

**MINUTES OF THE REGULAR MEETING OF
BOARD OF DIRECTORS OF THE
MOUNTAIN VIEW FIRE PROTECTION DISTRICT
August 11, 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 August 11, 2015, and was called to order by President Joe Baker at 1800 hours.

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, Kyra Matkovich, Amy Tallent, Jen Nay, Dave Beebe, Union President Sean Flagg, and Rick Shearer, Esq.

D. Approval of Agenda

Director Debbie Brodhead moved to approve the agenda. Director Jerrod Vanlandingham seconded such motion, and it was thereafter unanimously approved.

II. CONSENT AGENDA

A. July 7, 2015 Regular Meeting Minutes

Director Debbie Brodhead moved to approve the July 7, 2015 regular meeting minutes. Director Catherine Henze seconded such motion and it was thereafter unanimously approved.

III. PUBLIC/MEMBER PARTICIPATION

NONE

IV. ACTION ITEMS

A. Financial Statements—June 2015

Donna Mullison, Finance Director, reported the following:

In the packet please find the financial statements for June, 2015. The benchmark for the end of June is 50% remaining. The District was under budget in expenditures at the end of June with 53.94% remaining. As of the end of June, we have received nearly 89% of our budgeted revenue for the year.

We continue to wait for clearance from the State of Colorado to finalize and close out our FEMA public assistance grant. We have completed our second quarter reporting as required. Also, in the packet, please find a copy of the 2016 Budget process memo; we are working to compile all proposed expenditures and once we receive the assessed value from both counties on or around August 25th, we will have an idea of the revenue we will be receiving, and thereafter can

prioritize and finalize a preliminary budget for presentation at the September 21, 2015 Board meeting.

Director Catherine Henze moved to approve the June 2015 financial statements. Director Jerrod Vanlandingham seconded such motion, and it was thereafter unanimously approved.

V. REGULARLY SCHEDULED ITEMS

NONE

VI. REPORTS

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

The process of presenting the Work Plan is generally done in October. Because of some conflicts with scheduling, we are approaching this in a different manner. Half of the Divisions are presenting their reports tonight and the remaining Divisions will present reports on September 21st along with the preliminary budget for 2016. The updated 2016-2018 Strategic Plan will be presented as well on that day. We will begin with the Information Technology Management report.

Assistant Chief Beebe reported out the following for Information Technology Management items:

He explained that Bill Humphries runs the day to day operations of the Information Technology Division. Bill is a direct report to him. To begin, there are two large projects in the 2015 Work Plan for Information Technology. The first is the EPCR upgrade to NEMSIS 6.0. Staff has completed all necessary hardware and program configurations on the District's side of the system. Because this is driven by the State, we are in a holding pattern until they decide to push out the upgrade. Tentatively, it looks to be released from the State in the first quarter of 2016.

The second item is Fire RMS Mobile configuration. As you recall, the roll out of Zoll went live January 1 of this year. This was an upgrade to our fire reporting system. This item is specifically for the mobile configuration of tablets for use out in the field. This will allow crews to enter inspections, incident reports, and training while out of the station. This item will be completed by the close of 2015.

Director Jerrod Vanlandingham asked what line crews think of Zoll.

Assistant Chief Beebe explained first that the implementation of the system is different from other program implementations in the past. A FRMS group was created comprised of various levels of the Department, specifically the line employees. For implementation, Subject Matter Experts (SMEs) were used. SMEs are line crew members who work with the shifts on training issues and general support. The SMEs are Abe Searl, Nathaniel Kelley, and Danny Johnson. This approach has helped address issues on the fly. Overall, from his perspective, the crews appear to be adjusting well to the new system and using the system accordingly.

Lt. Sean Flagg spoke up and explained that initial grumblings occurred. But, this comes from a hesitancy to change. Overall, the crews like the system.

Director Jerrod Vanlandingham asked about the quality of reports including ease of use and information.

Assistant Chief Beebe explained that the new system provides easier reporting and the capability to create reports based on the various needs of the District. The quality is substantially improved.

Director Jerrod Vanlandingham asked if the system was being used for training input and reports.

Battalion Chief Nay explained that the system is being utilized for input and reports. From her perspective reporting is great.

President Joe Baker asked for the next report from Human Resources.

Kyra Matkovich, Human Resource Manager, reported on the following Human Resource items:

There are two work plan items for the Human Resources Division for the 2015 Work Plan. The first is to develop and implement a Human Resources policies and procedures manual. She explained that the manual is intended to serve as a reference and working guide for the day to day administration of Human Resource Activities, and the policies, procedures and practices that support them, including recruitment and selection, onboarding, promotional processes, promotional swearing in events, workers compensation administration, leaves of absence, return to work, compensation, benefits, employee discipline, performance management, and employee exit. Thus far the recruitment, application screening and assessment sections have been completed. She stated each part takes a significant amount of time to compile and she hopes to have it completed by the end of 2015.

The second item on the Work Plan is to conduct an audit of the Human Resources Department. Kyra explained the purpose of an audit. She stated that Federal, State and local employment laws are complex. It is important that, to the extent possible, the District mitigate risks for violations, lawsuits, fines, loss of talent, employee dissatisfaction and lost business. Conducting a comprehensive, cross-functional Human Resources audit will help to ensure compliance with applicable laws, but also highlights opportunities for improving the effectiveness and efficiencies of Human Resource practices.

The audit is a four-step process: gathering information, evaluating, analyzing and action planning. There are 16 categories of Human Resource activities that are being analyzed. They are Division mission, Division organization, Division employees, labor relations, recruitment and selection; education, training and development; employee relations, benefits, compensation, Human Resource planning, organization development, diversity and equal employment opportunity, safety and environment, security, and documentation and information systems. To date, she has completed the information gathering for the first seven categories listed. She anticipates completion of the information gathering step for all categories by the end of 2015, as well as beginning to evaluate and analyze those categories.

President Joe Baker asked for the next report from Training.

Battalion Chief Nay reported the following for Training items:

There are four items to report on for the 2015 Work Plan. The first item is to provide in house training to certify all officers as Incident Safety Officers. This was identified as a priority throughout the region. The goal is to increase safety for all types of incidents; as well we have an IGA with the City of Longmont Fire Department to provide Safety Officers to them for specific incidents. She conducted research on this program. The Fire Department Safety Officer Association does offer a National Certification; however, it cost quite a bit. The State does not have a certification. They only offer a two day class through NFA weekend. Because of the higher costs for these specific programs being over what was budgeted, a two phase approach will be taken. All of the Battalion Chiefs have received training as Safety Officers this year. For 2016, the remaining officers will receive the same training.

The second item is to develop a basic first responder Spanish language program for the District. It was identified that our District demographics create an opportunity to improve service delivery by

having this program. In conjunction with the EMS Division, the Training Division looked to provide this training for the 2015 year. However, due to time constraints in the scheduling of various training items and regional drills for the 2015 year, EMS and Training will be looking to the 2016 Training schedule to add this program.

The third item is to establish an internal Fire Instructor evaluation process. The goal is to continuously improve training and have qualified instructors for the District. She conducted research on other departments and found that very few departments have a process. Best practices come from colleges and State fire schools. This will be implemented in two phases. Currently she has draft forms for the evaluation of instructors. She will go out and conduct these evaluations. Formulating any remediation will be the second phase of this process.

The last item is to provide in-house continuing education for Blue Card certifications. She explained that Blue Card command is an online program. This program is accepted regionally, and was started in Loveland. The 2014 Officer Development Program required this certification. All the officers and acting officers received a Blue Card Command Certification. To keep certifications they have to have so many CEs. She wanted to provide an in-house process through a command training center. A command training center is very expensive. She explained what the center would look like. She also explained the various options. She continued to explain that since funding was not available for this year for something of that size, the department has paid for the online membership for everyone with certifications. This will allow them to use the online program to gain continuing education credits toward their certifications.

Director Scott Barcewski asked currently how we are providing Safety Officers.

Battalion Chief Nay explained that Safety Officers are provided through an Emergency Operating Guideline. The EOG states that the Incident Commander is the Safety Officer. When a Battalion Chief comes on scene they become the Safety Officer. Right now the Training Division is seen as the priority for the Safety Officer when they are in District and respond accordingly. As for the agreement with Longmont, the Battalion Chiefs fill that position and the District will back fill accordingly.

Director Scott Barcewski asked if we send a Safety Officer to Longmont, then does Longmont send one to Mountain View if needed.

Director Jerrod Vanlandingham stated not per this agreement. He explained that Longmont provides Auto Aid to Niwot. The agreement works for everyone.

Director Scott Barcewski asked to affirm that our Incident Commanders are the Safety Officers.

Chief Lawley explained yes. We currently have five certified Safety Officers. When Longmont needs a Safety Officer we send a Battalion Chief and back fill our system with Duty Chiefs. Currently there are four Duty Chiefs that back fill as necessary, 24/7.

President Joe Baker asked for the next report from Community Outreach and Public Relations.

Amy Tallent reported the following for Community Outreach and Public Relations:

The focus for Outreach was making sure we were maintaining and making sure all our programs match the objectives from a couple of years ago and according to call volume. After reviewing the programs, it was concluded they are still in line. Both items for Community Outreach are complete. She explained the partnership with United Power at our community events as well.

For Public Relations the focus was on documentation in terms of updating the Marketing Plan and the Communication Plan for the next couple of years. She has also been focusing on an update of the website. Externally the website will be updated by September 30th and the internal piece for

employees will be updated by the end of November. She explained that the District has gone with a new vendor for the website. This vendor has several clients in the State and has been very responsive to our needs.

Another item was to create and develop meetings with community members to ensure needs are being met. She explained she gathered information from all the various associations, committees, groups, clubs, etc. that the District participates in. The list was reviewed to be sure to justify our time spent at each meeting was worthwhile.

The next item that is in progress is the Citizen Award Program. Criteria have been set. Nominations have been made. Right now there are two citizens up for the award. She is awaiting a decision on where to give the award—for example at a Town Board meeting where the incidents occurred.

The last item she addressed was to create and evaluate customer satisfaction for Community Outreach programs. She stated this item has been moved to the 2016 Plan.

VII. EXECUTIVE SESSION

None

VIII. BOARD MEMBER ITEMS

IX. ADJOURNMENT

There being no further business to come before the meeting, Director Debbie Brodhead moved to adjourn. Director Catherine Henze seconded such motion and it was thereafter unanimously approved to adjourn the meeting at 7:12 PM.

Respectfully submitted,



President

9/21/15

Date



Secretary

9-21-15

Date