

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

September 12, 2012

1. Call to Order

President Morris called the meeting to order at 6:08 p.m.

2. Roll Call

Present

Dean Morris, President
Scott Gerhardt, Vice President
Frank Serafini, Treasurer
Arlin Riggi, Secretary
Mike Benallo, Assistant Secretary (Absent and Excused)

Also in Attendance

Mark A. Bodane, Fire Chief	Dino Ross, District Legal Counsel
Kris Kregel, Division Chief- Fire Marshal	Gerard Lutz, Battalion Chief-Training
John Schissler, Division Chief- Tech Services	Carl Craigle, PVA
Michael Schuppe, Division Chief - Operations	Tom Hillson, PVA
Rita Saunders, Accountant	Ken Maine, Firefighter
Carol Thompson, Administrative Assistant	Robert Baumgartner, Retired Firefighter
Michelle Ferguson, District Legal Counsel	Ron Delvanthal, Retired Firefighter

3. Presentations

None

4. Call for Changes to the Agenda

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

SECOND: Treasurer Serafini.

APPROVAL: Motion carried unanimously.

5. Public Comment

None.

6. Action Items

Consent Agenda

1. Approval of July 2012 accounts payable checks.
GF check numbers 23496 to 23578 and ACH AFLAC
CD check numbers 26151 to 26155 and ACH Sun Trust

RECORD OF PROCEEDINGS

HW check numbers 175 to 180 Medical Reimbursement and check numbers 1578 to 1584 and ACH CIGNA and on-going Flexible Spending Account

Total July 2012 expenditures \$572,711

2. Approval of July 11, 2012 Board Minutes
Approval of July 25, 2012 Study Session Minutes
3. Approval of Financial Report year to date ending July 31, 2012
4. Approval of August 2012 accounts payable checks

GF check numbers 23579 to 23641 and AFLAC

CD check numbers 26156 to 26160

HW check numbers 181 to 183 Medical Reimbursement and check numbers 1585 to 1592 and ACH CIGNA and on-going Flexible Spending Account

Total August 2012 expenditures \$531,602

5. Approval of August 22, 2012 Study Session Minutes.
6. Approval of Position Descriptions for Finance Manager and Administrative Assistant

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

SECOND: Secretary Riggi

APPROVAL: Motion carried unanimously.

7. Other Action Items

None.

8. Reports/Informational Items

Chief's Report:

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

- 9/11 Ceremony was well attended. Several members and one engine also attended ceremony at Buckley Air Force Base.
- Open houses will be from 11:00a.m. to 2:00p.m. on Saturday, September 15th.
- Fire Chief Mark Bodane and Division Chief Mike Schuppe met with South Adams Fire District. There were discussions about a future meeting of the two governing Boards. Chief Bodane will advise the Board when a date has been determined.
- Transwest is no longer a supplier of fire uniforms and equipment. They donated approximately \$60,000 in fire related equipment and product to the District.

Division Chief – Fire Marshal Report:

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

- Dan Swallow is the new Building Inspector for the City of Brighton.
- The City of Brighton will be adopting the 2012 Building and International Residential Code, followed by the adoption of the 2012 Fire Code.

RECORD OF PROCEEDINGS

Division Chief – Technical Services Report:

Division Chief Schissler added the following to his written report:

- Noise issue on Tower 51 has been fixed and passed the annual UL ladder testing.
- New Battalion Chief Command vehicle was put into service.
- The rebuilding of the reserve roster will begin sometime after the first of the year.

Division Chief – Operations:

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

- Six new recruits started on September 10th.
- On September 24th recruits will start the 8-week North Area Joint Academy. They will be on line sometime in December.
- Officer Development Course starts on September 24th. Twenty-six members will be participating in the program.

Financial Report:

In addition to the written report, Rita Saunders noted:

- With the development of the Fund Balance Policy, more funds are needed in the Capital Development Fund. The debt service payment is due in October, and money has been transferred to insure that the District has enough money to pay the debt service. By year end and pre-planning for 2013, there will be enough funds in the Capital Development Fund to meet the Fund Balance Policy.
- During August, the District collected additional monies from Weld County Specific Ownership Tax, a 44% increase over same time period last year. It was noted that Adams County Specific Ownership Tax is up approximately 4% over same time period last year.

Attorneys' Report

In addition to the written report Attorney Ferguson:

- Advised the Board on the recent amendments to the State Ethics in Government Statutes.
- Advised the Board regarding the permitting requirements for water discharges from fire safety maintenance activities.
- Advised the District on new decisions from the National Labor Relations Board regarding employer social media policies that may provide some guidance to the District. It was noted that there is a difference in requirements between private employees vs. public employees. The National Labor Relations Board does not have any jurisdiction over political subdivisions.

8. Old Business

None

9. Executive Session

RECORD OF PROCEEDINGS

MOTION: Vice President Gerhardt made a motion to enter into an Executive Session at 6:33p.m. pursuant to C.R.S. 24-6-402(4)(b)(e) to receive advice of legal counsel and to discuss matters subject to negotiations.

SECOND: Secretary Riggi.

APPROVAL: Motion carried unanimously.

MOTION: Vice President Gerhardt made a motion to return to general meeting at 7:42p.m..

SECOND: Treasurer Serafini.

APPROVAL: Motion carried unanimously.

10. New Business

MOTION: Vice President Gerhardt made a motion to table Agenda item 10 a. *Legal Services Request for Proposal* from New Business and to move item 10b. *Second Amendment to the April 14, 2010 Member Policy Manual* to item 10 a. under New Business.

SECOND: Secretary Riggi.

APPROVAL: Motion carried unanimously.

A. Second Amendment to the April 14, 2010 Member Policy Manual

Chief Bodane reviewed the Second Amendment to the April 14th, 2010 Member Policy Manual. Following discussion, the Board elected to table section H – Longevity Pay to discuss further at the next study session.

MOTION: Vice President Gerhardt made a motion to approve the Second Amendment to the April 14th, 2010 Member Policy Manual except for Section 7(H) Longevity Pay, which is deleted from this Second Amendment.

SECOND: Secretary Riggi.

APPROVAL: Motion carried unanimously.

11. Executive Session

MOTION: Vice President Gerhardt made a motion to enter into an Executive Session at 7:50p.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: Treasurer Serafini.

APPROVAL: Motion carried unanimously.

MOTION: Vice President Gerhardt made a motion to enter back into general session at 8:20 p.m.

RECORD OF PROCEEDINGS

SECOND: Treasurer Serafini.

APPROVAL: Motion carried unanimously

12. Adjournment

MOTION: Vice President Gerhardt made a motion to adjourn the meeting at 8:20 p.m.

SECOND: Treasurer Serafini

APPROVAL: Motion carried unanimously

The meeting was adjourned at 8:21 p.m.

Arlin Riggi, Secretary

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

Michelle B. Ferguson, Esq.

I hereby attest that the Executive Sessions, which were not recorded, was confined to the topics authorized for discussion in Executive Session, pursuant to C.R.S. §24-6-402(4) (b) (e) and (f).

Dean Morris, President