

MINUTES
BRIGHTON FIRE RESCUE DISTRICT
BOARD OF DIRECTORS MEETING
5 FIREHOUSE ROAD, BRIGHTON, COLORADO 80601

July 11, 2012

1. Call to Order
2. President Morris called the meeting to order at 6:00 p.m.
3. Roll Call

Present

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

Also in Attendance

Mark A. Bodane, Fire Chief	Gerard Lutz, Battalion Chief -Training
Kris Kregel, Division Chief - Fire Marshal	Carl Craigle, PVA
John Schissler, Division Chief - Tech Services	Cynthia Martinez, City Liaison
Michael Schuppe, Division Chief - Operations	Jeff Jacobucci, Retired Firefighter
Rita Saunders, Accountant	Robert Baumgartner, Retired Firefighter
Michelle Ferguson, District Legal Counsel	Bill Wallace, Citizen
Carol Thompson, Administrative Assistant	

President Morris called for a moment of silence in remembrance of retired members Griff Murray and Lynes Allen.

4. Presentations
None
5. Call for Changes to the Agenda

An Executive Session was added as item number 11 Pursuant to C.R.S. 24-6-402 (4)(b)(f) to Receive advice of Legal Counsel and to discuss personnel matters.

MOTION: Treasurer Serafini made a motion to approve the agenda as amended.

SECOND: Secretary Riggi.

APPROVAL: Motion carried unanimously.

6. Public Comment

There was no public comment. Bill Wallace a citizen who was in attendance stated he was getting back to being involved in the community.

7. Action Items

Consent Agenda

1. Approval of Financial Report dated May 31, 2012.
2. Approval of June 2012 accounts payable checks
GF check numbers 23423 to 23495 and ACH American Family Life
CD check numbers 26144 to 26150 and ACH Sun Trust
HW check numbers 173 to 174 Medical Reimbursement
and check numbers 1572 to 1577 and ACH CIGNA and on-going Flexible
Spending Account

Total June 2012 expenditures: \$611,514.

Approval of minutes of June 13, 2012 Board Minutes

Approval of minutes of June 27, 2012 Study Session Minutes

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

SECOND: Assistant Secretary Benallo

APPROVAL: Motion carried unanimously.

RECORD OF PROCEEDINGS

8. Other Action Items

None.

9. Reports/Informational Items

Chief's Report:

In addition to his written report, Chief Bodane highlighted the following to the Board:

- District formally accepted the 2-year SAFER Grant that will cover 100% of salaries and benefits for six firefighters. Firefighter interviews will start Monday, July 16th with an estimated start date of September 10th. On September 24, new recruits along with other north area fire departments will attend an 8-week joint Fire Academy that was established by the North Area Fire Chiefs. This is not a basic academy as every candidate is already certified as at a Firefighter I level. It is designed to make sure every candidate is up on their skills. Each Department will participate and have an instructor. Training officers are still finalizing a few details. The first academy will take place at North Metro Fire District. Depending on the demand, an academy could take place twice a year.
- Chief reminded Board of the SDA Conference on September 19-21, 2012.
- Study Session is still planned for July 25th. It was noted that Vice President Gerhardt will not be in attendance.
- Changes to the personnel manual have been submitted to legal counsel for review. Plan to bring item before the Board at the August 8th meeting.
- Thursday, July 26th is the Citywide BBQ at Carmichael Park. City of Brighton is only planning one BBQ this year.
- District lost three retirees within the last several weeks. Chief Bodane thanked Division Chief Schissler for working with the families and fulfilling their wishes as to the Fire Districts role at their funeral services. Everyone involved did a great job, especially B Shift as they had 2 of the 3 services. The families were very appreciative.

Division Chief – Fire Marshal Report:

In addition to his written report, Division Chief Krengel reported

- DRC for TransWest has not been scheduled yet.

Division Chief – Technical Services Report:

Division Chief Schissler added the following to his written report:

- Thanked all of those involved with the funerals for the three retirees. Noted he was grateful that Chief Bodane gave him the honor of presenting the flag at "Griff" Murray's funeral, as Mr. Murray was the Fire Chief when he first started with the District in 1980.
- Specifications for the new engine are almost complete. Bids are scheduled to go out on August 15th. Sealed bids are to be returned no later than September 17th.
- Tower 51 - District received a letter from Front Range stating that vehicle is safe to operate. However, there are still some noise issues that need to be resolved.
- Attack 52 is 80% complete and has been put into service. Additional equipment is being added to make it a type 6 truck to be used by the strike team and deployment. Attack 55 will be refurbished next. A skid unit has been ordered and will be delivered in about 12-weeks.
- Battalion Chief's vehicle is having command unit mounted and radios added. Will be in service soon.
- Volunteers Victor Calvo and Derek Baechler are leaving the District and going to Denver Fire.

Division Chief – Operations:

In addition to his written report, Division Chief Schuppe reported on:

- Advised Board of new EMS section in monthly report.
- Continue to work on Strike Team Task Force process. District sent an engine up with the North Area Strike Team to the Flagstaff Fire in Boulder for structure protection. Crews did some mitigation work and pulled lines in case fire came over the ridge.
- Six new firefighters start in September and will attend the North Area Fire Academy. Along with BC Lutz met with the north area training officers to finalize schedules and an instructor cadre started. This academy is a positive thing not only for our organization but for the entire North Area.

RECORD OF PROCEEDINGS

Financial Report:

In addition to the written report, Rita Saunders noted that 2013 Budget process is starting. Assessed values from Weld and Adams Counties will arrive sometime in August.

Attorneys' Report

Attorney Ferguson had nothing to add to her written report.

9. Old Business

A. Fund Balance Policy

Purpose of policy is to help staff in their planning and development of the annual budget. A change was made to page 2 of the policy to better clarify the Health and Wellness year end minimum reserve amounts. Reserve is \$50,000 plus 20% of our current medical dental and vision insurance premiums.

MOTION: Vice President Gerhardt made a motion to approve the Fund Balance Policy effective July 11, 2012 as amended.

SECOND: Treasurer Serafini.

APPROVAL: Motion carried unanimously.

10. New Business

A. Award Bid for Fire Sprinkler System at Station 51.

Division Chief Schissler presented the bids and his recommendation for the Station 51 Fire Sprinkler System. Cost will be covered by the \$37,840.00 AFG grant award the District received at an 80% / 20% match. Recommended bid total: \$43,875.00, which is \$6,035.00 over the awarded Grant. Fire District's Total cost is \$13,603.00 (overage plus the 20%).

MOTION: Treasurer Serafini made a motion to approve the bid from American Sprinklers, Inc. for the Fire Sprinkler System in the amount of \$43,875.00.

SECOND: Assistant Secretary Benallo.

APPROVAL: Motion carried unanimously.

11. Executive Session

MOTION: Treasurer Serafini made a motion to enter into an Executive Session at 6:50p.m. pursuant to C.R.S. 24-6-402 (4)(b)(f) to Receive advice of Legal Counsel and to discuss personnel matters.

SECOND: Assistant Secretary Benallo.

APPROVAL: Motion carried unanimously.

MOTION: Vice President Gerhardt made a motion to enter back into general session at 7:25 p.m.

SECOND: Assistant Secretary Benallo.

APPROVAL: Motion carried unanimously

12. Adjournment

MOTION: Vice President Gerhardt made a motion to adjourn the meeting at 7:26 p.m.

SECOND: Assistant Secretary Benallo

APPROVAL: Motion carried unanimously

The meeting was adjourned at 7:26 p.m.

Arlin Riggi, Secretary