



**Board of Directors Meeting  
January 19, 2021 6:00 p.m.  
Virtual**

**Meeting Minutes**

**I. Opening of Meeting**

a. Call to Order

The meeting for the Board of Directors of the Mountain View Fire Protection District was held on January 19, 2021 virtually via Zoom and was called to order by President Christian at 6:01 p.m.

b. Roll Call

The following Board members were in attendance:

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

Others in attendance:

Chief Beebe, Deputy Chief Folden, Ben Carter, John Chmil, Keith Long, Melissa Meehan, Tonya Olson, Pamela Owens and Jeff Webb.

c. Pledge of Allegiance

d. Approval of Agenda

Director Whitlow moved to approve the Agenda as written. Director DeVenny seconded the motion. The motion was unanimously carried.

**II. Public/Member Participation**

No requests for participation were given.

**III. Consent Agenda**

a. December 7, 2020 Regular Board Meeting Minutes.

Director Bloom moved to approve the December 7, 2020 Meeting Minutes as written. Director McConnell seconded the motion. The motion was unanimously carried.

**IV. Reports**

Staff discussed the reports that were submitted in the Board packet. President Christian asked for an update from the union on how the merger is going. Ben Carter, Secretary Treasure of the Local 3214 reported that the merger is going well and besides some education on the CBA to the incoming former Rocky Mountain Fire members, everything is going smoothly.

## V. Presentations

No presentations were scheduled for this meeting.

## VI. Action Items

### a. Approval of Monthly Financials

Tonya Olson, Finance Director, reported on the state of the District financials for the previous month. Ms. Olson updated the Board on the updated financial report format. Director DeVenny asked what effect the pandemic had on the budget. Ms. Olson reported that some general fund areas were increased due to the purchase of PPE but, others such as training, and community outreach were decreased due to pandemic protocols. **Action:** President Christian added, in looking at the budget, and taking 2020 and the pandemic into consideration, he would like to see if we can get back to the District celebrating our achievements and recognize employees for outstanding performance more in 2021.

Director Whitlow moved to approve the December 2020 financials as presented, Director DeVenny seconded. The motion was unanimously carried.

### b. Ratification of the Medical Advisor Contract

Chief Beebe reported on the renewal of the Medical Advisor contract. It was brought to Chief Beebe's attention that the Medical Advisor contract was to expire as of December 31, 2020. With this expiration and knowing the importance of having a contract in place, the District cannot provide EMS services without one, Chief Beebe consulted John Chmil with Lyons and Gaddis, and President Christian about the process for getting the contract in place without having to convene the entire board. President Christian, through staff, did ask the board if there were any questions or concerns before he gave the approval to sign the contract. Having none brought up the contract was signed by Chief Beebe. The increase in fee is due to the increase in workload due to the size of the merged district. Chief Beebe also reminded the Board about the discontinuation of the cost share the hospital once had with the District. This was discontinued at the beginning of the pandemic. Director Whitlow asked if the increase in fee was coming out of the general fund. Ms. Olson responded that the previous contract amount was budgeted in the general fund, the increase will come out of the budgeted merger costs. Staff has new processes in place to handle contract expirations which will minimize the need for ratification of renewed contracts in the future.

**Motion:** Director Bloom moved to ratify the Medical Advisor contract for 2021, Director McConnell seconded. The motion was unanimously carried.

### c. Mission, Vision, Values Resolution

As discussed at the January 7 Study Session, the Board requested a resolution to adopt the Mission, Vision, Values Statement created by staff.

**Motion:** Director Whitlow moved to approve Resolution 2021-1 to adopt the Mountain View Fire Protection District Mission, Vision, Values Statement. The motion was seconded by Director McConnell and unanimously carried.

The Board recognized the work put in by staff to create this statement and voiced their appreciation.



d. Regular Board Meetings and Designated Posting Locations Resolution

The Board discussed meeting dates for 2021 at its November 16, 2020 meeting. This resolution is to finalize those dates and posting locations. This information can be found in the District's Transparency Notice and on the website.

**Motion:** Director McConnell moved to approve Resolution 2021-2 Approving the Regular Board of Directors Meeting Schedule and Designating Posting Locations for Notices of Regular and Special Meetings. The motion was seconded by Director Bloom and unanimously carried.

e. Administrative Services Agreement between Rocky Mountain Fire Protection District and Mountain View Fire Protection District

John Chmil explained that this agreement addresses the use of employees of Mountain View Fire Protection District by Rocky Mountain Fire Protection District as they work through the process of dissolving Rocky Mountain's district. This process will take all of 2021 to accomplish.

**Motion:** Director Bloom moved to approve the Administrative Services Agreement between Rocky Mountain Fire Protection District and Mountain View Fire Protection District. The motion was seconded by Director DeVenny and unanimously carried.

**VII. Old Business**

a. Station 8 Update

Chief Webb, Assistant Chief of Life Safety, discussed updated from the structural engineer, John Bitner. John Chmil had discussions with Mr. Bitner about the issues at Station 8. Mr. Chmil informed the Board that the case is entering into the discovery phase. Workloads will increase as information is requested and experts work on their reports. Chief Webb said that at this point the station is still in service, it could go out of service during repairs. **Action:** Staff will come up with a plan if that happens.

b. Merger Update

Chief Beebe reported on the final steps of the merger. John Chmil requested direction from the Board on the public hearing needed for the formalization of the dissolution process for Rocky Mountain Fire Protection District, which includes the inclusion process for the remaining three Rocky Mountain Fire Protection District properties. Mr. Chmil recommended opening the public hearing at the February Board meeting along with publishing the notice. The Board approved of the public hearing and its publishing of the notice.

**VIII. Board Member Items**

President Christian asked if there were options for commencing in person board meetings. **Action:** Chief Beebe discussed the plan for accomplishing this while adhering to pandemic protocols. Staff is aiming to have this accomplished by the February meeting but is reliant on equipment delivery. Staff does not want to rush the process and will send out the plan to board members if it cannot have an in person meeting in place for February.

**Action:** Chief Webb asked each board member if they would like to be included in his weekly COVID-19 update emails. With all saying yes, he will add them to the email distribution list.

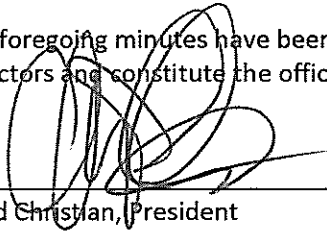
**IX. Executive Session**

There was no request for an executive session for this meeting.


**X. Adjournment**

There being no further business to come before the meeting, Director McConnell moved to adjourn the meeting at 7:13 p.m. The motion was seconded by Director DeVenny and unanimously carried.

The foregoing minutes have been 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.

  
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Chad Christian, President

3/4/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Colleen Whitlow, Secretary

MARCH 2 2021  
\_\_\_\_\_  
Date

## Action Items

### January 7, 2021

- ✓ **Action:** After discussion, the Board had no changes to the final document and requested a resolution be presented at the January 19, 2021 regularly scheduled meeting.
- Action:** After discussion, it was requested that additional community communications be added to the list.
- ✓ **Action:** President Christian requested a monthly list of status updates from previous meetings action items and items that staff is working on for the next meeting.
- ✓ **Action:** Staff committed to having a draft of the bylaws with any recommended changes from legal for the February meeting.
- ✓ **Action:** The board requested that Staff reports be moved up the agenda.
- ✓ **Action:** It was requested that the board packet be sent one week ahead of the meeting if possible.
- ✓ **Action:** The Board requested definitions for executive session topics.

### January 19, 2021

**Action:** President Christian added, in looking at the budget, and taking 2020 and the pandemic into consideration, he would like to see if we can get back to the District celebrating our achievements and recognize employees for outstanding performance more in 2021.

**Action:** Staff will come up with a plan if that happens. (Discussion in Station 8 updates and what the district will need to do if repairs cause the station to go out of service.)

- ✓ **Action:** Chief Beebe discussed the plan for accomplishing this while adhering to pandemic protocols. Staff is aiming to have this accomplished by the February meeting but is reliant on equipment delivery. Staff doesn't want to rush the process and will send out the plan to board members if it cannot have an in person meeting in place for February.
- ✓ **Action:** Chief Webb asked each board member if they would like to be included in his weekly COVID-19 update emails. With all saying yes, he will add them to the email distribution list.

## Motions

### January 19, 2021

**Motion:** Director Bloom moved to ratify the Medical Advisor contract for 2021, Director McConnell seconded. The motion was unanimously carried.

**Motion:** Director Whitlow moved to approve Resolution 2021-1 to adopt the Mountain View Fire Protection District Mission, Vision, Values Statement. The motion was seconded by Director McConnell and unanimously carried.

**Motion:** Director McConnell moved to approve Resolution 2021-2 Approving the Regular Board of Directors Meeting Schedule and Designating Posting Locations for Notices of Regular and Special Meetings. The motion was seconded by Director Bloom and unanimously carried.

**Motion:** Director Bloom moved to approve the Administrative Services Agreement between Rocky Mountain Fire Protection District and Mountain View Fire Protection District. The motion was seconded by Director DeVenny and unanimously carried.