



## Minute Record – Board of Directors – Clifton Fire Protection District

Regular Meeting

February 19, 2025

### Call to Order, Roll Call, Pledge of Allegiance

- The Board of Directors of Clifton Fire Protection District met in regular session on Wednesday, February 19, 2024, at 3254 F Road, Clifton, Colorado. Board President Woods called the meeting to order at 6:04 p.m. and roll call was taken. Attendees recited the pledge of allegiance.
  - a. Roll Call:
    - Brian Woods – President
    - Kent Brumback – Vice President
    - Shannon Perez – Secretary/Treasurer
    - Robert Thomason – Director
    - David Combs – Director (6:10p.m.)
  - b. Others present: Fire Chief Brian Cherveney and Administrative Specialist Jennifer Woods. A list of attendees shall be included as part of the meeting minutes. It was recognized that a quorum was present.

### Guests

- Mike Ortega – CFPD Operations Chief
- Michael Santo, Bechtel & Santo – HR Attorney

### Public Comment

- No public comments were received

### Approval of Agenda

- Motion by Combs to approve the agenda, second by Thomason; carried unanimously.

### Approval of Minutes

- Regular Meeting Minutes from January 15, 2025
  - a. Thomason moved to accept the January 15, 2025, Regular Meeting Minutes as presented, seconded by Perez; 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.

## Fire 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:
  - a. Training
    - Chief Cherveney stated he would be working with Chief Ortega to develop the training report in the future.
  - b. Grants
    - It was reported by Chief Cherveney that the 2023 EMTS grant still needed some final purchases including a cot load system for approximately \$29,000 and also travel costs for the final inspection and delivery of the ambulance. Chief Cherveney requested approval to purchase the necessary items not to exceed the amount previously approved at the February 2023 Board meeting - \$380,000. The Board agreed that these purchases were already approved and gave Chief Cherveney the direction to move forward as necessary.
    - Chief Cherveney reported that the 2024 EMTS grant purchases were complete. The final item, a stair chair, has been received and the 50% match reimbursement request will be submitted by February 20, 2025.
    - Chief Cherveney informed the Board that a Division of Fire Prevention and Control grant was submitted for \$12,132.95. The grant would provide 100% funding with no match for the purchase of a needed fire hose washer. He reported that awards would be announced around the beginning of April 2025.
  - c. Personnel
    - Chief Cherveney summarized the status of the part-time line personnel stating that two part-time members left the District leaving a total of ten current line-level part-time employees. Chief Cherveney informed the Board that he would evaluate staffing levels as well as the use of overtime to determine the need to fill the two vacancies.
  - d. Call Report
    - Chief Cherveney updated the Board regarding mutual aid given to Palisade stating it was down from previous months. He also reported that CFPD had received slightly higher than normal mutual aid from Grand Junction Fire due to a higher monthly call volume. Board members were directed to the Chief's report for specific data.
  - e. Billing and Fees
    - The Chief's report was updated to include a year-to-date total of permit and fees, costs, and revenues. Chief Cherveney stated this will continue in future reports.

f. Previous Purchase Requests

- Chief Cherveney also reported that the Smartboard was able to be purchased for a total of \$5,727.47 as opposed to the \$6,5000 amount approved at the January 15, 2025, Board meeting. He also stated that the previously approved wellness equipment had been purchased and was in service. He related that District employees had expressed their gratitude for the Board's support of health and wellness.

g. Other

- Chief Cherveney updated the Board regarding the Volunteer Firefighter Pension Trustee election status stating Kent Holan's position will need to be filled in April. Chief Cherveney stated he would begin the process and mail out a call for nominations by March 15, 2025.
- Chief Cherveney stated he would ask the Mesa County EMS Coordinator and Mesa County Emergency Manager to attend the March 19, 2025, Board meeting and report the response.

## District Financials

- Financial and Billing Report
  - Ms. Woods presents the Financial and Billing Report. Highlights were given on a three-pay period month, transition to the new credit cards through Timberline Bank has begun, and further discussion regarding the bank accounts with Timberline. President Woods directs administration to find out the minimum amount required to be in both the checking and money market accounts with Timberline. Ms. Woods presents the Billing portion of the report, stating Clover has been added to the Clifton Fire website and Wittman will be changing over to this portal in February.
  - Perez moved to accept the financial and billing report from January 1, 2025, through January 31, 2025, and acceptance of accounts payable in the amount of \$498,913.19 and outgoing checks in the amount of \$102,827.02 for a total of \$601,740.21. Outgoing checks for the period February 1, 2025, through February 19, 2025, in the amount of \$40,899.14 to be accepted, seconded by Combs; carried unanimously.

## Executive Session

- Executive session - §24-6-402(4)(f), C.R.S., discussion of personnel matters involving the positions of Operations Chief and Fire Chief.
  - Michael Santo entered the meeting by zoom at approximately 7:00 p.m.
  - Combs moved to enter executive session with the District's attorney, Michael Santo, (virtual attendance) regarding advice on specific legal questions §24-6-

402(4)(f), C.R.S at 7:03 p.m., seconded by Thomason and carried unanimously. All staff except Chief Cherveney were excused from the room.

## Old Business

- May 6, 2025, Election of Board members (Update)
  - Chief Cherveney summarized the 2025 election process. The District has obtained a list of registered voters from the Clerk and Recorder. The polling place has been secured and will be conducted at the Clifton Community Center if required. The District will publish a call for nominations by February 16, 2025. The Designated Election Official has received two self-nominations. The Proof of Publication has been included in the Board Packet. No action is required.
- Master and Strategic Plan (Update)
  - Chief Cherveney provided an update on the progress of the Master and Strategic Plan. The process now involves substantial amounts of data collection and integration of information obtained from the site visit in November. Frequent communications occur during the process. Chief Cherveney met with Rescue Insights (RI) on February 10 and discussed the accuracy of the mutual aid data provided. RI was able to make changes to our current record management system, enabling us to track automatic vs. mutual aid working with city and county GIS to provide data specific to our needs, especially in the area around GJFD station 8. Additionally, retroactive data has been received which looks specifically at the Station 8 response area. No action required.
- Streamline Web Administrator (Update)
  - Chief Cherveney reports the new website went live on February 10, 2025. Some changes are necessary in the formatting of the Board meeting minutes and Agenda to comply with accessibility requirements. The Member Portal section is under construction but can be used for retirees to access documents such as the annual member information questionnaire. The pay portal, Clover, has been embedded and is functional. This will be monitored closely.
- Palisade Mutual Aid (Update)
  - Chief Cherveney reviewed the call report during the Chief's report including the Palisade mutual aid status. Mutual aid calls have been reduced during recent weeks.
- Mesa County Fire Authority Mutual Aid
  - a. Chief Cherveney reports for various circumstances, representatives from the Mesa County Emergency Management Office were unable to attend the February meeting. A request will be made for them to attend the March Board meeting.
- Personnel Hiring (Update)
  - a. The new Part-time EMS employees completed the EMS Academy and are working the required number of shifts. The new hires include 4 EMTs and 1 Paramedic. The Operations Chief position has been filled. The District extended a conditional job offer to Mike Ortega. Mike has completed the requirements outlined in the conditional offer and started with CFPD the week of February 17.


- Personnel Policy Review (Update)
- Perez moved to authorize Chief Cherveney to work with the District's legal counsel and develop a one-time moving allowance for the Operations Chief position, seconded by Combs and carried unanimously

## New Business

- Minimum Staffing Policy No. 207 - Chief Cherveney reviewed Minimum Staffing policy No. 207. A summary of the policy and its objectives were presented at the January regular Board meeting. Chief Cherveney stated that the final draft of the policy is submitted for Board review and consideration. The policy outlines the required minimum number of personnel on duty, defines the qualifications necessary for those positions, and establishes guidelines for the number of personnel permitted to take scheduled leave per day. He emphasized that the minimum staffing policy has been prioritized due to its connection with ongoing discussions regarding employee benefits. A copy of the policy was provided in the Board packet.
  - Perez moved to adopt the Minimum Staffing Policy No. 207 as presented, seconded by Thomason, and carried unanimously.
- 2025 Firefighter Safety & Disease Prevention Grant Application
  - Chief Cherveney reports the 2024-2025 Assistance to Firefighters Grant (AFG) has been submitted. The AFG grant is a matching grant with 90% reimbursed from FEMA and a 10% agency match. The Board approved applying for this grant at the November 20, regular Board meeting, in the amount of \$150,000 to purchase handheld radios, a PPE extractor/washer, and a firehose washer. The grant did not allow for the request of a fire hose washer. The request included funds for 22 new handheld radios and a replacement for the current PPE washer/Extractor in the amount of \$98,322.00. The federal amount received, if awarded is \$89,383.64 with a District share of \$8,938.36. Awards for AFG grants are announced starting May 2025 and running through September. No action necessary.
- Purchase Request
  - Chief Cherveney provided a summary of the Forced Entry Training Prop during his Chief's report. The request was initially submitted in mid-July 2024, as an unplanned and unbudgeted project. The project has been submitted in the 2025 budget. The heavy steel door is designed to simulate different challenges faced when a firefighter needs to forcibly enter a door at a residence or commercial property. This forcible entry prop will allow crews to simulate various scenarios, improving efficiency in forced entry operations. The proposed Prop enhances training opportunities. The Department has obtained and presented three quotes for the prop. The approved 2025 budget includes \$9,000 allocated for this prop under Capital-Facilities/Grounds/Other.
    - Thomason moved to authorize Chief Cherveney to purchase the Forced Entry Training Prop as presented in the amount not to exceed \$9,340.

## Adjournment

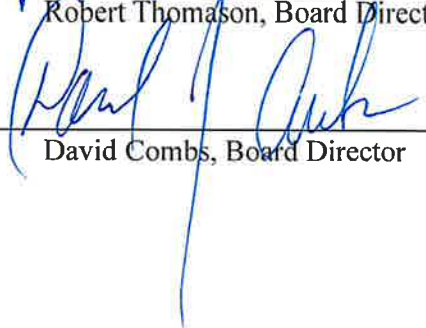
- Perez moved to adjourn the meeting at 8:26 p.m., seconded by Thomason; carried unanimously.

Minutes submitted by:   
Brian Woods, Board President

Approved by:   
Shannon Perez, Board Secretary/Treasurer

Approved by:   
Kent Brumback, Board Vice President

Approved by:   
Robert Thomason, Board Director

Approved by:   
David Combs, Board Director