

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

March 18, 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 and Jamey Buckalew.

7 **Minutes**

8 Mr. Koger asked for approval of the February 19th minutes, Bob Harpin made a motion to approve the
9 minutes and Jim Machuga seconded-carried.

10 **Treasurers Report:**

11 Submitted with packets.

12 Mr. Harpin is happy to announced the Adams County Assessor has sent a check to the District for
13 \$647,000.

14 The plan review fees collected for February were \$3,082.00.

15 Mr. Harpin informed the Board the utilities at Stat. 1,2,4 5 & 6 are high, it is not even the end of the first
16 quarter. He would like the department to watch theses closely.

17 The utilities at the new maintenance shop are also high and that category will be over budget for the year.

18 Marshal LaPenna stated Gary has turned down the thermostats at night and the radiant heaters to 55'.

19 The miscellaneous expense budget is already over budget due to paying the taxes for Stat. #8 from 2007.

20 **Bills:**

21 Submitted with the packets.

22 Mr. Harpin inquired what the expense to Complete Door was for and also Mesa Systems.

23 Marshal LaPenna informed him it was to fix the overhead door spring at Stat. #3. Mesa Systems

24 was a bill that was not sent out when the heavy equipment was moved from the old shop to the new shop.

25 The company delayed in sending the invoice until now.

26 Mr. Harpin made a motion to pay the bills for February of \$119,669.28, Randy Buckalew seconded-
27 carried.

28 **EMS:**

29 Jamey Buckalew informed the Board her employees were concerned about the Perry Harris situation. She
30 stated they did know who he was and might inadvertently let him in one of the stations.

31 Marshal LaPenna will get a copy of his drivers license to Jamey to give the EMT's.

32 Jamey informed the Board Amb. 22 is still impounded from the accident in January.

33

34 **Report on Buildings:**

35 Rocky Teter inquired about the ice machine at Stat/ #5, it is still not connected and working, also the lights
36 at Stat. #2 are not working.

37 Marshal LaPenna will check on the ice machine, he will check with Bob about lights, he thought they were
38 fixed.

39 Randy Buckalew informed the Board everything at the new maintenance shop has been repaired with the
40 exception of the window. Bob did fix the hot water heater, the mixing valve was in backwards and Bob
41 fixed that problem

42 **Board Comments:**

43 Mr. Harpin inquired about the emergency crossovers in the District.
44 Marshal LaPenna informed him he drove I-270 to York street, there are no less than four areas to be used
45 for crossovers. There is no way the District will get crossovers between Quebec and Vasquez, there is a
46 three foot high concrete median that CDOT will not cut through.
47 There are four areas that are flat that the engines could use as turnarounds.
48 Marshal LaPenna asked the Chief if he wanted to pursue the problem and he said he did not.
49 Marshal LaPenna stated on I-76, there were less areas that there are limited site distances.
50 Between 88th Ave. and 74th Ave., there is also a three foot concrete median.
51 Mr. Harpin suggested this is a dead issue and the engineer of the trucks will take responsibility for the
52 engine.
53 Bob Harpin inquired about the state convention.
54 Chief Machuga stated everyone should be getting an e-mail from the Colorado Firefighters Association
55 regarding the BBQ, golf tournament, and the banquet.
56 Mr. Harpin stated the District committed to \$10,000 for the state convention, that budget category after that
57 will have only about \$5,000 in it for training for the remainder of the year.
58 Mr. Harpin inquired what the department is going to do with the old Rescue truck.
59 Chief Machuga informed him they will use it for a re-hab truck and use the cascade system.
60 Randy Buckalew informed the Board Truck 22's front bumper was damaged, Gary has placed new brackets
61 on it and fixed the ladder.
62 Chief Machuga stated he did not know it for at least three days after the fact. He will have an officer with
63 that truck whenever is goes out for training.
64 Randy Buckalew informed the Board, Engine 23 had to have the alternator replaced, Gary did get that one
65 re-build at a cost of \$750, a new one would have been \$1,500.
66 Randy suggested when the trucks are on scene, to turn the lights off when possible.

67 **Legal Comments:**

68 Mr. Merrigan stated he has two resolutions for the Board to approve, one is 2008-03-01, which authorizes
69 Marshal LaPenna to sign the purchase contract for the land for Stat. #7, Rocky Teter made a motion to pass
70 that resolution, Ken Koger seconded-carried.
71 Mr. Merrigan stated the second resolution #2008-03-02 is for the District to amend the amount charged for
72 fireworks stands to \$1,000, Bob Harpin made the motion, Randy Buckalew seconded-carried.
73 Marshal LaPenna informed the Board the fee would not apply to other government entities, such as the
74 city's fireworks display in July.
75 Mr. Merrigan informed the Board the contract for Stat. #8 should be in by the end of the week for him to
76 review. Within 10 days of the issuance of the building permit they should start construction on Stat. #8.

77 **ADCOM:**

78 Marshal LaPenna informed the Board Chief Sheehan has officially retired from Thornton Fire Department.
79 Adams County District School 12 would like to get on the 700MHz simulcast system through ADCOM.
80 ADCOM stated they would work on that agreement. The entire ADCOM agencies are only using 47% of
81 the 700 system.
82 Marshal LaPenna will be discussing some issues with Commerce City, they are increasing their fiber optic
83 system throughout the city. That is a huge benefit for everyone, it will tie ADCOM with the sub-station, it
84 will come over to the civic center and to the municipal service center and to the justice center at 124th Ave.
85 He will investigate what it will take for the District to be tied into that system.
86 Randy Buckalew requested Marshal LaPenna check into a call last week regarding a medical call where the
87 ambulance requested the fire department and ADCOM did not tone the call right away, the fireman was
88 already on scene with the ambulance before the call was toned.

89 **Bureau Report:**

90 Month end Bureau report has been submitted.

91 Marshal LaPenna informed the Board there were 87 inspections, 17 fire protection systems, 46 suppression
92 systems, for a total of 141 total inspections.

93 Mr. Koger inquired about the fuel report, he feels with Bob fueling trucks there is double input on the
94 report, the fuel is being recorded twice.

95 Marshal LaPenna will look into the report and change the format if necessary.

96 Marshal LaPenna informed the Board there is a synopsis of Steve Marrs trip to Washington in the packets.

97 Mr. Koger inquired about the \$56,000 amount to Tower One Construction, the monthly summary shows
98 there is a negative amount for the maintenance shop.

99 Marshal LaPenna informed him an adjusting entry will be made.

100 Marshal LaPenna has written an addendum to the policy manual for the Board's approval. He has changed
101 the personal time from ½ day per month to 365 days for each employee who has been with the District for
102 five years or more.

103 Mr. Harpin inquired why he changed it from ten years to five years. Marshal LaPenna stated due to the
104 fact that the Admin Assistant has been with the District seven years, everyone else is at ten years.

105 Mr. Harpin stated it would be discussed at a study session.

106 Marshal LaPenna informed the Board, Bob Harpin met with Gene Andrist to discuss the District's financial
107 planning.

108 Marshal LaPenna informed the Board the insurance policy has been changed to include comp and collision
109 on the vehicles with a \$500 deductible, instead of \$250, Hammer 23 will have liability insurance only.

110 Marshal LaPenna spoke with Bob Krug of CSAFE, he informed him there is no mechanism in place to
111 require two parties authorizations. From now on there will be two parties, Diane and Ron who will see any
112 transfers electronically.

113 The bond for the Admin Assistant was increased from \$10,000 to \$500,000.

114 Mr. Harpin inquired if the department physicals were in place to start.

115 Marshal LaPenna informed him they were to start April 15th through May 15th, this will include the bureau
116 officers and Gary Hitner.

117 Marshal LaPenna informed the Board, the Bureau will be doing training on Engine 23.

118 Marshal LaPenna stated Steve Marrs is doing an exceptional job on Stat. #7.

119 **Maintenance Report:**

120 Submitted with the packets.

121 Bob Harpin inquired if the repairs have been done on the engines for the UL testing.

122 Marshal LaPenna informed him Gary is working on the repairs, it will probably be at least a month before
123 they are completed. Gary is also checking all the ancillary issues on each truck.

124 Bob Harpin inquired about the fuel and mileage reports, the engines are not getting very good mileage.

125 Marshal LaPenna informed him, the trucks do sit idling for a good length of time at each fire scene.

126 **Chief's Report:**

127 Mr. Harpin inquired about the \$500.00 that was given to the Department last year for Stat. #5, if the money
128 was given back to the District, where it was placed.

129 Marshal LaPenna stated it was placed in miscellaneous expenses last year.

130 **District Development:**

131 Marshal LaPenna informed the Board construction will start on Stat. #7 in April.

132 Marshal LaPenna stated Stat. #8 will have a conventional heating system, which will save \$12,000.
133 Marshal LaPenna stated construction should start on Stat. #8 in two to three weeks.
134 He also suggested instead of a ground breaking ceremony, he would like to do a ground wetting ceremony,
135 using an engine and the colored hoses used at Stat. #6 opening.
136 He will contact the local press for pictures and have the construction companies there also.
137 Kevin Phillips has been working almost full time on grants, next week a grant has to be in to FDMA for the
138 assistance to firefighters grant. Firefighters have to be certified to NFPA 1001 for the grant application per
139 FEMA or be working towards 100% compliance.
140 Chief Machuga informed the Board all firefighters have to be certified in Fire Fighter I and Haz Mat
141 awareness, First Responder and CPR. There are thirteen members that are not certified and 32 members
142 that are certified.
143 The department SOG's need to be updated per the NFPA guidelines. Discussion followed.
144 Rocky Teter made a motion that the authority having jurisdiction will require from 1999 forward to have
145 all firefighters pass the Firefighter I certification, Ken Koger seconded-carried.
146 Bob Harpin informed the Board he met with Gene Andrist regarding the financial development of the
147 District. Mr Andrist will get back to the District on his finding.
148 Bob Harpin inquired of the Chief if the departments audit information has been given to the District.
149 Chief Machuga stated he has not, but it will be in by next week.
150 Jim Machuga inquired about specs for new engines for the new stations. Ken Koger stated they were in the
151 five year plan, an Engine and a Quint.
152 Chief Machuga stated he will get with Gary and have the engines speeded by the next Board meeting.

153 **Public Comment:**

154 None

155 **Executive Session:**

156 Bob Harpin made a motion under CRS 24-6-402(4)(B) to adjourn to an executive session to receive legal
157 council regarding the contract with Northglenn Ambulance, Rocky Teter seconded-carried.

158

159 The regular meeting was reconvened.

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

161 RESOLVED: To approve the minutes of the February 19, 2008 meeting as presented

162 RESOLVED: To approve the treasurer's report for February 2008

163 RESOLVED: To approve the bills for February 2008 of \$119,669.28

164 RESOLVED: To approve Resolution 2008-03-01, which authorizes Marshal LaPenna to sign the purchase
165 agreement for Stat. #7

166 RESOLVED: To approve Resolution 2008-03-02, for the District to amend the fees charged for fireworks
167 stands to \$1,000.

168 RESOLVED: To approve a new SOG, stating all firefighters from 1999 forward to complete Fire Fighter I.

169 _____
170 President Ken Koger 3/18/08

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172 Vice President Rocky Teter 3/18/08
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