



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

August 21, 2024

Call to Order, Roll Call, Pledge of Allegiance

The Board of Directors of Clifton Fire Protection District met in regular session on Wednesday August 21, 2024, at 3254 F Road, Clifton Colorado. A Certification of Posting Meeting Notice verifying posting was completed on Friday, August 16, 2024, at 4:00 PM. Board President Woods called the meeting to order at 6:08 p.m. and roll call was taken.

Roll Call:

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

Others present: Jennifer Woods, Administrative Assistant, Fire Chief Brian Cherveney. A list of attendees shall be included as part of the meeting minutes. It was noted for the record Thomason notified the President by text that he was not able to attend the meeting today, Chief Cherveney reported Combs would attempt to attend remotely if unable to attend in person. It was also recognized that a quorum was present.

Guests

- Kristen Wood -Timberline Bank
- Michael H. Luedtke, Hoskin Farina & Kampf, P.C – Special District Attorney

Public Comment

No public comments received.

Approve Agenda

Motion by Perez to approve the agenda as proposed, second by Brumback; carried unanimously.

Approval of Minutes

Regular Meeting Minutes from July 17, 2024 (Action Item)

- Brumback moved to accept the July 17, 2024, Regular Meeting Minutes as presented with minor spelling edits noted, seconded by Perez, 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.

Timberline Account Signatures

6:15 p.m. – Guest, Kristen Wood -Timberline Bank, provided signature cards for the Board members present to sign as part of the requirements to initiate banking services with Timberline Bank. Chief Cherveney and Ms. Woods will coordinate signatures for the two remaining signatures required from Thomason and Combs.

Executive Session - Conferences with the District's attorney regarding legal advice on specific legal questions §24-6-402(4)(b), C.R.S

Director Brumback moved to enter an executive session at 8:18 p.m. to have conferences with the District's attorney regarding legal advice on specific legal questions §24-6-402(4)(b), C.R.S, seconded by Perez and carried unanimously. The executive session ended at 6:54 p.m.

- Reentered normal session at 6:54 p.m. Mr. Luedtke attested for the record, certification of the legal advice received in the executive session was from Michael H. Luedtke, Hoskin Farina & Kampf. 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.

Fire Chief's Report

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

- Training
 - Chief Cherveney reported that two persons will be sent to Fire Officer I training in Ignacio, CO to further their leadership skills.
 - Chief Cherveney conveyed that the individuals with low hours of training reflected in the report were part-time employees. Part-time employees get the needed training from other departments.
- Grants
 - Chief Cherveney stated that the contract for the EMTS grant has not been received, so purchases of equipment for the non-grant ambulance equipment may be delayed. It was communicated that the non-grant ambulance has been painted and awaiting graphics.
 - Chief Cherveney stated that there has been a total of 69 SAFER grant awards. CFPD has not been awarded or denied.

- Personnel
 - Work is continuing for the part-time hiring and integrating the district web site to aid in the process. Chief Cherveney stated the website will also feature a Pension members section and is currently being developed.
- Interagency/Public Interactions
 - As requested by the Board, Chief Cherveney contacted the Mesa County EMS coordinator to inquire about a previous plan by the county to hire a third party to research mutual aid issues in Mesa County. The MCEMS coordinator had no knowledge of a discussion on this topic. Chief Cherveney is requesting the meeting minutes from the Mesa County Fire Chief Association.
 - Chief Cherveney updated the Board regarding the meeting with Palisade Fire regarding mutual aid given to their district. Mutual aid data will be collected and reported at future Board meetings. The data will include aid given and received to all the neighboring departments. Chief Cherveney stated we will need to use a third party to assist with this data collection as accurate data will also be needed for the Master and Strategic plans.
- Call Report
 - The Call Report was modified to show calls by date including mutual aid by date. It will be further refined to show mutual aid received by Clifton when giving mutual aid to other agencies.
 - The Board shared concerns that the call volume may lead to burn out. Chief Cherveney related he was hopeful that the part-time hiring might relieve crews when staffing is low, but the long-term solution lies in a minimal staffing plan, hiring more staff, and implementing a strong Strategic Plan.
- Financial/Budget
 - Chief Cherveney reported that he and Ms. Woods attended a CEBT informational workshop. There will be a 13.5% increase in healthcare insurance costs in 2025. This is due to inflationary costs of healthcare

and an increase in higher dollar claims.

- Apparatus
 - Chief Cherveney updated the Board on the grant funded ambulance. A Pre-build meeting was held for the Braun (grant funded) ambulance and the new expected delivery date is April 2025.

District Financials

- Financial Report
 - Ms. Woods provided an overview of the financials for this reporting period. In review of the July 2024 Monthly Financial Status Report, Ms. Woods has a document for the Board President to sign for Sam's Club to change ownership of the Clifton Fire account from Charles Balke to Brian Cherveney. The Financial Report and the Billing Report have been combined, as these reports are so closely tied together. The Tax Breakout Graph will no longer have the CO Backfill, due to the higher than budgeted amount that was collected, which will skew how much is remaining owed. President Woods advised the Mesa County Tax Assessor's office was lagging in 2023 in Property Tax collections and administration should follow up this year with Mesa County. Ms. Woods responded to specific questions and comments regarding financials.
 - Ms. Woods provided an overview of the July Billing Report. The payment portal has seen an increase in use.
 - Perez moved to accept the financial report from July 1, 2024, through July 31, 2024, and acceptance of accounts payable in the amount of \$558,592.08 and outgoing checks in the amount of \$60,898.62 for a total of \$619,490.70 to be accepted. Outgoing checks for the period August 1, 2024, through August 21, 2024, in the amount of \$87,751.49. to be accepted, seconded by Brumback, 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 and are still in the early phases of the transition process.
- DOLA (Department of Local Affairs), grant (Update)
 - The grant contract for the Strategic Planning project in the amount of \$25,000 has not been received. Chief Cherveney reports DOLA contract officials have indicated the District should receive a copy of the contract in

the next few days. A contract for services with the selected Strategic Planning consultants cannot be executed until the DOLA grant contract has been completed. Chief Cherveney will continue to coordinate with DOLA officials.

- Personnel Agreements – (Update)
 - Chief Cherveney reports all outstanding agreements have been processed and have been removed from the Balance sheet report.
- Clifton Sanitation training site agreement (Update)
 - As an update, Chief Cherveney provided a copy of the agreement as part of his Chief's report. Brumback noted for the record his status as a Board member for Clifton Sanitation District and would abstain from any vote regarding this project. The agreement has been approved by the CFPD at the July 17th meeting and the CSD Board is expected to review and approve the agreement at their next regular meeting scheduled in September. As part of the discussion, project funding and scheduling identified under New Business was reviewed under this item. The project budget and schedule were discussed for purposes of funding and scheduling conflicts. The proposed project is unplanned and unbudgeted for 2024. Funding options were discussed including supporting grant opportunities and funding delays into the 2025 budget year. No action was taken as requested, due to the lack of a quorum with Brumback abstaining and uncertainty of funding availability.
- Secure Drop Box for Business (Update)
 - The initial phase of the project was discussed with a consensus that the information provided is a good improvement. Staff will continue to provide additional information for Board consideration moving forward.
- SDA Conference (Discussion)
 - Staff provided an update on Board members and staff attendance for the 2024 SDA Conference scheduled in September.
- Master and Strategic Plan (Update)
 - Chief Cherveney provided an update on the selection process for consulting services.

New Business

- Clifton Sanitation District project proposal (Action)
 - Purchase request:
 - The project and purchase request were reviewed under Old Business and was deferred for future consideration.
- Ambulance 23 sale or donation (Action)

- Chief Cherveney reviewed the potential options of donating the ambulance and the residual value of a potential sale. Colorado Mesa University Tech submitted a written request seeking a donation of ambulance 23, equipment the District currently has identified as surplus equipment with minimal value. Chief Cherveney reports there are no Fire and EMS agencies interested in the ambulance and he recommends donating the ambulance to the Colorado Mesa University Tech program.
 - Perez moved to approve the request to donate ambulance 23 as recommended by Chief Cherveney, seconded by Brumback, and carried unanimously.
- 2025 Budget (Action)
 - Chief Cherveney requested to form a 2025 Budget committee. Perez and Woods volunteered to form the committee and assist Chief Cherveney. A brief discussion regarding legislative initiatives 50 and 108 are pending in the November election and current legislative action under consideration and the potential impacts to the 2025 budget year. The District may consider hiring a financial consultant to help facilitate budgetary impacts from legislative restrictions.

Adjournment

The meeting was adjourned at 9:38 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: Absent
Robert Thomason, Board Director

Approved by: Absent
David Combs, Board Director