



Minute Record – Board of Directors – Clifton Fire Protection District

Regular Meeting

April 15, 2026

Call to Order, Roll Call, Pledge of Allegiance

The Board of Directors of the Clifton Fire Protection District met in regular session on Wednesday, April 15, 2026, at 3254 F Road, Clifton, Colorado. A Certification of Posting Meeting Notice verifying posting was completed on April 9, 2026, at 4:22 PM, in accordance with statutory requirements. Board President Brian Woods called the meeting to order at approximately 6:05 p.m. Roll call was taken, and attendees recited the Pledge of Allegiance.

Roll Call:

- Kent Brumback – Vice President - Present
- Shannon Perez – Secretary/Treasurer - Present (arrived at approximately 6:18 p.m.)
- Brian Woods – President - Present
- David Combs – Director - Present
- Robert Thomason - Director - Present

Others present: Jennifer Woods, Administrative Specialist and Fire Chief Brian Cherveny.

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

Guests

Brian Bray, *Bray and Company Realtors* – Virtual attendance
Drew Kraniak and Jacob Johnston of Hoskin Farina and Kampf
John Hall - Public Guest

Public Comment

No public comments were received.

Approval of the Agenda Action

Corrections to the agenda were made to clarify Executive Session wording and to more specifically identify the statutory topics and matters to be discussed during Executive Session.

- Director Thomason moved to approve the April 15, 2026, agenda as corrected, seconded by Director Combs; carried unanimously.

Approval of MinutesAction

Regular Meeting Minutes from March 18, 2026

- Director Thomason moved to approve the March 18, 2026, Regular Meeting minutes as presented, seconded by Director Combs; 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

Motion: Director Thomason moved to enter Executive Session for the following purposes:

To discuss 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).

To discuss 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 an open investigation concerning an alleged security breach involving fraud, pursuant to C.R.S. § 24-6-402(4)(d).

To confer with the District’s attorneys, Drew Kraniak and Jacob Johnston, for the purpose of receiving legal advice on specific legal questions related to potential legal causes of action related to an alleged security breach involving fraud, pursuant to C.R.S. § 24-6-402(4)(b).

To confer with the District’s attorneys, Drew Kraniak and Jacob Johnston, 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).

To confer with the District’s attorneys, Drew Kraniak and Jacob Johnston, for the purpose of receiving legal advice on specific legal questions related to service agreements and calls for mutual aid between the Clifton Fire Protection District and Central Orchard Mesa Fire Department and between the Clifton Fire Protection District and Palisade Fire Department, pursuant to C.R.S. § 24-6-402(4)(b).

To confer with the District’s attorneys, Drew Kraniak and Jacob Johnston, for the purpose of receiving legal advice on specific legal questions related to payment for removal or modification of highway crossover for emergency response purposes, pursuant to C.R.S. § 24-6-402(4)(b).

The motion was seconded by Director Combs and carried unanimously.

The Board entered Executive Session at approximately 6:09 p.m.

Executive Session Attendance and Record

All non-Board members and non-essential staff were excused from the meeting until completion of the Executive Session, except those necessary for discussion of the listed matters.

Present during the Executive Session were President Brian Woods, Vice President Kent Brumback, Secretary/Treasurer Shannon Perez (arrived at approximately 6:18 p.m.), Director Robert Thomason, Director David Combs, Fire Chief Brian Cherveney, and Jennifer Woods, Administrative Specialist and Drew Kraniak and Jacob Johnston of Hoskin Farina and Kampf. Brian Bray attended virtually present for discussion related to real property matters and exited at approximately 6:20 PM after that discussion.

The Executive Session was audio recorded in accordance with C.R.S. § 24-6-402(2) (d.5).

Director Thomason moved to conclude Executive Session at approximately 8:12 p.m., seconded by Director Combs; carried unanimously.

A brief recess of approximately ten minutes was taken.

The Board reconvened in Regular Session at approximately 8:22 p.m.

The Board confirmed that the matters discussed during Executive Session were limited to the purposes stated in the motion to enter Executive Session and that no formal action, decision, or vote was taken during Executive Session. Any action of the Board will occur in open session.

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 and Safety

Chief Cherveney reported that updates were received regarding the State Heart and Cancer Program. Administration of the program is expected to transition from the current CSD Pool reimbursement process to a DOLA-managed reimbursement system at the end of the year. It was reported that the transition is not expected to increase costs to the District but will change how reimbursements and claims are processed moving forward.

Training

Chief Cherveney reported that firefighter Zach Lovelady has requested to attend paramedic school. Approximately \$15,000 has been budgeted within the 2026 budget for paramedic

education and associated expenses. Grant opportunities are being explored to assist in offsetting program costs. Discussion included the long-term staffing benefits associated with increasing paramedic staffing levels within the organization and expectations related to service commitment and retention following completion of the program.

Grants

Chief Cherveney reported that equipment purchased through the El Pomar Foundation grant has been received. The grant provided approximately \$10,000 in wildland equipment and personal protective equipment for District personnel, including wildland PPE intended to support operational readiness and response capabilities.

Chief Cherveney further reported that the DFPC grant in the approximate amount of \$20,000 will be utilized to offset capital expenditures associated with bunker gear purchases. Staff continues working toward completion of grant close-out requirements and submission of final reporting documentation so the grant account may be formally closed.

Chief Cherveney also reported that the District is evaluating the SIPA microgrant opportunity related to internet safety, cybersecurity, and network improvements. Potential projects include security upgrades and technology improvements associated with protecting District systems and infrastructure.

Operations / Deployment

Chief Cherveney reported that March call volume totaled 392 calls, representing the highest monthly call volume on record for the District. Increased call volume resulted in greater reliance on mutual aid resources during periods of high system demand and concurrent incidents.

Chief Cherveney noted that maintaining operational coverage during periods of elevated activity continues to be a challenge as system demand increases. Mutual aid utilization has continued to increase as call volumes rise.

Apparatus, Facilities and Equipment

Chief Cherveney reported that repairs to the ambulance bay heater have been completed and the unit has been returned to service.

Chief Cherveney further reported that the Clifton Water meter has been installed. Staff will continue monitoring water usage and associated costs moving forward in order to better understand operational impacts and future budgeting considerations. It was noted that billing considerations differ between domestic water use and firefighting-related water usage.

Chief Cherveney also reported that apparatus replacement planning remains ongoing, including continued monitoring of available vendor units and equipment options.

Banking / Financial Operations

Chief Cherveney reported that closure of the Grand Valley Bank account continues to progress as remaining transactions and deposits are identified and redirected to the updated banking accounts.

Chief Cherveney noted that account activity has significantly decreased as agencies, vendors, and payment sources continue transitioning to the updated banking information.

Volunteer Firefighter Pension

Chief Cherveney reported that the Volunteer Firefighter Pension Board election remains ongoing. A total of nine ballots have been received, with eight determined to be valid. No additional nominations beyond the incumbents have been received at this time.

A Volunteer Firefighter Pension Board meeting will be scheduled in May to finalize election results and swear in trustees.

Chief Cherveney also reported that one member remains non-responsive despite previous outreach efforts, including mailed correspondence and certified mail attempts. Additional discussion occurred regarding appropriate next steps and procedures moving forward.

Policy Updates

Chief Cherveney reported that development of a fuel card tracking policy and exception reporting process is ongoing. The proposed policy is intended to strengthen accountability measures, receipt tracking, and documentation procedures associated with fuel purchases and operational spending.

The proposed policy and exception reporting form will be provided to the Board for review and consideration at a future meeting.

Motion: Director Robert Thomason moved to accept the Fire Chief’s Report as presented. The motion was seconded by Director Shannon Perez and carried unanimously.

District FinancialsAction

The Board reviewed the financial and billing reports for the period March 1, 2026, through March 31, 2026.

Chief Cherveney reviewed the financial report with the Board. Revenues were reported to be generally in alignment with expectations based on current call volume and billing activity. Ambulance billing revenue continues to be closely monitored due to sustained increases in service demand and operational activity.

Wage and benefit expenditures were elevated during the reporting period due to a board-approved one-time compensation payment related to the annual Fire Chief compensation review.

Chief Cherveney reported that ongoing coordination with the District’s billing contractor continues, with identified areas for improvement including Medicare and Medicaid documentation compliance, patient signature capture, billing accuracy, and claim processing timelines. Additional emphasis is being placed on strengthening billing practices and ensuring accounts eligible for collections are appropriately advanced through the collections process in accordance with District policy.

Discussion also occurred regarding continued monitoring of ambulance billing performance and collection rates in relation to increased call volume, ambulance 23 utilization and accounts advanced to collections.

Motion: Director David Combs moved to approve the financial and billing report through March 31, 2026, including acceptance of accounts payable in the amount of \$518,920.11, outgoing checks in the amount of \$22,987.88, for a total of \$541,907.99, and to accept outgoing checks for the period of April 1, 2026, through April 15, 2026, in the amount of \$27,957.63. The motion was seconded by Director Shannon Perez and carried unanimously.

Old Business

Service Plan Palisade..... Update

Chief Cherveney reported on the status of the Palisade service plan and ongoing coordination efforts regarding development of a formal agreement between the agencies. Chief Cherveney reported that multiple previous attempts to schedule follow-up meetings with Palisade representatives have not resulted in confirmed meeting dates.

Discussion occurred regarding the continued reliance on mutual aid responses and the need to establish clearer expectations regarding service delivery, operational coordination, and long-term sustainability of services between the agencies. The Board discussed the importance of continuing efforts to move discussions forward and obtain formal review of the proposed agreement.

Direction was provided to forward the proposed service agreement, along with accompanying correspondence, to the Town of Palisade to initiate further discussions and next steps related to service expectations, mutual aid utilization, and operational coordination moving forward.

COM Service Plan..... Update

Chief Cherveny reported on ongoing discussions regarding service delivery within the COM area and coordination efforts with representatives from Central Orchard Mesa (COM) and the Mesa County Fire Authority (MCFA). It was noted that the intent of the upcoming committee-level meeting is to begin discussions toward a potential service agreement framework addressing operational coordination, response expectations, and long-term service delivery within the area.

Sales Tax.....Update

Chief Cherveny reported that discrepancies have been identified with businesses reporting under incorrect jurisdiction codes. Efforts are underway to identify commercial businesses within the District and compare those listings against Department of Revenue reports to ensure proper tax collection.

Chief Cherveny reported that the District received \$110,213.22 in sales tax revenue during the reporting period, reflecting a significant increase from previous distributions. Discussion noted that revenue trends are continuing to stabilize as Department of Revenue reporting classifications and distribution processes become more consistent during the initial implementation phase. It was further noted that achieving the District’s estimated annual projection of approximately \$2.5 million would require average monthly distributions closer to \$208,000 per month.

Discussion included development of a coordinated approach to identify and correct reporting discrepancies moving forward.

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

Chief Cherveny reported that CDOT has completed repairs to the highway crossover and that the crossover is once again functional for emergency response purposes.

Crews have been directed to utilize the crossover for emergency response purposes only and not for personal or non-emergent access.

Committee Report..... Update

Chief Cherveny reported that a pre-application meeting was held with Mesa County Planning staff regarding future District development and planning considerations.

Discussion included drainage requirements, roadway access, site layout considerations, and general planning expectations associated with potential future District facilities. Preliminary discussion also addressed potential infrastructure and coordination requirements as planning efforts continue.

Chief Cherveny reported that the meeting was constructive and that Mesa County staff provided guidance regarding process, expectations, and future coordination moving forward.

Chief Cherveny also reported that the District received preliminary approval for approximately \$175,000 through the DOLA grant process associated with phase-one planning and design work for future District facilities. It was reported that the application has advanced through the majority of the approval process and currently remains one step away from formal approval.

2025 Audit.....Update

Chief Cherveny reported that preliminary audit numbers have been received and are currently under review.

Work on the Management Discussion and Analysis (MD&A) is ongoing utilizing the auditor’s preliminary figures and supporting financial information. A draft audit report is anticipated in May, with final completion expected in accordance with statutory deadlines.

Annexations and Exclusions..... Action

Chief Cherveny provided a brief update regarding annexation and exclusion matters involving the City of Grand Junction and ongoing coordination efforts related to service impacts within annexed areas.

Chief Cherveny reported that Grand Junction Fire Department was conducting internal discussions regarding the ongoing provision of service within annexed Grand Junction areas without associated compensation to the District. Discussion noted that the District had submitted correspondence formally requesting a meeting within a specified timeframe to further discuss service expectations, operational coordination, and potential long-term solutions moving forward. Additional information is expected following future interagency discussions and coordination efforts.

Cybersecurity Policies and Audit..... Update

Chief Cherveny reported that the District’s cybersecurity review and audit process remains ongoing through Net Diligence.

A meeting has been scheduled to review current cybersecurity policies, procedures, and operational practices. Discussion included evaluation of existing protections, policy development needs, and recommendations for future improvements to District cybersecurity and network security measures.

Chief Cherveny reported that additional information and proposed policy updates will be presented to the Board as the review process continues.

Clifton Water Meter and Agreements..... Update

Chief Cherveny reported that the Clifton Water meter has been installed and is now operational.

Discussion included monitoring future water usage and associated costs moving forward. It was noted that differences exist between domestic water usage and firefighting-related water usage, including associated billing considerations and operational impacts.

Financial Controls / Receipt Policy

Chief Cherveney reported that development of a financial controls and receipt policy remains ongoing.

Discussion included fuel card accountability measures, receipt tracking requirements, exception reporting procedures, and documentation standards associated with District purchases and operational spending. Chief Cherveney reported that an operational memo has been distributed to staff outlining interim expectations regarding receipt submission and use of an exception reporting form until a formal policy is finalized.

The proposed policy and supporting documentation will be provided to the Board for review and consideration at a future meeting.

Volunteer Firefighter Pension Board

Chief Cherveney reported that the Volunteer Firefighter Pension Board election remains ongoing. A total of nine ballots have been received, with eight determined to be valid. No additional nominations beyond the incumbents have been received at this time.

Chief Cherveney reported that a Volunteer Firefighter Pension Board meeting will be scheduled in May to finalize election results and swear in trustees.

Chief Cherveney also reported that one member remains non-responsive despite previous outreach efforts, including mailed correspondence and certified mail attempts. Discussion included possible next steps and handling procedures moving forward.

Capital Improvement Plan / Purchase Request – Ladder Truck

Chief Cherveney reported that ongoing evaluation of ladder truck options and apparatus availability continues.

Chief Cherveney reported that one available unit was reviewed; however, the apparatus would be committed to another department for several months during 2027, making the timeline less favorable for the District's operational needs.

Discussion included continued monitoring of available apparatus from multiple manufacturers, including Pierce, E-1, and Smeal, in an effort to identify an apparatus that meets District operational specifications, budget expectations, and delivery timeline needs.

Discussion also included the challenges associated with current apparatus lead times and the importance of maintaining flexibility in evaluating available units as opportunities arise.

New Business

No new business was brought before the Board.

Adjournment.....Action

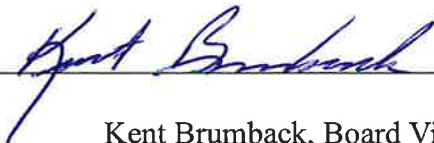
Motion: Director Thomason moved to adjourn the meeting at 8:41 p.m., seconded by Director Combs, and carried unanimously.

Approved 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:  _____

David Combs, Board Director