



# MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE

## SOUTH ADAMS COUNTY FIRE PROTECTION DISTRICT

May 17, 2022

A meeting of the Board of Directors of the South Adams County Fire Protection District was held in person and via zoom meeting due to on-going concerns related to the spread of COVID-19 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
Craig Machuga	Secretary
Debra Bullock	Director
Ernie Anderson	Treasurer

### Also, Present:

Kevin Vincel	Fire Chief
Ken Koger	Chief of Support
Bobby Noel	Deputy Chief of Operations
Ron Fano	District Legal Counsel
Sandy Danne	Administrative Assistant
Kevin Kellar	Director of Information Technology

Absent: None

Guests: Maria Carabajal, Vanessa Rodriguez, Reece Judson, Denver 7, Melanie Fairfield, Bob Harpin, Augdon Greening, Renee Bullock, Nick Bendinelli, Andrew Fairband.

Pledge of Allegiance:

### Swearing in newly re-elected Board members:

Ernie Anderson, Debra Bullock, and Sam Gillan were all sworn in, as they were re-elected in the May 3, 2022, board elections.

### Public Comments:

Retiree Bob Harpin asked in the future if board elections and elections concerning anything to do with South Adams County Fire, be communicated in ways other than social media.



Capt. Fairband thanked the Board of Directors and Chief Staff for all their ongoing hard work on the ambulance situation. He voiced his thanks for and supporting the line staff and the citizens, through all the ambulance issues in the last months.

Local 5124 President Greening congratulated the newly re-elected board members. He then expressed concern that NGA agreed to provide two ambulances from April 30, through June 1. He recounted that on several days NGA only had one ambulance in the district. Greening encouraged the Board to restructure the officers with the election. He feels and he is speaking on behalf of the Local 5124, that in his opinion, Board President, Fairfield was not able to separate his employment from NGA and his elected position as Board President on South Adams County Fire Board. Mr. Greening reported that at the beginning of the election Mr. Fairfield contacted him and asked him to support Roger Japp who was running for the board. Mr. Japp was a former employee of NGA and Mr. Greening felt Mr. Fairfield was trying to control the board with helping Mr. Japp get elected. He referenced the executive session on the April meeting agenda, that was set to discuss concerns regarding NGA and their lack of coverage in the fire district and pointed out that Mr. Fairfield took control of the executive session and initially had shut out the Chief. Due to this conflict of interest by Mr. Fairfield and his employment with NGA, Mr. Greening asked for Mr. Fairfield's immediate resignation from the SACFD Board of Directors. Mr. Greening addressed the rest of the board that if Mr. Fairfield was not in agreement to resign, that the Board does not allow Mr. Fairfield any position other than Director. He closed his public comment by stating he was proud of the men and women of South Adams County Fire Department.

Call out was made for any other public comments by Director Fairfield, and there were no others.

#### Changes/Additions to the Agenda:

Vice President Gillan made a motion to move up agenda item 11 a to the next agenda item. Secretary Machuga seconded the motion. The motion passed unanimously.

#### Board Action Items:

##### Realignment of officer positions on the Board:

Director Bullock nominated Secretary Machuga as president. President Fairfield seconded the motion. The motion passed unanimously.

Secretary Machuga made a motion to nominate Mr. Fairfield to secretary. There was not a second, therefore the motion did not go to being voted on.

Vice President Gillan made a motion to keep Treasurer Anderson as treasurer. Director Bullock seconded the motion. The motion was passed unanimously.



Treasurer Anderson made a motion to retain Vice President Gillan as Vice President of the board of directors. Director Bullock seconded the motion. The motion passed unanimously.

Treasurer Anderson made a motion to nominate Director Bullock to secretary. Newly appointed president Machuga seconded the motion, the motion passed unanimously.

Director Bullock made a motion to nominate Mr. Fairfield to director. Treasurer Anderson seconded the motion. The motion passed unanimously.

#### Approval of Minutes:

Director Bullock made a motion to approve the minutes of the April 19, 2022, as presented in the Board packet. Vice president Gillan seconded the motion. The motion passed unanimously.

Director Bullock made a motion to approve the minutes of the May 3, 2022, special board meeting as presented in the Board packet. Treasurer Anderson seconded the motion. The motion passed unanimously.

Changes/Addition to the Agenda: As noted above at the start of the meeting, Vice President Gillan made a motion to move up item 11a of the agenda and such change was approved.

#### Special Reports:

##### Chief Report on District Projects:

Chief of Support Koger reported on the following projects:

Association Building: The outside will be painted this summer.

Fleet maintenance: Plan is to complete payment ASAP. There is no change, door still is not operating properly. We are still holding the retention fee.

Station 21 - All permits are in hand. Completion date is set for December 2022.

Station 23 - Men's/women's bathroom/locker room is now in process. Ventilation system install will take place next week. Floors and painting are completed. First In Security System to be installed.

Station 25/Training - Bed purchased and delivered. Ready for an ambulance.

Station 26 - Fire sprinkler system install is set for Fall of 2022.

Station 27 - Nothing new from the land developer at Murray Farms.



Station 28 - Bob Kreutzer & Capt. Fairband met for future kitchen upgrade.

Station 29 - SACFD's basic needs have been sent to the home builder. Planning commission approved for development to move forward. Goes before City Council on June 6, 2022, for approval.

The Pound - Sauna has been installed. Demo on bathrooms/showers will begin this week and be completed by mid-August.

Safety Committee - Light weight gear has been delivered and issued. Bunker gear has been delayed to June 5<sup>th</sup>. Next meeting is on May 23, 2022.

EOC - I.T. is in process of purchasing equipment, back-up generator in process. Electrical survey is being conducted.

Association: Committee is planning functions for 2022. Purchased tickets for Guns and Hoes Soccer benefit.

Neighbor to Neighbor: No new cards issued in April

#### Board Action Items:

Discussion and consider for approval the updated Plan Review and Inspection Fee Schedule as presented in the board packet:

After discussion and questions regarding the length of time for plan reviews, Vice president Gillan made a motion to approve the updated Plan Review and Inspection Fee. Secretary Bullock seconded the motion. The motion passed unanimously.

#### Treasurer's Report:

Chief Vincel gave an update on the budget, stating 1<sup>st</sup> quarter is looking good, and thanked the Deputy Chiefs, accountant, and outside accountants. He reported the first preliminary budget meeting for 2023 has taken place and what used to last 6-7 hours, only lasted 4 hours. Budgets are looking good.

Treasurer Anderson reported on the bills that are unpaid and need to be paid. Treasurer Anderson made a motion to pay the April 14-May 10, 2022, bills. Secretary Bullock seconded the motion. The motion passed unanimously.

#### Legal Comments:

Attorney Fano reported that it's been a heavy month for legal contracts, related to the ambulance coverage issues and the plan Review consultant contract, as well as, board elections. He said he'll be raising with the Board this summer how to address the new Family Medical Leave law that was passed last November, that the state is fine tuning the regulations



that provide special districts the ability to opt out of the leave program, and he will report later in the summer, likely at the August meeting.

#### Chief Vincel Report:

Chief Vincel reported SACFD on schedule to conduct its own second academy for new hires in the fall and it will take place at the pound, with the hiring of lateral firefighter/paramedics. Arvada Fire is going to join the academy.

Chief reported that there are two remaining in the North Area Academy.

Chief Vincel reported the Blocker will be delivered in a few weeks. Chief Mechanic, Miles Miller, traveled to Wisconsin to inspect Engine 26 and it is due to arrive June/July.

Chief Vincel reported that station 3, is ready to open and an engine will be stationed there.

Chief Vincel reported and recognized Capt. Metish and FF Otterson for applying and receiving a 1.4-million-dollar grant from Adams County. The funds are to be used for Health and Wellness and High School Career Program. Both Prairie View and Adams City High Schools are going to offer the curriculum being offered with the Grant.

Hiring Update: Chief Vincel reported that Daniele Stufft was hired and started earlier in the month as the Training Coordinator. She comes with a lot of experience. He also reported that an IT Administrator has been posted, due to Aaron Marquez resigning. And SACFD has also posted for fire/medic positions.

Accreditation: Chief Vincel reported that the accreditation process is running smoothly. He reported that SACFD should be accredited in March 2024 and will be one of three hundred departments nationwide to be accredited. He did suggest one or two board members need to be available in March 2024 to attend the accreditation ceremony.

Chief Vincel reported to date APEX and AMR ambulance services have been great to work with. AMR has had 108 calls from April 30-May 16. Chief Vincel wanted the citizens to know that the EMS service level has not dropped since the transition. He also reported Platte Valley is on schedule to start on July 11, with four ambulances.

Chief Vincel wanted to commend Chiefs Noel and Hackbarth for the work they have done to get a mutual aid agreement with Aurora Fire. Legal has reviewed the IGA and once finalized it will be presented to the Board.

Chief Vincel reported there will be training for administration on EOC in June. Once trained a scenario will be run in the fall working with the SAC water department.



Chief Vincel reported that ADCOM is taking over Table Command from Adams County Fire District.

Deputy Chief of Operations Report:

Deputy Chief Noel reported that the details on the auto aid are being worked on and it will be a big help when it is up and running. It will lend a lot of help on the Tower corridor all the way up 96<sup>th</sup> Avenue.

Deputy Chief Noel reported that he's been working with Apex Ambulance, on continuing coverage with a 12-hour ambulance at station #6 and AMR with one ambulance located at Station #4 for the district. NGA has given notice that they will only have two ambulances starting April 30.

Deputy Chief Noel reported that an acting officer boot camp was just completed at the Pound.

Deputy Chief Noel reported that he will be setting up training for the admin staff to start the EOC. The classes will be ICS 300/400 and EOC operations and IAP documents.

He also reported that he has started working with Platte Valley on IT items for the transition.

Deputy Chief Noel reported that the paramedic car should be in service soon, SACFD is still waiting on the DEA.

Deputy Chief Noel presented call volumes by station/unit for the month of April.

Board of Directors Report/Comments:

Treasurer Anderson thanked everyone for their support on his re-election and said enjoys being on the fire board. He said looking forward to working with everybody and for another term with Chief's staff, the line personnel and the Cad to Cad.

Secretary Bullock wanted to thank everyone for their votes and looking forward to working with everyone. She Congratulated all on the budget and said we need to focus on the good and positive things.

Vice President Gillan thanked all the voters for the re–election. He thanked the guest speakers and gave a shout out to the staff on the great work on the grants, accreditation, and training. He commended the Chiefs staff for the work that has been done and for holding contractors accountable.

Director Fairfield congratulated fellow board members on their re-election. He said he moved to the district in 1998. He has seen a lot of growth, reflecting on prior years how he has supported everyone in the district and the citizens.



Adjournment: With no further business to come before the Board, the meeting adjourned at 8:02 p.m.

x \_\_\_\_\_  
Craig Machuga  
Board President 06/21/2022

x \_\_\_\_\_  
Debra Bullock  
Board Secretary 06/21/2022