



Minute Record – Board of Directors – Clifton Fire Protection District

Regular Meeting

January 21, 2026

Call to Order, Roll Call, Pledge of Allegiance

The Board of Directors of Clifton Fire Protection District met in regular session on Wednesday, January 21, 2026, at 3254 F Road, Clifton, Colorado. A Certification of Posting Meeting Notice verifying posting was completed on Friday, January 16, 2026, at 4:07 PM. Board President Woods called the meeting to order at 6:01 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	- Absent
Robert Thomason - Director	- Present

Others present: Jennifer Woods, Administrative Specialist; Fire Chief Brian Cherveney, Drew Kraniak and Jacob Johnston, *Hoskin, Farina and Kampf*

A list of attendees shall be included as part of the meeting minutes. It was recognized that a quorum was present.

Guests

Drew Kraniak and Jacob Johnston, *Hoskin, Farina and Kampf*

Public Comment

No public comments were received.

Approval of the AgendaAction

- Director Thomason moved to approve the January 21, 2026, agenda as amended, seconded by Secretary/Treasurer Perez; carried unanimously.

Approval of MinutesAction

Regular Meeting Minutes from December 10, 2025

- Secretary/Treasurer Perez moved to approve the December 10, 2025, Regular 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

Director Thomason moved to enter into executive session for the purpose of:

- Conferences with the District's attorney, Drew Kraniak, for the purpose of receiving legal advice on specific legal questions related to service agreements between the Clifton Fire Protection District and the City of Grand Junction concerning annexed and excluded areas, pursuant to C.R.S. § 24-6-402(4)(b).
- Discussing the potential purchase, acquisition, lease, transfer, or sale of real property for the purpose of acquiring additional real property on which to construct new District facilities, pursuant to C.R.S. § 24-6-402(4)(a).
- Determining positions relative to matters that may be subject to negotiations, developing a strategy for negotiations, and instructing negotiators related to the potential purchase of additional real property on which to construct new District facilities, and entering into an agreement with a real estate professional related to purchase of the same, pursuant to C.R.S. § 24-6-402(4)(e).
- Discussing specialized details of security arrangements or investigations, where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law, related to certain fraudulent invoices submitted to the District, pursuant to C.R.S. § 24-6-402(4)(d).
- Discussion regarding personnel matters related to performance review for the position of Fire Chief pursuant to C.R.S. § 24-6-402(4)(f).

The motion was seconded by Secretary/Treasurer Perez and the Board convened in Executive Session at 6:07 PM.

Present during the Executive Session were: President Brian Woods, Vice President Kent Brumback, Secretary/Treasurer Shannon Perez, Director Thomason, Fire Chief Brian Cherveney, Drew Kraniak and Jacob Johnston, *Hoskin, Farina and Kampf* and Administrative Specialist Jennifer Woods. The Executive Session was audio recorded in accordance with C.R.S. § 24-6-402(2)(d.5).

Legal counsel participated in the discussion under § 24-6-402(4)(b), C.R.S., for the purpose of receiving legal advice on specific legal questions and exited the Executive Session following completion of that agenda item at approximately 7:13 p.m. The remaining matters were discussed by the Board and staff pursuant to the statutory provisions cited in the motion to enter Executive Session.

The Board confirmed that each topic discussed during Executive Session was limited to the purposes authorized under the cited statutory provisions and that discussion did not extend beyond those authorized matters.

No formal action was taken during Executive Session.

The Board reconvened the Regular Board meeting at 7:39 PM and business resumed at 7:50 PM following a short break.

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:

Health & Safety

Chief Cherveney reported that the District has gone 306 days without a workplace exposure and 164 days without a job-related injury.

Training

Chief Cherveney reported that David Martinez has been approved as an Advanced Practice Paramedic (APP) for the Clifton Fire Protection District. This approval enhances the District's clinical capabilities and may allow for future exploration of community paramedicine resources and expanded patient care options.

Grants

Chief Cherveney reported that the District was awarded \$10,000 from the El Pomar Foundation to support firefighter PPE purchases. The EMTS pre-grant application has been submitted, with a full application expected to follow for potential funding toward replacement of Ambulance 23 in 2026.

Personnel / Staffing

Chief Cherveney reported that all personnel are now cleared on Mesa County protocols and are operating independently.

Interagency Interactions

Chief Cherveney reported that District leadership met with CDOT regional staff regarding emergency access limitations related to crossover height. Discussions remain ongoing, with a potential resolution not anticipated until spring 2026. District leadership additionally met with the Board of County Commissioners to discuss the District's current direction, long-term needs, and operational challenges.

Facilities

Chief Cherveney reported that approved roof repairs have been completed, addressing leak concerns and reducing the risk of moisture intrusion and related damage.

Banking Update

Chief Cherveney reported that the final required signatures for the direct deposit account change have been submitted. The District is currently awaiting final approval from the State. Completion of the process is anticipated within the next couple of weeks.

Old Business

Chief Cherveney reported that the draft policy regarding ambulance transport of employees and volunteers has encountered significant regulatory and legal constraints. Based on these challenges, staff advised that continued pursuit of the policy is not likely to be practical or beneficial. Following discussion, the consensus of the Board was to discontinue further development of this policy.

Chief Cherveney also reported that the required incident reporting system has transitioned to the National Emergency Response Information System, which is expected to cause temporary disruptions in reporting and limit the District’s ability to accurately analyze and extract data until necessary system updates and reporting workflows are fully implemented.

A motion was made by Director Thomason to accept the Chief’s Report, seconded by Secretary/Treasurer Perez . The motion carried unanimously.

District FinancialsAction

Chief Cherveney provided a brief report on the financial summary and Profit and Loss Statement. It was noted that the estimated ambulance billing figures were accurate and closely aligned with actual amounts. Staff was directed to review recent credit card overdraft fees to determine whether they were waived by the bank and to confirm that the sweep account is functioning as intended. It was also reported that the final invoices for the election costs was received from the county.

Director Thomason moved to accept the financial report as presented from 12/1/2025 through 12/31/2025 and acceptance of accounts payable in the amount of \$619,948.16 and outgoing checks in the amount of \$47,161.26 for a total of \$667,109.42 to be accepted and outgoing checks for 1 /1/2026 through 1/21/2026 in the amount of \$101,926.11, seconded by Vice President Brumback; carried unanimously.

Old Business

Service Plan Palisade.....Action

- Chief Cherveney presented the final draft of the Service Plan and recommended revising the section on Advanced Life Support and Basic Life Support charges to reference Basic Life Support only. He noted that Advanced Life Support charges are addressed separately in Section 4.6.2, making the revision necessary for clarity and consistency. He further recommended adding a provision to address payment responsibilities when one agency is declared unable to provide the service and in that circumstance the 6% threshold is removed. It was noted that there has been recent increases in requests by PFD for ALS

due lack of staffing. Chief Cherveney stated he would facilitate a meeting with PFD Board members to present the Service Plan.

Vice President Brumback moved to approve the Service Plan with the suggested revisions, seconded by Director Thomason; carried unanimously.

COM Service Plan.....Update

- Chief Cherveney discussed pursuing a service agreement with Central Orchard Mesa FPD similar to the agreement framework developed with Palisade Fire Department. He reported that Board President Woods has drafted a letter to Central Orchard Mesa to initiate the discussion. Chief Cherveney stated he would follow up with the appropriate County representatives to help advance the discussion.

Sales Tax.....Update

- Chief Cherveney reported that staff has coordinated with the Colorado Department of Revenue regarding implementation of the District’s voter-approved one percent sales tax. Some businesses have not yet begun charging the tax; however, the Department confirmed no action is required by the District, as any under-collection remains the responsibility of the business. The first sales tax distribution is scheduled for March 9, 2026, with average monthly revenue projected at approximately \$195,000 after the State’s administrative fee, subject to seasonal variation.

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

- Discussed during Chief’s Report

Emergency Response Limitations from CDOT Roadway Design and Meeting Outcomes.....Update

- Discussed during Chief’s Report

New Business

Chief Cherveney’s Annual Performance Review.....Update

- Board President Woods noted that Chief Cherveney is due for his annual performance evaluation and advised that he would prepare the appropriate evaluation tools for review at the next regular Board meeting.

2026 Board meeting location and Transparency Notice.....Action

- Chief Cherveney presented Resolution 25-01-001, a resolution designating the date, time, and location for the regular meetings of the Board of Directors of the Clifton Fire Protection District and for posting public notice of District meetings.

Director Thomason moved to adopt Resolution 25-01-001 as presented, seconded by Secretary/Treasurer Perez. The motion carried unanimously.

The Board reaffirmed that regular meetings will continue to be held on the third Wednesday of each month at 6:00 p.m. The Board also discussed that the next regular Board election will occur in 2027.

Legal Counsel Considerations.....Action

- It was noted that one of the District’s legal counsel has departed Hoskin, Farina & Kampf, which prompted discussion regarding future legal counsel for the District. After brief discussion, the Board reached consensus to continue utilizing Hoskin, Farina & Kampf for general District legal needs and to engage specialized legal counsel on an as-needed basis.

Committee Report.....Update

- Chief Cherveney stated that a more formal committee report format will be utilized for future updates. The revised format will organize information by facility and will include grant tracking by status (e.g., available, submitted, awarded).

Vice President Brumback updated the Board and summarized the recent meeting with the Mesa County Board of County Commissioners (BOCC). He also provided an update regarding ongoing coordination with Clifton Sanitation District to continue evaluating the potential parcel for a future satellite station.

President Woods noted that CDPHE approval will be required for the Clifton Sanitation site.

2025 Audit.....Action

- The 2025 audit is scheduled to occur in February, and staff is preparing the required documentation. Chief Cherveney noted that the engagement letter includes a price increase from the prior year.

Director Thomason moved to approve the engagement letter as presented, seconded by Secretary/Treasurer Perez. The motion carried unanimously.

DOLA grantAction

- Chief Cherveney updated the Board on the Energy and Mineral Impact Assistance Fund (EIAF) grant offered by the Colorado Department of Local Affairs (DOLA). He noted that the grant is a matching grant with the state matching up to \$200,000 if awarded.

Chief Cherveney presented Resolution 25-01-002, a resolution of the Board of Directors of the Clifton Fire Protection District supporting application for the Colorado Department of Local Affairs Energy and Mineral Impact Assistance Fund (EIAF) grant.

Director Thomason moved to adopt Resolution 25-01-002 as presented, seconded by Vice President Brumback. The motion carried unanimously.

AdjournmentAction

Director Thomason moved to adjourn the meeting at 9:12 p.m., seconded by Secretary/Treasurer Perez. The motion carried unanimously.

Approved by: Brian Woods
Brian Woods, Board Chairperson

Approved by: Shannon Perez
Shannon Perez, Board Secretary/Treasurer

Approved by: Kent Brumback
Kent Brumback, Board Vice Chairperson

Approved by: Robert Thomason
Robert Thomason, Board Director

Approved by: Absent
David Combs, Board Director