

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
THE  
MOUNTAIN VIEW FIRE PROTECTION DISTRICT  
AUGUST 20, 2018**

**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 161 Perry Lane, Dacono, CO 80514 on August 20, 2018 and was called to order by President Tim Parker at 6:00 PM.

**B. Roll Call**

The following Board members attended the meeting:

Chad Christian, Tim Parker, Laura McConnell was absent and excused by the Board, Colleen Whitlow, and Harold Osborn.

Other persons present were Starr Aldrich, Kathryn Wittman, Doug Saba, Steve Steinbicker, Cody Ganz, Bill Humphries, Jody Miller, Jen Nay, Brian Eckstine, Sean Tallman, Martha Dexter, Tonya Olson, Dave Beebe, Roger Rademacher, Melissa Meehan, and Keith Long.

**C. Pledge of Allegiance**

**D. Approval of Agenda**

Director Colleen Whitlow moved to approve the agenda, as written. Director Harold Osborn seconded such motion, and it was unanimously approved.

**II. PUBLIC/MEMBER PARTICIPATION**

Paul Nilles, a resident from the Town of Mead asked if there were any "draft" numbers available for the public to review.

President Tim Parker stated that we are working on getting something out. The final decision to move forward with a mill levy increase has not been made at this time... Tim asked Tonya if we had any projections, and she replied that we have some very early projections.

Paul Nilles asked if the information came from the assessor office. Paul expressed concern that the data may have some issues, the valuations may be skewed.

Paul Nilles asked that the Board wait to review all the information before making a decision.

President Tim Parker expressed that it has been about 2 years that we have been looking at the needs of the District, controlling costs and where the projections are to keep from compromising our services. With the data that has been collected by the staff, we feel it is time to make a determination, knowing that the assessed values could affect our operations.

Paul Nilles asked if there was a conflict of interest with the consultant that also provided data analysis.

Attorneys Rick Shearer and Joan Fritsche described the statutory requirements, and there is not a conflict of interest.

**III. CONSENT AGENDA**

**A. 2018 Meeting Minutes**

Director Colleen Whitlow moved to approve the July 2018 regular meeting minutes, as written. Director Harold Osborn seconded such motion, and it was unanimously approved.

#### **IV. PRESENTATIONS: (moved Item B to A)**

##### **B. Staff: Maintenance Facility- Steve Steinbicker**

Chief Beebe stated that President Parker asked him to review the Maintenance Facility Project with the Board of Directors because this has been in the works for quite a while.

The project was started about 2 ½ years ago. The plan at that time was to tear down the existing facility, and build a new facility in its place. Remodeling was taken into consideration, which was not a feasible option. We began researching the construction of a new facility; in the meantime, Anadarko awarded us with a parcel of land. They donated enough land to build a new fire station and a maintenance facility and we are moving forward with the project.

The architect is here to discuss the facility layout and the plans for the land. We have put some money away in this year's budget for the project.

Chief Beebe stated that we applied for a DOLA Energy Impact Grant and June, and went to a hearing last month. The Grant was a success, and we will receive a \$1 million grant for the construction of the facility.

Assistant Chief Roger Rademacher talked about the pre-meeting last November with Weld County to approve the site, hoping to see approval soon.  
The apparatus that is in need of repair determined the size of the station.

Steve Steinbicker discussed that the site was approximately 4 acres, with some area dedicated for right away for future road improvements for the Town of Erie. The future fire station will be located to north of the now existing farm.

Phase 1 will be to build the facility; it is approximately 20,000 square feet. It will be a partial tow- story building with offices and a quarter master's area. This was the plan submitted for the DOLA Grant. Three contractors submitted budget estimates to accompany the plans required to apply for the DOLA Grant.

The next step is to get estimates. Five general contractors have been interviewed to perform the work. Next week, the drawings will be sent out for preliminary estimates. The design was established after meeting with the Town of Erie and they have some architectural standards to what the building needs to have.

Assistant Chief Roger Rademacher mentioned that the property was located in the unincorporated Weld County. The road County Road 7 there will be a subdivision across the road.

Chief Beebe spoke of the changes to the project to include the quarter master area to store supplies.

Roger commented on the four south bays for larger apparatus to access and two north bays for smaller apparatus. It will also have a pump and fuel station.

President Tim Parker asked if we could reduce our footprint and consolidate the operations to cut insurance, maintenance costs and utilities, possibly closing station 5, and or station 10. Chief Beebe stated that we use station 10 for training and use station 5 is used to store apparatus.

Chief Beebe estimated the cost of the facility to be between \$3-5 million. Power and water are available, and eventually tap into Erie sewer.

Steve spoke of phase 2 could cost more if waiting to build until later.

Chief Beebe spoke that that might be necessary to have a 2<sup>nd</sup> phase depending on the bids.

##### **B. Paul Hanley, George K. Baum: Summary of Mill Levy Research**

Paul presented a power point presentation with the results of the 16,000 surveys that were mailed out, and the phone polls. The District received a 53% as an overall "grade" which is extremely high. This is very positive feedback.

He presented the likely vs. unlikely voters. We are considered a trusted District. Overall, the mail survey came out positive.

Public Opinion: Phone poll was done and is scientific in terms of demographics.

Paul explained the results of the phone poll one of the last questions was would you vote yes or no?

Do you trust your district to spend the money wisely- 82% yes =extremely high.

Summary says that they will support a mill levy measure.

Chief Beebe asked if the poll data showed who and what type of voter comes out for the different types of elections.

Paul Hanley answered young females are the most responsive for us.

President Tim Parker asked for updates on taskforce meetings.

Kathryn Wittman, a resident and registered voter from the City of Dacono was on the task force committee. She explained that the majority of calls are medical and we have to contact other districts for auto aid; our response time is worth increasing the mill. She encouraged the Board to consider putting the mill levy question on the ballot in November.

## V. ACTION ITEMS

### A. July 2018 Financial Statements

Tonya Olson stated that the District has spent 51% of the General Fund budget and 37% of the Capital Reserve budget at the end of July. The benchmark for the General Fund in July is 58% spent of the expenditure budget. The General Fund currently has 49% remaining, trending slightly below budget for the year. The last quarter of the year tends to spend at a slightly higher rate, therefore the expenditure budget may be fully spent by the end of the year.

Highlights from the month of July:

- We have received 99% of our property tax revenue to date.
- The District was awarded an EMS grant for the replacement all of the ambulance prams/cots; this means some money will be available to reallocate in the Capital Reserve Fund from this project (#90008)
- With the completion of the 2017 audit, the Statement of Financial Position for all funds is now included in the monthly financial statements.

President Tim Parker asked if there were any questions. There were none.

President Tim Parker asked for a motion to approve the July 2018 Financial Statements.

Director Colleen Whitlow moved to approve the July 2018 Financial Statements, as presented. Director Harold Osborn seconded such motion.

A roll call vote was taken.

Director Chad Christian voted in favor.  
Director Colleen Whitlow voted in favor.  
Director Harold Osborn voted in favor.  
President Tim Parker voted in favor.

The July 2018 Financial Statements were approved.

## **B. Set Exclusion Hearing for “Shores on Plum Creek” Annexation No. 1 and No. 2**

Chief Beebe described the property to be excluded from Frederick.

Director Colleen Whitlow moved to set the exclusion hearing at the September 17, 2018 board meeting. Director Harold Osborn seconded such motion, and it was unanimously approved.

## **C. Mill Levy Adjustment Ballot Question**

Chief Beebe stated that we need to have the ballot question approved if we move forward with the ballot question in November.

Attorney Joan Fritsch distributed out two sample ballot questions and the draft resolution. She explained the differences in the questions.

Attorney Rick Shearer commented that there will be no brackets when its goes in front of the voters. The three items in brackets need to be decided. The up to language tells voters that we may not go up to 4.5 it could be less. Telling the total mills is not required, figure out if it is beneficial to you to list it.

President Tim Parker commented that we need to be clear on the intent and be transparent.

Colleen Whitlow asked, “Why are we listed as 7A and not 5A on the proposed issue?”

Paul Hanley answered if you are a special district, in more than one county you are a “7.”

Paul Hanley suggested shortening the ballot question.

President Tim Parker asked Attorney Rick Shearer if we need motion and discussion for approval of all the items in the resolution. Attorney Shearer answered “No.”

## **D. Mill Levy Adjustment Ballot Language**

Chief Beebe stated that after staff has reviewed the projections we are confident with the 4.5 mills.

Director Harold Osborn wanted to know if that included staffing.

Chief Beebe mentioned that a few adjustments were made; moved stations back one year due to timelines; moved up hiring to staff ambulance to next year.

President Tim Parker would like to move forward with the 4.5 mill levy increase.

## **E. Resolution 2018-05: Appoint a District DEO (Delegated Election Official)**

Director Colleen Whitlow moved to approve Resolution 2018-05, appointing Martha Dexter as the District DEO. Director Harold Osborn seconded such motion.

President Tim Parker is there any additional discussion from the Board, there was none.

A roll call vote was taken.

Director Chad Christian voted in favor.  
Director Colleen Whitlow voted in favor.  
Director Harold Osborn voted in favor.  
President Tim Parker voted in favor.

## **F. IGA with Weld County Clerk and Recorder: For the conduct and administration of the 2018 General Election to be held November 6, 2018.**

Attorney Joan Fritsche shared that there are not questions or concerns with the Weld County IGA.

## **G. IGA with Boulder County Clerk and Recorder: For the conduct and administration of the 2018 General Election to be held November 6, 2018.**

Attorney Joan Fritsche expressed some concerns about the IGA with Boulder County. The IGA is not giving us the costs for the election, just a formula. Boulder Counties IGA also speaks of a letter being sent out to affirm property owners. This may be adding to the cost and could compromise the list.

## **VI. OLD BUSINESS**

### **A. RFP for Audit**

Tonya Olson stated that we only received three proposals by the deadline. After reviewing the proposals, we want to see more so we have extended the deadline until this Friday, hoping to get a few more proposals.

### **B. Nepotism Policy**

President Tim Parker stated that the Board requested 30 days to review what was proposed.

Chief Beebe discussed that the Nepotism Policy was rewritten by Attorney Rick Shearer about two months ago and made recommendations on the policy.

Chief Beebe approved the policy as an AOG. After it was brought to the board's attention, they had some questions about it. It is undetermined if the policy should stay as an AOG or be moved into the Employee Handbook. The changes made by Attorney Rick Shearer gave the Chief the ability to use his discretion in each situation.

President Tim Parker stated that he sent Rick some comments on how he felt it should be in the Employee Handbook. He questioned how it will be handled for future hiring's and what will the impact could be.

Attorney Shearer states that you can have two different policies – one from the past, and one for the present. He gave an example of how the policy could impede our selection of qualified individuals, since we are a small district. He expressed the need to be flexible.

President Tim Parker commented on how this protects the Chief and the employees from litigation.

Director Chad Christian stated that he agrees with President Tim Parker, however, he is concerned with giving the Chief discretion, why have a policy at all. With some flexibility, this could open up opportunities for quality people to fill positions.

President Tim Parker summarized that the Board would like to give the Chief flexibility to run the department as he sees fit but have a stronger Nepotism Policy to be clearer from now on.

Director Chad Christian suggested considering the clarity of the policy in terms of giving our people direction on their career decisions.

Attorney Rick Shearer will amend the AOG for approval next month.

## **VII. BOARD MEMBER ITEMS**

President Tim Parker reported that he and Director Chad Christian met with a couple of representatives from the Frederick Firestone Board and discussed how we can work together in the future and talked about the opportunities going forward.

We would like to have a meet and greet to get to know each other and will allow the boards to ask questions. They would like to start having Quarterly meetings.

Director Chad Christian stated the crews need to understand that the boards are interested in supporting the cooperation.

## **VIII. DIVISION REPORTS**

### **ASST. CHIEF RADEMACHER**

#### **Operations**

- Incident summary attached
- Working with BC's on a tactical operations plan Setting up apparatus committees

## Fleet

- Working with HR to get shop assistance
- Fleet participating in apparatus committees as time allows

## Maintenance Facility (new)

- Update will be given at Board Meeting; will transition this to AC Webb.

## Vista Property sale

- Moving forward, New Vision working towards a 2018 closing

## Station 8 bay floor

- Informed of additional items this week, Dave sending to Rick

## Communications

- Working on transitioning this to AC Webb. We are meeting with Boulder Communications, Longmont Communications, and Longmont fire to finalize auto aid dispatching. Setting meeting with Weld to facilitate transfer

## Finance

- Working on financial items with Tonya.

## **ASST. CHIEF WEBB**

I am still learning all the systems and processes for the department, where strengths and weaknesses exist, and how to improve things. Among the items the Administrative Division is working on:

- Bill Humphries completed the process to have Weld County CAD data dump directly into the Zoll RMS system. This reduces the amount of data the crews need to type in, and improves the accuracy of the data.
- Bill Schmanski is shepherding the updates to the accreditation documents in preparation for submission.
- We are investigating software packages to track maintenance, repair, and cost for our facilities and equipment. The program should permit easy entry of a maintenance or repair need, direction to the appropriate parties to complete the fix, and track time and costs to the district.
- The paving projects at Administration and Station 4 should be completed by the board meeting, weather permitting. There was extensive concrete work and re-sealing of the asphalt.
- A number of projects are being transferred from Chief Rademacher to me, including the new maintenance facility construction project, radio communications, and other facilities repair projects.

Looking for software system to track facility updates

## **ASST. CHIEF LONG**

Gerry Repola our new EMS Lieutenant will start his new assignment on August 16th.

- Our two new Paramedics will start their Field Instruction starting in September.
- The ambulances have been retrofitted for the Ferno INX platform.
- The Engineer testing was completed on August 15, 2018.
- The new QA/QI procedures for EMS reports will begin a soft roll out in September.
- The rollout of Target Solutions has been very successful. This training platform will continue to be phased in over the next few months. This has been and will continue to meet one of the recommendations from ESCI.

- MVFR will be offering a State Approved Instructor Methodology class September 13th and 14th.
- We will have five of our members attend an Incident Safety Officer Class in November.
- Two members will be attending Fire Officer 1 class next month.

**MELISSA MEEHAN**

Attended training on Mental Health in the fire service

- Developed personal injury leave information packet
- Attended CoFire quarterly meeting to set up fall testing schedule
- Revision of AOG's and Job Descriptions
- Coordinating Leaves of Absences/alternative duty/benefits (short & long-term disability, return to work, etc.)
- Administration of Workers Compensation claims
- General HR work
- Recruitments in progress: Community Outreach Coordinator and Temporary EVT posted

**DOUG SABA**

- The average turnaround time for plans review during July was 7 days  
**New Construction/Business**
- Medical Office Building 101 Erie Parkway
- Plans for United Powere-9586 1-25 Frontage Road
- Erie and Mead High School Additions
- New Erie PK-8 School  
**September/October Events**
- Sept. 8- Mead Community Days
- Mead HS CPR
- Sept. 22- Family and Friends CPR/Stop Bleed  
**Other Notes**
- Community Outreach new hires
- Continued Evaluations on the adoption of the fire codes with Erie and Weld County

**CHIEF BEEBE**

The District continues to move forward with several projects:

- Rick Shearer has sent a demand letter to Terracon concerning Station 8. Their response was less than encouraging. Mr. Shearer will update at the August BOD meeting.
- MVFR has been awarded a \$1,000,000 DOLA grant for construction of the maintenance facility.
- Local 3214 was presented with the draft resolution on collective bargaining that was approved by the Board at the July meeting. No response has been received to date.
- The final Mill levy Taskforce meeting was conducted on August 14, 2018. Results and recommendations will be presented at the August BOD meeting.
- Driveway concrete work has been completed at administration and station 4.
- We have decided to move forward with the deployment of TeleStaff for scheduling and payroll. This program was to be implemented in 2019. Consultation with parent company Kronos revealed that the District would be better served to implement prior to January 1, 2019.
- Rick Shearer has completed a draft proposal to FPPA concerning the pension issue. He will present to the Board at the August BOD meeting.

Other Items of note

- Emma Douglas will be starting the fire academy on August 27.

- It continues to be a busy wildland season; MVFR crews have been busy working several fires in and out of the State.

**IX. EXECUTIVE SESSION**

Director Colleen Whitlow moved to adjourn to Executive Session for the purpose of negotiations pursuant to Section 24-6-402(4) (e), C.R.S. Director Harold Osborn seconded such motion, and it was thereafter unanimously approved to adjourn to Executive Session at 8:23 PM.

Director Colleen Whitlow moved to reconvene the regular meeting. Director Harold Osborn seconded such motion, and it was unanimously approved, and the meeting reconvened at 9:29 PM.

**X. ADJOURNMENT**

There being no further business to come before the meeting, Director Colleen Whitlow moved to adjourn. Director Harold Osborn seconded such motion, and it was unanimously approved to adjourn the meeting at 9:31 PM.

Respectfully submitted,

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Handwritten signature*

*Handwritten signature: Colleen Whitlow*

*Handwritten date: SEPT 17 2018*