

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

March 13, 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
Mike Benallo, Assistant Secretary

Also in Attendance

Mark A. Bodane, Fire Chief		
Kris Krengel, Division Chief- Fire Marshal	Cynthia Martinez, Councilwoman	Dave Morrison, Retired
John Schissler, Division Chief- Tech Services	Carl Craige, PVA	Bob Artfield, Optimist Int'l
Mike Schuppe, Division Chief - Operations	Thom Hillson, PVA	Clarence Williams, Optimist Int'l
Rita Saunders, Finance Manager	Gerard Lutz, Battalion Chief	
Carol Thompson, Administrative Assistant	Jeff Jacobucci, Retired	
Michelle Ferguson, District Legal Counsel	Phil Dailey, Retired	

3. Presentations None.

4. Call for Changes to the Agenda

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

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

5. Public Comment

Director Morris welcomed those in attendance. Retired volunteer firefighter Phil Daily, along with Bob Artfield and Clarence Williams of the Optimist International organization, made a presentation to the Board regarding a Volunteer Firefighter Memorial they would like to have installed at Brighton City Hall. Retired volunteer Jeff Jacobucci stated that the City of Brighton has agreed to donate \$2500 towards the memorial, which will recognize the service of the volunteers and their spouses, to the citizens of Brighton, from 1888 to the present. The retired volunteer firefighters are seeking a matching donation of \$2500 from the District. Mr. Dave Morrison showed the Board one proposed memorial idea. Optimist International will present final artwork proposals for the project at the April 10th Board meeting. It was noted that there is money in the budget to cover the requested donation amount.

MOTION: Treasurer Serafini made a motion to approve the \$2500 donation for the memorial stone recognizing the volunteer firefighters.

SECOND: Assistant Secretary Benallo

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APPROVAL: Motion carried unanimously.

6. Action Items

Consent Agenda

1. Approval of Financial Report year-to-date ending January 31, 2013.
2. Approval of February 2013 accounts payable checks.
GF check numbers 24074 to 24143 and ACH AFLAC and Standard Insurance
HW check numbers 210 to 214 and
check numbers 1630 to 1635 and ACH Anthem and on-going Flexible Spending Account
Total February 2013 expenditures: \$521,415
3. Approval of February 13, 2013 Board Meeting Minutes.
Approval of February 27, 2013 Special Meeting/Study Session Minutes

MOTION: Vice President Gerhardt made a motion to approve the Consent agenda.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

9. Reports/Informational Items

Chief's Report:

In addition to his written report, Chief Bodane reported that St. Baldrick's Foundation for childhood cancer research will hold its annual head-shaving event on Saturday, March 17th, starting at 9:00 a.m., at the Brighton Boys and Girls Club. Chief Bodane made a request to cancel the March 27th Study Session. There was no pending business to come before the Board.

MOTION: Vice President Gerhardt made a motion to cancel the March 27th 2013 Study Session.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously

Division Chief – Fire Marshal Report:

In addition to his written report, Division Chief Krengel reported that Flying J Travel Plaza will build a new facility where the Tomahawk Truck Stop now stands. The new facility will include an RV fueling and dump station, restaurant/deli. A Wendy's restaurant will be attached to the facility; it will have drive-through window.

It was noted that the new Fire Inspector, Tim Thompson, is doing well.

Division Chief – Technical Services Report:

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

- He and Battalion Chief Beehler flew to the Boise Mobile facility for a pre- construction meeting on the new engine. Specifications were reviewed; the meeting went well.
- Engine 55's oil usage is being monitored.
- One reserve resigned and one reserve is on leave. Currently, there are seven active District reserve firefighters; more will be recruited during the second or third quarter of 2013.

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- The 1999 Chevrolet pickup was sold for \$4,000 cash.

Division Chief – Operations:

In addition to his written report, Division Chief Mike Schuppe reported that Sean McCulloch and Jesse Eversman have been promoted to the rank of Lieutenant. They will be sworn in during the April 10 Board meeting. He also reported that a two-story building on the Vestas property that is being used as a joint training site.

Financial Report:

Rita Saunders added to her written report:

- District received a \$398,000 check from BURA for the new engine.
- Received property tax funds from Adams and Weld Counties.
- FPPA Summary noted that the District made \$160,000.

Attorneys' Report

In addition to her written report, Attorney Ferguson outlined a couple of legislative bills that, if passed, would impact the District. She noted that she will present an analysis of her firm's 2012 retainer billing to the Board in May or June.

10. Old Business

Station 52 Remodel Update – Chief Bodane presented the Board with the latest concept plan, noting that the architect provide an estimate of the construction costs by the next Board meeting. The District's request for a 50% Energy and Mineral Grant is due April 1, 2013. Chief Bodane is working with the contractor to develop the "firm" estimated construction costs that must be submitted with the grant request.

MOTION: Vice President Gerhardt made a motion to direct chief staff to proceed in developing an estimate of the construction cost and in finalizing and submitting the Energy and Mineral Grant request.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

It was noted that, despite budget cuts, SAFER grants that have already been awarded will be honored; however, future SAFER grant awards are in jeopardy due to those cuts.

Lowe's Charitable and Educational Foundation offers grants, of between \$5,000 and \$25,000, for which the District is eligible to apply. Grant requests are due by the end of April. The District will apply for a Lowe's grant, to assist it in purchasing appliances, fixtures, dry wall, etc. It was noted that the local Lowe's store manager will support the District's grant request.

11. Public Hearing – Proposed 2012 Second Supplemental Budget

MOTION: Vice President Gerhardt made a motion to open the hearing at 6:50 p.m.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

Chief Bodane noted that the notice of the public hearing was properly published in the Brighton Standard Blade. Chief Staff reported that no public comments were received; there was one request to review the

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budget documents prior to the meeting.

The 2012 Second Supplemental Budget is required due to the District's transfer, in 2012, of more funds than anticipated from the General Fund to the Capital Fund. The District auditor informed the District that a Second Supplemental Budget must be adopted.

There were no public comments.

MOTION: Vice President Gerhardt made a motion to close hearing at 6:55 p.m.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

12. New Business

Approval of Resolution 2013-02 – 2012 Second Supplemental Budget

MOTION: Vice President Gerhardt made a motion to approve resolution 2013-02 – 2012 Second Supplemental Budget

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET REGARDING THE APPROPRIATION OF \$350,000 TO AND EXPENDING SAID FUNDS FROM THE GENERAL FUND FOR ADDITIONAL TRANSFER OF FUNDS TO THE CAPITAL DEVELOPMENT FUND TO ENSURE THE CAPITAL DEVELOPMENT FUND BALANCE MEETS THE POLICY REQUIREMENTS AND FUTURE EQUIPMENT PURCHASES FOR THE GREATER BRIGHTON FIRE PROTECTION DISTRICT, ADAMS AND WELD COUNTIES, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2012 AND ENDING ON THE LAST DAY OF DECEMBER, 2012, INCREASING TOTAL APPROPRIATIONS AND EXPENDITURES FROM \$6,402,921 TO \$6,752,921.

SECOND: Assistant Secretary Benallo

APPROVAL: Motion carried unanimously.

13. Executive Session

MOTION: Treasurer Serafini made a motion to enter into an Executive Session at 7:00 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. Attorney Ferguson noted for the record that the Executive Session will constitute attorney-client communication and will not be recorded.

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

MOTION: Treasurer Serafini made a motion to return to general session at 8:41 p.m.

SECOND: Assistant Secretary Benallo

APPROVAL: Motion carried unanimously.

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14. Adjournment

MOTION: Secretary Riggi made a motion to adjourn the meeting at 8:41 p.m.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously.

The meeting was adjourned at 8:41 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