



Minute Record – Board of Directors – Clifton Fire Protection District
Regular Meeting

October 16, 2024

Call to Order, Roll Call, Pledge of Allegiance

The Board of Directors of Clifton Fire Protection District met in regular session on Wednesday, October 16, 2024, at 3254 F Road, Clifton, Colorado. A Certification of Posting Meeting Notice verifying posting was completed on Friday, October 11th, 2024, at 4:25 PM. Board President Woods called the meeting to order at 6:00 p.m. and roll call was taken.

Roll Call:

| | |
|-------------------------------------|----------------------|
| Kent Brumback – Vice President | - Present |
| Shannon Perez – Secretary/Treasurer | - Virtual attendance |
| Robert Thomason | - Present |
| Brian Woods – President | - Present |
| David Combs – Director | - Present |

Others present: Jennifer Woods, Administrative Assistant, and Fire Chief Brian Cherveney. A list of attendees shall be included as part of the meeting minutes. It was noted for the record that Director Perez notified Chief Cherveney that she would attend remotely and was unable to attend in person. It was also recognized that a quorum was present.

Guests

Sue Blair/Marcos Pacheco, Community Resource Services of Colorado
Michael H. Luedtke, Hoskin, Farina & Kampf, P.C. – Special District Attorney

Public Comment

No public comments were received.

Approve Agenda

Motion by Thomason to approve the agenda as proposed, second by Combs; carried unanimously.

Approval of Minutes

Regular Meeting Minutes from September 25, 2024 (Action Item)

- Brumback moved to accept the September 25, 2024, Regular Meeting Minutes as presented, seconded by Thomason and carried unanimously.

In accordance with District By-Laws, recorded meeting minutes kept at the District office and any executive recorded meeting minutes greater than 90 days are to be removed from the District's records after approval of the minutes.

Fire Chief's Report

A copy of the chief's report was included in the Board packet. Chief Cherveny reviewed the Chief's report with a focus on the following topics:

Health and Safety

- Chief Cherveny stated it has been 83 days since the last injury or exposure. This number will be updated in future reports.

Training

- Chief Cherveny reported that the grant request for the offsite training equipment from the Federal Mineral Lease District was not funded. He stated the traditional grants and mini-grants were scored together and CFPD missed being funded by 1 percent.
- Training hours were reported to be lower than expected. Chief Cherveny learned that individuals were unable to record training on their own. This has been changed and will be followed and reported on in November.
- Certifications are being tracked closely per Chief Cherveny, CFPD is 100% compliant with the required certifications needed to transport and bill for ambulance services.

Grants

- Chief Cherveny provided information regarding the 2024-2025 EMTS grant. All grant items have been ordered and some received. The goal for completion and reimbursement for this project is December 31, 2024. Chief Cherveny stated the goal for the new ambulance to go into service is November 15, 2024.

Personnel & Staffing

- Chief Cherveny updated the Board regarding the part-time line and Administrative Assistant hiring processes. Interviews will be scheduled and conducted the week of October 18th for Admin assistant and applications for part-time FF/EMT are being reviewed with interviews expected in November.

Incident reporting

- Chief Cherveny answered questions regarding the incident on October 1st involving Truck 21 and the station wall. He reported that a structural engineer assessed the damage and stated it would be possible to widen one door to prevent similar problems in the future. Three quotes will be presented for the repairs. Chief Cherveny stated the quotes will be sent to the insurance company for approval.

- Chief Cherveney reported he met with EMS Chief McIntire from GJFD to review their proposed billing services to address excessive mutual aid services provided to surrounding Fire Departments. Chief Cherveney will provide an update on the conclusion of the new fee structure and how this will impact mutual aid given and received from GJFD.

Apparatus/facility

- Boat storage and placement of shelter are being discussed based on suggestions. Chief Cherveney is looking into the possibility of placing the shelter at Clifton Sanitation.
- East fence – Staff was unable to easily locate the property line so a survey will need to be obtained. A chain link fence may cause additional clearance problems with the apparatus. Chief Cherveney will continue discussions with the property owner to the east and work on a mutual agreement. The Board supported a survey and continued work toward a fence on the east border.

Other

- Chief Cherveney stated that the annual employee health insurance renewal was reviewed at the September Board meeting, however, the Board did not formally approve the annual renewal. The renewal deadline was prior to the October Board meeting and after conferring with the Board President, Chief Cherveney was authorized to execute the agreement. The Board recognized the oversight and Thomason moved to authorize the renewal of the annual employee healthcare coverage from CEBT as presented at the September Board meeting, seconded by Perez and carried unanimously.
- It was also stated that the District's annual property and liability insurance renewal is due soon. Chief Cherveney will have information for the Board at the November Board meeting.
- Reports on Grand Junction property annexations affecting fire and EMS services with CFPD will be listed in future Chiefs reports as directed by the Board.

Web Site/Social Media

- Chief Cherveney updated the Board on the status of the WEB site:
 - A volunteer pension member section is being added. Chief Cherveney also stated that 20 of 31 Volunteer Pension questionnaires have been received. Follow-up will be made on the outstanding members. Chief Cherveney will add a volunteer Pension section to future Chief reports.

Thomason moved to approve the Chief's report as presented, seconded by Perez. The motion carried unanimously.

Executive Session

- Conferences with the District's attorney regarding legal advice on specific legal questions §24-6-402(4)(b), C.R.S.
 - Brumback moved to enter executive session with the District's attorney, Michael Luedtke, (virtual attendance) regarding advice on specific legal questions §24-6-402(4)(b), C.R.S at 6:27 p.m., seconded by Thomason and carried unanimously.
 - Reentered normal session at 7:07 p.m. Mr. Luedtke attested for the record, certification of the legal advice received in the executive session was from Michael Luedtke, Hoskin, Farina & Kampf. Mr. Luedtke representing Clifton Fire Protection District provided legal services in executive session regarding legal questions §24-6-402(4)(b), C.R.S he attests no votes were taken during the executive session. Legal advice that was not recorded tonight was provided to the Board for the purpose of legal advice and constituted confidential attorney client privilege information and communications.
- A short recess at 7:08 p.m. The meeting resumed at 7:18 p.m.
- Community Resource Services (Discussion)
 - The agenda was modified to accommodate the presentation and discussion from the consulting firm of Community Resource Services presented by quest speakers, Sue Blair & Marcos Pacheco.
 - The presentation focused on election services for general board elections and services for specific ballot issues. The focus of the discussion was on the District considering a fall ballot initiative for a tax increase request to the Clifton Fire Protection District taxpayers. Following a short question and answer session, staff will continue discussions and evaluation of services prior to bringing back more information to the Board for consideration.

District Financials

- Financial & Billing Report
 - The Financial and Billing report was presented by Ms. Woods. One more ambulance billing refund was added from a double payment made in 2022.
- Perez moved to accept the financial report from September 1, 2024, through September 30, 2024, and acceptance of accounts payable in the amount of \$316,307.08 and outgoing checks in the amount of \$76,392.85 for a total of \$392,699.93 to be accepted. Outgoing checks for the period October 1, 2024,

through October 16, 2024, in the amount of \$26,492.24 to be accepted, seconded by Thomason, and carried unanimously.

Old Business

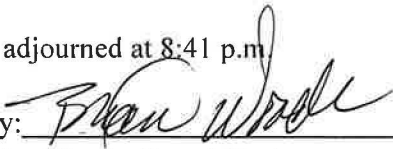
- Banking Services (Discussion/Action)
 - Chief Cherveney summarized the banking transition process and noted we are continuing banking services with Grand Valley Bank and services with Timberline Bank are still in the transition process. Chief Cherveney reports the District has deposited \$350,000 into the account. Staff updated status of billing functions and coordination of services, (check scanner and payment portal) with the bank and Witman Billing. No action required.
- 2025 Budget Hearing and Review (Review and Action)
 - The budget hearing started at 7:45 p.m. It was noted for the record that no public comments have been received and no public attended this meeting. The hearing closed at 7:46 p.m.
 - Chief Cherveney reviewed the proposed draft 2025 budget. Chief Cherveney provided updates regarding Value Enhancement's review and the minor adjustments to the draft budget. Chief Cherveney reported the District was not successful in the SAFER grant application and the Mesa County Energy Impact Assistance Grant. Chief Cherveney reviewed budgetary impacts and the options for staffing increases for 2025. The draft budget does not include employee pay increases beyond the current step plan in place now. Considerations were discussed regarding consulting services for evaluating public perception, preparing a tax initiative to provide capital funding for building replacement. Initial estimates for these services are expected to be \$125,000. The Board consensus is to commit to funding a third-party consulting firm to assist the District with future funding options and public perception. The staff will develop a cost estimate for the consulting services as discussed and include an estimate in the next revised draft budget for the Board to consider. The staff and budget committee will evaluate potential wage increases and staffing considerations and present a recommendation at the November regular Board meeting.
- Pay Study Presentation (Discussion)
 - Chief Cherveney provided an overview of the revised pay study. He explained the positions, various pay scales and progressive step systems implemented by the various departments. Chief Cherveney reviewed the potential budgetary impacts associated with the finding from past study comparisons. A general discussion regarding budgetary restraints and staffing requirements ensued. It was a consensus of the Board to include the four new FTEs as recommended by Chief Cherveney in the 2025 budget.

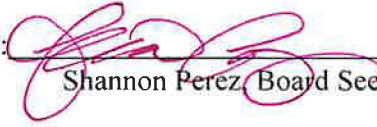
New Business

- Master and Strategic Plan Timeline (Discussion)
 - Chief Cherveney provided an update on the initial services. He reports good initial response. He requested a special Board meeting on November 18th to go over the initial project overview. He stated the consultants will be in town for four days in November to gather data, meet the Board, and have a public meeting on November 19th to gather information. It was a consensus to advertise and hold a special meeting on November 18th at 5:30 p.m.

Adjournment

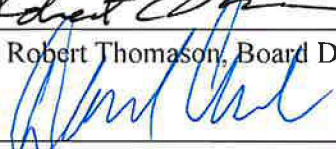
The meeting was adjourned at 8:41 p.m.

Minutes submitted by: 
Brian Woods, Board Chairperson

Approved by: 
Shannon Perez, Board Secretary/Treasurer

Approved by: _____
Kent Brumback, Board Vice Chairperson

Approved by: 
Robert Thomason, Board Director

Approved by: 
David Combs, Board Director