

MINUTES
GREATER BRIGHTON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
500 S. 4th Avenue, 6th Floor, BRIGHTON, COLORADO 80601

March 9, 2016

A. Call to Order

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

B. Roll Call

Present

Dean Morris, President
Arin Riggi, Secretary
Frank Serafini, Treasurer
Don Rowe, Assistant Secretary

Absent

Scott Gerhardt, Vice President (Excused)

Also in Attendance

Mark Bodane, Fire Chief	Christopher Woolley, Battalion	Chief Carl Craigle, PVA
Michael Schuppe, Deputy Chief	Gerard Lutz, Battalion Chief	Jeff Jacobucci, Retiree
Matt Court, District Legal Counsel	Whitney Means, Fire Inspector	Robert Baumgartner, Retiree
Rita Saunders, Finance Manager	Lynn Baca, Brighton City Councilwoman	
Carol Thompson, Administrative Assistant	Kevin Carson, Lieutenant	
Natalie Ridderbos, PIO	Clint Mader, Firefighter	

C. Presentations

There were no presentations

D. Call for Changes to the Agenda

An Executive Session pursuant to C.R.S. §§ 24-6-402 (b) and (f) to receive advice of Legal Counsel and to discuss personnel matters was added immediately following Item 9A under New Business. Board action may be taken following the Executive Session. Item 9B will follow the Executive Session.

MOTION: Secretary Riggi made a motion to approve the agenda as presented.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

E. Public Comment

There was no public comment.

F. Action Items

Consent Agenda

1. Approval of Financial Report year-to-date ending January 31, 2016
2. Approval of January 2016 accounts payable checks:

RECORD OF PROCEEDINGS

GF check numbers 26560 to 26614
and check numbers 414 to 414 and ACH Guaranty Bank Transactions

CD check numbers 26338 to 26346

Total February 2016 expenditures: \$1,049,185

3. Approval of February 10, 2016 Board Meeting Minutes
Approval of February 24, 2016 Special Meeting Minutes

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

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously.

G. Reports/Informational Items

Chief's Report:

In addition to his written report, Chief Bodane updated the Board on the following items and stated he would address any Fire Prevention questions as well:

1. The DOLA Grant Agreement for \$2 million was signed.
2. The Brighton Police Department would like substations located at Station 51 and the new Station 52. Chief Staff is waiting on a proposed agreement from the City of Brighton (City) addressing, among other things, the City's liability and indemnification of the District. The Board authorized Chief Bodane to sign the agreement after Legal Counsel has reviewed and approved it.
3. The March 23rd Study Session was moved to March 30th.
4. A revised Member Policy Manual will be ready for review prior to the next Study Session. The draft document will be placed in the Dropbox for the Directors to review.
5. The groundbreaking ceremony for Station 52 is tentatively scheduled for Saturday, April 23, 2016.
6. The Joint Meeting with Brighton City Council is scheduled for Tuesday, April 26, 2016 at 6:00 p.m.
7. Stephanie Hackett, Brighton Office of Emergency Management, will be conducting an elected officials refresher course on the Incident Command System - 402 training on April 26th following the Joint Meeting with the City.
8. The Study Session on April 27th may be cancelled.

Deputy Fire Chief:

Chief Schuppe noted that last month the District had 8 fires, and to date, for March, there have been 7 fires - a number of those being grass fires. Chief Schuppe noted that the District is very dry and that this month's training has focused on preparing for grass fires.

Financial Report:

In addition to her written report, Rita Saunders, Finance Manager, updated the Board on the following items:

1. Ms. Saunders will be meeting with Summit Bank and Trust (Summit) to discuss the possibility of selecting them for the District's banking needs. Robert Feis and United Power have both recommended Summit.
2. The funding process for Station 52 has begun. The initial loan amount is for \$7 million.
3. A tentative date of April 21, 2016 has been set for the closing on the loan.

RECORD OF PROCEEDINGS

Attorneys' Report:

Attorney Matt Court was in attendance for Michelle Ferguson, who had a conflict. He provided the Board with the current legislative tracking report which shows the status of proposed bills that could have an impact on the District. Attorney Court had nothing further to add to Attorney Ferguson's written report and stated that he would address any questions the Board may have. There were no questions from the Board.

City of Brighton Liaison Report:

Councilwoman Lynn Baca had nothing to report to the Board. In reference to Director Gerhardt's question from last month's Board meeting regarding the location of the old sugar factory, she stated that she believes the site is not located within the city limits of Brighton but she would provide definitive information at the next District Board meeting.

H. Old Business

1. Station 52 Update

In addition to his written report, Chief Bodane reported on the following:

- a. The preliminary plat submittal has been approved by City staff and is scheduled to be heard by the Planning Commission on March 22, 2016. The final plat has been filed with the City and is expected to be approved.
- b. Attorney Kelley Duke will review the Development Agreement between the City, the District, and the property owner.
- c. City Council will review the final plat and the Development Agreement at the April 5 City Council Meeting. Once the plat is approved, the closing on the land and the loan will follow.
- d. Final design plans are 95% complete and are expected to be available next week for review to make sure the plans fulfill the District's intentions.
- e. There are on-going discussions regarding the required 10,000 cubic yards of fill dirt. The City has dirt from the Ken Mitchell Lake expansion that it is willing to provide to the District at no cost, on the condition that the District pay for hauling the dirt. The City also will require the District to use the City's contractor (Clay Stone Construction) to load and haul the dirt from the lake expansion site and store it at the DePaul site. The quote from contractor to proceed with hauling the dirt is approximately \$65,000. The Dirt was geo tested and was deemed to be suitable for the District's needs. The quote of approximately \$65,000 is substantially less than what the District will have to pay if it were to purchase the dirt from a third party and have it hauled to the site.

MOTION: Assistant Secretary Rowe made a motion to acquire the fill dirt from the City of Brighton contingent upon (i) the cost to haul the dirt not exceeding \$70,000, (ii) execution of a signed agreement with the property owner to stock pile the dirt, approved by legal counsel; (iii) confirmation from a civil engineer on the pricing; and, (iv) the District's acquisitions of the necessary City permits for erosion control.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously

- f. Chief Bodane addressed the revisions to the overall project cost estimate and a 5-year plan of capital revenues and expenditures. With the increased costs of construction for both the new station and the remodels, Chief Bodane recommended that the Board consider a \$7 million loan instead of a \$6 million loan. A decision on the amount of the loan will need to be made two weeks before closing in April.
- g. The tentative schedule provided by the Architect is as follows:

RECORD OF PROCEEDINGS

- i. Bid Pre-qualification – March 16
- ii. Permit to City of Brighton – March 28
- iii. Short list of Pre-qualified Contractors – April 12
- iv. Pre-qualified Bids – April 26
- v. Selector a Contractor – April 29
- vi. Start Construction in May

I. New Business

1. Resolution 2016-03 – Adopting the 2012 International Fire Code

The Board discussed Resolution 2016-03, Resolution Adopting a Fire Code for All Areas Within the District To Which No Other Fire Code Applies.

MOTION: Assistant Secretary Rowe made a motion to approve resolution 2016-03: **RESOLUTION ADOPTING A FIRE CODE FOR ALL AREAS WITHIN THE DISTRICT TO WHICH NO OTHER FIRE CODE APPLIES**

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously

Executive Session

MOTION: Treasurer Serafini made a motion to enter into an Executive Session at 6:45 p.m., pursuant to C.R.S. § 24-6-402 (b) and (f) to receive advice of Legal Counsel and to discuss personnel matters. The Board may take action following executive session.

Attorney Court certified for the record that matters discussed during executive session will constitute privileged attorney-client communication and will not be recorded.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously

MOTION: Treasurer Serafini made a motion to return to the general meeting at 7:18 p.m.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously

2. Captain – Training Division Job Description Update

MOTION: Secretary Riggi made a motion to approve the Captain – Training Division Job Description.

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously

J. Adjournment

RECORD OF PROCEEDINGS

MOTION: Treasurer Serafini made a motion at 7:20 p.m. to adjourn the meeting.

SECOND: Assistant Secretary Rowe

APPROVAL: Motion carried unanimously.

President Morris adjourned the meeting at 7:20 p.m.

Arlin Riggi, Secretary

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

Matthew A. Court, 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 (f).

Dean Morris, President