

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

January 15, 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 6:25 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, Tom
5 Merrigan.

6 **Introduction of guests:** Jamey Buckalew and Kevin Phillips.

7 **Minutes**

8 Mr. Koger asked for approval of the December 18th minutes, Rocky Teter made a motion to approve the
9 minutes and Randy Buckalew 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 stated as the year of 2007 was closed out there are some areas that caused concern moving
14 into the 2008 budgeted year. The forecast has fallen short due to the following areas; the specific
15 ownership taxes were under budget by \$1,500, the real estate taxes were under budget by \$265,000.

16 The reason for the short fall in revenue is due to the amount of properties in foreclosure and the
17 economy. These are important revenue sources resulting in the District's revenue being short for the
18 year 2007 by \$283,251 in projected revenue, the Budget is in balance for the 2007 budgeted year. The
19 Board must be cautious in moving ahead to 2008, there is a possibility the revenue could be short again.

20 Mr. Harpin suggests the District be very prudent in spending this year. He would like the department to
21 hold off on the training props for the training facility until later this year.

22 **Bills:**

23 Submitted with the packets.

24 Mr. Harpin made a motion to pay the December bills totaling \$417,865.06, Jim Machuga seconded-
25 carried.

26 Mr. Harpin inquired about the bill to Adams County for \$18,997. Marshal LaPenna informed him it was
27 for the mail in ballot election in November.

28 Mr. Buckalew inquired if this amount will be the same for the May 2008 election.

29 Marshal LaPenna stated he was unsure, the District does have to purchase election supplies and the mail
30 ballots. The county does provide a list of voters names and addresses.

31 Mr. Harpin inquired about the bill for the Fennell Group for \$113,000.

32 Marshal LaPenna informed him the bill was for the design services and construction documents for Stat.
33 #8.

34 Mr. Harpin inquired about the \$226,000 to Tower One Construction.

35 Marshal LaPenna stated the \$145,000 was paid last month and the \$80,852 is the retention amount due
36 Tower One Construction when the project is completed. There are warranty items that have to be
37 resolved but the District does have the Certificate of Occupancy.

38 **EMS:**

39 Jamey Buckalew informed the Board their new ambulance has already been totaled. They have a new one
40 ordered that should be delivered in March.

41 **Report on Buildings:**

42 Mr. Harpin inquired about the mortar condition at Stat. #1 and man door at Stat. #6.
43 Marshal LaPenna informed him the door at Stat. #6 has been repaired, he instructed Bob Kreutzer to
44 contact a cement contractor to look at the mortar at Stat. #1.

45 **Board Comments:**

46 Mr. Harpin inquired about the CDOT flyovers on the District's major highways.
47 Marshal LaPenna stated he has not followed up on that as yet.
48 Mr. Harpin inquired if the City has any plans for a controlled intersection at 104th & Walden.
49 Marshal LaPenna informed him he attended a meeting with the City, he was assured that intersection
50 would be controlled by the time the station was complete.
51 Marshal LaPenna informed the Board there will be no traffic signal going in at 104th & Potomac.
52 Mr. Machuga would like to congratulate Craig Machuga on making Chief for another year and his new
53 officers line.
54 Mr. Buckalew would also like to congratulate Craig and his officer's line.
55 Mr. Buckalew inquired if the old C-271 had been stripped except the generator, and placed up for bid.
56 Also the maintenance shop needs to be completely cleaned out so that in March when the testing
57 company comes to test the apparatus.
58 Marshal LaPenna stated everything except the radios and light bars will be off the truck by the end of the
59 week. He inquired if the Board wanted to place the truck up for sealed-bid through the department, or
60 advertise it.
61 Discussion followed regarding placing the truck up for sealed or placed on E-Bay or Craig's List.
62 Mr. Buckalew informed the Board an employee of the District would like to cash in two weeks of
63 vacation to purchase the truck. The Board discussed the matter and decided to go with a sealed bid
64 process, using the vacation as a bid
65 Mr. Buckalew made a motion to place the truck up for sealed bid, Mr. Harpin seconded-carried.
66 Marshal LaPenna stated the bids would be due by Friday, February 1st at 5:00 P.M.
67 Mr. Koger inquired about the mill levy election.
68 Marshal LaPenna stated he received the name of Rick Reiter, from Gene Andrist who has worked may
69 elections in Colorado and is a good strategist.
70 Mr. Koger suggested the District needs to get going on hiring someone right away.
71 Mr. Merrigan informed the Board, after the ballot question is set, the District cannot spend any money on
72 promoting the election. If the District is going to hire someone to help with the election, they need to
73 hire them and pay them prior to the ballot question being sent to the county and being printed.
74 Mr. Koger inquired of the Chief about the State Convention being held here this summer.
75 Chief Machuga will have more information for the Board at the next meeting.
76 Marshal LaPenna will sit down with the Chief and get organized to work with Commerce City.

77 **Legal Comments:**

78 Mr. Merrigan inquired of the Board whether they wanted to pay Tower One Construction in full or to
79 deduct something due to the building being delivered late.
80 In fairness to Tower One there were some circumstances out of their control, Marshal LaPenna agreed
81 with that. There were some circumstances that could not be helped, such as the five change orders which
82 delay work at five days each and the mortar testing, which no work was done for two weeks.
83 Marshal LaPenna informed the Board the issues regarding the broken glass in the office, the bay doors
84 need to be replaced and the outside light are all warranty issues, that should be resolved this week.
85 The Board discussed it's options and decided not to deduct anything from the balance due Tower One
86 Construction, the attorney fees would most likely be more than the amount to be deducted for the delay
87 in delivering the building.
88 Marshal LaPenna informed the Board it will be at least 30 days until the final check is delivered to
89 Tower One, notice has to be published in the paper for ten days.

90 Marshal LaPenna explained to the Board there were a few extra charges that Tower One wanted the
91 District to pay for, he refused to pay for the mortar testing and also Hercules Industries' equipment was
92 installed incorrectly and they had to come to the shop in re-install the jib crane or they would not
93 warranty it. Tower One had installed the bolts for the equipment incorrectly.
94 Mr. Merrigan suggested getting lien releases from all the sub-contractors prior to paying Tower One the
95 retention fee.
96 Mr. Merrigan needs a motion to approve Resolution 2008-01-01 to get things started for the May
97 election.
98 Rocky Teter made a motion to approve Resolution 2008-01-01, Jim Machuga seconded-carried.
99 Marshal LaPenna informed the Board there is a resolution to be signed by them designating him as the
100 Designated Election Official.

101 **ADCOM:**

102 Marshal LaPenna informed the Board ADCOM installed a new phone recording system that would allow
103 each agency to record their own dispatch calls, it will soon be up and running.
104 Marshal LaPenna informed the Board the Task Force meetings will now be attended by the new
105 Assistant Chief Joe Kwiatkowski.
106 There was a brief discussion regarding Thornton leaving ADCOM, Chief Sheehan will be leaving
107 Thornton Fire in March of this year.

108 **Bureau Report:**

109 Month end Bureau report has been submitted.
110 Marshal LaPenna informed the Board Steve Marrs has been invited to speak at a conference in
111 Washington, DC regarding plat development for new subdivisions. Marshal LaPenna has approved the
112 conference for Steve, he will be discussing "Do Boiler Plate Fire Codes stand in the way of smart
113 development."
114 Marshal LaPenna informed the Board the two aerials, SQ-25 and L-23 need to be repaired prior to
115 receiving the UL certificates. The quotes received from Western Fire are \$4,822, to repair the water way
116 leak, to repair the hydraulic leak on L-23 will be \$5,151. He stated this would be a big job for Gary to
117 try to do alone, it involves taking the turn tables off of the trucks.
118 Mr. Harpin inquired if the vehicle maintenance budget category would be over budget.
119 Marshal LaPenna stated he thought it would be over, but feels the safety of the department may be at
120 risk.
121 The Board agreed to have the trucks repaired this year in order to receive the UL certificates.
122 Marshal LaPenna informed the Board he attended an Area Boards meeting today.
123 He stated the Water District informed the meeting they are going to set up a hydrant maintenance system
124 this year, they will check and repair all hydrants as needed, this will help with the District's ISO rating in
125 the future.
126 Tri-County informed the meeting there are still plenty of flu shots available, and suggested everyone
127 getting one.
128 The Rocky Mountain Arsenal wildlife refuge has been closed due to finding Lewisite, it will re-open on
129 February 2nd.
130 Councilman Jim Benson requested Marshal LaPenna attend a Ward II meeting on January 24th at Second
131 Creek Elementary at 6:00P.M. to do a presentation on the mill levy election.
132 Everyone in attendance at the meeting was very supportive of the mill levy increase.
133 Mr. Koger inquired if there has been any contact from Brian Maass from Channel 4.
134 Marshal LaPenna stated he has received e-mails from him, he declined his request for an on camera
135 interview.

136 **Maintenance Report:**
137 Submitted with the packets.
138 Marshal LaPenna informed the Board new U-271 is complete with the exception of the light bar, the fuel
139 tanks are in and ready for use.
140 Marshal LaPenna stated his Bureau vehicle was repaired, the intake manifold gaskets were replaced.
141 Mr. Harpin stated the Chief's vehicles had numerous repairs compared to the Bureau vehicles last year.
142 The Chief's vehicles were repaired at a cost of \$2,598, compared to \$1,000 for the Bureau vehicles.
143 Mr. Koger inquired about the applications received for the Inspector's job.
144 Marshal LaPenna stated five applications have been given out; Bobby Noel, Brad Himmelman, Ryan
145 McDaniel, Dean Vitale, Justin Andrews and Rueben Gonzales. He hopes to review the applications the
146 week of February 4th, he would appreciate a Board member sitting in on the interviews.
147 Marshal LaPenna informed the Board the job opening is posted on the web site and the department has
148 been informed at their meetings.
149 If there are no qualified applicants, he may go outside of the department.
150

151 **Chief's Report:**
152 Chief Machuga informed the Board there were nine firemen that lost a year in 2007, 8 due to calls and
153 one due to training. Four firemen were dropped from the rolls, and two retired. The firemen that were
154 dropped have sixty days to re-apply to the department.
155 The firemen who lost a year due to calls: Leo Long, Teodora Morales, Dave Szymanski, Robert Loop,
156 Bruce Price and Annisa Thompson, fireman who lost a year due to training, Jason McKean.
157 Firemen who were dropped from the rolls: Paul Archuleta, David Skinner, Jay McGraw & Eric Ziegler.
158 These firemen have 60 days to reapply to the department.
159 Two firemen retired: Mark Friess and Bill Klocker.
160 Chief Machuga opened up Stat. #3 at night for station time.
161 Mr. Harpin inquired about the pre-plans for the businesses in the District.
162 Chief Machuga will be assigning someone to take care of that matter.

163 **District Development:**
164 Marshal LaPenna informed the Board Stat. #8 is at grade, he has a construction meeting on Thursday in
165 Castle Rock with White Construction and the architect. He also has a meeting Thursday afternoon with
166 the Commerce City building official, Russ Wonders, if he feels the District is close enough to submit for
167 a building permit he will do so after their meeting.
168 The building should be completed by the early fourth quarter of this year.
169 Marshal LaPenna had a staff meeting and delegated many items to the Bureau personnel. One of the
170 items is the grant writing, he would like some input from the department and the Board as to what type of
171 grants they would like. Such as new fire extinguisher simulator etc., the grants need to be detailed as to
172 what the department needs, tools, equipment, vehicles. Discussion followed.
173 Kevin Phillips informed the Board the District can go with another agency, Community Enterprise and
174 use their 501C-3 tax status to receive grants.
175 Mr. Marrs was assigned Stat. #7, and to look for land acquisitions for Stat. #9 & 10.
176 Marshal LaPenna informed the Board, since Commerce City annexed the enclave area, the re-platting
177 will all go through Commerce City rather than the County. The good news is the water is within the
178 general service area of the Water District, there are no water rights that have to be purchased. The
179 District will have to join the general improvement district because of the sewer lines.
180 Steve Marrs has developed a map of the District showing the proposed locations for Stat. #9 & 10, they
181 are based on engine response areas.
182 Steve recommended that Ladder-23 be moved to Stat. #4, for better truck company coverage.

183 **Public Comment:**

184 None

185 **Executive Session:**

186 There was no further business, the meeting was adjourned at 8:10 P.M.

187

188

President Ken Koger 1/15/08

189

190

Vice President Rocky Teter 1/15/08

191

192