



**MINUTES**  
**Board of Directors Meeting**  
**January 28, 2019, 6:00 P.M.**  
**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, January 28, 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 McConnell, and Director Osborn.

Director McConnell moved to excuse Directors Whitlow and Christian from the meeting. Director Osborn 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 Tonya Olson, Attorneys Rick Shearer and Joan Fritsche, Local 3214 President Sean Flagg, Fire Marshal Doug Saba, HR Manager Melissa Meehan, Local 3214 representatives Micah Arnold and Ben Carter, and Executive Assistant Martha Dexter.

**C. Pledge of Allegiance**

**D. Approval of Agenda**

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

**II. PUBLIC/MEMBER PARTICIPATION**

**NONE**

### **III. CONSENT AGENDA**

#### **A. December 10, 2018 Meeting Minutes**

Director McConnell moved to approve the minutes from the December 10, 2018 regular Board meeting, as presented. Director Osborn seconded the Motion and the Motion was unanimously approved.

### **IV. PRESENTATIONS**

#### **A. Elder Construction**

Chief Webb introduced two representatives of Elder Construction. Elder Construction was selected as the General Contractor for the District's new maintenance facility through the RFP process. The gentlemen gave a brief overview of their company and expressed their appreciation for the opportunity to work with the District on construction of the Maintenance Facility.

### **V. ACTION ITEMS**

#### **A. November 2018 Financials**

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

- The District had spent 85% of the 2018 General Fund Budget and 50% of the 2018 Capital Reserve Budget by the end of November.
- Net revenue for the District was down by \$1,021,816 from October to November; this was expected as the end of the year approaches. The remaining General Fund balance at the end of November was 55% of budgeted expenditures.
- Expenditures in November rose from the previous month by 7%, most likely due to the November 15<sup>th</sup> purchasing cut off deadline.
- Of the total YTD overtime expenditures, \$579,491 is attributed to wildland fires and will be reimbursed by Federal Wildland Firefighting funds.
- \$31,371 has been transferred from the General Fund to the Pension Fund, per the actuarial amount due to cover the District's current Pension Fund liability.

Director McConnell moved to approve the November 2018 Financials. Director Osborn seconded the Motion, and the Motion was unanimously approved.

#### **B. District 24 Hour Posting Location**

The Board approved 3561 N. Stagecoach Road, Longmont, CO 80504, as the District's designated 24-hour posting location for notice of the Board's meetings and agendas.

#### **C. Update October 4, 2019 Board Meeting Time to 8:00 AM**

The Board approved changing the October 4, 2019 meeting time from 6:00 P.M. to 8:00 A.M. as part of the Board's approved 2019 meeting schedule.

**D. Annual Meeting Date for the Mountain View Fire Rescue District Foundation**

The Board set the Annual Meeting for the Mountain View Fire Rescue District Foundation on April 15, 2019 prior to the District's regularly scheduled Board meeting.

**E. Approve Nepotism Policy**

Director Osborn moved to approve an Amendment to the District's Rules and Regulations to include the Nepotism Policy previously reviewed by the Board. Director McConnell seconded the Motion to amend the District's Rules and Regulations, and the Motion was unanimously approved.

**F. Town of Erie URA IGA**

Attorney Fritsche described changes to the Town of Erie Urban Renewal Authority's (Authority) proposed I-25 Renewal Area Plan (Plan) and how implementation of the Plan will impact the District. The District is being asked to pledge a portion of its future oil and gas tax revenue in the Plan Area, as TIF funding ("TIF Increment") for the 25-year term of the Plan. The District's TIF Increment Pledge includes only the oil and gas tax revenue collected from the TIF Plan Areas. The agreement to pledge District tax revenue to the Authority is through an Intergovernmental Agreement between the Authority and Fire District ("Revenue Sharing IGA"). The District is not pledging any property tax mill levy revenue under the Plan. Ms. Fritsche stated that the Plan Area changed because Anadarko moved its proposed drilling site to a location outside the Town of Erie and outside the District's boundaries. The Anadarko Parcel is currently in Weld County and in the Frederick-Firestone Fire Protection District (FFFPD). Steps taken by the Town of Erie and the Authority to secure oil and gas revenue from the Anadarko Parcel included:

- Adding Weld County as Participant in the I-25 Plan, allowing for immediate inclusion of the Anadarko Parcel into the Plan Area.
- Anadarko entered into an Annexation Agreement with the Town of Erie requiring the Anadarko Parcel to be annexed into the Town during the short time frame between when the wells are drilled on the site and the start of oil and gas production. The Anadarko Parcel annexation is expected to occur in the first quarter of 2020.
- As condition of annexation, the Town of Erie will require Anadarko to exclude the Parcel from FFFPD and to include the Parcel into MVFRD under the current Fire Services IGA between the Town of Erie and the Fire District.

Under the Revenue Sharing IGA as it currently exists without the Anadarko Parcel, the District agrees to pledge oil and gas tax revenue (TIF Increment) up to \$5,478,770 over the 25-year life of the Plan. Upon inclusion of the Anadarko Parcel in MVFRD, the District's TIF Increment

will increase to an amount similar to what would have been contributed before Anadarko moved its drill site, to a maximum contribution of \$25,841,800 over the 25-year life of the Plan. The Revenue Sharing IGA includes a third revenue cap. Once the Authority reaches contributions of \$200,000,000, plus the Authority's administration fee, the District is no longer required to contribute TIF revenue under the Plan.

In addition, only the TIF Revenue generated from the District's previous mill levy of 11.747 mills is subject to the TIF Pledge. The District's additional 4.500 mill levy, approved by voters in November 2018, is excluded from the TIF Increment Pledge. The District will continue to receive all property tax revenue from properties within the Plan Area, including any development that occurs during and after the 25-year life of the Plan.

Director Osborn moved to approve the Revenue Sharing IGA with the Authority. Director McConnell seconded the Motion, and the Motion was unanimously approved.

The Board was also asked to approve an agreement with the Authority whereby the Authority agreed to reimburse MVFRD up to \$30,000 of its legal fees related to negotiation and approval of the Revenue Sharing IGA, including review of multiple Plan revisions, and the ancillary issues that arose under the Renewal Plan and Revenue Sharing IGA caused by Anadarko changing its drilling site and the annexation and timing of the Anadarko Parcel into Erie, and exclusion from FFFPD and inclusion into MVFPD of the Anadarko Parcel.

Director McConnell moved to approve the Legal Fee Reimbursement with the Authority subject to review and approval by Chief Beebe and general counsel. Director Osborn seconded the Motion and the Motion was unanimously approved.

#### **G. Elder Construction Contract**

Attorney Shearer reported that he is working with Steve Steinbicker of Architecture West on drafting a contract for Elder Construction as the Contract Manager and General Contractor for the new Maintenance Facility. Attorney Shearer discussed the proposed terms of the contract. Attorney Shearer advised the Board he also will meet with Steve Steinbicker later this week to discuss the scope of the contract with Architecture West.

President Parker expressed his concern that the District does not have a process in place for new construction. Attorney Shearer stated that Chief, Staff, and he will put together a process the District can use for future construction projects while they are working on the new Maintenance Facility.

Chief Beebe expressed concerns that the Elder Contract was not ready for Board approval as there are strict timelines tied to the DOLA Grant the District was awarded for this project.

Attorney Shearer stated that subject to changes in the project that may affect the scope of work and/or the price, he expects the final Elder Contract to be presented to the Board at the February Board meeting. The contract with Architecture West will also be presented at the February Board meeting.

#### **H. Agreement to Amend/Extend Contract with Coldwell Banker**

Assistant Chief Rademacher presented an Agreement to Amend/Extend Coldwell Banker's Listing Contract with the District for the Board's approval for the sale of the Vista Ridge property to New Vision. The amendment was for the purpose of delaying the closing to provide more time for the purchaser to obtain approval of the necessary development entitlements.

Director Osborn moved to approve the Contract Extension with Caldwell Banker through December 2019. Director McConnell seconded the Motion and the Motion was unanimously approved.

#### **I. Rosenbauer Apparatus Contracts**

Chief Beebe stated the Apparatus Committee finalized the specifications for the Rosenbauer Type 6 Wildland Engine in the amount of \$195,618.00 and the Viper Aerial in the amount of \$1,060,000.00. Once the District and Rosenbauer sign the Agreement, Rosenbauer will have 400 days to deliver the Apparatus.

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

### **VI. OLD BUSINESS**

#### **A. Frederick-Firestone Fire Protection District**

Chief Beebe discussed the proposed meeting of a few Board members from both Districts with the FFFPD Fire Chief. Due to timing constraints on their end, the FFFPD Board of Directors would like to postpone a joint meeting of Board members until further notice.

#### **B. Paid Holidays**

Per the Board's request, a schedule of surrounding fire districts' paid holidays was included in the Board packet. The Board and staff discussed the District's paid holiday schedule compared with other fire districts. The Board recommended staff review the District's paid holiday schedule, obtain feedback from within the organization and bring a recommendation to the Board for consideration to approve the District's 2019 paid holiday schedule.

### **VII. BOARD MEMBER ITEMS**

Director McConnell thanked Fire Marshal Saba for helping at a community workshop in the Town of Berthoud.

President Parker discussed the option of video streaming District Board meetings so that residents and taxpayers would have access to the meetings, even if the videos were posted to the District's website after the meetings occurred in the interest of Board transparency. The initial startup cost to video tape meetings is estimated to be approximately \$2500-\$5000. Staff stated the equipment could be used for other purposes, such as taping training sessions.

Director Osborn moved to approve allocating an amount not to exceed \$5,000 for video streaming services. Director McConnell seconded the Motion, and the Motion was unanimously approved.

## **VIII. REPORTS**

### **A. Division Reports**

#### **Operations Assistant Chief Rademacher:**

- Operations-
  - Incident Summary for December and Year-end included in the Board Packet
  - Working with Battalion Chiefs and Training Division on producing a Tactical Operations Plan
  - Apparatus Committees have been designated for Quint, Tender and Type 6 Apparatus specifications and bids.
- Fleet –
  - Getting bids on new apparatus.
  - Working with other Districts on use of facilities.
- Vista Property sale –
  - Received notice that the inclusion of the Vista Ridge property into Northern Water Conservancy District has been processed and we are waiting for a District Court Inclusion Order to be issued.
- Station 8 Bay floor –
  - Repairs are ongoing, Chief Webb is now the main contact.
- Communications
  - Chief Webb is working on long range plans, Chief Rademacher is working on immediate needs.
- Finance
  - Working on financial items with Finance Director Olson.

#### **Finance Director Olson:**

- December's Financial Reports will not be provided until year end is closed, the District is still paying 2018 overtime in the first two payroll cycles of January. Estimates are looking to be within 5% of budgeted expenditures.
- The District applied for and received DOLA's matching contribution for the Volunteer Pension Fund in the amount of \$21,673. There will be a new Actuarial Study out this year, but currently the Pension Fund is fully funded for the current amount of liability.
- FPPA is still finalizing amounts for the settlement. FPPA's staff is now reviewing 2018 amounts not previously submitted; payments will be backdated to the 2018 Budget.
- The Foundation has had more activity in the last quarter. The Foundation received two automobiles as donations for Tech Rescue training. There are special reporting requirements to the donor when the Foundation accepts a vehicle as a donation. The Foundation also received a \$1,000 donation as the elected charity of a family foundation.
- The first payroll for the new year happened on January 11th with many changes incorporated and seems to have gone smoothly with relatively few glitches.

- Deadlines for IRS reporting in January – March (W-2's; ACA 1095 form, etc.)
- The Auditors are doing a separate audit of the District's preliminary W-2 Filings because additional benefits were added in 2018 and some District payroll practices have been modified.
- Staff is busy setting up 2019 and closing the books from 2018.

#### **HR Manager Meehan:**

- Department is working on data entry for benefits and salary information for 2019.
- Working on end of year processes with the Finance Department.
- Revisions of AOG's and Job Descriptions are ongoing.
- Coordinating leaves of absences/alternative duty/benefits (short and long-term disability, return to work, etc.).
- Administration of Workers' Compensation claims and coordination of return to work.
- Handling of employee investigations and employee relations issues.
- General HR work-responding to employee requests, addressing employee concerns, and administering payroll and benefit changes.
- The following recruitments are in progress:
  - Two Community Outreach Assistants began working on January 10, 2019.
  - Four Firemedics and three Firefighter/EMTs are to start February 11<sup>th</sup>.
  - The Swearing-In Ceremony is tentatively set for February 25<sup>th</sup> at the Administration building. This will include the newly promoted Lieutenants and Engineers.

#### **Training and EMS Assistant Chief Long:**

Training has been initiated on the new AeroClave Decontamination System for District Apparatus and Stations.

- Two members have been selected to attend paramedic school this summer. The program will start in June of 2019.
- District's most recent lateral (hire/transfer?) Paramedics have completed their Field Instruction (FI) and have been released to independent duty.
- Seven new members are in the hiring process. The District has five laterals that will begin a two-week internal Training Academy on February 11<sup>th</sup>. Two other paramedics will attend the new hire Academy and then will attend the FRFC training at the end of February.
- The state reimbursement for the Ferno INX Platform has been submitted.
- The visit by the Accreditation Team was very positive. Captains Flagg, Schmanski, and EMS Educator Foster did an outstanding job.
- The new QA/QI procedures for EMS reports training will occur at the end of January for Field Instructors.
- Thanks to Captain Flagg, Barb Foster and Captain Schmanski assisting with Telestaff.

#### **Administration Assistant Chief Webb:**

- Maintenance Facility – The AIA Contract for Elder Construction and the contract with the architect should be back from Attorney Shearer and ready for Board approval in time

for the February Board meeting. We are working on the final specifications for the pre-engineered structure. The Fleet Maintenance staff is working on the owner supplied equipment list, so that the District can start ordering for delivery during the final building phases.

- Telestaff Project – Telestaff is live for scheduling crews. We are tracking time for payroll in our old system and in Telestaff. Once we have verified that Telestaff is delivering information correctly to the District’s payroll system, Abila, we will stop tracking hours in our old system.
- Accreditation – the CFAI Peer Review Team visited the District in December to conduct a review for Re-accreditation. The Team found many positives with the District’s operations and policies, however, the Team recommended deferral of Re-accreditation for one year due to weaknesses with the Standards of Cover and Strategic Plan.
- The District retained Fitch and Associates to assist staff in drafting a new Strategic Plan and Standards of Cover document. Fitch has already started work on the project and is working under a six month deadline for completion.
- Credit Card Payments - the District has contracted with CoSIPA, an agency of the state that supports local governments by providing an IT and an electronic payment structure that allows the District to accept credit card payments for services such as processing plan reviews, organizing courses, paying for CPR classes, and facilitating fleet repairs for outside agencies. The District will have credit card readers at the admin building and fleet maintenance. There are links the District can use in promotional literature to facilitate signing people up for classes and processing fees and charges.

#### **Fire Chief Beebe:**

- The Telestaff scheduling program went live at the beginning of the year. It is going well although as expected, there a few bugs that need to be corrected. The program is a significant improvement over the previous scheduling program.
- Payroll processes and schedules were also changed at the first of the year. The District is now using a system that pays employees in arrears for time worked. The District has also tightened policies regarding non-exempt employees to conform to FLSA Rules.
- The District has reached out to Local 3214 to draft a schedule for renegotiation of the Collective Bargaining Agreement.
- Final Specifications for new apparatus have been completed and a contract will be presented to the Board for approval at the January meeting.
- Seven new employees will start with the District in February. Once the employees are fully trained, the District will place an additional Rescue Unit in service in Dacono. The staffing is in keeping with the Strategic Plan, and is a result of the mill levy increase.
- As part of the Strategic Plan and Standards of Cover Process, Fitch and Associates will be conducting focus group meetings with both internal and external stakeholders. Directors are asked to participate as requested and also provide contact information for external stakeholders that may be interested in participating in the process.

#### **EXECUTIVE SESSION**

Director Osborn moved to go into Executive Session at 7:45 p.m., pursuant to C.R.S. Section 24-6-402(4)(e), to instruct negotiators concerning employees affected by the FPPA contribution



matter who are in the DROP. Director McConnell seconded the Motion, and the Motion was unanimously approved.



The Board came out of Executive Session at 8:45 p.m.

**IX. ADJOURNMENT**

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

President Parker adjourned the meeting at 8:50 p.m.

**Approved:**

	<u>2-25-19</u>
President	Date
	<u>2-25-19</u>
Secretary	Date