

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

August 8, 2018

A. Call to Order

Treasurer Serafini called the meeting to order at 6:07 p.m.

B. Roll Call

Present

Frank Serafini, Treasurer
Arlin Riggi, Secretary
Don Rowe, Assistant Secretary

Excused

Dean Morris, President
Scott Gerhardt, Vice President

Also in Attendance

Mark Bodane, Fire Chief	Carla Gutierrez, Fire Inspector
Michelle Ferguson, Legal Counsel	Carol Thompson, Administrative Assistant
Rita Saunders, Finance Manager	Lynn Baca, Brighton City Council
Andria Koenig, Administrative Manager	Other Guests

C. Presentations

D. Call for Changes to the Agenda

Attorney Michelle Ferguson added to the agenda item 8c under Old Business – Resolution - Vestas Closing and Item 8d - Possible Election Discussion. The Executive Session was removed from the agenda.

MOTION: Secretary Riggi made a motion to approve the Agenda as revised.

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously.

E. Public Comment

None.

F. Action Items

Consent Agenda

1. Approval of Financial Report year-to-date ending June 30, 2018
2. Approval of July 2018 accounts payable checks:
GF check numbers 31927 to 31998 and ACH Bank Transactions
CD check numbers 20250 to 20267
Total July 2018 expenditures: \$971,234
3. Approval of July 11, 2018 Board Meeting Minutes

RECORD OF PROCEEDINGS

MOTION: Assistant Secretary Rowe made a motion to approve the Consent Agenda as presented.

SECOND: Secretary Riggi

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 highlighted the services that the District provided before and during the Adams County Fair. The Adams County Fair Board were very pleased with the services provided.
2. August 28th will be the joint meeting with the Brighton City Council to discuss the District's 5 Year Plan. The meeting will be held at the Brighton Recreation Center.
3. The August 22nd meeting will be a Special Board meeting and held in the City Council Study Session Room on the 6th Floor.
4. The District Open House will be held during the month of September. A specific date has not been determined yet.

Deputy Fire Chief:

Deputy Fire Chief Schuppe is attending the Fire Rescue International (FRI) Conference. Fire Chief Mark Bodane will address any questions the Board may have.

Financial Report:

Finance Manager Saunders updated the Board on the following items:

1. Attended a Budget and Accounting Forum that was sponsored by the Special District Association.

Administrative Manager

Administrative Manager Koenig updated the Board on the following items:

1. Emily Haskin, the new Fire Prevention Administrative Assistant, started on Monday, July 9th and will be in attendance at the September meeting.
2. Administrative Manger Koenig noted that the health fair for the District members is scheduled for the first week of October. There will be one session for each shift during the morning hours and one evening option for spouses and families. Representatives from all of the District's insurance carriers will be present.
3. The position for Battalion Chief for Training and Operations has been posted regionally. A new Lieutenant position has been posted internally. Applications are being accepted for both positions until the end of August.

Deputy Fire Marshal

Deputy Fire Marshal Even is on leave. Fire Inspector Carla Gutierrez reported on the following items:

1. She reviewed current and new construction projects within the District.
2. Impact Fees – District has collected \$148,522 in impact fees.

Public Information Officer Report

RECORD OF PROCEEDINGS

Public Information Officer Ridderbos is on leave.

Attorneys' Report:

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

1. The closing on the Vestas property outlined in the Gift Agreement took place on July 24th. Vestas is to cover closing costs. The Board was advised that those funds have not been received yet. Until funds are received the District does not officially own the property.

Attorney Ferguson requested the ratification of the closing documents be added to Old Business. The Resolution Authorizing Acquisition of Real Property and Execution of Documents was signed by Vice President Gerhardt and attested to by Director Rowe.

H. City of Brighton Liaison Report:

Councilwoman Lynn Baca reported on the following item:

1. Councilwoman Baca was appointed to Chair the Adams County Transportation Forum Board.
2. The City is starting the 2019 Budget Process.

I. Old Business

1. Fleet Maintenance Facility Update

Chief Bodane presented his final facility update to the Board stating that the District has received its occupancy permit. Chief Bodane will keep the Board updated on the progress and the completion of the interior and exterior punch list items.

2. 5-Year Plan Discussion

Chief Bodane reviewed with the Board the 5-Year Plan.

A letter went out to the voters highlighting the 5-year plan, including adding additional firefighters, replacing equipment, updating the training facility and building a new station. Chief Bodane received some questions and emails regarding the 5-year plan and the mill levy increase that may be put on the November 2018 ballot.

3. Vestas Resolution Ratification

MOTION: Secretary Riggi made a motion to approve and ratify the Vestas Easement Agreement and Resolution 2018-05 A *RESOLUTION RATIFYING THE CONTRACT, AS AMENDED, AND AUTHORIZING THE ACQUISITION THROUGH DONATION OF REAL PROPERTY AND THE EXECUTION OF ALL DOCUMENTS NECESSARY TO ACCOMPLISH THE ACQUISITION.*

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

4. November 2018 Election Discussion

On August 22, 2018 the Board will hold a Special meeting to determine if the District wishes to place one or more questions on the November 6, 2018 Coordinated Election ballot. . If at that meeting, the Board should decide to participate in the election, it will be asked to consider a Resolution calling for the

RECORD OF PROCEEDINGS

election, certifying the ballot language, hiring Community Resource Services to help conduct the election, and approving the IGAs with Weld County and Adams County.

Attorney Ferguson noted that if the Board decides to move forward with the Election, the Board can adopt a Resolution of Advocacy, in which a special district Board of Directors can advocate for people to vote for this measure. The other document that the Board can adopt is a Statement of Fact, which includes pros and cons of the ballot measure. Because it includes pros and cons and has been deemed to be an informative not persuade document, the District is authorized under the Fair Campaign and Practices Act to circulate that document as the District deems fit. If the District decides to ask voters to increase the Mill Levy, a Tabor Notice that includes similar pros and cons will need to be mailed to the District's voters.

J. New Business

There was no New Business

K. Adjournment

MOTION: Assistant Secretary Rowe made a motion at 6:55 p.m. to adjourn the meeting.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

President Morris adjourned the meeting at 6:55 p.m.

Frank Serafini, Treasurer

Arlin Riggi, Secretary