

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE MOUNTAIN VIEW FIRE PROTECTION DISTRICT NOVEMBER 20, 2017.

I. OPENING OF REGULAR MEETING.

A. Call to Order

The regular meeting of the Board of Directors of the Mountain View Fire Protection District was held at the Administration Building, 3561 N. Stagecoach Road, Longmont, Colorado, on November 20, 2017 and was called to order by President Scott Barcewski at 6:06 PM.

B. Roll Call

The meeting was attended by the following Board members: Scott Barcewski, Chad Christian, Tim Parker, Laura McConnell, and Colleen Whitlow.

Other persons present were: Chief Dave Beebe, Assistant Chief Roger Rademacher, Melissa Meehan, Doug Saba, Tonya Olson, Sean Flagg, Rick Shearer, Ben Carter, Twink Dalton, Mike Lee, Jim Leist, Randy Chase, Ben Fornier, Chris Ames, Sue Cullen, and Jay Quadracci.

C. Pledge of Allegiance

D. Approval of Agenda

Director Laura McConnell moved to approve the agenda, as written. Director Chad Christian seconded such motion, and it was unanimously approved.

II. PUBLIC/MEMBER PARTICIPATION

Captain Sean Flagg stated that an email was sent from the Local inviting MVFPD to the annual banquet on Dec. 9th.

III. CONSENT AGENDA

A. October, 2017 Meeting Minutes

Director Laura McConnell moved to approve the October 2017 regular meeting minutes, as written. Director Tim Parker seconded the motion, and it was unanimously approved.

IV. BOARD MEMBER ITEMS

V. ACTION ITEMS

A. September and October 2017 Financial Statements

Tonya Olson presented the financial statements for September and October 2017. She stated that the General Fund benchmark for the end of September is 25% remaining budget. The District was under budget in expenditures at the end of September with 32% remaining. The General Fund benchmark for the end of October is 17% remaining budget. The District was under budget in expenditures at the end of October with 24.8% remaining. This percentage does not take into account the amount of the transfer to the Capital Reserve Fund scheduled to happen later in the year. The adjusted

percentage of remaining budget at the end of October, reflecting the transfer, would be 19%.

Highlights from the month of September & October:

Worker's Compensation Insurance is anticipated to go over budget approximately 18% or \$133,000 by the end of the year due to two factors. First, the District's premiums increased 23% from our 2016 amounts. Secondly, due to a change in accounting methodology, two audit adjustments will be expensed in 2017. This is the only time this will happen as we switch from a cash basis accounting method to the accrual method.

Expenditures for overtime are running significantly over budget, but the District saw a very active Wildland season this year. Approximately, \$330,000 of the overtime cost is associated with Wildland call outs and will be reimbursed. After that is taken into consideration, overtime will still be approximately over budget \$150,000.

Director Tim Parker asked if an overtime policy has been established.

Chief Dave Beebe stated that the overtime issue has been better than in the past, and we have identified what the needs are. We are five heavy per shift as of now; based on seniority; pulling the ambulance out of Dacono has given us some flexibility for additional staffing to avoid overtime. Overtime review is a top priority. The "per unit" staffing is three per Engine and two per Ambulance.

Director Tim Parker moved to approve the September and October 2017 Financial Statements, as presented. Director Chad Christian seconded such motion. The September and October 2017 Financial Statements were approved.

B. Exclusion Hearing

Chief Beebe described the North Star Property that is requesting exclusion from MVFPD and there is no reason to deny the exclusion.

Director Colleen Whitlow moved to approve the North Star property exclusion. Director Chad Christian seconded such motion. A roll call vote was taken.

Director Laura McConnell voted in favor.
Director Chad Christian voted in favor.
Director Colleen Whitlow voted in favor.
Director Tim Parker voted in favor.
President Scott Barcewski voted in favor.

C. Authorization to sign SDA Pool Contract--Removed from Agenda

D. Resolution for Fund Balance and Reserve Policy

Tonya Olson asked if there were any questions about the resolution that was discussed at the last Board Meeting.

She stated that we are working to establish a fund balance policy that will provide security to the District.
The Capital reserve was used as a savings account, and has been changed to support Capital projects only.

A saving account needs to be achieved by adopting a fund balance policy in the General Fund.

The bare minimum is set to be 20% of revenues, it can be higher, but the Chief can authorize current year funds for open PO's and current contracts.

Committed fund balance can be anything that the Board directs as a specific purpose and wants to commit some funds for that purpose.

President Scott Barcewski asked if it has to be specific to Capital Reserve.

Tonya responded that it does not have to be.

Attorney Rick Shearer mentioned for the record, that Bob Feis reviewed the resolution, and we need to have a policy in place to carry money over to the following year.

Chief Beebe responded that we did not have a policy in place, and we cannot go below 20% without the Board's authorization.

Rick Shearer stated that the funds are needed to operate for the first 3 months.

There were discussions about the Budget, and how to fund the reserve. A roll call vote was taken.

Director Laura McConnell voted in favor.

Director Chad Christian voted in favor.

Director Colleen Whitlow voted in favor.

Director Tim Parker voted in favor.

President Scott Barcewski voted in favor

E. Approval of the 2018 Holiday Schedule

Chief Dave Beebe stated that this schedule has been the same since he has been at MVFPD.

Director Chad Christian moved to approve the holiday schedule. Director Laura McConnell seconded such motion, and it was unanimously approved.

F. Approval of the 2018 Regular Board and Pension Meetings Schedule.

Director Colleen Whitlow moved to approve the 2018 Regular Board and Pension Meetings Schedule. Director Laura McConnell seconded such motion, and it was unanimously approved.

G. Change the Name of MVFPD to MVFR

Chief Dave Beebe stated that the official name is MVFPD; however, a few years ago, the District started using MVFR. Attorney Rick Shearer will submit the name change to the court if the Board approves the request.

Director Chad Christian moved to proceed with name change. Director Laura McConnell seconded such motion. A roll call vote was taken.

Director Laura McConnell voted in favor.

Director Chad Christian voted in favor.

Director Colleen Whitlow voted in favor.

Director Tim Parker voted in favor.

President Scott Barcewski voted in favor

H. Audit Engagement Letter

President Scott Barcewski has discussed as a Board, best business practice, and will look into outside services to perform District audits.

Tonya Olson and Director Tim Parker believe that it is appropriate to solicit other agencies for 2018. The District has been using the same auditors for many years. Director Tim Parker recommended submitting an RFP for an auditor after the audit is complete.

Director Tim Parker moved to move forward with hiring firm by Tonya with the caveat to solicit other firms following the audit. Director Colleen Whitlow seconded such motion and it was unanimously approved. A roll call vote was taken.

Director Laura McConnell voted in favor.
Director Chad Christian voted in favor.
Director Colleen Whitlow voted in favor.
Director Tim Parker voted in favor.
President Scott Barcewski voted in favor

I. Approval of the Board Travel Policy Amendment Bylaws

Rick Shearer presented the first draft to the First Amendment of the February 24, 2014 Bylaws to change compensation to the Board to be a \$100 a meeting, the statutory maximum. It also addresses actual expenses for approved meetings, and conferences.

Attorney Rick Shearer asked for a motion to approve the First Amendment to the February 24, 2014 Board Bylaws with the revision of the written draft that was distributed to the Board prior to the meeting.

There were discussions regarding what meetings are authorized, and how they can be changed if needed.

Director Chad Christian moved to approve the Board travel policy Amendment Bylaws
Director Laura McConnell seconded such motion, and it was unanimously approved. A roll call vote was taken.

Director Laura McConnell voted in favor.
Director Chad Christian voted in favor.
Director Colleen Whitlow voted in favor.
Director Tim Parker voted in favor.
President Scott Barcewski voted in favor

VI. Reports

A. Second Draft of the 2018 Budget

Tonya Olson presented a power point presentation of the 2018 Budget updates.

We are waiting on official numbers from two other Districts; we do not have Captain wages as of today.

She reported that Health Insurance premiums increased 15%, and changing coverage options to allow employees the option to buy up. Dental stayed the same.

Chief Dave Beebe mentioned there might be an HSA option.

Chief Beebe discussed that Keith went to Dr. Rush employer, and will pay 50% of his salary. There are QA/QI issues that need addressed.

Twink spoke of needing QA assistance. Chief Beebe stated that we are paying overtime to get these tasks completed and we didn't have the manpower to dedicate a person for Targeted Remediation i.e.: go on calls and review new equipment. The EMS Division would like to hire a dedicated person for these tasks.

President Scott Barcewski asked, "Why does a Captain need to be hired?"

Chief Beebe discussed why a Captain would be the best choice, due to pay and rank, must be a paramedic, this will alleviate OT. Job description of a Captain allows them to fill other positions.

Director Tim Parker asked if there would be a down side to hold off for 6 months. How can we sustain if revenue isn't there?

Chief Beebe answered that we would get by; cuts have been made to accommodate the payroll.

Director Chad Christian has been involved in creation of a new position like this in another place, he would like to see it happen sooner than later.

Director Laura McConnell agrees with Director Chad Christian. Twink stated that we are paying overtime to maintain equipment, disposal of equipment, and narcotic inventory.

President Scott Barcewski suggested hiring three Lieutenants, not one Captain.

Twink Dalton asked, "How are we going to pay for that?" We have a lot of talented people willing to step up. Chief Beebe indicated that no action is needed tonight, but will continue to discuss options.

Tonya Olson continued with the budget updates, and stated that we do not have official numbers from SDA, but could be a savings of over \$173,000. We are still waiting to obtain some of the numbers from them. We are proposing to transfer \$1million to capital reserve; 29% still higher than the resolution. Bottom line without workers comp changes, for the Final Budget to be \$169,000.

B. Oral/Written Division Report

Chief Roger Rademacher discussed the Anadarko property in RE process, the property is ours in Mid-December. The Town of Erie reviewed site plans, and Chief Rademacher will meet with Weld County Planning & Building Division. Terracon & Roche walked through station 8, and will provide options.

Fire Marshal Doug Saba reported that Jody Miller is developing program to do online plan review; there is a lot of growth in the future.

Director Laura McConnell thanked Jody and staff for organizing the promotional ceremony.

Chief Beebe reported that we will have a final bid from the SDA Pool in December, and we will make a decision.

VIII. BOARD MEMBER ITEMS

President Scott Barcewski added a Thank you to anyone involved with the Promotional Ceremony.

VII. EXECUTIVE SESSION

Director Colleen Whitlow moved to adjourn to Executive Session for the purpose of negotiations pursuant to Section 24-6-402(4) (e), C.R.S. Director Laura McConnell

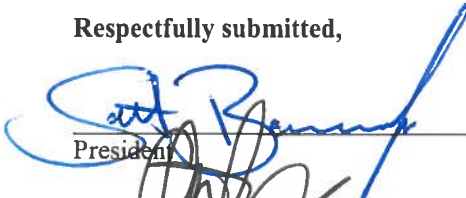

seconded such motion, and it was unanimously approved to adjourn to Executive Session at 7:46 PM
Executive Session was adjourned at 9:25 PM.

Director Chad Christian moved to reconvene the regular meeting. Director Laura McConnell seconded such motion, and it was unanimously approved to reconvene at 9:25 PM.

VIII. ADJOURNMENT

There being no further business to come before the meeting, Director Colleen Whitlow moved to adjourn. Director McConnell seconded such motion, and it was unanimously approved to adjourn the meeting at 9:26 PM.

Respectfully submitted,

 _____ President	<u>1/22/18</u> Date
 _____ Secretary	<u>1/22/18</u> Date