

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF
DIRECTORS OF THE MOUNTAIN VIEW FIRE RESCUE DISTRICT
JUNE 18, 2018**

I. OPENING OF REGULAR MEETING.

A. Call to Order

The regular meeting of the Board of Directors of the Mountain View Fire Rescue District was held at the Administration Building, 3561 N. Stagecoach Road, Longmont, Colorado, on June 18, 2018 and was called to order by President Tim Parker at 6:12 PM.

B. Roll Call

The following Board members attended the meeting: Tim Parker, Chad Christian, Laura McConnell, Harold Osborn and Colleen Whitlow.

Other persons present were Chief Beebe, Assistant Chief Rademacher, Assistant Chief Long, Tonya Olson, Melissa Meehan, Doug Saba, Attorney Rick Shearer, Starr Aldrich, and Martha Dexter.

C. Pledge of Allegiance

D. Approval of Agenda

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

**II. PUBLIC/MEMBER PARTICIPATION
NONE**

III. CONSENT AGENDA

A. May 21, 2018 Meeting Minutes

Director Colleen Whitlow moved to approve the May 21, 2018 regular meeting minutes, as written. Director Laura McConnell seconded such motion, and it was unanimously approved.

IV. ACTION ITEMS

A. May 2018 Financial Statements

Tonya Olson presented the financial statements for May 2018. The District has spent 36% of the general fund, and 37% of the capital reserve budget.

The benchmark for the general fund expenditures at the end of May is would be 58% if spread evenly, with 64% remaining.

We have collected approximately 80% of our property taxes which is typical for the cycle.

Capital reserve expenditures went up from 19% to 37% due to the purchase of two new ambulances.

President Tim Parker asked for a motion to approve the May 2018 Financial Statements.

Director Chad Christian moved to approve the May 2018 Financial Statements, as presented. 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 Harold Osborn voted in favor.

Director Colleen Whitlow voted in favor.

President Tim Parker voted in favor.

The May 2018 Financial Statements were approved.

B. Board Approval for Chief Signing Contracts

C. Board Approval for Moving Line Items

Chief Dave Beebe and Attorney Rick Shearer presented a resolution and an AOG regarding the Chief's authority to sign contracts.

Attorney Rick Shearer described how SDA statutes are written to say that the Board must approve all contracts. Instead of bringing every contract to the Board, possibly give the Chief the authority to approve contracts that meet specific properties. Our "by-laws" echo the statute. Attorney Rick Shearer recommended setting a limit such as \$50,000, as long as this amount is covered in the budget, and creating an AOG to clarify how the contracts should be handled. The AOG will give the Chief the expectations he should follow to approve contracts.

Director Colleen Whitlow moved to approve moving line items and the Chief to sign contracts up to \$50,000. Director Chad Christian seconded such motion, and it was unanimously approved.

D. Board Approval of Request for Proposal (RFP) for Audit Services.

Tonya Olson stated that the District is requesting proposals from qualified firms for audit services. She explained the requirements of the proposal and the deadline is July 20, 2018.

Tonya received seven recommendations from other fire districts and with the Boards approval, she will send RFP's to those firms. The RFP was also posted on the SDA member site classifieds.

Director Chad Christian asked if there is a limit on how many years

Tonya answered that there is a statement in the proposal that the offer is for the fiscal year 2018 engagement, and with possibility of a 3 yr. extension at the Board's discretion.

The Board agreed it would like to see the top three firms recommended by staff after all proposals are scored.

Director Colleen Whitlow moved to approve the RFP for Audit Services. Director Chad Christian seconded such motion, and it was unanimously approved.

E. Exclusion Hearings

1. Lot 1 of the Silvers Minor Subdivision-Town of Frederick, Weld County
2. Lot 2 of the Silvers Minor Subdivision-Town of Frederick, Weld County

President Tim Parker opened the public hearing for the exclusions of the above-mentioned properties. There were no comments from the public, and President Tim Parker closed the hearing.

Director Chad Christian moved to exclude lots 1 and 2 of the Silvers Minor Subdivision from MVFRD. Director Laura McConnell seconded such motion, and it was unanimously approved.

V. REPORTS

A. Division Reports

Melissa Meehan

- Revision of AOG's
- Research on Telestaff, demo on June 14
- Continue to work on Kronos implementation
- Coordinating Leaves of Absences/alternative duty/benefits (short and long-term disability, return to work, etc.)

- General HR
- Community Outreach Assistant interviews took place on June 11
- Assistant Chief- a conditional offer has been made

Fire Marshal Doug Saba

- In May, 50 plans were received, with 43 being reviewed
- Average turnaround time for review in May was 6 days

New Business/Construction

- Alexander Dawson – New Dining Hall- Completed this month
- New Sonic to start Highway 7 in King Parking lot
- Second Dental Office on Hwy 7 final this week
- New Commercial buildings at Erie Airport
- Mead Town Center still under construction
- Remodel to several warehouses on Dry Creek Road in Niwot (Night Eyes, Niwot)
- Final inspection and opening of Dispensary on Main Street and 119 (MVFRD District)

May Events

- 5/4, CPR/First Aid for Town of Erie Recreation
- 5/7, Safety Storytime
- 5/10-11, Hands Only CPR for Niwot High School
- 5/12, Family & Friends CPR & Stop the Bleed
- 5/14, Hands Only CPR for Erie Boy Scouts
- 5/17, Niwot Kindergarten Station Tour
- 5/18, Meadowlark Mingle
- 5/19, Erie Town Fair

June Events

- 6/6, Pet CPR w/Left Hand Animal Hospital
- 6/16, Heartsaver CPR & First Aid
- 6/23, Canyon Creek Block Party
- 6/25-28, Kids Academy

Additional Notes

- Teaching car seat technician class at FRFC June 13-15
- Conducting interviews for Community Outreach Assistants June 11
- Working with Town of Mead on planning for Mead Community Days
- Working with Town of Erie / Colorado National Golf Club on planning for July 3 Extravaganza.

Assistant Chief Keith Long

- One of the new ambulances is in service at Station 6
- Second new ambulance will be in service next week
- Weld and Boulder Counties will have to inspect both new ambulances
- No update on the Grant for the Ferno cots
- Strategic Plan updates

- Vendor cost containment initiative, saved \$11,000 on Zoll Maintenance Contract
- Biohazard usage
- EMS trainings, Frederick-Firestone Fire has attended

Assistant Chief Roger Rademacher

- Presented a draft drawing of the new maintenance facility.
- Large facility, 20,000 sq. ft., to expand into a Fire Station in the future.
- Will hold EMS supplies and Quarter Master.
- Designed to build in phases, depending on funding.
- Permitting obtained for both Maintenance and Fire Station now.
- Storage area in Mead will have to be reviewed later to possibly eliminate.
- Vista Property update: working with Hearst to get final authorization. Looking to possibly close on the property this year.
- Property from Anadarko has been excluded from Frederick-Firestone.

Sean Flagg, President of Local 3214

- Will bring a proposal to the Chief to bring honor guard in house.
- Chief Dave Beebe attended the Honor Guard Graduation, and stated it was very impressive.
- Director Laura McConnell thanked and Congratulated Megan Thyfault and John Brooks for attending the honor guard and being dedicated.

Chief Beebe

- Laura thanked Max and John for helping out at the tanker base.
- July 2nd – Assistant Chief Roger Rademacher will be taking over operations and Assistant Chief Jeff Webb will be taking over administration.
- A public task-force meeting was held 3 weeks ago regarding the possibility of a mill levy on November’s ballot. This is research only, there have been no decisions made. Approximately 20 community members attended, and we had positive feedback overall.
- Working on the 2019 Budget
- Chief’s Long and Beebe have accepted positions with the Boulder County Type 3 Incident Management Team as Incident Commanders
- The District has two crews and a single resource deployed on wildland fires. One crew is on the 416 fire in Durango and another crew is on a fire in Utah. Assistant Chief Keith Long is with IMT

Sean Flagg mentioned that the Union has a different method than the consultant. Members need to be kept involved, and meet with consultant sooner than later. The last time the District went out for a mill levy, we utilized the Locals resources and some of the promises were not upheld. The more information Sean can give to the Local members the better.

Attorney Rick Shearer brought up the fact that this is still in the research phase. The money we are spending now is for research only. When the time comes, we will give the information to everyone to work together.

President Tim Parker asked a question on Gallagher and the difference of messages going out. Will it be confusing to voters?

Attorney Rick Shearer stated that the message is trying to ask that we do not get more money, just to not lose money. If the appearance of greed comes in you may lose money. A statewide message is very important.

VI. BOARD MEMBER ITEMS

Director Chad Christian: Thanked Sean Flagg and Union regarding the Westminster firefighter death. He also thanked everyone who responded to the call at his home, and was able to see the professional attitudes and care that was given.

President Tim Parker: The Board discussed having representatives to sit in on community meetings, Chief Dave Beebe will follow up on this. He talked about the Budget, and any items over 3% please include an explanation. This will help connect the Strategic Plan and ESCI study.

Chief Dave Beebe and Assistant Chief Roger Rademacher met with Helen in Mead to review growth, and review the URA. Director Harold Osborn will be Director Laura McConnell's alternate for the Mead URA.

VII. EXECUTIVE SESSION

Director Colleen Whitlow moved to adjourn to Executive Session for the purpose of legal counsel pursuant to C.R.S. Section 24-6-402(4)(e) and (b). Director Laura McConnell seconded such motion, and it was unanimously approved to adjourn to Executive Session at 7:35 PM.

President Tim Parker asked the board to approve the purchase of business cards for the Board of Directors.

Colleen Whitlow motioned to approve the purchase of business cards Director Chad Christian seconded such motion, and it was unanimously approved.

VIII. ADJOURNMENT

There being no further business to come before the meeting, Director Colleen Whitlow moved to adjourn. Director Chad Christian seconded such motion, and it was unanimously approved to adjourn the meeting at 9:20 PM.

Respectfully submitted,



President

7-16-2018
Date



Secretary

7-16-2018
Date