

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

July 11, 2018

A. Call to Order

President Morris called the meeting to order at 6:00 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  
Mike Schuppe, Deputy Fire Chief  
Michelle Ferguson, Legal Counsel  
Rita Saunders, Finance Manager  
Carla Gutierrez, Fire Inspector

Andria Koenig, Administrative Manager  
Natalie Ridderbos, Public Information Officer  
Carol Thompson, Administrative Assistant

Other Guests

C. Presentations

1. 5-Year Plan Review

Chief Bodane narrated a slide presentation reviewing the District's activities over the past 10 years and review of the next 5-Year Plan. The plan cost of \$2.9 million dollars over the next 5-years will add 15 new firefighters, replace equipment, and fund the building of a new station. According to the 5-year plan, in 2019 5 firefighters will be hired, Station 51 remodeled, and the SCBA will be replaced. In 2020 an additional 5 firefighters will be hired, and the 1993 engine and 1990 squad will be replaced. In 2021 the final 5 firefighters will be hired and the training facility will be remodeled. In 2022, the 2003 ladder truck and 2006 engine will be replaced. In 2023, the oldest engine will be replaced and the District will add a new engine. [In addition, the District will have to build a new station. The building of a new station, Station 6, is anticipated at a cost of \$4.9 million. To help pay for the new station, additional money is expected to come from accumulated impact fees, Vestas funds (held in BURA) and a bank loan to make up the difference. The Board discussed the 5-year plan and whether a potential mill levy increase would be necessary, particularly given the impacts of the Gallagher Amendment on the residential assessment rate.

2. Informational Brochure

Chief Bodane distributed a sample brochure to be given out at public events to show the District's challenges and discuss the future goals of the District, and seeking community input regarding the same. The Board also reviewed a draft informational letter that will come from the Board and be distributed to households within the District.

D. Call for Changes to the Agenda

Attorney Michelle Ferguson added to the agenda item 8 b under Old Business – Vestas Closing.

MOTION: Vice President Gerhardt made a motion to approve the Agenda as revised.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

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### E. Public Comment

None.

### F. Action Items

#### Consent Agenda

1. Approval of Financial Report year-to-date ending May 31, 2018
2. Approval of June 2018 accounts payable checks:  
GF check numbers 31812 to 31926 and ACH Bank Transactions  
CD check numbers 20237 to 20249  
Total May 2018 expenditures: \$935,614
3. Approval of June 13, 2018 Board Meeting Minutes  
Approval of June 27, 2018 Special Meeting Minutes
4. Battalion Chief Position Description
5. Battalion Chief Administration Position Description

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

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously.

### G. Reports/Informational Items

#### Chief's Report:

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

1. Cancel the July 25<sup>th</sup> Study Session.

MOTION: Vice President Gerhardt made a motion to cancel the July 25<sup>th</sup> Study Session.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

2. Board will tour the new Maintenance Facility on Monday, July 30, 2018.
3. The garage door at Station 52 came off its track and damaged a couple of vehicles and the outside of the building. Dohn Construction and Overhead Door of Denver will check all of the other doors to make sure all are working properly. The Station door is a special order and will take about 8-weeks to get replaced. Overhead Door of Denver is filing insurance claims for the damaged items.
4. Vestas Gift Agreement closing is scheduled for July 24, 2018.

#### Deputy Fire Chief:

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

1. The new engine pre-construction meeting is scheduled for the week of August 13, 2018.
2. SAM 51 - Safety Medical Officer is now operational and responding out of Station 52.
3. Deputy Fire Chief Schuppe and staff are finalizing the staffing for the July 28<sup>th</sup> Adams County Fair Parade, and the Adams County Fair, which runs from July 29<sup>th</sup> thru August 5<sup>th</sup>.

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4. Working on the 2019 budget process.
5. Monthly training this month is surface water training at Barr Lake. The park ranger would like to do some additional training with the District.
6. June calls for service – There were a total of 620 calls in June, with 17 of those being weed or outside fires. July 4<sup>th</sup> weekend there were 5 weed/trash fires directly related to fireworks. It was noted that there were at least two summonses issued. Engine 55 and Engine 53 assisted in the fire at the Adams County recycling plant.

### Financial Report:

Finance Manager Saunders updated the Board on the following items:

1. She is working on the cost accounting process for the District's benefits, broken out by department.
2. She met with C-Safe representative to discuss a new fund opportunity.
3. Director Serafini asked about the cancer trust cost. Chief Bodane explained for the Board the criteria and process used to calculate the cancer trust cost per employee.

### 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 9<sup>th</sup> and will be at the August meeting.
2. Administrative Manger Koenig is working with the District's benefit carriers and Lockton Benefits to coordinate possible health fairs prior to open enrollment and to educate employees on how to utilize their benefits better.

### 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 \$137,514 in impact fees.

### Public Information Officer Report

Public Information Officer Ridderbos presented the following:

1. A slideshow on District events, training activities, and various incidents.
2. Showed a video on the June 16<sup>th</sup> lightning strike fire.

### 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 is scheduled for July 24<sup>th</sup>. Attorney Ferguson asked the Board to make a motion to approve the Vestas Gift Agreement and ratify all of the amendments to that agreement and to authorize two Board members to execute the closing documents. A formal resolution will be presented at the August 8<sup>th</sup> Board Meeting to ratify the closing documents.
2. Notification to County Clerks and Recorders Regarding Potential Participation in Election. Attorney Ferguson noted that this notification is not a formal action by the Board that it will move forward with an election. Rather, it is just a notice that the District is considering participation in the November election, but that it has not yet made any determinations to do so. She requested that the Board authorize Chief Bodane to send out the Notification to the Adams County Clerk and Recorder and Weld County Clerk and Recorder prior to the July 30<sup>th</sup> deadline for such notice. She noted for the Board that if it decides to

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participate in a coordinated election in November, it will need to take formal action by August 28<sup>th</sup>.

### H. City of Brighton Liaison Report:

Councilwoman Lynn Baca had a previous commitment and was not in attendance.

### I. Old Business

#### 1. Fleet Maintenance Facility Update

Chief Bodane updated the Board on the construction progress and the completion of the punch list items. Occupancy inspection will take place early next week and the occupancy permit will be needed before we can officially move in. Hope to be able to start moving items in on July 18<sup>th</sup>. It was noted the project should come in approximately \$200,000 under budget.

#### 2. Vestas Gift Agreement and Closing

MOTION: Vice President Gerhardt made a motion to approve the Vestas Gift Agreement and ratify all of the agreement amendments since its prior adoption.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

MOTION: Treasurer Serafini made a motion to authorize Director Gerhardt and/or Director Rowe to execute any documents related to the closing on July 24<sup>th</sup> for the Vestas property

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

### J. New Business

#### 1. Notification to County Clerk Regarding Potential Participation in Election

MOTION: Vice President Gerhardt made a motion to authorize Fire Chief Mark Bodane to send out the Potential Participation in the November Election Notification letter to the Adams County Clerk and Recorder and to the Weld County Clerk and Recorder prior to the July 30<sup>th</sup> deadline.

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously.

### K. Executive Session

MOTION: Treasurer Serafini made a motion at 6:49 p.m. to enter into an Executive Session pursuant to C.R.S. § 24-6-402(4) (b), and (e) to Receive Advice of Legal Counsel on items subject to negotiation

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously.

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MOTION: Assistant Secretary Rowe made a motion to return to general meeting at 8:12 p.m.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously

L. Adjournment

MOTION: Assistant Secretary Rowe made a motion at 8:12 p.m. to adjourn meeting.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

President Morris adjourned the meeting at 8:12 p.m.

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Arlin Riggi, Secretary

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

\_\_\_\_\_  
Michelle Ferguson, Esq.

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) (b), and (e).

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Dean Morris, President