

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE MOUNTAIN
VIEW FIRE RESCUE DISTRICT
JULY 16, 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 6:05 p.m.

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 Long, Chief Jeff Webb, Tonya Olson, Melissa Meehan, Doug Saba, Sean Flagg, Chad Rademacher, Ben Carter, Paul Nilles, Attorney Rick Shearer, and a Rep from Feis and CO.

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

Paul Nilles from the Town of Mead, lives in our District. He stated that he is concerned with property tax increases; the mill levy amount is a 40% increase. He believes the district will receive more money from oil in gas. He described the front line equipment to be in good shape, and the oldest piece of equipment is eight years old. The specialty and brush truck however will need replaced.

He encouraged the Board to wait until we have final numbers from both Boulder and Weld Counties before we decide to confirm a mill levy number.

Director Harold Osborn thanked Mr. Nilles for taking his time and we appreciate his input.

Mr. Nilles asked if the Board has made a decision on the proposed ballot item for the November 2018 election.

President Tim Parker informed him that we hired a consulting firm to do research on a mill levy, and we should have results at the end of August.

Attorney Shearer explained that we must submit a notice to the Counties as a placeholder.

President Tim Parker stated that we receive property taxes in arrears. These "reserves" are dedicated to fund the core operations for the first three months of the year. We struggle with TIF's and growth.

Attorney Shearer commented that with growth brings the need for more services; it brings revenue, but it also requires more stations, apparatus, and personnel.

Mr. Nilles spoke about call volume and the increase. He lives in the District, and has used our services.

President Tim Parker stated that quality communities expect quality services.

III. CONSENT AGENDA

A. June 18, 2018 Meeting Minutes

Director Colleen Whitlow moved to approve the June 18, 2018, regular meeting minutes, as written. Director Laura McConnell seconded such motion, and it was unanimously approved.

President Tim Parker asked for Board approval to move action items “E” and “B.” The Board approved to move items “E” and “B.”

IV. ACTION ITEMS

A. June 2018 Financial Statements

Tonya Olson presented the financial statements for June 2018. We are halfway thru the year. Overtime is about 53% however, we are in wildfire season. The District has spent 57% of the general fund, and 69% of the capital reserve fund is remaining.

Some preliminary work has been done for the Maintenance Facility; permits, legal fees & engineering, we will not break ground until next year.

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

Director Laura McConnell moved to approve the June 2018 Financial Statements, as presented. Director Harold Osborn seconded such motion, and it was unanimously approved.

E. Approve Audit Report

Jim Pauley a representative from Feis & Company, Inc. explained the audit report.

Thank you for the opportunity to work with you again this year.

The management analysis summarizes the activities for the last year and looking forward. Page ii is a summary of the last 3 years, a balance sheet, showing the total current assets at the end of 2017 was just over \$27.7 million and total assets, including capital assets, of just over \$43 million. That is up from a total of \$36 million in 2015. Similarly, you can see the increase in liabilities from just over \$19 million to just under \$21 million. The net position increased from \$17 million, at the end of 2015, up to \$22.2 at the end of 2017.

President Tim Parker asked, “What’s identified in the category of liabilities?”

The rep responded that it includes accounts payable, net pension liabilities, and liabilities for the accrual of the property taxes for 2018.

President Tim Parker asked if it includes benefits. The rep answered yes, it includes accrued vacation and sick leave.

Page 3 includes the summary of sources of revenue and expenses for the district. Increase in property tax revenue from 2015 to 2016, then a drop down for 2017. Steady increase in specific ownership taxes, other single largest line item. Increase in charges for services, which includes EMS billings, and reimbursement for wildland deployments. Increase in expenses large part is due to staffing. The following is additional information about funds and future of the district. Grey letterhead is auditor report, no issues with the audit and no signs of fraud. Refer to page 17 for a table of fixed assets, including depreciation. Another item is on page 28 the FPPA liability \$91,000 is a prior adjustment. On page 30 is a budget to actual comparison to general fund and the budget passed. The state auditor’s office will be reviewing this to see that funds were not exceeded for the year. On page 32 & 34 is the pension fund report, as of the end 2016 the volunteer pension fund was just under 85.5% funded and the old hire plan is almost 90% funded, very strong plans. Briefly, the other funds were under budget, so the District was in their requirements for 2017.

President Tim Parker asked for a motion to approve the audit report for 2017.

Director Colleen Whitlow moved to approve the 2017 Audit Report, as presented. Director Harold Osborn seconded such motion, and it was unanimously approved.

C. Approve SDA Property and Liability Pool Repayment Agreement

Chief Beebe commented that the agreement states that if we pull out of the SDA Property and Liability Pool before the terms of the contract we will have to reimburse them for any expenses they paid into the cancer trust. He stated that this is standardized and he does not feel we have any intention of leaving. We need an approval from the Board.

Director Laura McConnell moved to approve the SDA Property and Liability Pool Repayment Agreement, as presented. Director Chad Christian seconded such motion, and it was unanimously approved.

B. Approve New Vision Development to “act” on MVFR’s behalf

Chief Beebe stated that the Vista Ridge Property that we are selling is going through the process; The Town of Erie needs a letter from MVFR giving New Vision permission. Rick Shearer commented that this is an agreement for the purchaser to act as our agent to express how the property will be used, this is customary.

Director Colleen Whitlow moved to approve the New Vision Development to “act” on MVFR’s behalf, as presented. Director Harold Osborn seconded such motion, and it was unanimously approved.

D. Approve Auto Aid Agreement

Chief Beebe stated that we have a very large Intergovernmental Agreement for Emergency Services Automatic Aid, which came from a discussion with North Metro to start working on Automatic Aid for the south end of town. With this agreement, we become a party to the IGA for the blanket Auto Aid Agreement. If we choose to, we negotiate the specifics with each individual agency through a service agreement.

Attorney Risk Shearer suggested that the agreement be tabled for a month to research the terms; Chief Beebe agreed and the Auto Aid Agreement will be tabled.

F. Approve SDA Conference

Last year the Board agreed to approve the spending of District money for meetings and conferences before attending. The SDA conference will be held in Keystone, CO in September. Please let Martha know if you will be attending, so lodging can be obtained.

Director Laura McConnell moved to approve the Board members attending the SDA Conference, as presented. Director Harold Osborn seconded such motion, and it was unanimously approved.

G. Approve Parking Lot Repair Contract (Admin and Station 4)

Chief Beebe presented two bids from the same company for work being done on the parking lots at the Administration building and Station 4. One bid is above the threshold and the other is below the threshold. They were scheduled repairs that are in the budget.

Director Colleen Whitlow moved to approve the Parking lot repair contracts, as presented. Director Laura McConnell seconded such motion, and it was unanimously approved.

H. Approve MDT Replacement Contract

Another capital project that was budgeted from last year, all of our MDT’s the computer terminals in all of our engines, ambulances and command vehicles have exceeded their “life span” and are scheduled for replacement. The total cost would be \$144,742.00, which includes an extended warranty. We delayed ordering them due to some testing with Boulder County, results were good. It was questioned how long the extended warranties were, Chief Beebe will bring that information back to the Board.

Director Laura McConnell moved to approve the MDT replacement contract, as presented. Director Colleen Whitlow seconded such motion, and it was unanimously approved.

V. OLD BUSINESS

A. Cooperation with Frederick-Firestone Fire Protection District

Chief Beebe met with Chief Young last week, and Presidents and Vice President could sit down and have a conversation. Chief Beebe believes that the opportunity exists, but it has to be one in good faith. The staff will facilitate however, the Board wants it handled.

Tim Parker spoke of it being the right thing for the taxpayers and the communities.

Rick Shearer explained the history with the lawsuit and auto aid agreement.

Chad Rademacher spoke of how the two units are working together. He has spoken to and worked with Chief Edward’s from Frederick-Firestone. It would be nice to have the Board’s working together also.

Laura McConnell commented that it is long overdue; the two organizations have a lot to offer each other and the communities. President Tim Parker will work with Rick Shearer and draft a letter to possibly meet and discuss opportunities.

B. Nepotism Policy

Chief Beebe stated that the policy had not been reviewed for quite some time and was forwarded to Rick Shearer for review.

Rick Shearer addressed the policy. He states that Chief Beebe should be able to decide if they can do the job with the circumstance that exists. Put documentation in the employee's file.

Chad Christian asked what the intent of the AOG is. Why do we need the AOG if the Chief can make the decision?

Rick Shearer answered we should discourage nepotism not promote it; the Chief can make exceptions if there is an advantage. The AOG is to set policy.

Sean Flagg speaking for the Union said, "We would be nervous about the grey area. Subjective could lead to litigation." This could lead to grievances filed.

Chad Christian questioned section 2.3; talks about asking an applicant about their personal relationships. We can ask but not use it for employment purposes.

Melissa answered that in the application process we only ask if you are related to anyone in the district.

Rick Shearer commented that we are not talking about a "protected class", race etc.

Chief Beebe spoke of the fact that there is latitude with some discretion; it is in the first and the revised policy.

President Tim Parker suggested that the Board table the Nepotism policy for 30 days.

Chief Beebe suggested having the "policy" in the member's handbook.

Chad Christian spoke that he would like to take some time review.

President Tim Parker asked Rick Shearer what the industry standard is.

Rick Shearer stated that there is not a "single standard." It depends on the location and other items. Rick Shearer will send the redlined AOG to the Board for review.

VI. BOARD MEMBER ITEMS

Chief Beebe gave an update on the mill levy. All the surveys were sent out and there are a significant amount of positive surveys. Some concerns are being expressed and some good feedback. We had two meetings that were lightly attended. Paul Hanley will be starting on the phone poll and will begin to get the data ready to show us the trends. Paul is meeting with the Local on Thursday.

From the surveys, we have discovered there is a lot of misinformation. A few examples are that some citizens do not understand that we are a special district and how we are funded and how we work. They do not understand the limitations that we have in dealing with the growth. Quite a few of asked "why not make the developers pay for it?"

Next year we have it budgeted to do an impact fee study to educate ourselves.

Laura McConnell spoke of how it is a 3-5 year process to "tell the District's story" to the communities we serve.

VII. REPORTS

A. Division Reports

Chief Beebe

- There has not been any movement on the Station 8 situation since the last Board meeting.
- Staff has begun working on the process to subdivide and develop a site plan for the property on Flatirons Meadow.
- Initial conversations concerning Union negotiations have begun. I have reached out to Local 3214 President Sean Flagg and have been in contact with Rick Shearer. Mr. Shearer and I will brief the Board at the June meeting.

- Jeff Webb started with the organization on July 1st, he has been busy learning the District and working with Chief Rademacher to transition administrative duties. Chief Rademacher transitioning into the role of Operations Chief.
- Work on mill levy research is underway. GK Baum has sent out information mailers and a citizen survey. We have started receive completed surveys. A rough estimate is about 70% positive and 30% not. Paul Hanley will be analyzing the surveys.
- We have held two community meetings concerning the possible mill levy to date. One in Mead and one in Dacono. Both were lightly attended. Two more meetings will be held the week of the 16th; one in Erie and one in Niwot.
- The 2017 Annual Report was completed and published.
- Chief Beebe will be presenting out Energy Impact Grant request to the EIG Board on July 17th, in Cortez. We are asking for \$1,000,000 to be put toward the new maintenance facility.
- Chief Beebe met with Chief Young of the FFFPD to discuss future endeavors. Full report will be presented at the next Board meeting.

Other Items of note

- Two new Lateral Paramedics will start with the District on July 16th; they will complete a two-week mini-academy and then will be assigned to the line.
- It continues to be a busy wildland season; MVFR crews have been busy working several fires in the State.
- Rick Shearer and Chief Beebe have been working on a new Board resolution concerning collective bargaining with Local 3214. A draft resolution will be presented at the next Board meeting.
- Work continues on the FPPA issue. Mr. Shearer will give an update at the next Board meeting

Chief Keith Long

- MVFPD was awarded \$116,557.71 through the EMTS Funding Program. This was the 50% matching for new prams and mechanical stair chairs. Most of the training has been completed for our line personnel. Currently we are retro fitting our existing ambulances to accommodate the new platform.
- Our two mew ambulances have been placed in-service for the district.
- We have had all of our current members on line complete the yearly physical agility test.
- Trainings on the Ferno platform will occur for our mutual aid and auto aid districts the first month of August.
- The Health and Wellness has finalized policies for scene Decontamination. All of the equipment has been placed on the apparatus.
- The soft rollout of Target Solutions has occurred. This new training platform will be phased in over the next few months. This has been and will continue to meet one of the recommendations from ESCI.
- Our two new hires will start in their lateral academy on July 16, 2018.
- Gerry Repola our new EMS Lieutenant will start his new assignment on August 7, 2018

Melissa Meehan

- Submittal of roster to Cancer and Heart Trust
- Kronos Workforce Ready and Telestaff evaluation
- Completed pay philosophy
- Compensation plan development continues
- Revision of AOG's and Job Descriptions
- Coordinating Leaves of Absences
- Admin of Workers Compensation claims

Doug Saba

- In June 40 plans were received with 33 being reviewed in June. 39 plans were actually reviewed, with six being carryover from May. The average turnaround time for plans review during the month of June was 5 days.

New Business/Construction:

- Erie Dental – 1927 Highway 7 – New Building – Erie
- H & E – 2240 I-25 Frontage Road – Tenant Finish – Weld County
- Homiack PK-8 School - 3927 York Street – New Building – Dacono
- Erie PK-8 Final last week – moving in
- Longs Peak Sprinkler – 460 Jones Court – New Building – Erie
- Outworld Brewing – 1725 Vista View Drive – Tenant Finish – Weld County
- Owen Enterprises, LLC – 3000 Airport Drive #B-401 – Tenant Finish – Erie

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:

- Community outreach new hires will have orientation in August.
- Continued evaluation on the adoption of the fire codes with Erie and Weld County.

Tonya Olson

- Significant changes to payroll beginning January 2019

VIII. EXECUTIVE SESSION

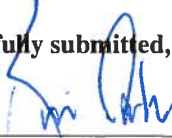

B. Executive Session, to receive legal advice, pursuant to C.R.S. Section 24-6-402(4)(b), and for negotiations pursuant to C.R.S. Section 24-6-402(4)(e) and (f)

A Motion was made by Director Laura McConnell and seconded by Director Chad Christian to go into Executive Session at 8:55 p.m. pursuant to C.R.S. §24-6-402(4) (B) ,(E) and (F) to receive advice of legal counsel and to discuss a personnel matter. The Motion passed unanimously. Attorney Shearer certified that all matters to be discussed in Executive Session will involve advice of legal counsel and the recording device could be turned off.

IX. ADJOURNMENT

There being no further business to come before the meeting, Director Laura McConnell moved to adjourn. Director Harold Osborn seconded such motion, and it was thereafter unanimously approved to adjourn the meeting at 9:35 PM.

Respectfully submitted,

	8-21-2018
_____ President	_____ Date
	8-21-2018
_____ Secretary	_____ Date