

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF  
THE SOUTH ADAMS COUNTY FIRE PROTECTION DISTRICT**

**April 21, 2009**

A meeting of the Board of Directors was held at 6550 E. 72<sup>nd</sup> Avenue, Commerce City, was called to order at 6:20 p.m. by President Ken Koger.

The following directors were present: Vice President-Rocky Teter, Secretary Randy Buckalew, Treasurer Robert Harpin and Director Darren Friess.

Also present were: Fire Marshal Ron LaPenna, Diane Roemer-Vigil, Tom Merrigan and Chief Ellis Howard.

**Introduction of guests:** Kevin Phillips, Craig Machuga, Jamey Buckalew, Alex Fairfield, Ward Barnett and Bob Loop.

**Minutes**

Mr. Koger asked for approval of the March 17th minutes, Bob Harpin made a motion to approve the minutes, Rocky Teter seconded-carried.

Darren Friess made a motion to amend the agenda to Legal Comments, Rocky Teter seconded-carried.

**Legal Comments:**

Mr. Merrigan inquired of the status of the Training center.

Marshal LaPenna informed him he contacted the general contractor that did the installation, they are willing to work with the District, he stated they do not have 100% of the liability, they preformed the work as instructed by W.H.P. Marshal LaPenna contacted W.H.P., and they will work with the District to get the installation issues resolved.

He does not have an exact time frame, but it will be done as soon as possible so the Department and other departments can start using it.

Marshal LaPenna stated he was contacted by an AP reporter from Florida regarding rescue billing. She informed him in Florida it is called a "Crash Tax", the police and fire departments are charging as much as \$600. The Florida state legislature is considering banning these fees.

Mr. Harpin stated there is a bill; HB-09-1041, in the Senate which reads allows the Board of any Fire Protection District to fix fees for rescue services, extrication provided in furtherance of ambulance or emergency medical services, third reading and passed.

Marshal LaPenna requested an Executive Session to discuss personnel matters.

Rocky Teter made a motion to adjourn to an Executive Session pursuant to C.R.S. 24-6-402(4)(F), to discuss personnel matters according to federal and state law, Randy Buckalew seconded-carried.

Let the minutes show the meeting reconvened at 1843P.M.

**Treasurers Report:**

Submitted with packet.

Mr. Harpin informed the Board the budget revenue category 3020.5, ambulance revenue. He feels the Board should sit down and discuss the matter.

The training tower revenue is also short due to the training tower being out of service.

**Bills:**

Submitted with the packets.

Mr. Harpin made a motion to pay the bills for March totaling \$228,983.15, Randy Buckalew seconded-carried.

Mr. Harpin stated Stat. #8 is at a total cost of \$3.2 million, Stat. #7 is at a total cost of \$973,000.

**EMS:**

Jamey informed the Board she would like to change the rescue billing form to add a line to the form to add a driver's license number and a date of birth, since she is getting a lot of return mail.

**Report on Buildings:**

Rocky Teter informed the Board the door at Stat. #2 is broken.

Marshal LaPenna informed him Bob Kreutzer has a part on order to fix the door.

Randy Buckalew informed the Board Stat. #5 has been fully repaired. He would like to thank Bob Kreutzer for getting the station boarded up and repaired so quickly.

Ken Koger inquired about trash pick up at Stat. #7.

Marshal LaPenna informed him he is checking on trash pick up or getting a large container.

Ken Koger inquired about the key cards for Stat. #7. Marshal LaPenna stated they should be finished this week.

**Board Comments:**

Mr. Harpin informed the Board he and Darren met and discussed the job description of the new investigator that will be hired. Mr. Harpin then met with Marshal LaPenna and discussed the matter. Marshal LaPenna informed the Board the job description for the new inspector would be fully trained as previous employees, prior to going to do a cause and origin investigations. They are trained at least six months with the other investigators and sent to conferences to receive formal training prior to being placed on their own.

Discussion followed regarding the job description.

Darren Friess inquired about the new hire training with the department on equipment, SCBA's and trucks.

Marshal LaPenna stated there are two inspectors who are on the department, the new hire applicants are all on the volunteer department, which is a plus for the position as far as training.

Mr. Harpin stated there was discussion regarding the vacation time and holidays for the new hire.

Mr. Harpin also suggested the new hire should pay for part of their medical insurance, take Wednesday's off and be required to work the floating holiday. Also the vacation holidays would be changed with a maximum vacation time of four weeks instead of five.

Marshal LaPenna suggested changing the Colorado Day off in August to Martin Luther King day in January.

Bob Harpin also suggested changing the number of holidays from 9 to 8 for the new hire only.

Mr. Koger stated the floating holiday is 90% of the time taken the day after Thanksgiving, he did not feel it was fair to have the new employee the only one working that day. He feels the District should not take away any holidays or vacation from the District employees.

Mr. Koger stated the new hire should not be required to work holidays that the other employees do not.

Discussion followed.

It was discussed what days the new hire's work schedule would be, such as having them take off on Wednesdays to accommodate the on-call schedule and to have more office coverage on Monday's and Friday's.

Marshal LaPenna informed the Board he will work on the new schedule for the new hire and the on-call schedule that will best suit the District.

Mr. Harpin suggested the new hire contribute to the medical insurance, at least 80%- 20%.

Mr. Koger informed the Board when the maximum insurance amount is met, the District employees will have to participate in paying the premiums, he feels the employees need adequate notice regarding insurance premiums, they will look into this for next year's budget.

Mr. Koger informed the Board, next year there will be a new assessment of the District regarding taxes. Marshal LaPenna stated this could have a positive or negative impact on the District, depending on what the assessment determines.

Marshal LaPenna feels the new hire situation should be discussed at study session to determine exactly what hours he will work, the on-call schedule, vacation and the insurance costs.

Mr. Harpin suggested the new hire help with data entry for the District and the department. He and Darren then decided the District could hire a part time person to help with record retention and data entry. This person would work 20-hours a week at \$10.00 per hour, with no benefits, this income would come out of the Bureu-231 position salary.

Randy Buckalew informed the Chief there was a problem last week when the snow storm hit, the gas can on E-25 was out of gas, the department called and let Bob Kreutzer him know they needed five gallons of gas, he was on his way when the Assistant Chief had them take the Engine from up North to Riggi, in a snowstorm. He wants the Chief to be informed of what happened, and to talk to the department about taking a vehicle from one end of the District to the other in a blizzard.

Chief Howard will talk to the department about taking vehicle out when unnecessary in a blizzard.

#### **ADCOM:**

Marshal LaPenna informed the Board there was some discussion at the ADCOM Board meeting regarding closest unit response. Brighton Fire is doing a study regarding this, there would have to be major automatic aid agreements between every agency. This would be a great concept for public safety, but a huge concern for all agencies.

The mobile data terminals contract has been reviewed and the contract rewarded, the computers came in with more capabilities at a lesser price, which will enable the E-911 authority to mount more equipment, instead of each agency.

There have been some problems with the CAD system updates, ADCOM's IT guys are working on the problems that have occurred.

Chief Howard was on a call where he called and asked ADCOM to do a reverse 911 call to a neighborhood due to electrical wires down and touching fences. He was informed it would cost the District 12 1/2cents for every thirty seconds per each call, to do reverse 911 calls, the District was unaware of this charge.

The Sheriff has requested work on a wildfire agreement with all agencies. Colorado state statutes has put the sheriff of county in charge of wildfires, there are agreements in effect with Weld County and the Arsenal.

#### **Bureau Report:**

Month end Bureau report has been submitted.

Marshal LaPenna informed the Board the six sentra-locks have been installed in, E-21, E-24, RE-25, E-26, E-25 and TK-22.

There has been no change in the lease agreement with the police department at Stat. #8, he is still waiting for the District to receive the CO for the building. There are still some issues to be resolved with the water tap, the additional egress lighting and the landscaping. Marshal LaPenna has been assured by White Construction these issues will be resolved by May 1<sup>st</sup>.

Mr. Koger is concerned about the floor cracks. Marshal LaPenna informed him he is meeting with White Construction this week regarding the floor.

Marshal LaPenna informed the Board the auditors were out last week and completed their field work.

All the major furniture purchases have been made for the new stations, there are still some small appliances to be purchased, mops, buckets and kitchen essentials.

Mr. Koger inquired about the hose tower at Stat. #8. Marshal LaPenna informed him the tower was taken out of the value engineering, he has a call into the project coordinator researching the cost of the tower. The cost of the hose tower could still be done under budget.

Marshal LaPenna informed the Board the TV's for the stations are digital, it was not a budgeted item to have cable installed at the stations. Comcast does not serve either of the new stations, satellite TV is at a minimum of \$50 per month.

Marshal LaPenna would like the District and Department to recognize Mr. Bostedt and Mr. Storrs for all their help and work in purchasing the furniture and appliances for the new stations.

### **Maintenance Report:**

Submitted with the packets.

Marshal LaPenna informed the Board TK-22 is completed except for the anti-lock brakes, Gary will be taking it to Stewart Stevenson for analysis.

E-23 & E-25 will then go in for repairs, Chief Howard would like E-23 repaired first.

L-23 is still in the shop to have the waterway tested, Gary has scheduled the NDT test for 2010, the intercom system between the bucket and the platform is not operating properly, this is a NFPA and ISO requirement.

### **Chief's Report:**

Chief Howard informed the Board the Department met and would like to change the number of shifts each fireman can do and the number of calls per shift. The change would be , 25% of calls can be station shifts, shift work would change to six calls for nighttime shifts and seven calls for day time shifts.

Ellis would like more data in FireHouse, such as manpower on scenes to better calculate where the department is lacking in call response.

Ellis stated the department is making adjustments on the probationary members, the new rookies are now cleared for response, exterior work, not SCBA work.

He will be moving the extrication equipment from E-21 to RE-25, until it is moved into the new stations.

Mr. Koger suggested moving AT-25 to Stat. #7, Ellis will consider that move.

Ellis informed the Board the open house at Stat. #7 scheduled for May 16th may be delayed due to hose tests with SunCor.

Discussion followed with the date to be determined.

Ellis would like to start the department inoculations, he received a price of \$4,008 for all firemen to receive the Hep B shots, and the TB testing. Northglenn Ambulance will do the shots and not charge for the needles etc. only the vaccine, these are a budgeted item.

The department will now be keeping track of the vaccines, so they know when they are administered.

Ellis informed the Board there are four firemen this week at FDIC, which is an asset to the department.

The department has started their own officers development classes.

May 22 will be the date for the department to do hose testing.

Ellis informed the Board the department and Commerce City police are improving relations, they will attend meetings together to work more efficiently together.

Ellis would like the District to pay for the Quickbooks accounting system for the department, which will help out the department's accounting system the year end auditing.

The Board agreed to have the District pay for the software.

Mr. Harpin inquired why one of the Assistant Chief's is using so much gas and putting so may miles on their command car.

Ellis informed him he would speak with him.

Ellis would like to purchase six new high rise packs, the Board agreed to the purchase for a total of \$2,500. Ellis would like to purchase a new thermal imaging camera, discussion followed regarding the price. He will check on prices and get back with the Board.

Ellis informed the Board, SunCor donated blitz fire units to the department, he will decide where to place them on the engines, and check with Gary prior to installation.

He would also like to add metal dividers to TK-22 to easier bed the hose, he will get back to the Board with costs.

The department has added two new lieutenant's for the new stations, Chad Ray at Stat. #8 and Bob Loop at Stat #6, which places Brad Himmelman at Stat. #7.

Steve Tate was the firemen who hit the side of Stat. #5, he is on driving suspension, and will under go more training and help out with the rookies training.

Ellis would like to thank the District for letting the Assistant Chief use the extra Bureau vehicle, he would like to get it detailed. The Board agreed on the detailing at the last meeting.

**District Development:**

Marshal LaPenna informed the Board the new engines will be ready for delivery on July 18<sup>th</sup>, 19<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup>. Eight people will be needed to drive the trucks back. It will be the end of July or first of August to go and inspect the trucks and drive them back, there will be driving training prior to driving them back.

Marshal LaPenna has published the final notice for payment for Stat. #7 on April 30<sup>th</sup>. The final CO has been issued and there are no outstanding issues with the station.

**Public Comment:**

There was no further business, the meeting was adjourned at 9:40P.M.

RESOLVED: To approve the minutes of the March 17<sup>th</sup>, 2009 meeting as presented.

RESOLVED: To approve the Treasurer's report for March, 2009

RESOLVED: To approve the bills for March, 2009 totaling \$228,985.15

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President	Ken Koger	4/21/09
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Vice President	Rocky Teter	4/21/09
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