



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

May 15, 2024

Call to Order, Roll Call, Pledge of Allegiance

The Board of Directors of Clifton Fire Protection District met in regular session on Wednesday May 15, 2024, at 3254 F Road, Clifton Colorado. A Certification of Posting Meeting Notice verifying posting was completed on May 10, 2024. Board President Woods called the meeting to order at 6:02 p.m. and roll call was taken.

Roll Call:

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

Others present: Jennifer Woods, Administrative Assistant, Fire Chief Brian Cherveney. A list of attendees shall be included as part of the meeting minutes.

Approve Agenda

Motion by Combs to approve the agenda as proposed, second by Perez; carried unanimously. It was noted for the record, Michael Santo would be in attendance and was scheduled for approximately 6:30 p.m. The agenda would be adjusted based upon his availability.

Guests

Michael Santo - Bechtel & Santo

Public Comment

No public comments

Approval of Minutes

Regular Meeting Minutes from April 17, 2024. (Action Item)

- Brumback moved to accept the April 17, 2024, Regular Meeting Minutes as presented, seconded by Thomason, and carried unanimously. Chief Cherveney noted for the record that he has attached the April 2024 Pension Board election certification letter to these minutes.

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

- Chief Cherveney reviewed the Chiefs report with a focus on the following topics in the report: A copy of the Chief's report was provided in the Board packet.
- Health and Safety – Reviewed a personnel injury report, no medical treatment required. Discussed reporting requirements and procedures.
- Cherveney reviewed the training section of the report, discussing the specialized training required for the new engine. Training for the engine is nearing completion for all staff members. The new engine is reported as on-line for service. Cherveney reports training requirements and appropriate records retention is improving.
- Cherveney provided a brief update on the status of the grants in progress.
- Cherveney reported on the interagency interactions with the City of Grand Junction Fire Department and Mesa County Fire Authority.
- Call report – attached as a separate report. Cherveney reviewed mutual aid given and received sections of the report. He reports the data may not be accurate as reported due to the original designation applied by dispatch. The overlapping service area with GJ Fire Station #8 is where most of the confusion is occurring. Cherveney received a response from the GJ Fire authorities stating they do not have available time to review and address the deficiencies of the service agreement.
- Facility/Apparatus/Equipment – Cherveney reports the new rescue boat and squad will be in service in May. Media coverage and a ceremony to highlight the new engine, boat and squad to the community is scheduled for May 31<sup>st</sup>. Cherveney provided an update on maintenance for Truck 21, brakes, and seals in the amount of \$3,325.94. Cherveney requesting clarification regarding purchase requests requiring Board approval. It is noted maintenance expenses budgeted are approved by the Chief and subsequently reported to the Board. Cherveney reported on the annual maintenance required for the cots and loading systems on the ambulances. He described the challenges of obtaining these services in Colorado. Most of these services are found in the Denver area and not in Western Colorado. It was noted that Board member Robert Thomason is the local service provider for GJ Fire and other local EMS providers. The process to utilize services provided by Board members and the requirements for reporting potential conflicts of interests was discussed. Cherveney will facilitate the necessary

requirements and include Thomason as a potential service provider for cots and loading systems.

- Capital Spending Report – Cherveney summarized capital expenditures in progress.
- Policy Review – Policy revisions and proposals will be presented under new business.

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

- Perez moved to enter an executive session at 6:36 p.m. to have conferences with the District's attorneys regarding legal advice on specific legal questions §24-6-402(4)(b), C.R.S, seconded by Combs and carried unanimously. The executive session ended at 7:23 p.m.
- Reentered normal session at 7:23 p.m. Mr. Santo attested for the record, certification of the legal advice received in the executive session was from Michael Santo, Bechtel & Santo. Mr. Santo 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.
- President Woods was recused from participating in actions specific to employee payroll compensation. Vice President Brumback assumed the role of President temporarily during this review. President Brumback confirmed for the record, all remaining Board members, Chief Cherveney, Administrative Assistant Woods and the District's legal counsel, Michael Santo were present.
  - Perez moved to correct employee payroll compensation, including liquidated damages and any applicable interest as discussed with legal counsel, seconded by Thomason, and carried unanimously. Legal counsel will provide the final calculations and prepare an acknowledgement form.
- Mr. Santo departed meeting at 7:30 p.m.

District Financials

- Chief Cherveney deferred the financial staff report to Administrative Assistant Woods.
  - Ms. Woods provided an overview of the financials for this reporting period. In review of the April 2024 Monthly Financial Status Report. The Monthly Financial Status Report and the Profit and Loss budget performance and balance sheet were reviewed. Ms. Woods reported the

Medicare and Medicaid write offs are exceeding 2024 budget projections. Additional details will be provided during the Billing Flow Chart presentation scheduled for later in this meeting. Ms. Woods responded to specific questions and comments regarding financials.

- Thomason moved to accept the financial report for the period of April 1, 2024, through April 30, 2024, and acceptance of accounts payable in the amount of \$451,543.47 and outgoing checks in the amount of \$46,460.67 for a total of \$498,004.14 to be accepted. Outgoing checks for the period May 1, 2024, through May 13, 2024, in the amount of \$18,243.82 to be accepted, seconded by Perez, and carried unanimously.

- Billing Report –

Ms. Woods provided a power point presentation of the Clifton Fire Protection District ambulance billing operation. The presentation detailed the regulatory oversight and requirements, summarized the billing system including the third-party billing roles and responsibilities. Ms. Woods and Cherveney responded to specific questions and concerns. Ms. Woods provided a summary of the April billing report. A copy of the report was included in the monthly Board packet. The report provided an overview of Wittman Billing services, revenue projections, and Quick Med Claims Billing.

### Old Business

- Personnel Agreements
  - Previously reviewed
- Part Time Administrative Assistant (Update)
  - Cherveney provided an update on the new part time position.
- Surplus and obsolete equipment auction (Update)
  - The list of equipment provided at the last meeting has been auctioned and generated \$2,033. The money generated will be applied to the firefighters to be utilized for furniture in the upstairs living quarters.
- Cherveney 30-60-90 Day Plan (Update)
  - Cherveney provided a power point presentation summarizing his 30-60-90-day plan. He went over his assessment of the strengths and weaknesses of the District. Cherveney emphasized the importance of developing and administering the policies and SOG's of the District. He has identified areas within the policies and SOG's for improvement and will be focusing his attention on amending and administering as needed.
- Banking Services (Update)

- Cherveney is developing the banking services the District requires and will request banking services specific to the District's needs. He will have the top two proposals present to the Board.
- HIPAA review with legal (Update)
  - Cherveney provided an update on the legal and internal review of the District's compliance. No action required at this time.

### New Business

- Capitalization Policy (Action)
  - A draft Capitalization Policy was provided in the Board packet for prior review. Legal has reviewed and prepared the policy presented.
    - Thomason moved to accept the Capitalization Policy as presented effective immediately, seconded by Combs and carried unanimously.
- 2023 Audit approval (Action)
  - Cherveney reviewed the minor edits completed in the 2023 audit.
    - Perez moved to accept the 2023 audit prepared by Blair and Associates, P.C. and authorize staff to have Blair and Associates, P.C. file the final audit report with the appropriate agencies as required, seconded by Thomason, and carried unanimously.
- Proposed Ambulance billing rate changes for 2024 (Action)
  - Cherveney reviewed the Mesa County EMS Ambulance billing rates approved for the 2024 calendar year.
    - Thomason moved to adopt the 2024 Mesa County EMS ambulance billing rates as proposed effective immediately, seconded by Perez and carried unanimously.
- Article IV, section 4.11 of FPD Bylaws – Compensation (Action)
  - Cherveney reviewed the Board member meeting compensation as stated in the District's Bylaws. The Bylaws under 4.11 state Board members are not to exceed one hundred dollars (\$100) per meeting attended up to a maximum of \$2,400 annually. The Bylaws are consistent with Colorado Revised Statutes for Special District Board member compensation. The District has arranged a \$75 per regular Board meeting which is inconsistent with the District's Bylaws. No Board action is necessary, information only. Board member compensation will be as stated in the Bylaws, \$100 for each regular and special board meeting attended in an amount not to exceed \$2,400 annually. Retroactive payments to the beginning of January 2024 will be made.
- District Policy Review
  - Financial assistance policy (Action)
    - Cherveney presented the final draft policy for Board consideration. The draft policy has been reviewed by legal counsel and is recommended by staff.


- Perez moved to accept the Financial Assistance Policy as presented effective immediately, seconded by Combs and carried unanimously.
    - Records retention policy (Information)
      - Cherveney provided an overview of a records retention policy and his recommendations. The District currently does not have an official records retention policy and has reviewed the development of a policy with legal counsel. He will present a draft policy at a future meeting.
  - Operational Policy Review
    - Boat Operations
      - Cherveney presented the Standard Operational Procedure (SOP) he is recommending for the safe and effective operation of the new swift water rescue boat. It was a consensus of the Board to authorize Cherveney to implement the Boat Operations SOP effective immediately.
    - Firearms policies (Update)
      - Cherveney identified this SOG as an important safety issue and concern to administer. He reviewed the Firearms policy as it pertains to the District's SOG manual and the Personnel manual. There is opposing language in both manuals providing concern. Cherveney will address the SOG manual by amending the Firearms SOG and bring back the last version for the Board to review. He has reviewed the SOG with staff and he reports a consensus from staff to clarify this policy.
  - Part Time Program Information (Update)
    - Cherveney reviewed the part time firefighter program currently in effect. The program is not adequately structured and requires additional policies and procedures implemented to be an effective program. Report only, Cherveney will provide recommendations at the June meeting.
  - Dropbox type option for board members (Update)
    - Recommendations for improved organizational information to Board members. Reviewed and discussed creating a secure cloud-based site storing District information pertinent to Board members. Cherveney is working with the District's IT contractor to develop a proposal for the District to consider.
  - Chief Cherveney's six-month review (Discussion)
    - Discussed the six-month review as stated in Chief Cherveney personnel agreement. The Board President will develop a six-month review that the Board can respond to and is scheduled to be presented to Cherveney at the June Board meeting.
  - Additional items of discussion
    - Drug Policy (Discussion)
      - Request an update on the status of this policy. Cherveney reports the program is in place and the initial drug screenings have been completed by approximately 80% of staff.



- Union Report (Discussion)
  - Requested and updated on the status of this report. Reports will be included in the future Chief's report.

Adjournment

Perez moved to adjourn the meeting at 9:58 p.m., seconded by Thomason and carried unanimously.

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