



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

**February 16, 2021**

A meeting of the Board of Directors of the South Adams County Fire Protection District was held via zoom meeting due to COVID-19 and State and Local Stay-at-Home orders 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:

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

Also, Present:

Kevin Vincel	Fire Chief
Bob Monzingo	Deputy Chief of Operations
Ken Koger	Chief of Support
Ron Fano	District Legal Counsel
Sandy Danne	Administrative Assistant

Absent: President Alex Fairfield. Director Bullock made a motion to excuse President Fairfield. Secretary Machuga seconded the motion. The motion was passed unanimously by roll-call vote.

Guests:

Melissa Wartman from Northglenn Ambulance. Maria Carabajal, Melissa Rossback, Chief Whitner, Trey Zima, Andrew Reifman, DeWayne Keeton, Hunter Hackbarth, Jeff Woog, Augdon Greening, Vanessa Rodriguez, Stations 26 and 27.

Pledge of Allegiance: Lead by Vice President Gillan.

Public Comments: None.

Approval of Minutes:

Secretary Machuga made a motion to approve the minutes of the January 19, 2021, Board meeting, as presented in the Board packet. Director Bullock seconded the motion. The motion was passed unanimously by roll-call vote.

Changes/Addition to the Agenda: None.

Special Reports:



#### Chief Report on District Projects:

Chief of Support Koger gave a brief update on the HQ Parking Lot. Chief Koger reported the windscreen will be finished by next week and we will turn it over for final approval from the City.

Chief of Support Koger gave a brief update on the Maintenance Facility. There have been a few delays due to weather, but still shooting for completion this summer.

Station 1 plans have been submitted and comments have been submitted to the City.

Station 6 there are now drawings for the sprinkler system.

Station 1 - Chief Koger reported that an intrusion alarm and the kitchen remodel will cost approximately \$30,000. The Fire District has budgeted \$15,000 toward the project. Anything beyond that the Association will pay for. They are also talking about replacing all flooring in the building with laminate. This will bring the project cost to \$46,000.

Station 7 - Pursuing purchase of land for Station 7 has stopped. Mr. Murray (the owner of the property) did say when he is ready to sell, he will give the Fire District first right of refusal.

Fulton Street Property - Initial inspection provided no "deal killer". The appraisal is due back to Chief Koger by February 22, 2021. Unofficial preliminary appraisal was in line with contract sale amount. February 24 is the end of the 30 day due diligence period with closing on March 8<sup>th</sup>. Chief Koger explained the existing contractual arrangement for the provision of natural gas to the building. Attorney Fano stated his belief that the gas company will want to re-contract with the Fire District, but until then, things should probably be left as they are. Chief Koger reported that it will cost \$120,000 to demo the kennels that exist in the building.

Attorney Fano interjected regarding the Fulton property that he should know by Thursday, February 18, what the title company will require for a resolution authorizing the closing and authorizing the closing documents to be signed by President Fairfield. A short special meeting between now and March 8<sup>th</sup> will need to be scheduled to get this accomplished.

Neighbor to Neighbor card of \$100.00 was given to a family who had returned home with their groceries that had then caught on fire and the family was able to replace the groceries with the gift card given to them by Lt. Hutchcraft and his crew.

#### Northglenn Ambulance Report:

Melissa Wartman with Northglenn Ambulance gave a brief report on January call volumes and response times. She also reported that they are doing training on cardiac emergencies and strokes. She said 72% of their staff have had at least one of the vaccinations for Covid. She also reported they are going to do more PTEP course training on psychological training and offer increased community courses on CPR, and pediatric training.



Vice President Gillan asked how Covid calls are trending and Melissa said transports of patients with Covid symptoms is declining

#### Treasurer's Report:

Chief Vincel gave an update on the budget. Chief Vincel reported that 2020 wrapped up with all the Covid expenses which will help with the sustainability report. Debt services for engines ends in a few years. Chief Vincel reviewed the benefits of financing vs. paying cash. He reported that purchasing the Fulton Street building, the Fire District is getting good interest rates of 2.5% interest for a 15-year loan, but with the capability to pay it off in 10 years. Vice President Gillan asked Chief if he'd put together a five-year plan on how he sees the Fulton Street building and its use. Chief Vincel said he will get with Chief Whitner and see what vision she has for the building for the next five years, as well, and report back.

Treasurer Anderson made a motion to approve the January 9 - February 9, 2021 bills. Director Bullock seconded the motion. The motion was passed unanimously by roll-call vote.

#### Legal Comments:

Attorney Fano reported that legal work this month has been very heavy with the purchase of the Fulton Street building.

Attorney Fano reported on the deadlines for a potential election on the question regarding extending board members term limits. The deadline for a May election has passed due to the fact that a resolution would have needed to be signed in January. For a special election to be held in October, June 27 would be the deadline to give notice to the County. He will come to either next month's meeting or the April meeting with a report on costs of a special election vs. a November election after speaking with Designated Election Official Sue Blair.

Attorney Fano reported he helped Chief Monzingo on the contract for the purchase of the new engine and is assisting with the revisions on the Employee Handbook that will be ready for the board to approve next month.

#### Chief Vincel Report:

Chief Vincel first wanted to thank Attorney Fano for all the quick and kind responses on the purchase process of the Fulton Street building.

Chief Vincel gave a brief COVID update and vaccination for the administration staff. He thanked Administrative Assistant Rodriguez and Chief Monzingo on their efforts for getting the vaccination for the fire department and the scheduling for the vaccinations. Chief Vincel reported the recent Covid incident that we saw on the media was handled with interviews from various news stations.

Chief Vincel gave a brief Administrative update on the Covid status and he feels board meetings probably shouldn't open to live meetings for another couple of months.



Chief Vincel gave a brief update on FPPA. He reported that anyone with an SRA account, that it has now moved and is being handled by Fidelity.

Chief Vincel reported that it was discovered that the grant for the volunteer firefighter pension was not submitted and wanted to thank Executive Administrative Assistant Sandy Danne for discovering this and for applying for the grant. Ms. Danne will update when the process is completed and there shouldn't be a problem with the Fire District being awarded the grant for 2020.

Chief Vincel gave a brief update on the CBA update and the Member Handbook. He reported HR Director Melissa Rossback is working on amending the Member Handbook to match the CBA and will be ready for submittal by next board meeting. He will get it out a week before the meeting. He also reported that there have been two meeting so far with the Union board and Chief's staff and there will continue to be monthly meetings.

Chief Vincel reported the audit has started off smoothly. Initially the auditing company felt they would have to be on property but with Covid they are seeing that doing it remotely is working well. They have set up a secure portal where all documentation requested is uploaded. Chief reported he has already completed his meeting with the head auditor.

Chief Vincel reported that Chief Whitner and Captain Fairband did such a great job with the academy this year in a pandemic year that the academy ran well. Westminster Fire will host the fire academy next year.

Chief Vincel reported the Cad to Cad is now expected to go live in April 2021. All agencies can now see each agency call volumes.

Chief Vincel reported that he submitted for Chief Fire Officer designation and he is now one of only 1,493 in the US with that designation and is the first South Adams County Fire Department Chief to receive it.

#### Deputy Chief of Operations Report:

The Deputy Chief of Operations Monzingo updated the Board on various District projects. Deputy Chief Monzingo reported that the transfer of funds for Engine 21 will occur next week. He thanked Attorney Fano for all his help and quick approval of the purchase documents.

Deputy Chief of Operations Monzingo reported that four offers were made to individuals for the lateral positions and that they are all in the background check portion of the hiring process but all should be ready for an April Academy.

Deputy Chief Monzingo reported on call volumes by apparatus and how Squad 22 continues to be the busiest and still has the highest call volume.



Deputy Chief Monzingo reported that he and his staff have had their first accreditation meeting and are working toward that goal.

Deputy Chief Monzingo reported that the next round of Covid vaccinations will begin next week.

Deputy Chief Monzingo reported that ice rescue training was completed in January.

Deputy Chief Monzingo reported that Chief Whitner presented an award to the recycling company and continues to use this award to recognize businesses in the community that partner with the Fire District.

Lastly Deputy Chief Monzingo reported that unfortunately the Fire Department had a fire with a fatality but wanted to recognize the crews for the great job they did.

Board of Directors Report/Comments:

The District Board shared their congratulations to Chief Vincel on his designation of Chief Fire Officer.

Vice President Gillan recognized the great job Chief Vincel does and congratulated him on his vision for the department.

Treasurer Anderson personally thanked South Adams County Fire Department on the help on a fire at North Country Village Homes. He said everyone did a great job working together and said the whole North Area did a nice job.

Director Bullock wanted to remind everyone that South Adams County Fire Department is teaming up with the Commerce City Chamber of Commerce for a blood drive from 10 a.m. - 2 p.m. on February 18, 2021, being held at Our Savior Lutheran Church.

Director Bullock mentioned the Covid media coverage and said the department does a really good job taking care of its people.

Adjournment: With no further business to come before the Board, Director Bullock made a motion to adjourn the meeting. Treasurer Anderson seconded the motion. The motion passed unanimously by roll-call vote.

The meeting was adjourned at 7:33 p.m.

x Alexander Fairfield

Alex Fairfield

Board President 03/16/2021



X \_\_\_\_\_  
Craig Machuga  
Board Secretary 03/16/2021

**Signature:**   
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