



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

June 19, 2024

Call to Order, Roll Call, Pledge of Allegiance

The Board of Directors of Clifton Fire Protection District met in regular session on Wednesday June 19, 2024, at 3254 F Road, Clifton Colorado. A Certification of Posting Meeting Notice verifying posting was completed on June 17, 2024. Board President Woods called the meeting to order at 6:05 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 6:10 p.m.

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

Guests

- Kyle Prestangen – Bank of Colorado (6 PM)
- Kristen Wood - Timberline Bank (7 PM)

Public Comment

No public comments

Approve Agenda

It was recommended to modify the agenda by moving Personnel Agreements from old business to new business as a discussion during the executive session. Motion by Thomason to approve the agenda as proposed, second by Perez; carried unanimously.

Approval of Minutes

Regular Meeting Minutes from May 15, 2024. (Action Item)

- Thomason moved to accept the May 15, 2024, Regular Meeting Minutes as presented, seconded by Brumback, 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.

6:00 p.m. - Guest presentation Bank of Colorado: Kyle Prestangen, V.P./Treasury Management Officer, Bank of Colorado.

- Mr. Prestangen presented the Bank of Colorado banking services proposal offered to Clifton Fire Protection District. He reviewed the specific services available to the District including Merchant services program overview. Mr. Prestangen responded to questions from Board members and staff regarding services including merchant processing, sweep account services and account management. Mr. Prestangen left the meeting at 6:38 p.m.

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 – Chief Cherveney reviewed a recent swift water rescue call and the circumstances of the emergency event. The Board inquired about the protocols for Mesa County restricting public access to the Colorado River during unsafe high-water conditions. Substantial risk exposure to rescue personnel is a concern to the Board.
- Cherveney reviewed the SDA workshop held on June 11th at Clifton Water District. Chief Cherveney, Administrative Assistant, Jennifer Woods, and Director Brumback were in attendance. The workshop will be discussed in greater detail under new business.
- The CFPD is requesting site access to store shipping containers to be utilized for fire training opportunities at Clifton Sanitation District property. Training officer Stassen is working with Clifton Sanitation and will present options to the board when all the information is gathered. This will include a formal agreement drafted by legal and presented to the board for approval.
- Cherveney provided a brief update on the status of the grants in progress.
- Cherveney summarized the apparatus damage reported in the Chief's report.
- Cherveney discussed the EMS Luncheon and Pheonix Awards May 22, 2024, recognizing several employees. The Board inquired about what the District could do to provide recognition as an organization for these individuals. Staff are requested to provide ideas and options.
- Facility/Apparatus/Equipment – Cherveney provided an update on maintenance repairs, expenses, budgetary restraints, and apparatus on order.

7:12 p.m. - Guest presentation Timberline Bank: Louise Goodman, Grand Junction Branch President; Riar Geer, Business Banking Officer; Kristen Wood, AVP – Senior Retail Banking Officer.

- Ms. Goodman provided an overview of the banking services offered by Timberline Bank. Mr. Geer and Ms. Wood provided details of the specific services offered by Timberline and how they would apply to Clifton Fire Protection District. The specific services available to the District included Merchant services program overview. The group responded to questions from Board members and staff regarding services including merchant processing, sweep account services and account management. The group exited the meeting at 7:38 p.m.

District Financials

- Chief Cherveney deferred the financial report to Administrative Assistant Woods.
 - Ms. Woods provided an overview of the financials for this reporting period. In review of the May 2024 Monthly Financial Status Report, Ms. Woods provided an update on the Colorado property tax backfill under Income line item #4025 has been received from the Mesa County Treasurers office in the amount of \$574,736.50 exceeding the 2024 budget amount of \$320,000. The District will coordinate with the District's auditor and amend the 2024 budget later in the year as required. The Monthly Financial Status Report including the Profit and Loss budget performance and balance sheet was reviewed. Ms. Woods provided clarification on the YTD total for line items 5720, 6040, 7010 reported as Capital, Grant Match, Operational Contingency. She reviewed the credit card report as presented and responded to questions. Staff inquired if the credit card reporting format was acceptable. The Board appreciated the detailed reporting and agreed with the reporting format as presented. 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.
 - Perez moved to accept the financial report for the period of May 1, 2024, through May 31, 2024, and acceptance of accounts payable in the amount of \$163,069.27 and outgoing checks in the amount of \$42,572.91 for a total of \$205,642.18 to be accepted. Outgoing checks for the period June 1, 2024, through June 19, 2024, in the amount of \$78,462.94 to be accepted, seconded by Combs, and carried unanimously.

- **Billing Report –**
Ms. Woods provided a summary of the May billing report. A copy of the report was included in the monthly Board packet. The report provides an overview of Wittman Billing services, revenue projections, and the Management Summary Report. Cherveney reported he has included an additional step in the internal review process for medical calls, ensuring calls are reported correctly for billing services. He also reported the District continues to provide EMS mutual aid services to Palisade and he is reviewing options to address the excessive responses. A discussion ensued regarding the excessive responses, financial implications and the additional workload assessed to the staff. Cherveney will research options and coordinate with Mesa County EMS and will also update the District's legal counsel.

Old Business

- **Banking Services (Update)**
 - Cherveney summarized his research regarding banking proposals. He has requested one additional banking proposal. A third banking proposal will be scheduled for the regular July 17th meeting. The Board consensus is to finalize and select one banking institution to provide future services to the District at the July meeting.
- **Personnel Agreements – moved to new business (executive session)**
- **Firefighter Part Time Program Information (Action)**
 - Cherveney provides a draft copy of the Part Time Program policy #1045. He reviewed the purpose and qualifications for the program and responded to questions from the Board. The draft policy is in the process of review from the District's legal counsel. No action necessary, report only.
- **Cloud-based Board member data access (Update)**
 - Cherveney provided an update on one of his research projects. Discussion only, no action necessary.

New Business

It was decided that the Chief's evaluation will be moved to the end of New Business.

- **SDA Workshop (Update)**
 - Cherveney reviewed the SDA workshop held on June 11th at Clifton Water District. Chief Cherveney, Administrative Assistant, Jennifer Woods, and Director Brumback were in attendance. The workshop attendees reviewed the workshop and the information presented. The primary focus of the review

included the 2024 New Laws Outline presented at the workshop. The New Laws Outline provided a review of the Colorado House Bills and the impacts associated with Special District's. The Staff and the Board president will verify District compliance and report back to the Board. A copy of the 2024 New Laws Outline was provided to the Board members.


- CFPD Fire Prevention Fee Schedule (Action)
 - Cherveney provided a draft fee schedule for consideration. Cherveney responded to questions and concerns raised by the Board.
 - Thomason moved to adopt the proposed CFPD Fire Prevention Fee schedule as presented, seconded by Brumback, and carried unanimously.
- ACH payments for reoccurring invoices (Action)
 - Staff provided an overview of reoccurring invoices and conflicts associated with payment due dates and Board meeting dates. Staff requests authorization to make ACH payments up to the amount of \$1,500 for reoccurring payments that are budgeted and are not applicable to the purchase policy. Staff responded to questions and concerns regarding the amount requested. Brumback moved to authorize Chief Cherveney to review and authorize monthly ACH payments not to exceed \$5,000, seconded by Combs and carried unanimously.
- DOLA matching grant for a Strategic Plan consultant (Action)
 - Cherveney updated the Board regarding the DOLA grant requirements.
 - Thomason moved to authorize the Board President to sign a letter of request for funding to DOLA for the Strategic Planning project planned for in the 2024 budget, seconded by Combs and carried unanimously.
- Operational Policy Review
 - Security camera policy – a draft copy of the policy has been presented to the Board for review. Board members are to provide comments and questions prior to adoption scheduled for the July meeting.
- Purchase requests.
 - Boat storage and equipment
 - Cherveney reports potential budgetary constraints to purchase equipment at approximately \$5,000 and the remaining budget identified for the boat at approximately \$7,000. A discussion regarding the budget and necessary equipment. The Board consensus is to authorize the Chief to complete the safety equipment purchases that are within the budgeted amount. The Board requests Cherveney to provide proposals for the Board to consider for the boat storage. The Board recognizes the boat storage project will exceed the remaining budget for the boat and will consider utilizing the contingency portion of the budget.
 - Fire hose and equipment.
 - Cherveney reports the need to replace fire hose and miscellaneous equipment on the fire apparatus. He reports the line item for fire


hose will be depleted. The Board suggested future apparatus replacements include all hoses and equipment, placing serviceable hoses in reserve and removing non serviceable equipment from inventory. Report only, no action required.

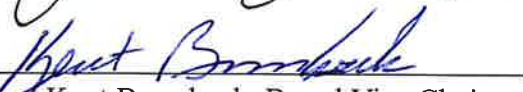
- Chief Cherveny's six-month review (Discussion)
 - Executive Session - §24-6-402(4)(b), C.R.S Discussion of Personnel matters – Chief Cherveny's six-month review, personnel agreements.
 - Perez moved to enter an executive session at 9:02 p.m. to review personnel matters §24-6-402(4)(b), C.R.S, seconded by Combs and carried unanimously. The executive session ended at 9:54 p.m.
 - Reentered normal session at 9:54 p.m.
 - The Board chairperson will summarize the comments and goals from each Board member into a final written evaluation for Chief Cherveny. The Board chairperson will meet with Chief Cherveny and review the evaluation prior to the next board meeting. Brumback moved to increase the annual salary for Chief Cherveny from \$165,000 to \$175,000 annually effective in the current pay period, seconded by Thomason and carried unanimously. It is also noted under the Fire Chief Employment Agreement section 2.2 a. vacation accrual will be amended to reflect an accrual rate of 7.69 hours per pay period effective in the current pay period.
 - Chief Cherveny will continue to finalize employment agreements and payroll corrections as noted in the executive session. He will coordinate with Board members and provide updates.

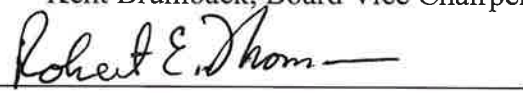
Adjournment

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