

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

November 8, 2017

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

C. Presentations

1. Managing Officer Program Certificate

The National Fire Academy's (NFA's) Managing Officer Program is a multiyear curriculum that introduces emerging emergency services leaders to personal and professional skills in change management, risk reduction and adaptive leadership.

Fire Chief Mark Bodane and Deputy Fire Chief Mike Schuppe presented Lieutenant Michael Prill with a Certificate of Completion for the Managing Officer Program.

D. Call for Changes to the Agenda

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

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 September 30, 2017
2. Approval of October 2017 accounts payable checks:

RECORD OF PROCEEDINGS

GF check numbers 31195 to 31270 and ACH Bank Transactions
CD check numbers 20171 to 20180
Total October 2017 expenditures: \$979,718

3. Approval of October 25, 2017 District Board Meeting Minutes

MOTION: Treasurer Serafini 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. Punch list for Station 52 has been completed. Anything that is open is covered under warranty. District is waiting on final payout request from Dohn Construction.
2. Station 52 - District was paid \$207,000 from the adjacent property owner per the land shared costs agreement for the sanitation, sewer, waterlines, electric and roadway to the north.
3. Chief Bodane and Vice President Gerhardt attended the City Council for Commerce City meeting regarding impact fees. If the Commerce City Council decides to adopt the Impact Fees, they will adopt an ordinance on the matter after two readings of the IGA. On November 6, 2017 the City Council for Commerce City held the first reading. There was no public input. The Council approved the Impact Fees IGA unanimously. The Impact Fees IGA 2nd reading will be on the consent agenda to approve at the Monday, November 20th board meeting.
4. Truck or Treat was very well attended.
5. Dan Grein was promoted to the rank of Lieutenant and Nick DiAnnie was promoted to the rank of Engineer. Both started in their new positions on Wednesday, November 8, 2017.
6. Acoma Energy made the District an offer to lease the mineral and oil rights under the Training Center. The District has signed the intent letter and will receive a \$5,700 bonus and 23% royalty. Legal counsel is reviewing the lease document.
7. The City of Brighton is changing Security access at City Hall. Effective Wednesday, November 15th, everyone will be required to have a badge to access the elevators. There will be no open access to any of the floors during the day. Currently, all guests will have to be escorted to the floor that they will be visiting. Its possible that the District could move their Board meetings to the City Council room on the first floor.
8. The IAFF Local contract has been ratified; it will be presented to the Board for consideration at the December 13th meeting.
9. The District's Awards and Recognition dinner will be at the Armory on December 1, 2017.

Deputy Fire Chief:

Deputy Fire Chief Schuppe updated the Board on the following items.

1. There is an issue on the new brush trucks vendor for the wheels and tires so the District is changing vendors. Delivery of the brush trucks should be in January 2018.
2. Ladder testing is next week.
3. North Area Fire Academy – things are going well. Live fire evaluations will take place next week and graduation is scheduled for December 8th.
4. Training this month is on "helping our own". An outside instructor was brought in from Firefighter

RECORD OF PROCEEDINGS

Behavior Alliance. A career survival course is scheduled for next month's training.

5. There were 533 calls for service for October; 11 fires, 6 of those were vehicle fires; 57 vehicle accident calls; 75 aid given calls, 16 given to South Adams and received 8 from South Adams.

Financial Report:

Finance Manager Saunders updated the Board on the following items.

1. There were an estimated \$85,000 more specific ownership taxes collected this year than anticipated in the 2017 Budget.
2. The construction escrow account should be closed by year end.
3. Finance Manager Saunders is working on the Retiree Health Fund. The District will forward the 2017 contribution within the next few weeks. As a reminder, the contribution by the District is coming from the funds typically used for longevity pay as identified in the IAFF Contract.

Deputy Fire Marshal

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

1. October was Fire Prevention Month. Public Educator Dawn Blunt and the crews completed 9 fire safety skits at the local elementary schools.
2. To date, Fire Inspectors Carla Gutierrez and Jessika Epley have completed 1,338 initial inspections and 668 re-inspections.
3. Deputy Fire Marshal Even is working with Chief Bodane on the impact fee collection process.
4. Deputy Fire Marshal Even discussed the two oil separator fires that the District responded to. Both appear to be caused by mechanical failures.
5. The Board was updated on current and new construction and land development projects in the District's territory.

Public Information Officer Report

Public Information Officer Ridderbos presented the following:

1. Slideshow of various incidents, training events and other District events during October.
2. A video on one of the fire safety skits.

Attorneys' Report:

Attorney Ferguson had nothing in addition to her written report. Chief Bodane noted that he has been in discussions with the Colorado contact for Vestas regarding the gift agreement and strategy for proceeding.

City of Brighton Liaison Report:

Councilmember Baca was not in attendance.

H. Old Business

1. Fleet Maintenance Facility Update

Chief Bodane updated the Board on the District's construction projects.

RECORD OF PROCEEDINGS

I. New Business

1. Purchase of Staff Vehicle

The Board discussed the possible purchase of a new staff vehicle for Chief Bodane. The estimated delivery would be mid-January or early February.

MOTION: Assistant Secretary Rowe made a motion to approve the purchase of a 2018 Chevy Tahoe SUV from John Elway Dealership (State of Colorado Price Agreement) in the amount of \$36,423.00.

SECOND: Director Serafini

APPROVAL: Motion carried unanimously

2. 2017 Audit Proposal.

MOTION: Director Serafini made a motion to approve Feis & Company's proposal to conduct the 2017 annual audit at a cost not to exceed \$11,535.

SECOND: Director Rowe

APPROVAL: Motion carried unanimously

J. Adjournment

MOTION: Director Serafini made a motion at 6:38 p.m. to adjourn meeting.

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously.

President Morris adjourned the meeting at 6:38 p.m.

Arlin Riggi, Secretary