



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

**January 21, 2020**

A meeting of the Board of Directors of the South Adams County Fire Protection District was held at the South Adams County Fire Protection District's Administrative Building, located at 6050 Syracuse Street, Commerce City, CO 80022 commencing at 6:39 p.m.

Board Members Present:

Alex Fairfield	President
Sam Gillan	Vice President
Craig Machuga	Secretary
Debra Bullock	Director
Ernie Anderson	Treasurer

Also, Present:

Kevin Vincel	Fire Chief
Bob Monzingo	Deputy Chief of Operation
Ken Koger	Chief of Support
Ron Fano	District Legal Counsel
Vanessa Rodriguez	Administrative Assistant
Dani Rodriguez	Administrative Assistant
Kevin Kellar	Director of Information Technologies
Jessica Fallt	Internal Senior Accountant
Maria Carabajal	Public Relations

Absent: None

Guests:

Melissa Wartman and Rick Lindsey from Northglenn Ambulance. Doug Finkenbinder.

Pledge of Allegiance:

President Fairfield led those present in the Pledge of Allegiance.

Public Comments: None.

Approval of Minutes:

Secretary Machuga made a motion to approve the minutes of the December 10, 2019 Board meeting, as presented in the Board packet. Vice President Gillan seconded the motion. The motion was passed unanimously.



Changes/Addition to the Agenda: Removal of the document Retention Resolution from the agenda.

**Special Reports:**

Chief Report on District Projects:

Chief of Support Koger stated that the HQ Parking lot is estimated to begin construction mid-March-April 2020 and is estimated to be completed year of mid-July 2020.

The General Contractor has been chosen. Construction of the Vehicle Maintenance Facility including the Building Maintenance is estimated to begin mid-2020 with an estimated completion in year 2021.

Chief of Support Koger stated that they are in the planning process for Station 6. The reconstruction is estimated to begin year 2020 with an estimated completion mid-2021.

The Training Center planning process is estimated to begin year 2020. Zoning issues will need to be addressed with the City. Construction is estimated to begin 2023.

The construction of Station 1 is in the rezoning stages. Chief of Support Koger will meet with the City beginning of February.

There are plans to purchase a half acre of land at station 7 estimated to be completed June-July 2020.

Northglenn Ambulance Report:

Melissa Wartman with Northglenn Ambulance gave a brief report on call volumes and response times for year 2019.

Board Action Items:

Secretary Machuga made a motion to approve Resolution 2020-01-01 Resolution Adopting the 2018 Edition of the International Fire Code with Local Amendments, as Adopted by Commerce City, Colorado. Vice President Gillan seconded the motion. The motion was passed unanimously.

Secretary Machuga made a motion to approve Resolution 2020-01-02 Resolution Concerning Regular Election to be Held May 5, 2020 to be Conducted as a Polling Place Election. Director Bullock seconded the motion. The motion was passed unanimously.

Secretary Machuga made a motion to approve the Review Basic Terms of the Maintenance Facility - Mark Young Construction, including approval of pre-construction services fee of \$12,497, with final contract subject to legal review and approval. Director Bullock seconded the motion. The motion was passed unanimously.

Treasurer's Report:



The Board reviewed the December financials. Treasurer Anderson reviewed the bills as presented in the Board Packet. Secretary Machuga made a motion to approve the bills. Treasurer Anderson seconded the motion. The motion was passed unanimously.

Chief Vincel stated Senior Accountant Fallt and Administrative Assistant Rodriguez are working on a PO System to better the budget planning.

It was reported that the District will be purchasing district vehicles.

#### Legal Comment:

Legal Counsel Fano stated that the Termination of the IGA between SACFPD and ACFR has been finalized.

The Thornton Exclusion process has been completed.

Legal Counsel Fano is in the process of reviewing the Fleet Maintenance agreement.

Legal Counsel Fano stated that he will be meeting with Chief Vincel and HR Rossback to begin the Revisions of the Employee Handbook.

#### Chief's Report:

Chief Vincel gave an update on the policy manual revisions.

Chief shared his appreciation with Bob Kreutzer, Operation Chief Monzingo, Captain Graff and all the crews for all their help in getting Station 6 completed.

Welcomed Battalion Chief Hunter Hackbarth.

Chief Vincel gave a brief update on the department logos and patches and is estimated to be completed February 2020.

SCBA is estimated to arrive in May 2020.

NAFC Training Academy will be held by SACFD Training Division Chief Whitner.

Chief Vincel stated that he would like to go forward in applying for the Hazmat Grant.

Congratulated FP Officer Sara Krzanoksy, Deputy Fire Marshal Doherty, Battalion Chief Noel and Lieutenant Foote for receiving their fire-based education. The education assistance program has helped.

The 2019 Audit has begun.

CAD to CAD is estimated to be implemented late summer 2020.



ADCOM has purchased property and will be rebuilding a dispatch center.

Chief of Support gave a brief update on the elections and when each board member was appointed.

Public Relation Carabjal gave a brief update on the departments transition to the new logo and badges.

Decals will be placed on every district vehicle.

Website update is expected to be completed second quarter.

Deputy Chief of Operations Report:

The Deputy Chief of Operations Monzingo updated the Board on various District projects.

Board of Directors/Report Comments:

The Board congratulated the Department for all their hard work and shared their appreciation for all they do for the community.

Executive Session: None

Adjournment: With no further business to come before the Board, President Fairfield made a motion to adjourn the meeting. Upon a second, the motion passed unanimously.

The meeting was adjourned at 7:59 p.m.

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Alex Fairfield  
Board President 02/18/2020

x \_\_\_\_\_

Craig Machuga  
Board Secretary 02/18/2020