

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

July 21, 2009

A meeting of the Board of Directors was held at 6550 E. 72nd Avenue, Commerce City, was called to order at 6:25 p.m. by President Ken Koger. The following directors were present: Vice President-Rocky Teter, Treasurer Robert Harpin and Secretary Randy Buckalew. Darren Friess was excused. Also present were: Fire Marshal Ron LaPenna, Diane Roemer-Vigil, Tom Merrigan and Chief Ellis Howard.

Introduction of guests: Ward Barnett, Jamey Buckalew, Kevin Phillips, Craig Machuga, Victor Loya and Rick Bostedt.

Minutes

Mr. Koger asked for approval of the June 16th minutes, Randy Buckalew made a motion to approve the minutes, Bob Harpin seconded-carried.

Treasurers Report:

Submitted with packets.

Mr. Harpin inquired about the finance charge on the credit card. Marshal LaPenna informed him it was due to the high balance carried the previous month, purchasing for the new stations and the fact that the Board meetings are later in the month, and the due date is over thirty days.

It was discussed and agreed to change the billing cycle.

Mr. Harpin inquired about the bill for Facility Solutions. Marshal LaPenna informed him it was for vehicle maintenance, oil filters etc.

Mr. Harpin inquired about the bill for MicroMedex. Marshal LaPenna stated it was for Bob Kreutzer's updated haz-mat CD, a yearly charge.

The bill for Transwest was for B-232's vehicle, the catalytic converter.

Mr. Koger would like the physical reimbursements changed to the proper budget category 6511.

Bills:

Submitted with the packets.

Mr. Harpin made a motion to pay the bills for April, totaling \$190,595.79, Rocky Teter seconded-carried.

EMS:

No Report

Report on Buildings:

Mr. Koger stated Station #7 looks good.

Rocky Teter stated the mortar job at Stat. #1 looks good.

Mr. Harpin would like to thank Bob Kreutzer for placing a new flag at Stat. #2.

Board Comments:

Rocky Teter inquired about the plan review fee for the water department. The Board discussed the issue and decided to continue charging for the fees.

Mr. Harpin stated he and Marshal LaPenna attended an SDA financial planning workshop, one of the topics discussed were insurance needs, and also responding whether than reacting to cash flow needs.

Mr. Harpin stated the district should discuss a ten year plan in the future. Randy Buckalew feels the truck response issue is getting worse, on some calls there are engines coming from up North that don't need to respond that far south. Chief Howard agreed and will discuss the matter with the officers.

Legal Comments:

Mr. Merrigan is still in negotiations with Thornton regarding the gravel pits they are using for water storage. There will be no revenue loss due to property taxes, Thornton already owns the pits, it is merely a paper transaction. The Board discussed the matter, the legal description will be looked at, the Board agreed to keep the ponds in the District.

Mr. Merrigan inquired if the District has alerted VFIS regarding the property insurance on Stat. #8, he inquired if there should be an insurance claim on the building.

Mr. Koger is concerned about the warranties on the station, they should not go into effect until the station is completed.

Marshal LaPenna stated the contract was written that the warranty period starts at the time of substantial completion, when Jim Fennel did the initial walk through with the punch list.

Marshal LaPenna has called the owner of White Construction, he assured him the work would be done in a timely manner to get everything completed to the District's satisfaction.

Mr. Koger inquired if the District did not make the final payment what the consequences would be.

Mr. Merrigan suggested hiring an outside agency to look at the building, he also would like to look at the Station in the next couple of days.

Mr. Merrigan stated it would be a builders risk claim until the District owns the building, after the Certificate of Occupancy is issued, the District can claim damages using VFIS.

He informed the Board to take pictures and document everything wrong with the building.

Mr. Harpin would like Marshal LaPenna to get an exact date as to when Stat. #8 will be fully completed.

ADCOM:

Marshal LaPenna informed the Board the ADCOM 2010 budget has been approved. The District's assessment for 2010 will be \$356,000, Thornton Fire is no longer with ADCOM, the District has the highest number of CAD events at 27%, second is Brighton Fire at 20%.

Bureau Report:

Month end Bureau report has been submitted.

Mr. Koger inquired if the stolen Knox Box has been replaced.

Marshal LaPenna stated the insurance will not cover the cost of the box, so it has not yet been replaced, he will order one.

Marshal LaPenna informed the Board there were \$3,876 collected in plan review fees for June.

Marshal LaPenna would like the Board to consider not billing Certol for the haz-mat incident on Monday.

Custom Environmental is going to bill them between \$4,000- \$5,000. The Board agreed not to bill them for the \$15 in supplies used on that scene. Marshal LaPenna would like to commend the department for their operations. Mr. Koger would like an exact date as to when the training tower will be fully completed.

Marshal LaPenna has contacted W.H.P he is aware of the problems, he will contact EDL electronics and discuss the situation and get different temperature probes installed and get an exact date of completion.

Mr. Koger informed the Board, at the next meeting a grant writer will attend with information on the remodel of Stat. #4, the requirements under the guidelines for the Assistance to Firefighters fire station construction grant are so severe and strict, the District could not meet them, it would not be beneficial for her to write the grant, or to be awarded the grant. Marshal LaPenna has contacted Anderson Construction to give the District a bid on the remodel.

Kim Jacques, the grant writer, suggested writing a program and then looking for grants to fit the program.

Mr. Harpin would like the bureau staff to take time management classes, fire station signs to be posted for Stat. #7 at both ends of 112th.

He would like to know when the traffic light for Stat. #8 will be placed, since Commerce City has this in their capial plan. Marshal LaPenna will call city planning to see when the light will be installed.

Mr. Harpin would like the policy and procedure manual to be updated to reflect the insurance change for the new Bureau employee and the bureau staff to be trained on the apparatus.

Marshal LaPenna will have that information by next Thursday and a copy to the Board.

Mr. Harpin inquired if the Bureau staff could take an engine to do inspections and respond on calls if there is not a crew manning the station.

Chief Howard stated there is a schedule on the website of which stations is being manned and when.

Discussion followed whether there would be a problem if the Bureau staff were to run daytime calls.

Chief Howard informed the Board there will be a response plan e-mailed to all Board members.

The response procedure plan will be on the website by the first week in August for the volunteers to access.

Maintenance Report:

Submitted with the packets.

Mr. Harpin would like a date as to when the NDT's will be completed on the trucks.

Marshal LaPenna informed him on July 29th the trucks will be re-inspected and re-certified.

Truck-22 will be completed on August 31st with the testing.

Mr. Harpin inquired about the out sourcing of some of the vehicle maintenance work.

Marshal LaPenna will contact businesses in the area to get bids on doing oil changes and maintenance work done on the vehicles.

Marshal LaPenna would like everyone to use the correct form when writing work orders, not e-mails.

Chief's Report:

