

Pleasant View Metropolitan District
Minutes of the Study Session of the Board of Directors Meeting
April 8, 2025

President: Adrian Waller called the meeting to order on April 8, 2025, at 2:00 p.m.

Roll Call:

Present: Adrian Waller, Tiffany Smith, Jennie Heismann, Joe Anderson and Juile Shaw.

Also Present: Tammy Waller, Chris Malmgren, Linda Glesne with CEGR, and Karey Baker.

Pledge of Allegiance

Approval of Agenda:

President Adrian Waller asked if there are any changes or additions to the agenda. With no additions or changes made to the agenda, Jennie Heismann made a motion to accept the April 8, 2025, study session meeting agenda and with a second from Julie Shaw the motion was unanimously approved.

President Waller stated that this Study Session is a chance for the Board to discuss the items on the agenda openly so that going forward the Board is on the same page or at least we get our opinions and thoughts out before entertaining public comment at the next Board meeting. He stated that there is no public comment at this meeting, but the public is welcome to attend. He told the Board that Linda Glesne is also here to help with any legal questions that the Board may have or that we don't have the answers to.

New Business:

A. Policies

President Waller stated that the policies that have been in effect and adopted for years didn't transfer over to the Lexapol system, because of this, there is some question as to what is in effect. Chief Chris Malmgren stated that he took the policies he had and put them into Lexapol but there are still policies and procedures that need to be put into the system. President Waller stated that it really doesn't matter if they were transferred into Lexapol or not as the policies are still in effect and in use. Ms. Tammy Waller agreed. The one policy that is in question is the policy around Board members being employees or volunteers for the district and that has always been enforced as you can't be an employee or a volunteer because it creates a conflict of interest and other districts around us have the same policies. Julie Shaw stated that she agrees but she wonders if there is a process if a policy is changed that it is shared with employees and volunteers and Chief Malmgren stated that he sent it to staff but not to volunteers and he stated that he should have.

Ms. Waller stated that all staff including volunteers did receive the policies in January. President Waller asked Ms. Glesne if all staff should be notified if policies change and she stated that it is good practice to do so and that sharing them in Lexapol is helpful. Chief Malmgren stated that when policies are updated in Lexapol everyone receives an email regarding the update and it tells them to go in and acknowledge the updates, but

not everyone does. We haven't made them sign a form that states that they acknowledge they read the policy, but we need to make staff and volunteers sign them moving forward.

Chief Malmgren stated that part of their probationary year they have to go in and review these, but President Waller stated that without them signing we have no way of knowing who has reviewed them. Chief Malmgren stated that Lexapol keeps track of those that are in the system.

Lexapol keeps all the policies up to date and there is the ability to have everyone sign off on the policies in the system.

President Waller asked if Chief Malmgren is notified when things are changed. Chief Malmgren stated that when he goes into the system it shows a list of what has been updated that he can review. The employees should get an email stating that there is a change.

Joe Anderson stated that Chief Malmgren stated that not all the policies have made it into Lexapol and wondered where staff and volunteers would be able to go to view the policies and updates and does everyone know where to find them. He stated that maybe a reminder should go out to the department of where these policies are. Chief Malmgren stated that an email is sent out when policies are added. Mr. Anderson said has anyone thought about implementing AI, because a lot of departments are using it and it could be very helpful. Chief Malmgren stated that the policies are online. Mr. Anderson said departments are downloading them to one location and using AI. This will help streamline things and help with all the questions that are coming up about the policies. President Waller stated that we do not have a better system, but the policies are out there, and they were available. Mr. Anderson stated that the system needs to be reset, and we need to have everyone sign that they have read the policies. Mr. Anderson stated that his department sends them out as an assignment in Target Solutions and Chief Malmgren can do the same thing in Lexapol. Mr. Anderson asked if they get training hours through Lexapol. Chief Malmgren stated Lexapol will go through and keep all the policies up to date. President Waller asked Chief Malmgren if he is notified if policies were updated and he said yes when he goes into the system it shows if there are updates. He stated once he puts them in the system it automatically sends them an email about the changes, and they acknowledge that they have read it. Everyone gets notified, including volunteers.

The Board stated that we should be making it an assignment that each employee acknowledges that they received it and reviewed all policies. The Board also agreed that we need to get Lexapol up to speed, training officers need to get any employee to sign off and when there are updates, they need to acknowledge the updates. Mr. Anderson asked how clear this is to the department and Chief Malmgren stated that this is nothing new. Julie Shaw stated that we need to hold them accountable to take care of the assignments. Mr. Anderson stated that in his department they run a report at the end of the month and it's up to the officer to go around to staff and have them get their items done. President Waller stated that a few actions point he has come to from this discussion:

- Get Lexapol current and up to date
- Get training officer to ensure that each firefighter and volunteer has read and or signed off that they have reviewed the policies
- Any time policies are updated the training officer needs to ensure again that the firefighters and volunteers complete and sign that they reviewed them again

Ms. Glesne stated that the policies that the Board has implemented are adopted and active. President Waller asked if the district was following industry best practice and Ms. Glesne stated that all districts are different and it is all over the board and is discretionary. She said that paid staff can't serve as a paid employee and serve on the Board. Volunteer firefighters are considered employees in many ways. President Waller stated we need to make the decision that we are going to follow our policy.

Mr. Anderson asked what the policy says now, and does we need to revisit it? Tiffany Smith suggested removing the verbiage that prior to running for a Board position you need to step down from your position. The Board agreed.

President Waller stated that he feels that there is pressure from the firehouse to get people elected from within as they don't like what the Board is doing. He stated that it is just his opinion. He said that we have built the bank account, and we have never been against the firehouse. Ms. Shaw stated that at our next meeting we need to lay out what the Board does and what our goals are. The public doesn't know what we do and some of the emails and comments out there are incorrect information, and we need to let people know what we do and how we can help the community. Have a FAQ on our website that people can read. Mr. Anderson said he doesn't think the Board is being mocked and that any fire department that has a union loves people on the Board that supports the modern fire service, and they are worried about the wellbeing and the morale of the department. They just may disagree with some of the opinions.

President Waller asked the Board if we are going to support the policy that you can't be a Board member and an employee or volunteer? The Board agreed that yes, they all support the policy.

- B. Meeting Decorum
1. Public
 2. Staff
 3. Board Members

President Waller stated that he meets with staff, and he has heard that there are Board members that need to be removed from the Board. He stated that staff need to respect the Board and their decisions. In 20 years, he has never heard anyone say that they don't respect firefighters. During Board meetings it feels intimidating when a group of firefighters come and push to move people out. He stated that staff don't like the fact that we are putting 10% away and he stated that he explains it all the time, but it seems to be a topic of discussion.

President Waller stated that we need to do a better job in public meetings. He said that the Board should not interrupt each other, and we should treat each other with respect.

We should not be talking to members of the public or firefighters during the meetings. We need to listen to everyone's concerns, take their comment and do not immediately comment. Say thank you for your comments and we will get back to you. He also stated that we should not ask staff questions.

Mr. Anderson stated that there are people that may take this the wrong way, and we need to remind them why we are not commenting. President Waller stated that it is on the meeting agenda. Tammy Waller stated that we need to follow the order and watch what we say because there are special interest groups that are targeting districts.

Mr. Anderson asked what the issue was at the last meeting because he had heard things, and a lot of people left frustrated and aggravated. Ms. Smith asked why they were frustrated and Mr. Anderson stated that they were frustrated with her. Ms. Smith stated that she tried to tell them that she couldn't talk to them. Mr. Anderson would like to listen to the recording. Ms. Smith stated that she should not have said anything. She stated that she tried hard not to say anything inappropriate and President Waller stated that she said Chief Malmgren's name many times, and the public comment escalated a bit. President Waller stated that he heard that they were upset that we were following the policy and that we wouldn't hand them a book of policies at the meeting and that they needed to get the information from Chief Malmgren. Mr. Anderson asked if they are posted on the website for people to see. He stated that everything is on the front page of his district website. Ms. Glense stated because of the ADA compliance issues they are telling people not to do that because the government is requiring 100% perfection, and you will have to work hard to keep everything compliant. Especially PDFs.

Ms. Glense stated that having the information on the agenda is important. If someone takes over a meeting it doesn't keep it transparent as those items are not on the agenda. There is a good reason for having the information on the agenda and district are being trolled. It protects your interest.

Ms. Waller asked if there are contracts that need to be approved under Chief Malmgren's report does it need to be on the agenda and Ms. Glense said that it should be called out as an action item under Chief's report. That way everyone knows that it is an agenda item that needs to be voted on.

President Waller stated he feels that we are mostly in agreement that we are not going to address public comment, and we will let them know that they will receive an email from the Board, Chief Malmgren or Ms. Waller.

We are not going to direct questions to staff in a meeting. We will write them down and ask the Chief to get the information.

President Waller stated that we need to treat each other with respect and listen to everyone's opinion and make the best decision for the community. Ms. Shaw asked if we need to add the volunteer policy to the agenda for next meeting and Chief Malmgren stated that it would be under Chief's report as an action item.

Ms. Glesne stated that the new Board members need to take the oath of office, and it does need to be filed before they take the seat as a Board of Director. Ms. Smith asked if she were to be voted off should she show up at the meeting and Ms. Glesne stated that she would just tell them not to attend that meeting.

Fire Department

1. Union

President Waller asked the Board what do we want the union to mean to Pleasant View? Do we recognize the union, is it legal, and do they need to go to the voters to become a union. Ms. Glesne stated that it is an informal union until it is approved by the voters. Mr. Anderson stated that they can come to the Board and say that the union would like to be recognized. He stated that it's more of a partnership and that the union will write the contract and bring it to the Board and then the Board and the firefighters discuss and come to an agreement regarding the union. He stated that the contract can be signed under different terms and then you let the union do the work.

President Waller asked how many of the 11 firefighters are in the union and why can't a list of the members be shared with the Board. Mr. Anderson said most special districts he knows the unions have gone to their Boards and they were voted on. He stated that the union helps with funding and processes, and they can make the Board members' jobs easier.

Chief Malmgren feels like the union has become a way for them to go around the Chief's office. President Waller stated that we need to tell staff that they need to go through chain of command. He stated that Chief needs to start writing people up and President Waller asked if the Board could write anyone up and Ms. Glesne stated that the Board doesn't have authority for formal disciplinary action, but they do have the authority in meetings to say we will not be continuing the meeting if the behavior continues. Threatened behavior in the meetings should not happen and should not be tolerated.

Ms. Glesne stated that if there are staff meetings with the union and staff are on shift, they cannot attend the meetings as they are being paid to do their shift work. She stated that she would like to provide the Board with a memo on how the union works. Ms. Waller asked about collective bargaining being part of the union discussion and Ms. Glesne stated that they should just be talking about safety and not collective bargaining.

2. Personnel

President Waller stated that we need to be organized as a Board and suggest that staff go through the chain of command.

C. Fire Authority/Contract Service

1. Golden

2. West Metro

President Waller stated that it is time to start thinking about how the district supports themselves. It's time to talk again to Golden or West Metro about Fire

Authority or Contract Services. He stated that for us as a Board, 1 year, 5 years or 10 years down the road, it is in the best interest of the district to begin this discussion. We should begin the discussion right away. He also said that we don't have enough office staff, a human resources person and attorney to house all that we are doing. Mr. Anderson stated that the firefighters' biggest concern is job security. Is there anything we can do to strength the relationships we have.

D. District Powers: Special District vs City Council

President Waller state that he thinks about what the Board can do to help the community understand the difference between our special district and the city council. One idea is to add more to the website.

Adjournment:

Tiffany Smith made a motion to adjourn at 4:04 p.m. Julie Shaw seconded the motion, and it was unanimously approved.

Respectfully submitted by:
Karey Baker

Adrian Waller, President

Tiffany Smith, Vice President

Jennie Heismann, Treasurer

Julie Shaw, Director

Joe Anderson, Director

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