

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

**August 21, 2007**

1 A meeting of the Board of Directors held in the Board room at 6550 E. 72<sup>nd</sup> Avenue, Commerce  
2 City, was called to order at 6:25 p.m. by Vice President Rocky Teter.  
3 The following directors were present: Randy Buckalew, Robert Harpin and Ken Koger. Jim Machuga  
4 was excused.

5 Also present were: Fire Marshal LaPenna, Chief Craig Machuga and Diane Roemer-Vigil, and Tom  
6 Merrigan.

7 **Introduction of guests:** Kevin Phillips, Jamey Buckalew, Rick Lindsey, Bill Klocker and Darren Friess.

8

9 **Pledge of Allegiance:** The pledge was said.

10 **Minutes**

11 Mr. Teter asked for approval of the July 17<sup>th</sup> minutes, Randy Buckalew made a motion to approve the  
12 minutes and Bob Harpin seconded-carried.

13 **Treasurers Report:**

14 Submitted with packets.

15 Mr. Harpin stated the assets and liabilities were all in balance.

16 Mr. Harpin stated the training budget is over budget, and there is an amount listed in the wrong category  
17 for misc. expense. Marshal LaPenna stated it would be corrected.

18 Mr. Harpin questioned the amount from Riggi Oil for vehicle maintenance of \$323.20. Marshal LaPenna  
19 explained it was for bulk oil that was purchased.

20 **Bills:**

21 Submitted with the packets.

22 Mr. Harpin made a motion to pay the July bills totaling \$98,301.80, Randy Buckalew seconded-carried.

23 **EMS:**

24 Jamey Buckalew informed the Board the Stat. #2 remodel was complete and looked very good and  
25 thanked the District for the work done on that station. She does not want the ambulance crew moving  
26 back in those quarters until she has a chance to purchase new furniture.

27 Jamey informed the Chief the day time EMS crew would be able to help with the spaghetti dinner ticket  
28 sales.

29 There are two letters in the board packets regarding the past due amounts Northglenn Ambulance owes  
30 the District. Rick Lindsey is here to answer any question the Board may have.

31 Mr. Harpin inquired how the agreement was negotiated with the previous Board.

32 Mr. Lindsey explained how Northglenn Ambulance works in the District with the three dedicated  
33 ambulances, if another one is needed it is sent from the Northglenn base.

34 Mr. Lindsey explained that Northglenn Ambulance has just entered into an agreement with Woodridge  
35 Terrace and Poplar Grove Nursing Homes to transport patients for them, this will help greatly with their  
36 revenue. He also explained that if they transport a patient to an out of District hospital, such as  
37 Fitzsimmons they can transport a patient back, instead of making an additional trip.

38 Mr. Lindsey would like to amend the current contract they have with the District.

39 The ambulances would not be utilized for anything other than in the District during peak hours.

40 Marshal LaPenna agreed with the addendum as long as there is an ambulance in the District during the  
41 peak hours.

42 Mr. Harpin informed Northglenn Ambulance, this morning when he drove past Stat. #6, the bay door was  
43 open and the ambulance doors were open and no one was around.  
44 Jamey informed him she would check into the matter, they do have a shift change at 6:00a.m.

45 **Report on Buildings:**

46 Mr. Harpin informed the Board a new flag is needed at Stat. #1, also the weeds need to be sprayed, and  
47 the outside needs to be painted.

48 Mr. Kreutzer has done significant work at all the stations.

49 Mr. Harpin informed the Chief the truck at Stat. #2 needs to be removed or he will have it towed.

50 Stat. #5 has trash on the side of the building that needs to be removed.

51 Stat. #6 has an area between the wooden fence and the building that needs to be removed.

52

53 **Board Comments:**

54 Mr. Koger requested Marshal LaPenna to get a fuel account at Conoco and at the Tomahawk Truck stop  
55 for the trucks up north.

56 Mr. Koger would like to move the September Board meeting to the 25<sup>th</sup>, due to the SDA conference.

57 Marshal LaPenna informed the Board the meeting with the city council is scheduled for Tuesday, August  
58 28<sup>th</sup> at the city council chambers at 6:30p.m.

59 Marshal LaPenna would like to place a booth with some literature at the spaghetti dinner regarding the  
60 mill levy increase.

61 There will be meetings set up for the Citizens Improvement Advisory Committee on Sept. 20<sup>th</sup> and  
62 another presentation at Stat. #1 on Sept. 26<sup>th</sup> and on October 3<sup>rd</sup> in the Reunion area at the community  
63 room. If the Board would like to have any additional meetings please let him know.

64

65 **Legal Comments:**

66 Mr. Merrigan inquired about the PUD approval for the Shea property for Stat. #8.

67 Marshal LaPenna informed him it has been approved, but the re-plat has not, it is still in the process.

68 Marshal LaPenna will check with Commerce City planning department to see if the District can apply for  
69 permits using the civil engineering plans.

70 Shea Homes has said they will fill and compact the dirt for Stat. #8.

71 **ADCOM:**

72 Marshal LaPenna informed the Board the 2008 ADCOM budget was approved, he will supply copies to  
73 the Board of the new assessments.

74 Marshal LaPenna also informed the Board, Thornton Fire will be leaving ADCOM during the first  
75 quarter of 2009. The 2009 budget will be thoroughly discussed due to the revenue loss.

76 The re-banding of the radios is completed, except for a still a few that have not been done, due to the  
77 firemen not turning them in to Bob Kreutzer.

78 Chief Machuga informed the Board he is documenting each time the department is not toned on a call.

79 Ken Koger informed him to be sure to have good documentation prior to going to ADCOM.

80 **Bureau Report:**

81 Month end Bureau report submitted with packets.

82 Marshal LaPenna informed the Board there were \$2,600 received from plan reviews for July.

83 Mr. Harpin inquired about the inspection report, 233-1, 231-11, 232-24 and 234-25, he would like an  
84 explanation of why there is a difference in inspections that are done by each bureau person.

85 Mr. Harpin would like the new Rescue-24 added to the vehicle report.

86 Mr. Harpin inquired if the telescoping apparatus has been scheduled for testing.

87 Marshal LaPenna informed him it should be scheduled for the middle to the end of September.

88 **Maintenance Report:**

89 Submitted with the packets.

90 Marshal LaPenna informed the Board the estimate for E-23 came back from Trans West for \$2,170, \$225  
91 of that is for an roof ladder that has already been replaced. A claim has been sent into VFIS, when the  
92 check is received back the engine will be sent to Trans West for the repairs.

93 **Chief's Report:**

94 Chief Machuga informed the Board all but one officer has completed the NIMS 300 & 400.

95 He has placed two firemen on thirty days driving suspension for the damage to E-23.

96 Mr. Harpin inquired about the problem with the equipment being damaged. Discussion followed.

97 Mr. Harpin inquired about the pre-plans for the Department.

98 Chief Machuga informed him the department is still working on the plans, and has received help from the  
99 Bureau on the matter.

100 Mr. Harpin inquired about three firemen who were dropped from the rolls and are still on the manpower  
101 report.

102 Ken Koger explained that Bob Kreutzer needs the names on the report for his year end report and to keep  
103 track of total calls for the firemen.

104 **District Development:**

105 Randy Buckalew informed the Board the cement floor has been poured at the new maintenance facility.

106 He has a question regarding the dirt the contractor piled between the buildings.

107 Marshal LaPenna said he will inquire about it and let the Board know.

108 Mr. Koger inquired about the water situation on 104<sup>th</sup>? Marshal LaPenna suggested they discuss with the  
109 city at their meeting next week.

110 Marshal LaPenna informed the Board they can either talk with Commerce City, the Water District or  
111 with S.W. Investments regarding the water, they all own water rights.

112 Mr. Koger inquired about the land for Stat. #7.

113 Marshal LaPenna has contacted Aztec Consultants to do the survey, the final plat and if necessary a re-  
114 plat. After the survey is done the contract will go to Mr. Merrigan and if he approves it, it will be the  
115 Districts.

116 Mr. Koger is again concerned about the water rights for the land for Stat. #7.

117 Marshal LaPenna and Mr. Merrigan assured him there should be no problem with the water, they are  
118 working with the county on the matter.

119 Mr. Koger inquired about the sign for Stat. #8.

120 Marshal LaPenna informed him he would get with Mr. Fennel and get back with the Board.

121 Mr. Harpin informed the Board, Jim Machuga would like to inquire about Stat. #8 and the need for  
122 several items, the community room, the hose tower and the four bays. He feels that many issues have not  
123 been finalized yet. For instance the type of garage doors that will be used.

124 Marshal LaPenna informed him that himself, Chief Machuga and Ken Koger have looked at the plans  
125 that were submitted, it was agreed upon the type of construction.

126 Mr. Koger stated the Board already voted on the community room, the hose tower and the four bays.

127 The details such as the garage doors and other details have not been decided, due to not having the  
128 contract for the construction yet.

129 The outside of the building had to be decided through Commerce City planning and Shea Homes prior to  
130 drawing up a contract.

131 Mr. Harpin is concerned, the District has spent \$50,000 on Stat. #8 and does not have a contract yet.

132 Marshal LaPenna explained that there are certain expenses to be done prior to the contract. The design of  
133 the station, soil reports, etc.

134 Mr. Merrigan also stated there was an 80 page contract he had to review for the District which also took  
135 time to go back and forth with Shea Homes.

136 Marshal LaPenna has a few requests for changes from the contractor for the new maintenance facility.  
137 Ken Koger made a motion to approve all three change orders for the maintenance facility for a total of  
138 \$24,000, Randy Buckalew seconded-carried.

139 Marshal LaPenna has a minor request for another change that he has already approved for \$800 to run  
140 conduit from the shop to the station for the phones.

141 Marshal LaPenna informed the Board he has asked our internal phone company for a bid for a system  
142 that would inter-connect the new maintenance shop with Stat. #3. The system is called VOIP, voice over  
143 internet provider, it would work through the internet.

144 Rocky Teter stated it looked like a good system for the long range.

145 Marshal LaPenna informed the Board the estimate came in at \$4,083.95, this includes the installation of  
146 the phone system at the new shop and to run cable.

147 Marshal LaPenna also informed the Board, the existing phone system at Stat. #3 is not capable of making  
148 that inter-connect, to make all three locations, including the old shop inter-connect would be an  
149 additional cost of \$4,790, which would include seven new phones, new server the existing DLS line  
150 would be used, the total for everything would be \$8,874.00.

151 The other option is to not put a small phone system in the shop and put a single line ported from Stat. #4.  
152 Mr. Harpin inquired if it would be cost effective to do all three at the same time.

153 Marshal LaPenna stated it would be better to do all at the same time, rather than wait and budget the old  
154 shop for next year, it would be another \$4,000 to do existing shop, for a total of \$13,000.

155 Ken Koger made a motion to approve the new phone system and do everything at the same time,  
156 Randy Buckalew seconded-carried.

157 Marshal LaPenna informed the Board he has bids for fencing for the new shop, he has a couple of  
158 proposals, he is still waiting on a couple more. The proposals he has is for 330 ft of fencing at a cost of  
159 \$6,890 from Metro Fencing, which does not include the extension around the North side of the building.  
160 The other proposal from Boyd Fencing is for \$5,692.00, which does not include the additional fencing.  
161 Ken Koger made a suggestion to give Marshal LaPenna authority to purchase the fencing, the Board  
162 agreed.

163 Marshal LaPenna informed the Board he has information for Stat. #8, for a LEED certified  
164 building,(Leadership in Energy & Environmental Design) which is an energy efficiency rating by Green  
165 Builders Association of America. What LEED does is give energy efficiency for the life expectancy of  
166 the building. Most likely what will happen is the building will be built with the LEED efficiency rating  
167 without the actual certification. The cost of the new station would be greatly increased, by 5-8% if a  
168 certificate is issued by a LEED engineer, which is either a Gold or Silver certificate. Jim Fennell, the  
169 architect for Stat. #8 is very confident, the way the station is being built it would receive the Silver  
170 certificate.

171 Mr. Koger would like to have the contractor for Stat. #8 do everything pertaining to the building.  
172 Rocky Teter would like the Board to make a decision on the mill levy increase, what they want to raise it  
173 to and to sign the resolutions.

174 The Board discussed the difference in the mill levy increases. Marshal LaPenna informed the Board a  
175 difference between 2.5 mills and 2.6 mills would be an increase to the District would be \$72,000 in  
176 increased revenue for the District, the same between 2.6 mills and 2.7 mills.

177 The cost to the homeowner based on a \$200,000 home for a 2.5 mill levy increase would \$3.32/Mo, for a  
178 2.6 mill increase the cost would be \$3.45/Mo, and a 2.7 mill increase would be \$3.58/Mo.

179 This would be in addition to the current mill levy of 4.3 mills the District currently has.

180 Discussion followed regarding the decision of the mill levy increase to be placed on the November 6<sup>th</sup>  
181 ballot.  
182 Ken Koger made a motion to increase the District's mill levy by 2.6 mills, Randy Buckalew seconded-  
183 carried.  
184 Randy Buckalew made a motion to adopt Resolution #2007-08-01 including Appendix A requesting  
185 setting a ballot title requesting a mill levy increase of 2.6 mills for the purposes set forth in Appendix A,  
186 which would be a tax increase on the ballot for the first year of \$1,890,617, Robert Harpin seconded-  
187 carried.  
188 Marshal LaPenna informed the Board they and the administration cannot campaign for or against this  
189 election.  
190 Tom Merrigan also informed the Board they cannot spend District money for or against the mill levy  
191 increase.

192 **Public Comment:**

193 No comments

194 **Executive Session:**

195 There was no further business, the meeting was adjourned at 7:55P.M.

196 \_\_\_\_\_  
197 Vice President Rocky Teter 8/21/07

198 \_\_\_\_\_  
199 Secretary Randy Buckalew 8/21/07  
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