



MINUTES

Board of Directors Meeting February 25, 2019 3561 N. Stagecoach Road Longmont, CO 80504

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, February 25, 2019, at 3561 N. Stagecoach Road, Longmont, CO 80504 and was called to order by President Parker at 6:00 P.M.

B. Roll Call

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

Director Christian moved to excuse Director Whitlow from the meeting. Director McConnell seconded the Motion, and it was unanimously approved.

Other persons present were Chief Beebe, Assistant Chief Rademacher, Assistant Chief Webb, Assistant Chief Long, Finance Director Olson, attorneys Rick Shearer and Joan Fritsche, Local 3214 President Sean Flagg, Fire Marshal Saba, HR Manager Meehan, Firefighters Arnold and Carter, and Executive Assistant Dexter, representatives of Architecture West and Elder Construction.

C. Pledge of Allegiance

D. Approval of Agenda

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

II. PUBLIC/MEMBER PARTICIPATION

Community Outreach Coordinator Michelle White introduced Sally Tower and Alexandra Fabrizio, new Community Outreach employees to the Board.

III. CONSENT AGENDA

A. January 28, 2019 Meeting Minutes

Director Christian moved to approve the minutes from the January 28, 2019, regular Board meeting, as presented. Director McConnell seconded the Motion, and the Motion was unanimously approved.

IV. PRESENTATIONS

A. Local 3214

Local 3214 President Flagg presented a Resolution to the Board on behalf of the Local. The proposed Resolution sets forth what the Local believes should be the rights of full-time firefighters in the Bargaining Unit. He addressed issues related to Senate Bill 13-25 and spoke about upcoming negotiations for a new Collective Bargaining Agreement. Chief Beebe stated that the negotiation process would begin in early June.

President Flagg also advised the Board that the Local has concerns about the Nepotism policy that was approved at last month's Board meeting. The Local would like the Board to consider revising the policy.

V. ACTION ITEMS

A. December 2018 Preliminary Financials (Unaudited)

Finance Director Olson presented the December 2018 Preliminary Financial Reports for the Board's approval. Ms. Olson highlighted the following:

- The General Fund budget was spent with 4% remaining of the expenditure budget.
- The total of the District's combined fund balance increased by \$655,980.
- The Capital Reserve Fund was down by \$2.1 million.
- The General Fund increased \$2.7 million
- The fiduciary Pension Fund was spent down \$290,828 in 2018.
- The General Fund has a balance of \$6 million of budgeted expenditures at the end of 2018.

Director McConnell moved to approve the December 2018 Preliminary Financials (unaudited) Director Christian seconded the Motion, and the Motion was unanimously approved.

A roll call vote was taken.

Director Christian voted in favor.
Director Osborn voted in favor.
President Parker voted in favor.
Director McConnell voted in favor.

B. Rosenbauer Apparatus Contracts

Chief Rademacher stated the Apparatus Committee finalized the specifications for two Rosenbauer Kenworth FX Tenders in the amount of \$287,561 each. Once the District and Rosenbauer sign the Agreement, Rosenbauer will have 400 days to deliver the Apparatus.

Legal counsel has reviewed the Rosenbauer contract.

Director McConnell moved to approve the Rosenbauer Contracts. Director Christian seconded the Motion, and the Motion was unanimously approved.

A roll call vote was taken.

Director Christian voted in favor.
Director Osborn voted in favor.
President Parker voted in favor.
Director McConnell voted in favor.

VI. OLD BUSINESS

A. Employee Holidays

President Parker summarized the Board's review of the District's paid holiday schedule. Chief Beebe suggested putting the adopted holiday schedule into the Employee Handbook, instead of having an AOG.

Director McConnell moved to approve the current Employee holiday schedule and include it in the Employee Handbook, which is currently being revised by District Staff. Director Christian seconded the Motion, and the Motion was approved.

A roll call vote was taken.

Director Christian voted in favor.
Director Osborn voted in favor.
Director McConnell voted in favor.
President Parker voted against.

VII. BOARD MEMBER ITEMS

Director McConnell reported that Anytime Fitness, a new workout facility is opening in Mead. She extended an invitation to attend the ribbon cutting ceremony.

VIII. REPORTS

A. Division Reports

Assistant Chief Rademacher:

- Operations-
 - Incident summary for January attached.
 - Working with BC's and training on a tactical operations plan.
 - Meetings with neighboring departments reference opportunities to work together.
 - Regular contact with BVFC.
- Fleet –
 - Getting bids on the new tenders.
 - Finalizing contracts on the new Aerial and Brush trucks.
- Vista Property sale –
 - New Vision Homes continues to move forward toward closing the purchase. New Vision is waiting for approval of some of the entitlements by the Town of Erie.
- Communications
 - Dual CAD working, meeting regularly with crews to keep on top of issues.
- Finance
 - Issue PO's.

Assistant Chief Long:

- The new AeroClave decontamination system for District apparatus and Stations has been deployed and in-service, and two additional systems are on order.
- Two members have been selected to attend paramedic school this summer. The program will begin in June of 2019.
- Six new members have started their two-week internal academy; five laterals will start on shift the week of February 25th.
- One Firemedic will begin the FRFC on February 25, 2019.
- Reimbursement for the Ferno INX platform has been submitted to the State.
- The new QA/QI procedures for EMS reports training will occur at the end of February for our Field Instructors.
- The crews are authorized to workout at the new Anytime Fitness facility in Mead.
- Thanks to Sean Flagg, Barb Foster, and Bill Schmanski for helping with the new hire process.

HR Manager Mellissa Meehan:

- Working on proposed revisions to the Employee Handbook.
- Onboarding and orientation for six new hires.
- Created 2018 year-end HR Report.
- Coordinating Leaves of Absences/alternative duty/benefits (short & long-term disability, return to work, etc.).
- Administration of Workers' Compensation claims and coordination of return to work.
- Employee investigations and employee relations issues.
- General HR work-responding to employee requests, addressing employee concerns, and administering payroll and benefit changes.

Finance Director Tonya Olson:

- Finance staff is getting ready for the 2018 financial audit.
- Deliverables to the new audit firm on February 28th.
- The EMS coordinator at SCL Good Samaritan Medical Center informed staff that Mountain View Fire was selected as a recipient of a \$5,000 donation for "community benefit". Money has not yet been received.
- Prepaid for the District's workers' comp and general liability insurance to the CSD Pool for the year of 2019. This is a prepaid expense.
- Continuing to fine tune the Telestaff implementation with payroll to ensure the data can be relied on to pay employees correctly.
- Nearly have the process complete for accepting credit cards for payment to the District.
- The web portal with our list of services has been completed, and will train staff and ambulance billing company on its use

Assistant Chief Webb:

- Maintenance Facility – The project continues, albeit slower than anticipated, due to some issues with the site.
- Telestaff is fully implemented for staffing but not quite ready for payroll.
- Accreditation – We have signed a contract with Fitch and Associates to create a new strategic plan and standard of cover for the District.
- Attending the CPSE Excellence Conference in March.

Assistant Chief Webb, Architect Steve Steinbicker, and two representatives from Elder Construction requested the Board approve an increase of the new Maintenance Facility budget from \$4 million to \$5 million, including all amounts spent to date, and explained the reasons why the additional funding is being requested, including adding an additional engineered slab due to expanding soils concerns.

The geotechnical report shows that there is a high probability for movement of the soils. The geotechnical engineer is working with our civil and structural engineers to minimize the potential for damage to the building over the long term. Much of the increased cost of the project is due to a strong recommendation that the District incorporate an engineered flooring solution. The general contractor is re-pricing three different flooring systems. Assistant Chief Webb is requesting the increase in the project Budget prior to finalizing the details of the floor and the cost.

Attorney Shearer is drafting a contract between Architecture West and the District using an AIA B101 form, modified to include the work performed. He is also preparing a Resolution to approve the Architecture West contract. The Resolution will include ratification of the amounts paid to Architecture West before the written contract was executed.

Attorney Shearer asked representatives from Elder Construction and Architect West how the new Maintenance Facility project will be managed.

Mr. Steinbicker stated that the RFP for the general contractor, Elder Construction is a CMGC (construction manager general contractor at risk). They provide a lump sum maximum dollar amount and they will be managing the sub-contractors. The guarantee maximum price \$4,515,945 with a 5% contingency.

Mr. Steinbicker stated that he and Elder Construction work together as a "design-build assist". His responsibility is to be on site approximately once a week. He will be looking at change orders, pay requests, construction schedules, and ASI (architectural supplemental information).

Attorney Shearer asked what responsibilities a Third Party Project Manager and Owners' Representative would have that are not going to be covered by Elder and Architecture West. Mr. Steinbicker stated that the architect's primary role will be reviewing change orders, pay requests, and scheduling sub-contractors, and that he and his staff will be working closely with the District (Chief Webb) and Elder, and that the District's interests will be primary.

Elder Construction representative, Justin Robinson, stated that the Site Superintendent would be on site from day one until the completion of the project. He discussed the job roles and functions of Elder and Architecture West. Mr. Robinson and Mr. Steinbicker assured the District that they will work together to protect the interests of the District if the Board does not hire a third-party Owners' Representative for the project. Mr. Shearer advised Mr. Steinbicker of Architecture West, and Mr. Robinson of Elder Construction, that he would include a provision in both contracts that confirmed the assurances they gave the Board.

Mr. Robinson also noted that Elder provides a two year warranty for agreed upon terms in the contract.

Director Christian moved to approve an increase in the new Maintenance Facility budget to a total not to exceed \$5 million. Director McConnell seconded the Motion, and the Motion was approved.

A roll call vote was taken.

Director Christian voted in favor.
Director Osborn voted in favor.
President Parker voted in favor.
Director McConnell voted in favor.

IX. EXECUTIVE SESSION

Director McConnell moved to go into Executive Session at 7:45 p.m. to receive legal advice, pursuant to C.R.S. Section 24-6-402(4)(b), and for formulating the District's position regarding the upcoming CBA negotiations, and to instruct the District's negotiators and legal counsel regarding the Architecture West and Elder contracts for the new Maintenance Facility pursuant to C.R.S. Section 24-6-402(4)(e). Mr.

Shearer also noted the Executive Session would include legal advice concerning potential litigation related to an employment issue. Director Christian seconded the Motion, and the Motion was unanimously approved.

Mr. Shearer also certified for the record that all matters discussed in Executive Session would include advice of legal counsel and the recording device could be turned off.

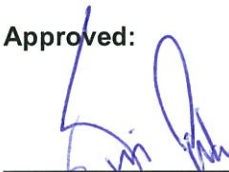


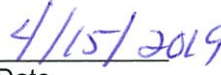
The Board came out of Executive Session at 9:35 p.m.

X. ADJOURNMENT

There being no further business to come before the Board, Director McConnell moved to adjourn. Director Christian seconded the Motion and the Motion was unanimously approved.

President Parker adjourned the meeting at 9:40 p.m.

Approved:

	
_____ President	_____ Date
	
_____ Secretary	_____ Date