

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

June 12, 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
Mike Schuppe, Division Chief - Operations
Rita Saunders, Finance Manager
Carol Thompson, Administrative Assistant
Michelle Ferguson, District Legal Counsel
Gerard Lutz, Battalion Chief

Carl Craigle, PVA
Thom Hillson, PVA
Brycen Garrison, Battalion Chief
Kevin Carson, Engineer
Ken Maine, Firefighter
Aaron Schissler, Firefighter

Robert Feis, CPA
Don Rowe, Citizen

Call for Changes to the Agenda

President Morris added John Schissler's retirement notice as item C under Presentations.

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

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

3. Presentations

- President Morris presented Mike Benallo with a Service Achievement plaque for his three years of service as a District Board Member. President Morris noted that Mr. Benallo has moved out of the District and submitted his resignation effective May 1, 2013.
- Robert Feis, with Lemke, Feis & Co., P.C., presented the District's December 31, 2012 Audited Financials and reviewed the financial analyses from 2010 through 2012. Mr. Feis noted that the audit went very well; he encountered no significant difficulties in working with management while performing and completing the audit. Upon approval by the Board, financials will be submitted to the State of Colorado by July 31, 2013 as stipulated by statute.

MOTION: Vice President Gerhardt made a motion to approve the 2012 Audited Financials dated December 31, 2012.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

- The Board of Directors announced that Division Chief John Schissler has notified the District that he will retire on December 31, 2014. Chief Schissler has been a member of the Brighton Fire

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Rescue District since October 1980, serving first as a volunteer firefighter before being hired as a full-time paid employee on January 1, 1986. He will retire on December 31, 2014 with 34 years of service to the community. Chief Schissler has been an integral part of the growth and progress of the District over that time. The Board of Directors thanked Chief Schissler for his years of dedicated service and wished him the very best of health and happiness in his retirement. Chief Schissler received a standing ovation from those in attendance.

4. Public Comment

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

5. Action Items

Consent Agenda

1. Approval of Financial Report year-to-date ending April 30, 2013.
2. Approval of May 2013 accounts payable checks.
GF check numbers 24277 to 24344 and ACH Standard Insurance
HW check numbers 224 to 227 and
check numbers 1649 to 1652 and ACH Anthem, Standard Insurance, and on-going Flexible Spending Account
Total May 2013 expenditures: \$474,277
3. Approval of May 8, 2013 Board Meeting Minutes.
Approval of May 22, 2013 Special Board/Study Session Minutes.

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

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

6. Reports/Informational Items

Chief's Report:

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

- Sister City luncheon will be held at Station 55 starting at 11:30 a.m.
- Refinance process was approved at the last Special Meeting. District received proposals from two vendors for District debt refinancing: MSG, the current debt holder, submitted an offer at a 1.72% interest rate for the next 5-years; and HSE submitted an offer at an interest rate of 1.48%. By refinancing its debt into one loan, the District will save approximately \$136,000. The closing, with HSE as lender, will be held Tuesday, June 25th. Documents are being reviewed by legal counsel.
- Chief Bodane commended the crews for their performance during a very busy week of fires and grass fire incidents. District received positive feedback from the citizens of Brighton on the efforts the members put forward.
- Safety Expo held at the Prairie Center was a great success. PVA, National Guard, Brighton Police, Barr Lake Ranger, Rampart Search and Rescue, and State Police all participated. Barr Lake Ranger gave out over 500 kids' t-shirts. Brighton Pavilions has asked the District to plan an event with them in the future.
- At the City of Brighton's July 4th event, the District will have a display and hold a kids' obstacle course from 4:00 p.m. to 8:00p.m.

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- FEMA 402 Class on Incident Command for Elected Officials will be held on July 30th from 5:00 p.m. to 8:00 p.m. at the City of Brighton's 6th Floor Council Chambers. It was noted that the Board may wish to cancel its scheduled Study Session on July 24th and reschedule for July 30th.

MOTION: Director Serafini made a motion to cancel the July 24th Study Session and move it to July 30th to attend the FEMA 402 Class.

SECOND: Director Riggi

APPROVAL: Motion carried unanimously.

Division Chief – Fire Marshal Report:

Division Chief Krengel was not in attendance; Chief Bodane was available to answer any questions regarding the Fire Marshal's written report.

Division Chief – Technical Services Report:

In addition to his written report, Division Chief Schissler reported to the Board:

- He, Battalion Chief Beehler, and Doug Tweedy visited SVI to view progress on the refurbishment of Truck 53 and review all the work that is still to be done. Approximate cost is \$293,000.
- His District vehicle was at GCR having maintenance done when a truck carrying a load of tires pulled into the parking lot and clipped the back passenger side bumper of his vehicle. There was minor damage.
- Future hiring of reserves will take place around September or October time frame so the reserves can be trained and ready for the New Year.

Division Chief – Operations:

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

- The District received 27 applications for the Firefighter/Paramedic position and 3 internal applications for the Firefighter/EMT position. Testing will begin next weekend.
- Black Forest Fire – Engine 55 has been made available if needed.

Financial Report:

Rita Saunders added the following to her report.

- Specific ownership tax increased \$14,700 as of May 2013.
- It was noted that the Mountains States Survey has not been effective or useful, so the North Area Fire Chiefs are assembling a group to create a more accurate salary and benefits data survey.

Attorneys' Report

In addition to her written report, Attorney Ferguson:

- Distributed a legislative update which outlines laws that were passed recently that will affect Special Districts.
- Recommended that the Board amend its previous motion regarding the moving of the July 24th study session. Since July 30th is actually a training session and no action will take place, the July 24th study session should actually be cancelled and July 30th should be posted as a gathering of

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Directors to attend a training class.

MOTION: Treasurer Serafini made a motion to cancel the July 24th Study Session.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

8. Old Business

Nothing to report.

9. New Business

President Morris read into the record Director Mike Benallo's resignation letter dated May 1, 2013. His resignation is due to his moving out of the Brighton Fire District.

MOTION: Treasurer Serafini made a motion to accept Director Benallo's resignation.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

With the acceptance of the resignation, the procedure and statutory timing and requirements for the Board to fill that vacancy officially starts.

10. Executive Session

MOTION: Treasurer Serafini made a motion to enter into an Executive Session at 6:38 p.m., pursuant to C.R.S. §24-6-402 (4) (b) and (f), to Receive Advice of Legal Counsel, and to Discuss Personnel Matters.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

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

MOTION: Vice President Gerhardt made a motion to return to general session at 7:35 p.m.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

11. Adjournment

MOTION: Vice President Gerhardt made a motion to adjourn the meeting at 7:36 p.m.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

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The meeting was adjourned at 7:36 p.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