

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

June 13, 2018

A. Call to Order

President Morris called the meeting to order at 6:03 p.m.

B. Roll Call

Present

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

Excused

Scott Gerhardt, Vice President

Also in Attendance

Mark Bodane, Fire Chief  
Mike Schuppe, Deputy Fire Chief  
Michelle Ferguson, Legal Counsel  
Rita Saunders, Finance Manager  
Whitney Even, Deputy Fire Marshal

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

Other Guests

C. Presentations

1. Directors Oath of Office

The May 2018 Director Election results were certified on May 16, 2018. Dean Morris and Donald Rowe were both re-elected to a four-year term. Attorney Michelle Ferguson administered the Director Oath of Office to Dean Morris and Donald P. Rowe.

2. 2017 Financial Audit

Robert Feis and James Pauley from Feis and Company reviewed and presented the 2017 Financial Audit to the Board.

MOTION: Treasurer Serafini made a motion to approve the 2017 Financial Audit

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously

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.

## RECORD OF PROCEEDINGS

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### E. Public Comment

None.

### F. Action Items

#### Consent Agenda

1. Approval of Financial Report year-to-date ending April 30, 2018
2. Approval of May 2018 accounts payable checks:  
GF check numbers 31728 to 31811 and ACH Bank Transactions  
CD check numbers 20224 to 20236  
Total May 2018 expenditures: \$1,905,400
3. Approval of May 9, 2018 Board Meeting Minutes  
Approval of May 23, 2018 Special Meeting Minutes
4. Administrative Assistant 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. Chief Bodane stated that he has not received any feedback from the Town of Lochbuie Board of Trustees regarding the recent impact fee discussions with them.
2. Chief Bodane stated that he is waiting to hear on a removal date for the mobile home located on District property at the training center that the District sold previously.
3. The District has received the initial \$5,000 deposit and the signed lease from Atlas Tower 1, LLC for the cell tower at the training facility location. The City of Brighton's process for the site requirements has begun; the Staff anticipates it will take several months before construction can begin. Additional lease proposals for the District's other properties should be arriving soon.
4. August 3<sup>rd</sup> is the Economic Development Annual Meeting.
5. Vestas – The closing date has been moved to July 24<sup>th</sup> due to the need to redo the Phase I Environmental Study. The study needs to be done within 180 days of the closing to receive the superfund protection.
6. The District recently held Shift Captain Testing. Lieutenant Colin Brunt will be promoted to Shift Captain and will begin his new duties on Saturday, June 16<sup>th</sup>.

#### Deputy Fire Chief:

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

1. The purchase contract for the new Pierce engine has been finalized and payment was made. The pre-construction meeting is scheduled for August. And the build turnaround time is approximately 12.5 months.
2. Training Update – Battalion Chief Chris Woolley is leaving the District to take the Fire Chief position with the City of Blackhawk Fire Department.

## RECORD OF PROCEEDINGS

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3. Trainings this month included Advanced Life Support (ALS) skills evaluations, "C" shift live fire training held at North Metro Fire Protection District, physical fit-for-duty tests held at Peak Performance, and swift water rescue training held on Clear Creek in Golden.
4. In May there were 555 calls for service.

### Financial Report:

Finance Manager Saunders updated the Board on the following items:

1. Capital Lease Agreement for the construction of Stations 54 and 55 and for the upgrade of Station 53 has been paid in full.

### Administrative Manager

Administrative Manager Koenig updated the Board on the following items:

1. Administrative Manager Koenig is working with several peer support and mental health organizations, specifically, ResponderStrong as resources for the District and District personnel.
2. Safety Stand Down Week is scheduled for June 17 thru June 23. Information is being sent out to the District members. Focus is on Firefighter Medical/Physicals.
3. Benefits – She is getting information to members about using District benefits better. Administrative Manager Koenig is meeting with carriers getting ready for open enrollment.
4. Interview process for the Fire Inspector and Administrative Assistant positions.

### Deputy Fire Marshal

Deputy Fire Marshal Even reported on the following items:

1. Thanked Public Information Officer Ridderbos and Life Safety Educator Blunt for their work on the Safety Expo.
2. Fire Inspector Gutierrez will be assisting when Deputy Fire Marshal Even is on maternity leave. Lt. Mike Prill is assisting with inspections.
3. Chief Bodane, Deputy Fire Marshal Even and Fire Inspector Gutierrez will be attending the City of Brighton Developer Collaborative on June 14<sup>th</sup> where developers and citizens can ask questions regarding the development process.
4. Deputy Fire Marshal is working to adopt the 2018 International Fire Code in unincorporated Adams County and in the City of Brighton.
5. Deputy Fire Marshal reviewed current and new construction projects within the District.
6. Impact Fees – District has collected \$124,442 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. Video on the District's swift water training that took place in May.

### Attorneys' Report:

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

1. Attorney Ferguson requested an Executive Session to discuss Gallagher related issues.
2. Stated that Matt Court will attend the June 27<sup>th</sup> Study Session in her place.

## RECORD OF PROCEEDINGS

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3. Ireland Stapleton Pryor & Pascoe's Managing Director Erica Tarpey and two summer law clerks will be attending the July 11 Board Meeting.
4. Governor Hickenlooper vetoed HB18-1181, a bill that would have provided out-of-state property owners limited voting rights in Special District elections.

### 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 showed a slide presentation and updated the Board on the construction progress of the Fleet Maintenance Facility.

### J. New Business

#### 1. Turnout Gear Purchase Recommendation

Based on industry standards, manufacture's recommendations and routine exposure to heat, smoke and wear and tear it has been determined that turnout gear has a useful life of 10 years. The District has implemented a 5-year replacement plan for front line gear. The plan is an effort to outfit all members with two (2) sets of gear and the second set would serve as a backup set to allow crews to care for their gear, wash and repair as needed without losing capabilities. The current 5-year replacement program allows for anticipated replacement of one fifth of the entire inventory every year. Deputy Chief Mike Schuppe recommended that the District purchase eleven (11) complete sets of turnout gear in the amount of \$29,975 from Municipal Emergency Services (MES).

MOTION: Assistant Secretary Rowe made a motion to approve the purchase of eleven (11) sets of turnout gear from Municipal Emergency Services in the amount of \$29,975.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously

#### 2. Election of Officers

The Board chose the following slate for the election of officers.

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

MOTION: Director Serafini made a motion to approve the slate of officers as submitted.

SECOND: Director Rowe

APPROVAL: Motion carried unanimously.

### K. Executive Session

MOTION: Treasurer Serafini made a motion at 7:12 p.m. to enter into an Executive Session pursuant to C.R.S. §

## RECORD OF PROCEEDINGS

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24-6-402(4) (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.

Vice President Gerhardt joined the Executive Session by telephone. Administrative Manager Koenig attended the first part of the executive session.

MOTION: Assistant Secretary Rowe made a motion to return to general meeting at 8:56 p.m.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously

### L. Adjournment

MOTION: Assistant Secretary Rowe made a motion at 8:56 p.m. to adjourn meeting.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

Vice President Gerhardt adjourned the meeting at 8:56 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.

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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)(a), (b), (e), and (f).

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Dean Morris, President