



Minute Record – Board of Directors – Clifton Fire Protection District

Regular Meeting

December 10, 2025

Call to Order, Roll Call, Pledge of Allegiance

The Board of Directors of Clifton Fire Protection District met in regular session on Wednesday, December 10, 2025, at 3254 F Road, Clifton, Colorado. A Certification of Posting Meeting Notice verifying posting was completed on Friday, December 5, 2025, at 4:24 PM. Board President Woods called the meeting to order at 6:06 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
Robert Thomason- Director	- Present (Virtual at 6:53 PM)

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

No guests were present.

Public Comment

No public comments were received.

Approval of the AgendaAction

- Director Combs moved to approve the December 10, 2025, agenda as amended, seconded by Vice President Kent Brumback; carried unanimously.

Approval of MinutesAction

Regular Meeting Minutes from November 19, 2025

- Vice President Kent Brumback moved to approve the November 19, 2025, Regular Meeting minutes as presented, seconded by Director David 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

Secretary/Treasurer Shannon Perez moved to enter Executive Session Pursuant to C.R.S. § 24-6-402(4)(a) and § 24-6-402(4)(e), C.R.S. § 24-6-402(4)(d) for the purpose of:

- Discussing the potential purchase, acquisition, lease, transfer, or sale of real property; and
- Determining positions relative to matters that may be subject to negotiations, developing a strategy for negotiations, and instructing negotiators.
- Discussing specialized details of security arrangements or investigations.

The motion was seconded by Director Combs and the Board convened in Executive Session at 6:10 PM.

Present during the Executive Session were: President Brian Woods, Vice President Kent Brumback, Secretary/Treasurer Shannon Perez, Director David Combs, Fire Chief Brian Cherveney, and Administrative Specialist Jennifer Woods.

President Woods reaffirmed the statutory basis for the Executive Session and noted that no formal actions occurred during the session. No audio recording was made of the Executive Session due to technical difficulties. The Board reconvened the Regular Board meeting at 6:53 PM.

Director Thomason signed in virtually at 6:53 PM.

Chief's Report

Grants

Chief Cherveney reported on potential grant opportunities related to construction and current open grants. The USDA grant program is not applicable to the District due to non-rural status. The Mesa County Federal Mineral Lease (FML) grant may be a possibility and is expected to open in the fall. A DOLA grant is anticipated to open in the spring and will require design cost estimates for Phase I of station construction.

The EMTS grant is currently open. The estimated cost of a new ambulance is approximately \$300,000, with up to a 50 percent match available through the EMTS program. Unless there is Board objection, staff will proceed with submitting an application.

Chief Cherveney also noted that a \$20,000 DFPC grant is expected to open in January. Staff are evaluating which equipment would be eligible and most impactful if awarded.

Incident Reporting

Chief Cherveney reported that new SOPs include a near-miss reporting requirement designed to

identify issues before they become incidents. Near-miss reports will be summarized and included in the monthly Chief's Report.

Public and Interagency Interactions

Board President Woods and Chief Cherveney met with Matt Lewis and Andy Martsof to discuss the ongoing provision of ambulance service in the Central Orchard Mesa service area. Chief Cherveney requested that Mesa County initiate discussions regarding an Ambulance Service Area (ASA) boundary adjustment; however, the Board of County Commissioners expressed reluctance to pursue boundary changes. A service agreement was identified as a more appropriate resolution. Chief Cherveney will work with legal counsel to develop a service agreement and request that Mesa County facilitate a meeting between CFPD and COM representatives.

Chief Cherveney also summarized a meeting with a CDOT traffic engineer regarding future access and conflicts with potential new station locations. The meeting was described as positive, and CDOT staff indicated a willingness to work with the District on future projects, including potential station construction.

Apparatus, Facilities, and Equipment

Clifton Water District will provide a separate meter for domestic water usage at the station and begin billing for water consumption. The District will provide pipe sizing information and coordinate installation unless otherwise directed.

Banking Update

Chief Cherveney reported that this item is nearing completion and requires a final phone call with Colorado Medicare/Medicaid to complete the process of directing deposits to Timberline.

A motion was made by Director Thomason to accept the Chief's Report, seconded by Director Combs. The motion carried unanimously.

District FinancialsAction

- Chief Cherveney provided a brief report on the Profit and Loss Statement, noting that some financial information was not yet available due to the meeting occurring early in the month. He also advised the Board that election-related invoices, including charges from the Mesa County Elections Department, would be forthcoming.
- Ms. Woods reported that the ambulance billing information was not provided due to the meeting occurring earlier in the month.

Secretary/Treasurer Perez moved to accept the financial report as presented from 11/1/2025 through 11/30/2025 and acceptance of accounts payable in the amount of \$316,435.95 and outgoing checks in the amount of \$28,303.30 for a total of \$344,739.25 to be accepted and outgoing checks for 12 /1/2025 through 12/10/2025 in the amount of \$83,320.97, seconded by Director Thomason; carried unanimously. Ambulance Billing expenses were not included for the month of November.

Old Business

Strategic Plan recommendations.....Action

- Chief Cherveney presented the final draft of the Capital Improvement Plan (CIP), including apparatus and facility replacement schedules and long-range financial projections showing expected revenues, expenditures, net operating status, and reserve impacts. The CIP is intended as a living guidance document, aligned with national standards, and will be adjusted as needed to reflect changing circumstances and District needs.

Vice President Brumback moved to approve the Capital Improvement Plan as presented, seconded by Secretary/Treasurer Perez; carried unanimously.

Mutual Aid.....Update

- Chief Cherveney updated the Board on the progress of the proposed service agreement with Palisade, noting that revisions are needed and that a final draft will be presented at the next regular Board meeting. He also confirmed that mutual aid responses increased as a direct result of Palisade deploying essential ALS resources on wildland fires during the summer months.

November 2025 Ballot Issue.....Update

- Chief Cherveney summarized the November 4 , 2025 election results stating that canvassing was complete. Cherveney provided information on undervotes (362), and overvotes (1). Chief Cherveney stated these results were sent to the Colorado Department of Revenue to complete the reporting requirements. Staff was reported to be in the process of notifying each business on the upcoming change in tax collections.

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

- Chief Cherveney stated work is continuing on the policy to reflect a benefit that is compliant with regulations and still provides a benefit to past and present CFPD members.

New Business

2026 Budget and Appropriations.....Action

- Chief Cherveney provided an overview of the 2026 Budget and reminded the Board that the proposed budget includes the costs associated with increasing the Administrative position to a full-time role, including hours and benefits.

Director Combs moved to approve the 2026 Budget and Appropriations as presented, seconded by Vice President Brumback; carried unanimously.

Mill Levy CertificationAction

- Chief Cherveney reviewed the process for the calculations of the district mill levy and the effects of HB24B-1001. Chief Cherveney presented Resolution 25-12-001 to adopt the 2026 Budget, appropriate funds and certify the District mill levy at 11.552.

Director Thomason moved to adopt Resolution 25-12-001 as presented, seconded by Secretary/Treasurer Perez ; carried unanimously.

Station Roof Failures and Repair Request.....Action

- Chief Cherveney updated the Board on issues with the roof, specifically regarding current leaks and bids for repair. Chief Cherveney requested approval for repairs not to exceed \$9000.

Secretary/Treasurer Perez moved to approve the request not to exceed \$9000, seconded by Director Combs; carried unanimously.

Purchase Request – Handheld Radios.....Action

- Chief Cherveney requested funds to purchase seven new handheld radios to replace and replenish current older radios. Chief Cherveney stated there was funds in the budget to cover the purchase. It was also reported the an AFG grant was denied for this request, which is unusual. Chief Cherveney requested an amount not to exceed \$30,000 to purchase seven additional radios.


Secretary/Treasurer Shannon Perez moved to approve the purchase of radios not to exceed \$30,000, seconded by Director Combs; carried unanimously.


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


- The Board received an update on access issues and the current status of appeals with CDOT regarding the crossover height and the inability of staff to access eastbound lanes except via the roundabout. By consensus, the Board directed Chief Cherveney to continue elevating the issue within CDOT to seek an appropriate resolution.

Adjournment.....Action

Secretary/Treasurer Perez moved to adjourn at 8:03 PM, seconded by Director Thomason ; carried unanimously.

Approved by: 
Brian Woods, Board Chairperson

Approved by: 
Shannon Perez, Board Secretary/Treasurer

Approved by: 
Kent Brumback, Board Vice Chairperson

Approved by: virtual at 6:53 PM
Robert Thomason, Board Director

Approved by: _____
David Combs, Board Director