

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

November 20, 2007

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, Tom
5 Merrigan.

6 **Introduction of guests:** Jamey Buckalew, Andy Nevil and Gene Andrist

7
8 **Minutes**

9 Mr. Koger asked for approval of the October 16th minutes, Jim Machuga made a motion to approve the
10 minutes and Randy Buckalew seconded-carried.

11 Marshal LaPenna introduced Mr. Gene Andrist to speak to the Board regarding the financial situation of
12 the District.

13 Mr. Andrist stated he does not want to see the District go into debt, but for them to use the funds they
14 have available. They have been very good at purchasing on a cash basis, which is very recommended.

15 Mr. Andrist informed the Board he feels they are in a very good financial standing.

16 **Treasurers Report:**

17 Submitted with packets.

18 Mr. Harpin stated there has been increase in the Revenue.

19 Mr. Harpin would like to see the 2007 audit by March of 2008 Board meeting

20 Marshal LaPenna will call the auditors and see what can be done about getting the audit by then.

21 Mr. Harpin would like to make a motion to adopt the 2008 Budget as submitted, for the South Adams

22 County Fire Protection District #4 in the amount of \$5,901,847, With the provision to have staff

23 make all necessary adjustments to the Budget when the final Assessed Valuation is received from

24 the assessor, Rocky Teter seconded-carried.

25 Mr. Harpin would like to make a motion to adopt Resolution #07-11-01, summarizing expenditures
26 and revenues for each fund and adopting a Budget, Rocky Teter seconded-carried

27 Mr. Harpin would like to make a motion to adopt Resolution #07-11-02, Appropriate Expenditures
28 of \$5,901.847 for the 2008 Budget year, Rocky Teter seconded-carried.

29 Mr. Harpin would like to make a motion to adopt Resolution #07-11-03, Resolution to set the Mill
30 Levy at 4.3 mills, Rocky Teter seconded-carried.

31 **Bills:**

32 Submitted with the packets.

33 Mr. Harpin made a motion to pay the October bills totaling \$149,462.94, Rocky Teter seconded-carried.

34 **EMS:**

35 Jamey Buckalew informed the Board, Northglenn now has updated IV equipment for their ambulances.

36 Amb. 23 will be replaced in March of 2008 and Amb. 22 will be replaced in August of 2008.

37 Their new ambulance has already been in an accident.

38 Marshal LaPenna informed the Board he has a amended contract from Northglenn.

39 Jamey wants to thank Chief Machuga, they received a call from BASF, they are sending \$1,000 to
40 Northglenn for training equipment, due to a haz-mat call. Jamey stated they are going to buy a new CPR
41 mannequin with the donation.

42 **Report on Buildings:**

43 Mr. Harpin has a list of work to be done on the stations;
44 Stat. #1-The mortar on the building is coming loose. Marshal LaPenna stated there is a hole in the
45 window on the bay door that needs to be replaced.
46 Stat. #3- Flags need replaced.
47 Stat. #4-The broken curb on the west end of the apron, needs fixed.
48 Stat. #5-The flag needs replaced, Mr. Harpin would like to thank Bob for his efforts at cleaning up
49 around the station.
50 Stat. #6- The lap siding on the apparatus bay are cracked, they need to be fixed.
51 Marshal LaPenna stated that is not under warranty.
52 There is also some very loose fitting hardware on the man door on the north side of the bay.
53 There is a broken stack of concrete that needs to be removed.
54 Marshal LaPenna stated the patio was replaced under warranty, the contractor never removed it.

55 **Board Comments:**

56 Mr. Harpin inquired about the major crossovers on the major Highways.
57 Marshal LaPenna informed him he has spoke to the regional director for CDOT, and was informed he did
58 not even know that I-270 was in his region. He has done some research, there is no funding for CDOT to
59 do anything with those crossovers. Marshal LaPenna will drive the corridor with the director and see if
60 there is anything that can be done. Marshal LaPenna has also contacted Chief Baker with Commerce
61 City Police to see if they would be willing to help with negotiations with CDOT, also the city engineer.
62 Randy Buckalew inquired if a letter has been given to Paul Archuleta regarding his restricted drivers
63 license. He is not allowed to drive District vehicles or go on stand-by by himself at a station.
64 Chief Machuga will talk with Paul tomorrow.
65 Mr. Machuga would like to thank Randy for helping Gary move into his new shop.
66 Randy stated Mr. Marrs also helped in moving equipment into the new shop.
67 Mr. Koger inquired when Bob will be getting the plow and hitch on his new truck.
68 Marshal LaPenna replied that the ladder rack, plow, hitch and bed liner will be installed this week.
69 Bob will check to see if a two compartment tank can be placed on the truck, one for diesel and one for
70 unleaded gas.
71 Mr. Koger inquired about the NIMS training. Chief Machuga stated that almost all the firemen have
72 completed the training
73 Marshal LaPenna stated the Bureau has completed the training, he still has the 300& 400 training.
74 He also stated the training deadline has been extended until Sept. 2008.
75 Mr. Koger inquired if Gary has been informed the new shop is a non-smoking facility.
76 Mr. Buckalew informed him today.
77 Mr. Koger stated the manpower and training are way down so far this year.
78 Chief Machuga informed him the firemen who do not make their required calls will loose a year.
79 He will have a live burn training in December to help out the firemen who still need training.
80 Mr. Koger informed Marshal LaPenna the Board would like copies of last year's and this year's
81 employees reviews.
82 Mr. Koger inquired about the ISO letter and where the District was headed.
83 Marshal LaPenna informed him the rating is likely to go from a 4.9 rating up to a 5.9 rating. The District
84 did not meet the guidelines for ISO as far as more stations and equipment.
85 Rocky Teter suggested placing an article in the newspaper regarding the increase.
86 The Board did not think it was a good idea to publish the information.

87 Marshal LaPenna stated a Board election will be coming up in May, does the Board want to place the
88 mill levy question back on the ballot. If they do, the election has to be a mail in election.
89 Mr. Merrigan stated there is a smaller turnout in a May election, they need to rally support for another
90 election. Mr. Koger stated the District did not sell the mill levy increase to the voters enough.
91 Mr. Teter suggested finding out how people voted and where the most votes came from.
92 Marshal LaPenna informed the Board if they decide to have another election in May, the time lines are
93 sooner than with a November election.
94 Mr. Koger inquired of the Chief if the \$500 has been returned to the District, since the work was never
95 completed at Stat. #5
96 Chief Machuga stated they will have it next month.
97 Mr. Koger inquired about the new shed at Stat. #5.
98 Chief Machuga stated the cement foundation has been formed.
99 Mr. Koger inquired about state convention.
100 Chief Machuga stated he has not had a chance to work on it in the past couple of weeks, they are still
101 wanting to stay at the hotels on 88th & I-76.
102 Mr. Koger suggested when sending information to everyone to send brochures on the hotels on Quebec.
103 Mr. Koger inquired if the Chief has sent in the department's list of drivers license's.
104 Chief Machuga stated he has and they will be checked out.
105 Mr. Koger inquired about the \$96,000 from Groendyke a few years ago, is that still available.
106 Marshal LaPenna stated most of the money was spent on equipment, there is \$13,473 left, that money
107 can only be used at the Transportation Test Center in Pueblo for training.
108 That money is in a checking account at Wells Fargo Bank.
109 Mr. Koger would like to review the five year plan. He would like to set a date for a study session to
110 discuss the plan, the election and the land for Stat. #7. The date was set for Monday, December 10th at
111 6:00P.M.

112 **Legal Comments:**

113 Mr. Merrigan informed the Board they are the owners of the property in Reunion.
114 The Board needs to decide whether they would like to purchase the Murray Farms property at 1.5 acres
115 or the 1.7 acres which includes the 112th easement.

116 **ADCOM:**

117 Marshal LaPenna reported Thornton Fire hired a manager for their dispatch center. They will be out of
118 ADCOM by 2009.
119 There has been no resolution to the Federal Heights problem, they are still working on it.

120 **Bureau Report:**

121 Month end Bureau report has been submitted.
122 Marshal LaPenna informed the Board an error occurred in the Firehouse program and he was not able to
123 list the correct count of inspections for the Bureau.
124 Marshal LaPenna stated there were \$4,020 received in plan review fees for October.
125 Marshal LaPenna inquired when the Board would like to have the annual holiday gathering for the
126 District and Department. The Board decided on Tuesday, December 11,th at 6:00 P.M.
127 Marshal LaPenna stated he would decide where and sent out invitations.

128 **Maintenance Report:**
129 Submitted with the packets.
130 Mr. Koger inquired about the NDT tests
131 Marshal LaPenna stated Gary would be able to fix TK-22, and adjusting the shocks.
132 L-23, cracks, welds, hydraulic leaks, the biggest item is the material hardness test. The top plate on the
133 second, third and fly sections do not meet the requirements for tolerance. The options are to go back to
134 the manufacture and provide a copy of the tests, they have the option stating they accept the test or they
135 could de-rate the boom rating of the ladder and pounds allowed on the platform or they could say the
136 District would have to remove the truck from service.
137 Mr. Buckalew informed the Board, Gary said it would cost at least \$50,000 to fix the truck, the entire
138 extension boom of the ladder would have to be replaced.
139 Marshal LaPenna feels the truck should be placed out of service due to the liability and safety stand
140 point.

141 **Chief's Report:**
142 Chief Machuga would like to request to purchase some tech rescue equipment at \$1,117.
143 The remainder he would like to purchase a tele-crit strut, a demo that would be cheaper than a new one.
144 The Board approved the amount.
145 Mr. Harpin inquired if the Hazmat billings has been sent out from the call in September.
146 Chief Machuga stated he has not sent a bill for the hazmat call, he will get it sent in

147 **District Development:**
148 Mr. Koger inquired about the dirt and grading on 102nd Ave.
149 Marshal LaPenna stated he has not been in contact with White Construction lately, they were going to be
150 going out for public bid.
151 Mr. Koger inquired about the water for Stat. #8
152 Marshal LaPenna informed him he has been in contact with Southwest Investments and the water district.
153 Mr. Koger inquired about the test on the new Maintenance facility regarding the stress test.
154 Marshal LaPenna stated the test was done and a letter submitted to the District stating the test passed.
155 Marshal LaPenna inquired of the general contractor when the completion date will be.
156 He has not responded back yet.
157 The oil sand separators has been installed, the vehicle exhaust system is in and operating, the plumbing
158 issues have been taken care of, and the electric should be installed tomorrow.
159 The erosion control and re-seeding on the North side will be handled next year due to the weather.
160 Marshal LaPenna informed the Board, the District received a \$5,000 grant from Commerce City to instal
161 the Sentra- Lock System. The system costs \$20,254, the \$5,000 will be used to place the Knox boxes on
162 some of the trucks.
163 Chief Machuga stated he does not like the idea of placing the Knox boxes on the trucks.
164 Discussion followed.

165 **Public Comment:**
166 No comments

167 **Executive Session:**

168 There was no further business, the meeting was adjourned at 8:50P.M.

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170 President Ken Koger 11/20/07

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172 Vice President Rocky Teter 11/20/07
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