

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

**July 16, 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 July 16, 2007, and was called to order by Judy Rusk at 1903 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, Stephen Walker, Scott Lyle and Randy Winsett. Anne Freeman Pawlowski was absent.

Also present were: Randy Templeton, Steve Pischke, Donna Mullison, Bill Dashiell, Twink Dalton, Mark Lawley, LuAnn Penfold, Starr Aldrich, Kathy Ryan-Woodcock, Roger Rademacher, Chad Rademacher, Mike Stratton.

**E. Approval of Agenda.**

Judy Rusk asked that Public/Member participation be moved prior to the Chief's Report.

There is an Executive Session needed for the purposes of personnel matters, pursuant to Section 24-6-402(4)(f), C.R.S.

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

**F. Chief's Report.**

Chief Templeton is working on a format for his report. He will be presenting his past/present/future report orally at this meeting. Chief has visited each station on each shift, met with the firefighters association, project heads, volunteers, etc. Approximately 25 volunteers attended the meeting last Wednesday evening. Chief Templeton distributed to the Board members the core information handouts from his presentations to all personnel and reviewed the same, which included the Golden Rule Ethics, Non-negotiables and other basic random concepts information. Chief Templeton will rely on the Battalion Chief rank to "get the word out" and share all information. Executive Staff includes Chief Pischke, Chief Lawley, Chief Templeton and Donna Mullison. Command Staff is everyone in the organization Battalion Chief and above. Weekly meetings will be held 7:30 a.m. every Tuesday.

Chief Templeton stated that the command staff has planned a retreat for August 1-2 beginning at 8:00 a.m. at Kinsco to include strategic planning. Board members are invited, especially the first morning. Chief Templeton distributed copies of business plans and other documentation he used in Austin for the Board members' review. This includes performance measurements, goals, action report, etc. Further information will be shared in the executive session.

## II. CONSENT AGENDA

### A. June 18, 2007 Regular Meeting Minutes.

Randy Winsett moved to approve the June 18, 2007 regular meeting minutes, as written. Scott Lyle seconded such motion, and it was thereafter unanimously approved.

## III. PUBLIC/MEMBER PARTICIPATION

Bill Dashiell introduced Kathy Ryan-Woodcock of Lightening Eliminators and Consultants, Inc., as HR/Financial Director of the company she presented a check for \$500.00 for the Sparky the Fire Dog public education program.

Bill Dashiell has contacted both Wal-Marts in Longmont and they have indicated that they will be making donations to the Sparky program. We have also put in for a grant with Wells Fargo for the Sparky program. Starr Aldrich is working with Fire Corps regarding the 5013C designation in the event the entities need to donate to such an entity instead of a governmental agency, we will work on getting the donations made through the Fire Corps.

## IV. ACTION ITEMS

### A. June, 2007 Financial Statements.

Judy Rusk stated we have received a huge portion of our revenues for this time of year. Discussion regarding revenues this year and next. We are currently under budget.

Scott Lyle asked if there were some percentage of the Erie mil levy going away/going down? Not that we know of. Judy Rusk stated that Erie may not have de-Bruced and may have to give a reduction. Mountain View Fire de-Bruced in 1997, so we do not have this problem.

Scott Lyle moved to approve the June, 2007 financial statements. Stephen Walker seconded such motion, and it was thereafter unanimously approved.

### B. Fire Code Adoption – Second Reading.

Judy Rusk asked if anyone had any comments/questions.

Stephen Walker moved to approve the 2006 Edition of the International Fire Code upon second reading. Randy Winsett seconded such motion, and it was thereafter unanimously approved. LuAnn Penfold said she will be taking it to the counties for their approval. Boulder County should be easy, but Weld County is a challenge.

### C. Set Exclusion Hearing – Colorado Division of Parks.

Judy Rusk stated this used to be known as Barbour Ponds and has annexed into Firestone. Chief Pischke stated that Mountain View Fire has an agreement with Frederick-Firestone Fire that would not allow this type of move, and that agreement is obviously null and void. Chief Templeton will be meeting with Frederick-Firestone's Chief. Dr. Walker stated we need an opinion this matter, even though this is not a revenue generating property, but could set a precedence in the future. Judy Rusk stated we should table this at this time to get a legal opinion from Dick Lyons regarding whether they can do this due to the agreement between MVFPD and Frederick-Firestone

Fire. Discuss response areas contained in the agreement, i.e. who services I-25, etc. Chief Lawley gave some history regarding Town of Frederick's property, and any annexed into the Town, was designated by the Town to be serviced by Frederick Fire, now known as Frederick-Firestone Fire. Discussion. This matter was tabled until legal opinion can be received.

#### **D. Chief Optional Retirement Plan.**

Donna Mullison explained the situation with regard to the chief of an organization being the only person eligible to opt for a different retirement plan than that offered by the District, and Chief Templeton has asked for that option.

Stephen Walker moved that the District shall establish a tax deferred 403(b) annuity plan for the Chief in lieu of his participation in FPPA, and authorize the Board president to execute the Salary Reduction Agreement for this plan, with clarification that such contributions by the District to such plan are in lieu of the District's contributions to an FPPA retirement plan, and such contributions would cease in the event Chief Templeton, in the future, opts into any of the FPPA retirement plans that would require matching contributions from the District, that such 403(b) annuity plan shall only be provided to the rank of Chief of the department and only if the Chief opts out of FPPA. Judy Rusk stated that this does not release Chief Templeton and the District from contributing to the accidental death and disability plan for FPPA, and that will remain in place. Randy Winsett seconded such motion, and it was thereafter unanimously approved and all required documents signed.

Donna stated that prior to leaving all board members need to sign the new signature cards for the District bank accounts.

#### **E. 2006 Audit.**

Robert Feis of Lemke, Feis & Associates presented the 2006 audit, together with two separate letters; one to the Auditing Committee and one to the Board of Directors as the management letter. He reviewed the Management's Discussion and Analysis prepared by Mountain View Fire Protection District. This has been reviewed by Lemke, Feis to ensure the numbers match up to the audit. He reviewed the Independent Auditors' Report. This is the cleanest opinion they can give. The audit went well and all information was made available. He then reviewed the balance sheet. Coming into this year the District was in good financial shape. Long term liabilities decreased substantially. The liability for Station 7 was paid back due to the defeat of the mil levy/bond ballot question, therefore reducing the liabilities.

Robert Feis reviewed the statement of activities. Pension Trust Fund is accounted for/audited separately. Robert Feis reviewed the Pension Trust Fund.

Robert Feis reviewed the statement of revenues, expenditures and changes in fund balances. Discussion regarding need for supplemental budgets.

Robert Feis went over the notes briefly. The only significant note was due to the payoff of the Station 7 lease-purchase due to the failure of the ballot questions.

Robert Feis reviewed the management letters. He reviewed the general fund auditing adjustments for 2006. Everything the auditors asked of MVFPD, it provided. Some of the issues included in the management letter included segregation of duties (a problem due to the resignation of the bookkeeper at the end of 2006). This did not cause any problems with the audit. They recommend a supplemental budget when revenue and/or expenditures are more than budgeted, and in 2006 this happened due to the Station 7 lease-purchase situation. He reviewed the

requirements for review of bank reconciliations, petty cash reconciliations and review of vendors re 1009 issuances. They are really monitoring payments to volunteers. Discussion regarding volunteers and payment to them under W-2 as opposed to 1099s. Robert Feis stated it is a hot item and he understands W-2s are to be issued for volunteers. MVFPD currently issues 1099s. Chief Pischke stated our attorney, and staff performed extensive research regarding this issue and we stayed with the 1099 issuances.

Robert Feis reviewed fraud prevention and detection. A formal policy would be recommended. Dr. Walker asked for an example and Mr. Feis stated he could provide it. It is recommended quarterly internal review of payroll rates. Discussion.

Scott Lyle asked about investments cumulative gain in ColoTrust.

Upon the Board's approval, Robert Feis's office will submit them electronically to the State.

Donna expressed her appreciation for Mr. Feis and his staff for being very patient and understanding during the audit process while we found the necessary information, etc. which was difficult due to the bookkeeper's resignation.

Stephen Walker moved to approve the 2006 Audit. Scott Lyle seconded such motion and it was thereafter unanimously approved.

## **V. REGULARLY SCHEDULED ITEMS**

### **A. Mission, Value & Vision Statements – Update/Feedback.**

Dr. Walker gave an update on feedback on some items still outstanding in this regard. Rather than doing this now, he will wait until after the August 1-2 retreat and thereafter an e-mail will be sent out and feedback will be requested.

Dr. Walker stated that he is still working on gaining feedback from the Miller and Gold families regarding those awards.

### **B. JRA Update.**

Chief Pischke distributed an overview/summary. Chief Templeton reported on the meeting held prior to this Board meeting. Changes of spreadsheet information were discussed at the meeting and will be implemented in the future. Discussion regarding the response time performance measure that was not met last month. Boulder Rural is concerned about this and asked MVFPD to research the reason the response times are not being met. Judy Rusk stated it would be interesting to find out if it is due to the calls being more in the Boulder Rural area and farther to respond to or in the areas that are in Niwot and closer. Discussion. Chief Templeton stated we will be researching this issue. Chief Templeton distributed copies of the brochures that have been printed regarding the MV/BR JRA cooperative effort and distributed to the area members/citizens. Dr. Walker stated citizens are very appreciative of the information, as well as creation of the JRA.

Chief Pischke explained the uncollectables and write-offs questions from last month's report. At this point there are no uncollectables, as this has not been going on for more than 90 days yet, and that is a minimum number of days before any account is sent to collection for non-payment.

### **C. ESCI Update.**

Chief Pischke stated we have not received any information. We anticipate receiving their report some time in September. Judy Rusk signed an amended contract last week. City of Longmont has

opted out, and it does not change the dollar amount. There are only three organizations remaining in the study; Mountain View Fire, Boulder Emergency Squad and Boulder Rural Fire.

**D. Fire Corps Update.**

Starr Aldrich stated some persons have been participating in events this past month, and will continue through the summer. Starr is revising the list of Fire Corps participants. There are currently six persons signed up. Discussion.

**E. Letter to Berthoud Fire Board.**

Chief Pischke stated there has been no response yet.

**VI. REPORTS**

**A. Station Reports.**

None.

**B. Staff Reports.**

**(1) Operations/Training**

None.

**(2) EMS**

Twink Dalton distributed the monthly breakdown of calls and reviewed training statistics. Chief Templeton initiated discussion regarding high rate of suicide calls in the District.

**(3) Fire Prevention**

LuAnn Penfold stated the turn around time has decreased for plans review. Inspections, etc. are at a stand still until she gets some help.

**(4) Admin**

None.

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

None.

**(6) Career Firefighters.**

Chad Rademacher stated CPAT was run last month and went very well. There are some great candidates for our hiring list as well. Looking to send some members to Chicago in the Fall

to the Redmond Symposium for our wellness program. This is a five day seminar regarding health and safety standards, injury mitigation/prevention, etc.

Judy Rusk stated we should look at the seminar budget and prioritize who will be sent to seminars and see if we can reprioritize and send two persons to Chicago. Chad stated that if it doesn't happen this year, hopefully we can send people next year. Staff will look into this and report back to the Board next month.

**C. Other Reports.**

None.

**VII. BOARD MEMBER ITEMS**

Randy Winsett initiated discussion regarding the upcoming SDA conference September 19,20, 21. Dr. Walker is interested in attending and the Board stated it would be good to have Chief Templeton attend. Dr. Walker will get info to staff within the next week whether he can go or not.

**VIII. EXECUTIVE SESSION**

Randy Winsett moved to adjourn to Executive Session for the purposes of personnel matters, pursuant to Section 24-6-402(4)(f), C.R.S. Stephen Walker seconded such motion, and it was thereafter unanimously approved to adjourn to Executive Session at 2110 Hours.

The Executive Session adjourned and the regular meeting reconvened at 2159 Hours.

**IX. ADJOURNMENT**

There being no further business to come before the meeting, Scott Lyle moved to adjourn the meeting. Stephen Walker seconded such motion, and it was thereafter unanimously approved to adjourn the meeting at 2200 Hours.

**Respectfully submitted,**

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President Date

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Secretary Date

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