



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

April 16, 2019

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 6:15 p.m.

Board Members Present:

Alex Fairfield	President
Sam Gillan	Vice President
Ernie Anderson	Treasurer
Craig Machuga	Secretary
Debra Bullock	Director (attended via teleconference)

Also, Present:

Kevin Vincel	Fire Chief
Bob Monzingo	Deputy Chief of Operation
Randall Weigum	Fire Marshal
Vanessa Rodriguez	Administrative Assistant
Kelley Duke	Legal Counsel
Melissa Rossback	Human Resources
Kevin Kellar	IT Administrator
Derek Ross	Battalion Chief

Absent: None.

Guests: Melissa Wartman and Jamey Buckalew from Northglenn Ambulance. Battalion Chief Derek Ross.

Pledge of Allegiance:

President Fairfield led those present in the Pledge of Allegiance.

Public Comments:

Battalion Chief Ross expressed his appreciation for, and his approval of, the Board's consideration and work regarding, the potential merger between the District and Adams County Fire Protection District.



Approval of Minutes:

President Fairfield made a motion to approve the minutes of the March 15, 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:

President Fairfield made a motion to approve the agenda as posted. Vice President Gillan seconded the motion. The motion was passed unanimously.

Special Reports: Fire Marshal Weigum discussed the brush truck fire from Station 8. He advised the Board that the insurance company is still working on their final report of the fire.

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

Treasurer's Report:

The Board reviewed the April financials as presented in the board packet. President Fairfield made a motion to approve the bills. Treasurer Anderson seconded the motion. The motion was passed unanimously.

Legal Comment: None.

Chief's Report:

Chief Vincel reported that they will be upgrading the smoke alarm systems at Station 8.

IT Administrator Kellar is working on the security systems at Station 8 and will install cameras in the bay.

Station 6 will be remodeled and will have a sprinkler system installed in both Station 6 and Station 3.

Public Relations Manager Carabajal is working on the Community Room at Station 8.

Former Board Member Ken Koger and Deputy Chief of Operations Monzingo have been exploring the process for the expansion of the Headquarters capital project and Fleet Maintenance capital project.

Chief Vincel stated that he has reviewed the service record of an applicant for pension, and determined the individual did not serve sufficient time with the District and therefore does not qualify for a pension.

Deputy Chief of Operations Report:

Deputy Chief of Operations Monzingo expressed his gratitude to the first responders and everyone involved for all their efforts responding to the fire at Station 8.



Chief Staff have decided to move forward with hiring positions for Captain, Lieutenant, Engineer and Firefighters.

Final inspection on the service truck will be completed end of May 2019.

Station 6 is anticipated to be completed mid Fall 2019.

Information Technologies Report:

IT Administrator Kellar shared with the Board the projects and training completed for the year 2019, as well as the upcoming projects for 2019.

Board of Directors/ Report Comments: President Fairfield asked for information regarding the flex account for additional employee benefits.

Executive Session:

Attorney Duke requested that the Board enter into an executive session to receive legal advice on matters related to personnel issues and merger discussions.

President Fairfield made a motion to go into Executive Session to receive advice of legal counsel pursuant to C.R.S § 24-6-402(b). Vice President Gillian seconded the motion. The motion passed unanimously. Attorney Duke certified for the record that the executive session will constitute a privileged attorney-client communication and will not be recorded.

The Board went into Executive session at 8:01 p.m.

The Board came out of the Executive session at 9:00 p.m.

Adjournment:

With no further business to come before the Board, President Fairfield made a motion to adjourn the meeting. Vice President Gillan seconded the motion. The motion passed unanimously.

The meeting was adjourned at 9:05 p.m.



x _____
Alex Fairfield
Board President 05/21/2019

x _____
Craig Machuga
Board Secretary 05/21/2019

I hereby attest that the information communicated during the first Executive Session, which was not recorded, constituted privileged attorney-client communications.

Kelley Duke, Attorney for the District

I hereby attest that the first and second Executive Sessions was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. § 24-6-402(4)(b).

Alex Fairfield, President