



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

April 18, 2023

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 6:20 p.m.

Board Members Present:

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

Also Present:

Kevin Vincel	Fire Chief
Ken Koger	Deputy Chief of Support
Bobby Noel	Deputy Chief of Operations
Hunter Hackbarth	Training Chief
Randall Weigum	Division Chief Fire Mashal
Miles Miller	Chief Mechanic
Maria Carabajal	Public Relations
Ron Fano	District Legal Counsel
Sandy Danne	Administrative Assistant
Kevin Kellar	IT Manager
Thomas Goral	IT Administrator

Absent: None

Guests: Lt. Greening, Anissa Griggs, Public Education Specialist, Kelly Renfro, EMS Manager, Division Chief Gillan, Station 23, RJ Fernandez, Volunteer Pension Board Trustee, Platte Valley Ambulance Service Chief Craige, Deputy Chief Mulberry, BC Woelfel and Craig Yale, consultant for Intermountain Health.

Pledge of Allegiance:

Public Comments: None.

Approval of Minutes:

Secretary Bullock made a motion to approve the minutes of the March 21, 2023, Board meeting, as presented in the Board packet. Treasurer Anderson seconded the motion. Motion passed unanimously.



Changes/Addition to the Agenda: Chief Vincel requested that Platte Valley Ambulance report be moved up after the financial report.

Special Reports:

Deputy Chief of Support Report on District Projects:

Deputy Chief of Support Koger gave a brief update on District Projects.

Headquarters: Pricing out a patio and Gazebo. Started the process for LED sign installation.

Support Building: Permit should be in the coming weeks.

Maintenance Building - In the process for the canopy on East side.

Station 23 - vents were cleaned out.

Station 24 - nothing new to report.

Station 25 - Training prop installation scheduled for May 23-26, 2023. Polishing concrete floors and painting. All work is to be completed in May.

Station 26 fire sprinklers installation has been scheduled to start late April.

Station 28 - Started process for LED sign installation.

Station 29 Chief Koger reported that he and Chief Noel had a phone call with Legatto West last week. They offered one acre on 90th Avenue. They are working with the city on controlled access to Tower Road.

The Pound - Security Vestibule complete. Except for the door access. Concrete poured for Antique display. Canopy for the antique truck in design phase. May 8th is the estimated date for new prop installation.

New Safety Committee is:

The committee will meet on May 11, 2023.

Volunteer Pension: Congratulations to RJ Fernandez for the re-election to the Pension Board.

Board Action Items:

Treasurer's Report:

Chief Vincel gave a brief update on the Budget and said he is already working on 2024 and the first budget meeting for 2024 will take place in June 2023.



Accept Board Resignation:

Treasurer Anderson made a motion to accept Board Vice President, Sam Gillian's resignation from the Board of Directors. Secretary Bullock seconded the motion. The motion passed unanimously.

Platte Valley Ambulance Report:

Carl Craige with Platte Valley Ambulance gave a brief report on call volumes in March. There were 751 calls and 434 transports. Craige updated the board on an issue of transporting a mom and baby with no restraint for baby. Craige said they found a device and is being used that can be strapped to mom and keeps baby safe while transporting both to the hospital.

Legal Comments:

Attorney Fano shared a brief report on District Items he has been working on as set forth on the memo contained in the board packet. Mr. Fano referred to the written update on legislative matters that might impact the District that was included in the board packet.

Local 5124:

Local President Augdon Greening, gave the following report:

Firefighters are gearing up for the Board Election.

The Local has been meeting with Chief's staff on creative and replacement plans on apparatuses.

Greening reported that the Local was involved with the promotional committee, and the hiring committee for the Division Chief and Fire Marshal

Chief Vincel Report:

Chief Vincel gave his condolences to Attorney Ron Fano on the recent passing of his father-in-law.

Chief Vincel read a letter from Commerce City Police Chief thanking SACFD for lending the Haz Com on a serious call they were working on where they were able to apprehend the person without incident due to Commerce City Police using Haz Com as their command center where they could work out their plan.

Chief Vincel welcomed new hires to SACFD - Fire Inspector Brian Notary, Public Education Specialist Anissa Griggs, and Division Chief of Support Sam Gillan. Chief Vincel said the new hires will be sworn in at the May Board of Directors meeting.

Chief Vincel said he wanted to thank HR Melissa Rossback and Administrative Assistant Sandy Danne for putting the Annual Administration Benefit Manual together. He said this document will help with the accreditation and shows transparency and is a good piece to highlight the great benefits SACFD offers.

Chief Vincel reported on the Resource Fair held the second week in April for all employees. Said it was a success and each year it improves.



Chief Vincel gave an update on the Work Comp/Physical Therapy. Employees are using PT and Physical Therapist Maura Sundseth schedule is full. She says there may only be approximately ten people in the department that she has not seen yet.

Chief Vincel reported that he put into place yearly physicals. This year the physical will include a heart scan and will alternate every other year with chest X-rays.

Chief Vincel said he is working with Local 5124 on staffing on trucks and implementing a squad unit as well to help with medical response and more personnel on scenes, as SACFD will work toward no longer running trucks on medical calls where a truck/engine is not necessary. He said this will cut down on fuel costs and save on miles put on the trucks, prolonging the life expectancy of the department's trucks/engines. Chief Vincel said he has met with area fire departments regarding this matter, and all are working toward producing alternatives to having a fire truck on medical calls.

Chief Vincel reported that he was invited to a meeting with fire departments using CMCB for certifications and Denver Fire attended and SACFD received compliments from other Fire Departments on the innovative things we are doing.

Chief Vincel reported that SACFD will be hosting the NAFC April meeting at HQ to discuss the NAFC academy and costs vs. costs of SACFD hosting an additional academy each year.

Chief Vincel said ADCOM's monthly meeting is on Thursday, April 20, so he had nothing to report.

Deputy Chief of Operations Report:

Deputy Chief Noel reported that he is still working with PD on some issues on calls and starting to set up more training with them.

Chief Noel reported that the CAD-to-CAD mapping went well.

Chief Noel reported that SACFD is now able to start setting up a response zone along Tower Road now for Aurora Fire to respond to fires with SACFD.

Chief Noel reported that SACFD is starting to work on a red flag response mode with Adcom and the north area departments. He reported that the brush truck will be staffed and that spray bars are being installed on it.

Chief of Fire Prevention Fire Marshal Report:

Chief of Fire Prevention Fire Marshal Weigum updated the Board on the number of impact fees, plan reviews received and processed, number of inspections and investigations completed in March. He said there have been eighteen training courses with eighty-six staff



hours. Fire Marshal Weigum reported on various meetings and special projects completed as well.

Training Chief Report:

Training Chief Hackbarth updated the Board on various training events and classes held over the last month. The classes/events held were officer Development, Wildland Red Card recertification, Commercial Forcible Door Training, Leadership Commerce City, HazMat Quarterly, SACFD Resource Fair and Blue Card IC 3-day class.

Chief Mechanic Report:

Chief Mechanic Miller updated the Board on various Fleet Maintenance projects. He reported that engineer training has started at the shop and will be doing 2-3 per year. The 1958 GMC project has started, it is off to the body shop for body work and paint. The New Division Chief's car is in service. Chief Mechanic Miller reported that the shop has worked on two command vehicles for Platte Valley Ambulance, and both are now in service. The Blocker Truck now has two more storage boxes for storage and helps put weight on rear axles in the snow. Chief Mechanic Miller reported on apparatus status and maintenance schedule for them.

Public Relations Report:

Public Relations Carabajal gave a brief report on various District projects. Carabajal presented the finalized 2022 annual report and reported it will be sent out and posted on the website. She presented the March Social Media numbers. She reported she is working on upcoming summer events. May 13th is the Rapids Public Safety game/event. The Association will host a canopy and will distribute tickets. SACFD will be in the Memorial Day parade. Carabajal reported the new website is 90% complete and will be working with the board members on Bios.

Election Update:

Executive Administrative Assistant reported that the election is coming up on May 2, from 7 a.m. to 7 p.m. and voting can be done at Station 28 and the SAC Water District.

Board of Directors Report/Comments:

All Board members welcomed the new hires and congratulated Division Chief Sam Gillan on his new position and thanked him for all his years and hard work serving on the Board of Directors.

All Board members extended their condolences to Attorney Fano on the passing of his father-in-law.

Adjournment: With no further business to come before the Board, President Machuga adjourned the meeting at 8:18 p.m.



x *Craig Machuga*
Craig Machuga
Board President 05/16/2023

x *Debra Bullock*
Debra Bullock
Board Secretary 05/16/2023