
**Board of Directors Meeting**

**April 15, 2019**

**6:00 PM**

**3561 N. Stagecoach Road, Longmont, CO 80504**

**MINUTES**

1. **OPENING OF MEETING**
2. Call to Order

The regular meeting of the Board of Directors of the Mountain View Fire Rescue District was held on Monday, April 15, 2019, at 3561 N. Stagecoach Road, Longmont, CO 80504 and was called to order by President Tim Parker at 6:15 PM.

1. 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, Assistant Chief Webb, Tonya Olson, Assistant Chief Long, Sean Flagg, Dustin Sorensen, Attorneys Shearer and Fritsche, and Martha Dexter,

1. Pledge of Allegiance
2. Approval of Agenda

Director McConnell moved to approve the Agenda, as written. Director Whitlow seconded the Motion, and it was unanimously approved.

1. **PUBLIC/MEMBER PARTICIPATION**

 **NONE**

1. **CONSENT AGENDA**
2. February 25, 2019, and March 18, 2019, Meeting Minutes
3. March 25, 2019, Special Meeting Minutes

#### Director Christian moved to approve the February 25, March 18, and March 25, 2019, Meeting Minutes, as written. Director Whitlow seconded the Motion, and it was unanimously approved.

1. **PRESENTATIONS**

**NONE**

1. **ACTION ITEMS**
2. March 2019 Financials

Finance Director Olson presented the January and February 2019 Financial Reports for the Board’s approval. Ms. Olson highlighted the following:

* The District spent 20% ($3,789,936) of the General Fund Budget
* The District spent 3% ($204,205) of the Capital Reserve Budget
* The District received a dividend check for $81,000 from Pinnacol insurance (the District’s former Workers Comp provider)
* The District received a check for $148,000 from Cub Creek Energy as part of an action suit against them by the COGC. The money will be used for HAZMAT equipment and radios.

#### Director Whitlow moved to approve the March 2019, Financials. Director McConnell seconded the Motion, and it was unanimously approved.

Roll Call:

President Parker

Director McConnell

Director Whitlow

Director Christian

Director Osborn

1. Amended and Restated Intergovernmental Agreement with the Town of Mead for Fire Protection and Emergency Services.

Attorney Joan Fritsche stated that the amended 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.

If the Board adopts the Agreement, Chief Beebe will meet with the Mead’s Town Manager to discuss the Agreement.

Director Christian moved to adopt the Amended and Restated Intergovernmental Agreement with the Town of Mead for Fire Protection and Emergency Services, subject to approval by the Town of Mead. Director McConnell seconded the Motion, and it was unanimously approved.

1. **OLD BUSINESS**
2. DROP Employees FPPA- Tabled until May 20 Board Meeting

Chief Beebe stated that Local 3214 sent a proposal for the FPPA DROP employees. Attorney Shearer advised the Board that the has worked with Tonya Olson to obtain information as to when each of the four employees entered the DROP Plan and he is working with the FPPA to determine the difference in the amount each of the DROP Plan employees would have received when they entered the DROP Plan, and he plans to add the 8% per annum compounded annually statutory interest and prepare a counterproposal for the consideration for the Board.

Attorney Shearer does not have the proposal this evening; this will be tabled until next month.

1. Local 3214 Resolution

Attorney Shearer presented a draft resolution to the Board to discuss during the executive session.

1. **BOARD MEMBER ITEMS**

Chief Beebe updated the Board on the possible formation of the Fire Authority with Rocky Fire and Lafayette Fire. He met with both fire chiefs and discussed realistic timelines. Working groups have been formed, and will meet regularly.

Local 3214 President Flagg stated that Rocky Fire is in the process of forming a Local.

A communication system has been set up for all three entities to share information (i.e.: job descriptions, policies and procedures, AOG’s and EOG’s).

Rocky Fire and Lafayette Fire attended MVFRD live fire training last week and are working together on closest unit dispatch.

Staff will work on a communication plan to get the information about the possible Fire Authority.

Chief Beebe spoke about the possibility of a future TIF area in Dacono.

President Parker thanked the department for applying for the Grants.

1. **REPORTS**
2. Oral Division Reports

**Assistant Chief Rademacher**

* Operations
	+ Incident summary for March attached
	+ Working with BC’s and training on a tactical operations plan
	+ Meetings with Sterling over Authority items
	+ Regular contact with BVFC
* Fleet
	+ Working on change orders.
* Vista Property sale
* New Vision Homes continues to move forward
* Communications
* Dual CAD working, meeting regularly with crews to keep on top of issues
* Finance
	+ Issue PO’s

**Melissa Meehan**

* Held Benefits committee to provide education for members
* Participated in the 3-day Strategic Planning meetings
* Entered MVFRD data into the Employers Council annual salary survey
* Worked on development of a credit check process 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**

* The audit was completed on March 22, 2019. The auditors indicated it went well and they have no significant concerns. They are planning to present to the Board at the regularly scheduled meeting in June.
* Held a meeting with the CSAFE local government investment pool representative about a new investment fund created in March of 2018. Daily yield as of March 22, 2019, is 2.62%. The district’s current investment strategy has not been reviewed in decades. Finance recommends that the Board consider if the current investment is the best for the District’s cash pool.
* Trying to close out an outstanding FEMA grant for firefighter’s assistance from 2014. A residual amount of $2,600 is still owed to the District.
* Participated in the strategic planning and mission, vision and values workshop last week. Finance made a couple of recommendations as it relates to the fiscal health of the District, to have a formal investment policy for our cash balance, create a purchasing policy and possible division or person as the central point of contact for purchases and increase our payroll expertise resources if we continue growing past 100 employees. If these recommendations will be in the final version of the plan is yet to be determined.

**Assistant Chief Long**

* MVFRD has received $116,000 from the EMTS grant for the Ferno Prams received in October.
* The new AeroClave decontamination system for the apparatus and Stations has been deployed and in-service. Currently, the District has four units at Stations 1, 4, 6 and 7’s. The District is waiting on a UACI grant for two more units, and all of the stations will have the new platform.
* Two members have been selected to attend paramedic school this summer. The District has started the pre-paramedic FI program, which will prepare the new paramedics for school in June.
* Firemedic Andrew Noonan has just completed his seventh week in the FRFC academy.
* The Peer Fitness group will be taking the SDA Fit for First Responders on April 15th- 17th.
* The new QA/QI procedures for EMS reports training will occur on March 27th for our Field Instructors.

**Assistant Chief Webb**

* Maintenance Facility – The project design is nearly complete and will be submitted for building permits in the next week or two. The District continues 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. Staff and the architect are looking at other options.
* The budget will be very tight for the project. Chief Webb advised the Board that he made a miscalculation in his presentation to the Board at the previous Board meeting. More specifically, Chief Webb said that when he calculated that $5M would be sufficient to complete the project, he made two errors. First, he did not have a complete accounting of the cost of the design work that had gone into the project in 2017. Second, Chief Webb stated he made a mistake not including the cost of permits for the work by Elder. As discussed at the last meeting, the cost of the building increased from $3.5M to $4.5M.
* District staff continues to believe the building can be completed within the current $5M project budget, and is using value engineering to offset the costs that were not included when staff recommended $5M as the amount of the project budget. Staff also is considering reducing or deferring the solar panels on the south roof, and is considering the LEED implications. Staff and the architect also are looking at not installing the emergency generator until the Fire Station is built next to the new Maintenance Facility.
* The exhaust removal system is now quoted at $50K. The District had to pay $4k for a Phase I environmental survey. The District has not yet received the bill for the Phase II test wells on the south side of the property. The water in the test wells came back clean for products one might expect from the drilling operations south of our site.
* Station 8 – News is not good for the plumbing at Station 8. Staff is becoming increasingly concerned about the soil movement under the bay slab and the shifting drainpipes in the crawl space under the living quarters. A plumbing contractor sent a camera down the toilet connection in the bay decontamination room to examine the piping. The camera image appears to show 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 may start to back up with debris.
* Staff is concerned that the pressure on the pipe where it passes from the bay to the crawlspace will transect the pipe. The District also is concerned that cutting through the bay concrete may cause a deformation of the slab, given the soil pressure evident from the swelling soils below. Chief Webb said he is concerned that trenching above the pipe in the bay slab may release tension unevenly, and cause twisting and distorting the floor and walls. The District is going to consult with its structural engineers and with plumbing contractors to determine options.
* Telestaff Project – The District continues to work out the bugs from the Telestaff implementation. Chief Webb believes the District is close to eliminating tracking of work hours on Zoll, using Telestaff as the single tracking system for compensation hours. The issues still being addressed are mostly about unusual, un-foreseen staffing situations. For instance, if the District needs to provide a single EMT for an event standby, the District needs a mechanism to address the issue. The District previously staffed groups of people to units or group training.
* There continue to be issues with communicating with employees who are AT&T customers, but the frequency is going down. Each member has to white list the return address of the emails from Telestaff so their phone service does not think the notifications are spam.
* Accreditation – Chief Mike Despain of Fitch and Associates conducted their site visit for the Strategic Plan the first week of April. He is working with the group from Fitch who collected data for the standard of cover to be included in the Strategic Plan. Chief Despain obtained input from community members, business leaders, the staff, and department leadership during his three-day visit.

Chief Beebe

* Seven community members and more than 20 employees attended the Strategic Plan meetings last week.
1. **EXECUTIVE SESSION**

Director McConnell moved to go into Executive Session at 7:10 p.m., to receive legal advice, pursuant to C.R.S. Section 24-6-402(4)(b), and for negotiations pursuant to C.R.S. Section 24-6-402(4)(e).

The Board came out of Executive Session at 8:55 p.m.

1. **ADJOURNMENT**

There being no further business to come before the meeting, Director Whitlow moved to adjourn. Director Christian seconded the Motion and it was unanimously approved. President Parker adjourned the meeting at 9:05 p.m.

**Approved:**

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President Date

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Secretary Date