



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

April 17, 2024

Call to Order, Roll Call, Pledge of Allegiance

The Board of Directors of Clifton Fire Protection District met in regular session on Wednesday April 17, 2024, at 3254 F Road, Clifton Colorado. Board President Woods called the meeting to order at 6:08 p.m. and roll call was taken. The meeting was delayed a few minutes due to the Pension Board meeting being held at 5:45 p.m.

Roll Call:

Kent Brumback – Vice President	- Present
Shannon Perez – Secretary/Treasurer	- Present
Robert Thomason	- Absent (Previously Reported)
Brian Woods – President	- Present
David Combs – Director	- Present (Zoom attendance)

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

Approve Agenda

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

Guests and Public Comment

Paul Miller, CPA, LLC – Auditor

Approval of Minutes

- Regular Meeting Minutes from March 20, 2024. (Action Item)
 - Brumback moved to accept the March 20, 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.

Pension Board Election

- Status report – An abbreviated report for Director Combs summarizing the election results report provided at the Pension Board meeting. Greg Martin and Kent Holsan have been elected. A copy of the election report will be attached to these minutes.

The order of the agenda was modified to allow for the 2023 audit presentation provided by Paul Miller.

2023 Audit (Action)

- Paul Miller was in attendance to present and review the 2023 Clifton Fire Protection District Financial Statements and Report. A copy of the draft audit and the Managers Discussion and Analysis were provided in the Board packet and are attached to these minutes for reference. Mr. Miller reviewed the audited report, directing the Board members to the Discussion and Analysis section and the Statement of Net Position. Mr. Miller directed Board members to focus monthly attention on the Budget to Actual performance. Mr. Miller reports the 2023 budget to actual performance was under budget despite a \$1.2 million ambulance billing write off. Mr. Miller advises the District to create and maintain a reconciliation process for the ambulance billing, with the third-party billing agency, Value Enhancement, and the District. Mr. Miller discussed the capitalization and operational expenses as they pertain to the budgetary process. The audit reports it is the District's policy to capitalize individual items costing \$5,000 or more. Chief Cherveney is requested to verify the District formally adopted the \$5,000 capitalization policy and if not have a revised policy available for the Board to consider at the May 15, 2024, Regular Board meeting. Mr. Miller reports minor financial adjustments are needed to confirm the final audit report. Mr. Miller can have the final 2023 audit report available for the Board to review and approve at the May 15, 2024, Regular Board meeting. Mr. Miller exited the meeting at 6:46 p.m.

Consent Agenda

Fire Chief Report

- To increase awareness and to better inform the Board, the Board has requested to move the Fire Chief Report from "Consent Agenda" to report status each month.
- 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.

- Cherveney reviewed the training section of the report. There was a focused discussion on the following topics:
 - Payroll training for staff and the payroll process. Cherveney provided an overview of the training that has taken place for payroll and his evaluation of staff training.
 - Training and pertinent requirements for EMS and firefighting personnel. Internal control practices utilized to track, record, and verify required certifications.
 - Cherveney reviewed the after-action report for the Palisade fire on Iowa Avenue recently.
- Cherveney provided a brief update on the status of the grants in progress.
- Cherveney reported the District has extended a conditional offer of employment to the finalist for the part time administrative position.
- Cherveney reported on the interagency interactions with the City of Grand Junction Fire Department and Mesa County Fire Authority.
- Call report – attached as a separate report.
- Facility/Apparatus/Equipment – Cherveney provided an update on previous projects and a report on surplus equipment that will be addressed later under New Business.
- Capital Spending Report – Cherveney summarized capital expenditures in progress and reviewed the purchase requests proposed in New Business.
- Policy Review – An added section to provide an update on the process of reviewing, processing, and potential revisions to current and proposed policies. The following were policies brought forward for reporting purposes; no action requested.
 - • Physical Agility - viewed and approved by legal • Hiring Process – viewed and approved by legal • Complaint form. Not reviewed by legal. This is an internal form for gathering information and making policy match procedures
 - Next Month - Boat, Security Cameras, Part-Time policies.

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 March 2024 Monthly Financial Status Report. The Monthly Financial Status Report and the Profit and Loss budget performance and balance sheet were reviewed. Ms. Woods provided an update on the final ACH payment for the new engine and the associated impacts on the financial reports. Ms. Woods responded to specific questions regarding the variance in monthly payroll expenses as reported in the March Monthly Financial Status Report. Ms. Woods reports March was a three-pay period month. Staff will verify the payroll expenses for the month of March. It was noted the credit card report was improved and appreciated.

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

- Billing Report –

Ms. Woods provided a summary of the March billing report. A copy of the report was included in the monthly Board packet. The report provided an overview of Wittman Billing services, revenue projections, and Quick Med Claims Billing.

 - Wittman Ambulance Billing - Wittman sent a program for transferring any documents regarding ambulance billing that are received at the Fire Station. It has been set up and will be used from now on. Old, scanned documents will be sent over to Wittman to update any missed documents.
 - QMC Open Accounts – No Update. Billable calls have been sent to Wittman for review.
 - Billing Reports - Value Enhancement and Wittman are working together to match deposits every month. Changes are being made and added for accountability and better tracking.
 - Payment Portal - Needs tailoring for Clifton Fire.
 - Grand Valley Bank credit card merchant fees have been recognized as high and the fees are impacting revenue received. A discussion regarding merchant fees and banking services with Grand Valley Bank. Staff were directed to research banking services and report back to the Board.

Old Business

- 2023 Audit – Item moved to an earlier discussion in the agenda.
- Part Time Administrative Assistant hiring process (update)
 - Cherveney provided a status report on the part time administrative assistant position in the Chief's report.

New Business

- 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.
 - Brumback moved to approve the request to donate the SCBA as recommended by Chief Cherveney, seconded by Combs, and carried unanimously.
- Purchase Requests (Action)
 - Chief Cherveney is making the following purchase requests per policy 1500.7: Quotes for service, invoices for payments were reviewed and submitted as attachments to the Chief's report.
 - Squad twenty-one as outlined in the proposal -attached.
 - Brumback moved to approve the purchase request as presented in the amount of \$77,300 for Squad 21, authorizing Cherveney not to exceed the total amount of \$80,000, seconded by Perez and carried unanimously.
 - Tec-Gen PPE for part-time employees ▪ \$7500
 - Perez moved to approve the purchase request as presented in the amount of \$5,054 for Tec-Gen PPE, authorizing Cherveney not to exceed the total amount of \$6,200 to allow for unknown shipping expenses, seconded by Brumback and carried unanimously.
 - Travel Request – Request withdrawn at Cherveney's request. No action required.


Financial Report

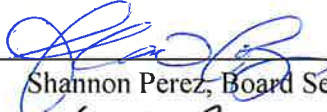
- Perez moved to accept the financial report for the period of March 1, 2024, through March 31, 2024, and acceptance of accounts payable in the amount of \$834,334.41 and outgoing checks in the amount of \$51,172.71 for a total of \$885,507.12 to be accepted. Outgoing checks for the period March 1, 2024, through March 20, 2024, in the amount of \$14,519.10 to be accepted, seconded by Brumback, and carried unanimously.

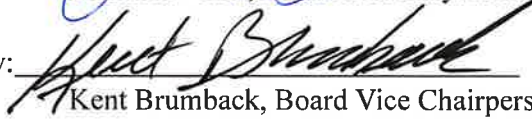
- Policy Review (Action)
 - Cherveney is reviewing policies and procedures. His evaluation is focused on applicable policies that are consistently practiced, training requirements, and updating or removing policies as required.
Cherveney provided an update regarding the Fire Fighter Hiring Process and Physical Agility requirements policy. The policy was previously presented by Interim Chief Angermuller in 2023 and approved by the Board. He is reviewing with legal counsel, and he has provided a copy with minor edits suggested. No action requested.
- Equipment donations, sales, and disposal (Action)
 - Cherveney provided a report regarding surplus obsolete equipment and his efforts to reach out to the local fire departments to see if there is any interest. No departments have expressed an interest. The Hugo Volunteer Fire Department has provided a written request for the Dodge Squad pickup that will be replaced by the new 2024 squad.
 - Brumback moved to donate the Dodge pickup to Hugo Volunteer Fire Department with all Clifton insignia removed and a waiver signed, seconded by Perez, and carried unanimously.
 - CMU has requested a donation of the obsolete SCBA air compressor fill station for the college instructional purposes.
 - Perez moved to donate the obsolete SCBA air compressor fill station as requested by CMU to include a waiver form, seconded by Combs, and carried unanimously.
 - Cherveney provided a list of surplus and obsolete equipment and a recommendation for a closed sealed bid system disposing of the equipment. Legal counsel has been reviewed on the proposed internal disposal process.
 - Brumback moved to authorize Cherveney to dispose of the surplus and obsolete equipment as proposed, utilizing the funds generated to purchase furniture for the fire fighter living quarters, seconded by Perez, and carried unanimously.
 - Brumback requested and updated on the third-party fire inspections the District is currently using. Cherveney provided an overview of the overall service and reports the inspections are costing more than the permittees are paying. He is preparing to provide an

update to the Board on permit fees soon. The Board requests a report to be included for fire inspections in future Board packets.

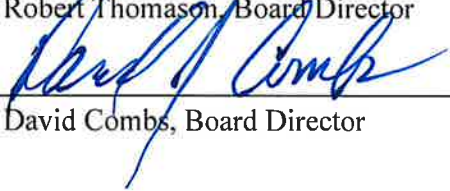
Perez moved to adjourn the meeting at 8:54 p.m., seconded by Brumback and carried unanimously.

Minutes submitted by: 
Brian Woods, Board Chairperson

Approved by: 
Shannon Perez, Board Secretary/Treasurer

Approved by: 
Kent Brumback, Board Vice Chairperson

Approved by: Absent
Robert Thomason, Board Director

Approved by: 
David Combs, Board Director



Date: April 12, 2024

Clifton Fire Protection District Pension Board of Trustees
April 2024 Election Results

As per your request, I have monitored the election for the two open positions of the Clifton Fire Protection District Pension Board of Trustees. The election was conducted by U.S. Mail and in person drop off at the Clifton Fire Station. Ballots were accepted on or before the close of business on April 11, 2024.

This letter certifies that the following schedule is a complete and accurate representation of the election results:

	<u>Total</u>
Total number of ballots mailed to all persons eligible to vote:	30
Total number of ballots received and counted: (% of total voting)	16 (53 %)

The results of the election are as follows (names presented in the order as they appeared on the ballot):

	<u>Number of Votes:</u>
<u>Charles M. Eddy</u>	4
<u>Kent Holsan</u>	11
<u>Gregory C. Martin</u>	13
<u>Chris McCoy</u>	4
<u>Fred Miller</u>	0

If there is any additional information needed regarding the election or if you require further explanation of any items presented in this letter, please do not hesitate to contact me.

Respectfully,


Brian Cherveney
Clifton Fire Protection District Fire Chief



Clifton Fire Protection District

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Election Report

Thirty-one nomination forms were mailed on February 26th. Seven nominations by the deadline on March 14th. One person was nominated twice through self-nomination and nomination by another member, resulting in six candidates. One self-withdrawal left 5 candidates.

Thirty-one ballots with the eligible candidates were mailed on March 18th with a deadline to return the Ballot by the end of business day April 11, 2024.

Charles Eddy
Kent Holsan
Greg Martin
Chris McCoy
Fred Miller

Seventeen ballots were returned correctly by the end of business on April 11, 2024. One ballot was eliminated due to ineligibility (non-member spouse) leaving 16 eligible ballots that were counted. Each eligible voter chose two nominees to fill the two open seats. The results for each nominee are as follows:

Greg Martin 13 votes
Kent Holsan 11 votes
Charles Eddy 4 votes
Chris McCoy 4 votes
Fred Miller 0 votes

Greg Martin will be appointed to the two-year position and Kent Holsan will be appointed to the one-year Trustee position based on these results.

The Oath of Office has been completed by both members and the Oaths have been filed with the appropriate offices along with the Certificate of Coverage.

A letter with a summary of the election will also be sent to the membership.

Brian Cherven
Elections Official
Pension Board – Clifton Fire Protection District