



**Board of Directors Meeting
June 28, 2022
Directly After the MVFPD Pension Board Regular Meeting
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 June 28, 2022, as a hybrid virtual Zoom and in-person meeting and was called to order by President Christian at 6:08 p.m.

b. Roll Call.

The following Board members attended the meeting:

President Christian, Director McConnell, Director Bloom, Director DeVenny, and Director Lathrop.

Other persons present were Fire Chief Dave Beebe, Deputy Chief Sterling Folden, Deputy Chief Jeff Webb, Finance Director Tonya Olson, Director of Administration Pamela Owens, Human Resources Director Melissa Meehan, Legal Counsel John Chmil, Aaron Miller, Kyle Lyman, Luke Hawkins, Cody Bennett, Sean Flagg, Ed Siebert, Greg Munns, Jim Rebenack, Steven St. Clair, Mike Stratton, Kenyon Shephard, Ben Carter, Station 7, Station 6, Abby Irvine (Haynie and Co.), Deborah Early (Icenogle Seaver Pogue) and Jeff French (engineer with Turion S. Metro District)

c. Pledge of Allegiance.

d. Approval of Agenda

Director McConnell moved to approve the agenda as written. The motion was seconded by Director Lathrop and unanimously carried.

e. Board of Directors Officer Elections

After discussion, Director Bloom moved to keep the currently seated officers in the same position and nominate Director Lathrop to the Secretary position. The motion was seconded by Director Lathrop and was carried unanimously.

II. PUBLIC/MEMBER PARTICIPATION

Secretary/Treasurer of Local 3214, Ben Carter, updated the Board on the things the Local is working on. He thanked Director Lathrop and Director McConnell for coming to the Retirement Celebration at Station 6 for Lt. Tim Losh. Lt Losh retired on June 27th after 40 years of dedication to Mountain View. Secretary/Treasurer Carter let the Board know that one of our employees is battling cancer with an optimistic outcome and he is very appreciative of all the help and support he has received. Secretary/Treasurer Carter thanked the Board for approving the Collective Bargaining Resolution and making the timeline flexible to get everything in order. The Local has a few members working on a cadet program. Two members attended the IFF Peer Support Training, those individuals are now qualified to respond to major events. The Local also sent members to the CPFF Annual Meeting.

III. CONSENT AGENDA

Director McConnell moved to approve the consent agenda which included the May 17, 2022, Board of Directors Meeting Minutes. The motion was seconded by Director Bloom and unanimously carried.

IV. REPORTS

Considering the long agenda, Chief Beebe opened the discussion to any questions on the staff reports included in the packet, instead of having each staff member report. There was discussion focusing on staffing. Deputy Chief Folden explained that we are having difficulties finding people for wildland module and community outreach positions. Staff is looking for alternative options for recruitment and reassessing some of the District's programs. Chief Beebe added that with the upcoming 2023 Budget, the Board will see some changes and adjustments to these programs. He also added that some open positions are being filled with personnel on modified duty.

Action: Director McConnell would like a list of the community events happening in the district sent out on a regular basis.

Action: Director McConnell asked about the 3rd R&R day for crew members out on dispatch. Chief Beebe will follow up to see if the District will be reimbursed from the state for that third day.

Director DeVenny asked about the fireworks stand in Eldorado Springs. Deputy Chief Webb explained that the district cannot deny the permit based on current restriction levels. If the fire restriction status changes, that could affect the permit. Director DeVenny asked about the

status of the roof replacement at Station Five. Deputy Chief Webb said the replacement was due to hail damage, it should be completed relatively quickly once the work starts.

Director McConnell asked about the Marshall Fire After Action Report that the Boulder County Office of Emergency Management put out. Chief Beebe and Deputy Chief Folden added that this report was put out by Boulder County and Mountain View had little to no input in this report, they are waiting to weigh in until the official FLA from the Forest Service comes in. Hopefully, that will come out in the next 30 days. Both Chiefs will take all that information from the FLA, the AAR from Boulder County, and the internal AAR that Deputy Chief Folden conducted and will compile all that information into a district document from Mountain View.

Action: FLA/Internal AAR Report to the Board in August

Action: Post the Boulder County Marshall Fire AAR on the website along with an explanation of what MVFPD is working on and waiting for before a report or statement is issued from the District.

V. PRESENTATIONS

a. May 2022 District Financials

Director of Finance Tonya Olson presented the May 2022 Financials and answered questions.

b. 2021 Audit

Abbey Irvine from Haynie and Company presented the Draft 2021 Financial Audit report for the combined District. She presented the required audit communications, highlighted a couple of areas, and opened it up for questions.

c. Communications Specialist Position

Chief Beebe recapped the discussion from the May meeting about the District's need for a dedicated person to handle the District communications. With the help of Director McConnell and staff, a draft job description has been created and in the Board Packet. Chief Beebe is asking the Board for approval to reallocate funds currently marked for the Emergency Manager position and move it to the Communications Specialist so the District can fill that position immediately and not have to wait until next year. After discussion, the Board approved staff to reallocate funds marked for the Emergency Manager position to the Communications Specialist position.

d. Wildland Plan Update

Deputy Chief Folden did a brief refresher to the Board about the Wildland Plan, he also explained updates that are being considered. There was discussion on the struggles the district has been having trying to fill open positions over the past couple of years. Folden detailed the plan for staffing and changes to the Wildland Module structure.

e. Operations Staffing Plan

Deputy Chief Folden presented an overview of Mountain View's staffing status and staffing factors for line personnel. He explained how he collects data to figure staffing in an effort to avoid mandatory overtime. Last year, there were 129 employees. Currently, the district has 141. The current staffing ratio should allow for a reduction in overtime and mandatory overtime. He reiterated that the goal is not to be overstaffed but to avoid mandatory overtime.

Action: 2-5 year projection on growth and how that will affect the need for additional stations and positions.

f. Frederick-Firestone Fire Protection District Land Transfer

Chief Beebe reviewed a letter he received from Chief Young of the Frederick Firestone Fire Protection District. They are requesting the transfer of some properties currently in Mountain View's District to Frederick Firestone. Chief Young suggested to Chief Beebe that Mountain View give Frederick Fire certain properties that he believes will eventually be annexed. The letter also said this will save money and time for both districts because neither district would have to go through the inclusion/exclusion process. Chief Beebe provided a map that highlighted the properties in the packet. After a discussion that included ISO ratings, proposed stations, and mill levies, it was decided that Chief Beebe would let Chief Young that we are not willing to entertain a transfer of properties at this time.

g. Turion South Metro District Update

John Chmil, District Council, reviewed the previous discussion the board had regarding the Turion South Metro District. As a result of the Town of Berthoud not approving the service plan, Turion revised the resolution and IGA and asked for board consideration of the new documents.

VI. ACTION ITEMS

a. May 2022 Financials

Director Bloom moved to approve the May 2022 Financials. The motion was seconded by Director Lathrop and carried unanimously.

b. Consideration of Adoption of the 2021 Audit Report

Motion: Director McConnell moved to approve the Adoption of the 2021 Audit Report. The motion was seconded by Director Lathrop and carried unanimously.

c. CSD Repayment of Agreement for the Heart and Cancer Trust

Finance Director Olson reported to the Board that this is an agreement the district does every year as part of belonging to the Colorado Special District Pool. It is a refund of our contribution to the Heart and Cancer Trust. This agreement states that if the district drops out of that insurance pool that the district would have to repay that amount that the trust paid on our behalf. **Motion:** Director McConnell moved to approve the

Agreement for the Heart and Cancer Trust. The motion was seconded by Director Bloom and was carried unanimously.

- d. Consideration of the Resolution 2022-6 Granting Consent to the Provision of Services by an Overlapping Title 32 Special District and the corresponding Intergovernmental Agreement

Motion: Director Lathrop moved to approve Resolution 2022-6 Granting Consent to the Provision of Services by Overlapping Title 32 Special District and the corresponding Intergovernmental Agreement. The motion was seconded by Director Bloom and was carried unanimously.

- e. Public Hearing for the OEO/Penner Parcel Inclusion

President Christian opened the Public Hearing for the OEO/Penner Parcel Inclusion at 8:39 pm. With no public present, President Christian closed the Public Hearing at 8:40 pm. **Motion:** Director Bloom moved to approve the Board Order of Inclusion for the OEO/Penner Parcel. The motion was seconded by Director McConnell and was carried unanimously.

VII. OLD BUSINESS

- a. Station 8 Update

Deputy Chief Webb updated the Board on the temporary closure of Station 8 and emphasized that Mountain View's priority is to get a crew back in the South section of Erie. In looking for temporary housing the district found it difficult due to the area being mostly residential. The district is talking to North Metro has a 2020 mobile home that they used for temporary storage for one of their engine companies. It was last used in November of 2021. Deputy Chief Webb and Maintenance Manager Bill Humphries have inspected it and it is ready to move at any time. He is asking for permission to move forward and purchase this mobile home for the crew housing in south Erie with the understanding that when we are done using it, we would sell it and offset the initial cost.

The other issue is where to put this mobile home. Deputy Chief Webb contacted the airport manager Jason Heard of the Erie Airport. They have just installed a snow removal equipment building at the airport. It is on the north side of the airplane parking. The building has a 40-foot bay with a full-height door. He has had discussions with Jason Heard about moving the mobile home onto the airport property and Jason is currently meeting with town management and making a lease agreement for the rental of the building and the space to put the mobile home on.

Deputy Chief Webb is asking for authorization from the Board to purchase the mobile home and to approve the additional expenses it will cost to have facilities hooked up to the mobile home.

Action Items

January 5, 2022

None

January 18, 2022

Action: Chief Beebe said that the Marshall Fire Thank You Letter is already in progress and will bring to the next Board meeting. **Mailed out the last week in January.**

January 22, 2022

Action: Director DeVenny asked for a copy of the Strategic Plan. **Emailed after meeting.**

Action: John Chmil will be preparing an Adopted Records Management Policy to present to the Board at the March meeting. **Completed at March Meeting.**

April 19, 2022

Action: Send the Antelope Fire FLA to the Board. **Done**

Action: OSMP Burton Stoner-Parking on Flagstaff. **Chief staff met with Burton to discuss options. This is a Sheriff's Office issue so the district doesn't have much control.**

May 17, 2022

Action: President Christian asked Deputy Chief Folden if he could have a review of the wildland plan and the staffing plan for the next meeting. **Presented at the June meeting.**

June 28, 2022

Action: Director McConnell would like a list of the community events happening in the district sent out on a regular basis. **Staff will work to give the BOD access to the Community Outreach calendar.**

Action: Director McConnell asked about the 3rd R&R day for crew members out on dispatch. Chief Beebe will follow up to see if the district will be reimbursed from the state for that third day. **Staff called the State. The extra day is recognized by the Federal Government and has not been adopted by the State. If the District wants to adopt the additional R&R Day it would not be a reimbursable item.**

Action: FLA/Internal AAR Report to the Board in August

Action: Post the Boulder County Marshall Fire AAR on the website along with an explanation of what MVFPD is working on and waiting for before a report or statement is issued from the district. **Done**

Action: 2-5 year projection on growth and how that will affect the need for additional stations and positions. **Emailed to BOD.**

Motions

January 5, 2022

Motion: Director DeVenny moved to approve Resolution 2022-1. A Resolution Extending the Declaration of a Local Disaster Emergency. Director McConnell seconded the motion and was carried unanimously.

January 18, 2022

Motion: Director Bloom moved to approve the First Amendment to the Fire Chief's Contract. Director Whitlow seconded the motion and was carried unanimously.

Motion: Director McConnell moved to approve the request for permission to edit and update AOG AD-0024 and AOG FI-0089. Resolution 2021-9. Director Bloom seconded the motion and was carried unanimously.

Motion: Director DeVenny moved to approve the Haynie and Company engagement letter for the 2021 audit. Director Whitlow seconded the motion and was carried unanimously.

Motion: Director McConnell moved to approve the Stryker Purchase Agreement. Director Bloom seconded the motion and was carried unanimously.

February 22, 2022

Motion: Director Bloom moved to approve the Policy Revision for AD101 and FI101, Chief's Authority for Contracts and Budgeted Expenditures/Budgeted Line Items. Director McConnell seconded the motion and was carried unanimously.

Motion: Director Whitlow moved to approve the Handbook Revision, Nepotism, and Personal Relationships. Director McConnell seconded the motion and was carried unanimously.

Motion: Director DeVenny moved to approve Resolution 2022-2 Designating a Custodian of Records and Adopting an Open Records Policy for the District. Director Whitlow seconded the motion and was carried unanimously.

Motion: Director Whitlow moved to approve the IGA for Automatic and Mutual Aid for Wildland and All-Risk Response. Director McConnell seconded the motion and was carried unanimously.

March 22, 2022

Motion: Director Bloom moved to approve Resolution 2022-3. Director Whitlow seconded the motion and was carried unanimously.

April 19, 2022

Motion: Director McConnell moved to approve the revised Strategic Plan. Director Whitlow seconded the motion and was carried unanimously.

May 17, 2022

Motion: Director Whitlow moved to approve the timeframe update to Resolution 2022-5 Collective Bargaining Agreement Negotiations Timeframe. It was seconded by Director McConnell and was carried unanimously.

Motion: Directors Whitlow moved to set the Inclusion Hearing for June 28, 2022, for the Penner Parcel. It was seconded by Director McConnell and was carried unanimously.

June 28, 2022

Motion: Director McConnell moved to approve the Adoption of the 2021 Audit Report. The motion was seconded by Director Lathrop and was carried unanimously.

Motion: Director McConnell moved to approve the Agreement for the Heart and Cancer Trust. The motion was seconded by Director Bloom and was carried unanimously.

Motion: Director Lathrop moved to approve Resolution 2022-6 Granting Consent to the Provision of Services by Overlapping Title 32 Special District and the corresponding Intergovernmental Agreement. The motion was seconded by Director Bloom and was carried unanimously.

Motion: Director Bloom moved to approve the Board Order of Inclusion for the OEO/Penner Parcel. The motion was seconded by Director McConnell and was carried unanimously.

Motion: President Christian moved to approve the funding up to \$90,000.00 for the Station 8 temporary relocation project. The motion was seconded by Director Lathrop and was carried unanimously.

TITLE	6.28 Board Meeting Minutes
FILE NAME	2022 - 6.28 BOD Meeting Minutes.pdf
DOCUMENT ID	16f1750d2f6cb10dc1d3978619a68770837e7fc9
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

Document History



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09 / 22 / 2022

21:00:11 UTC

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10 / 13 / 2022

12:26:52 UTC

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