



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

**December 6, 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:**

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

**Also Present:**

Kevin Vincel	Fire Chief
Bobby Noel	Deputy Chief of Operations
Ken Koger	Deputy Chief of Support
Ron Fano	District Legal Counsel
Sandy Danne	Executive Administrative Assistant
Kevin Kellar	IT Manager

Absent: None

Guests: Candy Machuga, Trey Zima

Pledge of Allegiance:

Public Comments: None.

**Approval of Minutes:**

Vice President Gillan made a motion to approve the minutes of the November 15, 2022, 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:**

Deputy Chief of Support Report on District Projects:



- Fleet Maint: We're working on a contract with Platte Valley to work on their ambulances. Starting with light packages for their staff cars.
- Station 1: Contractor (Musick - Built LTD) is adding Mr. Fano's comments to the contract.
- Station 3: Remodel is complete.
- Training/Sta. 5: Floor is complete. Ready for fire or ambulance crews.
- Station 6: Fire sprinkler system install moved to 2023.
- Station 8: Kitchen remodel is underway. Will be completed in time for Christmas dinners.
- Station 9: Owner lost a homebuilder. Project is on hold until a second home builder is selected. Meeting with owner on 12/7/2022 for update.
- The Pound Flood repair is complete. Doctor's office is complete. HVAC is still our #1 repair concern and problem. Meeting with new HVAC company in January.
- Safety Committee. VHS is complete. HR is pushing out to Officers this month. First of year implementation.
- EOC I.T. & Training met with Verizon. They have new programs coming out that can help response.
- Association. Kids Christmas party is on December 10<sup>th</sup>. Maria Carabajal is teaming with Heart counseling to purchase gifts for approximately 15 families.
- Neighbor to Neighbor. One card given to a family, garage fire on Olive Street. Currently only the crews and BC have access to the cards. Effective Jan. 1, FP will carry cards in their vehicle.

Board Action Items:

Director Fairfield made a motion to approve the SACFD Policy Manual as presented in the Board packet. Vice President Gillan second the motion. The motion passed unanimously.

President Machuga opened the public hearing on the 2023 budget at 6:26 p.m. There were no public comments.

President Machuga closed the public hearing on the 2023 budget at 6:26 p.m.



Vice President Gillan made a motion to approve the 2023 budget as presented in the Board packet. Director Fairfield seconded the motion. The motion passed unanimously.

#### Treasurer's Report:

Chief Vincel reported that the 2023 budget is completed and thanked everyone involved with completing it.

#### Legal Comments:

Attorney Fano reported legal activity has been relatively light. Legislature initiatives will be monitored on a regular basis when legislature is back in session next year and Mr. Fano said he will report on it monthly.

Attorney Fano thanked the Board and chief's staff for trusting his firm with the district's legal work.

#### Chief Vincel Report:

Chief Vincel reported that at the City Council meeting yesterday, Platte Valley Ambulance received the state EMS Ambulance of the year award. Chief Vincel reported that he and Chiefs Koger and Noel attended the meeting to support Platte Valley Ambulance.

Chief let city council know that he and chief's staff are offering to give a presentation and training on electric car charging stations throughout the city.

He gave a brief update on the city council items discussed at the recent council meeting.

Chief Vincel reported that effective January 1, 2023, SACFD will start rescue billing to non-residents.

Chief Vincel reported that both the Academy and the Awards Ceremony went off very well. More than 500 people were in attendance for both events. The academy graduation had more than 327 people in attendance.

Chief Vincel gave an overview of 2022 Goals and programs and things that were accomplished in 2022.

Chief Vincel reported that SACFD will hire three firefighters, 1 lateral, a Physical Therapist and 1 Division Chief.

#### Deputy Chief of Operations Report:

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

- Blocker was put into service the last two snowstorms and was staffed by Training, maintenance and one overtime shift.
- The Blocker is currently at AV-Tech getting the radios put in.
- Hazcom training is complete, and it is in service.



- SACFD is one of the leading Hazmat departments in the state.
- Chief Noel reported that he had first meeting with Aurora Fire, and the two departments are currently working on setting up the run cards, training and making sure that the radios all work. He reported that the auto and mutual aid agreement with Aurora will provide coverage north to 96<sup>th</sup> & Tower.
- ISO is currently in the process and in the hands of ISO. We should know later this month on how we are looking.

Operation Recognition. - Chief Noel wanted to thank Training for the hard work on the SAW Academy.

**Significant Calls:**

Total Call Per unit for the month of November  
Engine 22 - 216 calls  
Engine 23- 238 calls  
Tower 24 - 125 calls  
Engine 26 - 99 calls  
Engine 27 - 90 calls  
Truck 28 - 79 calls

**Board of Directors Report/Comments:**

All Board members congratulated the fire district on all the accomplishments for 2022. And recognized the chief's staff and everyone for all their hard work this past year. And wished everyone a Merry Christmas.

Vice President Gillan said he wanted to reiterate what he said last month stating fantastic job by everyone. He said he thinks SACFD provides the highest level of care to the citizens of the district. He also said he wanted to thank Chief Vincel for always including the Board on everything.

Treasurer Anderson added what an amazing list of accomplishments and SACFD continues to amaze him. He said to keep up the good work and he's looking forward to the next year.

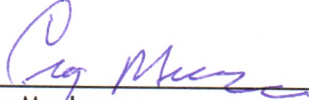
Secretary Bullock also said she is looking forward to 2023.

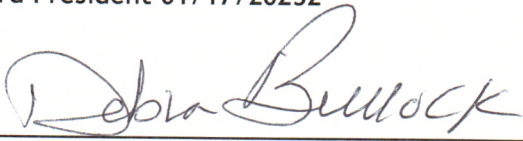
Director Fairfield said great to see the accomplishments. the progress that SACFD has made the since 1996 is amazing. Also wanted to emphasize the huge training on lithium batteries on how dangerous they are.

President Machuga said although it was a challenging year, he wanted to thank everyone for the successful switch of ambulance services.



Adjournment: With no further business to come before the Board, President Machuga adjourned the meeting at 7:54 p.m.

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Craig Machuga  
Board President 01/17/2023

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Debra Bullock  
Board Secretary 01/17/2023