

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

**February 17, 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 6:35 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, Chief Ellis Howard. Tom Merrigan was excused.

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

**Minutes**

Mr. Koger asked for approval of the January 20th minutes, Randy Buckalew made a motion to approve the minutes, Darren Friess seconded-carried.

**Treasurers Report:**

Submitted with packet.

Mr. Harpin informed the Board there is a \$700,000 change in the revenue summary from December of 2008.

Mr. Harpin stated the Revenue Summary shows the training budget category for dues & publications is already over budget.

The utilities at Sta. #5 are very high, compared to Stat. #3, which is a much larger station.

Chief Howard stated that Stat. #5 was the most used station for training etc.

**Bills:**

Submitted with the packets.

Mr. Harpin made a motion to pay the bills for December totaling \$422,616.54, Rocky Teter seconded-carried.

**EMS:**

Jamey Buckalew stated the Rescue Billing report has been given to the Board. There has been \$400 collected so far, she will keep the Board informed as to the collections.

Jamey informed the Board she will have a contract from the finance company for the Board to sign at the next Board meeting, the District will be charged the same percentage as Northglenn Ambulance which is a 25% fee for collections.

Marshal LaPenna informed the Board he received a call from Dave Cubbage with Commerce City Police Dept. regarding the rescue billing. Marshal LaPenna explained the billing procedure to him and Mr. Cubbage requested the firemen and EMT's use the police to retrieve information from an accident as a last resort. The reason being they would have to charge the District for the information since they are another entity separate from the city.

**Report on Buildings:**

Rocky Teter informed the Board Stat. #2's bathroom is very dirty and should be cleaned.

Darren Friess informed the Board he did a walk through the stations and has a list of numerous items that are in need of repairs, he will give the list to Marshal LaPenna.

Randy Buckalew stated the toilet and urinals need repairs at Stat. #4.

Darren Friess also stated the toilets at Stat. #3 don't work properly.

**Board Comments:**

Mr. Harpin informed the Board and Department they need to be very conscience about spending for this year.

Darren Friess would like to congratulate Ellis Howard on becoming Chief.

Randy Buckalew would also like to congratulate Ellis. He would like to know where the District is going to do pump tests this year.

Marshal LaPenna informed him he contacted the waste water treatment plant, and feels that would be a good location.

Gary will be able to take an engine there and test it first to see if the site will work for the pump tests.

Marshal LaPenna informed the Board they were not able to use the lake as in previous years.

Randy Buckalew would like the Chief to get a letter from Leo Long's doctor regarding any physical restrictions he may have since his mild heart attack.

**Legal Comments:**

Marshal LaPenna talked with Tom Merrigan who had questions about the training center. He would like copies of all contracts from W.H.P. which is the company the District bought the training tower from and from Construction Concepts who constructed the building, and also the recommendations from EDL Electronics regarding their testing of the building. Mr. Merrigan feels there may be a potential for a construction deficiency liability claim against Construction Concepts.

Marshal LaPenna has contacted W.H.P., who informed him the temperature probes are not a high dollar item, they could be willing to replace the probes. It would be Construction Concepts responsibility to install the probes.

New probes could be installed with a more sensitive style probe and have more of them with data logging capabilities, this could be more pricey for the District.

The cost for a testing device would be \$5,400, new probes are about \$135 a piece.

Marshal LaPenna will contact Construction Concepts to see if they are willing to resolve the problems.

The training tower is will not be used for live burns until the problems are solved.

Chief Howard stated the department would like the tower to be ready for live burns for the fire academy by May if possible.

Discussion followed.

**ADCOM:**

Marshal LaPenna informed the Board there has not been an ADCOM Board meeting since last month.

**Bureau Report:**

Month end Bureau report has been submitted.

Marshal LaPenna informed the Board there was \$2,063 collected in plan review fees for January.

Marshal LaPenna has received a letter of retirement from Deputy Marshal Steve Marrs. He has been employed with the District for 30 years as of this month. Mr. Marrs informed him he would like to retire upon the completion of Stat. #7, and after the open house of the station, where he would like to invite the contractor, Anderson Construction, the subs and the architect of the station.

Mr. Koger stated he would like to have a retirement party for Steve and a separate open house for Stat. #7 inviting the community and city officials when the weather is nicer.

Discussion followed.

The Board agreed to have Marshal LaPenna ask Steve of his preferences for a retirement party.

Mr. Koger inquired what grants were being worked on.

Kevin Phillips stated he is working on a fire prevention safety grant.

**Maintenance Report:**

Submitted with the packets.

Marshal LaPenna informed the Board the appliances are in at Stat. #8 except the refrigerator.

Bob Kreutzer is working on flow tests for the new SCBA's.

Mr. Harpin inquired if all the repairs have been completed on L-23.

Marshal LaPenna informed him they were and he would place the apparatus back on the insurance policy, send in the conclusion report and place it back in service.

**Chief's Report:**

Chief Howard informed the Board he and some of his officers are going to a Beyond Hoses and Hellmets class, which is a leadership class for command officers, which is held in Evergreen.

He is also working on an officer development class, strictly for strategy and tactics for the firemen, to make them more comfortable in a command role.

The new rookies have been assigned to squads, the lieutenants will assign new portable numbers.

A mini academy will be held to identify which firemen that already have certs can progress ahead of the others to be placed on the streets sooner.

Chief Howard stated he has met with Chief Baca of the Commerce City Police to introduce himself and inform him they will work with the City on the July 4<sup>th</sup> and the musical festival events and also on the Emergency Preparedness plan. He also met with Alan Colon regarding the City's plans.

He also would like to implement a new accountability system. He would like boards in all engines with new tags in order to help the command officer account for the firemen on a scene.

The cost the Chief came up with is \$1,500.

Mr. Harpin would like to see the exact costs for the Board to decide on the new system.

Marshal LaPenna explained that the District will have the smart card system at the new stations.

Discussion followed. The Board decided they would like more information on the accountability system to

make a decision on costs.

Chief Howard has asked the department to nick name the stations, with his approval.

Chief Howard would like to move forward with automatic aid with other fire Districts.

Marshal LaPenna informed him Chief Bodane of Brighton Fire has been waiting for a decision on that matter.

The Department needs to set the perimeters of the plan, when it will be used, what the boundaries are, what fire scenes it will be used at etc. and the firemen will respond in an engine not in personal vehicles.

Marshal LaPenna and the Chief will work on a plan, which will also help the Districts ISO rating.

Chief Howard informed the Board the department is working on cleaning up the stations.

**District Development:**

Mr. Koger would like the new five year plan posted on the web site.

Marshal LaPenna inquired if the Board members would like to have Blackberry phones.

Discussion followed. Mr. Koger would like the District to make the cell phones available to the Board if they would like one, and talk to Marshal LaPenna to set up service.

Marshal LaPenna informed the Board he has not signed the lease with Chief Baca for Stat. #8 yet.

Chief Baca inquired about using another office besides the two that are listed in the lease.

The Board agreed to let the police use the extra office, but not place furniture and phones of their in it.

Chief Baca also inquired about placing a sign on the outside of the station, stating it was a police sub-station.

The Board discussed the matter and decided not to let the police place a sign outside of Stat. #8.  
The Board agreed the police may use the weight room.

Marshal LaPenna informed the Board Stat. #8 will be setting up final inspections next week, it will be about 1-2 weeks to finish the punch list and make any corrections.

Stat. #7 is ahead of schedule and should be completed by the middle of March.

Furniture has been priced at about \$17,000 for both stations, there is a committee that is working on finalizing the purchases.

Mr Harpin informed the Board there was a committee meeting regarding the new engines that were from Pierce Mfg., there was a \$1,100 change order that was approved. Next week there will be a meeting regarding the aerials with the Pierce representative.

It needs to be decided which members would like to go back to the factory to drive the engines and aerials back to the District. Chief Howard and Ward Barnett have volunteered to help drive the engines. There is a cost figured into the contract for that purpose.

Mr. Harpin made a motion to approve the change order on the engines, Randy Buckalew seconded-carried.

**Public Comment:**

None

**Executive Session:**

There was no further business, the meeting was adjourned at 9:05P.M.

RESOLVED: To approve the minutes of the January 20<sup>th</sup>, 2009 meeting as presented.

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

RESOLVED: To approve the bills for January, 2009 totaling \$422,616.54

RESOLVED: To approve the change order for the Pierce apparatus.

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President                      Ken Koger                      2/17/09

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Vice President      Rocky Teter                      2/17/09