

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

**August 16, 2017**

A. Call to Order

President Morris called the meeting to order at 6:14 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	Rita Saunders, Finance Manager
Mike Schuppe, Deputy Fire Chief	Carol Thompson, Administrative Assistant
Michelle Ferguson, Legal Counsel	Christopher Woolley, Battalion Chief
Whitney Even, Deputy Fire Marshal	Collin Brunt, Lieutenant
Natalie Ridderbos, PIO	Other Guests

C. Presentations

Presentations were moved, to be presented after Staff Reports (Item G)

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 June 30, 2017
2. Approval of July 2017 accounts payable checks:  
GF check numbers 30946 to 31020 and ACH Bank Transactions  
CD check numbers 20134 to 20148  
Total July 2017 expenditures: \$793,570
3. Approval of July 12, 2017 District Board Meeting Minutes

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

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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. First Amendment to Commercial Lease

The First Amendment to the Commercial Lease Agreement between the City of Brighton and the Fire District, dated May 17, 2011, amends the Lease Agreement as follows: *Termination of the Lease, Section 2, either party may terminate the Lease at any time during the Term of the Lease for any reason, upon two (2) years' advance written notice to the other.*

MOTION: Vice President Gerhardt made a motion to approve and authorize Fire Chief Mark Bodane to sign the First Amendment to the Commercial Lease.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously

#### 2. Impact Fees

The Adams County Board of County Commissioners were supportive of the impact fees as presented at their August 15<sup>th</sup> Study Session. Discussion of Impact Fees will be placed on the Commissioners' agenda for the September Board meeting.

Chief Bodane will meet with the City of Brighton's Interim City Manager and Community Development Staff on Friday, August 18<sup>th</sup> to discuss the proposed IGA for Impact Fees. Staff will present and make their recommendations to the Brighton City Council on Tuesday, August 22<sup>nd</sup>.

Chief Bodane will attend a meeting with Commerce City on September 11<sup>th</sup> for the City's Staff report and recommendation to City Council. It is expected the City Council will discuss this matter in Executive Session in order for City Council to provide direction to City staff on the IGA negotiations.

#### 3. The District received the Actuarial Report for the Volunteer Firefighter Pension Fund ("Pension Fund"). The next Pension Fund Board of Trustees meeting will be September 13<sup>th</sup>.

#### Deputy Fire Chief:

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

1. The reserve Engine had engine problems caused by a cylinder failure. The Engine was overhauled in-house and put back into service.
2. Brush Trucks – the chassis have been painted. The District should be taking delivery around mid-September.
3. July was a busy month with 613 calls for service; more than 33 fires, 20 of which were weed/brush fires.
4. Scott Anderson and Engineer Jeremy Osgood attended the State Fire Mechanics Conference.
5. The DIA full scale exercise with Denver Fire was held on July 26<sup>th</sup>. Battalion Chief Woolley was thanked for serving as the mutual aid coordinator and taking care of the exercise planning for the District.
6. The Deputy Fire Chief thanked the Board for their support of the District's attendance at Fire-Rescue International. Deputy Chief Schuppe, Director Gerhardt and Director Rowe attended the conference.
7. Five new recruits started on August 14<sup>th</sup> and will attend the North Area Fire Academy on September 5<sup>th</sup>.

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Graduation is scheduled for December 8<sup>th</sup>. In total, there will be 41 trainees attending the academy. Battalion Chief Woolley will serve as Academy Chief and Captain Brasel will serve as Academy Coordinator.

### Financial Report:

In addition to her written report, Finance Manager Saunders noted that she is working on the 2018 Budget. She is still waiting for the preliminary assessed values from Adams County.

### Deputy Fire Marshal

Deputy Fire Marshal Even updated the Board on the following:

1. The week of July 24<sup>th</sup>, the District held the first Kids' Mini Fire Academy, coordinated by Public Educator Dawn Blunt and assisted by a number of firefighters. All were commended for a very successful event.
2. Fire Inspectors Carla Gutierrez and Jessika Epley continue to work on the annual inspections.
3. Deputy Fire Marshal Even is working with Deputy Fire Chief Schuppe on the ImageTrend Inspection Module.
4. She highlighted various new business construction projects and potential projects for the Board.

### Public Information Officer Report

Public Information Officer Natalie Ridderbos presented the following:

1. Slideshow of various incidents, training events and other District events.
2. The monthly video was on the Kids Mini Fire Academy and the Adams County Fair.

### Attorneys' Report:

In addition to her written report, Attorney Ferguson updated the Board on the following items:

1. The District is still waiting on information regarding the Vestas Agreement. The delay in a response from Vestas has triggered an automatic extension of the closing date.
2. The Attorney for the Weld County Board of County Commissioners indicated that upon r the District Board's approval the County Commissioners would place the item on the County's agenda for approval.

### City of Brighton Liaison Report:

City of Brighton Councilwoman Lynn Baca was absent.

## H. Presentations

### Water Rescue Team

Lieutenant Colin Brunt presented and narrated a slide presentation on the District's Water Rescue Team and water rescue techniques.

## I. Old Business

### 1. Station 52 Update

Chief Bodane updated the Board on the July 28<sup>th</sup> move in and on the inside and exterior punch lists. All punch list items should be completed within the next two weeks.

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The open house and dedication is scheduled for Saturday, September 9<sup>th</sup>. The Event will run from 9:00 a.m. to 12:00 noon. The Dedication ceremony is at 9:30 a.m. The City will allow the District to close South 40<sup>th</sup> so the District can use the road as a parking lot.

## J. New Business

### 1. Resolution 2017-03 Adopting a Fire Prevention Code

MOTION: Vice President Gerhardt made a motion to approve Resolution 2017-03

**RESOLUTION ADOPTING A FIRE CODE FOR ALL AREAS IN THE DISTRICT WITHIN UNINCORPORATED WELD COUNTY OR FOR AREAS IN WELD COUNTY TO WHICH NO OTHER FIRE CODE APPLIES OR WHERE NO OTHER FIRE CODE HAS BEEN ADOPTED**

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously

### 2. Award of Bid for Fleet Maintenance Facility

Chief Bodane noted that the District sought and received three general contractor pre-qualification applications to bid for the construction of the fleet maintenance facility. All three contractors submitted their guaranteed maximum price bid for the project.

Symmetry Builders, Boulder - \$2,447,475  
BVB General Contractors, Brighton - \$2,494,389  
Mark Young Construction, Frederick - \$2,509,614

MOTION: Vice President Gerhardt made a motion to award the construction bid to Symmetry Builders from Boulder for the guaranteed maximum price of \$2,447,475.

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously

## K. Executive Session

MOTION: Treasurer Serafini made a motion at 7:22 p.m. to enter into an executive session pursuant to C.R.S. § 24-6-402 (b) and (e) to Receive Advice of Legal Counsel on Contract Negotiations.

SECOND: Assistant Secretary Rowe

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.

MOTION: Secretary Riggi made a motion at 8:41 p.m. to return to general meeting.

SECOND: Vice President Gerhardt

APPROVAL: Motion carried unanimously

## L. Adjournment

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MOTION: Secretary Riggi made a motion at 8:41 p.m. to adjourn the meeting.

SECOND: Vice President Gerhardt

APPROVAL: Motion carried unanimously.

President Morris adjourned the meeting at 8:41 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 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)(b) and (e).

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Dean Morris, President