



**Board of Directors Meeting  
February 22, 2022  
Directly After the MVFPD Foundation Special Meeting  
Virtual: Zoom**

**Meeting Minutes**

**I. OPENING OF MEETING**

a. Call to Order.

The regular meeting of the Board of Directors of the Mountain View Fire Protection District was held on February 22, 2022, virtually and was called to order by President Christian at 6:01 p.m.

b. Roll Call.

The following Board members attended the meeting:

President Christian, Director McConnell, Director Whitlow, Director Bloom, and Director DeVenny.

Other persons present were Fire Chief Dave Beebe, Deputy Chief Sterling Folden, Deputy Chief Jeff Webb, Finance Director Tonya Olson, Director of Administration Pamela Owens, Human Resources Director Melissa Meehan, Legal Counsel John Chmil, Aaron Miller, Luke Hawkins, Steven St. Clair, Kolby Hogan, Annalisa Laube, Chris Ames, Neil Sheets, Kenyon Shephard, Tyler Prim, Ben Carter, and Quentin DeWitt from ERP.

c. Pledge of Allegiance.

d. Approval of Agenda.

Director McConnell moved to approve the agenda as written. Director Whitlow seconded the motion, and it carried unanimously.

## II. PUBLIC/MEMBER PARTICIPATION

Secretary/Treasurer of Local 3214, Ben Carter, reported to the Board on what the union has been working on. Local 3214 President, Seibert, has been working with other Union Leaders at the direction of Chief Beebe to help correct the communication challenges that became more evident during the Marshall Fire. Ben thanked the Board Members for accepting the invitation and talking with union leaders. He reported that the group has created a T-shirt (80027 Strong) with all the agencies that assisted in the efforts on the Marshall Fire and will be selling them, with all proceeds being donated to the victims of the fire.

## III. CONSENT AGENDA

- a. Director McConnell moved to approve the January 18, 2022, Regular Board of Directors Meeting Minutes. Director Whitlow seconded the motion, and it carried unanimously.

## IV. REPORTS

Chief Beebe suggested that in the interest of time and the length of the agenda, Staff would field questions about the submitted reports instead of reporting individually on them. Then, if there were any questions about any of the reports, those would be answered. The Board had no objections, and no questions were asked.

## V. PRESENTATIONS

- a. December 2021 District Financials  
Director of Finance Tonya Olson presented the January 2022 Financials.
- b. ERP Advisors Group-Financial Application Needs Analysis  
Quentin DeWitt from ERP Advisors Group reviewed the Financial Application Needs Analysis results and made recommendations. The Board agreed that finance needed the updated software and to continue with the project.
- c. 2022 Goals and Objectives  
Chief Beebe reviewed the 2022 Goals and Objectives document included in the Board Packet. He asked the Board if they had any suggested additions. President Christian commented that he liked the plan and the document. Chief Beebe informed the Board that the MVFPD Strategic Plan is being revised to incorporate elements from Rocky Mountain Fire. **Action:** Director DeVenny asked for a copy of the Strategic Plan.
- d. Policy Revisions-Fire Chief's Authority for Contracts and Budgeted Expenditures/Budgeted Line Items  
Director of Finance Olson reviewed the draft policies included in the meeting packet. This discussion continued the discussion they had at the January meeting. She highlighted changes made and asked if there were any questions.

e. Employee Handbook Revision-Nepotism

Chief Beebe reported on the background of the current Nepotism language in the Employee Handbook and explained the reasoning for changing it. Chief Beebe met with members of the Local and some employees to develop language that would meet everyone's needs. Next, Deputy Chief Folden worked with Local 3214 to redevelop the Handbook revision. District counsel, John Chmil, reviewed the document and made necessary revisions. Staff believes the updated policy will open up more opportunities to bring in quality employees.

f. Resolution 2022-2 Designating a Custodian of Records and Adopting an Open Records Policy for the District.

Director of Administration Pamela Owens updated the Board that due to the Marshall Fire, there has been an influx of incoming CORA (Colorado Open Records Act) requests. During this time, it came to light that the District does not have a resolution or policy in place that addresses CORA requests. Pam worked with John Chmil to get a resolution and policy together for the Board to review. John Chmil added that the language in the resolution is relatively standard policy language and essential to have in place. If approved, it will be posted on the website. Action: John Chmil will also be preparing an Adopted Records Management Policy to present to the Board at the March meeting.

g. IGA for Automatic and Mutual Aid for Wildland Fire and All-Risk Response

Chief Beebe reviewed the IGA (Intergovernmental Agreement) included in the Board packet. He explained that this IGA is being put together for the mountain agencies, and it is a similar mutual aid agreement that MVFPD has in place with the agencies in the flats. Before the merger, MVFPD did not cover any mountain properties, but now, with the District's expansion, he would like to participate in this IGA. John Chmil has reviewed the IGA and has no issues or edits to it.

h. Thank you Letter to the Marshall Fire Participating Agencies

Chief Beebe reminded the Board that at the January meeting, Staff was directed to draft a thank you letter from the Board of Directors to all the agencies that assisted in the Marshall Fire. The draft is in the packet for the Board to review. Any suggestions should be emailed to the Director of Administration, Pamela Owens. She will update the Letter and get signatures from the Board.

## VI. ACTION ITEMS

a. January Financials

Director DeVenny moved to approve the January 2022 Financials. Director McConnell seconded the motion, and it carried unanimously.

b. Consideration of Approval of the ERP Group's Financial Application Needs Analysis

No motion to approve at this time

c. Consideration of Request for Board Action-Policy Revision, Chief's Authority for Contracts and Budgeted Expenditures/Budgeted Line Items

**Motion:** Director Bloom moved to approve the Policy Revision for AD101 and FI101, Chief's Authority for Contracts and Budgeted Expenditures/Budgeted Line Items. Director McConnell seconded it, and it carried unanimously.

d. Consideration of Request for Board Action-Handbook Revision, Nepotism, and Personal Relationships

**Motion:** Director Whilow moved to approve the Handbook Revision, Nepotism, and Personal Relationships. Director McConnell seconded it, and it was carried unanimously.

e. Consideration of Resolution 2022-2 Designating a Custodian of Records and Adopting an Open Records Policy for the District

**Motion:** Director DeVenny moved to approve Resolution 2022-2 Designating a Custodian of Records and Adopting an Open Records Policy for the District. Director Whitlow seconded it, and it carried unanimously.

f. Consideration to approve the IGA for Automatic and Mutual Aid for Wildland and All-Risk Response

**Motion:** Director Whitlow moved to approve the IGA for Automatic and Mutual Aid for Wildland and All-Risk Response. Director McConnell seconded it, and it carried unanimously.

**VII. OLD BUSINESS**

a. Station 8 Update

Deputy Chief Webb gave the Board an update on Station 8. He is still waiting for the engineer's final fix-it report.

**VIII. BOARD MEMBER ITEMS**

President Christian thanked Staff for their efforts. This was a big agenda, and a lot of work was done. He also thanked the administration and Local 3214 for working together to get issues resolved.

Director Whitlow congratulated all the new hires and promotions that happened on Friday.

Director McConnell thanked everyone for their continued hard work.

Director DeVenny attended the promotion/pinning ceremony and thanked everyone for their efforts. She attended First Friday at the Town of Superior. She also sat in on the Zoom Town of Superior Board Meeting. She commented that she didn't want the District to be the bottleneck for the people rebuilding and asked that staff process permits as soon as possible. She also met with Local 3214, appreciated meeting them, and thanked them for their time. Chief Beebe did assure her that Mountain View would not be the reason for any delays.

**EXECUTIVE SESSION**

None

**IX. ADJOURNMENT**

There being no further business to come before the meeting, Director Whitlow moved to adjourn the meeting at 8:45 p.m. Director Bloom seconded the motion, and the motion carried unanimously.

The preceding minutes are approved by the Mountain View Fire Protection District Board of Directors and constitute the official minutes of the meeting held on the date stated above.



03 / 22 / 2022

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President, Chad Christian

Date

*Colleen G. Whitlow*

03 / 22 / 2022

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Board Secretary, Colleen Whitlow

Date

## Action Items

### January 5, 2022

None

### January 18, 2022

**Action:** Chief Beebe said that the Letter is already in progress and will bring to the next Board meeting.

### January 22, 2022

**Action:** Director DeVenny asked for a copy of the Strategic Plan

**Action:** John Chmil will be preparing an Adopted Records Management Policy to present to the Board at the March meeting.

## Motions

### January 5, 2022

**Motion:** Director DeVenny moved to approve Resolution 2022-1. A Resolution Extending the Declaration of a Local Disaster Emergency. Director McConnell seconded the motion, and it carried unanimously.

### January 18, 2022

**Motion:** Director Bloom moved to approve the First Amendment to the Fire Chief's Contract. Director Whitlow seconded the motion, and it carried unanimously.

**Motion:** Director McConnell moved to approve the request for permission to edit and update AOG AD-0024 and AOG FI-0089. Resolution 2021-9. Director Bloom seconded the motion, and it carried unanimously.

**Motion:** Director DeVenny moved to approve the Haynie and Company engagement letter for the 2021 audit. Director Whitlow seconded it, and it carried unanimously.

**Motion:** Director McConnell moved to approve the Stryker Purchase Agreement. Director Bloom seconded it, and it was carried unanimously


### February 22, 2022

**Motion:** Director Bloom moved to approve the Policy Revision for AD101 and FI101, Chief's Authority for Contracts and Budgeted Expenditures/Budgeted Line Items. Director McConnell seconded it, and it carried unanimously.





**Motion:** Director Whitlow moved to approve the Handbook Revision, Nepotism, and Personal Relationships. Director McConnell seconded it, and it was carried unanimously.

**Motion:** Director DeVenny moved to approve Resolution 2022-2 Designating a Custodian of Records and Adopting an Open Records Policy for the District. Director Whitlow seconded it, and it carried unanimously.

**Motion:** Director Whitlow moved to approve the IGA for Automatic and Mutual Aid for Wildland and All-Risk Response. Director McConnell seconded it, and it carried unanimously.

TITLE	March 22nd Board Meeting Documents
FILE NAME	02.22.2022- BOD Meeting Minutes.pdf and 1 other
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