



**Board of Directors Regular Meeting
July 18, 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 July 18, 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 Lathrop, and Director Whitlow

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

Director Venrick arrived at the meeting after the motion was carried.

Other persons present were Chief David Beebe, Deputy Chief Sterling Folden, Director of Administrative Services Pam Owens, Director of Finance Tonya Olson, PIO Rick Tillery, and Legal Counsel John Chmil.

c. Pledge of Allegiance

d. Approval of Agenda

Director Whitlow moved to approve the agenda, moving item D to the top of the New Business section. The motion was seconded by Director DeVenny and carried unanimously.

II. PUBLIC/MEMBER PARTICIPATION

L3214 President, Ben Carter, reported on the written report he emailed to the Board.

III. CONSENT AGENDA

Director Whitlow moved to approve the consent agenda, including the June 20, 2023, Regular Meeting minutes. The motion was seconded by Director Lathrop and carried unanimously.

IV. REPORTS

Chief Dave Beebe stated that the staff reports were in the packet and asked for any questions.

Director Whitlow asked Chief Beebe about the grant that Mountain View received. Chief Beebe said the grant was \$100,000.00 to cover the Community Wildland Protection Plan (CWPP) development. This is something that Assistant Chief Long has been working on and should cover most of the cost of the program. The CWPP will cover the entire District and work in conjunction with Boulder County.

Director DeVenny asked if the board would receive a presentation on the CWPP. Chief Beebe will have that for them in the upcoming months as it's developed. **Action:** Ms. Owens will schedule the CWPP presentation.

Director McConnell asked about staffing for the Community Outreach Program. Chief Webb is currently at a conference, but Chief Beebe reported that some of the previous Outreach personnel had been brought back and could cover most of the events for the last couple of months. Chief Beebe will meet with Deputy Chief Webb and Community Outreach Coordinator Julia Dumond in the next few weeks to discuss her department staffing plan.

Director Lathrop asked about the current staffing situation. Deputy Chief Folden updated that the district is about six positions short and will hire at least six in the upcoming academy.

Chief Beebe gave a presentation regarding the district's current turnover rate to address concerns from Local 3214. According to the Human Resources Director of America study, Mountain View's current turnover rate is 4.63%; 10% or less is considered healthy for employee turnover in a district of our size. As for the specific reasons for the turnover, Chief Beebe attributes it to a variety of reasons, including retirements, medical retirements, voluntary resignations, and misconduct or performance issues. He reiterated that Administration does monitor the turnover rate and doesn't see this as an issue.

NEW BUSINESS

a. Public Hearing-Exclusion Petition for Irwin Thomas Annexation

President McConnell opened the Public Hearing on the Irwin Thomas Annexation at 6:23 pm. Chief Beebe reported that Staff has reviewed the petition to ensure it meets all the criteria and finds no reason to deny the exclusion. Representatives from Irwin Thomas were present to take any questions. There being no questions, President McConnell closed the Public Hearing at 6:24 pm. **Motion:** Director Whitlow moved to approve the Irwin Thomas Exclusion. The motion was seconded by Director DeVenny and carried unanimously.

b. June 2023 District Financials

Director of Finance, Tonya Olson, reviewed the June financials. She reported that the district is about halfway through the year, 50% of the budget is approximately what should be remaining, and we are currently at 57%. She added that the 2022 Audit had been completed, and the carry-over was loaded into the capital reserve account. After discussion, Director DeVenny moved to approve the June 2023 District Financials. The motion was seconded by Director Lathrop and carried unanimously.

c. Board Member 101

Legal Counsel John Chmil conducted a new board member orientation, the Do's and Don'ts for the new board members, and a review for existing members. After the presentation, Legal Counsel took questions. Ms. Owens reminded the board that the updated SDA Board Member Manual was emailed to them earlier in the month.

d. Public Participation Meeting Process Change Considerations

Director McConnell and Administrative Services Director Pam Owens discussed a proposed new process and rules for Board meeting Public Participation. Currently, the Public Participation section of the meeting is for comments made by individuals or groups to the board with no discussion. President McConnell had discussions with Local 3214 President Ben Carter and is requesting to change the format so the Local will be given a chance to present to the board in the reports section of the agenda. This will allow for discussion. Ms. Owens presented a Rules and Procedures for Public Comment document for the Board to consider. These changes will occur at the August meeting. After discussion, **Motion:** Director Lathrop moved to approve the Public Participation Meeting Process Change Considerations. The motion was seconded by Director Venrick and carried unanimously.

e. Work Session Schedule for 2023

Director McConnell discussed scheduling work sessions with the Board to review upcoming events and topics that may need some education or lengthy discussion by the board. She suggested having two work sessions before the end of the year. She asked Board members to send dates for August and November to Ms. Owens. Director McConnell asked the Board to send ideas for topics to review at the work sessions. Chief Beebe asked that Retirement Health Insurance and Savings be the first topic that the Board discusses. He would like this subject addressed and possible options for consideration in the 2024 budget.

V. OLD BUSINESS

None

VI. BOARD MEMBER ITEMS

Director DeVenny attended First Friday in Superior. She attended The 4th of July Event in Superior and the retirement luncheon for Paul Gransee. She also finished her ride-along with Station 3 (Mead) and commended the crews for their work on accidents on I-25.

Director Whitlow and staff will attend the Special District Association (SDA) conference in August. She also asked about getting pictures and meeting more of the crews. Chief Beebe updated the board that Rick Tillery is finishing up a photo project with pictures of all staff and should have that out soon.

Director McConnell gave her thanks to Paul Gransee and Randy Norris for their years of service and congratulations to Dane Rafferty for his promotion to Engineer. She thanked PIO Rick Tillery for all his work on the district's social media outlets.

EXECUTIVE SESSION

Director Whitlow moved to go into Executive Session at 7:14 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 Lathrop and carried unanimously.

Executive Session concluded at 9:55 pm.

VII. ADJOURNMENT

There being no further business to come before the meeting, Director Whitlow moved to adjourn the meeting at 9:57 p.m. It was seconded by Director Lathrop 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.

<i>Laura McConnell</i>	08 / 30 / 2023
_____ President, Laura McConnell	_____ Date

<i>Cole Lathrop</i>	08 / 23 / 2023
_____ Board Secretary, Cole Lathrop	_____ Date

Action Items

December 6, 2022

Action: Ed Siebert to 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 on.

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 10th 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 26th 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**

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.

Glossary

A

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

S

SDA - Special District Association

SWAT – Special Weapons and Tactics

T

U

V

W

X

Y

Z