REGULAR MEETING MINUTES
GREATER BRIGHTON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
500 S. 4th Avenue, 3rd Floor, BRIGHTON, COLORADO 80601

August 10, 2022

A. Call to Order
The Regular Meeting of the Board of Directors of Brighton Fire Rescue District was called to order at 17:02 by Assistant Secretary Serafini, serving as Chairman of the meeting. An electronic meeting option was provided to the public. Call-in information was made available to the public by the meeting notice.

B. Roll Call

Present
Dean Morris, President (Virtual)
Don Rowe, Vice President (Excused)
Jeff Jacobucci, Treasurer
Cheryl Spottke, Secretary
Frank Serafini, Assistant Secretary

Also in Attendance
District Staff
Brycen Garrison, Fire Chief
Gerard Lutz, Deputy Chief of Operations
Rand Sheldon, Deputy Chief of Administrative Operations
Elizabeth Bednarcik, Fire Marshal

Other Guests
Jim Pauley, Feis & Company
Michelle Ferguson, Legal Counsel

MOTION: Director Morris made a motion to excuse Director Rowe.
SECOND: Director Spottke
APPROVAL: Motion carried unanimously.

C. Call for Changes to the Agenda
The agenda was presented to the Board.

MOTION: Director Serafini made a motion to approve the agenda.
SECOND: Director Spottke
APPROVAL: Motion carried unanimously.

D. Presentations
Adams County Commissioner Lynn Baca gave a presentation.

E. Public Comment
None.
F. Action Items

Consent Agenda

2. Approval of July 2022 payments of $1,220,535.00.

MOTION: Director Jacobucci made a motion to approve the consent agenda as presented.
SECOND: Director Spottke

APPROVAL: Motion carried unanimously.

G. Staff and Attorney Reports

Chief's Report:
Fire Chief Garrison updated the Board on the following topics:

1. Requesting approval and a motion from the Board to match the FPPA contribution to the 457 accounts as it relates to the DROP contribution.
2. New apparatus Roll In ceremonies took place; He thanked the Board for approving the purchases of the new apparatuses. More are coming, including another Brush Truck, Aerial and the first Medic Unit, all of which are expected by October 2022.
3. Property exclusion which involves a vacant property that will be annexed into the City of Thornton and served by the City’s fire department.
5. New website is close to completion and is being updated to conform to new state law requirements for access, similar to the Americans with Disabilities Act.
6. The 2nd Member’s family event at The Summit in Thornton is this Saturday August 13th.
7. The Fire Chief evaluation form has been submitted for the Board to review and complete.
8. The Training Center draft design has been completed to include office space for Training and EMS, and a board room for the Board and Training. The exterior will also be modeled like the first station in 1888.
9. Met with Mark Carlson from TCW Insurance about plans for 2023 and costs.

A short discussion followed from the Board.

Financial Report:
In addition to the written report, Feis & Company discussed the following:

1. Working with the auditors on the Financial Audit wrap up. Information will be presented at the September Board meeting.

Deputy Chief of Operations
Deputy Chief Lutz updated the Board on the following:

1. The Adams County Fair has concluded. Overtime reimbursements have been received from Adams County for staffing at the Fair.
2. Four recruit firefighters were hired. They will go through the academy which runs August 15th- November. Captain Cogburn has been assigned to the academy.
3. Lieutenant Grein was recognized as an outstanding instructor for the Spring 2022 Academy.
4. The probationary firefighters have completed their probationary year.

A short Board discussion followed.

**Deputy Chief of Administrative Operations:**
Deputy Chief Sheldon updated the Board on the following:
1. Parts have finally come in for the out-of-service engine.
2. A part-time accounting specialist has been hired and will start on Monday.
3. Dispositioning of old apparatus through Ritchie Brothers; old Engine 54 has been purchased by a department in Nebraska.
4. Working on finalizing the 2023 Budget.

**Fire Marshal Report:**
Fire Marshal Bednarcik updated the Board on the following:

1. On the 4th of July there were 10 dumpster/outside fires including a box of fireworks, and a house fire caused by fireworks.

**Attorneys' Report:**
Attorney Ferguson updated the Board on her written report with the following:

1. The Fire Chief Evaluation form – Board will be reviewing with her at the August 24th meeting and she will compile comments into one document.
2. One legislative concern is that the State is reducing the assessment rate for two years and is intending to backfill only 90% of that loss for one year. The District’s citizens passed a revenue stabilization question in 2020, so the District will need to determine whether to adjust its Mill Levy to recoup 100% or just 10%, depending on how and when the backfill will occur.
3. The power to issue ambulance licenses has been taken from the counties and placed with the Colorado Department of Public Health and Environment.

A short Board discussion followed.

**Brighton City Liaison Report**
Chief told the Board that he is working with Marv Falconberg to finalize Mr. Falconberg’s position as the new City Liaison.

H. **Old Business**
Chief Garrison updated the Board on the following:

1. Platte Valley had a couple of minor changes to the Third Amendment to the Platte Valley Agreement, but it should be finalized soon.

I. **New Business**
Chief Garrison updated the Board on the following:

1. Motion to approve providing employees in the DROP program a contribution to their 457 plan matching the FPPA contributions provided to other employees not in the DROP.

**MOTION:** Director Jacobucci made a motion that the District provide employees in the DROP program a contribution to their 457 plan that matches the FPPA contributions they would have received but for being in the DROP program.

**SECOND:** Director Morris
**APPROVAL:** Motion carried unanimously.

J. **Other Business**
Chief Garrison mentioned the following:
1. Approval was given by the Board in 2021 to promote 6 Field Training Officers. 3 of those positions has been filled and he is planning to move forward to fill the other three positions.

K. Adjournment

MOTION: Director Morris made a motion to adjourn the meeting.
SECOND: Director Spottke
APPROVAL: Motion carried unanimously.

Chairperson Serafini adjourned the meeting at 18:30.