



Minute Record – Board of Directors – Clifton Fire Protection District

Regular Meeting

August 19, 2026

Call to Order, Roll Call, Pledge of Allegiance

The Board of Directors of the Clifton Fire Protection District met in regular session on Wednesday, August 19, 2026, at 3254 F Road, Clifton, Colorado. A Certification of Posting verifying that notice of the meeting had been posted in accordance with District requirements was executed on Tuesday, August 18, 2026, at 4:05 p.m. Board President Brian Woods called the meeting to order at 6:05 p.m. Roll call was taken, and attendees recited the Pledge of Allegiance.

Roll Call:

Kent Brumback – Vice President - Present

Shannon Perez – Secretary/Treasurer - Present

Brian Woods – President - Present

Robert Thomason – Director - Present

David Combs – Director - Present

Others present: Jennifer Woods, Administrative Specialist, and Fire Chief Brian Cherveny.

A list of attendees shall be included as part of the meeting minutes. It was recognized that a quorum was present.

Guests

Brian Bray – Participated virtually beginning at approximately 6:20 p.m. for the Executive Session discussion regarding real property. Mr. Bray exited the meeting at approximately 6:30 p.m. at the conclusion of that discussion.

John Howe – Arrived at approximately 6:30 p.m. and participated in the Executive Session discussion regarding the proposed Clifton Sanitation District lease agreement. Mr. Howe exited the meeting at approximately 7:03 p.m. following conclusion of the lease discussion.

Public Comment

No public comments were received.

Approval of the Agenda Action

A motion was made by Director Robert Thomason and seconded by Director David Combs to approve the agenda as presented. Motion carried unanimously.

Approval of Minutes Action

Regular Meeting Minutes from July 15, 2026

A motion was made by Director Robert Thomason and seconded by Secretary/Treasurer Shannon Perez to approve the meeting minutes as presented. Motion 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.

Executive Session

At 6:09 p.m., Director Robert Thomason made a motion that the Board convene into Executive Session pursuant to the following provisions of Colorado Revised Statutes:

To discuss the potential purchase, acquisition, lease, transfer, or sale of real property for the purpose of acquiring additional real property on which to construct new District facilities, pursuant to C.R.S. § 24-6-402(4)(a).

To discuss the proposed lease agreement with the Clifton Sanitation District, including development of negotiating positions and strategies, instruction of negotiators, and conferences with District legal counsel for the purpose of receiving legal advice regarding the proposed lease, pursuant to C.R.S. § 24-6-402(4)(a), (b), and (e)(I).

To discuss a personnel matter concerning Fire Chief Brian Cherveney, specifically including consideration of FPPA Deferred Retirement Option Plan (DROP) participation and related future employment and contract considerations, pursuant to C.R.S. § 24-6-402(4)(f)(I) and § 24-6-402(4)(e)(I).

The motion was seconded by Director David Combs and approved unanimously. The Board entered Executive Session at 6:09 p.m.

Upon entering Executive Session, a roll call was conducted with Brian Woods, President; Kent Brumback, Vice President; Shannon Perez, Secretary/Treasurer; Robert Thomason, Director; and David Combs, Director, present. Also present were Fire Chief Brian Cherveney and Jennifer Woods, Administrative Specialist.

Brian Bray joined the Executive Session virtually at approximately 6:20 p.m. for the discussion regarding real property and exited at approximately 6:30 p.m. at the conclusion of that discussion.

John Howe joined the Executive Session at approximately 6:30 p.m. for the discussion regarding the proposed Clifton Sanitation District lease agreement and exited at approximately 7:03 p.m. following conclusion of that discussion.

The Executive Session was audio recorded in accordance with C.R.S. § 24-6-402(2)(d.5).

At 7:22 p.m., a motion was made by Director Robert Thomason and seconded by Director David Combs to exit Executive Session. The motion carried unanimously, and the Board exited Executive Session at 7:22 p.m.

Following a brief recess, the Board reconvened in Regular Session at 7:32 p.m.

Action Following Executive Session Action

Following reconvening in Regular Session, the Board considered the Fire Chief's participation in the FPPA Deferred Retirement Option Plan (DROP).

A motion was made by Secretary/Treasurer Shannon Perez to authorize the Board Chairperson to execute the FPPA Deferred Retirement Option Plan Participation Agreement for Fire Chief Brian Cherveney, with an anticipated DROP entry date of September 8, 2026, subject to final review by

District legal counsel and confirmation that there are no material legal, contractual, or financial issues requiring further Board discussion. The motion was seconded by Director Robert Thomason and carried unanimously.

Chief's Report

A copy of the Fire Chief's Report was included in the Board packet for review. Chief Cherveney reviewed and discussed selected items contained within the report, including the following:

Health and Safety

Chief Cherveney reported one minor personnel incident during the reporting period. A firefighter sustained a minor bite to the hand while attempting to rescue a dog during an incident. The employee was evaluated and had only a minor red mark with no significant injury. The dog was also reported to be unharmed.

Grants

Chief Cherveney reported that work continues on the Mesa County Federal Mineral Lease District grant application, with the District requesting \$500,000 toward the new public safety facility project. Chief Cherveney and President Woods are coordinating letters of support. Congressman Jeff Hurd's office confirmed that it will provide a letter of support for the project.

The Board also discussed future grant opportunities. Chief Cherveney reported that a future DOLA funding cycle is anticipated and that the District's developing regional approach is expected to strengthen a future application. Congressman Hurd's office also provided information regarding additional federal and private funding opportunities that staff will continue to evaluate.

Personnel and Staffing

Chief Cherveney reported that the current hiring process has been completed and resulted in the addition of six part-time employees. The new employees have begun the District's EMS Academy and onboarding process. Chief Cherveney also reported that the District's newly hired full-time paramedic is progressing well.

Chief Cherveney provided an update regarding the recently implemented 40-hour EMS QA/QI position. The position has assisted with employee credentialing, onboarding, regional project work, and operational coverage. Early results have also demonstrated an ability to reduce overtime by providing operational coverage during shift-change periods when crews might otherwise be held beyond their scheduled hours. Chief Cherveney reported that he is pleased with the early results and will continue evaluating the position.

Compensation Market Study

Chief Cherveney reported that staff has received most of the information requested for the District's compensation market study. The review extends beyond base wages and includes benefits, PTO, vacation and sick-leave accruals, payout practices, and other elements of total compensation. Information from a small number of agencies remained outstanding, after which staff will compile the results for Board review and consideration during the budget process.

Ambulance Deployment and Service Delivery

Ambulance 23 continues to perform well and is handling nearly 30% of calls during the periods it is staffed. Chief Cherveny reported that the additional ambulance has been particularly beneficial during concurrent calls and has helped reduce reliance on Grand Junction mutual aid.

Chief Cherveny also reported that the recent changes to the Grand Junction response arrangement are functioning as intended. Grand Junction is absorbing additional calls within the affected response areas, while CFPD is experiencing less disruption to its own service delivery. Staff will continue monitoring the results as additional call data becomes available.

Apparatus and Equipment

Chief Cherveny reported that the District's 18 Viking 8000 portable radios have been received and placed into service. Initial feedback has been positive, particularly regarding radio clarity. The radios also include Bluetooth capability that may provide additional compatibility with future respiratory-protection communication equipment.

Facilities

Chief Cherveny reported that a significant water leak occurred at Station 21 on August 17, 2026. The leak originated from an older saddle valve located above the men's restroom. Staff isolated the leak, removed damaged drywall as necessary, and plumbing repairs were completed. Staff will review responsibility for the repair costs and applicable insurance coverage.

Sales Tax and Banking

The District received \$185,781.50 in its most recent sales-tax distribution. Chief Cherveny reported that the amount remains consistent with the revenue level anticipated for the program.

Chief Cherveny also reported that the transition away from the District's Grand Valley Bank account remains incomplete due to one remaining State deposit stream. Only a small number of deposits continue to be received through the account each month, and staff will continue working to complete the transition and close the account.

A motion was made by Director Robert Thomason and seconded by Secretary/Treasurer Shannon Perez to accept the Fire Chief's Report as presented. Motion carried unanimously.

District Financial Report

Chief Cherveny reviewed the District's financial statements and billing report for the period ending July 31, 2026.

Chief Cherveny clarified that the approximately \$79,000 amount reflected on the balance sheet was related to the District's sweep-account process and the timing of funds moving between accounts, rather than an actual cash shortage or overdraft.

General property-tax revenue and interest income continue to track favorably. The District is also beginning to realize additional revenue from accounts referred for bad-debt recovery and collections.

A motion was made by Secretary/Treasurer Shannon Perez to accept the District financial and billing reports for July 1 through July 31, 2026; approve accounts payable in the amount of \$752,331.10 and outgoing checks in the amount of \$28,785.50, for total disbursements of

\$781,116.60; and ratify outgoing checks from August 1 through August 19, 2026, in the amount of \$67,143.15. The motion was seconded by Vice President Brumback and carried unanimously.

Old Business

Committee Report

Capital Facilities Planning / Station Development Action

Financing Update

The Facilities and Financial Committee reported that it completed its preliminary review of Home Loan, Municipal Capital Markets Group, Timberline Bank, and Western Alliance Bank. Following interviews, supplemental questions, and additional evaluation, the Committee narrowed the field to Municipal Capital Markets Group and Timberline Bank.

The proposed CSD ground lease will be provided to both finalists for review. Any lender-required changes to the lease will be evaluated for compatibility with CSD requirements before a final financing recommendation is brought back to the Board. The finalists are expected to present to the Board prior to final selection.

CSD Site Action

The Facilities and Financial Committee provided an update regarding the CSD site and overall project progress. Chief Cherveney and President Woods attended the August 5 Clifton Sanitation District Board meeting, where project status, the proposed lease, and anticipated project timing were discussed. The CSD Board remains supportive of the project and expressed interest in moving the lease agreement forward. The District's rezoning and property-line adjustment documents have been submitted to Mesa County and are progressing through the review process.

RFP/Chamberlin Contract Considerations

The Facilities and Financial Committee reported that the Chamberlin Architects contract has been fully executed and is now effective. The CM/GC procurement document has been substantially refined, and final requested revisions are being incorporated in preparation for release at the appropriate point in schematic design. The project team continues to meet weekly to coordinate design, engineering, site development, and related project activities.

The Board also requested continued development of a project-specific budget and cost analysis as design progresses to provide a clearer picture of anticipated site and construction costs.

CSD/CFPD Lease Agreement

By consensus, the Board confirmed the continued authority of the Facilities and Financial Committee and Chief Cherveney to make reasonable revisions to the proposed CSD/CFPD ground lease necessary to make the agreement acceptable to Clifton Sanitation District and the selected financial institution, consistent with the Board's previously established direction.

The goal remains to have the lease available for consideration by the Clifton Sanitation District Board on September 2, 2026. The timing is also important to the District's \$500,000 Mesa County Federal Mineral Lease District grant application due September 4, 2026, which requires the District to demonstrate control of the project property.

3254 F Road Site Update

The Board discussed continued evaluation of the District's existing Station 21 property and adjoining parcels. The detailed property considerations had previously been discussed in Executive Session; no preference for a particular adjoining property was established in open session.

A motion was made by Secretary/Treasurer Shannon Perez to authorize the committee and Chief Cherveny to continue working with Brian Bray regarding potential acquisition of adjoining properties and, if appropriate, develop a proposed purchase price for consideration by the full Board. The motion was seconded by Director David Combs and carried unanimously.

Service Plan – Palisade Update

Director Robert Thomason reported that he had been contacted informally by a representative of the Palisade Rural Fire Protection District regarding possible interest in exploring a service agreement or other partnership with CFPD. Following discussion with Chief Cherveny, Director Thomason advised the representative that any request should be submitted formally in writing to the District. As of the meeting date, no formal request had been received.

The Board agreed that any additional contacts regarding a potential agreement should be directed to Chief Cherveny so that communications remain coordinated. The Board took no action and will consider the matter further if a formal request is received.

MCFA Service Plan Action

MissionCIT Agreement / Regional Service Study

Chief Cherveny provided an update on the ongoing regional fire and EMS service evaluation involving CFPD, Central Orchard Mesa, and Lands End. Initial information gathering is substantially underway, and a second committee meeting will be scheduled as the remaining operational, financial, and asset information is developed.

MissionCIT has been engaged to complete the cost-of-service analysis needed to support the regional evaluation. The total cost of the study is \$12,500, to be shared among the three participating fire districts. Chief Cherveny reported that the Mesa County EMS Council awarded \$2,500 toward the study, reducing the amount to be shared by the participating agencies. The Board reviewed the agreement and acknowledged that the work is proceeding consistent with the direction previously provided.

Equipment and Operational Due Diligence

As part of the due-diligence process, CFPD staff has begun inspecting and documenting apparatus, equipment, facilities, and other operational assets associated with the proposed regional service arrangement. Chief Cherveny reported that several significant maintenance and compliance concerns have been identified and that staff is developing a detailed written inventory of those findings. An independent equipment-maintenance professional has also been asked to provide an assessment regarding the condition of identified apparatus and equipment.

Of particular concern, staff inspected 37 SCBA cylinders and determined that all 37 were outside the required hydrostatic-testing interval. The Board discussed the immediate firefighter-safety implications of this finding and agreed that the affected governing boards should be notified promptly rather than waiting for completion of the broader regional study.

The Board directed staff to prepare written notice identifying the verified safety and compliance findings, with particular emphasis on the SCBA issue, and provide the information to the affected governing boards. The goal established during the meeting was to have the initial notification completed by Friday, August 21, 2026.

The Board reaffirmed that CFPD will continue to provide emergency and mutual-aid assistance as appropriate, but will not assume broader operational responsibility without an agreement or further Board direction. Staff will continue the due-diligence process and bring additional findings and recommendations back to the Board as the regional evaluation progresses.

Annexations and Exclusions Update

Chief Cherveny reported that the termination of the Grand Junction automatic-aid arrangement is now in effect. Although the change had originally been expected to take effect on July 13, 2026, the necessary dispatch-system updates were not fully implemented until approximately July 20, 2026.

Because the revised dispatch configuration was in place for only a portion of July, there was not yet enough reliable data to evaluate the full impact on CFPD call volume or mutual-aid activity. Staff will continue monitoring response data and report back as additional information becomes available.

New Business

2027 Budget Process

The Board discussed the statutory October 15, 2026 deadline for submission of the proposed 2027 budget to the Board. Because the regularly scheduled October Board meeting falls after October 15, the Board discussed presenting the proposed budget and beginning the required public-hearing and notice process at the September Board meeting. Staff will ensure that all required notices, budget materials, and hearing requirements are completed in accordance with applicable statutory deadlines.

Market Survey Analysis

Chief Cherveny reported that the District has received most of the information requested from the agencies participating in the compensation market study, with information from only a couple of agencies still outstanding. The survey is broader than base wages and includes benefits, PTO, vacation and sick leave, accrual rates, and payout practices at separation or termination. The purpose is to compare current total-compensation practices with the information gathered during the District's previous market review and identify changes that may affect the 2027 budget.

Chief Cherveny anticipated receiving the remaining agency information by the end of the week and beginning compilation of the results the following week. Preliminary analysis is expected to be available for Board review at the September meeting and will be incorporated into the 2027 budget process.

Bylaw Review – Board Member Conduct Discussion

President Brian Woods presented the topic of Board member conduct and discussed the value of strengthening the District's governance framework in advance of future Board elections and as the District continues to take on increasingly complex capital, financial, and regional responsibilities.

President Woods noted that the District's existing governance provisions address Board duties and responsibilities, but the District does not currently have a separate Board Member Code of Conduct establishing clear behavioral expectations and accountability standards. The Board discussed the value of establishing written expectations that apply equally to all members and provide an objective standard for addressing inappropriate or disruptive conduct.

Discussion included potential provisions addressing Board member responsibilities, professional conduct, accountability, confidentiality, and available Board responses when established standards are not followed. The Board acknowledged that removal of an elected Board member is generally not accomplished through an internal policy; however, a Code of Conduct could provide for measures such as formal censure or removal from committee assignments where legally appropriate.

By consensus, the Board directed staff to work with District legal counsel Michael Santo to develop a proposed Board Member Code of Conduct for future Board review.

Policy Review and Tracking

President Woods also presented a proposed approach for implementing a more systematic process for reviewing District policies. The concept includes a policy-management spreadsheet identifying each policy, its review frequency, the person or group responsible for initial review, the most recent review date, and direct links to the applicable policy.

The Board supported development of this system as a means of improving accountability, ensuring policies receive timely review, and making District policies easier for Board members and staff to locate and reference.

Board Planning Calendar

President Woods also discussed development of a more detailed multi-year Board calendar identifying recurring statutory, financial, policy, governance, and operational responsibilities. The calendar would distribute required reviews and recurring Board business throughout the year and provide advance notice of significant responsibilities and deadlines. The Board supported continued development of the calendar.

Conflict-of-Interest Review

President Woods reviewed the conflict-of-interest provisions contained in Article IV of the District's governance documents, including Section 4.9. The Board discussed the importance of disclosure when a Board member or individual participating in District business has an actual or potential conflict and the need for recusal or other appropriate action when required.

No formal action was taken beyond Board consensus directing continued development of the Code of Conduct, policy-review system, and Board planning calendar.

Resolution 26-08-001 – Delegating Certain Authority to the Fire Chief Action

Chief Cherveny presented Resolution 26-08-001, delegating limited administrative and project-coordination authority to the Fire Chief in connection with architectural services and construction of the new fire station.

Chief Cherveny explained that the resolution was developed in consultation with District legal counsel and is intended to allow routine project decisions to move forward without requiring

Board action on every administrative matter. The delegated authority includes communicating with the architect and making routine project decisions that are consistent with the Board-approved scope and budget. The Board retains authority over major project decisions and matters outside the authority specifically delegated by the resolution.

A motion was made by Director Robert Thomason to approve Resolution 26-08-001. The motion was seconded by Secretary/Treasurer Shannon Perez and carried unanimously.

Resolution 26-08-002 – Supporting MCFML Grant Application Action

Chief Cherveny presented Resolution 26-08-002, supporting the District's application to the Mesa County Federal Mineral Lease District for funding toward the new public safety facility project.

The resolution supports the District's request for \$500,000 and provides the formal Board authorization required as part of the grant application.

A motion was made by Director Robert Thomason to approve Resolution 26-08-002. The motion was seconded by Director David Combs and carried unanimously.

Resolution 26-08-003 – Intent to Reimburse from Tax-Exempt Lease-Purchase Financing Action

Chief Cherveny presented Resolution 26-08-003, declaring the District's official intent to reimburse itself from the proceeds of future tax-exempt lease-purchase financing for eligible capital expenditures associated with the new facility project.

Chief Cherveny explained that the resolution was recommended by District legal counsel and the financing firms so that eligible project costs paid by the District prior to closing of the financing may later be reimbursed from financing proceeds. The resolution permits reimbursement but does not require the District to reimburse itself.

A motion was made by Director Robert Thomason to approve Resolution 26-08-003. The motion was seconded by Director David Combs and carried unanimously.

Purchase Request – Fire Hose Action

Chief Cherveny presented a purchase request for replacement fire hose in an amount not to exceed \$6,500. The purchase was included in the approved budget but required Board approval because the total exceeds the District's \$5,000 purchasing threshold.

A motion was made by Secretary/Treasurer Shannon Perez to approve the fire hose purchase in an amount not to exceed \$6,500. The motion was seconded by Director Robert Thomason and carried unanimously.

Adjournment

A motion was made by Secretary/Treasurer Shannon Perez to adjourn the meeting. The motion was seconded by Vice President Kent Brumback and carried unanimously. The meeting was adjourned at 9:02 p.m.

September Meeting Schedule

The September regular Board meeting was rescheduled from September 16, 2026, to September 23, 2026, with the concurrence of all Board members.

Approved 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