



Minute Record – Board of Directors – Clifton Fire Protection District

Regular Meeting

July 19, 2023

1. Call to Order, Roll Call, Pledge of Allegiance

The Board of Directors of Clifton Fire Protection District met in regular session on Wednesday July 19, 2023, at 3254 F Road, Clifton Colorado. Board President Woods called the meeting to order at 6:09 p.m. and roll call was taken. Attendees recited the Pledge of Allegiance.

Roll Call:

Kent Brumback – Vice President	- Present
Shannon Perez – Secretary/Treasurer	- Present
Scott Stearns	- Present
Robert Thomason	- Present
Brian Woods – President	- Present

Others present: Chris Angermuller, Interim Fire Chief, Jennifer Woods, Administrative Assistance, additional fire personnel in attendance and several participants utilizing the virtual meeting option. A list of participants shall be included as part of the meeting minutes.

2. Approve Agenda

It was noted the agenda would be modified to remove the executive session. Motion by Brumback to approve the agenda with the modification to remove the executive session, second by Thomason; carried unanimously.

3. Guests and Public Comment

Guests

- Ken Watkins, Fire Chief, Grand Junction Fire Department
- Jason Williams, Community Banks of Colorado representative
- Corey Schreiner, Fire Marshal Services
- No public comments received.

4. Jason Williams, Community Banks of Colorado representative was available to coordinate the banking signature cards needed for Board member authorization.

5. Approval of Minutes

Regular Meeting Minutes from June 21, 2023

- Brumback noted a minor grammatical correction in the minutes, not additional comments. Motion by Thomason to approve the minutes of

the June 21, 2023, regular meeting noting the correction, seconded by Brumback, 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 destroyed after approval of the minutes.

6. Services Feasibility Study status report – Presentation from Ken Watkins, Fire Chief, Grand Junction Fire Department. The agenda order was modified to accommodate guest presentations. Chief Watkins provided an executive summary report of the Services Feasibility Study. The Clifton Fire Protection District and the City of Grand Junction Fire Department retained AP Triton to conduct a Cooperative Services Study. Chief Watkins reported that a Task Force team was initiated to analyze at a higher level of detail the Cooperative Services Feasibility Study conducted by AP Triton. The Task Force team consisted of various City departments including financial, maintenance, human resources, and Fire department personnel from both agencies participated in the evaluation process. Chief Watkins reports the Task Force Committee analysis concluded CFPD has inadequate financial resources to sufficiently fund operations, maintain a capital replacement program and update the fire facilities consistent with the City’s service delivery standards. Therefore, the Task Force has not recommended pursuing cooperative services for the near future. The report further recommends the two agencies continue to explore opportunities for greater efficiencies in establishing cooperative service in the overlapping service areas. Chief Watkins expressed the City would commit to the Management IGA with Clifton through the next few months to assist with the anticipated hiring of a new Fire Chief. Questions were taken and responded to by Chief Watkins. Chief Watkins exited at 6:40 p.m.

7. Fire Marshall Service Agreement - Presentation from Corey Schreiner, Dynamic Planning & Science. Mr. Schreiner provided an overview of his organization’s services followed by a question and response session. Angermuller reported that CFPD does not have a Fire Marshall Service available and is a needed fire service in our obligation to review new commercial development and inspection services for compliance. Thomason moved to enter into the proposed services agreement for Fire Marshall Services as presented by Corey Schreiner, seconded by Stearns. Carried unanimously. Mr. Schreiner exited the meeting at 7:01 p.m.

The meeting agenda resumed in order after the quest presentations were completed.

8. Consent Agenda

The Interim Fire Chief Report was requested to be reviewed in more detail.

- Angermuller reviewed the report with a brief discussion pertaining to the following items safety/training, grants, personnel reports, call reports, union report, billing, and financials as well as the four actions requested from the Board. Action item #2 for computer replacement was identified

as an approved 2023 budget item. All other action items are identified separately on the agenda. Additional information was requested regarding access to mental health services for part-time employees of the District. Staff to provide an update regarding mental service availability for part-time staff.

9. District Financials

A. Review of 2022 Annual Financial Audit – Action item

- Thomason moved to accept the 2022 annual audit and financial statements prepared by Blair and Associates. P.C., seconded by Brumback and carried unanimously.

B. Financial review

- Staff presented the financial reports and questions were taken. Brumback moved to accept the accounts payable in the amount of \$191,674.82 and outgoing checks in the amount of \$99,705.40 for a total of \$291,380.22 for the reporting period of June 1, 2023, through June 30, 2023, seconded by Thomason and carried unanimously.

C. Billing Report

- Staff updated the Board regarding billing services as the transition from Quick Meds billing to Wittman services. Questions were taken and responses provided. No additional action requested.

10. Old Business

A. Management IGA with Grand Junction (Action Item)

- Prior to discussing the Management IGA, a confidential memo prepared by legal counsel was distributed to Board members addressing potential board member conflicts.
- Angermuller reports that the Management IGA extension has been presented to the District and legal counsel has reviewed, revised and both parties have agreed to the final agreement presented. The agreement will be extended on a month-to-month basis. Thomason abstained from discussion and voting on the proposed agreement. Perez moved to accept the Management IGA extension on a month-to-month basis as presented, seconded by Stearns, and carried unanimously.

B. District Web Site

- Angermuller summarized the firms responding to our request for services as provided in the Chiefs report. Thomason moved to accept the website redesign and development proposal from Ellis Thompson-Ellis, seconded by Perez and carried unanimously.

- C. Status report on meeting with Palisade Fire and MCFA
 - Angermuller provided an update with no firm dates established and responded to questions. No action necessary.

- D. Fire Application Posting update.
 - Angermuller provided a summary of the open Firefighter position and the Hiring SOP currently in review with the legal counsel. District reviewing applicants and Hiring SOP pending legal review.

- E. Whitman Billing Services
 - Staff provided an update on the Whitman Billing services and collection services.

- F. Contingency Plan
 - Proposed outlined procedure to hire a full time Fire Chief (Action Item) Angermuller submitted a proposed hiring matrix for the Fire Chief position. The District's legal counsel has reviewed the hiring matrix for compliance. The Fire Chief recruitment, advertising recommendations, interview and selection matrix and a suggested compensation range were also reviewed. Board consensus to modify Fire Chief minimum requirements item #8 – remove Battalion Chief as requirement. Stearns moved to designate Interim Fire Chief Angermuller as the Hiring Manager representing CFPD, initiate advertisement, accept the proposed interview and selection matrix, and accept an initial pay range of \$140,000 - \$160,000 depending upon qualifications and experience, seconded by Brumback, and carried unanimously.

11. New Business New Business

- A. Workshop summary
 - a. Requesting financial proposals from local banking institutes update
 - i. Requests for service are being deferred to future meetings due to extensive agenda schedules.

- B. 2024 Budget update
 - a. Wage and benefit analysis for 2024 budget.

As requested, Angermuller presented a proposed salary adjustment for the 2024 budget. Following a question and comment discussion, the Board requested additional comparative analysis. No action required.

- C. Resolution – Terminating the District's Declaration of Local Disaster Emergency (Update) – Staff found no formal resolution associated with Terminating the District's Declaration of Local Disaster Emergency – No action necessary.

Resolution Terminating the District's Virtual meeting requirements adopted during COVID. Thomason moved to terminate the Virtual Meeting Resolution and return to open meeting requirements without offering virtual meetings, seconded by Stearns, and carried unanimously.

Brumback moved to adjourn the meeting at 9:43 p.m., seconded by Perez and carried unanimously.