



Minute Record – Board of Directors – Clifton Fire Protection District

Regular Meeting

November 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, November 19, 2025, at 3254 F Road, Clifton, Colorado. A Certification of Posting Meeting Notice verifying posting was completed on Thursday, November 13, 2025, at 3:54 PM. Board President Woods called the meeting to order at 6:05 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, intermittent)

Others present: Jennifer Woods, Administrative Specialist; Fire Chief Brian Cherveney and John Howe; *Hoskin, Farina, Kampf*. A list of attendees shall be included as part of the meeting minutes. It was recognized that a quorum was present.

Guests

John Howe; *Hoskin Farina Kampf*

Public Comment

No public comments were received.

Approval of the Agenda Action

- Vice President Kent Brumback moved to approve the November 19, 2025, agenda, seconded by Secretary/Treasurer Perez ; carried unanimously.

Approval of Minutes Action

Regular Meeting Minutes from September 17, 2025

- Director Thomason moved to approve the October 15, 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

Vice President Kent Brumback moved to enter Executive Session pursuant to C.R.S. § 24-6-402(4)(a), § 24-6-402(4)(b), and § 24-6-402(4)(e). The Board convened in Executive Session for the following purposes:

- Discussing the potential purchase, acquisition, lease, transfer, or sale of real property, as permitted under C.R.S. § 24-6-402(4)(a);
- Determining positions relative to matters that may be subject to negotiations, developing negotiation strategies, and instructing negotiators, as permitted under C.R.S. § 24-6-402(4)(e); and
- Conferring with the District's attorney for the purpose of receiving legal advice on specific legal questions, as permitted under C.R.S. § 24-6-402(4)(b).

The motion was seconded by Secretary/Treasurer Shannon Perez.

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

Director Thomason, attending virtually, attested that he was not recording the proceedings, that no other persons were present in the room with him, and that no one, other than himself, could hear the Executive Session discussions. President Woods reaffirmed the statutory basis for the Executive Session, confirmed that no recordings would be made, and noted that no formal actions would occur during the session.

The motion carried unanimously, and the Board entered Executive Session at 6:11 PM.

Regular session reconvened at 6:54 p.m. John Howe, attorney for the District, attested that he was present during the Executive Session for the sole purpose of providing legal advice to the Board, and that all discussions constituted confidential and privileged attorney-client communications. It was confirmed that no other topics were discussed during the Executive Session and that no decisions were made.

Vice President Brumback moved to authorize the District's Attorney John Howe to prepare a contract for the purchase of property to be reviewed and potentially approved by a to be appointed Property Acquisition Committee. The motion was seconded by Director Combs and carried unanimously.

The Board took a short recess and resumed at 7:06 PM.

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 it has been 116 days since the last work-related injury or accident, and crews continue to maintain strong safety awareness. He informed the Board of a safety recall on the District's SCBA units. CFPD's three qualified SCBA technicians completed testing on all units; all equipment was found to be safe and has been returned to service.

Grants

Chiefs Cherveney and Ortega met with a DOLA representative regarding upcoming planning and construction grant opportunities. A two-phase grant program is expected to open soon: Phase I – Planning and Design (requires a \$200,000 match) and Phase II – Construction (requires a \$1,000,000 match). Phase I awards are anticipated in January, and Phase II awards are typically issued for projects that received Phase I approval. Staff will begin gathering design cost estimates in anticipation of the application process.

Public Feedback

Most public input continues to come through the District's website and social media. One complaint was received during the reporting period. The District reached out to address the complaint was unable to contact the individual.

Call Report

There were nine confirmed fires in October. Further discussion regarding mutual aid will occur under Old Business.

Apparatus, Facility, and Equipment

Chief Cherveney reported an incident in early November at approximately 12:36 a.m. involving an individual who attempted to enter the fire station and subsequently accessed an employee's vehicle. Law enforcement later contacted the individual, who was found in possession of stolen items. Crews reviewed the facility security policy, including nightly security checks and procedures for reporting similar incidents.

A brief discussion was held regarding station access and nearby roadway construction. The median crossover sections were noted to be too tall and aggressive for safe apparatus passage.

Chief Cherveny reported that repeated use would lead to apparatus damage. A meeting has been scheduled with CDOT officials to discuss the issue following submission of a formal letter outlining the District's concerns.

Volunteer Pension Information

Board President Woods and Chief Cherveny met with an FPPA representative to review the 2025 actuarial analysis and an additional study evaluating possible benefit increases. The review indicated that maintaining the current \$800 benefit would require combined District and State contributions of \$54,769 annually to eliminate the unfunded liability within 19–20 years. Any increase in benefit amount would extend the amortization period beyond the statutory 20-year cap and reduce the funded ratio below acceptable limits. Pension Board members Holsan and Martin agreed that any further action should be included in the 2026 Budget process.

Ambulance 23 Update

As of November 10, Ambulance 23 has been used intermittently, resulting in an estimated 30% reduction in mutual-aid reliance. The Mesa County protocol onboarding process is slowing the process for some of the part-time personnel.

Chief Cherveny also reported that the District will again participate in the Parade of Lights on December 5.

Director Thomason moved to accept the Chief's Report as presented, seconded by Director Combs; the motion carried unanimously.

District FinancialsAction

- Chief Cherveny reported provided a short report on the Profit and Loss statement. President Woods noted that some of the percentages were inversed. Chief Cherveny stated the wages were within limits of the budget and should remain so by the end of the budget year. There was short discussion on the Insurance contracts and the need for Board approval.
- Questions regarding the Balance sheet, specifically, concerning the Quickmed billing balance will be verified and answered at the next Board meeting.
- Ms. Woods reported that the ambulance crash claim has been paid as well as \$88,000 from Colorado Supplemental reimbursement. It was noted that the credit card for the vacated Logistics Officer position was still open. Staff stated it would be closed before the next Board meeting.

Secretary/Treasurer Perez moved to accept the financial and billing report from 10/1/2025 through 10/30/2025 and acceptance of accounts payable in the amount of \$672,897.54 and outgoing checks in the amount of \$111,360.23 for a total of \$784,257.77 to be accepted and outgoing checks for 11 /1/2025 through 11/19/2025 in the amount of \$39,231.26, seconded by Director Thomason; carried unanimously.

Old Business

Strategic Plan recommendations.....Update

- Chief Cherveny presented the updated 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. Chief Cherveny summarized the Capital Improvements planned for 2026 as they relate to the CIP. Chief Cherveny stated the final CIP will be presented for approval with the 2026 Budget.

Mutual Aid.....Update

- Chief Cherveny updated the Board on mutual-aid activity for Palisade and MCFA. Palisade’s numbers showed minimal change, while MCFA’s increased due to higher call volume in the COM area. The Board requested the actual COM calls be separated from the MCFA calls in future reports. Chief Cherveny informed the Board of a proposal by the Town of Palisade requesting \$80,000–\$100,000 from Mesa County Administration to study an East Valley Fire District concept, including East Orchard Mesa, MCFA, and Palisade Rural. He discussed several inaccuracies and operational concerns within the proposal. Coordination with county representatives is underway to facilitate broader discussions. The Board directed Chief Cherveny to contact Mesa County officials to facilitate a meeting with the Central Orchard Mesa Board of Directors to discuss potential community improvement strategies within the area and a possible service agreement.

November 2025 Ballot Issue.....Action

- Chief Cherveny stated the next steps include:
 - Receiving the certified abstract of votes
 - Submitting required documents to the Department of Revenue
 - Providing notice to affected businesses by January 1, 2026
 - Updating the website, including guidance for destination-sourcing businessesChief Cherveny stated revenue increases may not be realized until April or May due to quarterly filing schedules.

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

- Chief Cherveny 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

Evaluation of Processes for Property Acquisition, RFP Development, and Financing.....Action


- Chief Cherveney requested formation of a Board-authorized committee empowered to make decisions that will maintain momentum in property acquisition, financial planning, design, and construction related to major capital projects. The consensus of the Board was to appoint President Woods and Vice President Brumback to this committee along with Chief Cherveney.

2026 Budget and Special Meeting Request.....Action


- Chief Cherveney discussed changes in the Budget with the addition of the Sales Tax Revenue. Chief Cherveney stated that the increased clerical demands resulting from the sales tax, along with other demands within the District will require additional hours from the Administrative Assistant. This will be discussed at the December Board meeting as part of the Budget approval process. Chief Cherveney stated there will need to be a meeting prior to December 17, 2025 to meet the deadlines required by the State and County. The consensus of the Board was to move the meeting to December 10, 2025 at 6 PM at the Clifton Fire Station. Chief Cherveney stated staff would make the necessary postings and notifications of the meeting.

Adjournment.....Action

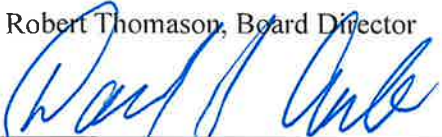
Director Combs moved to adjourn at 8:49 PM, seconded by Secretary/Treasurer Perez ; carried unanimously.

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