

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

December 13, 2017

A. Call to Order

President Morris called the meeting to order at 6:04 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	Mark Brasel, Captain
Natalie Ridderbos, Public Information Officer	Other Guests

C. Presentations

1. Introduction of New Firefighters

The Board was shown a video of this year's North Area Fire Academy events. Captain Mark Brasel, Academy Lead Instructor, updated the Board on this year's academy program which began on September 6th with 41 trainees and noted that all 41 graduated on December 8th. The District sent 5 new members to the academy; Richard O'Rourke, Erik Ottosen, Neicoli Palizzi, Andrew Stone, and Byron Vall. It was noted that Byron Vall was one of two top trainees of the year. The Board was presented with the 2017 Academy Plaque.

2. Emergency Management Annual Report

Stephanie Hackett, Emergency Management Coordinator, presented the 2017 Emergency Management Annual Report to the Board. Board thanked her for all of her hard work she has been involved with this year.

3. District Service Award

Fire Chief Mark Bodane presented Stephanie Hackett with the Distinguished Service Award for her exceptional and devoted performance over the previous year. Ms. Hackett was deployed with the Colorado Division of Homeland Security and Emergency Management that responded to hurricane Irma in Florida. She provided valuable assistance and expertise during a disaster.

D. Call for Changes to the Agenda

Director Gerhardt requested that item 9C, the Approval of City of Commerce City IGA Regarding Impact Fees, item 9E Approval of the E470 IGA regarding Fire/EMS Response Services and item 9F the Approval of the 2018 Collective Bargaining Agreement be removed from New Business and added as items 4, 5, and 6 under the Consent Agenda.

MOTION: Vice President Gerhardt made a motion to approve the agenda as amended.

RECORD OF PROCEEDINGS

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

E. Public Comment

None.

F. Action Items

Consent Agenda

1. Approval of Financial Report year-to-date ending October 31, 2017
2. Approval of November 2017 accounts payable checks:
GF check numbers 31271 to 31348 and ACH Bank Transactions
CD check numbers 20181 to 20187
Total November 2017 expenditures: \$1,473,824
3. Approval of November 8, 2017 District Board Meeting Minutes
Approval of November 15, 2017 Study Session Minutes
4. Approval of City of Commerce City IGA Regarding Impact Fees.
5. Approval of the E470 IGA regarding Fire/EMS Response Services.
6. Approval of the 2018 Collective Bargaining Agreement.

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

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

G. Reports/Informational Items

Chief's Report:

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

1. The District has not received any further information from Verizon regarding a cell tower site at the Training Facility.
2. The District received a \$28,000 dividend check from Pinnacol Assurance as a result of the District's excellent record. The District also received a workers' compensation premium reduction as a result of joining the Colorado Firefighters Cancer Trust.
3. Cancellation of the December 27, 2017 Study Session

MOTION: Vice President Gerhardt made a motion to cancel the December 27, 2017 Study Session

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

Deputy Fire Chief:

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

RECORD OF PROCEEDINGS

1. The Board was updated on the status of the new brush trucks.
2. Ladder testing was completed.
3. First-In alerting enhancements coming. MCU units will all be upgraded by next week.
4. Next month, Legal Counsel Michelle Ferguson will present mandatory harassment training.
5. Calls for service – There were 5786 total calls in 2016. By the end of November 2017 the District had 6082 calls, which is a 5% increase. District is on track for 6500 calls for the year, which is an 11% increase.

Financial Report:

Finance Manager Saunders updated the Board on the following items.

1. Auditors will be in office on December 19th to audit the property tax revenue, credit card transactions and utilities. They will be doing a preliminary audit on the new Station 52 construction.

Deputy Fire Marshal

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

1. All Inspectors will be using ImageTrend for all inspections by January 1st.
2. Fire Safety Educator Dawn Blunt is working on Events and Public Education Tracking System.
3. Deputy Fire Marshal Even is working with Chief Bodane on the impact fee collection process.
4. The Board was updated on current projects, new construction and land development projects.

Public Information Officer Report

Public Information Officer Ridderbos presented the following:

1. Slideshow of various incidents, training events and other District events.

Attorneys' Report:

Attorney Ferguson had nothing to add to her written report.

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 project.

I. New Business

1. Public Hearing – 2018 Budget

MOTION: Vice President Gerhardt made a motion to close the general meeting at 6:50 p.m.

SECOND: Treasurer Serafini

RECORD OF PROCEEDINGS

APPROVAL: Motion carried unanimously

MOTION: Vice President Gerhardt made a motion to open the Public Hearing for the 2018 Budget at 6:50 p.m.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously

Discussion: Director Gerhardt asked if all of the proper postings were done. Chief Bodane noted that notice was published in the Brighton Standard Blade and a copy of the certification was in the Board packet. He noted that there were no written comments or inquiries from the public. The Board asked if anyone in the audience had any comments. There were no public comments.

MOTION: Vice President Gerhardt made a motion to close the public hearing at 6:52 p.m.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously

MOTION: Vice President Gerhardt made a motion to return to the general meeting at 6:52 p.m.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously

2. Resolution 2017-05 Adopting 2018 Budget.

MOTION: Vice President Gerhardt made a motion to approve 2018 Budget

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously

3. Approval/Ratify the Adams County IGA Regarding Impact Fees

MOTION: Vice President Gerhardt made a motion to ratify the previously signed Adams County IGA Regarding Impact Fees

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously

J. Executive Session

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 Personnel Matters.

MOTION: Vice President Gerhardt made a motion at 6:38 p.m. to enter the Executive Session.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

RECORD OF PROCEEDINGS

Attorney Ferguson confirmed for the record that the executive session is considered privileged attorney-client information and will not be recorded. The Board entered Executive Session at 6:38 p.m.

MOTION: Assistant Secretary Rowe made a motion at 7:58 p.m. to return to general meeting.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

A. New Business Continued

1. Approve Change Order #43 for Station 52

MOTION: Vice President Gerhardt made a motion to approve Change Order #43 for Station 52 in the amount of \$29,517.11.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously

B. Adjournment

MOTION: Assistant Secretary Rowe made a motion at 7:59 p.m. to adjourn meeting.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

President Morris adjourned the meeting at 7:59 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.

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