

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

February 12, 2025

A. Call to Order

The Regular Meeting of the Board of Directors of Brighton Fire Rescue District was called to order at 17:32 by President Jacobucci. A virtual meeting option was provided to the public. 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
John Blunt, Deputy Chief of Operations

Rand Sheldon, Deputy Chief of
Administrative Operations
Jim Pauley, Chief Finance Officer

Other Guests

Michelle Ferguson, Legal Counsel (virtual)

Marv Falconburg, City of Brighton Liaison

RECORD OF PROCEEDINGS

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 November 30, 2024 and December 31, 2024.
2. Approval of December 2024 payments of \$ 3,085,686.00 and January 2025 payments of \$3,123,700.00.
3. Approval of Regular Board Meeting Minutes: December 11, 2024.

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

SECOND: Director Serafini.

APPROVAL: Motion carried unanimously.

G. Staff and Attorney Reports

Chief's Report:

Fire Chief Garrison updated the Board on the following topics:

1. The District received recognition for 2024 Accelerating Business Award from Brighton Economic Development Corporation (EDC).
2. The District received recognition for 2024 Community Organization of the Year from Brighton Chamber of Commerce.
3. Discussion of potential bills that have been or may be proposed to the Colorado Legislature that may impact fire and emergency services.
4. Organizational wide teaching challenge; providing opportunity for members of the District to teach in the fire service.
5. During the site visit in January 2025, the District was recommended for Accreditation from the Center for Public Safety Excellence (CPSE). The CPSE conference is April 1, 2025 in Florida. Two Board of Director members will attend along with Chief Staff.
6. 2025 Board retreat dinner is being planned.
7. Discussion on the District's continued focus on roadway safety and promoting roadway safety awareness.

A short Board discussion followed.

Deputy Chief of Operations:

Deputy Chief Lutz updated the Board on the following:

1. Three personnel were deployed to California in January 2025 to assist with wildfires in Los Angeles. The crew spent 13 days at the Palisade fire assisting with fire containment. The crew returned safely to Colorado following the deployment on January 26, 2025 and have returned to regular duty.

RECORD OF PROCEEDINGS

2. Nine new paramedics have been promoted and have cleared the field training program.
3. New inventory vending machines in-service at Stations 51, 52 and 55.
4. The District's pharmacy is running well.
5. Training Division and NAFA 16 update.
6. Division Chief Blunt has been promoted to Deputy Chief and has started the transition training with Chief Lutz. The two Deputy Chiefs will continue to work together during the transition period. The District will share the official Transfer of Command date as soon as that date is selected.

A short Board discussion followed.

Deputy Chief Of Administrative Operations:

Deputy Chief Sheldon updated the Board on the following:

1. The new Engine is in production at Pierce, with an estimated delivery in May 2025.
2. The new Brush Truck is in production, with estimated delivery in May or June 2025. This rig will be deployable.
3. A new Medic unit is in production; no time frame yet for delivery.
4. Tower 52 is still in the body shop, awaiting parts from Pierce; no time frame on return.
5. The training center construction is on schedule.
6. The new Worker's Compensation company, 7710 Insurance update: onboarding is complete and working well.

A short Board discussion followed.

Fire Marshal Report:

In addition to the written report, Fire Chief Garrison updated the Board on the following:

1. Update on inspections and investigations.

A short Board discussion followed.

Financial Report:

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

1. The 2024 audit is scheduled for the week of March 30, 2025. The auditors anticipate presenting the audit results in June 2025.
2. The District is working on finalizing a contract with a new medic billing service, One Billing Solutions.
3. Discussion on medic fees and billing process.

A short discussion followed.

Attorney's Report:

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

1. Discussion on proposed bills in front of the Colorado Legislature.

A short discussion followed.

Brighton City Liaison Report

Marv Falconburg, Brighton City Deputy Manager and City Liaison to the District gave a report on the City of Brighton.

H. Old Business

None.

RECORD OF PROCEEDINGS

I. New Business

- a. Resolution Establishing Meeting Schedule and Posting Location 2025, Resolution 2025-02. A required annual resolution that states the District's meeting schedule and other routine information about the Board meetings.

MOTION: Director Engle made a motion to approve Resolution 2025-02.

SECOND: Director Serafini.

APPROVAL: Motion carried unanimously.

- b. Resolution Calling For A Polling Place Election on May 6, 2025, Resolution 2025-03.

Resolution No. 2025-03 states among other things:

1. A regular election of the eligible electors of the District shall be held on May 6, 2025, between the hours of 7:00 a.m. and 7:00 p.m. pursuant to and in accordance with all Applicable Law. At that time, 2 Directors will be elected to serve a term of four years each.
2. The Board hereby designates LaRae Szafraniec to serve as the District's DEO for the Election. The Board may in its discretion, retain a special districts elections consultant or firm to assist the DEO in conducting the Election. The Board or DEO may also appoint a Deputy DEO who holds the same authority as the DEO. The DEO, Deputy DEO and, if applicable, elections consultant(x) or firm(s), shall have the full authority to take any and all actions necessary and appropriate to conduct the Election in accordance with the requirements of Applicable Law, including, but not limited to, publishing a Call for Nominations, designating one or more polling place(s) within the boundaries of the District, and appointing election judges.

MOTION: Director Serafini made a motion to approve Resolution No. 2025-03.

SECOND: Director Rowe.

APPROVAL: Motion carried unanimously.

- c. Transport Fees and Ambulance Services

Chief Staff presented the transport fee structure with limited discussion following.

MOTION: Director Serafini made a motion to approve the new transport fee structure as presented.

SECOND: Director Engle.

APPROVAL: Motion carried unanimously.

J. Other businesses that may come before the Board.

None.

K. Adjournment

MOTION: Director Rowe made a motion at 18:31 to adjourn the meeting.

SECOND: Director Serafini.

APPROVAL: Motion carried unanimously.

Don Rowe V/P 3/12/25
Jeff Jacobucci, President Date

Cheryl Spotke Asst Sec. 3/12/25
Cheryl Spotke, Secretary Date
Brian Engle