

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

July 10, 2013

1. Call to Order

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

2. Roll Call

Present

Dean Morris, President
Scott Gerhardt, Vice President
Frank Serafini, Treasurer
Arlin Riggi, Secretary

Also in Attendance

Mark A. Bodane, Fire Chief	Gerard Lutz, Battalion Chief	Don Rowe, Citizen
Kris Krengel, Division Chief-Fire Marshal	Carl Craigle, PVA	
John Schissler, Division Chief-Tech. Services	Thom Hillson, PVA	
Mike Schuppe, Division Chief - Operations	Cynthia Martinez, Councilwoman	
Rita Saunders, Finance Manager	Jeff Jacobucci, Retired Firefighter	
Carol Thompson, Administrative Assistant	Robert Baumgartner, Retired Firefighter	
Michelle Ferguson, District Legal Counsel	Robert Delvanthal, Retired Firefighter	

3. Call for Changes to the Agenda

Appointment of the new Director was added as Item 11 and Adjournment was moved to Item 12.

MOTION: Vice President Gerhardt made a motion to approve the agenda with changes noted.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

4. Presentations

- Don Rowe and Jeff Jacobucci, the two candidates applying for the Director vacancy, each presented their qualifications for the position.

5. Public Comment

President Morris welcomed everyone; there was no public comment from those in attendance.

6. Action Items

Consent Agenda

1. Approval of Financial Report year-to-date ending May 31, 2013.
2. Approval of June 2013 accounts payable checks.
GF check numbers 24345 to 24405 and ACH Standard Insurance and American Family Life Assurance

RECORD OF PROCEEDINGS

HW check numbers 228 to 230 and
check numbers 1653 to 1658 and ACH Anthem, Standard Insurance, and on-going Flexible
Spending Account

CD check numbers 26191 to 26195

Total June 2013 expenditures: \$467,613

3. Approval of June 12, 2013 Board Meeting Minutes.
Approval of June 26, 2013 Special Board/Study Session Minutes.

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

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

7. Reports/Informational Items

Chief's Report:

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

- Sister City luncheon was well attended by visitors and students from Poland, City Council members and Senator Hodge. Crews did a great job with the luncheon. Attendance was larger than originally anticipated. Kids enjoyed all the activities and tour of the station.
- District was awarded a State EMS Grant which will provide for paramedic equipment and backfill for individuals attending the Paramedic Program. Members will be sent to paramedic school the first of the year (2014).
- Completed the firefighter/paramedic hiring list. Completed the interviewing process and offered a position to one individual. The background process begins with a proposed start date of August 19th. Fire academy starts September 9, 2013.
- July 4th event was very successful and well attended. District had several events planned for the citizens; the most popular was the kid's combat challenge. District also distributed the Districts' new cook/history book.
- Board was reminded that the July 24 Study Session is cancelled and the Emergency Management Training will be held on July 30th at 5:00p.m. in the 6th floor City Council Chambers.
- Board was reminded about the SDA Conference, September 18-20, 2013 at Keystone.
- Retired Volunteer Memorial – Director Gerhardt inquired about the volunteer memorial. It was our understanding that the committee was to get back to the Board with artwork and designs for a stone to honor the retired volunteers. Mr. Baumgartner addressed the Board regarding the retired volunteer statue, reporting that retirees have already ordered and put money down on a statue. Up to this point, the cost sharing and placement of statue has not been presented to the Fire District or to Brighton City Council. Cost is approximately \$25,000. Mr. Baumgartner noted that the retirees have about \$5000; if the Fire District would put in \$5000 and the City would put in \$5000 they would have approximately \$7000-\$8000 to fundraise.
- Director Gerhardt inquired about the inclusion of the Southgate property into the District. Attorney Michelle Ferguson reviewed the inclusion/exclusion process with the Board. She noted that for tax purposes, this inclusion would not take effect until January 1, 2014.
- Board was updated on the 800 MHz radios. With the digital switch changes occurring within the state, these radios will no longer receive signals from Adcom. The District needs to change out these units to 700/800 MHz radios. The District will identify its options and the costs to replace these units and may apply for a grant if necessary. There are about 12 radios affected.

RECORD OF PROCEEDINGS

Division Chief – Fire Marshal Report:

Division Chief Kregel added the following to his written report:

- Southgate project – received DRC submittal for final plat and final development plans for the Village at Southgate, which will include eleven commercial/retail pad sites, 300 multi-family unit, and 150 single family home sites. Developer intends to begin construction on the project in 2013.
- During the 4th of July event, there were many compliments on the condition of the antiques displayed, and positive comments on the cookbook. District's participation was greatly appreciated by the City officials.

Division Chief – Technical Services Report:

Division Chief Schissler clarified for the Board that the hydraulic pump being refurbished is to lift the ladder. The two new pumps being purchased are for the extrication tools on the refurbished unit.

Division Chief – Operations:

Division Chief Schuppe was attending a meeting in North Metro. Chief Bodane was available to answer any questions Board might have regarding Chief Schuppe's report.

Financial Report:

Rita Saunders added the following to her report.

- The loan refinance closed on July 9, 2013.
- The 2014 budget process is underway.

Attorneys' Report

In addition to her written report, Attorney Ferguson advised the Board on the discussion with Jeff Jacobucci regarding the Common Law notification to the retired volunteers and an amendment to the Pension Bylaws for the August 2013 Pension Meeting.

8. Old Business

Nothing to report.

9. New Business

Nothing to report.

10. Executive Session

MOTION: Treasurer Serafini made a motion to enter into an Executive Session at 6:36 p.m., pursuant to C.R.S. §24-6-402 (4) (b) and (f), to Receive Advice of Legal Counsel on petition for inclusion matters, and to Discuss Personnel Matters as they relate to the Director position. There will be Board action after.

SECOND: Secretary Riggi

RECORD OF PROCEEDINGS

APPROVAL: Motion carried unanimously.

Attorney Ferguson certified for the record that the Executive Session will constitute a privileged attorney-client communication and will not be recorded.

MOTION: Vice President Gerhardt made a motion to return to general session at 7:28 p.m.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

Upon returning to general session, President Morris discussed the fact that the Board had two excellent candidates who applied to fill the vacant Director's position, and that this was an extremely difficult decision. In the end, however, because one application was submitted after the posted deadline, the Board felt that it could not consider that application at this time.

MOTION: Treasurer Serafini made a motion to appoint Don Rowe to fill the Board of Director vacancy until May 2014.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously

11. Adjournment

MOTION: Treasurer Serafini made a motion to adjourn the meeting at 7:30 p.m.

SECOND: Vice President Gerhardt

APPROVAL: Motion carried unanimously.

The meeting was adjourned at 7:30p.m.

Arlin Riggi, Secretary

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

Michelle Ferguson, Esq.

I hereby attest that the first 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).

Dean Morris, President