

MINUTES
GREATER BRIGHTON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
500 S. 4TH AVENUE, 6TH FLOOR, BRIGHTON, COLORADO 80601
February 8, 2017

A. Call to Order

President Morris called the meeting to order at 6:02 p.m.

B. Roll Call

Present

Dean Morris, President
Scott Gerhardt, Vice President
Don Rowe, Assistant Secretary
Frank Serafini, Treasurer

Absent

Arlin Riggi, Secretary (excused)

Also in Attendance

Mark Bodane, Fire Chief	Carol Thompson, Administration
Mike Schuppe, Deputy Fire Chief	Christopher Woolley, Battalion Chief
Michelle Ferguson, Legal Counsel	Gerard Lutz, Battalion Chief
Rita Saunders, Finance Manager	Whitney Means, Deputy Fire Marshal
Natalie Ridderbos, Public Information Officer	Other Guests

C. Presentations

a. District's Occupational Medical Program

Battalion Chief Christopher Woolley showed a slide presentation and updated the Board on the District's Annual Occupational Medical Evaluation Program (Program). With the assistance of an occupational physician, the District has structured its annual medical evaluation program to establish a baseline and monitor the effects of firefighter's daily activities. The Program is designed in accordance with NFPA 1582, which outlines thirteen essential tasks that each firefighter must be able to perform in their daily duties. Part of the evaluation is used to document heart fitness and heart health in order to apply for and receive grant funds through the Colorado Heart and Circulatory Trust. The District will receive \$50 for each member that participates and completes the Program.

b. Monthly Videos

Natalie Ridderbos, Public Information Officer stated that each month the District will pick a different topic and prepare a video to air on the District's YouTube channel and then push out this video onto social media. The February video was on ice rescue training. Lt. Colin Brunt narrated the video. The Board viewed the video.

D. Call for Changes to the Agenda

Executive Session was removed from the agenda.

MOTION: Vice President Gerhardt made a motion to approve the agenda with changes.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

RECORD OF PROCEEDINGS

E. Public Comment
None

F. Action Items

Consent Agenda

1. Approval of Financial Report year-to-date ending December 31, 2016
2. Approval of December 2016 accounts payable checks:
GF check numbers 30386 to 30499 and ACH Bank Transactions

CD check numbers 20041 to 20047

Total December 2016 expenditures: \$833,958

Approval of January 2017 accounts payable checks:
GF check numbers 30500 to 30571 and ACH Bank Transactions

CD check numbers 20048 to 20055

Total January 2017 expenditures: \$1,510,804
3. Approval of January 11, 2017 District Board Meeting Minutes
Approval of January 25, 2017 Special Meeting Minutes

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

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. Chief Bodane updated the Board on the impact fee study being done by BBC Research. They will recommend new impact fees for commercial, multifamily and single family developments. The final report should be available within a couple of weeks. A study session will be scheduled with the Brighton City Council to discuss the study results.
2. A copy of the actuarial study for the retiree health benefits trust was provided to the Board. The union membership voted to proceed with the retiree health benefits trust plan. All non-union members elected to be in the trust. Legal Counsel will review the final trust document when completed.
3. The Board was provided with a draft Plan for the vehicle maintenance building. A meeting with the City of Brighton has been scheduled for March 1st to review the site plans, elevations, and similar details to make sure the District meets the City requirements.

Deputy Fire Chief:

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

RECORD OF PROCEEDINGS

1. Work Stations at Stations 54 and 55 have been completed. Signage for all but Station 51 has been completed.
2. Truck 53 maintenance issues are complete. The Unit will be back in service following pump testing. Truck 52 had its radiator and alternator replaced and is now back in service.
3. Call for Service: In 2016 District ran 5,786 calls, an 8% increase over 2015. 76% of those calls were EMS related, 4% of those calls were for fires, which was a 45% increase over 2015. A majority of the fire calls were wildland fires. January 2017 had 502 calls.
4. Ice rescue training took place in January.
5. ImageTrend record management system will not go live until March 8th. TriTech's computer aided dispatch (CAD) testing is taking place at ADCOM. System should go live mid-March.

Financial Report:

Accountant Saunders updated the Board on the following items:

1. The 2016 W-2's, 1099's, and 1095c's were distributed.
2. The Board received a draft of the December financial statement. The District is waiting on the FPPA 4th quarter report. The year-end General Fund balance will be \$330,000 higher than budgeted. The Capital Development Fund is close to the year-end estimates. The difference will be due to the timing of construction costs for Station 52.
3. The audit of the District's 2016 financial statements is scheduled for Wednesday, February 15th.

Deputy Fire Marshal

Deputy Fire Marshal Whitney Means updated the Board on various new business construction projects within the District.

Public Information Officer Report

Public Information Officer Natalie Ridderbos showed a slide presentation and discussed the following events:

1. Slideshow of various incidents and District events.

Attorneys' Report:

Attorney Michelle Ferguson reviewed the attorneys' report with the Board.

1. Vestas attorneys are reviewing the final agreement.
2. Discussions are ongoing regarding Weld County's adoption of a fire code that includes fire sprinkler requirements. Attorney Ferguson will keep the Board advised of any further discussions regarding this issue.
3. The Station Use Agreement for the police substations located on District property has been approved by the City's legal counsel. She said they are now waiting on signatures by the Interim City Manager.

City of Brighton Liaison Report:

Not in attendance.

H. Old Business

Station 52 Update

RECORD OF PROCEEDINGS

Chief Bodane updated the Board on the progress of Station 52. Projected completion date is sometime between April 15th and May 15th.

I. New Business

1. Approval of Easement Agreement with Colombo 11 LLC

MOTION: Vice President Gerhardt made a motion to approve and authorize Fire Chief Mark Bodane to execute the Easement Agreement with Colombo 11 LLC, which provides an easement behind the new Station 52 for a fiber optic line.

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously.

J. Adjournment

MOTION: Vice President Gerhardt made a motion at 6:44 p.m. to adjourn the meeting.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

Vice President Gerhardt adjourned the meeting at 6:44 p.m.

Arlin Riggi, Secretary