

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

August 21, 2006

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 Brownsville Station, 10911 Dobbin Run, Lafayette, Colorado, on August 21, 2006, 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, Stephen Walker. Scott Lyle was absent.

Also present were: Steve Pischke, Donna Mullison, Mark Lawley, Bill Humphries, Keith Serkes, Dave Beebe, Joe Rusk, Christopher Clark, Dr. Kathy D'Angelo, Chris Lawler, Jack Cochran, Roger Rademacher, Chad Rademacher, Chris Robillard, LuAnn Penfold, Mike Arellano.

D. Approval of Agenda.

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

E. Chief's Report.

Chief Pischke stated he had nothing further to add to his report. He asked whether it was a problem to attend the IAFC. President Rusk stated this will be addressed in action items.

II. CONSENT AGENDA

A. July 17, 2006 Regular Meeting Minutes.

Randolph Winsett moved to approve the July 17, 2006 regular meeting minutes, as written. Stephen Walker seconded such motion, and it was thereafter unanimously approved.

B. July 25, 2006 Special Meeting Minutes.

Randolph Winsett moved to approve the July 25, 2006 special meeting minutes, as written. Anne Freeman seconded such motion, and it was thereafter unanimously approved.

III. PUBLIC/MEMBER PARTICIPATION

NONE.

V. ACTION ITEMS

A. July, 2006 Financial Statements.

Chief Pischke reviewed the July, 2006 financial statements. We are currently under budget. Chief Pischke stated that the EMS overtime account is currently over budget due to medics being out on bereavement leaves and filling open medic slots so as not to change our service levels. We could curtail this OT expenditure if when necessary a unit is taken out of service. This is not due to wildland. Wildland OT comes out of the 700 Wildland budget. AC Lawley states that we are short one medic on one shift, so if they are off, we must bring in OT. Judy Rusk asked if we are using medics on engines? Yes, on shift that have extra medics, if the situation calls for it due to whomever is out sick/vacation, etc. AC Lawley stated that we looked at using a medic as a rover, but there are still OT issues, and possible FLSA issues, and very difficult re scheduling. The Board would have to philosophically stated whether they would want a paramedic unit taken out of service. At this time, we fill with OT to keep service levels up. Dr. Walker initiated discussion regarding how/when to schedule highest volume of times during the day. Chief Pischke stated we do track this information. It is something we could look at, but very difficult to staff this way and still incurs overtime. Dr. Walker asked that we research this information and look at different ways to staff. Chief Pischke stated we have hired a paramedic and he goes to the academy beginning in September. He will be out of the academy and in the paramedic FI program in Decedmber of this year. After he has been fully trained, we will then have 5 medics per shift, therefore one extra to minimize overtime necessary to fill medic shifts. This will minimize OT in the EMS division for 2007. AC Lawley stated that perhaps we need to have a worksession to discuss staffing, etc. Chief Pische stated that perhaps a worksession could be called for September. Chief Pischke stated that in 200 Firefighting, we are over budget in FF testing due to the BC and Captain's testing processes. It is currently over budget, and we are awaiting the \$13,000 bill from CWH. Even with those two over budget areas, we should be able maintain the budget overall. Randy Winsett asked about the fuel/oil area. Chief Pischke stated we are doing OK in that area and Bill is doing a good job in budgeting and managing these areas. Bulk purchases at a fixed rate have helped us in that area. Dr. Walker asked for a status on 2216. AC Lawley stated Chief Albrandt went through it and made sure it was fully equipped. It is in service at Station 4-Niwot. We are in process of training more persons on that unit. If it is in the system, we should have people trained on it and use it.

Randolph Winsett moved to approve the July, 2006 financial statements. Stephen Walker seconded such motion, and it was thereafter unanimously approved.

B. Handbook Clarifications – Command Structure & Scope and Valid Driver's License Changes – 1st Reading.

Chief Pischke reviewed the proposed changes. The command structure change was drafted pursuant to the Board's direction at the last meeting. The second change regarding valid driver's license was needed to ensure annually all personnel have current driver's license. Dr. Walker stated that the Board is receptive and attentive to hearing concerns, but it is not a substitute for personnel going through proper channels and operating efficiently. Judy Rusk stated we wanted to make the Board more accessible for Board policy items, but operational issues should go up the chain. This will be an action item for the September Board meeting. Chief Lawley drafted the change for the Command Structure item. Good job.

C. Harvest Junction Exclusion Hearing.

Randolph Winsett moved to adjourn to Public Hearing for the proposed Harvest Junction Exclusion. Stephen Walker seconded such motion, and it was thereafter unanimously approved.

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

Dr. Walker initiated discussion regarding Boulder County's requirements regarding commercial development. LuAnn Penfold stated that the big box stores require a lot of water to meet fire prevention, and the stores cannot get that from Lefthand Water, so they were required to go to the City to get it.

Randolph Winsett moved to approve the Harvest Junction Exclusion. Stephen Walker seconded such motion, and it was thereafter unanimously approved, and the Order of Exclusion was signed.

D. Dacono Station – Wells Fargo Payoff.

Chief Pischke stated that Donna received the payoff information regarding the lease-purchase and reviewed the same. Staff recommends paying off this lease-purchase as we cannot complete this project at this time and should wait until we have adequate funding for the same.

Stephen Walker moved to approve the Wells Fargo payoff. Anne Freeman seconded such motion, and it was thereafter unanimously approved.

E. Old Niwot Fire Station.

Chief Pischke reported that President Rusk, Anne Freeman and he met with regard to the status and future plans for the old Station in Niwot. The committee had four options. Retain the building, sell the building, abandon the building and perhaps revert to The Grange, or sell the building to the Grange (for \$1.00). The recommendation from the committee is to sit down with the Grange to sell them the building for \$1.00. Most likely Old Engine 10 would be moved upon the sale of the building. The grills would be included in the sale. As a good will gesture, the District would repair the roof and paint the building. The repairs/repainting is the next scheduled item for the District's buildings/grounds tech. Chief Pischke spoke with Red Southern, a Grange Representative, to set a meeting, and perhaps we could meet this Wednesday night. Judy Rusk stated the meeting was held prior to the last Board meeting, which was properly noticed. Having Engine 10 in a station would make it more secure. We would encourage Cliff or other individuals to continue to drive it so long as they were properly trained, etc. Chief Pischke stated that Engine 10 would be moved to Station 2. Anne Freeman stated the decision was based on the District's liability for the old building, and the security issues. We don't really need it, so it would benefit the community to sell it. Judy Rusk asked Chief Pischke to meet with Red Southern and other representatives at 7:00 p.m. on Wednesday, 8/23/06 at 7:00 p.m.

Randy Winsett moved to authorize Chief Pischke to negotiate the sale of the building to the Grange for \$1.00. Stephen Walker seconded such motion, and it was thereafter unanimously approved.

VI. REGULARLY SCHEDULED ITEMS

A. Wildland Program Update.

AC Lawley asked Chief Beebe to give an update on the program. B.C. Dave Beebe distributed a program overview and reviewed the same. Chief Beebe's goal is to receive \$100,000 net from all deployments for the year. Discuss frequency of these types of fires within the District and the training benefits for everyone. Discuss volunteer participation, special needs due to deployment schedules, compensation, etc. Discuss different types of deployment, i.e. single resource and Type 6 deployments. Discuss overtime impact. Government reimburses us for employee's pay, expenses, etc., as well as back fill (OT) rate for the person who fills that position while the wildland team is out. Wildland workers are covered by the Federal worker's compensation insurance. Discuss roles of volunteers to allow two pieces of apparatus out and therefore double the revenue for the District. Hopefully in 2007 we will be able to expand the program in this way. Discuss possible joint venture with Longmont Fire for Boulder County Task Force. Discuss future plans to replace 2231 with updated/larger unit and to enhance training.

Chief Pischke stated that two years ago there were volunteers involved in the program. They were able to leave their regular jobs for 14-21 days. AC Lawley stated that this is a good option for alternative funding for the District, in addition to getting additional training for personnel. Chief Beebe states the only limiting factor is personnel. So long as personnel are interested in serving in the program, it will be successful. Chief Beebe was approached by two volunteers who will be interested in joining the program next year. Hopefully we can get 6 volunteers next year to commit to the program.

Randy Winsett stated it will be interesting to see what kind of revenue can be generated, and what equipment may be needed next year to help facilitate this program. Chief Pischke stated that the plan was, based on the amount of money made during the year, a portion of the revenue would be set aside to purchase the new piece of equipment. That plan was scrapped this year due to the District's financial needs. We could perhaps look at this again for future budgets. At this point we are not ready to commit a definite number that can be transferred to Capital Reserve. We will need to get further into the budget year to estimate the amount we may be able to transfer to Capital Reserve due to ongoing needs of the District.

Randy Winsett stated that if you look at it in a business sense, it takes money to make money. If equipment is older, we should perhaps update it to enhance the program and attract more people to participate in the program. Dr. Walker stated this is appealing due to the cross-training for career, volunteer and reserves, and encourages teambuilding between all facets. Donna Mullison stated that we have always received all sums billed for Wildland deployments. Occasionally, there is a delay, but we have always received the amounts billed. Chief Beebe stated we have a great relationship with the State Forest Service and have no problems. Chief Pischke stated Denise does a great job putting billings together—she could be part of a team that goes out to do billings, etc. she is so good at it. After persons return from deployment, she turns around the bills very quickly.

B. State Matching Funds Grant – Sign Application.

Donna Mullison reviewed the application and obtained the appropriate signatures. She will contact Scott Lyle tomorrow to arrange for his signature.

C. Wellness Program Overview.

Chief Pischke stated there is an overview in the packet. Dr. Kathy D'Angelo, the Mountain View Fire physician, spoke in support of the program. She gave factual information regarding the benefits of such a program in fighting disease, injuries, etc. Chief Pischke stated Chad Rademacher is coordinating the program. We began with wellness physicals, and now are expanding the program to include the Peer Fitness evaluations, and thereafter return to work program. Judy Rusk stated it is a good program. She has concerns regarding dollars spent at this point due to our budget concerns. Also, how do we secure information if doing it in-house? Chief Pischke stated that rather than purchasing equipment out of the line item in the Wellness portion of the budget, we will use the money to send two persons for training, and the Mountain View Firefighters will pay for two persons to be trained. All four persons will sign a contract to participate in the program for three years thereafter, or they will have to reimburse the training fees. Fitness trainers must agree to keep information confidential. All information they collect will be locked up in a confidentiality filing cabinet. Chad Rademacher stated all fitness trainers must sign off on a confidentiality agreement, plus we are ruled by HIPAA. Chief Pischke introduced Jack Cochran, the business manager of Exempla. We have truly benefitted from our association with Exempla.

Judy Rusk stated we should be able to monitor and to measure success in this program. We need to do this. We must show that it benefits not only the individuals, but the District as well. As an organization we should see a reduction in injuries, reduction in cost to rehabilitate injuries, reduction in lost time and worker's compensation premiums. Chief Pischke stated that every member will be required to go through the peer fitness evaluation, they will not mandate specific results. The onus goes back to the individual in what they want to achieve. We give them the tools, but they decide what they will pursue. Dr. D'Angelo will address these things in the wellness physicals, etc. that she performs, and evaluate individuals at their regular periodic wellness physicals.

D. Devlin Retirement Party.

Donna stated Weezy will be in town the week of September 18th. Discussion on date/type/location, etc. Discuss punch/cake from 4:00-7:00 p.m. on Friday, September 22, 2006, perhaps at a station – perhaps Station 6 in the bays. Randy Winsett stated perhaps the conference room at SW Weld County. He will check and get back to Donna ASAP.

E. Future Exclusions Information.

Discuss list received from Dick Lyons regarding future exclusions.

F. Rocky Mountain Fire Authority Proposal.

Chief Pischke reviewed the proposal. We are looking at the possibility of joint training and operational sharing. Judy Rusk stated she spoke with the Cherryvale Board President regarding concerns. Initial concept and phases are extremely broad, and their board would like to see specifics, timelines, dollars and cents. Very small steps initially, very meticulously laid out for both departments. Chief Lawley stated this information was reviewed at the operations meeting. They had some of the same concerns. We will look at all this very carefully before it goes any further. We will keep the Board abreast of any developments in this regard. Dr. Walker stated we must drive this bus and ensure every step makes sense prior to implementation. Chief Pischke assured everyone Cherryvale is on the same page. Randy

Winsett stated it must benefit both Districts' customers. Chief Pischke initiated discussion of possibilities and looking at the big picture for many entities. Chief Lawley stated that we need to look at what it takes to maintain the sustainability of our organization, perhaps through a comprehensive plan. Judy Rusk stated we need to work on a comprehensive plan. Chief Pischke stated we need to convert our strategic plan into an all-encompassing comprehensive plan. Judy Rusk stated the Cherryvale may have some good information regarding recruitment/retention.

G. Fire Corps Update.

Chief Pischke gave an update on the Fire Corps program. He attended a meeting last week and right now Fire Corps are looking at five areas to train people in. Administration, special events (pub ed) program coordinator, language/translator, educators of all ages. They are working on the training criteria, etc. We provide the people, they provide the training. Chief Pischke meets with Fire Corps monthly, and hopefully something can be started up in 2007. Dr. Walker asked who attends the meetings. Chief Pischke stated West Metro Fire, Westminster Fire, Cunningham Fire, North Metro Fire, and two other departments that are interested. Judy Rusk explained that this program allows the District to offer volunteer positions to citizens in a non-operational capacity. This would also be a good recruiting tool. It is a good alternative for retired persons to help.

VII. REPORTS

A. Station Reports.

Chief Pischke stated we are in the process of getting ready for winter. We are painting many stations, hopefully Station 1 will be completed soon and thereafter, the Grange building would be taken care of. Would like to get that completed prior to Nostalgia Days. Nostalgia Days coordination is already under way.

B. Staff Reports.

(1) Operations/Training

Chief Lawley stated the schedule for the remainder of the year has been sent out. The harassment workshops will be held in November. Chief Lawley stated the schedule is full for the remainder of the year.

(2) EMS

EMS Director, Twink Dalton is out of town, but prepared a report that was distributed and reviewed by Chief Pischke. Competencies have been finalized for First Responder and EMTs and the information given to career and volunteer officers.

(3) Fire Prevention

Fire Marshal LuAnn Penfold distributed her monthly report including plans reviews, inspections, etc. for the July and reviewed the same. Due to increased number of plans, we are now up to a 14.5 day turnaround. Chuck Boyes came in to work on a contract basis while LuAnn was on vacation and completed a lot of plans. Chuck worked in Fire Prevention for

the District for 9 years from 1991-2000. He was the Fire Chief of Boulder prior to that time. He continues to work on a contract basis for the District each year as needed.

(4) Admin

Chief Pischke distributed copies of letters sent to the financial companies who made presentations last Thursday. We will have a preliminary meeting with Stifel in the next couple of weeks, and thereafter will set a time to meet with the Board to determine how to proceed. They are looking forward to working with us.

Regarding the chief's process. CWH was busy this month, but they can attend the September meeting. Perhaps we could plan a worksession (start the regular meeting early) in September. Judy Rusk stated she really would like to be at the meeting with CWH, but she is out of town the week of September 17th. Chief Pischke will have to check with CWH regarding their schedule. Perhaps we could schedule a special meeting. Chief Pischke will call them and get dates and convey them to the Board.

Chief Pischke will begin to get out to more community groups within the next few months, in addition to the regular meetings attended monthly at this time, as listed in the Board packet.

Judy Rusk asked for a decision regarding the IAFC conference Chief Pischke has been asked to attend, at the expense of the IAFC, with no expense to the District. Consensus of the Board was to allow Chief Pischke to attend.

(5) Volunteer/Reserve Program.

Chris Lawler stated a new academy is starting soon, and they are very excited at the good people that will be attending. Capt. Arellano stated the fitness program is a great concept. Volunteers are very enthusiastic. B.C. Rusk stated 8 will be in the academy, one additional who will come on board nearly immediately, and three will be on board in a mini-academy due to their experience. We will be looking at possibility of putting on our own volunteer academy next year. We will research costs, etc. Randy Winsett asked if we are looking at minimum/maximum numbers. Chief Rusk stated minimum 7-8, with maximum of 15. Will use Brownsville Station, but have to find somewhere to do live burns. Randy Winsett asked if we open it up to outside agencies? Chief Lawley said we would give our people first priority, but, as in the past, would open it up and charge those persons to attend.

Chris Lawler stated that the career personnel have reached out to the volunteers/reserves. Two career persons attended the volunteer officers meeting and made presentations. There has been career & volunteer training together coordinated by Captain Bennet.

Chief Pischke stated that we will budget for 30 new volunteers/reserves for next year.

(6) Career Firefighters.

Chad Rademacher stated he has seen an improvement in the relationship between career and volunteers. Judy Rusk stated she really appreciated the efforts as it will make a much stronger organization. Chad Rademacher stated the Mountain View Firefighters organization was matching the amount paid by the District for training the 4 peer fitness instructors. Dr. Walker stated that this is a very positive and the morale is becoming better. It is gratifying to see this happening.

C. **Other Reports.**

NONE.

VII. EXECUTIVE SESSION

NONE.

VIII. BOARD MEMBER ITEMS

Randy Winsett initiated discussion regarding the new smoking law, and the impression of tobacco use to kids, etc. If we are on school property, you cannot carry cigarettes, smokeless tobacco, etc. nor use the same. There are a lot of people that “chew”. Please be aware of the health issues, and the impressions given to kids and everyone.

Judy Rusk asked if there had been any feedback regarding where the meetings will be held next year, i.e. all meetings at Admin? No, this information will be going out and if personnel have feedback, please contact admin. Judy Rusk stated the annual chili cookoff competition is September 24, 2006 in Erie.

Dr. Walker stated the reports on all activities, meetings, operations, etc. is fantastic. I feel a lot more informed, and like the way the three team members are working together. Thanks for providing this additional information. Judy Rusk stated that hopefully the information flow is getting better. AC Lawley stated that staff met and indicated they wanted to provide more information.

IX. ADJOURNMENT

There being no further business to come before the meeting, Randolph Winsett moved to adjourn the meeting. Stephen Walker seconded such motion, and it was thereafter unanimously approved to adjourn the meeting at 2120 Hours.

Respectfully submitted,

President

Date

Secretary

Date