



**Board of Directors Meeting
December 10, 2018
6:00 PM
3561 N. Stagecoach Road, Longmont, CO 80504**

MINUTES

I. OPENING OF MEETING

A. Call to Order

The regular meeting of the Board of Directors of the Mountain View Fire Rescue District was held on Monday, December 10, 2018 at 3561 N. Stagecoach Road, Longmont, CO 80504 and was called to order by President Tim Parker at 6:00 PM.

B. Roll Call

The following Board members attended the meeting: President Tim Parker, Director Laura McConnell, and Director Chad Christian.

Director Christian moved to excuse Directors Colleen Whitlow and Harold Osborn from the meeting. Director McConnell seconded the Motion and it was unanimously approved.

Other persons present were Chief Dave Beebe, Assistant Chief Roger Rademacher, Assistant Chief Jeff Webb, Finance Director Tonya Olson, Melissa Meehan, Attorneys Rick Shearer and Joan Fritsch, Sean Flagg, Doug Saba, Martha Dexter, Ryan Tworek, Fletcher Dahman, Dave Dauer, and Ben Leither.

C. Pledge of Allegiance

D. Approval of Agenda

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

E. Acknowledge Receipt of Potential Conflict Disclosures

Attorney Rick Shearer discussed the two Directors who may have potential conflict of interest. One works for a mutual aid agency and the other is Mayor of Mead. The two Directors signed the acknowledgements and they have been filed with the State.

II. PUBLIC/MEMBER PARTICIPATION

A. Introduce the Accreditation Team- Assistant Chief Webb

Assistant Chief Webb introduced the Peer Assessor Team for the accreditation process. President Parker thanked them for their dedication and time.

III. CONSENT AGENDA

A. October 5, 2018 and November 19, 2018 Meeting Minutes

Director Christian moved to approve the September 2018 regular meeting Minutes, as written. Director McConnell seconded the Motion and it was unanimously approved.

IV. PRESENTATIONS

A. 2019 Budget Update Presentation- Finance Director Olson

Finance Director Olson presented the Final 2019 Budget for the Board's approval. Director Olson stated that the difference from what was presented during the November Board meeting is due to the final assessed values received from the counties.

The total change in revenue from the preliminary assessment to the final is \$215,713. After considering the change to the estimated collection rates, refunds, etc., the total adjustment to the budgeted revenue is \$229,976 from what was reflected in the proposed Budget.

Of the \$8 million in new property tax revenue, \$2 million is from increased valuation that would have been received regardless of passing the new mill rate. The remaining \$6 million is new revenue from the increased mill levy.

Budgeted personnel costs increased \$1.6 million.

For most operating costs, an average inflation rate of 2.5% is assumed. However, there are operating expenditures that increase more than inflation every year, such as EMS disposables. An increase appropriate for those items is budgeted.

Based on 2018, ambulance transport revenues are estimated to increase by 30%.

Chief Beebe explained that due to prior budgeting methods, some line items were incorrect and some items were not captured properly. Finance Director Olson is working on this.

President Parker asked Director Olson to make sure the percent of deviation in the line item categories is added, making it easier to read and follow.

President Parker asked what conferences and professional development personnel would be attending and cost. Chief Beebe stated that most of the out of state travel was removed and he will approve or deny the requests based on the merit of each request.

V. PUBLIC HEARING 2019 BUDGET

President Parker opened the public hearing for the 2019 Budget at 7:30 p.m. There were no comments. The hearing closed at 7:32 p.m.

VI. ACTION ITEMS

A. Resolution to Adopt the 2019 Budget

Director Christian moved to approve the Resolution to adopt the 2019 Budget. Director McConnell seconded the Motion and it was unanimously approved.

B. Resolution to Appropriate Funds

Director McConnell moved to approve the Resolution to appropriate funds. Director Christian seconded the Motion and it was unanimously approved.

C. Resolution to Set Mill Levies

Director Christian moved to approve the Resolution to set mill levies. Director McConnell seconded the Motion and it was unanimously approved.

D. Resolution Regarding Authorized Staffing

Chief Beebe stated that six additional six full-time line personnel (to staff the ambulance in Dacono) and one full-time emergency vehicle technician are budgeted for 2019.

Director McConnell moved to approve the District's authorized staffing. Director Christian seconded the Motion and it was unanimously approved.

E. Employees Purchase - Outdated Computers

Chief Beebe stated that due to their replacement cycle, new computers are being purchased. The District is seeking Board approval to allow employees to purchase the excess, outdated computers that are being replaced.

Director Christian moved to declare that the excess, outdated computers be approved for sale to employees. Director McConnell seconded the Motion and it was unanimously approved.

F. Vote on FPPA Settlement

Attorney Rick Shearer reported on the FPPA settlement. After getting an update from Finance Director Olson and a FPPA representative, the back payments on each of the employees' accounts are being finalized. Attorney Shearer spoke with attorney Kevin Lindahl and will put in final numbers for the proposed FPPA agreement once the total has been calculated. The amount will be lower than what the Board previously approved.

President Parker commented on Union Board member Ben Carter's perspective given at the last Board meeting and asked Union Board President Sean Flagg for additional comments.

Union President Flagg said the biggest concern is the employees in the DROP and recent retirees and if anything can be done for them. He feels the District and the Union have a different perspective on what damages were done to them, but it is a complex issue. The total damages to DROP retirees depend on the benefits they elected, but the Union has calculated some rough numbers. He feels that there is at least one option that can be negotiated, allowing them to continue to receive the 8% contribution from the District into their DROP account. That would get them a portion back, but they still will not be whole. He would like to see that happen sooner rather than later so they can get something. President Flagg commented that other than the District buying an annuity, there is really nothing else. There are no other options on the table, other than the Union taking a different stance and coming back to FPPA or the District with a big lawsuit. The Chief has been open to discussing options and rather than dragging it out, the best approach may be to meet with the Chief and a couple of the Board members and decide what can be done for these guys, knowing they have been wronged. It would be nice to see if something can be done for recent retirees, there has only been a couple in the last few years. Is there something the Board can do, even an apology recognizing they were affected by this? A rough estimate for one of our retirees, considering the payout selected with a normal life expectancy of 78 years, is around \$48,000.

President Parker replied that Chief and staff are still working on presenting some things to the Board to have closure to this. He commented that the Union should be aware that the strategy is to work at closing out the biggest portion for current employees not in the DROP, and take on the other once the Board gets information to make a decision.

President Tim Parker thanked Union President Flagg for the feedback. The Board will work with the Chief on getting the data to take action on.

Union President Sean Flagg thanked the Board on behalf of Local 3214 for taking the action they did, and they appreciate the route they took.

G. Union Contract Extension

Chief Beebe explained that the Collective Bargaining Agreement (CBA) with Local 3214 is expiring in 2018. He and Local 3214 President Flagg met and neither party is comfortable going into negotiations at this time.

Attorney Shearer wrote an amendment extending the current CBA contract through 2019.

President Parker stated that the Board supports the extension.

Director McConnell moved to approve the Union Contract Extension. Director Christian seconded the Motion and it was unanimously approved.

H. Handbook Amendments

- i. Nepotism Policy
- ii. District Holidays

Chief Beebe stated that due to the short turnaround from the last Board meeting, only two holiday comparisons were received.

President Parker would like to compare our holiday list with similar sized districts in the Front Range to make sure we are competitive.

Martha Dexter will reach out to surrounding fire districts and provide the holiday lists at the February Board meeting.

Director McConnell moved to approve the 2019 District holidays, but reserve the right to change them after the analysis is provided. Director Christian seconded the Motion and it was unanimously approved.

I. Carbon Valley Emergency Operations Management Center I.G.A.

Chief Beebe spoke to the BOD about a shared employee resource to assist in the Carbon Valley Emergency Operations Management Center. This person would work with the surrounding jurisdictions consisting of: Town of Dacono, Town of Fredrick, Town of Firestone, Fredrick-Firestone Fire Protection District, and Mountain View Fire Rescue.

The proposed employee would work directly for Fredrick-Firestone FPD. The advisory group has developed a job description for this position. The other four entities (Town of Dacono, Town of Fredrick, Town of Firestone, and Mountain View Fire Rescue) will each contribute to pay for the Carbon Valley Emergency Management Coordinator. Benefits would be covered by Fredrick-Firestone FPD.

Chief Webb spoke to the need for filling this position and how it would benefit each of the five jurisdictions. This would allow all agencies to plan for large scale disasters in the Carbon Valley Area. Mountain View Fire Rescue would pay a fifth of the cost of the Carbon Valley Emergency Management Coordinator.

Chief Beebe stated this resource has been a need for years. The cost would be an estimated \$20,000.00 per year (equaling 1/5 of the cost).

President Parker would like to see annual information as to the value to our District but feels it would be a useful resource to fund. He asked for a motion to pass the Carbon Valley EOC IGA.

Director Christian moved to approve the IGA. Director McConnell seconded the Motion and it was unanimously approved.

J. Resolution to Ratify Exclusion of Shores on Plum Creek Annexations Nos. 1 and 2

Director McConnell moved to approve the Resolution to Ratify Exclusion of Shores on Plum Creek Annexations Nos. 1 and 2. Director Christian seconded the Motion and it was unanimously approved.

K. IGA with the Town of Mead

Chief Beebe provided an update on the IGA with the Town of Mead. Earlier this year, the staff and legal were directed by the Board to review the agreements between MVFRD and surrounding towns as to services provided.

Attorney Shearer reported on the proposed IGA that was presented at last month's Board meeting. The Town of Erie's IGA was used as a template to create the Town of Mead's IGA. The last signed IGA with the Town of Mead took place in 1999 and lacked some needed updates. Two main updates have to do with annexations of properties as towns grow and agreements to use one fire district. Attorney Shearer has provided language in the revised IGA to provide the necessary updates.

VII. OLD BUSINESS

President Parker directed staff to schedule a meeting with Frederick-Firestone.

Staff is looking into video conferencing so the public can access the Board meetings the following day.

VIII. BOARD MEMBER ITEMS

IX. REPORTS

A. Division Reports

ASSISTANT CHIEF KEITH LONG

- Emma Douglas will graduate from the Front Range Fire Consortium Fire Academy on December 8th.
- The announcement for internal applications to Paramedic School was sent out with a closing date of December 12, 2018. The program will start in June of 2019. (2018 Work Plan EMHS 18-4)
- Our most recent lateral Paramedics have completed their Field Instruction (FI) and have been release to independent duty.
- An assessment process will be completed on December 7th, lateral/new hire EMTs.
- 2019 EMS Protocols will be delivered in December EMS Trainings, updates and changes will be discussed with the membership.

- Initial training for the Peer Trainers will commence in December of this year. (2018 Work Plan HWP 18-2)
- The reimbursement for the EMTs grant has been submitted to the State of Colorado. This is for the purchase of the new Ferno platform for the ambulances.
- The new QA/QI procedures for EMS reports will begin a soft roll out as soon as we can get access from Zoll. (2018 Work Plan EMHS 18-3)

ASSISTANT CHIEF ROGER RADEMACHER

- Operations
 - Incident summary attached, December and Year end
 - Working with BC's and training on a tactical operations plan
 - Apparatus committees set for Quint, Tender and Type 6
- Fleet
 - Getting bids on new apparatus
 - Working on other districts use of facility
- Vista Property Sale
 - Received notice that property can go into Northern Water, waiting on court order to be completed
- Station 8 Bay Floor
 - Still in works, Jeff main contact
- Communications
 - Jeff and I working on, Jeff long range, I deal with immediate needs
- Finance
 - Working on financial items with Tonya.

ASSISTANT CHIEF JEFF WEBB

- Maintenance Facility – We received our approval from the Weld County Commissioners to move forward with the project. We have met with Elder Construction to start the final specification and value-engineering phase of the design. We are pricing out the cost/benefit of doing some site work for the fire station part of the project now, while crews are mobilized for the maintenance facility.
- Telestaff Project – The first round of database design is complete and we are starting the testing phase. Testing will include running our current scheduling process and payroll processes in parallel with Telestaff for a couple of pay periods to assure reduced risk. Go-live will be early January
- Accreditation – We have been working with the evaluation team to make corrections/improvements to our documentation. The site visit is tentatively scheduled for the week of December 9th.

FIRE MARSHAL DOUG SABA

- November has been a busy time of the year for the division. Interviews were held for the hiring of three more part-time community educators to assist in the community programs throughout the year. The need for our CPR classes has grown and the community groups are taking advantage of this great class.
- The Division continues to meet the needs of our community by offering several classes to update all the school educators with AED training in Mead, Niwot, Erie and Dacono.

- As an update: LuAnn is making progress on her recovery and we hope to see her soon in the office.
- In November 23, plans were received with 26 being reviewed in October. 23 plans were actually reviewed, with seven being carryover from October. The average turnaround time for plans review during the month of November was 12 days.

New Construction

- New Fedex facility – Annexation process complete – I-25 and County Road 34 Mead
- New Freeway Ford- Construction underway- I-25 and Hwy 52 SE corner Dacono
- New Maverick Gas Station – Permitted- I-25 and Hwy 52 SE corner Dacono
- New Storage Facility – U-Haul (4 story building) – I-25 and WCR 18 Dacono
- New McDonalds- Permit applied- Hwy 7 and Sheridan Erie
- United Power – Under construction- I-25 Frontage Road and WCR 20.5 Weld
- Tesla Coils- Completed – I-25 Frontage Road behind new United Power building

HR MANAGER MELISSA MEEHAN

- Open enrollment completed
- Conversations with non-exempt employees took place regarding the overtime and payroll changes for 2019
- Working on end of year processes with finance
- Revision of AOGs and Job Descriptions
- Coordinating leaves of absences/alternative duty/benefits (short and long term disability, return to work)
- Administration of workers comp claims
- Handling of employee investigations and employee relations issues
- Recruitment in progress

FINANCE DIRECTOR OLSON

- Due to the early date of the December meeting, November financial statements will be presented at the January Board meeting
- Finance staff is working with the District's FPPA representative to upload and pay back contributions by November 30th. An invoice for the interest penalty will be generated once the upload is complete. The financial obligation for the agreement should be completed in 2018.
- Accreditation team will be visiting with all divisions on December 10th – 13th
- New audit team will be on site on December 12th and 13th to get more familiar with the District and determine what will be tested during the audit
- Information about the change to the payroll cycle was provided to all employees on Target Solutions as a PowerPoint “training”
- Finance and HR division will be working heavily the week of December 28th – January 5th to set up new payroll cycle, employee rates, deductions, and all changes needed for 2019
- Still working with the TeleStaff project team to provide necessary information for payroll

- Finance staff is very busy with end of year tasks to close out the fiscal year and finalize the budget for 2019

CHIEF BEEBE:

- Staff has been working on preparing for the implementation of the TeleStaff scheduling system. Beta testing will occur in the next couple of weeks with a go-live date of January 6th.
- The District will be changing the payroll system the first pay period of January 2019. Currently, the system is paying forward; essentially paying for work that has not yet been completed. This system has many flaws and has exposed the District to some risk. We will be moving to a system, which pays in arrears, essentially paying for work completed. Finance Director Olson will be available at the Board meeting to answer any questions.
- Chief Webb has been working with the architect and Elder Construction to finalize the plans and contract for the maintenance facility. The contract will be presented at the January Board meeting for approval.
- The Apparatus Committee met with Rosenbauer to conduct a pre-construction meeting for the new aerial and other apparatus.
- Hiring interviews will be conducted the week of December 2. The District will have a vetted applicant pool to select from, should the Board approve the 2019 Budget and authorize the hiring of requested staff.
- Based on requests from Board Members, the Division report template will be reformatted. The goal is to have the first draft presented to the Board at the January Board meeting.
- The Accreditation Peer Assessor Team will be visiting the District December 9-13, and will be attending the Board meeting and the Staff meeting.
- Helped at the Chili with Santa event in Dacono.

X. EXECUTIVE SESSION

Director Christian moved to go into Executive Session at 7:50 p.m., to receive legal advice pursuant to C.R.S. Section 24-6-402(4)(b); to instruct negotiators pursuant to C.R.S. Section 24-6-402(4)(e); and to discuss Chief Beebe's Performance Evaluation pursuant to C.R.S. Section 24-6-402(f). Director McConnell seconded the Motion and it was unanimously approved.

Attorney Shearer certified for the Record that the matters to be discussed will involve advice of counsel and the recording device may be turned off.

The Board came out of Executive Session at 8:25 p.m.

XI. ADJOURNMENT

There being no further business to come before the meeting, Director McConnell moved to adjourn. Director Christian seconded the Motion and it was unanimously approved. President Parker adjourned the meeting at 8:55 p.m.

Respectfully submitted,



President

1-28-19

Date



Secretary

1-29-2019

Date