

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

December 11, 2024

A. Call to Order

The Regular Meeting of the Board of Directors of Brighton Fire Rescue District was called to order at 17:45 by President Jacobucci. A virtual meeting option was provided to the public. Virtual participation information was made available to the public on the meeting notice.

B. Roll Call

Present

Jeff Jacobucci, President
Don Rowe, Vice President
Frank Serafini, Treasurer
Cheryl Spottke, Secretary
Brian Engle, Assistant Secretary

Also in Attendance

District Staff

Brycen Garrison, Fire Chief
Gerard Lutz, Deputy Chief of Operations
Rand Sheldon, Deputy Chief of
Administrative Operations
Elizabeth Bednarcik, Fire Marshal
Jim Pauley, Chief Finance Officer

Other Guests

Michelle Ferguson, Legal Counsel

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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 Rowe.

APPROVAL: Motion carried unanimously.

D. Presentations

None.

E. Public Comment

None.

F. Action Items

Consent Agenda

1. Approval of Financial Report year-to-date ending October 31, 2024.
2. Approval of November 2024 payments of \$ 3,108,539.00.
3. Approval of Regular Board Meeting Minutes: November 13, 2024.

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

SECOND: Director Rowe.

APPROVAL: Motion carried unanimously.

G. Staff and Attorney Reports

Chief's Report:

Fire Chief Garrison updated the Board on the following topics:

1. The City of Brighton Parade of Lights is Saturday, December 14, 2025.
2. There are not many reports or informational items for this month.

A short Board discussion followed.

Deputy Chief of Operations:

No reports or updates.

Deputy Chief Of Administrative Operations:

No reports or updates.

Fire Marshal Report:

No updates or questions in addition to the written report provided by Chief Bednarcik.

Financial Report:

In addition to the report, Chief Finance Officer Pauley discussed the following:

1. Nothing specific to add to the report.

A short discussion followed.

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Attorney's Report:

In addition to her written report, Attorney Ferguson discussed the following:

1. Explanation to the Board of Directors of the process by which Special Districts can seek approval to impose a sales tax from its constituents. For a sales tax effective next year, it would need to take place in May and be placed on the May 2025 Ballot. Discussion followed. The Board of Directors determined the District will not pursue any ballot issues at this time, and the only concern at the May 2025 election will be the election of Board members.

A short discussion followed.

H. Old Business

a. Public Hearing on 2025 Budget

MOTION: Director Engle made a motion to open Public Hearing on 2025 Budget.

SECOND: Director Serafini.

APPROVAL: Motion carried unanimously.

It was noted for the record that a Notice for the Public Hearing was published in the paper and duly posted on the District's website prior to the meeting. Chief Staff and legal counsel confirmed there were no written comments received prior to the meeting. No public comments were made at the Public Hearing.

MOTION: Director Serafini made a motion to close the Public Hearing on the 2025 Budget.

SECOND: Director Spottke.

APPROVAL: Motion carried unanimously.

I. New Business

a. 2025 CBA

Fire Chief Garrison provides a summary of the 2025 CBA.

MOTION: Director Engle made a motion to approve 2025 CBA.

SECOND: Director Serafini.

APPROVAL: Motion carried unanimously.

b. Resolution Approving 2025 Budget and Certification of Mill Levies.

Resolution No. 2025-01:

- A. Summarizes expenditures and revenues for each fund and adopts a budget for the calendar year beginning on the first day of January, 2025 and ending on the last day of December, 2025.
- B. Appropriates sums of money to, and authorizes expenditures from, the various funds, in the amounts and for the purposes set forth in the 2025 Budget, for fiscal year 2025, and,
- C. Certifies and levies property taxes for the calendar year 2024 to help defray the costs of Government for the 2025 fiscal year.

MOTION: Director Engle made a motion to approve Resolution No. 2025-01.

SECOND: Director Serafini.

APPROVAL: Motion carried unanimously.

c. GBFPD 2025 Audit Engagement Letter from Haynie & Company Chief Finance Officer Pauley summarized the letter for the Board.

MOTION: Director Serafini made a motion to have Haynie & Company complete the audit of the District's

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financial statements, year ended December 31, 2024, in 2025.

SECOND: Director Rowe.

APPROVAL: Motion carried unanimously.

d. GBFPD Employee Handbook 2025

Fire Chief Garrison provided a summary of the modifications and updates to the 2025 handbook, and stated that Attorney Ferguson has reviewed it and provided necessary changes.

MOTION: Director Serafini made a motion to approve GBFPD Employee Handbook 2025.

SECOND: Director Rowe.

APPROVAL: Motion carried unanimously.

e. Resolution Establishing an Impact Fee and Adopting an Impact Fee Schedule 2024.

Fire Chief Garrison provided information to the Board of Directors.

A short discussion followed.

MOTION: Director Serafini made a motion to approve Resolution Establishing an Impact Fee and Adopting an Impact Fee Schedule 2024, Resolution No. 2024-04.

SECOND: Director Rowe.

APPROVAL: Motion carried unanimously.

f. WellPath Bankruptcy Notice:

The Board of Directors are advised of bankruptcy notification the District received from WellPath, which provided medical and mental healthcare to the Adams County jail. District Chief Staff met with the Adams County Sheriff's Office (ACSO) regarding non-payment and outstanding invoices for jail transports. ACSO is hopeful to have a new vendor in place by March 2025. The District is committed to maintaining a good partnership with ACSO.

J. Other businesses that may come before the Board.

MOTION: Director Serafini made a motion to cancel the Board of Directors meeting scheduled for January 8, 2025.

SECOND: Director Rowe.


APPROVAL: Motion carried unanimously.

K. Adjournment


MOTION: Director Serafini made a motion at 18:35 to adjourn the meeting.

SECOND: Director Rowe.

APPROVAL: Motion carried unanimously.

 2/12/25

Jeff Jacobucci, President Date

 2-12-25

Cheryl Spottke, Secretary Date