



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

July 17, 2024

Call to Order, Roll Call, Pledge of Allegiance

The Board of Directors of Clifton Fire Protection District met in regular session on Wednesday July 17, 2024, at 3254 F Road, Clifton Colorado. A Certification of Posting Meeting Notice verifying posting was completed on Monday, July 15, 2024. Board President Woods called the meeting to order at 6:26 p.m., and roll call was taken.

Roll Call:

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

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

Guests

- Symone Massey, Vice President – Vectra Bank Colorado
- Laura Smith, Treasury Management Officer – Vector Bank Colorado

Public Comment

No public comments were received.

Approve Agenda

It was recommended that the agenda be modified to move the banking presentation before the Chief's report. Perez moved to approve the agenda as proposed, seconded by Thomason and carried unanimously.

Approval of Minutes

Regular Meeting Minutes from June 19, 2024 (Action Item)

- Brumback moved to accept the June 19, 2024, Regular Meeting Minutes as presented, seconded by Perez, and carried unanimously.
- It was reported that the Chairman will start transitioning the responsibility of the minutes to staff. The initial transition will include having staff complete the

minutes for the financial section and the Chief's report. The Chairman will complete the remaining sections of the meeting minutes. Chief Cherveney will provide the minutes to the Board for review as part of the Board packet.

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.

6:29 p.m. - Guest presentation Vectra Bank Colorado: Symone Massey and Laura Smith.

- Ms. Massey presented the Vectra Bank of Colorado banking services proposal offered to Clifton Fire Protection District. Ms. Smith reviewed the specific services available to the District, including pricing, fraud prevention programs, and merchant services, and reviewed PDPA securities. Ms. Massey and Ms. Smith responded to questions from Board members and staff regarding services, including merchant processing, sweep account services, and account management. The Vectra Bank team exited the meeting at 7:05 p.m.

#### 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 is following up on a blood/skin exposure that occurred in June but did not expect any long-term issues.
- Training
  - Chief Cherveney reported he would be conducting leadership training with two employees. These two specific employees cover the shift officer (Captain) in the absence of the promoted shift officer (Captain). Chief Cherveney reported that this will formalize the training already received, provide new information, and document what has been achieved.
  - Training reports were discussed, and Chief Cherveney encourages staff to enter all training to accurately reflect hours on future reports.
- Grants
  - Chief Cherveney provided a summary of current grants and highlighted that the district has received the matching funds for a cot and Cardiac monitor for the 2023-2024 EMTS grant and is awaiting

the contract for the awarded 2024-2025 EMTS grant, which will be used to purchase equipment for the non-grant ambulance.

- Additionally, Chief Cherveney reported the district has been awarded a \$25,000 grant from the Department of Local Affairs for the master/strategic plan project. Chief Cherveney is following up with legal to ensure that receiving these funds will not be in violation of the Tabor amendment. No action will be taken until legal provides direction.

- Union

- A department-wide staff meeting is being planned. A BBQ will follow the meeting, and board members are encouraged to attend. Chief Cherveney and the union also discussed a retiree BBQ later in the year.

- Call Report

- Chief Cherveney is working on getting more accurate data in the automatic and mutual aid reports. These reports list aid given or received but are not broken out by auto or mutual aid. Cherveney is working with employees to ensure accurate documentation in the reports to assist with accurate data reporting.
- Mutual Aid for Palisade was discussed. Cherveney reported an increase in recent requests. This is evidenced by reports received from the Mesa County EMS coordinator. Cherveney stated the increase in calls was largely due to requests for Advanced Life Support (Paramedic or EMT- Intermediate) level of care. Cherveney noted some of these requests did not need this level of care, but the providers from Palisade were cautious due to fear of discipline by the Mesa County Physician Advisor. The Board inquired about a third-party study that the County had previously stated would be conducted regarding this topic but has not been completed. The Board directed Cherveney to contact the County for information on why the study had not been conducted. Additionally, the Board inquired about the county's level of involvement in this issue. Cherveney answered questions regarding the difference between underserved areas and areas requesting excessive mutual aid, and clarified Palisade could be viewed as requesting excessive mutual aid if CFPD filed a complaint with MCEMS. Cherveney's recommended approach would be to first meet with Palisade, discuss solutions, and monitor the results before an official complaint. Cherveney will report updates at the next regular board meeting. The Board expressed concern that providing excessive mutual aid makes CFPD unavailable for calls in the CFPD ambulance service area.

- The Board requested an additional report element to include the number of calls by date or shift to create more data relating to daily workload and aid given/received. Chief Cherveny will work on this type of report.
- Facility/Apparatus
  - The new ambulance has arrived and will be picked up next week in Wheatridge, CO. Before being placed in service, radios, paint, and graphics will need to be installed.
  - Boat storage is being investigated. Two options are to add an addition on the East side of the building or use a shipping container.
  - The Board asked for clarification on the build date for the ambulance requested on the 2023-2024 EMTS grant. Chief Cherveny stated it would likely be June 2025 due to supply chain issues and a backlog of production
- Billing/Fees
  - Fire prevention and Inspection fees have been updated with Dynamic Planning. Chief Cherveny will report the effects of the changes next month.
- Capital spending
  - The new ambulance is expected to be in service by the end of August, but the project is coming in as either at or under budget.
  - The new squad will be completed by the end of July. Chief Cherveny stated that \$13,000 was budgeted for completion and that it should be under budget.
  - The proceeds from the equipment auction were used to purchase new patio furniture.
- Old Business
  - Chief Cherveny updated the Board on the status of the HIPAA gap analysis with legal. Staff is working on new business associate agreements, an up-to-date notice of privacy practice, and a security survey. Chief Cherveny states the initial survey indicates minimal door code assignments would be beneficial. Board members agreed they do not need door codes.
- Dropbox
  - Chief Cherveny discussed Dropbox for Business as a simple,

economical alternative. Further discussion and a request to move forward with this solution was discussed as New Business.

### District Financials

- Financial Report
  - Ms. Woods provided an overview of the financials for this reporting period. In a review of the June 2024 Monthly Financial Status Report, Ms. Woods reviewed changes made to report formatting to include a new section under revenue to show ambulance billing costs, payments, and net billed. Value Enhancement has also added a new line item on the budget, 4200.6 – Bad Debt Recovery, which will reflect any monies from Collections that have been recovered. The remaining taxes for the year totals approximately \$40,000, although the amounts already received have been higher than budgeted. Ms. Woods clarified the total amounts for the month to be approved in accounts payable does include payroll and outgoing checks are primarily bill payments. Ms. Woods responded to specific questions and comments regarding financials.
    - Brumback moved to accept the financial report from June 1, 2024, through June 30, 2024, and acceptance of accounts payable in the amount of \$407,821.21 and outgoing checks in the amount of \$33,735.41 for a total of \$441,556.62 to be accepted. Outgoing checks for the period July 1, 2024, through July 17, 2024, in the amount of \$65,111.00. to be accepted, seconded by Combs, and carried unanimously.
- Billing Report
  - Ms. Woods provided a summary of the June billing report. Billable calls have increased for June 2024 compared to June 2023. Ms. Woods explains the refunds owed will typically be a month behind in all cases. The refunds are higher for the month and are due to overpayments or payments in error. Ms. Woods reports write-offs were higher, with one write-off for the month in the amount of \$290. Ms. Woods is waiting to hear from Wittman regarding the small balance write-offs and how much qualifies as ‘small-balance’. The highest amount of bills written off were due to uncooperative patients being unable to provide personal information.

## Old Business

- Banking Services (Discussion/Action)
  - Chief Cherveney summarized the three banking proposals received and his and Ms. Woods's interactions with each bank. Each proposal provided services adequate to meet the District's banking needs. Cherveney summarized staff recommendations for banking services and responded to questions.
    - Brumback moved to authorize Cherveney to initiate transitioning banking services to Timberline Banking, seconded by Thomason and carried unanimously.
- Personnel Agreements – (Update)
  - Chief Cherveney provided an update regarding the unresolved Balance sheet discrepancy #1240-Other, which has been resolved and removed from the Balance sheet report.
  - Chairman Woods was recused from participating in actions specific to personnel agreement. Brumback summarized the proposed amended personnel agreement correcting a previous personnel agreement.
    - Thomason moved to authorize Chief Cherveney to present the agreement for approval and execute the agreement if the affected party agrees and provide a copy in the personnel file, seconded by Perez, and carried unanimously.
- Policy Review (Action)
  - Firefighter Hiring Policy #1000
    - Thomason moved to approve the Firefighter Hiring Policy #1000 as presented, seconded by Perez, and carried unanimously.
  - Firefighter Part Time Program Policy #1045
    - Perez moved to approve Firefighter Part-Time Policy #1045 as presented, seconded by Thomason, and carried unanimously.
  - Security Camera Policy #1106
    - Thomason moved to approve the Security Camera Policy #1106 as presented, seconded by Perez, and carried unanimously.

A short recess was taken at 8:30 p.m. Meeting resumed at 8:35 p.m.

- Chief Cherveney's six-month review (Discussion)
  - The Chief's six-month evaluation was presented to Cherveney on Monday July 15<sup>th</sup> and a signed copy is included in his personnel file. A copy of the final consolidated evaluation was provided to Board members. The Board expressed their appreciation for Chief Cherveney's service, and he expressed his appreciation.

## New Business

- Clifton Sanitation District training site agreement and project proposal (Action)
  - Chief Cherveney reviewed the interactions and a proposed agreement between Clifton Sanitation District. Cherveney summarized the project scope as two containers utilized for fire training purposes, on-site access, coordination with Clifton Sanitation, and on-site security fencing requirements. Separately, the project will require the purchase of two containers and fencing, estimated costs are \$20,000. The project was not identified in the 2024 budget. Chief Cherveney will provide a proposal at a future meeting if the agreement is approved. Cherveney requests authorization to enter into an agreement, as discussed with Clifton Sanitation.
    - Perez moved to authorize Cherveney to enter into an agreement with Clifton Sanitation for the purposes of conducting training activities on a mutually agreed upon site within the Clifton Sanitation District property pursuant to any applicable land use requirements, seconded by Combs and carried unanimously. For the record, Brumback recused himself from voting due to a potential conflict as he is a Board member of the Clifton Sanitation District Board of Directors.
- Public Deposit Protection Act (PDPA) Official Custodian Resolution (Action)
  - Chief Cherveney reviewed the PDPA requirements for Colorado banking requirements pertaining to the District.
    - Perez moved to approve resolution #2024-07-001 designating the official custodian for banking activities under the Colorado Public Deposit Protection Act and taking other actions in connection therewith as the Fire Chief, seconded by Thomason and carried unanimously.
- Strategic Plan Proposal (Discussion/Action)
  - Chief Cherveney reviewed the proposal as presented and discussed funding and budget amounts. Cherveney expressed the importance of the project regarding the District's short- and long-range planning. As part of the project discussion, it was noted the project will continue into the 2025 budget year. The project may also be expected to have additional services requested, pending the findings from the study and potential changes in legislation affecting property tax revenues.
    - Thomason moved to authorize Cherveney to enter into a service agreement pursuant to the Strategic Plan Proposal as selected after an


evaluation process within the budgeted amount, seconded by Perez, and carried unanimously.

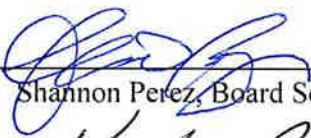
- Thomason moved to authorize Cherveney to enter into a grant contract with the Department of Local Affairs (DOLA) for matching funds in the amount of \$25,000 pending final legal review for the development of the CFPD Master and Strategic Plan, seconded by Brumback.
- DFPC Grant for PPE (Discussion)
  - Chief Cherveney reviewed the grant proposal and funding opportunities. The grant request would allow for a second set of bunker gear for each firefighter. If successful, the funding would be 100% and would not require matching funds from the District.
    - Perez moved to authorize Cherveney to submit a grant request to DFPC seeking a second set of firefighter bunkers (PPE), seconded by Thomason and carried unanimously.
- Cardiac Trust Benefit (Action)
  - Chief Cherveney provided an overview of the requirements and costs associated with the Cardiac Trust Benefit, which is summarized in the proposed resolution.
    - Thomason moved to approve the proposed resolution, adopting and entering into the trust agreement for the Colorado firefighter heart, cancer, and behavioral health benefits trust and taking other actions in connection therewith, seconded by Perez and carried unanimously.
- Secure Drop Box for business (Action)
  - Chief Cherveney reviewed the proposal for services. Following a general discussion, it is a consensus to have Chief Cherveney move forward with developing a secure site for storing Board documents.
- SDA Conference (Discussion)
  - Board members were invited to attend the annual SDA Conference scheduled for September 10-12 as an educational opportunity. Options for attending in person and/or virtual were discussed. Staff are required to secure rooms in advance and are time-sensitive. Staff will contact board members to confirm attendance and decide.




Adjournment

Thomason moved to adjourn the meeting at 9:59 p.m., seconded by Perez 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