring the solar panels on the south roof, and what the LEED implications are. We are looking at not installing the emergency generator with this phase of the project. If we wait until the construction of the fire station, there are FEMA grant opportunities. Those grants do not appear to consider a maintenance facility as eligible, but a fire station would be.

We have also seen cost increases come in. The exhaust removal system is now quoted at \$50K. We had to pay \$4k for a phase I environmental survey. We have not seen the bill for the phase II test wells on the south side of the property. The good news is that the water in the test wells came back clean for products one might expect from the drilling operations south of our site.

- Station 8 – We were concerned about the soil movement under the bay slab and the shifting drainpipes in the crawl space under the living quarters. Plumbing contractors sent a camera down the toilet connection in the bay decon room to examine the piping. We found a crack in the top portion of the 4" drainpipe, approximately where the pipe passes from the bay to the crawl space. Continuing further, the vertical pipe to the sanitary sewer has shifted up, creating a low spot in the main drain lateral. The low spot is

completely filled with water, and will start to back up with debris at some point. We will consult with a structural engineer and a plumbing contractor.

- Telestaff Project –continue to work out the bugs from the Telestaff implementation. We are close to eliminating tracking of work hours on Zoll, using Telestaff as the sole tracking system for compensation hours. The issues we are still addressing are mostly about rarer situations or un-foreseen staffing problems.
- Accreditation – Chief Mike Despain of Fitch and Associates conducted their site visit for the strategic plan document the first week of April. He is working with the group from Fitch who collected data for our standard of cover to complete the strategic plan. Chief Despain included input from community members, business leaders, the staff, and department leadership during his three-day visit.

Chief Beebe

- Construction of the new maintenance facility is scheduled to begin on May 27th.
- Station 8 continues to be an issue. Chief Webb is looking at options to repair the plumbing. Mr. Shearer will give an update on the legal issues at the Board meeting.
- The Annual Report has been completed is on the website. Printed copies will be available shortly.
- The District, along with all Weld County fire agencies have been notified by Weld County Communications and Commissioner Barb Kirkmeyer that we are going to be charged significantly more for dispatch services in 2020 and beyond. The Weld County Fire Chiefs Association has been trying to negotiate this increase with the Commissioners to no avail. The pending increase will raise MVFR fees from \$43, 902.73 to \$100,349.10 annually.
- The IGA for Service with the Town of Mead has been reviewed by Town legal and returned with minor revisions. Mr. Shearer has approved the proposed changes and recommends approval. The IGA will be presented to the Board for approval at the May 20th meeting.
- Discussion concerning the proposed consolidation of MVFR, LFR and RMF are picking up steam. Functional groups have been established and have met to discuss issues that will need to be resolved to consolidate. These meetings have been productive and identified areas of synergy and opportunities for improvement.
The Overhead Group met on May 14th with Dan Qualman; the Project Manager for ESCI. The meeting was extremely positive; in addition to Mr. Qualman's presentation, the group had productive discussions concerning timelines and possible legal structure. It was also decided to keep working on issues concurrently with the ESCI project. The group agrees to stick to a January 1, 2020 implementation. While this is aggressive, all parties believe it is attainable.

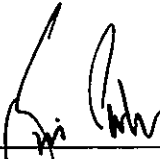
IX. EXECUTIVE SESSION

NONE

X. ADJOURNMENT

There being no further business to come before the meeting, Director Whitlow moved to adjourn. Director McConnell seconded the Motion and the Motion was unanimously approved. President Parker adjourned the meeting at 7:30 p.m.

Approved:

	<u>6-17-2019</u>
President	Date
<u>Colleen D. Whitlow</u>	<u>17 JUN 2019</u>
Secretary	Date