



**Board of Directors Meeting
September 17, 2018
6:00 PM
3561 N. Stagecoach Road, Longmont, CO 80504
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 at 3561 N. Stagecoach Road, Longmont, CO 80504 on September 17, 2018 and was called to order by President Tim Parker at 6:08 PM.

B. Roll Call

The following Board members attended the meeting:

Chad Christian, Tim Parker, Colleen Whitlow, Harold Osborn, and Laura McConnell

Other persons present were Chief Beebe, Assistant Chief Rademacher, Assistant Chief Webb, Assistant Chief Long, Tonya Olson, Doug Saba, Rick Shearer, Joan Fritsche, Chad Rademacher, Sean Flagg, and Martha Dexter.

C. Pledge of Allegiance

D. Approval of Agenda

Add action item C – Resolution of the Board in Support of the Mill Levy Increase Ballot Issue.

Director Colleen Whitlow moved to approve the agenda as amended. Director Chad Christian seconded such motion, and it was unanimously approved.

II. PUBLIC/MEMBER PARTICIPATION

NONE

III. CONSENT AGENDA

A. August 20, 2018 Meeting Minutes

Director Laura McConnell moved to approve the August 2018 regular meeting minutes, as written. Director Colleen Whitlow seconded such motion, and it was unanimously approved.

IV. PRESENTATIONS

A. Erie I-25 Corridor Urban Renewal Plan Presentation

Chief Beebe reported that District administrative staff and Attorneys Shearer and Fritsche met with representatives of the Town of Erie and representatives and the attorneys for the Erie Urban Renewal Authority approximately a month ago. The discussion included an Urban Renewal Plan which includes a provision for the District to allow the Authority to keep most of the District's oil and gas tax revenue from the Plan Area, and use the money for public improvements that may result in development in the Plan Area. The Chief advised the Board that one of the Authority attorneys, and members of Town Staff will be making a presentation to the Board during the meeting.

Catherine Hildreth, counsel to the Erie Urban Renewal Authority began the presentation. She advised the Board that the Town and the Authority have approved an Urban Renewal Plan to pay for infrastructure and other improvements in an area designated as the "I-25 Corridor." Ms. Hildreth stated that a statute adopted in 2015, House Bill 1348, states that all urban renewal plans are required to be presented to all of the "taxing entities" that are within the Plan Area, and because most of the Renewal Area property that is in the District is zoned and taxed as "agricultural" the Authority must obtain the approval of the District before it can use oil and gas revenue the District would receive to fund the Renewal Plan. Ms. Hildreth explained the incentive for the District to agree is potential increased property taxes in the future if the improvements and infrastructure results in development.

Ben Pratt the Economic Development Manager for the Town of Erie presented the Renewal Plan in more detail. The Town believes the I-25 Corridor presents a unique opportunity for the Town to encourage development and increase its tax base with high-density, commercial and residential development.

Mr. Pratt discussed the Urban Renewal Plan Area and the recent changes from the original Plan Area that had been provided. The Renewal Plan focuses upon revenue from the newly drilled oil and gas well sites, and not TIF (tax increment financing) from development in the rest of the Plan Area.

The change in the Plan Area is due to Anadarko changing the location of its well sites to Section 3. Section "3" in the handout shows 54 new wells and will be consolidated to 34. Section "15" includes existing well sites. The oil and gas TIF area makes up approximately 9% of the entire Plan Area. Over 25 years the total TIF revenue contributed by MVFRD will be approximately \$5.5 million, not the approximately \$20 million amount that would have been contributed by the District before Anadarko moved its anticipated new wells to Section 3, out of the District's jurisdiction and into the jurisdiction of Frederick-Firestone Fire Protection District.

Attorney Rick Shearer clarified why the TIF revenue the District is being asked to contribute has gone down from approximately \$20 million to \$5.5 million. The location of the planned new Anadarko wells have been moved to another location and the new location is not in the jurisdiction of MVFRD, it is in FFFPD.

Acting Town Manager Farrell Buller added that all of Section 3 is in unincorporated Weld County, and the Town has asked Anadarko to annex the property to the Town of Erie because the Renewal Plan will not be able to succeed without the revenue from the anticipated Anadarko wells that will now be in unincorporated Weld County.

Rick Shearer asked when the annexation will be effective. Farrell Buller said that timing is not yet certain.

Ben Pratt stated the Town and the Authority believe the Renewal Plan must be approved as soon as possible because it is his understanding that the moment a well is drilled, revenue is allocated. If drilled before adoption of the Plan the revenue will not be part of the TIF paid to the Authority.

Catherine Hildreth then discussed that the oil and gas revenue will increase dramatically just after a new well is drilled, then drop off dramatically, and therefore, much of the revenue contributed will be during the first five years after the wells are drilled. Ms. Buller explained that Anadarko has said it plans to begin drilling the new wells before the end of 2018, and that the Town and the Authority believe it is important to have the Urban Renewal Agreement signed by all of the parties before the end of the year.

Assistant Chief Roger Rademacher noted that the TIF area South of CR 10 is in our District.

Ben Pratt stated that Anadarko has said it does not intend to drill any new wells in Section 10.

Attorney Rick Shearer asked what will happen if Anadarko changes its plans again with respect to the location of its new wells.

Catherine Hildreth stated it would depend upon whether the location of the new wells is still in the Plan Area, and, as discussed previously, the Plan will not have the funds needed to succeed if the substantial revenue from the new Anadarko wells is not available to the Authority for infrastructure and improvements.

Chief Dave Beebe asked about the property that is in Frederick-Firestone, and how the IGA with the Town will work if the Town annexes the Anadarko property.

Ms. Hildreth said she would prefer if attorney Shearer addressed the question.

Mr. Pratt discussed the 1800 acres that are currently farmland and said the Town hopes it will be developed as mixed use as it will generate more revenue than traditional residential development.

Catherine Hildreth stated the Town and Authority are asking the District to contribute 100% of the new oil and gas revenue for the 25-year period. Ms. Hildreth said the Town and Authority have asked for all of the taxing entities to contribute 100% of their share of the new oil and gas revenue pursuant to the proposed Urban Renewal Plan. She anticipates the School District will give 100%. The increased mill levy for Mountain View Fire, if approved, will not be included in the TIF. There will be a \$200 million cap on the total TIF revenue. When the revenue collected by the Authority reaches \$200 million the TIF will automatically stop.

Chief Dave Beebe asked if the Plan takes in account CDOT or federal funding for the interchange.

Catherine Hildreth answered that the Plan does not include CDOT funds.

Director Chad Christian asked how the taxes are calculated per parcel of property. Ms. Hildreth stated that the tax is determined at the extraction (well) site.

Ms. Hildreth stated that the proposed Urban Renewal Agreement will have to be revised because of the relocation of the new Anadarko wells and the change in contribution amounts. She said the next step will be to give the District Board and attorneys a revised Agreement, and that she will revise the Agreement to show the District contributing 100% (approximately \$5.5 million), and that the revised Agreement will include the total revenue cap of \$200 million, and a cap on the District's contribution at the estimated amount of \$5.5 million.

President Tim Parker stated that he appreciated the presentation, and he believes, personally, it is important to support the Town.

President Parker noted the District uses oil and gas revenues, but it is unwise to rely on them heavily. Rooftops always go up first, and we need to service them, and that type of growth does not pay for itself.

Director Laura McConnell asked Chief Beebe if the population in the District increases by 40,000 (up to the year 2041), whether the diversion of the TIF revenue now will affect the ability of the District to provide service.

Chief Beebe answered that he does not expect the loss of the TIF revenue will materially affect the ability of the District to provide service.

Chief Beebe asked the Town and Authority representatives about timing.

Mr. Pratt stated that it will be 2020 before TIF revenue is collected by the Authority.

Ms. Buller noted that loss of revenue caused by the I-25 Corridor URA may be made up in part, by additional revenue to the District from property in another URA. She referred to the "Airport" (Sierra Vista) URA. She said a portion of the property has been purchased by Crestone and will be used for well sites. She said the Airport URA has a \$6 million cap, and after the cap is reached she believes the District will split the District's share of the revenue from the Plan Area, including the oil and gas revenue from the new Crestone wells, 50/50.

Chief Dave Beebe asked for the date by which the District must decide to approve the proposed I-25 Corridor URA.

Ms. Hildreth indicated she believes the URA must be approved by October 26th.

President Tim Parker and Director Chad Christian thanked the Town of Erie for the presentation.

(5 minute break)

B. Local 3214 CBA Resolution

Local 3214 President Sean Flagg stated the Local would like to renegotiate the revisions to the Resolution regarding the scope of the new CBA. President Flagg went on to say that at this time the Local is withdrawing its proposed revisions to the Resolution and it will sign a one-year extension for the present Collective Bargaining Agreement which would otherwise expire at the end of 2018.

Director Chad Christian about the timeline for negotiating a new CBA.

President Sean Flagg stated the Local plans to have a proposal to the Board by February 2019.

President Flagg also asked if the Board is aware of the Local's communications with District legal counsel regarding the FPPA issue. Board President Parker said that Attorney Shearer has shared the FPPA communications with the attorneys for the Local with the Board.

V. ACTION ITEMS

A. Approve August 2018 Financials

Tonya Olson presented the Statements of Revenues, Expenditures and Statement of Financial Position for each fund for August 2018. The District has spent 60% of the General Fund budget and 59% of the Capital Reserve budget at the end of August. The benchmark for the General Fund in August is 67%. The General Fund currently has 40% remaining, trending slightly below the benchmark for the year. Ms. Olson noted the last quarter of the year tends to include more expenses, so the amount budgeted for expenses probably will be fully spent by the end of the year.

Financial highlights from the month of August were presented by Ms. Olson. They included:

- The District has billed \$750,000 for Wildland deployments and spent \$248,000 in the program including overtime for deployments, training, etc.
- Several Capital Reserve projects planned for 2018 are near completion. With the award of an EMS grant for the replacement of the ambulance prams/cots; \$30,000 of the budget has been reallocated from this project to create a budget for the Telestaff technology project (#90023) due to be completed this year.

President Tim Parker asked the Board if there were any questions for Ms. Olson. There were none.

President Tim Parker asked for a Motion to approve the August 2018 Financial Statements.

Director Colleen Whitlow moved to approve the August 2018 Financial Statements, as presented. Director Chad Christian seconded the 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.
 Director Laura McConnell in favor.

The August 2018 Financial Statements were approved.

B. Exclusion Hearing for "Shores on Plum Creek" Annexation No. 1 and No. 2

President Tim Parker opened the Public hearing for the Petition of exclusion for the Shores on Plum Creek property. Chief Beebe stated that we received this Petition for exclusion from MVFRD, and he was advised by Chief Rademacher that the documents prepared by the Lyons Gaddis law firm were in the proper legal format as required by state statute. Chief Beebe advised the Board that Notice of the public hearing was published in the Longmont Times newspaper, and no public comments were received prior to the hearing.

President Tim Parker asked for any comments from the public. Hearing none, the public hearing was closed.

President Tim Parker asked for a motion to exclude the properties and a motion to approve the Resolution prepared by legal counsel.

Director Colleen Whitlow moved to approve the exclusions. Director Harold Osborn seconded the 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.
 Director Laura McConnell voted in favor.

C. Resolution 2018-06; Supporting its November 6, 2018 Ballot Measure Seeking Voter Approval of a 4.500 Mill Levy Increase

President Tim Parker asked for any discussion about Resolution 2018-06, there was none.

Director Colleen Whitlow moved to approve Resolution 2018-06. The MVFR Board of Directors supporting its November 6, 2018 ballot measure seeking voter approval of a 4.500 mill levy increase. Director Laura McConnell seconded such motion, and it was unanimously approved.

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.
Director Laura McConnell voted in favor.

VI. OLD BUSINESS

A. RFP for Audit

Tonya Olson reported that the District has received four proposals and the three of the companies will be interviewed next week. The companies to be interviewed are:

Adams Group LLC
Haney & Company
Watson, Kuhn, and Ryan

President Tim Parker asked if any members of the Board would like to participate in the interviews. None of the members of the Board asked to be included in the interviews.

Tonya Olson advised the Board that administration would like to have the engagement letter with the new auditor signed by the end of October to be on the schedule for next year.

VII. BOARD MEMBER ITEMS

Director Laura McConnell mentioned that she will not be able to attend the October 5th Board meeting in person, but she will be able to attend the Mead URA meeting on October 1st.

President Tim Parker asked Attorney Rick Shearer for an update of the Nepotism policy. He stated that it is in the hands of administration, he sent it to Administration today and it would be submitted to the Board once it is in a form acceptable to administration.

President Tim Parker advised the Board he has, on behalf of the Board, agreed to meet with Frederick/Firestone. Board President Parker asked the Board to select some dates.

VIII. REPORTS

A. Division Reports

Assistant Chief Webb introduced Michelle White, the District's new Community Outreach Coordinator. Michelle has an extensive history as a 911 dispatcher and teaching special education. She will start October 1.

Assistant Chief Webb reported:

- The Telestaff implementation is gaining momentum. Telestaff will:
 - Automate daily staffing of the units
 - Automate callbacks and backfill notifications
 - Populate the unit rosters in the Zoll RMS
 - Automate employee hour reporting

- Interface with the payroll system to speed processing and eliminate errors
- Track time-off balances for employees
- The RFP's for the Maintenance Facility General Contractor are due the third week of September. Once they are reviewed, administration will select a preferred General Contractor, and negotiate a Contract which will be presented to the Board for approval.
- The District is continuing to update its accreditation renewal documents. Chief Webb anticipates submitting them by the end of the month so a site visit can be scheduled.
- The District is updated the preplans and preparing preplans for new facilities. The District also is improving how the preplans are delivered to the crews.
- Boulder County CAD can store and deliver preplan information when the District is dispatched to a Boulder County incident. Weld County Dispatch does not have the ability to deliver preplans at this time. The District is exploring using the Active911 notification system to deliver information as a backup source.
- District administration recently met with representatives from Erie's Building Department about Station 8's ground movement issues, including the drainage ditch along Bonanza Drive, the rising plumbing in the bathroom and laundry room adjacent to the bay, and the heaving of the driveway. District administration is working with Attorney Shearer to formulate a plan to determine root causes and potential corrective actions.

Assistant Chief Roger Rademacher reported:

- Operations: Working with BC's on a tactical operations plan. Setting up apparatus committees for truck and a type 6
- Fleet: Working with HR to get shop assistance Fleet participating in apparatus committees as time allows
- Vista Property Sale: Moving forward, New Vision working towards a 2018 closing
- Station 8 Bay Floor: In legal
- Maintenance Facility (new): Update will be given at Board Meeting. The project is being transferred to AC Webb.
- Communications: Still working on setting a meeting with Weld County. This project also is being transferred to AC Webb.
- Finance: working on financial items with Tonya Olson.

Melissa Meehan reported:

- She is working on Kronos Telestaff with the project team
- Administrative staff has met to discuss the District's 2019 health insurance renewal.
- She attended the Employer's Council Employee Summit.
- She has been working on revision of AOG's and Job Descriptions.
- She has been coordinating leaves of absences/alternative duty/benefits (short & long-term disability, return to work, etc.).
- She has been working with claims representatives and employees to administer Workers Compensation claims.

Assistant Chief Keith Long reported:

- Gerry Repola, the new EMS Lieutenant will start his new assignment on August 16th.
- The two new Paramedics will start their Field Instruction starting in September.
- The ambulances have been retrofitted for the Ferno INX platform (pram).
- 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; thank you Captain Flagg for all of the help. This training platform will continue to be phased in over the next few months. This training program satisfies one of the recommendations by ESCI.

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

Chief Dave Beebe reported:

- Attorney Joan Fritsche and Tonya have been working with communicating with representatives of the Erie URA to attempt to calculate the financial impact of the proposed TIF IGA.
- The financial projections will, based upon the changes discussed at the meeting tonight, be presented to the Board at the next Board meeting.
- Local3214 has confirmed it will extend the current CBA for one year.
- MVFRD has made a conditional offer to a new Community Outreach Coordinator to replace Emma. He intends to have the position filled by October 1, 2018.
- Chief Beebe also commented on the status of the bids for the new maintenance facility, and noted the deadline to submit bids is September 24th.
- The District has hired a temporary Fleet Technician to assist Chris during Bill Ross's recovery from back surgery. It is anticipated that Bill will be out through the end of the year.
- Staff worked with Attorney Shearer to draft the proposal to FPPA concerning the pension issue. Attorney Shearer anticipates he will have a response from FPPA by the September BOD meeting.

Local 3214 report:

Sean Flagg announced that the union banquet is December 1st, and all administration and Board members are invited. He will send details when he knows more.

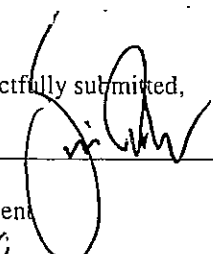
IX. EXECUTIVE SESSION

Director Laura McConnell moved to go into Executive Session for the purpose of negotiations pursuant to Section 24-6-402(4) (b) and (e), C.R.S. Director Colleen Whitlow seconded the Motion. The Motion was unanimously approved to go into Executive Session at 7:45 PM.

X. ADJOURNMENT

There being no further business to come before the meeting, Director Laura McConnell moved to adjourn. Director Colleen Whitlow seconded such motion, and it was unanimously approved to adjourn the meeting at 9:35 PM.

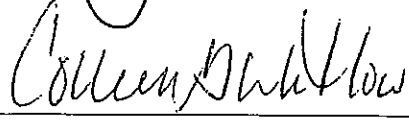
Respectfully submitted,



 President

11-16-18

 Date



 Secretary

11-19-18

 Date