

**MINUTES OF THE REGULAR MEETING OF  
BOARD OF DIRECTORS OF THE  
MOUNTAIN VIEW FIRE PROTECTION DISTRICT**

**February 20, 2007**

**I. OPENING OF REGULAR MEETING.**

**A. Call to Order.**

The regular meeting of the Board of Directors of the Mountain View Fire Protection District was held at the Administration Office, 9119 E. County Line Road, Longmont, Colorado, on February 20, 2007, and was called to order by Judy Rusk at 1900 Hours.

**B. Pledge of Allegiance.**

All persons in attendance participated in the pledge of allegiance.

**C. Roll Call.**

The meeting was attended by the following Board members: Judy Rusk, Anne Freeman, Randolph Winsett, Scott Lyle, and Stephen Walker.

Also present were: Steve Pischke, Donna Mullison, Mark Lawley, LuAnn Penfold, Cris Brewer, Dave Beebe, Starr Aldrich, Jesse Hodgson, Sean Flagg, Chris Lawler, Twink Dalton, Bill Humphries, Randy Norris, Megan Huffman.

**D. Approval of Agenda.**

Chief Pischke requested an executive session for a personnel matter, pursuant to Section 24-6-402(4)(f), C.R.S.; and under regularly scheduled items, item G is an ESCI study update.

Scott Lyle moved to approve the agenda, as amended. Randy Winsett seconded such motion, and it was thereafter unanimously approved.

**E. Chief's Report.**

Chief Pischke had nothing to add to the report contained in the Board packet.

**II. CONSENT AGENDA**

**A. January 15, 2007 Regular Meeting Minutes.**

**B. February 5, 2007 Special Meeting Minutes.**

Randy Winsett moved to approve the January 15, 2007 regular meeting minutes, and the February 5, 2007 special meeting minutes, as written. Scott Lyle seconded such motion, and it was thereafter unanimously approved.

### III. PUBLIC/MEMBER PARTICIPATION

Sean Flagg, President of Mountain View Professional Firefighters Local #3214 expressed concerns regarding chief candidates not being allowed to come to the stations or speak with the personnel. We want to treat the candidates like we would any citizen. Citizens are allowed into the stations, and are allowed to talk to the personnel, etc. We do not want to give the District a “black eye”, and want to make these people welcome should they take the time to come see what the District is about.

Anne Freeman stated that they didn’t want them to be treated unlike citizens. It is just a matter of boundaries, no talking about the job to create an unfair advantage/disadvantage.

Dr. Walker asked how the Board would want instructions to the personnel worded? Sean Flagg stated that chief candidates should be treated like any other citizen. We would not stop training, etc., but would be able to give them a tour of the station and answer basic questions. Sean Flagg stated he didn’t think candidates would ask questions that we would not be able to answer basically. DC Pischke stated that citizens sometimes ask questions about the District, etc., and we answer them when possible. So long as all personnel act in that manner, it should be OK. Sean Flagg stated if they ask a lot of questions, they would be referred to Admin for answers or copies of documents, etc.

Scott Lyle stated the candidates are not the average citizen. These people know what goes on by line personnel and could ask very specific questions. Where would you draw the line? For everyone it may be different. I respect what you are saying, but there is also a need to understand how far a conversation can go. Dr. Walker stated his understanding was that we want to be friendly, supportive, etc.; to welcome the candidates and be open to interaction, but we do not want them to take personnel away from job, taking up a lot of time to get information that would give anyone an unfair advantage vs. someone coming from out of town that would not have the ability. Anne Freeman stated we want to evaluate candidates on the same criteria, and if persons don’t ask questions during interviews because they received answers from personnel previously, they may not be evaluated fairly.

Judy Rusk stated it is a tight rope and you can be welcoming and friendly, but not answer questions that are inappropriate. Sean Flagg stated line personnel and officers would not sit down for hours with someone, but we can introduce our stations, etc. Dr. Walker asked Sean Flagg if he had a suggestion about where to draw the line? LuAnn Penfold stated she has directed people to the website with the basic information. Discussion. Randy Winsett stated that candidates would want to see what they may be getting into. Perhaps we could send candidates a letter stating expectations, etc. Judy Rusk will contact Chris at CWH to have him send a letter to candidates with expectations/boundaries, etc.

Cris Brewer stated he is a potential candidate. Candidates will ask questions to find out what kind of place this is. They may ask whether you like your job, etc. I would think a candidate should call and schedule a time and then you won’t be impacting training, etc. Suggest that the candidates call and make an appointment. Scott Lyle stated if we are going to allow this, we need to schedule it. Anne Freeman stated that scheduling separate times is not allowing the process to flow as previously discussed. We don’t want to do anything to compromise the integrity of the process. Judy Rusk will call Chris at CWH, if she is unable to contact him, Anne and Randy will be speaking to him on Monday. We do not want to put personnel in a position of answering questions on the spot.

Dr. Walker asked that perhaps a packet should be available for the candidates which would include information regarding the process when/if they would want to visit the District. Judy Rusk stated that the reason we are doing this is so that candidates stay anonymous due to possibilities of internal candidates. Anne Freeman stated a fact sheet would be helpful; it would

give consistent information to all candidates. LuAnn Penfold volunteered to be the contact as she is not going to apply for the Chief position.

Sean Flagg stated in the past, for bond/mil levy elections, we could say some things and not say others. If we had a fact sheet with the information, that would be helpful. Dr. Walker asked that we give a packet to each candidate and keep one or two at each station in the event someone stops by that did not get a packet with the basic information. Anne Freeman stated that putting packets together can be very time consuming. Be careful, perhaps just a fact sheet will suffice.

Judy will put together a fact sheet and send a copy to Sean Flagg and Board members for review prior to publication.

#### **IV. ACTION ITEMS**

##### **A. January, 2007 Financial Statements.**

Chief Pischke reviewed the statements, and we are currently under budget even with paying off the ambulance lease-purchase. Donna Mullison stated that the other lease-purchase payoff will take place next week.

Scott Lyle moved to approve the January, 2007 financial statements. Randy Winsett seconded such motion, and it was thereafter unanimously approved.

##### **B. Noreen Exclusion Hearing.**

Randy Winsett moved to adjourn to public hearing for the Noreen Property proposed exclusion. Anne Freeman seconded such motion, and it was thereafter unanimously approved. Judy Rusk reviewed the property location.

There being no public comment, President Rusk adjourned the public hearing and reconvened the regular meeting.

Chief Pischke stated all requirements have been met, and staff recommends approval. Stephen Walker moved to approve the Noreen exclusion. Scott Lyle seconded such motion, and it was thereafter unanimously approved, and the Order signed by appropriate Board members.

#### **V. REGULARLY SCHEDULED ITEMS**

##### **A. Stifel, Nicolaus Update.**

With the exception of Director Lyle, all Board members met with John Britz and Vickie Maddox of Stifel, Nicolaus. Judy Rusk stated the meetings were very productive. Stifel, Nicolaus will probably be out in March to make recommendations and present a summary of the internal survey available for those who want it. There are a lot of things that we covered and their feeling was that November of this year would not be the best time for a ballot question. There are some things we need to do prior to placing a question on the ballot. They will also give us a time line. Twink—can we see the actual comments? I thought that was what we would be able to see. Judy Rusk stated it would be a composite summary. Chief Pischke stated it would be an executive summary covering all points covered in the comments. Dr. Walker stated it would stipulate percentages of responses in categories and summarize comments from membership. Then they would prioritize points of attention to be addressed. They indicated this in each of the four meetings with individual board members. They stated they would create short-term visions and long-term visions regarding when an election might occur, and how to develop the information to give to the citizens.

Anne Freeman stated there was a lot of raw data, and it should be compiled and analyzed. Twink—they will analyze and summarize it and make recommendations on the summaries and the direction of those recommendations will be toward the election? Judy Rusk stated they will include what is needed by the department to make us more visible. Twink—hope they do more than that. The reason I say that is there are a lot of questions that will have a lot of data that would be very helpful for the Board. Hope it is more than directing recommendations. Judy Rusk stated all of that information will go into play as they will include it on a time line. Twink—will it be directed toward the issues brought up? Will they take the information and just gear it toward the election? Judy Rusk stated the election is their goal, but they are seeing things that need to be worked on as an organization. Anne Freeman stated they will also use the survey from the citizens as well to make the recommendations and time lines.

**B. JRA IGA with Boulder Rural Fire.**

Chief Pischke reviewed the JRA IGA that was contained in the packet for everyone to read/peruse. At the next meeting Chiefs Lawley, Pischke and Mygatt will come and give the Board the operational summary to show that what we have designed will work. One of the final meetings between the two entities will be held tomorrow morning. At that point in time we will ask for the Board's signature on the IGA. Anne Freeman asked if the oversight committee would have a chance to meet regarding this information prior to the next Board meeting. Chief Pischke stated this will be discussed at tomorrow's operations meeting and thereafter we will schedule a meeting date with the oversight committee. We are looking at 4/1/07 or 4/15/07 as the date this could begin, but it depends on dispatch/communications. Committee members will be notified by the end of the week to schedule a meeting.

Chief Lawley stated the committee will need to look at it first to ensure nothing is missed and to ensure everything is covered. The operations personnel have been meeting for three months on these items. Judy Rusk also asked that page 33, paragraphs E & F should be corrected where it indicates "and/or its". Chief Pischke stated legal counsel for MVFPD and BRF have approved the agreement. Judy Rusk stated if we can get this to work, perhaps we can do something like this in other border areas.

**C. Rocky Mountain Fire Update.**

Chief Pischke stated we will continue to work on doing something with overhead personnel, and also working with RMF re wildland fire training, etc. Chief Beebe is currently talking with them regarding doing things together on the wildland side. Above and beyond that, we are doing nothing else at this time until the ESCI study has been completed.

**D. Mead Inclusion Update (from Berthoud).**

Chief Pischke met with the Town of Mead and their administrator and he and the Mayor have blessed MVFPD in going forward to incorporate properties lying within our Fire District. We have scheduled a meeting with the Berthoud Fire Chief on March 1, 2007. We are hoping to take care of this in the friendliest/easiest way.

**E. Fire Corps Update.**

Starr Aldrich gave an update regarding information on the website. If the presentation is approved, Niwot is scheduled for 3/14/07, to kick off the program. Hopefully the media will attend. We will thereafter carry the presentation to the other communities within the District.

Starr has three people to contact regarding interest in participation. We have a lot of lists of duties/needs, and hopefully we can find people to help out in these areas. Once the communities are aware of the opportunity, we should be able to go from there.

Dr. Walker stated that during his meeting with Stifel, Nicolaus, the information from the survey could be used to help with presentation of Fire Corps, the election initiative, etc. The timing couldn't be better.

Judy Rusk stated there have been a lot of frustrations lately, but the next 6-8 months will be exciting.

Starr Aldrich stated we should contact persons who have left the District about the program and the availability of help/jobs that are not on the line. Starr asked Donna to put together a list of persons who may still be in the area and interested. Chief Pischke stated we will take care of this.

#### **F. Bookkeeping Position Update.**

Chief Pischke stated that three candidates will be interviewed 2/28/07. We hope to fill the position as soon as possible thereafter. The applications were reviewed by the auditor prior to selecting the three candidates to interview. The auditor has had input on the interview questions, etc. If the Board would like to see the questions, we could share them with you. Anne Freeman would like them e-mailed to her. Chief Pischke will send the questions to all Board members. If the Board has suggestions, etc. please get them to Chief Pischke ASAP. Scott Lyle stated that the skills/duties needed to fulfill the position should reflect knowledge of the job and ability to do the job. Anne Freeman verified whether the auditor reviewed the applications for ability. Chief Pischke stated Bob Feis did so.

#### **G. ESCI Update.**

Judy Rusk spoke with Chuck Simmons of Boulder Rural Fire. They have decided not to participate in the ESCI study. Longmont Fire has decided they will participate, but are working on the contract. Chief Trunk of Longmont Fire will be back in town tomorrow, and hopefully the contract will be signed and sent to Judy Rusk. The cost changed a bit. MVFPD's portion should be approximately \$13,700 +/-.

Dr. Walker asked if whether the process regarding shared resources had an effect on participating in the study. Judy Rusk stated Chuck Folden and RMF could not get a comfort level from ESCI regarding the information they needed from the study. Discussion was held regarding what the study will entail.

Dr. Walker asked if we could obtain from ESCI suggestions, experience, ideas from their experience from doing studies with many other entities? Chief Pischke stated that this information should be coming out in detail in each facet of the organization, i.e. Training, Fire Prevention, as well as overall Department information. Judy Rusk stated that if there are ways to enhance our programs within the current budget, that information would be very helpful. Suggestions for improvement will include details and implementation information. The plan is that all the consultants we have will be sharing information and working together to help us ultimately put together the leadership best suited for our organization. Chief Pischke stated it will be critical for Stifel, Nicolaus to see the ESCI results to help with their long term projections.

## **VII. REPORTS**

### **A. Station Reports.**

Chief Pischke stated that we are continuing to work on Station 3 for all personnel working out of that station. Chris Lawler stated the only thing outstanding is that Randy Norris has done a tremendous amount of work, i.e. moving generator, air compressor, inserting tile step, plumbing washer/dryer, etc. The other career ambulance crews are great to work with too. They are so nice.

### **B. Staff Reports.**

#### **(1) Operations/Training**

Chief Lawley stated that we are approx. 3 weeks into staffing 24/7 in Mead. Everything seems to be going very well. Judy asked about volunteer staffing. Chris Lawler stated we are doing it part time at this time. We are doing what we can with what we have. Perhaps we could do a press release soon. Chief Lawley stated we will check with Stifel, Nicolaus prior to putting something out. Thereafter, Chief Lawley will meet with Jesse Hodgson and get something out. Randy Norris stated that in meeting with the public in and around the Town of Mead they have received an overwhelming supportive and excited response. Our response times are great, too, since being up in Mead. Judy Rusk stated change is good.

#### **(2) EMS**

Twink Dalton reported that since the last Board meeting 37 hours of continuing education were completed, including career, volunteer and Boulder Rural CME. Two ACLS classes for 16 hours, orientation to EZ-IO and CPAP. Hopefully the EZ-IO and CPAP will be ready to go March 1<sup>st</sup> after competencies are completed. Twink has written a grant for RETAC to obtain training for the EMS module of the FireHouse program to get it into the field and fulfill requirements for submitting EMS data to the State, which is mandatory as of 1/1/2008. Tonight we had our first orientation for spouses of new hires. This is something we plan on making a routine thing. The District is going to do it for both volunteer and career coming on board. This one was for the two career and two contract firefighters coming on board this month. The next one will take place for the volunteers who complete the academy. The intent is to hold the orientation prior to the academy, but we were unable to do this time, but will do so hereafter. The orientation is intended for spouses or significant others of all members working at Mountain View. Dr. Walker asked for information re what is addressed in the meeting. Three members and their spouses present information that has to do with what happens on the job from both the FF and spouse perspective. This also shows the support system that exists for all personnel and their families. Randy Winsett asked who put the program together. Twink was involved in a program like this at a prior agency, and she gleaned the information/program from her experience. Judy Rusk asked if we would consider an on-going support group for families.

Twink stated a new hospital has opened in Loveland just off of I-25 and Hwy. 34. It has opened up as a level II trauma center, Rocky Mountain.

Twink gave some information regarding the 1504 EMS calls in 2006; 1218 patients received care, 905 transported. 599 refusals. Of the transports, most patients went to Longmont United Hospital (474); with 300 patients transported to Good Samaritan in Lafayette. Patients were transported to several other hospitals, but were significantly fewer than LUH or Good Sam. We also had 311 working fires. Chief Pischke noticed that when comparing to

the 2005 report, we had approximately the same number of EMS calls, but we had 300 more transports in 2006. We are providing a great service to our citizens.

Dr. Walker thanked Twink for taking the initiative to implement the family support/orientation program.

**(3) Fire Prevention**

LuAnn Penfold distributed the monthly Fire Prevention report and reviewed the same. The average turn around time for plans review during the month of January was 11 days. Chuck Boyes will be back from Florida in mid-March, and LuAnn will contract with him to help with some plans. He may be in one day per week for a period of time to help catch up.

**(4) Admin**

Donna Mullison stated she is working an inordinate number of hours.

**(5) Volunteer/Reserve Program.**

Chief Lawley stated captains at Station 6 and Station 3 are working with reserves in shifting them to the volunteer stations for staffing. In the next 30-60 days they will be plugged into the system.

Chris Lawler stated the retirement party for Doug Rademacher will be held March 3, 2007, at Scooterhinge (333 Main Street in Mead) 7:00-10:00 p.m.

**(6) Career Firefighters.**

Sean Flagg stated all is well.

**C. Other Reports.**

None.

**VIII. BOARD MEMBER ITEMS**

None.

**IX. EXECUTIVE SESSION**

Randy Winsett moved to adjourn to executive session for personnel matters, pursuant to Section 24-6-402(4)(f), C.R.S. Anne Freeman seconded such motion, and it was thereafter unanimously approved at 2015 Hours.

Executive Session was adjourned and the regular meeting reconvened at 2036 Hours.

Judy Rusk reported that the executive session dealt with issues regarding one individual who is working seven days per week. Anne Freeman moved to recognize Donna Mullison for all the hard work over the last few months and the additional work load that will continue for next few months. This in no way fully compensates her. The Board shall award a \$5,000 bonus; \$2,500 the end of February and another \$2,500 at the end of April, at which time the bookkeeper position will be filled and should alleviate Donna's long weeks. Stephen Walker seconded such motion and it was thereafter unanimously approved.

Judy Rusk stated the Board and Admin need to make sure that the organization is set up so that when someone leaves, it does not leave a huge burden on others that are left, top to bottom. Donna Mullison thanked everyone very much.

**X. ADJOURNMENT**

There being no further business to come before the meeting, Randy Winsett moved to adjourn the meeting. Anne Freeman seconded such motion, and it was thereafter unanimously approved to adjourn the meeting at 2040 Hours.

**Respectfully submitted,**

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President Date

\_\_\_\_\_  
Secretary Date