



Minute Record – Board of Directors – Clifton Fire Protection District

Regular Meeting

September 17, 2025

Call to Order, Roll Call, Pledge of Allegiance

The Board of Directors of Clifton Fire Protection District met in regular session on Wednesday, September 17, 2025, at 3254 F Road, Clifton, Colorado. A Certification of Posting Meeting Notice verifying posting was completed on Saturday, September 13, 2025, at 2:33 PM. Board President Woods called the meeting to order at 6:21 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
Brian Woods – President	- Present
David Combs – Director	- Present (Virtual)
Robert Thomason- Director	- Absent

Others present: Jennifer Woods, Administrative Specialist; Fire Chief Brian Cherveney. A list of attendees shall be included as part of the meeting minutes. It was recognized that a quorum was present.

Guests

- Michael Luedtke, *Hoskin Farina and Kamp*

Public Comment

No public comments were received.

Approval of the Agenda .....Action

- Secretary/Treasurer Perez moved to approve the September 17, 2025, agenda with an amendment to include Michael Luedtke in an Executive session , seconded by Vice President Brumback; carried unanimously.

Approval of Minutes .....Action

Special Meeting Minutes from September 2, 2025

- Secretary/Treasurer Perez moved to approve the September 2, 2025, Special Meeting minutes as presented, seconded by Vice President Brumback; 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 .....Discussion

- Secretary/Treasurer Perez moved that the Board enter into Executive Session pursuant to C.R.S. § 24-6-402(4)(a), § 24-6-402(4)(e), and § 24-6-402(4)(b) for the following purposes:
  - To discuss the potential purchase, acquisition, lease, transfer, or sale of real property;
  - To determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and instruct negotiators; and
  - To confer with the District’s attorney to receive legal advice on specific legal questions.
 seconded by Vice President Brumback; carried unanimously.

The Board entered Executive Session at 6:23 PM.

The Board reentered normal session at 7:45 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 and discussions regarding the possible purchase of Real Estate, pursuant to C.R.S. § 24-6-402(4)(a) and § 24-6-402(4)(e) 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.

It was the consensus of the Board to authorize Chief Cherveney to proceed with gathering information regarding the potential purchase of property.

Chief’s Report .....Action

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:

- Safety – Chief Cherveney met with all crews to discuss a recent accident and several near-miss incidents. Spotter usage during apparatus backing remains in high compliance. All employees were reminded to complete a full walk-around before moving any apparatus. Discussions included high-risk calls and a review of the recent RV fire, which underscored the importance of wearing full PPE to avoid potential injury.

- Grants

No award announcements have been made for the AFG grant at this time. CFPD received a \$4,970 grant from the Elizabeth Fire Community Foundation to support the purchase of wildland PPE.

- Call Report

The mutual-aid system with MCFA is functioning as expected despite a slight increase in CFPD responses. The increase reflects a higher call volume within the CFPD coverage area. Mutual aid received from Grand Junction increased by one incident compared to last month due to a high number of fires and third calls.

- Apparatus / Facility / Equipment

Chief Cherveney reported on recent discussions with Clifton Water District (CWD). CWD reviewed minutes from 1951–1966 and found no record of CFPD being exempt from water-use charges. Some older agreements with local churches were discovered but were changed by the CWD Board several years ago. Station 8, located within the CWD district, is charged only for house water usage, averaging approximately \$100 per month.

Chief Cherveney is working with Merrit Construction and Ed Morris to obtain an updated engineer's report on the facility. The previous report included information on a needed foundation—which would be costly—but lacked a current assessment of the building's structural condition.

- Website

Website traffic remains strong, with the sales-tax FAQ page receiving the highest number of views.

- 2025 Capital Spending

The hose washer is scheduled for delivery on Tuesday, September 23.

- Ambulance 23 Staffing

The replacement ambulance was licensed and placed in service on September 3. The new hires are progressing through protocol orientation and are expected to staff the unit independently within approximately three weeks. After a brief discussion regarding property and liability insurance coverage, the Board directed Chief Cherveney to review the District's current insurance coverage to ensure the District is accurately assessed and adequately insured for future needs.

Secretary/Treasurer Perez moved to approve the Chief's Report as presented, seconded by Director Combs; carried unanimously.

District Financials .....Action

- Chief Cherveney reported that ambulance income and billing are consistent with the estimated budget, and wages are projected to close out at or below the budgeted amounts.
- Ms. Woods reported a slight decrease in ambulance transports compared to previous months, with no significant changes noted.

Vice President Brumback moved to accept the financial and billing report from 8/1/2025 through 8/31/2025 and acceptance of accounts payable in the amount of \$1,048,178.25 and outgoing checks in the amount of \$26,878.25 for a total of \$1,075,056.50 to be accepted and outgoing checks for 9/1/2025 through 9/17/2025 in the amount of \$18,281.44, seconded by Secretary/Treasurer Perez ; carried unanimously.

Old Business

Strategic Plan recommendations.....Update

- A brief update on the Capital Improvement Plan was presented by Chief Cherveney and will be fully presented at the October 15,2025 Board Meeting

Palisade Mutual Aid.....Update

- Chief Cherveney reported that there has been little change in mutual aid with neighboring agencies, including Palisade, despite deployments of personnel to wildland fires. He noted that no meetings have been arranged with Palisade or MCFA, as a mutual aid agreement has not yet been received from legal. The financial impact portion of the agreement still needs finalized considering a possible tiered system based on the amount of mutual aid used and ALS vs. BLS.

Mesa County Fire Authority Mutual Aid..... Update

- Chief Cherveney stated that the dispatching of units to MCFA is functioning as intended and that calls to this area have been appropriate. He added that a similar mutual aid agreement will be established with MCFA.

November 2025 Ballot Issue.....Action

- Chief Cherveney updated the Board on the election process stating all deadlines to date have been met, including the list of out-of-district voters to the county. This was a task given to a consultant and took approximately 110 man hours to complete. The next deadline is Friday, September 22 to give the ballot issue notice to the county. This is in progress, with one pro statement received and no con statements to date.

Concurrent Calls and Solutions.....Update

- Chief Cherveny stated this topic had been covered in the Chief’s Report and work on staffing a third ambulance was ongoing.

Ambulance 3124 Replacement.....Discussion

- The new ambulance has been placed in service. Chief Cherveny reported that he is working with the insurance company on payment; however, after consulting with the District’s legal counsel, he does not expect the District to receive more than the stated coverage amount.

New Business

Insurance Renewals for 2026.....Update

- Chief Cherveny provided a brief summary on the insurance renewals for 2026, stating that health insurance through CEBT is estimated to increase by 17.5%. The CFPD Insurance committee has recommended two plans to provide employees with choices. The workers’ compensation estimates through Colorado Special District Property and Liability show expected increases of 3–9% in costs for this coverage. The Board recommended further discussion as part of the 2026 Budget development.

2026 Budget process and planning.....Discussion

- Chief Cherveny updated the Board on the 2026 budget process and Capital Improvement Plan. He explained that two versions will be prepared to account for either a successful or unsuccessful ballot measure. The budget hearing will be scheduled for October 15 at the next Board meeting, with required publications prior to the meeting. A budget committee has been formed and will continue refining the budget for final approval.

Policy regarding billing of employees/retirees.....Discussion

- An update was provided on the status of the policy being developed. Chief Cherveny stated an original version has been received, but it needs major revisions to accomplish the goal of the policy. Updates will be provided at future Board meetings.

Adjournment.....Action

Secretary/Treasurer Perez moved to adjourn at 7:52 PM, seconded by Vice President Brumback; carried unanimously.

Approved 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