

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

**May 10, 2017**

A. Call to Order

President Morris called the meeting to order at 6:08 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
Mike Schuppe, Deputy Fire Chief	Christopher Woolley, Battalion Chief
Rita Saunders, Finance Manager	Lynn Baca, City Councilwoman
Whitney Even, Deputy Fire Marshal	Other Guests
Natalie Ridderbos, PIO	
Michelle Ferguson, Attorney for the District, participated via telephone for the executive session only	

C. Presentations

1. Active Threat/Shooter Plan

Battalion Chief Christopher Woolley updated the Board and narrated a slide presentation on the District's Active Threat/Shooter plan and training program.

D. Call for Changes to the Agenda

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

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 March 31, 2017
2. Approval of April 2017 accounts payable checks:  
GF check numbers 30718 to 30788 and ACH Bank Transactions  
CD check numbers 20083 to 20092  
Total April 2017 expenditures: \$1,148,287

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### 3. Approval of April 12, 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. The settlement agreement regarding the road and potholing at the New Station 52 has been signed and Dohn Construction will be paid approximately \$63,000 directly from the parties involved. Dohn will eliminate the amount from the District's cost of construction as the issue was due to an error by the civil engineer.
2. Vestas – Phase I Environmental Assessment recommended a Phase II Assessment as the property was previously used as a greenhouse and undoubtedly used pesticides. Chief Bodane is checking to see if Vestas had already completed a Phase I and Phase II assessment prior to their purchase of the property. If a Phase II assessment is required, the District has requested Vestas share the cost.
3. Chief Staff was asked if the Board would like to put the new Station 52 into a Fire Station Design Contest. Applications are due in July. The architect will pay all of the submittal costs. The District would pay for the application fee. The Board will advise Chief Staff at the next study session if they are interested.
4. 2018 Property Tax assessment rate for residential properties will be reduced to 7.2%. Overall assessments in the District appear to be going up 30% for residential and 25%-30% for commercial/industrial properties.
5. The Voluntary Firefighter Cancer Benefits Trust was signed into law and will go into effect July 1, 2017. Chief Staff will present an amendment for the Colorado Firefighters Heart and Circulatory Trust for the Board to consider to join the Voluntary Firefighter Cancer Benefits Trust.
6. Weld County Fire Code – Deputy Fire Marshal Whitney Even is working on a few revisions. After the review and approval by Weld County, the item will be brought before the Board to adopt.
7. Impact Fees – Adams County requested copies of the impact fee studies from each of the fire districts that have territory in the County. Adams County will combine those studies along with their own and present a total package to the County Commissioners sometime in August. It was noted that there will be one standardized IGA Agreement, however, each fire district will have an individual impact fee.

#### Deputy Fire Chief:

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

1. The new brush truck chassis were delivered to the Texas manufacturer. Upon inspection, the District was notified that chassis were incorrect. The dealer made a mistake when the chassis were ordered. New chassis were ordered but there could be an approximately 4-week delay in production. Rescue and engine committees are working on apparatus specifications. The rescue committee is doing site visits to neighboring agencies to look at trucks for ideas and recommendations.
2. Tornado sirens at Stations 54 and 55 have been tested by the City of Brighton and Adcom. The manual activation programming issues at Station 54 have been corrected. Crews are participating in weather spotter training.
3. There was an increase in calls for service in March and April.
4. TriTech and ImageTrend RMS projects are still being monitored. Adjustments are still being made in TriTech CAD as well as working on the new MDT GPS component. Deputy Chief Schuppe will be

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attending the ImageTrend Conference in July.

### Financial Report:

Finance Manager Saunders updated the Board on the following items:

1. The District received \$1.7 million more from Weld County property tax so far this year than in previous years at the same date.
2. 2018 Budget process will begin soon.
3. Board was updated on the current status of the construction escrow account and the DOLA grant account.
4. The 2016 Audit Report will be presented to the Board in June or July for approval.

### Deputy Fire Marshal

In addition to the written report Deputy Fire Marshal Even updated the Board on the following:

1. Various new business construction projects.
2. The Fire Prevention Division continues working with the City to develop a process to prosecute fire code violations in Brighton municipal court.

### Public Information Officer Report

Public Information Officer Natalie Ridderbos presented the following:

1. Slideshow of various incidents, training events and other District events.
2. Video of the month – Open Burn Process.

### Attorneys' Report:

Attorney Michelle Ferguson is absent, but will be calling in for executive session. There were no questions on her written report.

### City of Brighton Liaison Report:

Councilwoman Lynn Baca updated the Board on the following events.

1. Ms. Baca thanked Chief Staff and the Board for attending the joint meeting. The City will get back to the Board regarding the impact fees.
2. Ms. Baca noted that there were 60 applicants for the City Manager position. There will be a public meet-and-greet with Brighton citizens prior to making an offer to a candidate.

## H. Old Business

### 1. Station 52 Update

Chief Bodane updated the Board on the progress of Station 52. The projected crew move-in date is around June 1<sup>st</sup>. Station dedication will be scheduled for July or August.

### 2. Vehicle Maintenance Facility Update

Chief Bodane updated the Board on the progress of the Vehicle Maintenance Facility. Plans were submitted, and the District should receive comments by May 18<sup>th</sup>. It was noted that the landscaping will need to be updated to comply with City code. Final plans should be available in two weeks. Once final plans have been received the District will announce a request for construction bids. Chief Bodane

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noted he received a guesstimate from a contractor with a construction cost of \$2.6 million. The District anticipates starting construction sometime in August.

### I. New Business

There was no new business brought forward.

### J. Executive Session

MOTION: Treasurer Serafini made a motion at 7:10 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. Attorney Ferguson attended via telephone.

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 8:18 p.m. to return to general meeting.

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously

### K. Adjournment

MOTION: Secretary Riggi made a motion at 8:18 p.m. to adjourn the meeting.

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously.

President Morris adjourned the meeting at 8:18 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