



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

October 15, 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 6:18 p.m.

Board Members Present:

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

Absent: Sam Gillan

Also, Present:

Kevin Vincel	Fire Chief
Bob Monzingo	Deputy Chief of Operation
Ken Koger	Administrative Chief Support
Vanessa Rodriguez	Administrative Assistant
Kelley Duke	District Legal Counsel
Kevin Kellar	Director of Information Technology
Jessica Fallt	Internal Senior Accountant

Guests:

Melissa Wartman and Jamey Buckalew from Northglenn Ambulance, Heidi Sunder and Matthew Rettmer from South Metro Fire Rescue, RJ Fernandez and Doug Finkinbinder.

Treasurer Anderson made a motion to excuse Vice President Gillan. Secretary Machuga seconded the motion. The motion was passed unanimously.

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 September 24, 2019 Board meeting, as presented in the Board packet. Treasurer Anderson seconded the motion. The motion was passed unanimously.

Changes/Addition to the Agenda: None.



Special Reports:

Chief Report on District Projects:

Chief Vincel stated that with the upcoming year 2020 and the merger with Adams County Fire Protection District no longer going forward, he has been in contact with Brad Bonnet, Allred & Associates who will be working closely with Administrative Chief of Support Koger on District project planning.

Chief Vincel stated that he is looking at projects for the next two to three years under the current plan for the District.

The new Training Facility will no longer station the medic unit. It will be a training facility only. Chief Vincel stated that he would like Mr. Bonnet to plan the construction of the Training Facility.

The HQ Parking lot will not begin construction until mid-April 2020 with an estimated completion in mid-June-July of 2020.

The basement remodel at Station 6 is anticipated to be completed in 2020. Mr. Bonnet and Chief Staff will prepare a plan to build out the Station in 2021.

Chief Vincel stated that Mr. Bonnet is looking at options for converting the maintenance facility into Station 1, in 2023. The redesign of the maintenance facility will begin in mid-April of 2020.

Chief Vincel stated that he will be sending the Board a revised budget report.

Chief Vincel stated that Chief Staff are considering bringing Northglenn Ambulance into the maintenance program, beginning January 2020.

Northglenn Ambulance Report:

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

Ms. Wartman also discussed the Pediatric Partnership with Rocky Mountain Hospital for Children.

Board Action Items: None.

Treasurer's Report:

The Board reviewed the September financials. Treasurer Anderson reviewed the bills as presented in the Board Packet. Secretary Machuga made a motion to approve the bills. Director Bullock second the motion. The motion was passed unanimously.

Chief Vincel stated that the budget looks great.



Chief Vincel shared his appreciation with Senior Accountant Fallt for all her hard work; she is working on creating a spreadsheet to show the insurance benefit costs.

Legal Comment:

Attorney Duke stated that the City of Thornton has annexed property around the 88th open space area, which is currently within the District's jurisdiction. The City of Thornton sent a request to exclude this property from the District. The exclusion documents will be provided in the November 19, 2019 Board meeting for the Board's review and consideration.

Chief's Report:

Chief Vincel shared the administrative update for 2020, including firefighters and hiring a Business Intelligence Analyst.

Chief Vincel welcomed Chief Mechanic Garry Aranda, Mechanic Alan Gosselin, Engineer Matt Urling, HR Specialist Dani Rodriguez, Administrative Chief of Support Koger and Receptionist Fernanda Herrera to the South Adams County Fire Department Family.

Chief Vincel shared his appreciation for Director of Public Relations Carabajal, DeWayne Keeton, Michael Parks, and the committee for all their hard work in the preparation of the Award Ceremony.

Chief Vincel stated that he will attend the probationary firefighter's graduation on November 8, 2020. Chief Vincel also shared his appreciation with Training Chief Whitner for an outstanding job.

Chief Vincel stated that the committee have been working on the new department logo and badge. He shared his appreciation for Alex Stone, Director of Public Relations Carabajal, Chad Ray, Chris VanDijk, and Andrew Reifman for their outstanding work in creating the new logo and badge.

Chief Vincel stated that the new logo and badge will be unveiled at the Award Ceremony.

Deputy Chief of Operations Report:

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

Engine 26 will be completed mid-December.

Chief Staff anticipates that the new Battalion Chief position will be filled by the beginning of January 2020.

Board of Directors/Report Comments:

President Fairfield shared his appreciation to everyone in the District, for all their hard work through the past month and through all the changes that have occurred.



Executive Session:

President Fairfield made a motion to go into Executive Session to discuss matters subject to negotiation subject to C.R.S § 24-6-402(4)(e). The motion passed unanimously.

Attorney Duke certified for the record that the executive session is considered confidential communication and will be recorded.

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 7:17 p.m.

x _____
Alex Fairfield
Board President 11/19/2019

x _____
Craig Machuga
Board Secretary 11/19/2019

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).

x _____
Alex Fairfield, President