

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

**August 9, 2023**

A. Call to Order

The Regular Meeting of the Board of Directors of Brighton Fire Rescue District was called to order at 17:34 by President Jacobucci. 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

Jeff Jacobucci, President

Frank Serafini, Treasurer

Cheryl Spottke, Secretary

Board Members Absent

Don Rowe, Vice President (excused)

Brian Engle, Assistant Secretary (excused)

Motion to Excuse

A motion to excuse Directors Rowe and Engle.

MOTION: A motion was duly made and seconded to excuse Directors Rowe and Engle.

APPROVAL: Motion carried unanimously.

Also in Attendance

**District Staff**

Brycen Garrison, Fire Chief

Rand Sheldon, Deputy Chief of

Administrative Operations

Elizabeth Bednarcik, Fire Marshall

Jim Pauley, Finance Manager

Ken Maine, Division Chief of Planning &  
Logistics

**Other Guests**

Michelle Ferguson, Legal Counsel

Marv Falconburg, City of Brighton Liaison

## RECORD OF PROCEEDINGS

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### 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 Spottke

APPROVAL: Motion carried unanimously.

### D. Presentations

- a. Division Chief Maine made a presentation on the study of Station Locations.

A short Board discussion followed.

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### E. Public Comment

None.

### F. Action Items

#### Consent Agenda

1. Approval of Financial Report year-to-date ending June 30, 2023.
2. Approval of July 2023 payments of \$ 1,548,099.00.
3. Approval of Regular Board Meeting Minutes: July 12, 2023.

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

SECOND: Director Spottke.

APPROVAL: Motion carried unanimously.

### G. Staff and Attorney Reports

#### Chief's Report:

Fire Chief Garrison updated the Board on the following topics:

1. Extend contract with Earnest HR Consulting, LLC for 2024.
2. Administrative Assistant Morgan Buchholz has resigned. Staff are re-evaluating that role and responsibilities. Staff will present any recommendations of change to this role or the organization to the Board at a future meeting.
3. 2024 Budgeting process almost complete.
4. Oil and Gas leases have been reviewed and updated.
5. Station coins have been ordered and station shirts will be arriving in September.
6. Mid-year Employee reviews are almost complete.
7. The Station location study is complete and was presented earlier in the meeting.
8. Nine (9) new Firefighters started July 31, 2023, and will begin Fall Fire Academy August 14, 2023.
9. Spring 2024 hiring information will be posted by the end of the week.
10. The District supported the City of Brighton BBQ and will be supporting the upcoming Touch a Truck on August 26, 2023.
11. North Area Fire partners.

A short discussion followed with the Board and Attorney Ferguson regarding some of the discussions with North Area departments, particularly South Adams County FPD.

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### Deputy Chief of Operations:

Since Deputy Chief Lutz was on vacation, Fire Chief Garrison updated the Board on the following:

1. The twelve (12) Probationary Firefighters have all begun shift assignments after completing their post academy training. All the new members are excited to be online and working with their crews.
2. Nine (9) new hires started July 31<sup>st</sup> and are in pre-academy.
3. The Wildland Team deployed July 30, 2023, and will return August 13, 2023, unless reassigned to another fire assignment.

A short discussion followed from the Board.

### Deputy Chief of Administrative Operations:

Deputy Chief Sheldon updated the Board on the following:

1. Brush Truck 53 is delayed 25 weeks, will complete in 2024.
2. The two (2) new Tahoes are still on order, with delivery by October 2023. One for the Battalion Chief and the second for the Safety and Medical Response (SAM) unit.

A short Board discussion followed.

### Fire Marshall Report:

1. New construction: Starbucks in Lochbuie, new build at Vestas, commercial builds at Prairie Center, and Eagle Ridge Academy addition.
2. The District is working closely with Brighton School District 27J. The 27J CTE buildings status: Prairie View High School is complete with certificate of occupancy; Brighton High School main section is complete with certificate of occupancy and the second phase will be complete in the fall.
3. Amprius planning commission meeting is August 10, 2023.
4. The District completed 1,087 fire inspections in 2022. Fire inspection in 2023 YTD is approximately 1,500. The fire inspectors are doing a great job.

A short Board discussion followed.

### Financial Report:

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

1. The District has identified that balances due for transport of inmates from the Adams County Detention Facility to Platte Valley Hospital are not being paid. Staff now has the correct contact information for billing purposes and have given this information to Wittman, Inc. to begin collecting.
2. The District has received its preliminary Assessed Valuations from Weld County. The District's taxable values in Weld are up about 33%. The District will receive preliminary assessed valuations from Adams County by the middle of August. The anticipated increase in assessed values for Adams County is between 25 and 30%.
3. Oil and Gas revenue in the amount of \$195,000.00 received on July 24, 2023.
4. The accounting and finance team successfully launched new accounting software, MIP Cloud on August 1<sup>st</sup>.

A short Board discussion followed.

### Attorney's Report:

In addition to the written report, Attorney Ferguson updated the Board on the following:

1. Senate Bill 23-303 and Proposition HH.
2. Employment Policies that were impacted by judicial decisions made, or new laws passed, in 2022 and

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2023.

3. Retainer and General District matters.

A short discussion followed.

### Brighton City Liaison Report City Liaison Falconburg to the District

1. Bridge Street will kick off construction and the project will take eighteen (18) months.
2. Amprius planning commission is August 10, 2023, and council meeting in September.
3. A large development in Brighton Crossing near Fire Station 52 will be considered by the City Council on August 15, 2023.
4. Update on water main loop design project kick off on Brighton Road.
5. City of Brighton cultural event on September 23, 2023.
6. Update on South Main Street, transportation improvements etc. approved at first City of Brighton council meeting.

A short discussion followed.

### H. Old Business

Chief Garrison updated the Board on the Training Center

### I. New Business

1. Chief Staff passed out a recommendation for changes to the District's fee schedule for inspections conducted by Fire Prevention.

Approval of new fee schedule.

MOTION: Director Serafini made a motion to approve the updated inspection fee schedule.

SECOND: Director Spottke.

APPROVAL: Motion carried unanimously.

2. Motion to cancel August 23<sup>rd</sup> study session.

MOTION: Director Serafini made a motion to cancel study session.

SECOND: Director Spottke.

APPROVAL: Motion carried unanimously.

### J. Adjournment

MOTION: Director Serafini made a motion to adjourn the meeting.

SECOND: Director Spottke.

APPROVAL: Motion carries unanimously.

President Jacobucci adjourned the meeting at 19:16.

Don Rave FOR 10-11-23  
Jeff Jacobucci, President Date

Cheryl Spottke 10-11-23  
Cheryl Spottke, Secretary Date