



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

November 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, November 20, 2024, at 3254 F Road, Clifton Colorado. A Certification of Posting Meeting Notice verifying posting was completed on Friday, November 15th, 2024, at 4:55 PM. Board President Woods called the meeting to order at 6:11 p.m. and roll call was taken.

Roll Call:

Kent Brumback – Vice President	- Absent (Excused)
Shannon Perez – Secretary/Treasurer	- Present
Robert Thomason	- Present
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 noted for the record that Vice President Brumback notified the Board at the November 18th Special Meeting that he would not be able to attend. It was also recognized that a quorum was present.

Guests

Michael H. Luedtke, Hoskin, Farina & Kampf, P.C. – Special District Attorney (virtual attendance)

Public Comment

No public comments were received.

Approve Agenda

Motion by Perez to approve the agenda as proposed, second by Thomason; carried unanimously.

Approval of Minutes

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

- Thomason moved to accept the October 16, 2024, Regular Meeting Minutes as presented, seconded by Combs, 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.

Executive Session - Conferences with the District's attorney regarding legal advice on specific legal questions §24-6-402(4)(b), C.R.S

Director Perez moved to enter an executive session at 6:14 p.m. to have conferences with the District's attorney regarding legal advice on specific legal questions §24-6-402(4)(b), C.R.S, seconded by Perez and carried unanimously. The executive session ended at 6:38 p.m.

Reentered normal session at 6:38 p.m. Mr. Luedtke attested for the record, certification of the legal advice received in the executive session was from Michael Luedtke, Hoskin, Farina & Kampf. Mr. Luedtke representing Clifton Fire Protection District provided legal services in executive session regarding legal questions §24-6-402(4)(b), C.R.S he attests no votes were taken during the executive session. Legal advice that was not recorded tonight was provided to the Board for the purpose of legal advice and constituted confidential attorney client privilege information and communications.

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 a sharp increase in recorded training hours for October. Individual hours for training were 500.9. Chief Cherveney stated he would further refine training hours to reflect the types of training being logged. It was reported that the October increase included individual driver training that was required. Chief Cherveney explained that crew training hours were slightly lower due to crew members having time off. Crew training is normally conducted when all members are present.
- Grants
 - Chief Cherveney reported that two current grants will carry over to the 2025 Budget year. The 2023 EMTS and DOLA grant amounts not spent and received in 2024 have been calculated and added to the 2025 Budget. Chief Cherveney clarified that the final costs for the ambulance were reduced by approximately \$18,000 due to changes from the original specifications. The changes deleted equipment used by Grand Junction Fire and were not considered necessary for CFPD operations. The reduction in the final cost of the ambulance will decrease the amount paid by the district. The matching State portion will remain the same because the overall cost for the ambulance is higher than the State-allowed maximum. This is allowed in the grant, but the agency pays overages.
- Personnel
 - Chief Cherveney stated the seven remaining part-time Firefighter/EMT candidates will be given a Chief's interview and five will be selected for the open Firefighter/EMT positions by the end of November.

- The part-time Administrative Assistant position has been filled. Chief Cherveney did disclose that the person selected was an acquaintance, but not a relative. It was reported that the District's hiring policies were followed as well as the advice of the District's legal counsel.
- Call Report
 - Chief Cherveney reported that there has been no noticeable change in the amount of mutual aid given for October. There were twenty mutual aid responses to Palisade which is 22% of their 91 total calls for October. Of these twenty requests for mutual aid, sixteen, or 80%, were for Advanced Life Support (ALS) assistance.
- Apparatus/Facility
 - Chief Cherveney asked for direction regarding the repair of the damaged bay door and building from the accident that occurred on October 1, 2024. Three quotes were solicited and two were received, but the bids had differing specifications for door size and scope of work. The board directed Chief Cherveney to ask for revised quotes with the same specifications regarding door size and scope of work. Director Thomason made a motion to authorize the Fire Chief to proceed with the repairs after receiving the revised bids, not to exceed \$46,945, Director Perez seconded, and the motion carried unanimously. Chief Cherveney stated he would work directly with the District's insurance carrier moving forward with this repair.
- Bank update
 - Chief Cherveney stated that progress is being made in the transition from Grand Valley Bank to Timberline Bank. Work is continuing toward creating a pay portal on the District's website and switching Wittman to direct deposits into Timberline. It was reported that it will take some time to get all the insurance companies and other district business partners switched to the new account, but the bulk of business will be moved to Timberline by January 15, including payroll.
- Volunteer Pension member information questionnaire update
 - Chief Cherveney conveyed that twenty-five of thirty-one questionnaires have been returned to date. Chief Cherveney stated he would follow up with the remaining six. The board directed Chief Cherveney to develop a method, in conjunction with existing FPPA Rules and Regulations, to track member information in the coming years.

Director Thomason made a motion to accept the November Chief report as presented, the motion was seconded by Director Perez and carried unanimously.

District Financials

- Financial Report and Billing Report
 - The Financial and Billing report was presented by Ms. Woods. Checks for November are noted as high due to paying grant items. Policies to not bill retired volunteers and current employees after billing insurance if transported will be sent to legal. President Woods would like to see a year of Quick Med Claims reporting compared to Wittman of month over month of billed and collected.

- Combs moved to accept the financial report from October 1, 2024, through October 31, 2024, and acceptance of accounts payable in the amount of \$472,319.41 and outgoing checks in the amount of \$75,511.81 for a total of \$547,831.22 to be accepted. Outgoing checks for the period November 1, 2024, through November 20, 2024, in the amount of \$173,223.52. to be accepted, seconded by Perez, and carried unanimously.

Old Business

- 2024 Budget Amendment (Discussion)
 - Chief Cherveney summarized the meeting with the District's legal counsel, Mike Luedtke and the District's auditing representative, Paul Miller. Both parties have concluded the District will not be required to submit an amended 2024 budget. Chief Cherveney has received written notice from the auditor and legal counsel supporting the decision. No action is necessary.
- Pay Study Presentation (Discussion/Action)
 - Chief Cherveney will incorporate the pay study revisions as part of the 2025 budget review. He explained the positions, various pay scales and progressive step systems implemented by the various departments. Chief Cherveney reviewed the potential budgetary impacts associated with the finding from the pay study comparisons. A general discussion regarding budgetary restraints and staffing requirements ensued. It was a consensus of the Board to include the four new FTEs as recommended by Chief Cherveney in the 2025 budget.
- 2025 Budget Review (Discussion)
 - Chief Cherveney reviewed the revisions discussed at the October Board meeting, completing adjustments to operating expenses and confirming operating revenue projections. Chief Cherveney summarized the additional options for the pay study and the associated budget adjustments. The proposed 2025 budget includes an estimated reserve of \$50,000 for potential pay adjustments.
 - Chief Cherveney discussed the need to complete the wage and benefit evaluation, focusing on the benefit comparison prior to amending the current pay scales. After a brief Board discussion, the Board concurs with the recommendation to complete the pay study evaluation utilizing a third-party consultant and complete the review of the Personnel Manual. It is a consensus to initiate the review process in 2024 and have the revisions and pay study completed prior to the end of March 2025. The proposed 2025 draft budget projects operating income exceeding operating revenue by \$368,042, capital projects and additional expenses totaling \$1,144,571. The proposed budget would require a net of \$776,529 from the District's reserve funds. The final 2025 budget will be revised based upon the Mesa County's final mill levy assessment due prior to December 10th and any potential expense adjustments prior to final adoption.
- December Meeting Date (Action)

- The District is required to adopt the annual budget on or before December 15th of each calendar year in an open public meeting. The District's next scheduled regular meeting is on December 18th. Chief Cherveney suggested changing the next regular Board meeting to Wednesday December 11th at 6:00 p.m. Thomason stated he could attend remotely. It was a consensus to move the meeting to Wednesday December 11th at 6:00 p.m.
- 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. President Woods contacted the President of the Palisade Rural Fire District, Kip Constanzo and the Palisade Mayor, Greg Mikolai on November 6th to establish an informal meeting to review the excessive mutual aid provided to Palisade Fire Department. Both were congenial and expressed an interest in meeting and reviewing our concerns. After receiving no response, both were contacted again on November 19th. Mr. Constanzo stated after conferring with his Board members, which Palisade Rural Fire did not believe they needed to respond to the concerns as they are just a pass-through agency, sending payment for services to Palisade Fire District twice a year. Mr. Mikolai was also contacted and stated he would review his schedule and establish dates he would be available that coincided with dates provided by Brumback in an earlier email. No additional contact has been received after November 19th. A general discussion regarding next steps were evaluated pending the outcome of this effort. No additional action was taken.

New Business


- May 6, 2025, Election of Board members (Discussion/Action)
 - Chief Cherveney reviewed the 2025 election process.
 - Thomason moved to name Chief Cherveney as the Designated Election Official for May 2025 and accept the Election Resolution 24-11-001 as presented, seconded by Perez, and carried unanimously.
- Operations Chief Job Description (Action)
 - Chief Cherveney presented a draft copy for the Operations Chief Job Description for the Board to consider. Legal counsel has reviewed the job description. The qualifications and edits were noted for the Chief to consider.
 - Thomason moved to have Chief Cherveney make minor edits to the job description and authorize advertisement for the position beginning in December, seconded by Combs, and carried unanimously.
- Property and Liability Pool renewal (Action)
 - Chief Cherveney reviewed the annual renewal plan. The 2025 renewal increases were explained as increases in staff levels.

- Perez moved to authorize staff to enter the 2025 renewal of the CEBT Property and Liability Pool, seconded by Thomason and carried unanimously.
- Purchase Requests
 - Streamlight Fire/Rescue handheld lights (Action)
 - The Chief’s report provided a detailed report for the request. The \$3,200 request is allocated in the 2024 budget and the request is within budget.
 - Combs moved to authorize staff to purchase the requested Streamlight Fire/Rescue handheld lights in an amount not to exceed \$3,200, seconded by Thomason and carried unanimously.
 - Wellness Equipment to include treadmill and Rogue workout station attachments (Action)
 - The Chief’s report provided a detailed report for the request. Chief Cherveney requested authorization in the amount not to exceed \$4,100. The \$4,100 request is allocated in the 2024 budget and the request is within budget.
 - Thomason moved to authorize staff to purchase Wellness Equipment to include treadmill and Rogue workout station attachments in the amount not to exceed \$4,100, seconded by Combs and carried unanimously.
- 2025 Assistance to Firefighter Grant (Action)
 - Chief Cherveney provided an overview of the proposed AFG request in his Chief’s report. The proposed grant request requires matching funds in the amount of 10%. The District grant request would be in the amount of \$150,000 requiring a \$15,000 match from the District.
 - Thomason moved to authorize staff to apply for the AFG grant as presented in the amount of \$150,000, seconded by Perez and carried unanimously.
- Streamline web administrator (Discussion/Action)
 - Chief Cherveney provided the details supporting this request in the Chief’s report. A discussion regarding the advantages and support that would be provided to the District from this resource.
 - Perez moved to authorize staff to engage the services of Streamline web services beginning in December 2024, seconded by Combs, and carried unanimously.
- Mesa County Fire Authority status (Discussion)

- Chief Cherveny updated the Board on issues within the Mesa County Fire Authority and will report as information becomes available.
 - Master and Strategic Plan Timeline (Discussion)
 - Chief Cherveny provided an update on the initial services.
 - Rescue Insights Data collection (Discussion/Action)
 - Chief Cherveny reviewed his request to utilize Rescue Insights Data collection to provide additional support in the Master and Strategic Plan.
 - Thomason moved to authorize staff to utilize services from Rescue Insights Data collection to provide additional support in the Master and Strategic Plan, seconded by Combs and carried unanimously.
 - Additional business
 - Chief Cherveny reported a donation request for the excess copier currently not in use. Consensus of the Board to authorize staff to donate the copier to Plateau Valley Fire consistent with the Clifton Fire donation policy.
 - The annual Christmas celebration is scheduled for December 20th at Oasis at 6:00 p.m. Attendees are requested to RSVP with either the Chief or Jennifer.

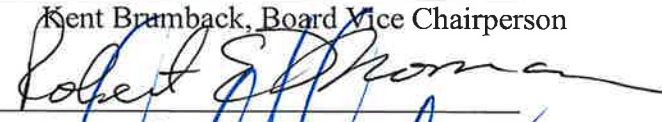
Adjournment

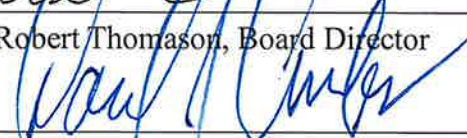
Thomason moved to adjourn the meeting at 9:48 p.m., seconded by Perez and carried unanimously.

Minutes submitted by: 
 Brian Woods, Board Chairperson

Approved by: 
 Shannon Perez, Board Secretary/Treasurer

Approved by: _____ Absent
 Kent Bramback, Board Vice Chairperson

Approved by: 
 Robert Thomason, Board Director

Approved by: 
 David Combs, Board Director