



Minute Record – Board of Directors – Clifton Fire Protection District

Regular Meeting

March 18, 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, March 18, 2026, at 3254 F Road, Clifton, Colorado. A Certification of Posting Meeting Notice verifying posting was completed on Friday, March 13, 2026, at 1:53 p.m. Board President Brian Woods called the meeting to order at 6:06 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
Brian Woods – President	- Present
David Combs – Director	- Present
Robert Thomason- Director	- Present

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

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

Public Comment

No public comments were received.

Approval of the AgendaAction

- Director Thomason moved to approve the March 18, 2026, agenda as presented, seconded by Director Combs; carried unanimously.

Approval of MinutesAction

Regular Meeting Minutes from February 18, 2026

- Director Thomason moved to approve the February 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); and

To discuss personnel matters related to the performance of the Fire Chief, pursuant to C.R.S. § 24-6-402(4)(f).

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

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

Chief Brian Cherveney and Jennifer Woods were present for discussion related to real property matters and specialized details of security arrangements. Both were excused from the Executive Session prior to discussion of personnel matters related to the Fire Chief's performance.

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

The Board reconvened in Regular Session at approximately 6:35 p.m. 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.

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 damage sustained to Ambulance 22 on February 8, 2026. Staff is evaluating the installation of diamond plate protection on the upper leading corners to prevent future damage. A quote for the proposed modification is pending. The Board discussed durability considerations and potential long-term cost impacts.

Training

Chief Cherveney reported that joint training with Lower Valley Fire District was completed, focusing on Image Trend reporting and Excel utilization to improve reporting accuracy and data analysis. The training supports improved data quality and reporting consistency. Custom reports are currently being developed. The cost associated with the training was approximately \$2,000.

Grants

Chief Cherveney reported that the EMTS grant application for ambulance replacement was formally presented on March 9, 2026. Minimal questions were received during the presentation. Grant award announcements are anticipated in May 2026.

Personnel and Staffing

Chief Cherveney reported that employees with identified certification deficiencies continue to make progress toward compliance. One employee has completed the required certification. The process reinforces accountability and clear performance expectations across the organization.

Operations / Deployment

Chief Cherveney reported that Ambulance 23 responded to approximately 60 EMS incidents, representing approximately 23 percent of total call volume during the reporting period. The additional unit has contributed to improved system capacity and response coverage. Mutual aid activity increased slightly due to training commitments and concurrent call volume.

External Engagement

Chief Cherveney reported that he participated in an interview with the *Daily Sentinel* responding to questions related to the funding of special districts, specifically in relation to sales tax initiatives appearing on the May ballot for Lower Valley Fire District and other fire districts across the state. The article was released on March 18, 2026.

Apparatus, Facilities and Equipment

Chief Cherveney reported that the ambulance bay heater has failed and requires repair. Staff evaluated replacement and repair options and determined that no lower-cost alternative was available. It was the consensus of the Board to move forward with repair to restore reliable operation.

Banking / Medicare Transition

Chief Cherveney reported that the transition of the Medicare banking account has been completed. Staff is continuing to identify and verify any remaining deposits associated with the prior account. The existing account will remain open until all outstanding deposits have been successfully redirected and deposited into the new bank account.

Action Item: Chief Cherveney is to verify that all outstanding transactions associated with the prior Medicare account have been reconciled and to proceed with closure of the account upon confirmation that all funds have been properly transferred.

Volunteer Firefighter Pension

Chief Cherveney reported that one pension program member remains non-responsive, including a lack of response to mailed notifications and a certified letter. Election materials have been distributed, and completed ballots are currently being received and processed in accordance with pension bylaws. The election period remains open through April 30, 2026. A Volunteer Firefighter Pension Board meeting will be required in May to formally present the election results and swear in newly elected trustees.

Action Item: Chief Cherveney is to contact legal counsel to obtain an updated version of the Volunteer Firefighter Pension By-Laws reflecting changes to Board member term lengths, and to schedule a Volunteer Firefighter Pension Board meeting in May.

Policy Updates

Chief Cherveney reported that a cybersecurity audit is currently in progress. The results of the audit will be used to guide the development and refinement of District cybersecurity policies.

Action Item: Chief Cherveney is to present audit findings and corresponding policy recommendations to the Board upon completion of the audit.

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

District FinancialsAction

The Board reviewed the financial and billing reports for the period February 1 through February 28, 2026.

Chief Cherveney and Ms. Woods reviewed the financial report with the Board. Corrections were made related to payroll, which brought payroll expenditures into alignment with the approved budget.

Motion: Director Shannon Perez moved to accept the financial and billing report for the period of February 1, 2026, through February 28, 2026, acceptance of accounts payable in the amount of \$493,923.25, outgoing checks in the amount of \$60,180.81, for a total of \$554,104.06, and to accept outgoing checks for the period of March 1, 2026, through March 18, 2026, in the amount of \$11,292.33. The motion was seconded by Director David Combs and carried unanimously.

Old Business

Service Plan Palisade..... Update

Chief Cherveney reported on ongoing efforts to coordinate with the Town of Palisade regarding development of a formal service agreement and clarification of service expectations. The District has engaged in prior coordination meetings with Palisade leadership focused on reducing reliance on mutual aid, particularly for paramedic services, and establishing a more sustainable service framework.

Chief Cherveney noted that multiple recent outreach efforts to schedule follow-up meetings have not yet resulted in confirmed meeting dates. The District continues to provide paramedic support as needed due to Palisade staffing limitations. It was also noted that periodic deployment of Palisade personnel to wildland fire assignments, including paramedic staff, may further impact local coverage and contribute to increased reliance on mutual aid during those periods.

The Board emphasized the importance of timely coordination and establishing a formal agreement to clearly define service roles, expectations, and long-term sustainability.

Action Item: Chief Cherveney is to schedule the meeting with Palisade representatives and report back to the Board.

COM Service Plan..... Update

Chief Cherveney reported that a formal letter was sent to Central Orchard Mesa (COM) and a response was received. COM requested participation from the Mesa County Fire Authority in further discussions. Proposed meeting dates are being coordinated

Action Item: Chief Cherveny to coordinate and schedule the meeting with COM and participating agencies.

Sales Tax.....Update

Chief Cherveny reported that initial sales tax revenue in the approximate amount of \$28,000 has been received. Reporting tools are now in place to track revenue. Sales tax receipts are anticipated to stabilize by early summer.

Action Item: District staff will begin monthly sales tax revenue reporting.

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

Chief Cherveny reported that a revised roadway design was presented by the Colorado Department of Transportation (CDOT). Concerns were discussed related to emergency response access, operational impacts during construction, and long-term response considerations. Construction is anticipated to begin in the near term.

The Board reiterated that emergency response access must not be compromised and that any design deficiencies impacting apparatus movement remain an outstanding operational concern. The Board discussed the need to clarify financial responsibility related to roadway modifications. District legal counsel will provide a formal letter to CDOT stating that the District will not be held financially accountable for the cost of the roadway revisions or for any future reconstruction or restoration of the median. Chief Cherveny will coordinate with legal counsel to facilitate issuance of the letter.

Action Item: Chief Cherveny to coordinate with District legal counsel to issue a formal letter to CDOT confirming that the District bears no financial responsibility for the cost of roadway revisions or any future rebuilding or restoration of the median.

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

The Board previously conducted the annual performance evaluation of Fire Chief Brian Cherveny in February in Executive Session in accordance with C.R.S. § 24-6-402(4)(f).

Upon consideration of that evaluation, the Board discussed the Chief's overall performance for 2025 and associated compensation considerations. The Board acknowledged the Chief's performance as meeting and, in several areas, exceeding expectations, particularly in the areas of:

- Operational leadership and service delivery
- Progress on capital facilities planning and organizational readiness
- Advancement of regional coordination efforts and interagency engagement
- Continued development of internal processes, staffing, and accountability measures

The Board also reaffirmed key areas of focus for 2026, including:

- Advancement of capital facilities planning through defined milestones and financing alignment
- Completion of key intergovernmental service agreements (Palisade, Central Orchard Mesa, and City of Grand Junction)
- Strengthening financial controls and administrative systems

The Board confirmed that the compensation decision was directly informed by the results of the February evaluation.

Director Robert Thomason moved to approve a one-time bonus in the amount of five percent (5%) of annual salary for Fire Chief Brian Cherveney. The motion was seconded by Director Shannon Perez and carried unanimously.

At the request of Chief Cherveney, the bonus will be disbursed during a non-payroll week.

Committee Report..... Update

The Facilities and Capital Planning Committee reported that evaluation of potential sites and discussions related to financing options for future District facilities are ongoing. The committee reviewed planning considerations, long-term facility needs, and coordination with professional advisors as the process continues. The committee, in coordination with Value Enhancement – the District’s accounting firm – will continue to track sales tax revenue and assess funding needs associated with future facilities. Chief Cherveney will continue working with appropriate consultants to support planning efforts and maintain project momentum as information and funding conditions evolve.

Action Item: The Facilities and Capital Planning Committee is to continue site evaluation, funding analysis in coordination with Value Enhancement, and consultant coordination, and to provide updates to the Board as information becomes available.

2025 Audit.....Update

Chief Cherveney reported that preparation for the 2025 annual audit is underway. Required documentation and schedules are being compiled, and work on the Management Discussion and Analysis (MDA) is in progress.

Action Item: Chief Cherveney to present a draft Management Discussion and Analysis (MDA) at the next Board meeting.

Annexations and Exclusions..... Action

Chief Cherveney reported that he met with Deputy City Manager Kim Bullen to discuss annexations and exclusions and ongoing issues related to emergency response within annexed areas. During the meeting, Chief Cherveney formally delivered a letter requesting the initiation of formal meetings within the next thirty (30) days to address these matters. The discussion was reported to be well received.

A follow-up meeting with Grand Junction Fire Chief Peter Skeris has been scheduled to continue operational coordination. Chief Cherveney will continue to coordinate meetings related to

annexation and exclusion issues and work toward resolution within an established timeline.

Action Item: Chief Cherveney to continue coordinating meetings with City of Grand Junction leadership regarding annexation and exclusion matters, including follow-up to the formal letter requesting meetings within thirty (30) days, and to provide updates to the Board as progress is made.

Onboard platform presentation..... Action

Chief Cherveney presented the Onboard platform to the Board and provided an overview of its functionality, document management features, and current implementation status. Discussion occurred regarding use of the platform to support Board operations and improve access to meeting materials. Chief Cherveney will continue training and orientation on the platform at the April Board meeting.

Cybersecurity Policies and Audit..... Update

Chief Cherveney reported that the cybersecurity audit is ongoing and is being conducted by Net Diligence. Pre-meeting materials related to the audit have been provided to the Board for review. A follow-up working session with Net Diligence will be scheduled to further discuss audit scope, preliminary observations, and next steps as the review progresses.

Action Item: Chief Cherveney to coordinate scheduling of a follow-up session with Net Diligence and to present audit findings and recommended cybersecurity policy updates to the Board as the audit progresses.

Clifton Water Meter and Agreements..... Update

Chief Cherveney reported that this item remains an ongoing discussion related to the requirement for the District to pay for domestic water service. The required water meter has been delivered. Chief Cherveney requested Board direction regarding installation of the meter.

Action Item: Chief Cherveney was directed to proceed with installation of the water meter. Kim Kerk is to conduct due diligence regarding tap fees associated with the property and report findings to the Board.

Financial Controls / Receipt Policy

No specific updates were reported under this agenda item. Financial controls and receipt policy considerations were discussed as part of the Fire Chief's Report.

Volunteer Firefighter Pension Board

No specific updates were reported under this agenda item. Pension matters and election-related updates were addressed during the Fire Chief's Report.

New Business

Wildfire Resiliency Code

Chief Cherveny presented information regarding the State-mandated Wildfire Resiliency Code and explained that the Clifton Fire Protection District has a limited amount of Wildland-Urban Interface (WUI) land affected by the code. Chief Cherveny further explained that Mesa County will serve as the enforcing agency, as outlined in the proposed resolution.

District legal counsel recommended approval of the resolution adopting the Wildfire Resiliency Code, with the understanding that a future Intergovernmental Agreement (IGA) will be developed to further define enforcement roles and responsibilities.

Motion: Director David Combs moved to approve Resolution 2026-03-001, *A Resolution to Adopt the Mesa County Wildfire Resiliency Code*. The motion was seconded by Director Robert Thomason and carried unanimously.

Capital Improvement Plan / Purchase Request – Ladder Truck

Chief Cherveny presented a capital improvement plan purchase request for a ladder truck and provided an overview of the operational need, long-term apparatus planning considerations, and alignment with the District's capital replacement strategy. Chief Cherveny reported that multiple procurement options were investigated, including obtaining quotes from other manufacturers, reviewing available grant opportunities, and evaluating specifications required to meet the District's operational expectations for the build.

Chief Cherveny explained the differences between manufacturer stock list units, dealer allocation units, and fully custom apparatus options. It was reported that custom ladder truck builds currently have projected delivery timelines of nearly five (5) years, making them less viable for current operational needs. Chief Cherveny further explained that stock list units are recommended by the Fire Chief due to advantages related to timelines, cost control, and overall expense, and that these units are released by manufacturers on a monthly basis within predefined specification parameters.


It was noted that decisions on stock list units must typically be made within approximately twenty-four (24) hours of availability. Chief Cherveny requested Board authorization to issue a purchase order number for a stock list ladder truck unit, if applicable, not to exceed a final cost of \$1.5 million, in order to preserve the District's ability to act within required procurement timeframes.

Motion: Director Shannon Perez moved to approve the ladder truck purchase request as presented and to authorize Chief Cherveny to issue a purchase order number for a stock list unit


not to exceed \$1.5 million. The motion was seconded by Director David Combs and carried unanimously.


Adjournment.....Action

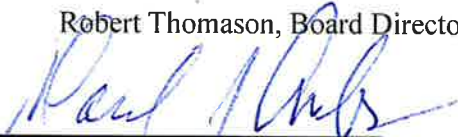
Motion: Director David Combs moved to adjourn the meeting at 8:22 p.m., seconded by Director Shannon Perez, and carried unanimously.

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