

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

January 10, 2018

A. Call to Order

Vice President Gerhardt called the meeting to order at 6:00 p.m.

B. Roll Call

Present

Scott Gerhardt, Vice President
Arlin Riggi, Secretary
Don Rowe, Assistant Secretary

Excused

Dean Morris, President
Frank Serafini, Treasurer

Also in Attendance

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

C. Presentations

1. Training Division Overview

Christopher Woolley, Battalion Chief of Training and Special Operations, presented a slide presentation, highlighted the 2017 training accomplishments and updated the Board on the 2018 training events. BC Woolley noted that the success of the Training Division is founded on the Training Committee; three Captains (Brycen Garrison, Chris Forbes, and John Blunt), three Lieutenants (Colin Brunt, Brad Cogburn and Jesse Eversman) and Paramedic Austin Colman. The committee put a lot of hard work into developing the curriculum, programs and planning to ensure the District had adequate and appropriate required training for all District members. BC Woolley also thank Captain Brasel for all his work building the foundation for all the new firefighters. At the end of 2017 the District completed over 12,000 hours of training.

Call for Changes to the Agenda

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

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously.

D. Public Comment

None.

E. Action Items

Consent Agenda

1. Approval of Financial Report year-to-date ending November 30, 2017

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2. Approval of December 2017 accounts payable checks:

GF check numbers 31349 to 31445 and ACH Bank Transactions

CD check numbers 20188 to 20197

Total December 2017 expenditures: \$1,299,344

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

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously.

F. Reports/Informational Items

Chief's Report:

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

1. The swearing in ceremony for Lieutenant Daniel Grein and Engineer Nick DiAnnie is scheduled for Tuesday, January 16th. A BBQ will follow the ceremony.
2. The Brighton Chamber Gala on February 2nd will be a Murder Mystery Dinner. The District has a table for 10.
3. The District received its first impact fee from a developer in Brighton.

Deputy Fire Chief:

Deputy Fire Chief Schuppe was absent on a bereavement leave. Chief Bodane updated the Board the following items from Deputy Chief' Schuppe's report.

1. Brush Truck update – wheel conversion kit issues were resolved. Staff is anticipating an end of January or first part of February delivery.
2. First-In Station Alerting – There is a wholesale change on the way Adcom alerts the Stations involving all Adcom agencies. Chief Bodane explained that some agencies are having connectivity issues. Currently, Adcom is using a pared down version of the system until all agencies' connection issues are resolved.
3. In response to a recent news article, Vice President Gerhardt made note that the District does not want other agencies charging ambulance transport fees to residents/patients if they are responding to a call within the district. Chief Bodane will verify that those charges are not made.
4. Legal Counsel is doing appropriate workplace behavior and mandatory reporter training for all the crews this week.
5. There were 6,602 calls for service in 2017, which is an 18% increase.

Financial Report:

Finance Manager Saunders updated the Board on the following items:

1. Working on year-end processes.
2. In December, funds were transferred into the New Retiree Health Fund and the Pension Fund.
3. Waiting on IRS to release the new tax tables.

Deputy Fire Marshal

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

1. Current and new projects within the District.
2. By year-end, the Division had completed over 400 reviews and permits, over 100 license reviews, 1,369 initial business inspections and 724 re-inspections.

RECORD OF PROCEEDINGS

3. Inspectors are using ImageTrend out in the field.
4. Fire Safety Educator Dawn Blunt revamped several programs and held the District's first Kids Academy. She is planning on doing two academies in 2018. Fire Safety Educator Blunt was also elected Vice President of the Fire and Life Safety Educators of Colorado. She is also working on a few changes to 2018 Safety Expo.
5. The District is starting to receive the new impact fees from developers.

Public Information Officer Report

Public Information Officer Ridderbos presented the following:

1. Slideshow of various incidents, training events and other District events.
2. Showed a video interview with a citizen who was involved in a serious motor vehicle accident at Hwy 7 and Havana in September. The citizen was able to meet and thank the crews for saving his life.

Attorneys' Report:

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

1. She requested an Executive Session in order to update the Board on the Vestas matter and other items on the Attorney's report.
2. Attorney Ferguson asked the District Board and the South Adams Fire District Board to complete a Conflict of Interest Waiver form for her firm to represent both Agencies in matters related to a piece of property being excluded from South Adams County Fire District and included into the Brighton Fire Rescue District. She explained that there was a cost savings for both agencies, by having her firm represent them. The inclusion / exclusion action is contemplated as part of the 2005 IGA.

MOTION: Assistant Secretary Don Rowe made a motion to approve the Conflict of Interest Waiver form as provided by Legal Counsel for Ireland Stapleton Pryor and Pascoe to represent both the District and South Adams County Fire Protection District in the inclusion of property from South Adams County Fire District into the Brighton Fire Rescue District.

SECOND: Secretary Riggi

APPROVAL: Motion carried

City of Brighton Liaison Report:

Councilwoman Lyn Baca updated the Board on the following items.

1. Tuesday, January 9th the new City Council was sworn in and Ken Kreutzer was sworn in as Mayor. Farewells were given to the outgoing Mayor and City Council members.
2. Council Retreat will take place in March.

G. Old Business

1. Fleet Maintenance Facility Update

Chief Bodane showed a slide presentation and updated the Board on the District's construction project. District is looking for an April completion date.

H. New Business

1. Resolution 2018-01 Approving Board Meeting Schedule and Posting Locations

RECORD OF PROCEEDINGS

MOTION: Assistant Secretary Rowe made a motion to approve Resolution 2018-01 **A RESOLUTION: 1) APPROVING THE REGULAR BOARD OF DIRECTORS MEETING SCHEDULE FOR CALENDAR YEAR 2018; AND 2) DESIGNATING POSTING LOCATIONS FOR NOTICES OF REGULAR AND SPECIAL MEETINGS**

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously

2. Resolution 2018-02 Calling for a Polling Place Election on May 8, 2018

MOTION: Secretary Riggi made a motion to approve Resolution 2018-02 **A RESOLUTION CALLING FOR A POLLING PLACE ELECTION ON MAY 8, 2018**

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously

I. Executive Session

MOTION: Assistant Secretary Rowe made a motion at 6:46 p.m. enter into an Executive Session pursuant to C.R.S. § 24-6-402 (a),(b) and (e) to Receive Advice of Legal Counsel on Contract Negotiations.

Vice President Gerhardt noted that there would be no action taken following the Executive Session.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

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 6:46.

MOTION: Assistant Secretary Rowe made a motion to return to general meeting at 7:22 p.m.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously

J. Adjournment

MOTION: Assistant Secretary Rowe made a motion at 7:22 p.m. to adjourn meeting.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

Vice President Gerhardt adjourned the meeting at 7:22 p.m.

Arlin Riggi, Secretary

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

RECORD OF PROCEEDINGS

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), and (e).

Scott Gerhardt, Vice President