



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

December 11, 2024

Call to Order, Roll Call, Pledge of Allegiance

The Board of Directors of Clifton Fire Protection District met in regular session on Wednesday, December 11, 2024, at 3254 F Road, Clifton Colorado. A Certification of Posting Meeting Notice verifying posting was completed on Friday, December 6th, 2024, at 5:20 PM. Board President Woods called the meeting to order at 6:01 p.m. and roll call was taken.

Roll Call:

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

Others present: Jennifer Woods, Administrative Assistant, and Fire Chief Brian Cherveney. A list of attendees shall be included as part of the meeting minutes. It was recognized that a quorum was present.

Guests

No guests were scheduled.

Public Comment

No public comments were received.

Approve Agenda

The agenda was modified to include an update under Old Business from the Board committee on Palisade communications. Motion by Combs to approve the agenda with the addition noted, second by Thomason; carried unanimously.

Approval of Minutes

Regular Meeting Minutes from October 16, 2024 (Action Item)

- Thomason moved to accept the November 18, 2024, Special Meeting Minutes as presented, seconded by Combs, and carried unanimously.

- Perez moved to accept the November 20, 2024, Regular Meeting Minutes as presented, seconded by Thomason, and carried unanimously. Brumback abstained from voting due to absence.

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:

Training

- Chief Cherveney reported that a leadership class will take place on December 19. The training will be open to all employees, but specifically put together by Captain Brown for the individuals who act as Captain in the absence of the promoted Captain. The class will focus on leadership skills, scene management, and public relations.
- Chief Cherveney stated that Firefighter Jake Harsha is now a CPR instructor. This will make in-house CPR classes possible and less impactful on the budget.

Grants

- Per Chief Cherveney, the District received \$7,199.83 from DOLA as a 50% reimbursement for the first Master and Strategic Plan invoice of \$14,400. This invoice covered $\frac{1}{3}$ of the total (\$43,200).
- A reimbursement is expected soon for approximately \$49,000 for the 50% match on the 2024 EMTS grant. Items purchased include a cot and load system, splints, cardiac monitor mount, and Cardiac monitor for the ambulance currently in service.
- Chief Cherveney stated progress is being made on the AFG grant and stated it will be submitted by December 20, 2024. This grant request will be for hand-held radios and a PPE washer/extractor.

Personnel

- Chief Cherveney conveyed that the Operations Chief job description has been revised. Pending budget approval, the position will be posted by December 31, 2024. The revised job description was added to the Board packet for review.

Facility

- Chief Cherveney stated that repairs on the east bay doors will begin soon. Two bids were obtained that conformed to the requested specifications for the project, specifically the

installation of a twenty-six-foot-wide bay door to replace the two twelve-foot doors and eliminate the center column. Both quotes were submitted to the District's insurance company and the amount of \$46,945 submitted by Merrit Construction was approved. Merrit Construction is ordering materials and the bigger bay door. Chief Cherveney reported he would investigate doing a similar project for the west doors as a 2025 project as requested by the Board.

- Chief Cherveney explained that the larger bay door allows more room for the boat shelter to be placed on the Northeast corner of the property. The bigger door allows room for the engine and truck to pull in without the risk of contacting the structure. Chief Cherveney stated this would be an optimal location for the shelter. The purchase of the shelter was approved at the September 18, 2024, regular Board meeting. Chief Cherveney stated an invoice has been received and hopes to complete the project in 2024.
- The survey of the property (3254 F Rd) has been completed. The property line is closer to the station than expected which may cause issues with constructing a fence. Chief Cherveney stated he would experiment with temporary fencing to test the feasibility of a permanent fence on the eastern border of the property.
- Repairs have been completed on the other east-facing bay door. The repairs included a new lift system with obstruction sensors. The timers have been eliminated as well.

Billing and Fees

- As an update Chief Cherveney reported that Dynamic Planning was paid \$750 in November for a year-to-date total of \$12, 800. CFPD received \$200 in November for permits and \$1,525 for the fall burn permits. An income of \$4,612 was reported from February 2024 to November 2024 for permits and fees.

Budget

- Chief Cherveney stated that the budget will be discussed as an agenda item including any questions on the Mill Levy calculation. Chief Cherveney reported he received input from the District's legal Counsel and auditor concerning this calculation.

Policy Update

- Staff is currently working on drafting policies concerning responder safety, transportation of current and previous members, and a Volunteer Pension Annual member survey. Chief Cherveney also reported that the second half of the District's Personnel Policy Manual still needs to be reviewed. Chief Cherveney stated that part of this review will involve a discussion of the current benefits package. After discussion, it was recommended by the Board that Chief Cherveney and Board Chair Brian Woods meet with Michael Santo of Bechtel and Santo, to gain information and make recommendations on any changes that may be needed to the current employee benefits package.

A motion to accept the Chief's Report as presented was made by Director Perez and seconded by Director Thomason. The motion passed unanimously.

District Financials

- Financial & Billing Report
 - The Financial and Billing report was presented by Ms. Woods. Some entries were corrected from being in the wrong line items. President Woods asks about 7010 Operational Contingency category and what the amount is in there. Ms. Woods states it was the personnel payout and was entered in by Value Enhancement. President Woods asks about the Property and Liability Insurance which has not been entered in yet. Ms. Woods states the insurance will be adjusted by the auditor when he completes the annual audit. Ms. Woods pointed out the payment collections are lower than usual for the month of November. President Woods requests the PCS Collections Statement not be included in the report.
 - Perez moved to accept the financial report from November 1, 2024, through November 30, 2024, and acceptance of accounts payable in the amount of \$410,476.34 and outgoing checks in the amount of \$45,936.25 for a total of \$415,412.59 to be accepted. Outgoing checks for the period December 1, 2024, through December 11, 2024, in the amount of \$12,464.07. to be accepted, seconded by Brumback, and carried unanimously.

Old Business

- 2025 Final Budget Review (Update)
 - Chief Cherveny summarized the final 2025 Budget. Chief Cherveny has confirmed with the District's legal counsel, Mike Luedtke, and the District's auditing representative, Paul Miller, have reviewed and provided input on the final draft. No public comments have been received regarding the proposed budget.
- May 6, 2025, Election of Board members (Update)
 - Chief Cherveny reviewed the Board election calendar for 2025. No action necessary currently.
- Streamline web administrator (Update)
 - Chief Cherveny reports staff is meeting and developing updates with the web administrators.
- Mesa County Fire Authority status (Update)
 - Chief Cherveny attended the December MCFA Board meeting as an observer.
 - He reported that Palisade has presented a proposal to provide EMS and Fire services to MCFA. Chief Balke from Palisade was present at the meeting. The MCFA Board requested Chief Cherveny to respond to components of the proposal addressing service. Chief Cherveny reported mutual aid is provided to Palisade one out of five calls with an emphasis

on EMS due to a lack of ALS personnel available. No action was taken in relation to the proposed agreement.

- Master and Strategic Plan update (Update)
 - Chief Cherveney provided an update on the progress of the Master and Strategic Plan. No action necessary.

- Palisade Mutual Aid (Discussion)
 - The committee consisting of Woods and Brumback assigned to meet and review excessive mutual aid with Palisade Fire District provided an update on progress. Brumback provided an overview of the meeting with Palisade representatives, Greg Mikoli and Rick Fox. The committee will be scheduled to meet again in December to include both Chiefs. The emphasis of the next meeting will be to have Palisade provide what services and budgetary requirements are needed to achieve a level of service that does not require excessive mutual aid from Clifton. Clifton will provide input and support we can provide. A general discussion regarding next steps were evaluated pending the outcome of this effort. The Board requested to have the Mesa County EMS department attend the January Regular Board meeting and provide an overview of the services they provide and what services they can or cannot provide regarding mutual aid. No additional action was taken.

New Business

- 2025 Budget Adoption (Action)
 - Chief Cherveney reviewed Resolution 24-12-001 appropriating funds, setting, and certifying the mill levy for Clifton Fire Protection District in Mesa County. Thomason moved to adopt the 2025 Budget and appropriate the funds necessary as stated in Resolution 24-12-001, seconded by Perez, and carried unanimously. Combs moved to establish and certify the mill levy for the Clifton Fire Protection District in the amounts stated in Resolution 24-12-001, seconded by Brumback, and carried unanimously.


- 2025 Transparency Notice (Action)
 - Chief Cherveney reviewed Resolution 24-12-002 designating the date, time, and location for the regular meetings of the Board of the directors of Clifton Fire Protection District and for posting public notice of District meetings. Combs moved to adopt Resolution 24-12-002 as presented, seconded by Perez, and carried unanimously.

- Purchase Requests for 2025 Budget
 - Smartboard – 75” touch LED with camera and stand

- The Chief’s report provided a detailed report for the request. Chief Cherveney responded to questions that staff has evaluated and verified the proposed equipment will be sufficient to provide for training and presentations. The \$5,000 request is allocated in the 2025 budget, and the request is within the 2025 budget.
 - Combs moved to authorize staff to purchase the requested smartboard as proposed after January 1, 2025, in an amount not to exceed \$5,000, seconded by Perez and carried unanimously.
- Support Vehicle – 2025 Chevrolet Silverado Trail Boss and associated accessories including console, light package, and radio.
 - Chief Cherveney provided an overview of the purchase request including the required competitive bid process. A detailed report was provided in the Chief’s report.
 - Combs moved to authorize staff to purchase the support vehicle with accessories as requested in an amount not to exceed \$80,000 as part of the 2025 Budget, seconded by Perez and carried unanimously.

Adjournment

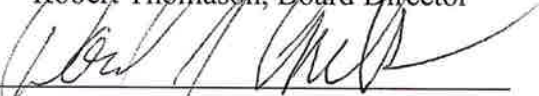
Thomason moved to adjourn the meeting at 7:24 p.m., seconded by Brumback and carried unanimously.

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