

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

February 19, 2008

1 A meeting of the Board of Directors held in the Board room at 6550 E. 72nd Avenue, Commerce
2 City, was called to order at 6:30 p.m. by President Ken Koger.
3 The following directors were present: Randy Buckalew, Rocky Teter, Robert Harpin and Jim Machuga.
4 Also present were: Fire Marshal Ron LaPenna, Chief Craig Machuga, Diane Roemer-Vigil and Tom
5 Merrigan.

6 **Introduction of guests:** Kevin Phillips.

7 **Minutes**

8 Mr. Koger asked for approval of the January 15th minutes, Jim Machuga made a motion to approve the
9 minutes and Rocky Teter seconded-carried.

10 **Treasurers Report:**

11 Submitted with packets.

12 Mr Harpin informed the Board the assets and liabilities are in check.

13 Mr. Harpin would like transfers of money of more than \$500,000 from the banking accounts to have two
14 authorizations, also to get a \$500,000 bond on the Admin Assistant thru VFIS insurance.

15 Mr. Harpin stated Stat. #2,3,4,5& 6 may be over budget, to watch what is spent on these stations.

16 Mr. Harpin made a motion to get a letter from the bank stating that two authorizations be required on
17 amounts over \$500,000, Ken Koger seconded-carried.

18 Mr. Harpin would like to congratulate Marshal LaPenna on a job well done on budgeting for the District.

19 **Bills:**

20 Submitted with the packets.

21 Mr. Harpin made a motion to pay the bills totaling \$333,966.65, Jim Machuga seconded-carried.

22 **EMS:**

23 Marshal LaPenna informed the Board there are run reports from Northglenn Ambulance included in the
24 Board packets.

25 Mr. Harpin inquired if four minutes was an appropriate amount of time for the ambulance to arrive on
26 scene.

27 Marshal LaPenna informed him that was a very good average time for the ambulance to respond on a call.
28

29 **Report on Buildings:**

30 Mr. Harpin informed the Board, the mortar problem at Stat. #1 was not as important at this time, as it was
31 to get the parking lot repaired. Mr. Koger stated the amount to repair the lot was about \$7,800.

32 Marshal LaPenna informed the Board the electrical system at Stat. #1 are in need of replacement.

33 Mr. Harpin stated the carpet in the Board room needs to be repaired.

34 Marshal LaPenna informed him if he had a carpet installer come in he most likely would want to replace
35 the carpet. He will see if Bob Kreutzer can repair the carpet first.

36 Mr. Harpin stated there are broken fence posts on the N.W. corner of Stat. #5 that need repaired.

37 Randy Buckalew stated the new maintenance facility still needs warranty work done, the broken panels on
38 the overhead doors, a window glass needs replaced, exterior lights are not operating.

39 Marshal LaPenna informed the Board he has spoken with Darren Sterling, there have been three people
40 working on getting the pole replaced, it should be completed soon.

41 Marshal LaPenna also stated Crane & Hoist Sales has not yet been paid from Tower One Construction.

42 They are still owed \$2,547, for work done on the new maintenance facility.
43 The final payment from the District is scheduled to be paid to Tower One Construction on Monday,
44 February 25th, in the amount of \$80,852.00.
45 Mr. Merrigan suggested holding back part of the payment to Tower One until the sub-contractors were
46 paid.
47 Discussion followed.
48 The Board decided to withhold \$25,000 from Tower One to cover the costs of the warranty work that has
49 not been completed.
50 Mr. Koger made a motion to withhold \$25,000 from Tower One Construction's final payment, Jim
51 Machuga seconded-carried.

52 **Board Comments:**

53 Rocky Teter would like to thank the Board for the fruit basket he received when he broke his leg.
54 Bob Harpin inquired whether there has been any work done on the emergency cross overs.
55 Marshal LaPenna informed him he has calls into CDOT, and will continue to follow up on them.
56 Bob Harpin inquired if the department physicals have been scheduled for this year.
57 Marshal LaPenna informed him they are scheduled to start April 15th.
58 Bob Harpin would like to know what the District is going to do with the old R-24, and if the insurance is
59 still being paid on this vehicle.
60 Chief Machuga will inquire at the next department meeting what the members would like to do, whether
61 to sell the truck or make it a re-hab truck. He will report back to the Board at the next meeting.
62 Ken Koger inquired if everyone has taken the NIMS training. Chief Machuga informed him there were a
63 few new officers that have not completed the 300 & 400 training, but should be completed by June or
64 July.
65 Marshal LaPenna stated he still needs to complete the 300 & 400 training.
66 Ken Koger inquired about the state convention, what has been done.
67 Chief Machuga informed him he as applied for a special event permit through Commerce City,
68 classrooms at the high school and the cafeteria are reserved, hotel rooms have been reserved and training
69 will be scheduled at the training tower.
70 Mr. Merrigan will design a waiver for the other fire departments to sign to use the training center.
71 Ken Koger inquired if the driver's license's have been given to ADCOM, Marshal LaPenna stated he has
72 taken them to ADCOM.
73 Ken Koger stated the Board decided to not have a mill levy election in May, but will have it on the ballot
74 for the November election.
75 Marshal LaPenna informed the Board he spoke with South Adams County Water and they will have a
76 combined election with them in May. If no one picks up a nomination form by February 29th, the District
77 can cancel the election. Rocky Teter and Jim Machuga are up for re-election for the Board.

78 **Legal Comments:**

79 No report

80 **ADCOM:**

81 No report, the ADCOM Board meeting is this Thursday.

82 **Bureau Report:**

83 Month end Bureau report has been submitted.
84 Marshal LaPenna has a resolution for the Board to sign regarding changing the previous resolution in May
85 of 2005, amending the plan review fees from a minimum of \$25 to \$50.
86 Marshal LaPenna informed the Board there were \$2,445 collected in plan review fees for January.
87 Bob Harpin would like a report from Steve Marrs on his trip to Washington D.C.

88 Bob Harpin inquired about a letter from Kevin Vincel regarding Kevin Phillips and Steve Marrs to
89 complete code classes.
90 Marshal LaPenna will see that the classes are completed.
91

92 **Maintenance Report:**

93 Submitted with the packets.

94 Marshal LaPenna informed the Board he received a bid to repair L-23 at \$6,722 from Western Fire Truck,
95 but they will not give any warranty on their work. The other bid was from Stewart Stevenson for \$6,000,
96 they also have no guaranteed warranty on the work.

97 The bid from Western Fire Truck for SQ-23 was 4,822, with no warranty.

98 Both of these vehicles need the repairs completed in order to pass the non-destructive tests.

99 Discussion followed.

100 The Board decided to have Western Fire Truck complete the repairs on both trucks at a cost of \$11,600.

101 Marshal LaPenna informed the Board, Steve Marrs suggested moving L-23 to Stat. #4 and R-24 to Stat.
102 #3 to cover the ISO requirements for engine companies.

103 Marshal LaPenna informed the Board, Bob Kreutzer is now fueling the trucks from his truck. His truck
104 holds 80 gallons of diesel and 20 gallons of unleaded fuel.
105

106 **Chief's Report:**

107 Chief Machuga informed the Board he has opened up Stat. #3 for shifts at night, three nights a week, the
108 shifts have so far been covered.

109 Bob Harpin complimented the Chief on how good Stat. #1 looks.

110 Bob Harpin inquired about the pre-plans. Chief Machuga informed him he has assigned that to his
111 Captains, and he will have one pre-plan per quarter.

112 Bob Harpin inquired about the department audit information.

113 Chief Machuga informed him he will have that information to the Marshal LaPenna, the fourth quarter
114 information and the spaghetti dinner ticket sales is still being worked on.

115 **District Development:**

116 Marshal LaPenna informed the Board Commerce City has issued the District two grants in the amount of
117 \$11,450. He would like to thank Kevin Phillips for his assistance in receiving these grants. They will be
118 used for the Sentra-Lock system and for a new fit tester. Kevin Phillips has spoken with Joyce Waldroop
119 at Tetra Tech, they are donating \$1,750 for the balance of the fit tester and are going to speak with their
120 sub-contractors about donating to the Sentra-Lock system.

121 Rocky Teter suggested the District send thank you letters to the City and to Tetra-Tech.

122 Marshal LaPenna has information on water for Stat. #8. He has spoken with S.W. Investments and their
123 price for the water is \$42,500, which includes five pairs of ERU's but does not include the fees to South
124 Adams County Water District.

125 South Adams County Water District's price for the water is \$56,600 plus fees.

126 Marshal LaPenna will contact Shea Homes for a price on their water.

127 Marshal LaPenna informed the Board he had a meeting with White Construction today. They discussed
128 the contract price for Stat. #8, the total bid they had including work from the sub-contractors was
129 \$2,824,000. There are items that can be changed to lower the price.

130 The exhaust system charge is \$82,000, the three furnaces are \$28,000, placing an asphalt roof instead of a
131 metal roof at a cost of \$136,000, and window screens at \$37,000.

132 Marshal LaPenna suggested deleting the exhaust system at a savings of \$82,000.

133 The Board decided they did not want to delete the exhaust system due to the station being new and would
134 be ruined by the black smoke from the engines.

135 If the Board decides to change the plans of the station, they may have to go back to the City for review.
136 It was discussed to change the size of the community room, change the hose tower or do away with the
137 dormers, or delete an apparatus bay.
138 Marshal LaPenna informed the Board, White Construction is going back to the sub-contractors to try to get
139 lower pricing if possible to get the costs down. He will get back to the Board when he receives a call from
140 them.
141 Marshal LaPenna informed the Board there is an update on Stat. #7 from Steve Marrs.
142 The land purchase went down from 1 ½ acres to ¾ of an acre. The access to the station from 112th
143 Avenue is no longer an issue with reducing the size of the lot.
144 The architectural firm will be Urbitecture, they are located in Denver and meet the requirements for
145 building the station.
146 They have met with Commerce City building department to determine occupancy classification, and
147 the soil analysis has been conducted.

148 **Public Comment:**

149 Kevin Phillips informed the Board he will be having a grant discussion meeting on Thursday, Feb 21st at
150 Stat. #3 at 6:00P.M.

151 **Executive Session:**

152 There was no further business, the meeting was adjourned at 8:15 P.M.

153 _____
154 President Ken Koger 2/19/08

155 _____
156 Vice President Rocky Teter 2/19/08

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