

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

September 25, 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 6:20 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 LaPenna, Chief Craig Machuga and Diane Roemer-Vigil, and Tom
5 Merrigan.

6 **Introduction of guests:** Jamey Buckalew

7
8 **Minutes**

9 Mr. Koger asked for approval of the August 21st minutes, Jim Machuga made a motion to approve the
10 minutes and Bob Harpin seconded-carried.

11 **Treasurers Report:**

12 Submitted with packets.

13 Mr. Harpin stated the liabilities and assets are in balance.

14 Mr. Harpin stated he feels the budget is really close within some safe margin. There are a lot of things
15 that are budgeted, however in order for the District to be prudent, anything that is budgeted and involves
16 more than a \$1,000 expenditure, needs to come to the Board for approval. Mr. Harpin feels the Board
17 should start squeezing the dollar, as we look at putting out some capital outlay for the new station.
18 Marshal LaPenna would like clarification, there are many monthly re-curring expenses in excess of
19 \$1,000.

20 Mr. Harpin stated the bunker gear fund has not been tapped into yet, he feels this expense should come to
21 the Board.

22 Marshal LaPenna explained the payments for the new maintenance shop is going to be hundreds of
23 thousands of dollars.

24 Mr. Koger stated there are many everyday expenses such as public service bills, other utilities, just the
25 cost of doing business, these bills need to be paid.

26 Mr. Harpin explained that every expense does not need to be clarified, anything budgeted from now on
27 that is going to be over \$1,000 spent needs the Boards approval.

28 Mr. Machuga asked if the Chief wanted to spend over \$1,000 for bunker gear, does he need approval.

29 Mr. Harpin stated that even though the bunker gear is budgeted, he needs approval to spend the \$1,000.

30 Mr. Machuga inquired if the money is already in the budget, for example the department needs to order
31 new hose, do they need the Board's approval before it is ordered, even though it is already budgeted.

32 Mr. Harpin stated he is concerned about tapping into the reserve money, it will have ramifications next
33 year on the interest income.

34 Mr. Teter suggested that if more than \$1,000 is going to be spent, they call Mr. Harpin and he can review
35 it and if necessary a special meeting can be called for the Board.

36 Mr. Harpin would like to re-track the \$1,000, he wants the District to really watch what is being spent.

37 Mr. Harpin inquired if Commerce City has any requirements for landscaping at Stat. #4 and the new
38 maintenance shop.

39 Marshal LaPenna stated there are no requirements.

40 Mr. Harpin inquired if the District was going to hire a moving company to move Gary or if the District
41 was going to move him.

42 Marshal LaPenna informed him he has not had the time to look into the matter.

43 Mr. Koger would like to hire a company to move the maintenance shop to the new facility.

44 Mr. Buckalew is in total agreement, a moving company is insured.

45 **Bills:**
46 Submitted with the packets.
47 Mr. Harpin made a motion to pay the August bills totaling \$559,078.29 Jim Machuga seconded-carried.

48 **EMS:**
49 Mr. Koger inquired about the addendum to the current contract between the District and Northglenn
50 Ambulance.
51 Marshal LaPenna has not had a chance to review the contract. He will contact Rick Lindsey regarding the
52 addendum, along with a renewal date for the Boards review.
53 If the District enters into a new contract, the language regarding illegal aliens not being employed by
54 Northglenn, the new hire Home Land Security Process is required also.
55 Jamey stated that Northglenn already has that policy in place on new hires.
56 Mr. Harpin inquired about the fuel the ambulance gets from Riggi, it is his understanding that they are
57 purchasing the fuel from the District.
58 Marshal LaPenna informed him, in essence they are purchasing the fuel from the District.
59 Mr. Harpin inquired if they are paying the applicable taxes.
60 Marshal LaPenna informed him that at one point the Board was going to have Northglenn get their own
61 account with Riggi. However since they are not a governmental entity and they are working under
62 contract for the District, they receive the same per gallon rate the District pays.

63 **Report on Buildings:**
64 Mr. Machuga stated there is still a hole in the ceiling at Stat. #1 where the old swamp cooler was taken
65 out, it needs to be fixed.
66 Rocky Teter stated the flag at Stat. #4 needs replaced.

67 **Board Comments:**
68 Mr. Harpin informed Marshal LaPenna he would like to have the 2008 Budget items for the Bureau
69 employees broken out as far as insurance, Death & Disability and Medicare amounts.
70 Marshal LaPenna informed him he would have that done prior to their budget meeting.
71 Mr. Harpin informed the Board, in the SDA newsletter there is an article regarding workers comp
72 insurance increase in rates for volunteers.
73 Marshal LaPenna stated he has not read the letter, but did increase the amount of the workers comp
74 insurance premiums.
75 Mr. Koger inquired of Mr. Merrigan if he could draw up an SOG procedure for the Board to be able to
76 terminate a volunteer member.
77 Mr. Merrigan would like some clarification on what the Board is wanting.
78 Mr. Koger informed him if there were anything a volunteer member did that would hold the District
79 liable, for instance driving without a license. The Board wants to be able to step in and terminate
80 someone. The Chief cannot do this at this time, due to the department by-laws.
81 Mr. Koger stated that ADCOM will be checking the volunteers driving records twice a year for the
82 department.
83 Mr. Merrigan suggested letting the members know they are going to do this.
84 Discussion followed the volunteers' driving records.
85 Mr. Koger would like to have a study session for the Board on Tuesday, October 9th at 6:00 P.M., to
86 discuss the 2008 Budget.
87 Mr. Koger informed the Chief he is concerned with the response times for the department. Today there
88 were two calls, an accident and possible structure fire that no officer went in route to.
89 Mr. Koger inquired about the 2008 State Firefighters Convention.

90 Chief Machuga informed the Board the high school has been reserved for class rooms, the little theater
91 and the cafeteria, a hotel has been selected, the Holiday Inn Express on I-76. Two options for the track
92 are 60th Avenue into the civic center and 59th and Trenton.
93 Chief Machuga needs to set up a meeting with the Commerce City Mayor and the city manager to
94 confirm dates and places.
95 Mr. Koger is not pleased with the choice of the hotel, he would like Chief Machuga to talk the State
96 Firefighters Association and have them change hotel sites.
97 Chief Machuga stated they wanted the hotel to be in the District, but he would talk to them again.
98 Chief Machuga also informed the Board the BBQ will be at Fairfax Park with Steve Marrs is going to
99 help with the BBQ.
100 Mr. Koger informed the Board the members would like to set up a committee to inform the public about
101 the mill levy increase. Russ Caldwell thought the group would have to go up to the county to register.
102 Mr. Merrigan stated that was true, they would have to fill out forms from the secretary of state, and keep
103 track of the money they spend and take in.
104 Mr. Koger was informed the Elks, VFW, Rotary Club and the KARZ Club would like to have
105 presentations.
106 Rocky Teter informed the Board if they get information to the School District and Dr. Lange they will
107 back the mill levy increase.

108 **Legal Comments:**

109 Mr. Merrigan would like to thank the District on his behalf and his wife for inviting them to attend the
110 SDA conference, he really enjoyed giving his presentation.
111 Mr. Merrigan informed the Board the District received some comments from the Commerce City Public
112 Works Department.
113 Marshal LaPenna informed the Board when the initial PUD was submitted to the city, they had some
114 comments, included putting in a handicap ramp, the District had to put up a sign and a flag pole, the
115 median cut on Walden Street, among other items. The list has been sent back to the city, they are
116 reviewing the list.
117 The initial cost of purchasing the site was \$50,000, that was prior to having a building placed on the site,
118 the size of the land has increased to 5,800 sq. ft, therefore the price of the land has gone up to \$117,000.
119 Marty Zemick expects the plat to be recorded by this Friday. Once the plat is recorded and the PUD
120 approved, the District can close on the property and sign a construction contract.
121 Marshal LaPenna informed the Board the sign "Future site of South Adams County Fire District" has
122 been placed on the property.

123 **ADCOM:**

124 Marshal LaPenna informed the Board, Steve Marrs attended the ADCOM Board meeting this month.
125 Marshal LaPenna stated one of the big discussions was Federal Heights, they are not a member of
126 ADCOM, but have been receiving services at a reduced rate for the past few years.
127 The services have cost an average of \$85,000 to \$90,000 annually, Federal Heights has been paying
128 \$8,000 a year to ADCOM.
129 The ADCOM Board has 45 days to resolve the situation.
130 Marshal LaPenna informed the Board Fire House Records Management is now live. Kevin Phillips has
131 been working with ADCOM on the records management system.
132 Thornton Fire will be leaving ADCOM the first quarter of 2009, the dispatch fees may go up that year,
133 there will be a financial impact on everyone.

134

135 **Bureau Report:**

136 Month end Bureau report submitted with packets.

137 Marshal LaPenna informed the Board the plan review fees for August were \$1,214.25.

138 Marshal LaPenna would like to express his gratitude to the Board for allowing him to attend the SDA
139 conference, he has some good classes.

140 Marshal LaPenna will have the inspection reports in the Board packets for the next meeting.

141 **Maintenance Report:**

142 Submitted with the packets.

143 Gary is continuing work on SQ-25.

144 Randy Buckalew informed the Board Gary did pump tests last week, SQ-25 and E-24 did not pass pump
145 tests. Gary will work on them and try again to try and pass them.

146 **Chief's Report:**

147 Chief Machuga would like to thank the Board for letting him attend the SDA conference.

148 E-23 was damaged on the left wheel well over Labor Day weekend, the members in the truck did not
149 hear or feel it happen. The volunteer driving the truck has been suspended from the department.

150 Chief Machuga informed the Board the instructors are doing an instructors class for the fall academy.

151 They have come up with a list of requests for the training center, a forcible entry prop, a BBQ grill prop,
152 fix a sprinkler system prop, vertical ventilation prop, on the fourth floor, they would like to build a search
153 room prop, forcible entry exit and confined entry prop, they would like to build a bedroom prop on the
154 fourth floor, since it is not being used. They will not use water or burn anything on the fourth floor.

155 The total cost of these props would be \$615.00

156 Marshal LaPenna inquired if the bedroom search prop would be in addition to the second floor maze
157 area? Chief Machuga informed him it would be.

158 Mr. Koger inquired if the shelves at Stat. #5 were ever finished.

159 Chief Machuga informed him the wrong material was purchased, they need a receipt from the treasurer
160 to buy the correct material.

161 Randy Buckalew suggested if Stat. #5 was not completed by the next Board meeting, they need to
162 reimburse the District.

163 Chief Machuga stated the work will be done this year, the Board agreed to give the department the
164 money.

165 Chief Machuga informed the Board he has four firemen that would like to attend an FDIC class in Las
166 Vegas, Victor Loya, Derek Ross, Alex Armendariz and Bobby Noel. The total cost for the class will be
167 \$3,630.00, for a week.

168 Mr. Harpin informed the Chief the training budget would go over if this was approved.

169 The Board approved the class for the firemen, with the stipulation there would be not more training paid
170 out for this year.

171 **District Development:**

172 Marshal LaPenna informed the Board there is a joint construction meeting scheduled for Thursday, with
173 Dave Weesner, CTL Thompson, Tower One Construction, himself and Kevin Vincel.

174 Marshal LaPenna received an e-mail last week that the structural engineer had sent a letter to the
175 architect stating that there are some gaps in the testing of the mortar in the walls, there were two tests that
176 came back that did not meet the compressive strength requirements the structural engineer put down.

177 Marshal LaPenna stated there could be a possibility that they would have to core drill the wall in four
178 locations and take a sample and do compressive strength tests on them.

179 Tower One Construction is very adamant that they have been in business for 35 years and have never had
180 a specimen fail the test.
181 CTL Thompson was present when the mortar was mixed and approved of the process, but there is a time
182 gap from the time the footers were poured and when the second test was done.
183 Mr. Koger inquired if anything has been heard about the land a Murray Farms.
184 Marshal LaPenna informed him the survey company, has been instructed not to set foot on the property
185 until himself or Mr. Murray is contacted.
186 Mr. Buckalew stated there are markers on the property.
187 Marshal LaPenna will contact the survey company, Aztec Consulting and Mr. Murray.
188 Marshal LaPenna needs to make a decision on where the water for Stat. #8 will come from.

189 **Public Comment:**

190 No comments

191 **Executive Session:**

192 There was no further business, the meeting was adjourned at 7:45P.M.

193 _____
194 President Ken Koger 9/25/07

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196 Vice President Rocky Teter 9/25/07

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