REGULAR MEETING MINUTES
GREATER BRIGHTON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
500 S. 4th Avenue, 3rd Floor, BRIGHTON, COLORADO 80601

February 8, 2023

A. Call to Order
   The Regular Meeting of the Board of Directors of Brighton Fire Rescue District was called to order at 17:31 by Vice President Rowe. An electronic meeting option was provided to the public. Call-in information was made available to the public by the meeting notice.

B. Roll Call
   Present
   Dean Morris, President (Virtual)
   Don Rowe, Vice President
   Jeff Jacobucci, Treasurer
   Cheryl Spottke, Secretary (Virtual)
   Frank Serafini, Assistant Secretary

Also in Attendance
District Staff
   Brycen Garrison, Fire Chief
   Gerard Lutz, Deputy Chief of Operations
   Rand Sheldon, Deputy Chief of Administrative Operations
   Jim Pauley, Finance Manager

Other Guests
   Michelle Ferguson, Legal Counsel

C. Call for Changes to the Agenda
   The agenda was presented to the Board.

   MOTION: Director Serafini made a motion to approve the agenda as presented.
   SECOND: Director Jacobucci
   APPROVAL: Motion carried unanimously.

D. Presentations
   None.

E. Public Comment
   None.
F. **Action Items**

**Consent Agenda**

2. Approval of January 2023 payments of $1,650,388.00.
3. Approval of Regular Board Meeting Minutes: January 11, 2023.

**MOTION:** Director Serafini made a motion to approve the consent agenda as presented.

**SECOND:** Director Jacobucci.

**APPROVAL:** Motion carried unanimously.

G. **Staff and Attorney Reports**

**Chief’s Report:**
Fire Chief Garrison updated the Board on the following topics:

1. Chief recently joined the Board for the Brighton Chamber of Commerce; in addition, he is also on the Board for ADCOM.
2. District is seeing frequent lithium battery fires, and there will be additional training on how to handle those fires.
3. Recently met with Associates Insurance to evaluate workers' compensation costs. After evaluating, no changes will be made.

A short discussion followed from the Board.

**Financial Report:**
In addition to the written report, Finance Manager Pauley discussed the following:

1. $50,000.00 has been received in Medic billing, and data in 6 months will show new projections.

2. The Audit of the District's financial statements, year ended December 31, 2022 (2022 Audit) will be taking place the first week of March should be presented in May or June.

3. An additional $80,000.00 will be posting soon from December 2022 financials.

A short discussion followed from the Board.

**Deputy Chief of Operations**
Deputy Chief Lutz updated the Board on the following:

1. Medic Unit is doing well and there were 157 transports in January. New paramedics are going through field training.

2. Captain Grein completed his Out of Class (OOC) Battalion Chief Training and Engineer Miller has finished his OOC company officer role as well.

3. A Lithium Battery Taskforce has been created and it will also involve Community Risk Reduction and Fire Investigations.

A short Board discussion followed.
Deputy Chief of Administrative Operations:
Deputy Chief Sheldon updated the Board on the following:

1. The 2006 Smeal will be loaned to the Fire Academy until July.

2. Five bids were submitted for the Training Center build and two companies were selected to be interviewed.

3. Division Chief Maine updated the Board on grants that have been applied for and noted he will be submitting applications for 6 more:
   a. FM Global Fire Prevention Grant of $400,000 that is 100% funded. This will help update public education materials with the logo change.
   b. Firehouse Subs Grant for $33,000 that is 100% funded to assist with purchasing 15 more SCBA masks and regulators.
   c. Intermountain Health Grant of $39,000 that is 100% funded to implement a community-based CPR program that the District would run.
   d. Assistance to Firefighter Grant of $461,000 that the District would pay 10% into at $46,000. This would assist with SCBA, PPE, Wildland and EMS equipment.
   e. EMTS Grant of $342,000 that is a 50% cash match of $162,000 that both the State and the District would pay. This would assist with purchasing an ambulance chassis.

A short Board discussion followed.

Fire Marshal Report:
Fire Chief Garrison updated the Board on the following as Fire Marshal Bednarcik was not in attendance:

1. Impact fees brought in around $6,300 in January.
2. Development is picking up again with mixed use, subdivisions and a proposed restaurant near Prairie Center. An estimated $132,000 in impact fees to come.
3. Public Education events have picked up, blood pressure checks at Eagle View Adult Center and station tours with community room rentals.
4. 80 inspections in January; the new inspectors recently passed their ICC tests and are certified.

A short Board discussion followed.

Attorneys' Report:
Attorney Ferguson updated the Board on her written report with the following:

1. Legislation Tracker and retainer analysis. Michelle discussed the District’s retainer and noted that her Firm’s special district practice group is re-evaluated the retainer format for 2024. For 2023, she discussed with the Board that in lieu of increasing the retainer she attend only one, and not both, Board meetings, except when requested.

The Board discussed and agreed that Attorney Ferguson only need to attend the study session/special meeting, when requested. Chief noted that he will be making an effort to reduce the number of times a study session/special meeting is held to when necessary.

Brighton City Liaison Report
Deputy City Manager, and City Liaison to the District, Marv Falkenburg was not in attendance.

H. Old Business
Chief Garrison updated the Board on the following:

1. The 2006 Smeal will be loaned to the Fire Academy until July.
2. Discussion of the Board dinner for Saturday April 1st.

I. New Business
1. Resolution 2023-02 Election Resolution
   
   MOTION: Director Jacobucci made a motion to adopt Resolution 2023-02 A Resolution Calling for an Election
   SECOND: Director Morris
   APPROVAL: Motion carried unanimously.

2. Chief Garrison stated that selection process of the general contractor for the training center build is done. 5 bids came in and 2 were interviewed. GTC was selected; they were part of the Station 51 remodel.

3. Chief Garrison discussed the following administrative updates:
   a. The newly implemented stretching program has reduced injuries and begins at start of shift change.
   b. One-on-One coaching sessions with Kevin Body focusing on long term transition into the individual’s next role has been done for some of the admin and line staff. This is to prepare for succession planning.
   c. Tower 52 is in service, and the Engineers and Out of Class Engineers have been trained.

J. Other Business
1. Chief Garrison proposed cancelling the Study Session on February 22nd and asked for approval.

   MOTION: Director Serafini made a motion to approve cancelling the Study Session on February 22nd.
   SECOND: Director Morris
   APPROVAL: Motion carried unanimously.

K. Adjournment

   MOTION: Director Serafini made a motion to adjourn the meeting.
   SECOND: Director Jacobucci
   APPROVAL: Motion carried unanimously.

Vice President Rowe adjourned the meeting at 18:20.

Don Rowe, Vice President 3/8/23

Cheryl Spottke, Secretary 3/8/23

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