



Minute Record – Board of Directors – Clifton Fire Protection District

Regular Meeting

January 15, 2025

Call to Order, Roll Call, Pledge of Allegiance

- The Board of Directors of Clifton Fire Protection District met in regular session on Wednesday, January 15, 2024 at 3254 F Road, Clifton, Colorado. Board President Woods called the meeting to order at 6:03 p.m. and roll call was taken. Attendees recited the pledge of allegiance.
 - Roll Call:
 - Brian Woods – President
 - Kent Brumback – Vice President
 - Shannon Perez – Secretary/Treasurer
 - Robert Thomason – Director
 - David Combs – Director (6:10 p.m.)
 - Others present: Fire Chief Brian Chervey and Administrative Specialist Jennifer Woods. A list of attendees shall be included as part of the meeting minutes. It was recognized that a quorum was present.

Guests

- No guests were scheduled

Public Comment

- No public comments were received

Approval of Agenda

- Motion by Thomason to approve the agenda, second by Perez; carried unanimously.

Approval of Minutes

- Regular Meeting Minutes from December 11, 2024
 - a. It was noted the agenda incorrectly states the date of November 20, 2024. Thomason moved to accept the December 11, 2024 Regular Meeting Minutes as presented, seconded by Perez; 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 that all NFPA 1582 physicals were completed by the end of 2024.

Training

- Chief Cherveny reported that he will be assigning mandatory monthly training in 2025 to include HR-related topics. Additionally, a training Calendar will be created for 2025. The training calendar will assign specific Fire/EMS topics to be covered.

Grants

- It was reported by Chief Cherveny that the mobile radio has been ordered for the ambulance project approved at the October 18, 2023 Board meeting. There was an approximately \$1500 savings from the original budgeted amount.
- Reimbursement has been received on all but 1 item on the 2024-2025 EMTS grant. The final item should be received by January 28th, 2025.
- The 2025-2026 AFG grant has been submitted for \$98,322.00. If awarded this grant would replace aging hand-held radios and the districts older PPE washer/extractor.

Personnel

- Chief Cherveny stated that the newly hired part-time line personnel have completed an EMS academy and will soon be signing up for shifts.
- The Operations Chief position has been posted and will close on January 20th with interviews on January 30th.

Public Feedback/Interagency Interactions

- Green crew received a positive public comment
 - One included a personal visit from a citizen commending the crew for work performed at a house fire in Candlewood trailer park.
- Training officer Stassen and Chief Cherveny met with an Insurance Services Organization (ISO) representative to review the District's ISO rating. Chief Cherveny summarized the purpose of the ISO rating and the benefits to the residents and business owners in the district.

Union Report

- Chief Cherveny reported that he provided information to the Union members on the status of the department and some of the current projects and future goals.

Call Report

- Chief Cherveney provided an update on the Call Calendar. The calendar was revised to ensure the accuracy of data related to automatic aid and mutual aid responses involving the Grand Junction Fire. Additionally, Chief Cherveney noted that modifications have been made to the records management system to enhance data collection accuracy. This information will be instrumental in discussions regarding automatic aid provided to and received from the Grand Junction Fire Department, mutual aid extended to Palisade, and matters related to annexation.
- A brief discussion was held regarding annexation and the necessity of a formal agreement. Chief Cherveney informed the board that he is currently researching properties that have already been annexed and evaluating EMS responses by CFPD in those areas. He will provide a report to the board once further information has been gathered.

Apparatus/Facility

- Chief Cherveney informed the Board that the district has received a check for \$44,445 from the Property and Liability Pool to cover the repairs on the east wall and door. Merrit Construction will start the repairs when the door is available.

Billing and Fees

- Chief Cherveney reported that the district has paid Dynamic Planning \$14,850 for services performed in 2024 and received \$4,624 from fees and permits. Chief Cherveney stated he is investigating ways the district can decrease costs in the future.

Website/Social Media

- Chief Cherveney summarized the work being done get the new website live and the continuing work on increasing our presence on social media.

Previous Purchase Requests

- Chief Cherveney noted that the wellness equipment has been received and is in service and all the requested emergency handheld lights are also in service. All items have been recorded in the district inventory.
- The Chief's vehicle has been delivered and is being scheduled for graphics, lights, and sirens. The cost for this project is estimated to be approximately \$4,000 under the approved amount.
- Chief Cherveney requested an adjustment to the approved amount for the Smartboard. The previous quote had expired and the new quote has an increase of \$1,400. Combs made a motion to adjust the amount for the Smartboard to \$6,500 to cover the added costs. Shannon seconded and the motion passed unanimously.

Policies

- Chief Cherveney provided an update on the policies currently under review and development. He emphasized that the minimum staffing policy has been prioritized due

to its connection with ongoing discussions regarding employee benefits. A summary of the policy and its objectives was presented. Chief Cherveney stated that a final draft of the policy will be submitted for Board review at the February regular board meeting. The policy will outline the required minimum number of personnel on duty, define the qualifications necessary for those positions, and establish guidelines for the number of personnel permitted to take scheduled leave per day.

District Financials

- Financial and Billing Report
 - Chief Cherveney has documents for the Board to sign with Blair & Associates, PC to begin the 2024 audit. Discussion of highlights for year-end revenues and expenses occurs. President asks about ambulance payments received, which is listed in the Billing report. Ms. Woods states two checks were written outside of the Board meeting for the Christmas party in order to pay the venue the remainder of the cost for the venue as well as the cleaning fee, which was returned. Discussion regarding the new Timberline bank accounts occurs regarding the first payroll being processed, raising the deposit limit to \$25,000, and Ms. Woods ACH payment limit being raised up to \$10,000 before requiring for secondary authorization. Ms. Woods asks for a Board decision regarding how much money the Board wants in the checking account and the money market account at Timberline at all times. Discussion takes place and the Board asks the staff to get more information regarding the sweep accounts and banking. Ms. Woods provides further highlights in the Financial & Billing report.
 - Thomason moved to accept Blair & Associates PC to complete the 2024 audit, with costs not to exceed \$7,600 and seconded by Combs; carried unanimously.
 - Perez moved to accept the financial and billing report from January 1, 2025 through January 31, 2025 and acceptance of accounts payable in the amount of \$282,259.71 and outgoing checks in the amount of \$265,621.26 for a total of \$547,880.97. Outgoing checks for the period February 1, 2025 through February 19, 2025 in the amount of \$90,915.07 to be accepted, seconded by Combs; carried unanimously.

Old Business

- May 6, 2025 Election of Board members (Update)
 - Chief Cherveney summarized the 2025 election requirements and deadlines for publications and advertising. The election process summary was included in the Chief's report. Self-nomination forms can be submitted at this time. No action required.
- Master and Strategic Plan (Update)
 - Chief Cherveney provided an update on the progress of the Master and Strategic Plan. Chief Cherveney reports satisfactory progress with expected completion in May of this year. No action required.
- Streamline Web Administrator (Update)

- Chief Cherveny reports staff is meeting and developing updates with the web administrators. Chief Cherveny summarized activities completed to date including potential updates to the Board's resource site with Drop Box. Board members expressed an interest in improving the Drop Box and availability of historical documents as a resource. Staff reports the web site is nearing completion to accept payments safely and securely. The Chief's report provided the supplemental information discussed in this agenda item.
- Palisade Mutual Aid (Discussion)
 - The committee consisting of President Woods, Vice President Brumback, and Chief Cherveny assigned to meet and review excessive mutual aid with Palisade Fire District provided an update on progress. Brumback provided an overview of the meeting on December 18, 2024 with Palisade representatives, City Council member Rick Fox, Mayor Greg Mikoli, City Manager Janet Hawkinson, and Fire Chief Charles Balke. Palisade reported they would have three paramedics available by March 2025, which would reduce mutual aid requests by January 2025. Chief Cherveny reports reduced mutual aid requests in the initial weeks of January. The group agreed to meet again in March to assess the mutual aid and determine if additional steps are needed. A general discussion regarding next steps were evaluated pending the outcome of this effort.
- Personnel Policy Review (Update)
 - Chief Cherveny provided a summary of the status of this project. Chief Cherveny and Woods have met with the districts legal counsel, Michael Santo. A general discussion regarding policy and procedures establishing minimum staffing requirements.
- Mesa County EMS Coordinator/Manager Meeting (Update)
 - Chief Cherveny was unable to coordinate a meeting with Mesa County EMS Coordinator/Manager in January. A meeting will be scheduled for the February Board meeting.
- Clifton Sanitation Training Site Project (Discussion)
 - Chief Cherveny discussed the project and expected delays in constructing the fencing of the site as part of the agreement with CSD. No action was taken.

New Business

- 2025 Meeting Time and Location (Action)
 - Resolution 24-12-002 designating the date, time, and location for the regular meetings of the Board of directors of Clifton Fire Protection District and for posting public notice of District meetings was approved at the December 11, 2024, Regular Board meeting. To comply with State statutes, Chief Cherveny requested the Board confirm the date, time, and location for the regular meeting of the Board of directors of Clifton Fire Protection District for 2025.
 - Thomason moved to confirm that 2025 Regular Board meetings will be held on the third Wednesday of each month at 6:00 p.m., with meetings held at the Clifton Fire Station, 3254 F Road, Clifton Colorado, or such


location as may from time to time be designated by the Board., seconded by Combs and carried unanimously. Resolution 24-12-002 shall provide the specific details regarding the 2025 date, time, and location for the regular meetings of the Board of Directors.

Adjournment


- Perez moved to adjourn the meeting at 8:20 p.m., seconded by Thomason; carried unanimously.

Minutes submitted by: 
Brian Woods, Board President

Approved by: 
Shannon Perez, Board Secretary/Treasurer

Approved by: 
Kent Brumback, Board Vice President

Approved by: 
Robert Thomason, Board Director

Approved by: 
David Combs, Board Director