

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

February 20, 2018

A meeting of the Board of Directors of the South Adams County Fire Protection District was held at 6050 Syracuse St, Commerce City. Chairman Koger called the meeting to order at 6:15 p.m.

The following Directors were present by roll call: President/Chairman Ken Koger, Treasurer Alex Fairfield, Director Sam Gillan, and Vice President Randy Buckalew and Secretary Craig Machuga.

Also present were: Fire Chief Kevin Vincel; Deputy Chief Bob Monzingo; Kelley Duke, Attorney for the District; Diane Roemer, Administrative Assistant for the District; Human Resource Manager Melissa Rossback; Public Relations Director Maria Carajabal; Emma Connors, Receptionist and Kevin Kellar IT Director.

Guests: Roger Japp with Northglenn Ambulance; Debra Bullock, Commerce City Historical Society; Battalion Chief Robert Noel and Battalion Chief Derek Ross.

Additions or Changes to the Board Agenda:

None

Public Comment:

Debra Bullock with the Commerce City Historical Society informed the Board the Historical Society will be handing out coloring books to the grade schools in April and would like to ask if the District's firefighters would assist in the distribution.

In July the Historical Society is going to have a blood drive through Bonfils Blood bank called Battle of the Badges. The Historical Society would like the District's firefighters to assist with the blood drive at the museum, 6050 E. 60th Avenue.

Ms. Bullock inquired if the District would like to become a lifetime member of the Historical Society. The cost is \$500 and will be used to operate the museum.

The Board agreed on all three requests from the Historical Society.

Minutes:

Chairman Koger asked for a motion to approve the minutes of the January 16st, 2018 Board meeting. Secretary Machuga made a motion to approve the minutes; Director Buckalew seconded the motion. The motion carried.

District Projects:

Chief Vincel informed the Board that Deputy Chief Monzingo has an update on the exhaust systems.

Chief Monzingo stated that he met with the mechanic Miles Miller and was informed that the exhaust system project for the stations is about three quarters complete. Projected completion is the middle of March.

Chief Vincel informed the Board they are installing diesel engines only for the exhaust systems.

Chief Vincel informed the Board that the new heating system for Station #8 is complete. It came in under budget at a cost of \$21,432. This is a heat pump system; the forced air furnace would have been double the cost.

Chief Vincel addressed Secretary Machuga's comment on the outside lighting at Station #4. He considers the station to be well lit; he suggested Secretary Machuga drive by at night before talking with Bob Kreutzer.

Chief Vincel will make sure the Board has access to the headquarters and maintenance buildings with their own access codes.

Northglenn Ambulance:

Roger Japp stated he had no report for the Board.

Executive Session

Secretary Machuga made a motion to move into executive session per C.R.S.24-6-402(b), to receive the advice of legal counsel. On motion duly made and seconded, the Board entered into executive session at 6:35p.m.

Attorney Duke certified for the record that the executive session is privileged attorney/client communication and would not be recorded.

The Board meeting reconvened at 7:00P.M.

Board Action Items:

Chairman Koger presented to the Board the Second Amendment for the District vacation policy. Secretary Machuga made a motion to amend the District's vacation policy; Vice President Buckalew seconded. The motion carried.

Chairman Koger presented the Board the Third amendment for the District sick leave policy. Secretary Machuga made a motion to amend the District sick leave policy; Treasurer Fairfield seconded. The motion carried.

Public Hearing on the Exclusion of Property

President Kroger presented Resolution #2018-02-01, Exclusion of School District 28J property from the District's jurisdiction, on the condition that it is included into the Greater Brighton Fire Protection District pursuant to the Intergovernmental Agreement with the Greater Brighton Fire Protection District.

President Koger opened the Public Hearing on the Exclusion of School District 28J property from the District.

Attorney Duke noted for the record that the Notice of Public Hearing was duly published as required by law. There were no written comments from the public.

President Koger inquired if there were any public comments, there were none.

President Koger closed the public hearing.

Secretary Machuga made a motion to adopt Resolution #2018-02-01, for the exclusion of School District 28J property from the District's jurisdiction and to approve the associated Certified Order excluding the property. Treasurer Fairfield seconded the motion. The motion passed.

President Koger presented Resolution #2018-02-02, adopting a new fee schedule for fire inspections. Secretary Machuga made a motion to adopt the new fee schedule for fire inspections; Director Gillan seconded the motion. The motion passed.

President Koger presented Resolution # 2018-02-03, approving a one-time buy-out of excess vacation leave for administrative employees.

Vice President Buckalew made a motion to adopt Resolution #2018-02-03, approving a one-time buy-out of excess vacation leave for administrative employees. Secretary Machuga seconded the motion. The motion passed.

President Koger presented the Board with an amendment to the Intergovernmental Agreement with Sable – Altura re: Exclusion / Inclusion of real Property, and made a motion to adopt the Amendment. Secretary Machuga made a motion to approve the Exclusion / Inclusion of the Sable Altura property, Vice President Buckalew seconded the motion. The motion passed.

Treasurer's Report:

The Treasurer's Report is included in the Board packet.

Chief Vincel informed the Board that the CSAFE and CSIP funds will be moved to ColoTrust.

Chief Vincel told the Board that Eric Weaver with Marchetti & Weaver has informed him the District is doing well financially.

Chief Vincel stated that According to the Audit, the District will owe \$60,000 to workers' compensation. The original amount due to Workers' Compensation was \$80,000. Melissa Rossback worked with Colorado Special District Pool to lower the amount that was due.

Bills for January 2018:

Treasurer Fairfield asked the Board for approval to pay the January 2018 bills, totaling \$197,372.70.

Vice President Buckalew made a motion to pay the bills for January 2018. Director Gillan seconded the motion. The motion passed.

Legal Comments:

Attorney Duke had nothing to add to her written report.

Fire Chief Report:

Chief Vincel informed the Board that the battalion chiefs have a presentation for the Board regarding a new BC vehicle. Battalion Chief Noel informed the Board they would like to order a new BC vehicle that would be a red vehicle. Mr. Noel feels the red color for their new BC vehicle will stand out and be more identifiable at a fire scene. Many times they get mistaken for a police car. They would like the Board's approval to order either a Chevy Tahoe or a Ford F-150 pickup in red.

Treasurer Fairfield suggested a robust light package on the new vehicle.

Discussion followed, the Board agreed to order a red Battalion Chief vehicle.

Chief Vincel introduced Maria Carabajal the District's new Public Relations Director.

Public Relations Director Carabajal informed the Board that she has been involved in Commerce City for twenty years, working on various Boards and community events. She has experience in marketing and public relations.

Chief Vincel would like to thank Fire Marshal Weigum for his work instituting the impact fees.

Chief Vincel informed the Board that he attended the Colorado State Chiefs' ("State Chiefs") meeting and informed the Board that the State Chiefs would like Board members to call their local commissioners regarding the Gallagher bill. They will have a list of certain items the Board can discuss with the commissioners, such as how the fire department's service levels will drop if the Gallagher bill passes.

The assessment rate is due to drop to 6.11% from 7.2%, which would be a 1.5 million dollar loss over four years.

Chief Vincel attended the North Area Chiefs' meeting. The Chiefs would like an auto aid agreement for the surrounding fire departments.

Deputy Chief Monzingo Report:

Deputy Chief Monzingo would like to thank the vehicle maintenance technician Miles Miller for his work on getting the exhaust systems installed. The project is under budget, he has done a phenomenal job on this project.

Deputy Chief Monzingo informed the Board the truck with the ladder replacement is going to Front Range on Thursday. It should take two weeks to repair.

The 75' HME is scheduled to be picked up the first week in March.

The new trucks are about 75% to 80% completed with equipment. Training Chief Whitner has training sessions scheduled for the new trucks. A dedication ceremony should be sometime in April.

Deputy Chief Monzingo informed the Board that the brush trucks are coming along. He doesn't have a delivery date yet.

Deputy Chief Monzingo informed the Board that the District has received 100 more calls than last year.

Training Chief Whitner Report:

Training Chief Whitner informed the Board that the firefighters completed the maze at the Brighton Fire training center.

The Blue card lab is this week and next; everyone should receive their IC number one and two certifications.

The Blue card live training will be done at the Brighton Fire training center.

Some of the changes with the engines has demonstrated the need for training on getting a ladder to the second floor of a building.

Officer boot camp will take place in March.

Volunteer Report:

Training Chief Whitner informed the Board the volunteer department did 796 hours of volunteering, they accomplished 92.74 training hours. There are a total of 15 volunteers.

Training Chief Whitner had two meetings with the volunteers and presented two new SOG's to them. These should make the volunteer program easier for them to understand.

There will be a volunteer academy in June. The revised application process will come out this week. One of the requirements will be that they have to be recommended by a South Adams employee. There will be at least five new volunteers brought on.

Fire Marshal Weigum Report:

Fire Marshal Weigum informed the Board there were 24 applications for the Fire Prevention Officer. He stated that the District has hired Kristin Marrs, from the volunteer department for the position. She started on February 15th.

Ryan Doherty and Jon Lodge have been doing a great job. They each now have their drone licenses.

Ryan Doherty obtained his international certification for arson investigations. He also was accepted into the National Academy of Fire Investigators.

Fire Marshal Weigum informed the Board that the District has collected \$11,000 for fire impact fees. Total to date the District has collected \$70,796 for the impact fees.

The new permit fee schedule was a cooperative effort between Adams County Fire Protection District, Greater Brighton Fire Protection District and the District.

Board of Directors Report:

Vice President Buckalew would like to thank everyone that attended Officer Gumm's funeral. Many members of the District attended.

Chairman Koger brought a letter to the Board's attention, which was addressed to the Chief, and which commended Fire Marshal Weigum for installing fire alarms in an elderly couple's home.

Chairman Koger would like the Public Relations Department to update the District's social media platforms to inform the public about District and District employees' achievements.

Chief Vincel thanked Treasurer Fairfield for attending the fire commission meeting.

Adjournment:

As there was no further business, Chairman Koger adjourned the Board meeting at 8:00 p.m.

SUMMARY OF ACTIONS TAKEN BY THE BOARD

RESOLVED: To approve the minutes of the January 16h, 2018 meeting.

RESOLVED: To approve the Treasurer's report for January 2018.

RESOLVED: To pay the bills for January 2018, totaling \$197,372.70.

RESOLVED: To adopt the second amendment to the District vacation policy.

RESOLVED: To adopt the third amendment to the District sick time policy

RESOLVED: To approve Resolution #2018-02-01, Inclusion / Exclusion of school District 28J

RESOLVED: To approve Resolution #2018-02-02, adopting a fee schedule for fire inspections.

RESOLVED: To approve Resolution #2018-02-03, Vacation buy-out for admin personnel

RESOLVED: To approve Inclusion / Exclusion with Sable Altura Fire District.

X

Ken Koger
Board President 2/20/2018

X

Craig Machuga
Board Secretary 2/20/2018

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

Kelley B. Duke, Attorney for the District

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

Ken Kroger, President/Chairman