

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

**June 10, 2015**

- Call to Order

Vice-President Gerhardt called the meeting to order at 6:03 p.m.

- Roll Call

Present

Scott Gerhardt, Vice President  
Arlin Riggi, Secretary  
Frank Serafini, Treasurer  
Don Rowe, Assistant Secretary

Absent

Dean Morris, President (Excused)

Also in Attendance

Mark A. Bodane, Fire Chief	Chris Woolley, Battalion Chief	Carl Craigle, PVA
Mike Schuppe, Deputy Fire Chief	Jeff Jacobucci, Retiree	Guests and Family
Kris Krengel, Fire Marshal	John Blunt, Captain	
Michelle Ferguson, District Legal Counsel	Chris Forbes, Captain	
Rita Saunders, Finance Manager	Brycen Garrison, Captain	
Carol Thompson, Admin. Assistant	District Members	

Presentations

1. Badging Ceremony – John Blunt, Christopher Forbes, and Brycen Garrison

Fire Chief Mark Bodane delivered the Oath of Office and swore in John Blunt, Christopher Forbes, and Brycen Garrison to the rank of Captain.

Refreshments were served following the ceremony.

2. 2014 Audit Report

Robert Feis and James Pauley from Lemke Feis & CO, the District's accounting firm, presented the 2014 Annual Audit Report to the Board. Mr. Feis reviewed GASB 67 disclosure requirements with the Board. He noted he is still waiting on the 2015 FPPA Actuarial Study before he can finalize the audit and file it with the Office of the State Auditor by July 31, 2015. If the Actuarial Study is not received by July 31<sup>st</sup>, the District can either apply for a two-month audit extension or use information from the prior Actuarial Study and update the information with known numbers to prepare its own estimate and submit the 2014 Audit. If the District chooses the second approach, once the final Actuarial Study is received, the District can revise the footnote to meet GASB 67, then file an Amended Audit Report with the State Auditor's Office.

MOTION: Vice President Gerhardt made a motion to approve the 2014 Annual Audit Report as submitted and with the understanding such Audit Report will be updated to include the 2015 FPPA actuarial numbers if the Actuarial Study is received prior to the July 31, 2015 filing deadline. If the 2015 FPPA numbers are not received prior to that date, the Audit Report will be submitted as is, with a notation that the actuarial numbers have not yet been received, and that the District intends to file an amended copy of the Audit Report after such information is received from the FPPA.

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SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously.

- 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.

- Public Comment

There was no public comment

- Action Items

Consent Agenda

1. Approval of Financial Report year-to-date ending April 30, 2015
2. Approval of May 2015 accounts payable checks:  
GF check numbers 25949 to 26022 and ACH AFLAC, Local 4477 and Anthem  
HW check numbers 375 to 377 and  
check numbers 1784 to 1788 and ACH Anthem premiums, and on-going Flexible  
Spending Account  
CD check numbers 26287 to 26291  
  
Total April 2015 expenditures: \$ 702,609
3. Approval of May 11, 2015 Board Meeting Minutes  
Approval of May 27, 2015 Study Session Minutes

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

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

- Reports/Informational Items

Chief's Report:

In addition to his written report, Chief Bodane updated the Board on the following items:

1. The Firefighter Plaza dedication went very well. The District will be overseeing future brick orders and will account for the bricks in a separate budget category. There are approximately 75 bricks left to be purchased.
2. The Heart and Circulatory Benefits Trust for this year has been renewed at the same cost as last year and the District will be reimbursed through DOLA. Coverage for the three reserve firefighters who met the five year criteria will be free of charge.
3. Economic Development dinner is scheduled for July 9<sup>th</sup> at the Armory. The District will

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continue to sponsor a table.

4. The 2015 SDA Conference will be held at Keystone from September 23 through September 25. The District has reserved rooms for this event.
5. ADCOM is looking to switch its records management systems to Image Trend in the near future. Each fire department will be responsible for purchasing their own license, but the data will remain a shared asset with other departments. The cost to the District will be around \$100,000. It is still not clear if the 911 Authority will reimburse some or all of the cost. Chief Staff is considering purchasing the program this budget year. Chief Staff will seek authorization for the purchase of the program from the Board, as it was not a budgeted item. The District will be doing a site visit near Salt Lake City in the near future.

### Deputy Fire Chief:

In addition to his written report, Chief Schuppe updated the Board on the following items:

1. The District is finalizing the firefighter/paramedic testing for the eligibility list. Written test will be held on Friday, June 12 and oral boards and assessment center testing will be the following week.

### Division Chief – Fire Marshal:

Division Chief Kregel added the following to his written report:

1. The District hired James Doran, one of the District's reserve firefighters, as the new Fire Inspector. He will start June 23, 2016.
2. Chief Kregel thanked everyone for all their hard work at the Safety Expo. The Expo was a great success.

### Financial Report:

Finance Manager Saunders had nothing to add to her written report.

1. She is working on 2016 Budget.

### Attorneys' Report:

Attorney Ferguson updated the Board on the following items:

1. Vestas accepted the changes to the contract regarding the donated property. Real Estate attorney, Kelley Duke, is preparing the final documents. The documents may be presented to the Board in July.

### City of Brighton Liaison Report:

1. The City now has three Assistant City Managers; one was hired and one was promoted from within the City.
2. Several new housing developments are planned near the Prairie Center and Fuller Estates.
3. Before the new negotiated airport agreement can go into effect, it will need to be approved by the electors in all of the affected jurisdictions; this question will be on the November 2015 ballot.
4. In order for City buildings and parks to offer Free Public WiFi services, they City will need public approval; this question will be on the November 2015 ballot.

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5. 25% of Brighton's water comes from the City of Thornton. There was a 17% rate increase in 2015 so the City of Brighton is adding an approximate \$4.90 monthly surcharge to the water bills to cover the increase.
6. 4<sup>th</sup> of July celebration will be held at Carmichael Park.

- Old Business

1. Station 52 Update

Chief Bodane reviewed the Station 52 building plan. He and Rita Saunders met with David Bell, the District's Financial Consultant to discuss putting together some additional financing proposals for the construction of Station 52. Chief Bodane also submitted to the Board the new concept plan, which highlights the relocation of the day room area to the back of the building away from Tower Road.

- New Business

1. Authorization to submit a \$2 million grant application to the Energy and Mineral Impact Assistance Program for Fire Station Construction.

The District is eligible to apply for an Energy and Mineral Impact Grant (EMI). The maximum grant the District can apply for is \$2 million. The minimum requirement is a 50% funding match from the District. The more funding an entity can provide for the funding match, the better score it will receive. The grant proposal must be submitted prior to August 1<sup>st</sup> to be considered. The grant proposal is reviewed by DOLA staff who provide an initial score. The application is then sent to the full committee. The district applying for the grant attends a review meeting, where it gives a 15-minute presentation and answers committee questions. The final decision will be made by the end of November 2015. DOLA requires that governing boards formally approve application for the EMI grant.

MOTION: Secretary Riggi made a motion to authorize Staff to submit a \$2 million grant application to the Energy and Mineral Impact Assistance Program for Fire Station Construction.

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously.

2. Authorization to hire two additional Firefighter/Paramedics.

The District is in the process of hiring a new member to fill a existing vacancy. Chief Staff is requesting two additional Firefighter/Paramedics; one will fill any potential vacancy in the fall that may arise if any current employee(s) are hired by other agencies; and the second will fill a vacancy that will be created by the promotion of a Firefighter to a Lieutenant in the Training Division in 2016. Hiring the additional firefighters now will allow the members to attend the August 24 Fire Academy.

Chief Staff has determined that the cost of hiring these two additional members can be absorbed in this year's budget due to the increase in 2015 assessments and new construction. Chief Staff determined that the increase in assessed values will cover not only the two new positions, but also capital development contribution increases, health insurance increases, and salary increases. Discussions with the Adams County Assessor confirms the expected increase in assessments.

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MOTION: Assistant Secretary Rowe made a motion to authorize the hiring of two additional Firefighter/Paramedics beyond what was outlined in the original 2015 staffing plan.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

### 3. Contract to Buy Real Estate Land – Station 52

As part of the Energy and Mineral Impact Grant application, DOLA requires the District to have the land for the fire station under contract by the time grant application is submitted. Chief Bodane has been working with DePaul Realty on the purchase of the land and has negotiated a \$6.00 per square foot rate. The purchase price for the three acres is \$785,000, and is subject to an appraisal of the property by State statute. The property owner will provide a platted lot within 90 days of contract signing and will absorb the City of Brighton's processing costs. Chief Bodane presented comparable property information to the Board for its consideration.

MOTION: Assistant Secretary Rowe made a motion to approve the Contract to Buy Real Estate Land – Station 52 on the SE corner of Bridge Street and Tower Road, conditioned upon the approval by Legal Counsel on the proposed changes to the contract by the seller.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

- Executive Session pursuant to C.R.S. 34-6-402 (b) and (f) to receive advice of Legal Counsel and to Discuss Personnel Matters.

MOTION: Treasurer Serafini made a motion to enter into executive session at 7:41 p.m. pursuant to C.R.S. 34-6-402 (b) and (f) to receive advice of Legal Counsel and to Discuss personnel matters. Vice-President Gerhardt exited the meeting at this time due to a scheduling conflict.

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously.

MOTION: Treasurer Serafini made a motion at 8:00 p.m. to return to general meeting

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously.

- Adjournment

MOTION: Treasurer Serafini made a motion to adjourn at 8:01 p.m.

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously.

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Secretary Riggi adjourned the meeting at 8:01 p.m.

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Arlin Riggi, Secretary

I hereby attest that the information communicated during the Executive Session, which was not recorded, constituted privileged attorney-client communications.

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Michelle Ferguson, Esq.

I hereby attest that the Executive Session, which was not recorded, was confined to the topics authorized for discussion in Executive Session, pursuant to C.R.S. §24-6-402 (4)(b), and (f).

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Arlin Riggi, Secretary