



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

February 21, 2024

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

The Board of Directors of Clifton Fire Protection District met in regular session on Wednesday February 21, 2024, at 3254 F Road, Clifton Colorado. Board President Woods called the meeting to order at 6:06 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
Robert Thomason	- Present
Brian Woods – President	- Present
David Combs – Director	- Absent

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

2. Approve Agenda

A request to amend the agenda for the following items: No executive session is scheduled for this meeting. Motion by Thomason to approve the amended agenda as proposed, second by Perez; carried unanimously.

3. Guests and Public Comment

No guests scheduled and no public comments received.

4. Approval of Minutes

- Regular Meeting Minutes from January 17, 2024. (Action Item)
 - Thomason moved to accept the January 17, 2024, Regular Meeting Minutes as presented, seconded by Perez, 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.

5. Welcome New Board Member

- Mr. Combs is not present, Chief Cherveney attempted to contact Mr. Combs to verify he was attending. Amended the order of the agenda to accommodate a possible late attendance. Moved the Chief's Report as next item on agenda.

6. Consent Agenda

Fire Chief Report

- Chief Cherveney discussed the following topics in the report:
Health and Safety: The swift water rescue boat and the vehicle exhaust fan system. Boat operations - creating policy who/when/how to operate. Also need training for operations on swift water during winter months and safe operations with weight consideration. Boat 21 is out of service until further notice. Reviewed the evaluation in process to repair the exhaust/ventilation system.
Training: Administrative Specialist Jennifer Woods provided an overview of the recently completed FLSA Fire Service class in Georgetown, Tx in February 2024. The information received was beneficial and will affect our organization in the areas of Admin working part time and possibly some calculations of hours and pay. Payroll procedures and payroll processing continues to be evaluated.
Chief Cherveney reviewed the remainder of the Chief's report and responded to questions and concerns.
Brumbach moved to accept the Chief's report as presented, seconded by Thomason, and carried unanimously.

7. 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 January 2024 Monthly Financial Status Report. The Profit and Loss budget performance and balance sheet were reviewed. Ms. Woods reported the annual audit has initiated and she is coordinating with the auditor and his requirements.

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

1. Brumbach moved to accept the financial report for the period of January 1, 2024, through January 31, 2024, and acceptance of accounts payable in the amount of \$374,576.83 and outgoing checks in the amount of \$52,738.71 for a total of \$427,315.54 to be accepted. Outgoing checks for the period

February 1, 2024, through February 16, 2024, in the amount of \$25,348.46 to be accepted, seconded by Perez, and carried unanimously.

2. President Woods reported the checking and money market accounts at Community Banks have been closed. A total of \$1,111,730 has been wire transferred to the District's Colo Trust account on January 23, 2024. The transfer is noted in the Colo Trust statement provided in the January monthly financials. Earned interest and wire transfer fees are reported in the January Community Banks statement. The account is reported as closed and the final statement amount of \$1,434.14 was issued in a check and mailed to the District. The funds have been received and deposited in the Grand Valley Bank account and will be recorded in the February bank statement. Staff will need to verify the accounts have been closed and statements reflecting the closed accounts should be reported in the February bank statement.

- **Billing Report –**

Ms. Woods provided a summary of the billing services and reports from Wittman Billing services.

Chief Cherveney and Ms. Woods have met with Wittman Billing staff and the District's legal counsel to review the outstanding billing accounts dating from January 2020 through April 2023 when Quick Meds provided billing services. Ms. Woods reported the findings of this meeting and the outstanding accounts from the Quick Meds billing services prior to the transition to Wittman Billing services beginning May 2023. Staff will provide separate reports, one reflecting current billing from May 2023 to current, and a report of collections from January 2020 through April 2023. The 2023 audit will reflect a larger than normal uncollectible ambulance billing loss due to the discrepancies and transition of billing service. Ms. Woods also conveyed the auditor's recommendation to develop and incorporate internal controls regarding receiving and recording billing revenue. Incorporating additional oversight from the District's accounting firm, Value Enhancement is recommended. Cherveney requests to consider utilizing additional services and oversight in the payroll process. It is a consensus of the Board to authorize staff to coordinate an enhanced service with Value Enhancement, develop internal controls consistent with the auditor's recommendation and present recommendations to the Board. Staff requests to have the Board Chair meet with the auditor and Value Enhancement as part of the annual audit. It was a consensus of the Board

to authorize the Board Chair to coordinate with staff and the auditor to respond to specific questions regarding the audit.

8. Pension Board

- Status report - Attached documents:
 - i. Clifton Fire Protection District Volunteer Firefighter Pension Bylaws
Dated: 2/20/2018.
 - ii. Fire & Police Pension Association of Colorado (FPPA), Allocation Reports
 1. April 25, 2023
 2. July 27, 2023
 3. October 24, 2023
 4. February 14, 2024
 - iii. FPPA Clifton Fire Protection District Volunteer Pension Fund Actuarial Valuation Report As Of January 1, 2023
 - iv. Eide Bailly Independent Auditor's Report - FPPA 2022
 - v. Clifton Fire Protection District Volunteer Pension Fund – GASB Statement No. 68 Employer Reporting For Pension Plans – Measurement Period Ending December 31, 2022
 - vi. FPPA notification letter date January 30, 2024 – Notification of investment allocation change.
 - vii. FPPA 2023 Volunteer Fire Actuarial Valuation Information Checklist form
 - viii. Notice Of Election & Call for Nominations letter and forms

Overview:

Documents were provided to the Board members to review and reference. There are four (4) Board members present and a quorum from the Clifton Pension Board attending this meeting.

- Election to fill opens seats - The Pension Board consists of the five members of the Board of Directors of the Clifton Fire Protection District and two eligible retired members of the volunteer firefighters. The two eligible retired members serve two-year terms.

The two seats are currently open. One seat previously held by Greg Martin is up for election for a two-year term. The second seat is vacant and is up for election for a one-year term. If more eligible members express interest than there are seats open, an election shall be had, with one vote available per eligible member. The person who obtains the most votes in an election shall be appointed to serve on the Pension Board. The Board member and election recommendations were discussed.

- Thomason moved to direct Chief Cherveney to act as the election official, seconded by Perez and carried unanimously.
- Thomason moved to direct staff to submit the notice of election and call for nominations to the pension members, seconded by Perez and carried unanimously.
- Actuarial Study - FPPA Clifton Fire Protection District Volunteer Pension Fund Actuarial Valuation Report As Of January 1, 2023.
 - Actuarial studies are conducted for pension funds every other year. Prior to considering changes to retirement pension benefits an evaluation pension plan must be performed by FPPA. Board members are directed to the memorandum dated Summer 2023 Volunteer Fire Department Actuarial Valuation Results where video presentations on FPPA's website are available <http://www.FPPAco.org/volunteers.html>. There is an additional cost of \$1,400 to evaluate up to three proposed plan changes. The Pension Board last requested a plan change in 2019.
 - Brumback moved to authorize the Board President to submit the 2023 Volunteer Fire Actuarial Valuation Information with three proposed plan changes \$750, \$800, and \$850, seconded by Perez and carried unanimously.
 - It was noted from the record that the results of this evaluation would not be considered until after the Pension Board has completed the nomination and election process. It would be expected to have the report available at the next regularly scheduled Pension Board meeting scheduled on April 17, 2024.

9. Old Business

- Public Access policy and procedures (Report)
 - Chief Cherveney presented a Facility Security Policy and discussed the policy. Legal counsel has reviewed the draft policy. He reports he will create a Standard Operating Procedure directing staff in support of the policy. Cherveney will present the SOP for Board review at a future meeting.
 - Thomason moved to adopt the policy as presented, seconded by Perez, and carried unanimously.

Cherveney reports the security camera system is in operation. Cherveney will provide recommendations regarding physical revisions and posting recommendations in support of the Public Access Policy. Public access to bathrooms and the potential conflicts that may develop whether access is allowed or not allowed were discussed. Cherveney will include recommendations in his future evaluation and report.
- Status report on banking account with Community Banks of Colorado (Update)
 - Previously reported in the Financial section.

- Personnel Agreements (Update)
 - Cherveney reports only one Agreement remains. He is working with legal counsel to provide options for the Board to consider. Legal counsel has been delayed in this final review and recommendation.
- Hardship Assistance Policy (Update)

Chief Cherveney provided a draft copy of a Hardship Assistance Policy for review and comment. He reports he is coordinating with the District's legal counsel. A final draft will be presented pending final comments from the Board review and legal counsel input. Discussion regarding approval process and consider a maximum amount the Chief is authorized to approve. It is also recognized; this policy will create additional staff time and commitment.
- MCFA and ASA Status Report (Update)
 - Chief Cherveney provided a report of his meeting with Mesa County Fire Authority (MCFA) on February 8th. GJ Fire, Clifton Fire, Mesa County EMS, were in attendance. The purpose of the meeting was to review excessive mutual aid use and the redistribution of the Ambulance Service Area (ASA) within the service area MCFA is responsible for. Cherveney reports that a minimum 67% of the emergency call volume within the MCFA service area has required mutual aid from either GJ Fire or Clifton Fire. Mesa County EMS is the controlling agency directing ASAs in Mesa County and reports they can amend the service boundaries as needed. The Board discussed resource allocation and the impacts associated with providing service outside of the District's service boundaries. There are concerns regarding excessive call volumes affecting staffing moral and safety. It is a consensus of the Board to direct Chief Cherveney to have Mesa County EMS submit a formal proposal addressed to the organization.
- Report on 2024 Ambulance purchase.
 - Purchase agreement – Required no formal agreement, ambulance agreement was completed by email and Board confirmation. No additional items to report. No down payment required; payment will be due at delivery.
- Fire Chief report on one hundred Day Plan
 - Report submitted an update to his previous plan as part of the Chief's report. No additional questions or comments regarding the report.

1. New Business

- Swift Water Rescue Boat Proposal (Action)
 - Chief Cherveney provided a summary of need, options, policies, training, safety considerations and recommendations for the Fire/Rescue Boat purchase Proposal. Cherveney provided three quotes meeting the

Purchasing policy requirements and the purchase is within the 2024 capital budget of \$100,000 identified to include replacing the existing boat, training, and safety equipment. Cherveney reviewed the research of the project and confirmed staff involvement and their confirmation of the proposed project. Cherveney reports a deposit is required in the amount of \$2,500 to initiate the order. The delivery is estimated to be eleven months. The Board requested that staff provide a proposal and recommendation for storage as part of the project.

- Thomason moved to authorize the Chief to enter into a purchase agreement for a swift water boat replacement as recommended in the amount not to exceed \$85,165, separately submit training, safety equipment and boat storage options at a future meeting. The Chief is also authorized to seek a temporary swift water boat option to replace the out-of-service Boat 21, seconded by Brumback, and carried unanimously.
- Cardiac monitor and cot purchase request (Action)
 - Emergency Medical and Trauma Service Provider Grants (EMTS). Cherveney reports the need to order cot and monitor included as part of the grant and has provided the purchase order agreements for each. The grant is a matching 50% grant for these items, purchase, and reimbursement with proof of purchase is required. The purchase was identified as part of the 2024 budgeted capital purchase of Ambulance. The cot and monitor are sole source purchases and were identified in the original project proposal.
 - Thomason moved to authorize Chief Cherveney to complete the Stryker purchase order for a LifePak 15V4 monitor and accessories in the amount not to exceed \$40,307.36 and to complete the Stryker purchase order for a PowerPro Cot in the amount not to exceed \$25,990.46, seconded by Perez and carried unanimously.
- Excess equipment disposal and donation (Action)
 - Cherveney reports the District does not have a policy addressing surplus equipment disposal. He is coordinating with the District's legal counsel to ensure policy development and equipment donations are consistent and appropriate. Hugo Fire Department has submitted a donation request for the 1991 Engine 22 scheduled for replacement in early 2024. The letter request is attached to the Chief's report. Chief Cherveney reviewed the status of the engine replacement with the District's legal counsel and reported there has been no local interest and potential resale value is estimated at \$7,000. Chief Cherveney recommends donating the engine and excess ladders and hard suction hose that will be replaced with the new engine.
 - Thomason moved to donate surplus engine twenty-two as is after the District has placed the new engine into service, the donation would include excess ladders and hoses as approved by Chief Cherveney, seconded by Perez, and carried unanimously. A release form will be required as part of the donation.

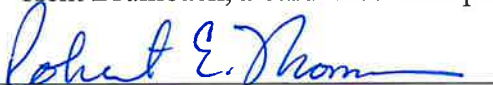
- Cherveney will prepare a policy to address future surplus equipment.
- Information on Incident and damaged equipment process (Report)
 - Cherveney provided an update regarding maintenance software currently available to the District that has been historically underutilized. The District is utilizing this software program enhancing the ability to record and schedule maintenance, incorporate asset management for capitalizing and scheduling depreciation. The program includes record management for incident reporting and equipment damage.
- Grant Information (Report)
 - Cherveney provided a summary of typical grant opportunities available to the Fire Industry. He provided a glossary of available grants, described grant types and a general overview of grants.
- Part Time Administrative Assistant hiring process (Action)
 - Cherveney provided the job description for the part time administrative assistant for approval. The job description has been reviewed and approved by legal counsel. The additional part-time staffing was included in the 2024 budget in the amount of \$40,000. Cherveney requests authorization to accept the job description and initiate the hiring process for the position. It was a consensus to authorize Chief Cherveney to fill the part time position as requested not to exceed the 2024 budget projections.
- Board Bylaws – signature page (Action)
 - The Bylaws were approved by the Board on December 22, 2023, effective December 23, 2023. It has been noted that the Bylaws were not signed by the Board members at the time of adoption. To maintain consistency, the signature page has been submitted for signature.

Thomason moved to adjourn the meeting at 9:13 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: Absent
 David Combs, Board Director