

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

July 12, 2017

A. Call to Order

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

B. Roll Call

Present

Dean Morris, President (attended executive session via teleconference)
Scott Gerhardt, Vice President
Frank Serafini, Treasurer
Arlin Riggi, Secretary
Don Rowe, Assistant Secretary

President Morris was absent (excused) from the open meeting.

Also in Attendance

Mark Bodane, Fire Chief
Mike Schuppe, Deputy Fire Chief
Michelle Ferguson, Legal Counsel
Natalie Ridderbos, PIO
Other Guests

Rita Saunders, Finance Manager
Carol Thompson, Administrative Assistant
Christopher Woolley, Battalion Chief
Lynn Baca, City Councilwoman

C. Presentations

2016 Annual Audit – Feis and Company

Robert Feis and Jim Pauley presented the Audit of the District's Financial Statements for Year Ended December 31, 2016. Mr. Feis noted that the audit went well and commended the accounting, payroll and administrative staff for their assistance during the audit.

MOTION: Treasurer Serafini made a motion to accept the Audit of the District's Financial Statements for Year Ended December 31, 2016 by Feis and Company.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously

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.

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E. Public Comment

None.

F. Action Items

Consent Agenda

1. Approval of Financial Report year-to-date ending May 31, 2017
2. Approval of June 2017 accounts payable checks:
GF check numbers 30849 to 30848 and ACH Bank Transactions
CD check numbers 20093 to 30945
Total June 2017 expenditures: \$735,658
3. Approval of June 14, 2017 District Board Meeting Minutes
Approval of June 28, 2017 Special 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 Economic Development Corporation Dinner is scheduled for Friday, July. The SDA Conference is scheduled for September 13-15 in Keystone. Directors should inform Chief Staff if they plan to attend either event.
2. The District received proposed oil and gas leases for the property underneath Station 51 and Station 52. The leases are being reviewed by legal counsel. There is also a pending lease for the property underneath Station 53. The District already receives funds from a lease for the property underneath Station 55. It was noted that the District will not sell its oil and gas rights, they will only lease their rights.
3. The fire districts in Adams County met with Adams County Department of Community and Economic Development staff regarding impact fees, and have prepared a mutually acceptable common Intergovernmental Agreement ("IGA") with Adams County. The proposed IGA will be presented to the Adams County Board of County Commissioners in August with the expected approval of the IGA in September.
4. Chief Staff will present a similar IGA to the Brighton City Council on August 15th.
5. The Chamber Golf outing will start at 7:00a.m. on Friday, July 14th.

Deputy Fire Chief:

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

1. Engine 51 in-frame overhaul has been completed and will be put back in service following testing.
2. The District was awarded a State EMS Grant in the amount of \$80,000 for 2018 for the acquisition of LifePaks, Lucas Device and Airway Training Mannequins.
3. A Ward Petroleum oil and gas tabletop exercise took place on Monday, July 17th. The event went well and crews did a great job working with several agencies.

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4. Calls for service – June was a busy month with 27 total fires; 11 structure fires and 11 weed fires. July currently has 11 weed fires. There is a burn ban in effect. 71% of call are medical calls.
5. Staff is working on ImageTrend billing issues. Chief Schuppe will be attending the ImageTrend Conference in Minneapolis.
6. FRI International Conference will be in Charlotte during the month of July. Directors Gerhardt and Rowe will also be attending.

Financial Report:

Finance Manager Saunders updated the Board on the following items:

1. Through the end of June the District has received 97% of the year's property tax.
2. Centennial Bank has changed its name to Citywide Bank. The District's banker has suggested that the District get more aggressive in its fraud protection system.

Deputy Fire Marshal

Deputy Fire Marshal Even was absent. Chief Bodane updated the Board on the following:

1. Various new business construction projects and potential projects.

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 Tender Operations.

Attorneys' Report:

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

1. Frank Haug, Assistant Weld County Attorney, provided the District with a Fire Code that the Weld County Board of County Commissioners has already adopted on behalf of another Fire District in Weld County. Chief Bodane and Deputy Fire Marshal Even are reviewing the "approved" fire code to see if there are any significant differences to the Code the District originally presented. If there are no significant differences, Legal Counsel suggests that the District adopt the County's "approved" code. This item likely will come before the District's Board in August for approval.
2. Board was provided the legislative update packet for their review, including her Firm's legal advisement letter on the noteworthy bills passed this year that impact the Fire District.

City of Brighton Liaison Report:

City of Brighton Councilwoman Lynn Baca updated the Board on the following items.

1. City Manager recruitment is down to three out-of-state candidates. A community reception was held on July 6th where citizens could ask questions. City will make an offer to the top ranked candidate. The City hopes to have a new City Manager by September or October.

H. Old Business

1. Station 52 Update

Chief Bodane updated the Board on the progress of Station 52.

2. Vehicle Maintenance Facility Update

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Chief Bodane updated the Board on the progress of the Vehicle Maintenance Facility.

I. New Business

None

J. Executive Session

MOTION: Treasurer Serafini made a motion at 7:15 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.

President Morris joined the executive session via teleconference.

MOTION: Treasurer Serafini made a motion at 7:58 p.m. to return to general meeting.

SECOND: President Morris

APPROVAL: Motion carried unanimously

K. Adjournment

MOTION: Treasurer Serafini made a motion at 7:58 p.m. to adjourn the meeting.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

President Morris adjourned the meeting at 7:58 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)(b) and (e).

Dean Morris, President