



**Board of Directors Regular Meeting  
August 15, 2023, at 6:00 pm  
Hybrid/Virtual: Zoom**

**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 on August 15, 2023, as an In-Person/Virtual Zoom meeting and was called to order by Director McConnell at 6:00 p.m.

b. Roll Call

The following Board members attended the meeting:

President McConnell, Director DeVenny, Director Whitlow, and Director Venrick

Director Whitlow moved to excuse Director Lathrop from the meeting. The motion was seconded by Director DeVenny and carried unanimously.

Other persons present were Chief David Beebe, Deputy Chief Sterling Folden, Administrative Specialist Cindy Wible, Director of Finance Tonya Olson, PIO Rick Tillery, and Legal Counsel John Chmil. Deputy Chief Jeff Webb arrived at the meeting at 7:22 p.m.

c. Pledge of Allegiance

d. Approval of Agenda

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

**II. PUBLIC/MEMBER PARTICIPATION**

None

### III. CONSENT AGENDA

Director Whitlow moved to approve the consent agenda, including the July 18, 2023, Regular Meeting minutes. The motion was seconded by Director DeVenny and carried unanimously.

### IV. REPORTS

#### a. Local 3214 Report

No report was received by the deadline.

#### b. Chiefs Reports

Chief Dave Beebe stated that the staff reports were in the packet and asked for any questions. He did add that the District had a retirement luncheon today for Senior Paramedic Randy Norris. There was a great turnout to celebrate Randy's 21 years of service.

Director DeVenny asked if there was any update on when we might get the Boulder County revenue numbers. Director of Finance Tonya Olson has not received any new information on when those might be available.

### NEW BUSINESS

#### a. July 2023 July Financials

Director of Finance Tonya Olson reviewed the July 2023 financials and took questions. After discussion, Director DeVenny moved to approve the July financials. Director Venrick seconded the motion, and was unanimously carried.

#### b. 2024 Budget Cycle

Ms. Olson reported that this 2024 Budget Cycle sheet was just a part of her board report. She has been doing this document every year but added it to the packet so the Board can see the timeline and deadlines during the budget cycle.

#### c. Wember Proposal-Owners Representation

Chief Beebe introduced Dan Spykstra, a Senior Project Manager at Wember, Inc. Wember Inc. is a company that manages capital projects. The District is looking to bring Wember on to be our owner's representative for the West Mead Station, a storage facility at maintenance, and a possible remodel or addition to the administration building. Wember's proposal is in the Board Packet to review and does include those three projects. Mr. Spyksta explained that Wember would help hire the contractor's architect and manage the projects. After discussion, **Motion:** Director Whitlow moved to approve the proposal from Wember. The motion was seconded by Director DeVenny and carried unanimously.

#### d. Oz Architecture Design Proposal

Deputy Chief Jeff Webb updated the Board that Oz Construction was part of a joint master plan for the proposed site. The District has participated with the Library District, the Fire District, and the Town of Mead to plan how to site different features on this

property. Oz Construction went through a competitive process and won that master planning section of the process. Deputy Chief Webb also stated that the District has a history with Oz. Oz Construction remodeled 4 of the stations for Rocky Mountain Fire, and Deputy Chief Webb worked with them in building the Headquarters for Boulder Rural Fire. Deputy Chief Webb then reviewed parts of the proposal from Oz. After discussion, **Motion:** Director DeVenny moved to approve the Oz Architecture Design Proposal. The motion was seconded by Director Venrick and carried unanimously.

## **V. OLD BUSINESS**

None

## **VI. BOARD MEMBER ITEMS**

**Action:** Director McConnell asked that staff put in the packets and on the agenda a preview of topics for the upcoming meetings. The October meeting will be the 2024 Budget Presentation and a work session in November will review that proposed budget. The November Board meeting will have an agenda item to review the Fire Chiefs Contract and 2024 renewal. The December meeting will consider adopting the 2024 budget and finalizing the Fire Chief Contact.

Director Whitlow asked about where we are in the Strategic Plan. Possibly talk about that in the November work session. **Action:** Director McConnell asked to poll the Board for a date for the November works session.

Director DeVenny asked when they could see a report on the 2023 Goals and Objectives status. Chief Beebe said he will have an update for the September meeting. **Action:** Director McConnell asked for a report on the Capital Outlay Projects. **Action:** Monday.Com report on the status of 2023 Goals and Objectives and Capital Outlay Projects. Director Venrick asked about the ladder being the most used piece of apparatus. Chief Beebe said he and Deputy Chief Folden are aware of that, and it is a cause for concern. They are working on a solution.

**Action:** Director McConnell asked that the Board packets include legislative information affecting the District. She also thanked members of the District. One of our partner agencies welcomed home a fallen firefighter, and all the way from DIA to the firefighter's home was a massive show of support, and the family appreciated it.

## **VII. EXECUTIVE SESSION**

Director Whitlow moved to go into Executive Session at 6:44 pm pursuant to Section. 24-6-402(4)(b) C.R.S. for purposes of consulting with legal counsel on current employee issues. It was seconded by Director DeVenny and carried unanimously.

Executive Session concluded at 7:31 p.m.

## **VIII. ADJOURNMENT**

There being no further business to come before the meeting, Director Whitlow moved to adjourn the meeting at 7:32 p.m. It was seconded by DeVenny and carried unanimously.

The preceding minutes are 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.

*Laura McConnell*

11 / 06 / 2023

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President, Laura McConnell

Date

*Cole Lathrop*

11 / 06 / 2023

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Board Secretary, Cole Lathrop

Date

## Action Items

### December 6, 2022

**Action:** Ed Siebert will present what he learned at the Commissioners Meeting in January.

**Action:** Director Bloom asked if Rick could send out information about when the different interviews and stories will be aired. **Emails will go out with information on upcoming interviews. Staff will also forward any links available.**

### January 10, 2023

None

### January 17, 2023

**Action:** Director DeVenny asked if the Board could receive an email when the date of the swearing-in ceremony is decided.

**Action:** Director DeVenny asked for a date that the district will receive the permits for Station 8. **Deputy Chief Webb sent this information via email.**

**Action:** Director McConnell asked for a timeline and trigger points that would illustrate when the need for a temporary station would be activated. **This information was emailed to the Board in January.**

### February 21, 2023

**Action:** Find a location in Mead for the 10<sup>th</sup> polling place. **Trying to contact Life Bridge Church to inquire if a polling place would be authorized.**

**Action:** We will update the schedule on the website and update the wording on the meeting notice. **Done**

### March 21, 2023

**Action:** PIO Rick Tillery will email the link for The Chief Corner Blogs to the Board. **Done**

**Action:** Send to Board May 26<sup>th</sup> Academy Graduation Ceremony Announcement. **Done**

### April 18, 2023

None

### May 16, 2023

**Action:** Director of Administration Pam Owens will get access to all Board Members to Teams so they can view the grievances that are posted. **Done**

**Action:** Pam will get the numbers from the 2020 mail-in election for Director McConnell. **Done**

**June 20, 2023**

None

**July 18, 2023**

**Action:** Ms. Owens also said she sent everyone the updated SDA Board Member Manual electronically.  
**Done**

**Action:** Pam to schedule CWPP presentation – **Upcoming**

**August 15, 2023**

**Action:** Director McConnell asked that staff put in the packets and on the agenda a preview of topics for the upcoming meetings.

**Action:** Monday.Com report on 2023 Goals and Objectives and Capital Outlay Projects status at the September meeting.

**Action:** Director McConnell asked to poll the Board for a date for the November works session.

**Action:** Director McConnell asked that the Board packets include legislative information affecting the District.

## Motions

### **January 10, 2023**

None

### **January 17, 2023**

**Motion:** Director Lathrop moved to accept the Engagement Letter with the revisions. The motion was seconded by Director McConnell and carried unanimously.

**Motion:** Director McConnell moved to approve Resolution 2023-1. The motion was seconded by Director Lathrop and carried unanimously.

**Motion:** Director Christian moved to waive the exclusion fee for the CDOT Mobility Hub in Firestone. The motion was seconded by Director Lathrop and carried unanimously.

**Motion:** Director Bloom moved to approve the Second Amendment to the Revised and Restated Employment Contract. The motion was seconded by Director Lathrop and carried unanimously.

### **February 21, 2023**

**Motion:** Director Lathrop moved to adopt the 2021 Edition of the International Fire Code with Consideration for Resolution 2023-2 Adopting and Amending the 2021 Edition of the International Fire Code. The motion was seconded by Director DeVenny and carried unanimously.

### **March 21, 2023**

**Motion:** Director Lathrop moved to approve the CDOT Exclusion Petition. The motion was seconded by Director DeVenny and carried unanimously.

### **April 18, 2023**

**Motion:** Director DeVenny moved to approve the supplemental funds for the 2022 Audit for the Medicaid Supplement. The motion was seconded by Director Lathrop and carried unanimously.

**Motion:** Director Bloom moved to approve the Erie Gateway South Annexation Inclusion. The motion was seconded by Director Lathrop and carried unanimously.

**Motion:** Director DeVenny moved to approve the Christian Promise Fellowship Exclusion. The motion was seconded by Director Lathrop and carried unanimously.

### **May 16, 2023**

None

### **June 20, 2023**

**Motion:** A roll call was done to approve the slate for the Officers for the Board of Directors and all were in favor, and the slate carried unanimously.

**Motion:** A roll call was made to approve the 2022 Draft Audit Report, and all were in favor; it carried unanimously.

**Motion:** Director Lathrop moved to approve unbudgeted funds for the new Assistant Chief of Operations position. Director Whitlow seconded the motion and carried it unanimously.

### **July 18, 2023**

**Motion:** Director Whitlow moved to approve the Irwin Thomas Exclusion. The motion was seconded by Director DeVenny and carried unanimously.

**Motion:** Director Lathrop moved to approve the Public Participation Meeting Process Change Considerations. The motion was seconded by Director Venrick and carried unanimously.

### **August 15, 2023**

**Motion:** Director Whitlow moved to approve the proposal from Wember. The motion was seconded by Director DeVenny and carried unanimously.

**Motion:** Director DeVenny moved to approve the Oz Architecture Design Proposal. The motion was seconded by Director Venrick and carried unanimously.



## **Glossary**

### **A**

AFG – Assistance to Firefighters Grant

Alpha Side – Front side of a structure

### **B**

Bravo Side – Left side of a structure

BVSD – Boulder Valley School District

### **C**

CBA – Collective Bargaining Agreement

Charlie Side – Back side of a structure

CORA – Colorado Open Records Act

CWPP – Community Wildfire Protection Plan

### **D**

Delta Side – Right side of a structure

### **E**

EMS – Emergency Medical Service

### **F**

FPPA – Fire and Police Pension Association

### **G**

### **H**

### **I**

### **J**

### **K**

### **L**

### **M**

MAFIT – Multi-Agency Fire Investigation Team

MVFR – Mountain View Fire Rescue

MVFPD – Mountain View Fire Protection District

**N**

NIST – National Institute of Standards and Technology

**O**

**P**

PERA – Public Employee’s Retirement Association

PIO – Public Information Officer

**Q**

**R**

RHS - Retiree Healthcare Savings

**S**

SDA - Special District Association

SSO - Single Sign On

SWAT - Special Weapons and Tactics

**T**

**U**

**V**

**W**

**X**

**Y**

**Z**