

MINUTES
GREATER BRIGHTON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
500 S. 4TH AVENUE, 6TH FLOOR, BRIGHTON, COLORADO 80601

April 11, 2018

A. Call to Order

President Morris called the meeting to order at 6:12 p.m.

B. Roll Call

Present

Dean Morris, President
Scott Gerhardt, Vice President
Frank Serafini, Treasurer
Arlin Riggi, Secretary
Don Rowe, Assistant Secretary

Also in Attendance

Mark Bodane, Fire Chief	Andria Koenig, Administrative Manager
Mike Schuppe, Deputy Fire Chief	Natalie Ridderbos, Public Information Officer
Michelle Ferguson, Legal Counsel	Carol Thompson, Administrative Assistant
Rita Saunders, Finance Manager	Christopher Woolley, Battalion Chief
Whitney Even, Deputy Fire Marshal	Other Guests

C. Presentations

1. Fire Investigations

Deputy Fire Marshal Whitney Even spoke about the reasons the District does fire investigations and narrated a slide presentation on the fire investigation team, the investigation process, the equipment used, and other resources available to the District.

D. Call for Changes to the Agenda

MOTION: Treasurer Serafini made a motion to approve the Agenda as presented.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

E. Public Comment

None.

F. Action Items

Consent Agenda

1. Approval of Financial Report year-to-date ending February 28, 2018
2. Approval of March 2018 accounts payable checks:
GF check numbers 31573 to 31649 and ACH Bank Transactions
CD check numbers 20208 to 20217
Total March 2018 expenditures: \$1,581,185

MOTION: Treasurer Serafini made a motion to approve the Consent Agenda as amended.

SECOND: Secretary Riggi

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APPROVAL: Motion carried unanimously.

G. Reports/Informational Items

Chief's Report:

In addition to his written report, Chief Bodane discussed the following items:

1. Chief Bodane introduced Andria Koenig to the Board. Ms. Koenig joined the District on March 19, 2018 as the new Administrative Manager.
2. April 25, 2018 will be a Special Board Meeting; Deputy Chief Schuppe will discuss the new pumper recommendation.
3. The 2017 Annual Report was made available to the Board through the dropbox. It will also be on the District's website. It was noted that Deputy Chief Schuppe, Fire Marshal Even, Battalion Chief Woolley and Finance Manager Saunders contributed data, and Public Information Officer Ridderbos added District events and produced the final report.
4. Chief Bodane updated the Board on the status of Atlas Tower and the potential cellular site at the Training Center. Legal Counsel is reviewing and working on changes to the Lease Agreement. Chief Bodane also noted that there is a possibility of adding another tower at Station 52.
5. The District received a Pinnacol general dividend check in the amount of \$9,400. To receive a general dividend check, the District needs to have a good loss ratio. Chief Bodane noted that the District continues to have a good loss ratio. He stated that it pays to maintain safety programs.

Deputy Fire Chief:

In addition to his written report, Deputy Fire Chief Schuppe discussed the following items.

1. Brush Trucks - One of the new brush trucks is now in service. The new Brush 55 will go into service once all the equipment has been added. The old Brush 55 will be moved to Station 51 and also serve as a reserve. Chief Schuppe thanked Battalion Chief Woolley, Fleet Manager Doug Tweedy and Fleet Mechanic Anderson for all their hard work on acquiring these new vehicles.
2. District received six (6) bids for the new engine. After reviewing all bids the selection was narrowed down to two (2) vendors; Pierce and KME. A recommendation will be presented to the Board at the April 25th Special Meeting.
3. The First In/WestNet had a soft go-live on Monday, April 9th. Everything is working well on the primary system and they are working on some secondary backup radio system issues at Stations 51 and 54.
4. Training this month is on Wildland refreshers and training on the new brush trucks. Chief Schuppe thanked Captain Blunt on the map training with Adcom. Training was well received.
5. EMS – The three firefighters who applied for the Denver Health Paramedic Academy were accepted. They are scheduled to start in early June 2018 and go through to early January 2019.
6. The District Applied for a CREATE grant for \$21,700 total to cover tuition and books. This is a 50% match grant and the District was awarded \$10,850. Chief Schuppe thanked Firefighter/Paramedic Coleman for writing the grant proposal.
7. FF/Paramedic Coleman also received a grant sponsored by Physio-Controls to attend the IAFC EMS Conference in June 2018.
8. In March there were 575 calls for service -- 75% of those were EMS related. Mutual Aid given calls – 99; with the split between Brighton Fire Rescue District and South Adams Fire District still around 20-14 calls.
9. Two weeks at NFA went well. A lot of good information on community risk reduction.

Financial Report:

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Finance Manager Saunders updated the Board on the following items:

1. The annual review with the Districts banking institution -- The District has a positive pay which is a fraud protection policy on checks that are issued. Manager Saunders said that she is looking at fraud protection for any online payments as well. The Board concurred.

Deputy Fire Marshal

Deputy Fire Marshal Even updated the Board on the following items:

1. Current and new projects within the District.
2. Impact Fees – District has collected 93 single family home impact fees for a total of \$64,586; 77 from Brighton, 8 from Adams County and 9 from Commerce City.

Public Information Officer Report

Public Information Officer Ridderbos presented the following:

1. A slideshow on District events, training activities, and various incidents.

Attorneys' Report:

In addition to her written report, Attorney Ferguson stated the following:

1. Legislative Update - Gallagher Bill may not happen. Attorney Ferguson requested that during the next Special Meeting on April 25th the Board hold an Executive Session to discuss the impact of Gallagher and what options her firm's Special District Practice Group is considering, along with possible strategies to consider.
2. Joint petition for the inclusion/exclusion of the 27J Property was denied without prejudice. The Court wanted a briefing on a particular provision of Title 32 that would require the District to hold an election. Legal counsel advised the Court that the provision in question does not apply, because the property inclusion in question is owned by the individual making the request. The election provision applies when the District wishes to include or exclude multiple properties without the written request of the owners. Legal counsel has briefed this issue for the Court and expects a new Order to be issued within the next couple of weeks.
3. Legal counsel reviewed with the Board, legislation passed in 2017 increasing the Board compensation from \$1,600 to \$2,400 per year with a \$100 per meeting cap. She stated the Board would need to make a motion to increase the total compensation for Board members.

MOTION: Assistant Secretary Rowe made a motion to increase the cap on the Board's annual compensation from \$1,600 to \$2,400, with each Board member being compensated \$100 per meeting, effective May 9, 2018.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

City of Brighton Liaison Report:

Councilwoman Lynn Baca was not present.

H. Old Business

1. Fleet Maintenance Facility Update

Chief Bodane showed a slide presentation and updated the Board on the construction progress. The

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District anticipates a May move-in date.

I. New Business

1. Verizon Cellular Tower Lease Agreement – Training Facility

Attorney Ferguson presented the Lease Agreement with Atlas Tower 1, LLC for a cell tower to be located at the Training Facility. The Agreement includes a \$5,000 payment upon signing, which, in part, pays for fees the District incurred. The Lease Agreement provides Atlas Tower has one year to obtain various governmental approvals, including permits, zoning variances, and land use exceptions. The monthly fee will begin once Atlas Tower starts construction on the site.

MOTION: Vice President Gerhardt made a motion to approve the Atlas Tower 1, LLC Cellular Tower Lease Agreement for the Training Center.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously

J. Executive Session

MOTION: Treasurer Serafini made a motion at 7:12 p.m. enter into an Executive Session pursuant to C.R.S. § 24-6-402 (a),(b),(e), and (f) to Receive Advice of Legal Counsel on Contract Negotiations and on Personnel Matters.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

MOTION: Treasurer Serafini made a motion to return to general meeting at 8:00 p.m.

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously

K. Adjournment

MOTION: Treasurer Serafini made a motion at 8:00 p.m. to adjourn meeting.

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously.

Vice President Gerhardt adjourned the meeting at 8:00 p.m.

Arlin Riggi, Secretary

I hereby attest that the Executive Session, which was not recorded, constituted privileged attorney-client communications.

Michelle B. Ferguson, Esq.

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I hereby attest that the Executive Session was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. §§24-6-402(4)(a),(b),(e)and (f).

Dean Morris, President