

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

**December 11, 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 Niwot Station, 8500 Niwot Road, Niwot, Colorado, on December 11, 2006, and was called to order by Judy Rusk at 1800 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, Twink Dalton, Chief Bruce Mygatt, Jeff Webb, President Chuck Simmons, Eric Harris, Curt Gattmann, Jenna Robbert, Rob O'Donnell, Dennis Culver. LuAnn Penfold, Sean Flagg, Lee Brown, Jamie Wood, Starr Aldrich, Dick Lyons; Mickey Leonard and Brian Brenner of VFIS.

**D. Approval of Agenda.**

Judy Rusk stated both Pension and Regular meetings were scheduled at 6:00. The agendas will be changed slightly to accommodate all items that legally must be taken care of early in the meeting.

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

**II. PUBLIC/MEMBER PARTICIPATION**

**A. Boulder Rural Presentation.**

Judy asked that board members take notes and we can ask questions after the presentation in order to move the meeting along as we have so many items to take care of this evening. Introductions were held by all attending the meeting.

Chief Pischke asked that everyone jot down their questions, and either tonight or later all questions will be answered.

Chief Mygatt gave an introduction regarding the presentation to be given this evening. Both entities want to have a win/win situation in providing the best possible customer service to both Districts' citizens. Both entities are looking for Board support, as well as all members' support.

Mark Lawley outlined the joint response proposal, including tangible and intangible benefits.

Jeff Webb presented the financial model.

Chief Pischke discussed the joint proactive approach to meeting needs for both departments, including those for both internal and external customers. If approved, a joint committee will be formed to perform 30, 60 and 90 day reviews, as well as quarterly reviews thereafter, of the entire program. Chief Pischke stated that ESCI supports greater regional partnerships, therefore they would not be against a proposal such as this. Chief Pischke stated that this is the general overview, and all details have not been ironed out at this time. This information will be shared with the operational members of both entities.

Chuck Simmons requested a copy of the Powerpoint presentation, and he expressed his appreciation for all the hard work and efforts on this proposal. Discussion was held regarding who will sit on the joint committee. Chief Pischke stated that the committee members would report back to the Boards after each review. Discussion regarding how much detail remains to be worked out. Hopefully, we can work the details out in a few meetings at most. Thereafter, a period of training will be necessary, as well as a hiring process at Boulder Rural. Twink Dalton stated the medical training is set for February.

Judy Rusk requested a board member be on the joint review committee.

Judy asked Boulder Rural how many calls they ran last year. Of 800 calls, 356 transports. 460+ were EMS calls.

Judy Rusk asked for the downsides from the District point of view. Things never are as good as they look. Chief Pischke stated a consideration on both sides of the coin is when Mountain View's East end is busy, the Niwot unit goes to a central location. This would be somewhat different under the JRA. If we had to do this, we would need to use Pridemark to cover the Niwot area. If the unit was on a call in the Westerly Boulder Rural area, we would have no presence in the Niwot area, although this can occur anywhere in the District at any time.

Judy Rusk stated we are dealing with two counties; what are the political ramifications? You have taxpayers in Weld County paying for coverage in Boulder Rural. Discussion. Mark Lawley stated it allows better resource deployment in other areas of our District since we don't have to run 2201 into the Niwot area, as under the JRA Boulder Rural's engine will run into that area. Chief Pischke discussed that without the JRA, due to Mountain View's staffing levels, at times we would have to take a piece of apparatus out of service.

Chief Mygatt stated that a downside for Boulder Rural is that they have to hire people and if it doesn't work out, they have persons they can't afford and have no place for. A downside is the mutual aid with Pridemark in Boulder Rural since they would in essence be canceling their transport services, other than mutual aid, in Boulder Rural's area. Discussion regarding safety, response times, etc.

Chief Pischke stated Mountain View stands to gain the most in this proposal. Dr. Walker believes taxpayers would be happy that we are sharing resources. He is concerned with continuity of systems, communications, training modalities/methodology. Judy Rusk requested time lines with trainings considered, especially with the fire side. Start with new people on both side of the fence. EMS side looks OK so long as Twink is doing the training. How about the Fire side? How do you plan on utilizing volunteers on both sides. Does this put volunteers/reserve programs at risk on both sides? Mark Lawley stated volunteers are a big part of our system, and we are trying to make that program more efficient. They are a key component and we need to sit operational people down to figure out these issues.

Randy Winsett stated there are always issues, but they get worked out. Where they break down usually occurs regarding who is in control; on an operational level combined resources always

work well together. It is at the administrative level that problems occur. If we are saving taxpayers money and reducing response times, it is worth it.

Chief Mygatt stated the volunteers make their system work at Boulder Rural. They are an integral part of the organization. They get the same training, etc. as career personnel. Rob O'Donnell stated volunteer academies have been combined for years between Mountain View and Boulder Rural, and for at least four years Boulder Rural has been a joint response on fire calls. Jeff Webb stated there are no communication problems. Twink stated that she is incorporating volunteers into training, at Boulder Rural and Mountain View. Same training and standards are being presented and expected for both career and volunteer levels; striving to attain this standardization at the EMS level and hopefully at the fire level as well.

Chief Pischke stated ESCI will be coming in to perform the feasibility study and will be reviewing this system, should it be up and running, as well. They will give both entities an outside view on this new program.

Eric Harris asked about the communications to our constituency. How they receive information will go astray if we don't have a plan for this. Perception can be misinterpreted. It is very important how we give information to the public regarding our combined efforts. We need to see this prepared and review it. Chief Mygatt stated that Wednesday morning a meeting is scheduled with operational members from both entities to start this process. Randy Winsett agreed that it is important to convey proper information to the public. Dr. Walker asked that Board representation from each side be on the joint review committee.

Chuck Simmons asked for more information on a time line. Chief Pischke asked that staff be given the opportunity to put together time lines, get a copy of the PowerPoint presentation to Board members, and review training, volunteer programs, plans to educate the public/taxpayers, etc. prior to beginning a joint response program. Staff will have this information by the January Board meetings. Chief Mygatt stated we can get the information sooner. Both entities should meet weekly and get information back to their Boards. Have operational personnel give feedback to the Board.

Rob O'Donnell stated that career and volunteers at Boulder Rural are seeing opportunities to better their skills, run more calls, etc. I'm sure there will be a million questions for Wednesday's meeting.

Mark Lawley feels operational people are the key to making this happen. They must have buy-in to the process or it won't work. We waited to have the meeting until after it was supported by the Boards of both entities. Curt Gattman stated Boulder Rural's board is supportive of going forward. Chief Mygatt asked for support from Mountain View's Board. Judy Rusk asked the Board for their opinions and the consensus was to go forward.

### **III. CONSENT AGENDA**

#### **A. Chief's Report.**

Chief Pischke distributed his monthly report. Chief Pischke discussed the problems we are having with the map book company, and it is involving a lot of time, and information from the counties has been late or non-existent, therefore the mapping company's process has been elongated.

**B. November 20, 2006 Regular Meeting Minutes.**

Randy Winsett moved to approve the November 20, 2006 regular meeting minutes, as written. Scott Lyle seconded such motion, and it was thereafter unanimously approved.

**IV. ACTION ITEMS**

**A. 2007 Budget Hearing.**

Donna Mullison distributed the final proposed 2007 Budget. We received final figures from the Counties which resulted in a \$1,897 revenue loss in Boulder County and more than a \$14,000 revenue gain in Weld County, for a net gain of approximately \$12,000 which was used to enhance the wellness physicals and additional printing costs for our map books.

Chief Pischke stated that the additional cardiac and IMT screenings for the wellness physicals will not be mandatory, but strongly suggested. If family members would like this screenings, they will be given to our members at a reduced cost. Chief Pischke commended Donna on the long hours and obstacles in getting the budget finalized.

Scott Lyle stated we should hit up LexMark about a new copier as they are in our District.

Anne Freeman asked about amounts due CWH and Stifel, Nicolaus. Donna stated it is listed under 2006 estimated amounts and she will be meeting with Chiefs Pischke and Lawley this week to ensure these amounts are paid prior to the end of the year. Donna confirmed that the CWH contract was faxed and sent in last week. Discussion of revenues and expenditures was held.

Randy Winsett moved to approve Resolution 06-01, Resolution to Adopt Budgets. Scott Lyle seconded such motion, and it was thereafter unanimously approved.

Scott Lyle moved to approve Resolution 06-02, Resolution to Appropriate Sums of Money. Randy Winsett seconded such motion, and it was thereafter unanimously approved.

Randy Winsett moved to approve Resolution 06-03, Resolution to Set Mill Levies. Anne Freeman seconded such motion, and it was thereafter unanimously approved.

Anne Freeman stated she had sent a proposed ad for the Chief's position and is working on finalizing this.

**EXECUTIVE SESSION:**

Scott Lyle moved to adjourn to executive session for legal counsel re litigation pursuant to Section 24-6-402(4)(b), C.R.S. Scott Lyle seconded such motion, and it was thereafter unanimously approved to adjourn the meeting to Executive Session at 1937 Hours.

Executive session was adjourned and the regular meeting reconvened at 1951 Hours.

**B. Handbook Update – EAP 2<sup>nd</sup> Reading**

Chief Pischke stated no changes have been made in the draft presented for first reading last month. Randy Winsett moved to approve the Handbook Update – EAP upon second reading. Scott Lyle seconded such motion, and it was thereafter unanimously approved.

## V. REGULARLY SCHEUED ITEMS

### A. VFIS Presentation.

Mickey Leonard and Brian Brenner of VFIS presented the Board with a copy of the dividend check in the sum of \$10,197.00, representing a dividend on the District's Worker's Compensation 2005 premium due to the District's commitment to safety, and its participation in the Colorado Emergency Services Association. He indicated Donna Mullison serves on the executive board of the association. Donna stated we have received the original check and it has been deposited. Judy Rusk commended the line personnel for staying safe.

### B. Stifel, Nicolaus Update.

Chief Pischke reported that Stifel, Nicolaus sent out a pre-notice to all persons they intend to call for the survey. Chief Pischke will check to see if we will receive feedback on this survey prior to or together with the internal survey. He will keep the Board apprised of information as it is received.

### C. Rocky Mountain Fire Update.

Chief Pischke stated that the next meeting will be held in January. They have asked to help Mountain View with our map work. Chief Pischke is providing them information. Chief Pischke is hoping not to have to pay the current mapping company additional funds, and hopefully will work with Rocky Mountain Fire's experts, thereby saving the District money. Discussion regarding obtaining information from the counties, etc.

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

Chief Pischke stated he attended the last Mead Trustees' meeting two weeks ago. He met with Richard Samson, the Town of Mead's attorney at that time. Chief Pischke gave this information to Dick Lyons and Dick said he would follow up with Mr. Samson. Chief Pischke will send Dick an e-mail asking for an update.

## VII. REPORTS

### A. Station Reports.

Chief Pischke reported that we are currently adding lockers and making the area more usable for personnel at Station 3-Mead.

### B. Staff Reports.

#### (1) Operations/Training

Chief Lawley stated the volunteer academy will begin January 16, 2007. Judy Rusk asked for what nights the classes will take place. Chief Lawley stated that both volunteer and career personnel will be teaching the academy together. Station 5 will be used for the classes. Jamie

Wood provided a copy of the academy schedule to President Rusk. Chief Pischke reiterated what Capt. O'Donnell of Boulder Rural stated that Boulder Rural had trained volunteers from Boulder Rural and Mountain View for the last three years. We decided to bring it back in-house. Also, after this initial academy we will look to doing a joint effort with Boulder Rural in training new recruits in the volunteer academy. This will foster relationships between career and volunteer and volunteer and volunteer by bringing it back in-house. We have 12 persons signed up for the academy.

Two structure fires occurred this month. One on Road 12 earlier this month, and one, a garage fire, on the South side of Erie. Crews did a good job on both.

**(2) EMS**

Twink Dalton stated since the last meeting 18 hours of EMS continuing education have been provided in addition to a PALS class, for a total of 26 hours. Flu vaccine is in and an e-mail has been sent out. Twink was unable to get call information, but will report at the next meeting. Year-end reports will be generated after January 15<sup>th</sup>, therefore it will be available in the February Board packet.

**(3) Fire Prevention**

LuAnn Penfold had nothing to add to the report contained in the packet. Things are slowing down with the year-end. This gives her time to put together the program to begin inspections in February, 2007. LuAnn Penfold gave an update on current condos in Erie. Hopefully we will get additional commercial.

**(4) Admin**

Chief Pischke stated that a majority of our time has been spent on completing the budget and putting together presentations.

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

Chris Lawler stated the volunteer officers have been working with Chief Lawley to improve volunteer/reserve program to accomplish goals re better participation and better utilization of resources and better response for taxpayers. Trying to consolidate volunteers and reserves at Stations 3 and 6. Eventual goal is to have every night and all weekends staffed with volunteers/reserves. Chief Lawley stated the new program will allow us to better allocate our resources District-wide. Trying to work out the details now, and hopefully will implement by late January, 2007.

Donna Mullison stated the Volunteer/Reserve annual service checks have been determined and will be going out by December 15, 2006 in District holiday cards, together with thank you Safeway gift certificates.

**(6) Career Firefighters.**

Sean Flagg stated three career members are in Dayton, Ohio attending the Peer Fitness conference. The cost of this is shared by the Union and the District. We want four persons certified, three have been sent at this time as one person had to decline. Eventually we will have an additional person certified. We are currently working on CPAT testing which will be held at the Maintenance Facility on Saturday at 10:00 a.m. Chief Pischke stated there is a lot of work to get this done at the maintenance facility. Very difficult to make it work. Two practices must be held prior to the December 18<sup>th</sup> official testing.

C. **Other Reports.**

Chief Pischke will give an update regarding the Erie reporting in the January meeting.

**VIII. BOARD MEMBER ITEMS**

Starr Aldrich reminded Chief Pischke regarding the Fire Corps program. Chief Pischke stated that Starr Aldrich has agreed to become the Fire Corps coordinator. He will oversee the program. In addition, we have a person who is a retired Longmont Fire Dept. Firefighter who has volunteered to do inspections for Fire Prevention. We are working on a job description for this position. LuAnn will help Vernon Sorensen become re-certified as an inspector and then he should be on line hopefully by February.

Scott Lyle asked about the Lemke, Feis management letter. Discussion was held regarding changing auditing companies every three years. It is not a requirement for this District, but it is still highly recommended. In Scott Lyle's company they have their clients change auditors within the company if they want to stay with the same auditing company. Scott Lyle stated we should formally request a different partner each year to audit. We could add that to the engagement letter. This item will be placed on the January agenda.

Scott Lyle moved to allow Lemke, Feis to do their preliminary work for the audit prior to the official acceptance of the management letter. Randy Winsett seconded such motion and it was thereafter unanimously approved.

Randy Winsett thanked everyone for stepping up and doing extra and going above and beyond this year re budget, general work, etc. Too bad there is no holiday party to thank everyone. Judy Rusk stated that perhaps a golf tournament, etc. could be put together next year so that we can afford an appreciation party for all members.

**IX. ADJOURNMENT**

There being no further business to come before the meeting, Randy Winsett moved to adjourn the meeting. Scott Lyle seconded such motion, and it was thereafter unanimously approved to adjourn the meeting at 2036 Hours.

**Respectfully submitted,**

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President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date