



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

September 25, 2024

Call to Order, Roll Call, Pledge of Allegiance

The Board of Directors of Clifton Fire Protection District met in regular session on Wednesday September 25, 2024, at 3254 F Road, Clifton Colorado. A Certification of Posting Meeting Notice verifying posting was completed on Friday, September 20, 2024, at 3:20 PM. Board President Woods called the meeting to order at 6:04 p.m. and roll call was taken.

Roll Call:

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

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 Director Thomason and Director Combs notified Chief Cherveney they would attend remotely and were unable to attend in person. It was also recognized that a quorum was present.

Guests

No guests scheduled.

Public Comment

No public comments received.

Approve Agenda

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

Approval of Minutes

Regular Meeting Minutes from August 21, 2024 (Action Item)

- Perez moved to accept the August 21, 2024, Regular Meeting Minutes as presented, seconded by Brumback, 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 Cherveney reviewed the Chief's report with a focus on the following topics:

- Health and Safety
 - Chief Cherveney reported that changes to the upcoming Chief's report will include the number of days without injury, exposure, or incidents under their respective heading.
- Training
 - Chief Cherveney discussed the training reports. Changes have been made to the training software to allow individuals to record their hours. Previously, only the Captain or training officer had this capability. Chief Cherveney stated that this change aims to increase the accuracy of training documentation. Line staff certifications will be updated in Target Solutions to include expiration dates for driver's licenses, EMT, BLS, and Advanced Cardiac Life Support. The target date to update these certifications is October 7th. The Board expressed interest in further clarification on the types of training recorded. Currently, the report reflects general types such as fire and EMS. Cherveney stated additional details for each category will be reflected in future reports.
- Grants
 - Chief Cherveney summarized the pertinent grant information:
 - The 2022-2023 AFG grant for SCBAs has been closed out. Chief Cherveney states that this will be reported in October to verify that the closeout was accepted.
 - Purchases of equipment for the non-grant ambulance will begin soon. The contract from EMTs is working through the state system and is expected soon.
 - The SAFER grant awards continue, with about 85 million remaining to be awarded. All SAFER grants will be awarded by September 30, 2024.
 - Chief Cherveney reported that the \$25,000.00 DOLA grant contract has not yet been received but should be soon. The contractor for the Master and Strategic plan will be signed when the DOLA contract is accepted.
 - The Colorado Division of Fire Prevention and Control awarded a \$9,645.00 grant for Personal Protective Equipment. This is a direct-distribution grant, so the requested PPE will be shipped directly from suppliers.

- Chief Cherveney submitted a mini-grant application to the MESA County Federal Mineral Lease District for \$29,485. This amount would cover the costs of the materials needed to complete the off-site training project at Clifton Sanitation. Chief Cherveney and Doug Stassen presented at the MCFMLD Board meeting on September 8. The next Board meeting of MCFMLD is October 16, and decisions will be made after that.
- Personnel/staffing
 - Chief Cherveney provided an update on the hiring processes. Cherveney stated the process is moving forward with the part-time line personnel and administrative assistant positions.
- Incident Reporting
 - Chief Cherveney reported that due to the recent incident involving a garage door closing on a moving apparatus (Engine 21), actions will be taken to prevent future occurrences, including eliminating door timers and updating older openers without modern safety equipment. The Board raised security concerns regarding the timers and the time the doors remain open once crews leave. In addition to eliminating timers, the Board recommended Chief Cherveney pursue fencing on the east border of the Property to decrease foot traffic across the parking lot and east border.
- Call Report
 - Chief Cherveney summarized that CFPD has not realized any significant change in mutual aid given over the last month. It was reported that Palisade Fire has recently decreased its capacity to respond due to low manpower. This may be secondary to wildland deployments. Chief Cherveney requested Board assistance to support further discussions regarding excessive mutual aid given. The Board assigned two Board members, Chairperson Woods and Vice Chair Brumback, to participate in future talks with the affected districts.
- Apparatus
 - Chief Cherveney reported that repairs on Engines 21 and 22 were completed.

Shannon Perez motioned to approve the chief's report as presented, seconded by Vice Chair Brumback. The motion carried unanimously.

District Financials

- Financial Report
 - Chief Cherveney introduced the financials with a notice of August being a three pay period month, which will skew payroll numbers. Ms. Woods provided an overview of the financials for this reporting period. In review of the August 2024 Monthly Financial Status Report, Ms. Woods hi-lighted

the capital expenses that were completed. Administration talked to the Mesa County Tax Assessor's office, who stated there is approximately 5% which should not be expected to collect. The annual lien sales will occur in September, which could result in an increase in tax collections.

- Billing Report
 - Ms. Woods provided an overview of the August Billing Report, beginning with an increase in billable calls from the previous year. The Board authorizes staff to move forward in creating a policy regarding transports by Clifton Fire for either retired volunteers or current personnel wherein the bill will be sent to insurance and any remaining balance owed by the individual will be written off. Once this policy is approved by the Board, notices will be sent out to all employees and retired volunteers.
- Perez moved to accept the financial report from August 1, 2024, through August 31, 2024, and acceptance of accounts payable in the amount of \$471,085.81 and outgoing checks in the amount of \$76,614.79 for a total of \$547,700.60 to be accepted. Outgoing checks for the period September 1, 2024, through September 25, 2024, in the amount of \$25,590.97. 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.
- SDA Conference (Discussion)
 - Chief Cherveney and Vice Chair Brumback both attended the conference and provided an overview of the training sessions they attended. The primary focus of the conference was directed toward the changing property assessments and revised statutes affecting budgets of Special District's.
- A short recess at 7:00 p.m. to allow staff to prepare the 2025 budget information. The meeting resumed at 7:12 p.m.

New Business

- 2025 Budget Review (Review and Action)
 - Chief Cherveney reviewed the proposed draft 2025 budget. Estimated revenue projections for taxable and ambulance income are based upon information known at this time. Property tax revenue projections will be adjusted as additional clarifications are received from Colorado state and County officials

regarding changing legislation. It is important to note the District will not receive a backfill from the State for the 2025 budget year. Staff reviewed billing revenue projections and described the rationale for the differences noted in past budgets versus the 2025 draft budget. The outstanding SAFER grant application will have major implications on the 2025 budget and the subsequent budget years. The total administrative section for wages and benefits reflects an overall budgetary increase of 16.5% over 2024 budget. The budget currently reflects 3 additional fire fighters, one new administrative position, employee health insurance benefit increase of 13.5%. The draft budget does not include employee pay increases beyond the current step plan in place now. Staff has prepared a salary survey that will be initially presented later in this meeting. Staff reviewed operational, maintenance, and communication expenses as proposed. Staff will amend the proposed Treasurer's fee line items closer to actual estimated expense. Capital related projects were discussed and will be further evaluated prior to adopting the final budget. The capital budget includes funding in the amount of \$500,000 for the purchase of future property. Additionally, the Board consensus is to commit funding a third-party consulting firm to assist the District with future funding options and public perception. The 2025 budget reflects \$540,000 of reserve funds will be required to fully fund the budget projections. Staff is directed to confirm with Value Enhancement the budget projections including the estimated beginning and ending fund balances.

- Brumback moved to authorize staff to advertise the 2025 draft budget notice consistent with Colorado statutes after confirmation from Value Enhancement, seconded by Perez and carried unanimously.
- Pay Study Presentation (Discussion)
 - Chief Cherveney provided an overview of the pay study comparison. He explained the positions, various pay scales and progressive step systems implemented by the various departments. Currently the District has 18 full time employees, six are at the top end of their pay scales and the remaining employees are eligible for step increases if applicable. The benefit comparisons were discussed. Chief Cherveney requested that the Board members review the study and provide feedback. Initially, Chief Cherveney is requested to provide updated budgetary projections using the 90th and 95th percentile comparisons. The Board consensus from the discussion was to have staff present a wage and benefit survey every two years. Staff is requested to develop a pay policy consistent with this approach.
- District Policy Review (Action)
 - Records Retention Policy

- Chief Cherveny presented the policy in previous meeting and legal counsel has provided the policy for consideration.
 - Thomason moved to adopt the Records Retention Policy as presented, seconded by Combs, and carried unanimously.
 - HIPAA Policy
 - Chief Cherveny presented the policy in previous meeting and legal counsel has provided the policy for consideration.
 - Thomason moved to adopt the HIPAA Policy as presented, seconded by Brumback, and carried unanimously.
 - District Investment Policy (Resolution)
 - Chief Cherveny presented the Resolution as prepared by legal counsel for consideration.
 - Thomason moved to adopt the District Investment Resolution as presented, seconded by Brumback, and carried unanimously.
 - Staff is requested to provide a policy numbering system to provide a tracking system.
- Purchase Request (Action)
 - Boat Shelter/Storage – Chief Cherveny reviewed the boat storage challenges, options and recommendations as described in the Chief’s Boat Storage Proposal report. After discussing the purchase request and the challenges for siting the temporary structure, the Board authorized Chief Cherveny to consider expanding the search and budget options for a storage solution.
 - Perez moved to authorize a project budget not to exceed \$30,000, seconded by Brumback and carried unanimously.

Adjournment

The meeting was adjourned at 9:38 p.m.

Minutes submitted by: Brian Woods
 Brian Woods, Board Chairperson

Approved by: _____
 Shannon Perez, Board Secretary/Treasurer

Approved by: Kent Brumback
 Kent Brumback, Board Vice Chairperson

Approved by: Robert E Thomason
 Robert Thomason, Board Director

Approved by: David Combs
 David Combs, Board Director