



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

March 20, 2024

Call to Order, Roll Call, Pledge of Allegiance

The Board of Directors of Clifton Fire Protection District met in regular session on Wednesday March 20, 2024, at 3254 F Road, Clifton Colorado. Board President Woods called the meeting to order at 6:14 p.m. and roll call was taken. The meeting initially was delayed, allowing time to inspect the new Engine 21. Attendees recited the Pledge of Allegiance.

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 Assistance, 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.

Guests and Public Comment

No guests scheduled and no public comments received.

Approval of Minutes

- Regular Meeting Minutes from February 21, 2024. (Action Item)
  - Thomason moved to accept the February 21, 2024, Regular Meeting Minutes as presented, seconded by Perez, Combs abstained 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.

### Welcome New Board Member

- Mr. Combs was introduced and welcomed to the Board.

### Pension Board Election

- Status report - Attached documents:
  - i. FPPA Clifton Fire Protection District Volunteer Pension Fund Actuarial Valuation Report As Of January 1, 2023 (revised)
    1. Table 16 - Comparison of Actuarial Results Based on Alternate Benefit Levels

#### Overview:

Documents were provided to the Board members to review and reference. There are four (5) Board members present and a quorum from the Clifton Pension Board attending this meeting.

- Election to fill opens seats – Chief Cherveney reports thirty-one nomination forms were sent out on February 26, 2024. Six nominations were received by the submission date of March 14, 2024. One nomination requested to be removed, the final five eligible candidates are Greg Martin, Fred Miller, Kent Holsan, Chuck Eddy, and Chris McCoy. Election ballots were mailed on March 18, 2024, listing the five candidates. Ballots will be received through April 11, 2024. The top two candidates will be confirmed for office and a brief orientation will be provided to each prior to the next regular Board meeting scheduled on April 17, 2024.
- Actuarial Study - FPPA Clifton Fire Protection District Volunteer Pension Fund Actuarial Valuation Report As Of January 1, 2023.
  - The Board received an electronic copy of the revised report in their Board packet. The three proposed plan changes of \$750, \$800, and \$850, are summarized on Table 16 - Comparison of Actuarial Results Based on Alternate Benefit Levels. B. Woods summarized the correspondence with FPPA officials, and the assumed contributions found in the report. The assumed contributions for the current plan and the options were discussed including what additional contributions the District may have to make if the plan is adjusted. The initial review provides support for amending the plan from \$700 to \$800 per month for full pension. The report was provided as an update, consideration of amending the retirement pension benefit plan will be placed on the agenda of the Pension Board meeting scheduled on April 17, 2024.

## Consent Agenda

### Fire Chief Report

- Chief Cherveney discussed the following topics in the report:  
Health and Safety:
- The exhaust/ventilation equipment repairs have been estimated at \$12,000. Cherveney researching new system vs quote for the repair of existing system. He will provide a report at the April meeting.
- Training: Administrative Specialist Woods is working on Aladtec training for the officers that concentrates on timesheets and payroll. Additional training for all staff will be planned for late March. Cherveney reports he is in the process of providing more detail regarding employee training within the Chief's report.
- The grants actively in progress were briefly discussed. A proposed grant, Staffing for Adequate Fire and Emergency Response Grants (SAFER) grant will be reviewed and considered under new business.
- Staffing items were reviewed as presented in the Chief's report.
- Incident reporting – As requested, Chief Cherveney provided an overview of the process of incident reporting now as it relates to previous practices. He reports that The reporting process now is reported, reviewed, and recorded. It is a consensus of the Board to direct staff to ensure a formal written process is in place and implemented for incidents, complaint reporting, preventative and predictive maintenance procedures. The Department shall maintain a written record of inspections, testing, repairs and maintenance for each vehicle or apparatus using the appropriate forms for the vehicle type.
- Update on the website and social media.
- Financial report – Staff will contact Community Bank to officially close the account.
- Reviewed the capital expenditure report. Discussed the District's 2021 Capital Improvement Plan and the discrepancies in budgeted projections versus actual costs for capital related expenditures. The report fails to identify long-term facility improvements and short-term improvements are inadequate to address maintenance. The 2021 CIP report has been removed from the District's website as a reference document. Cherveney will provide a revised CIP as part of an overall strategic plan for the District.
  - Brumback moved to accept the Chief's report as presented, seconded by Thomason, and carried unanimously.

## 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 February 2024 Monthly Financial Status Report. The Monthly Financial Status Report and the Profit and Loss budget performance and balance sheet were reviewed. Ms. Woods responded to specific questions regarding the variance in monthly payroll expenses as reported for December through February in the Monthly Financial Status Report and item #5010.3 in the Profit and Loss report. There was a question regarding the credit card report as missing. A request to include the credit card report and verify the credit card use is monitored and utilized as policy requires.

Staff requested comments regarding the reports as presented. The Board acknowledges the reports are improved and appreciated.

Ms. Woods responded to specific questions and comments regarding financials.

- Perez moved to accept the financial report for the period of February 1, 2024, through February 29, 2024, and acceptance of accounts payable in the amount of \$173,320.91 and outgoing checks in the amount of \$85,982.54 for a total of \$259,303.45 to be accepted. Outgoing checks for the period March 1, 2024, through March 20, 2024, in the amount of \$38,929.23 to be accepted, seconded by Thomason, and carried unanimously.
- Billing Report –  
Ms. Woods provided a summary of the February billing report. The report provided an overview of Wittman Billing services, revenue projections, and Quick Med Claims Billing.  
Chief Cherveney, Ms. Woods and B. Woods have met with Value Enhancement and the auditor Paul Miller to review the outstanding Quick Med Claims and Wittman billing services. Ms. Woods reported the findings of this meeting and the outstanding accounts from the Quick Meds billing (QMC) services prior to the transition to Wittman Billing services beginning May 2023 and the transition of services after this date with Wittman. The meeting focused on finalizing the uncollectible ambulance billing for the 2023 audit and evaluate services with Wittman billing. The 2023 audit will reflect a larger than normal uncollectible ambulance billing loss due to the discrepancies and transition of billing service. Complications with sending and receiving billing accounts from Wittman billing has resulted in documents and payments being submitted

to QMC by insurers, instead of the Wittman billing. QMC has forwarded all these documents and payments to CFPD via mail. The results of the misdirected billing from the insurers have resulted in additional staffing requirements for CFPD personnel and accounting discrepancies. Staff continues to resolve the issues and it is anticipated the account information with insurers will improve and corrections with accounting corrected.

### Old Business

- Public Access policy and procedures (Report)
  - Chief Cherveney recommends the physical revisions and posting recommendations in support of the Public Access Policy be completed in phases. The initial request will include approval to install new keypad locks for the exterior doors, exterior doorbell, and signage.
- MCFA and ASA Status Report (Update)
  - Chief Cherveney provided a report of a meeting he attended with Mesa County Fire Authority (MCFA) and Lands' End Fire. The meeting addressed the excessive mutual aid responses provided to the Lands' End Fire Departments.
  - The Ambulance Service Area served by GJ Fire and CFPD has overlapping areas of service and is administered through an Automatic Service agreement between the two agencies. The automatic agreement was recently extended to January 2023 between the two agencies. Cherveney has met with GJ Fire officials and discussions have ensued to explore and develop an improved service plan. Cherveney will provide more information in a future report.
- Part Time Administrative Assistant hiring process (Action)
  - Cherveney provided a status report on the part time administrative assistant position advertised.

### New Business

- Staffing for Adequate Fire and Emergency Response Grant (Action)
  - Information summarizing the SAFER grant was provided as part of the Chief's report. The grant is funded through FEMA and is designed to create opportunities for fire departments to establish minimum staffing levels that meet National Fire Protection Association (NFPA) standards. The grant opened March 11, 2024, and closes April 12, 2024. Cherveney

reviewed the grant requirements and presented the option of requesting funding for three additional fire fighters for the 2025-2027 calendar years. The estimated grant request would be a total of \$1,100,000 for three fire fighters for three years of service. The grant funding expires after three years. The District then would assume the role and responsibility of funding the positions after the 3-year performance period. The grant may be requested in future years to extend funding. Additional staffing requirements were discussed as part of the presentation. In addition to assisting fire departments in meeting minimum staffing requirements, this would assist the transition from cross staffing model currently administered by the District.

- Brumback moved to authorize Chief Cherveney to apply for the SAFER grant requesting funding for up to four additional fire/EMS personnel and establish the budgeted amount as required under the conditions of the grant program, seconded by Perez, and carried unanimously.
- Donation of SCBA's (Action)
  - Colorado Mesa University Tech submitted a written request seeking a donation of excess SCBA equipment the District currently has identified as surplus equipment with minimal value.
    - Perez moved to approve the request to donate the SCBA as recommended by Chief Cherveney, seconded by Combs, and carried unanimously.
- Payment for Engine 21 (Action)
  - Thomason moved to authorize final payment to Front Range Fire Apparatus, invoice #D2050, the Pierce Enforcer Pumper in the amount of \$548,927, seconded by Combs and carried unanimously. The funds are available in the 2024 budget under Capital Equipment.
- Purchase Requests (Action)
  - Cherveney requests authorization to purchase the following items. Quotes for service, invoices for payments were reviewed and submitted as attachments to the Chief's report.
    - Request to approve the facility improvements in the amount not to exceed \$4,200.
    - Request to approve periodic maintenance for the equipment as proposed in the amount not to exceed \$3,500.
    - Request to approve the purchase of tires for fire apparatus equipment in the amount not to exceed \$5,000.
    - Request to authorize Cherveney to complete the repairs/replacement of the exhaust/ventilation system in the amount not to exceed \$15,000.
      - Thomason moved to approve the four listed requests as presented not to exceed the total amount of \$27,700, seconded by Perez and carried unanimously.

- Mesa County EMS – iPads (Report)
  - Cherveney reports his request to receive funding from Mesa County in the amount of \$2,500 to purchase three new I-pads was successful.
- 2023 Audit (Report)
  - The initial audit draft was submitted to staff and the Board Chairperson. The final draft is in review and is expected to be completed after edits are submitted. Staff will coordinate with the auditor to schedule the presentation at the April or May meeting.

Thomason moved to adjourn the meeting at 8:32 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