



Minute Record – Board of Directors – Clifton Fire Protection District

Regular Meeting

February 18, 2026

Call to Order, Roll Call, Pledge of Allegiance

The Board of Directors of Clifton Fire Protection District met in regular session on Wednesday, February 18, 2026, at 3254 F Road, Clifton, Colorado. A Certification of Posting Meeting Notice verifying posting was completed on Friday, February 13, 2026, at 8:45 AM. Board President Woods called the meeting to order at 6:07 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

Others present: Jennifer Woods, Administrative Specialist; Fire Chief Brian Cherveney, and Brian Bray, *Bray, and Company Realtors* (virtual)

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)

Public Comment

No public comments were received.

Approval of the Agenda .....Action

- Director Thomason moved to approve the February 18, 2026, agenda as presented, seconded by Vice President Brumback; carried unanimously.

Approval of Minutes .....Action

Regular Meeting Minutes from January 21, 2026

- Director Thomason moved to approve the January 21, 2026, Regular Meeting minutes as presented, seconded by Secretary/Treasurer 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.

## Executive Session

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

- 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).
- 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 Director Combs, carried unanimously, and the Board convened in Executive Session at 6:11 PM.

Present during the Executive Session were President Brian Woods, Vice President Kent Brumback, Secretary/Treasurer Shannon Perez, Director Thomason, Fire Chief Brian Cherveney, Administrative Specialist Jennifer Woods, and Brian Bray, *Bray, and Company Realtors*. Brian Bray exited the meeting at approximately 6:40 PM.

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

The Board reconvened the Regular Session at 7:15 PM following a brief recess. 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.

Upon reconvening in open session, it was stated for the record that discussions related to the potential acquisition of real property for future District facilities remain ongoing. In order to protect the District's negotiating position and avoid adversely affecting potential property values, specific site locations, terms, and negotiation details will continue to be discussed in Executive Session as permitted by law.

Direction was provided for the Board's facilities and real estate committee to continue working with the Fire Chief and appropriate professional advisors to evaluate potential sites, conduct due diligence, and continue discussions or negotiations related to property acquisitions for future District facilities. No formal action was taken.

With respect to the Fire Chief's annual performance evaluation, the Board President will consolidate the individual Board member evaluation forms and finalize the evaluation consistent with the Board's established process. The completed evaluation will be reviewed with Chief Cherveney following consolidation.

Any discussion regarding compensation adjustments associated with the Fire Chief's evaluation will be considered at the March 2026 regular meeting.

## 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 on January 22, 2026, a firefighter sustained a minor dog bite injury while operating at a call. The employee was transported for medical evaluation and treatment and returned to duty the same day.

Chief Cherveney also reported an apparatus incident on February 8, 2026, involving an ambulance responding in the MCFA area (Mesa County Fire Authority). While attempting to access the scene in low-light conditions, the ambulance contacted a low-hanging tree branch, striking the upper front corner of the patient compartment. The impact resulted in minor cosmetic damage, including scrapes through the paint to the base coat. The District is currently obtaining repair estimates.

### **Grants**

Chief Cherveney reported the following grant activity:

- A DOLA grant application was submitted requesting \$200,000 for Station Design and due diligence processes.
- An EMTS grant application totaling \$339,941 was submitted which would require an approximate 50% match. Due to maximum reimbursement limits and additional equipment costs, the District match is estimated at approximately \$160,000–\$180,000.
- A DFPC grant was submitted to offset approximately \$20,000 toward the purchase of four to five sets of bunker gear planned for this year.
- The District received \$10,000 from the El Pomar Foundation to purchase additional TechGen protective gear for vehicle extrication and similar operations.
- The District also received \$1,358 to offset costs associated with the Firefighter Cancer and Behavioral Health Program.

### **Personnel and Staffing**

Chief Cherveney reported that one part-time employee resigned due to an inability to maintain the time commitment required for the position. The District does not plan to immediately refill the position as current staffing levels allow available shifts to be filled without difficulty.

All annual employee performance appraisals have been completed. A small number of employees are working on minor performance deficiencies related to completing specific measurable expectations established during the evaluation process.

The District experienced an unusually low staffing situation during the previous week due to a combination of circumstances including one employee on vacation, one employee hospitalized due to sudden illness, and two employees calling in sick. Chief Ortega assisted with scheduling adjustments and the District was able to cover all shifts without implementing mandatory staffing, although the situation came close. The event prompted discussion among staff regarding mandatory holdover procedures and additional training regarding the District's mandatory staffing policy will occur.

Chief Cherveney reported that Ambulance 23 has been performing well operationally. Historically the District averages approximately 14 mutual aid requests per month from Grand Junction Fire Department. In January only two mutual aid requests were required, due to improved coverage provided by Ambulance 23.

### **Apparatus, Facilities and Equipment**

Chief Cherveney reported that the station air compressor failed when the cylinder head assembly broke. Repair costs were estimated at over \$3,000 while purchasing a replacement unit cost approximately \$2,200. The new unit has been installed and connected to the system with the previous compressor retained for additional air storage capacity.

Chief Cherveney also reported the ambulance bay overhead tube heater has failed. The unit is an older system and repair costs are estimated at approximately \$3,800 including approximately \$1,000 in shipping due to the length of the replacement tube assembly. Chief Cherveney indicated he is evaluating whether repair or an alternative heating option would be more appropriate before proceeding.

### **Administrative / Legislative**

Chief Cherveney reported that the District is still working through the banking transition related to Medicare and Medicaid billing accounts. All District requirements have been completed, and the District is waiting for confirmation from Colorado Medicare/Medicaid acknowledging the account change.

Chief Cherveney also briefed the Board on the Colorado Wildfire Resiliency Code. Current legislation requires local jurisdictions to adopt wildfire resiliency standards by July 1, although several legislative proposals are attempting to delay or modify the requirement because many agencies consider it an unfunded mandate. Clifton has extremely limited Wildland Urban Interface areas, and the District will continue monitoring legislative developments before acting.

Chief Cherveney informed the Board that discussions are occurring at the state level regarding the possibility of eliminating or reallocating Specific Ownership Tax revenue currently distributed to local agencies. If implemented, the proposal could remove approximately \$200 million statewide from local government funding sources. For Clifton Fire Protection District the potential impact could be approximately \$300,000 annually.

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

District Financials .....Action

Chief Cherveney reviewed the January 2026 financial report with the Board. He reported that staff are implementing an operational directive addressing missing receipts, particularly for fuel purchases. An exception report process has been established when receipts are not provided, and a formal policy will be brought to the Board for consideration and incorporated into the Personnel Policy Manual.

Chief Cherveney noted that the January report provides a good monthly financial snapshot, with ambulance billing totaling approximately \$283,000 for the month. He also advised the Board that January included three payroll periods, which caused wages and benefit expenses to appear higher than normal for the month.

Director Thomason moved to accept the financial report as presented from 1/1/2026 through 1/31/2026 and acceptance of accounts payable in the amount of \$606,306.70 and to acknowledge outgoing checks in the amount of \$52,828.31 for a total of \$659,135.01 to be accepted and outgoing checks for 2/1/2026 through 2/18/2026 in the amount of \$26,768.30, seconded by Director Combs; carried unanimously.

Old Business

Service Plan Palisade..... Update

Chief Cherveney reported that the final draft of the Palisade service plan has been completed and shared with the Board in Dropbox. The draft includes language stating that if Palisade is unable to provide service, responses may be subject to billing.

Chief Cherveney requested a meeting with Palisade board members, chiefs, and the town manager to discuss the matter. Palisade indicated they are currently busy but may be able to meet in March.

At Palisade’s request, Chief Cherveney provided mutual aid data between Clifton and Grand Junction, noting that true mutual aid responses account for approximately 4% of calls, typically during higher call volume incidents. He also noted that mutual aid from Grand Junction was only required twice in January, due to the addition of Ambulance 23.

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 there are no significant updates regarding the sales tax at this time. The District expects to receive the first sales tax distribution on March 9. Chief Cherveney noted that the initial payment may be lower than long-term projections, as collections are received in arrears and not all businesses may yet be fully updated in the system. Additional information on sales tax revenue should be available by the next Board meeting.

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

- Chief Cherveney provided a brief update regarding the CDOT roadway design issue. He has followed up with CDOT twice since the last Board meeting and received responses indicating the matter is still under review and expected to be addressed in the spring. Chief Cherveney will continue monitoring the issue and provide updates as additional information becomes available.

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

- The Board conducted the annual performance review for Fire Chief Cherveney. Board members expressed appreciation for the Chief's work and leadership during the past year. It was noted that the review process will continue with additional discussion regarding compensation and the establishment of goals for the upcoming year. These items will be brought back for further discussion at the next Board meeting.

Committee Report..... Update

- Chief Cherveney noted there was limited new information for the committee report. He provided the Board with a copy of the governance appendix previously discussed and indicated that updates will continue to be tracked and included with that document moving forward.

Chief Cherveney also reported that discussions have begun with committee members regarding reviewing potential financial institutions that may participate in financing future District capital facility projects. Several institutions have expressed interest in participating, including both local and regional lenders. These discussions are expected to begin in late February or early March.

Additional discussion included ongoing coordination related to the proposed station projects, including site considerations, regulatory review, and continued work with the architects to develop a building footprint that can be evaluated on potential properties. Chief Cherveney noted that detailed design work will remain limited until the outcome of the pending grant application is known.

The Board acknowledged that these discussions are part of the District’s long-term capital facilities planning efforts related to the development of future fire station facilities intended to support operational needs, response coverage, and community growth within the District.

2025 Audit.....Update

- Chief Cherveny informed the Board that the District’s 2025 audit is scheduled for March 2 through March 6. Staff are currently gathering the remaining information needed for the auditor. The auditor will be onsite during that time to complete the review and address any outstanding items.

Annexations and Exclusions..... Action

- Chief Cherveny discussed the draft letter provided to the Board regarding annexation and service issues with the City of Grand Junction. He also noted that he recently met with the Deputy City Manager to review the history of the issue and discuss the need for further discussion between the agencies regarding service responsibilities.

After discussion, it was the consensus of the Board to proceed by sending the letter directly from the District to the City to initiate further discussion, rather than through legal counsel at this time. The Board also recommended including a defined timeline requesting a response from the City.

New Business

Onboard platform presentation.....Action

- Chief Cherveny presented the OnBoard platform as a potential replacement for Dropbox for board documents and communications. The system offers more secure storage, improved organization of board records, meeting transcription, and searchable document capabilities. The annual cost is approximately \$7,000, compared to about \$2,400 currently spent on Dropbox.

Director Thomason moved to transition from Dropbox to the OnBoard platform, with Director Combs seconding the motion. The motion carried unanimously.

The Board agreed to implement the platform for one year and reevaluate its effectiveness before considering a longer-term commitment.

Formal Adoption of Job Descriptions (Ratification).....Action

- The Board reviewed the Administrative Assistant job description, which was previously approved but updated to include a pay scale and reflect the change to a full-time position.

The Board also reviewed the EMS Coordinator job description, which formalizes the duties currently being performed and clarifies the 3% pay differential associated with the additional responsibilities related to EMS coordination, QA/QI, and related meetings.

Legal counsel reviewed the documents and suggested only minor grammatical edits.

Director Thomason moved to approve the Administrative Assistant and EMS Coordinator job descriptions. Director Combs seconded the motion. The motion carried unanimously.

Cybersecurity Policies and Audit..... Update

- Chief Cherveney reported that draft cybersecurity policies are being developed using input from legal counsel, insurance resources, and other professional guidance. The policies are intended to address potential gaps and strengthen the District’s overall cybersecurity framework.

Chief Cherveney also reported that the District was awarded a scholarship through the Colorado Special Districts Property and Liability Pool to conduct a cybersecurity audit valued at approximately \$4,500. The audit will evaluate current cybersecurity practices and provide recommendations for improvement.

It was noted that the results of the audit will be incorporated into the proposed policies before they are presented to the Board for review and consideration. Completion of the audit will also make the District eligible for increased cybersecurity insurance coverage.


Clifton Water Meter and Agreements..... Update

- Chief Cherveney reported on recent correspondence with the Clifton Water District regarding water service to the fire station. A letter had been sent requesting documentation of any prior agreements related to water service. Board members noted that historical documentation regarding water service arrangements between the districts appears limited or incomplete. During discussion, it was also noted that the existing fire station was constructed on the property in approximately 1980 and has subsequently undergone multiple remodel and improvement phases that required building permits and associated utility reviews. These permitting processes included review and sign-off by the applicable water and sewer utilities, indicating that the existing water and sewer services to the station have historically been recognized as part of the property’s established utility infrastructure during those regulatory reviews.
- Board members expressed that, based on this prior construction and permitting reviews, questions remain regarding the current interpretation of water service arrangements at the facility. The Board discussed the importance of maintaining a cooperative relationship between the districts while ensuring that historical practices and service arrangements are clearly understood and appropriately documented.
- The Board reviewed the draft correspondence and acknowledged that the matter remains unresolved from the District’s perspective. It was also noted that historical permitting and utility service records may warrant further review as part of ongoing discussions between


the districts to clarify the historical context and establish a clear framework moving forward. No formal action was taken.


Adjournment.....Action


Director Thomason moved to adjourn the meeting. Director Combs seconded the motion. The motion carried and the meeting adjourned at 8:43 PM.

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