

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

March 20, 2018

A meeting of the Board of Directors of the South Adams County Fire Protection District was held at 6050 Syracuse St, Commerce City. Chairman Koger called the meeting to order at 6:15 p.m.

The following Directors were present by roll call: President/Chairman Ken Koger, Treasurer Alex Fairfield, Director Sam Gillan, Vice President Randy Buckalew and Secretary Craig Machuga.

Also present were: Fire Chief Kevin Vincel; Deputy Chief Bob Monzingo; Kelley Duke, Attorney for the District; Diane Roemer, Administrative Assistant for the District; Human Resource Manager Melissa Rossback; Public Relations Director Maria Carajabal; Emma Connors, Receptionist and Kevin Kellar IT Director.

Guests: Jamey Buckalew with Northglenn Ambulance; Battalion Chief Robert Noel, Firefighters Kelsey Lowney, Mike Gawell, Zach Wychullis, Marlene De Luzio and Cindy DeWitt.

Additions or Changes to the Board Agenda:

None

Public Comment:

Marlene DeLuzio has concerns regarding the closing of the District's Station #3 at 6550 E. 72nd Avenue. She stated that if there were a major incident at Adams City High School at 72nd and Quebec, the train tracks between the school and the District's other stations could delay a response. She wished to know what the expected response time would be from another station. She also inquired whether the public was informed regarding the re-model of Station #4 at 8600 Rosemary Street.

Chief Vincel informed Ms. De Luzio the District put a lot of thought into rebuilding Station #4 at 8400 Rosemary Street, and that the Commerce City Connect newspaper has covered the rebuilding of Station #4.

Chief Vincel also informed her that there is a station at 5600 Holly Street that serves her address at 7100 Olive Street, with a five to eight-minute response time.

Chief Vincel further stated that the District hired a company to do a GIS study of the District's territory to strategically place the fire stations in locations that would best serve the entire District.

Chief Vincel stated the new headquarters building was built for the administrative staff, which consisted of 80% of the staff at Station #3.

Minutes:

Chairman Koger asked for a motion to approve the minutes of the February 20st, 2018 Board meeting. Treasurer Fairfield made a motion to approve the minutes; Director Buckalew seconded the motion. The motion carried.

District Projects:

Chief Vincel informed the Board he has received proposals for the remodel of Station #5.

Fire Marshall Weigum is working on the signal in front of Station #4 with Commerce City. The light pole was knocked down by a vehicle a few months ago.

Deputy Chief Monzingo stated that he met with mechanic Miles Miller, and was informed that the exhaust system project for the District's stations is about 90% complete. Projected completion is the end of March.

Northglenn Ambulance:

Jamey Buckalew with Northglenn Ambulance informed the Board they have been remodeling Station #3 to be used for their training center which should be fully operational by August of this year.

Northglenn Ambulance held an IV class that several of the firefighters attended.

Board Action Items:

Inclusion of Property from Sable Altura. Chief Vincel introduced Mr. Ron Fano with the Spencer Fane law firm. Mr. Fano informed the Board he is special counsel to the Board for the matter regarding the inclusion of property currently within the Sable-Altura Fire Protection District (Sable-Altura). There has been an IGA between the District and Sable-Altura that was approved at the February District Board meeting regarding the Inclusion of Property into the District.

The Board is being presented with a Resolution to hold a public hearing at the next (April) Board meeting regarding the inclusion of the property into the District. The Sable Altura Board will meet after the District's meeting to hold a public hearing and consider the exclusion of the property from their territory.

Director Buckalew made a motion to adopt Resolution #2018-03-01, to agree to include the territory and to hold a Public Hearing on the inclusion of territory at its April Board meeting. Secretary Machuga seconded the motion. The motion passed.

Chief Vincel informed the Board that the Board has an updated IGA between the District and Adams County Fire Protection District (Adams County Fire) for the fleet maintenance shop.

The updates include Adams County Fire paying the utilities at the maintenance shop and purchasing a mobile unit to be used to travel to another location to repair the trucks.

Director Sam Gillan made a motion to approve the updated IGA with Adams County Fire Protection District for the fleet maintenance program for 2018; Director Buckalew seconded the motion. The motion passed.

Treasurer's Report:

The Treasurer's Report is included in the Board packet.

Chief Vincel informed the Board that the CSAFE and CSIP funds have been moved to ColoTrust.

Chief Vincel informed the Board the financial report shows that the District is ahead of the budget allocation for 2018. Only 83% of the budget has been spent.

Bills for January 2018:

Treasurer Fairfield asked the Board for approval to pay the February 2018 bills, totaling \$161,684.15.

Vice President Buckalew made a motion to pay the bills for February 2018. Director Gillan seconded the motion. The motion passed.

Legal Comments:

Attorney Duke inquired if the Board would like her to revise the Pension by-laws to ensure they are in compliance with any State or Federal regulations and to confirm they reflect the Board's understanding of its procedures. The Board agreed to have Attorney Duke revise the Pension by-laws and the Board by-laws.

Attorney Duke reminded the Board of the Fair Campaign Practices Act, and what limitations it places on the Board and candidates for Board positions in the May 2018 Regular District election. She explained that Board members must be very careful where and how they offer support of any candidate running for the Board, in order to comply with the Fair Campaign Practices Act.

Chief Vincel informed the Board that the polling places will be Station #8 and the Water District offices. The election will be held on May 8th.

Fire Chief Report:

Chief Vincel informed the Board that the exhaust systems are completed except for the rescue truck.

Chief Vincel informed the Board that he, Chief Whitner and Chief Monzingo attended an accreditation seminar in Florida last week. It will take three to five years for the District to become accredited.

Chief Vincel informed the Board that the State Fire Chiefs have assisted in drafting a bill that should be introduced in the Colorado Legislature which would extend the 2018 residential assessment rate for two more years, in an attempt to lessen the impact of a new residential assessment rate on all governmental entities in the State. Attorney Duke stated the bill has not been introduced to the Legislature yet. Chief Vincel stated that the North Area Chiefs are backing the proposed Residential Assessment Rate Legislation.

Chief Vincel informed the Board the is meeting with a grant committee on Thursday regarding the Station #5 remodel.

Chief Vincel informed the Board that Chief Weigum has contacted a potential land developer for land on 104th & Tower Rd. He has a meeting with the developer next Thursday.

PR Report:

Public Relations Director Carabajal informed the Board she has Facebook, Twitter and Instagram all linked in.

There was a career day at Kearney Middle school that Public Relations Director Carabajal attended.

Public Relations Director Carabajal informed the Board that neighboring departments have Public Information Officer meetings and have a networking group that she will be involved in.

The District is now a member of the Commerce City Chamber of Commerce, and the Emergency Services Commission of Colorado.

Public Relations Director Carabajal is attending the Chamber of Commerce events and any other City events that are held along with the Commerce City 4th fest.

HR Report:

Human Resource Manager Rossback informed the Board she is reviewing the volunteer lateral academy applications. The Testing will begin on April 21st and the academy is set to start in June.

Human Resource Manager Rossback is setting up the bi-annual physicals for all employees. The goal is to have these completed by the end of May.

Chairman Koger requested everyone, including Board members, take the physical. The Board agreed.

Human Resource Manager Rossback informed the Board that she is working on a tracking system for the worker's comp claims. There will now be a nurse triage line for an injured employee to call to see if they need to go to the ER.

Deputy Chief Monzingo Report:

Chief Monzingo informed the Board that the new brush trucks should be completed by the end of May.

The ladder repair on truck-27 has been completed. There were extra parts that were needed.

Chief Monzingo informed the Board that the crews are now working on aerial and ground ladder testing.

The call volume is currently 14% higher than last year at this time.

The ADCOM task force is researching medical dispatch. This project is scheduled to be completed next year.

BC Chief Bobby Noel:

Chief Noel informed the Board that the new BC vehicle has been ordered and is six to eight weeks from being delivered.

Training Chief Whitner Report:

Training Chief Whitner informed the Board that the blue card live-training has been completed by the crews.

Training Chief Whitner will have an officer boot camp for the firefighters, which is a five-day class for those want to be acting officers.

Training Chief Whitner informed the Board that the Training Division has a new window prop for training.

Training Chief Weigum will be doing training on fire investigations with the crews next month.

There will be a hazmat rodeo that BC Noel will be putting on for the crews.

Training Chief Whitner informed the Board that the training on the new aerial trucks should be completed by the first of May and ready to be placed in service.

Volunteer Report:

Training Chief Whitner informed the Board the volunteer department did 650 hours of volunteering and accomplished 77 training hours in February.

Fire Marshal Weigum Report:

Fire Marshal Weigum informed the Board that, as of the end of February, \$101,068 has been collected in impact fees, with 161 applications.

Chief Vincel informed the Board the District only expected to collect about \$150,000 this year in impact fees.

Board of Directors Report:

Treasurer Fairfield informed the Board there was a presentation given to the high school students. He was informed that South Adams County Fire did not attend. He would like to know why.

Chief Whitner informed the Board, the District was not originally invited to the training. Chief Whitner stated they wanted to use Station #5 for the training. The station was already in use for training at that time.

Chief Whitner informed the Board there are several firefighters that would be willing to participate in training, but knew nothing about that particular training.

Director Buckalew informed the Board he will not be attending the April Board meeting.

Adjournment:

As there was no further business, Chairman Koger adjourned the Board meeting at 7:45 p.m.

SUMMARY OF ACTIONS TAKEN BY THE BOARD

RESOLVED: To approve the minutes of the February 20th, 2018 meeting.

RESOLVED: To approve the Treasurer's report for February 2018.

RESOLVED: To pay the bills for February 2018, totaling \$161,684.15

RESOLVED: To approve Resolution #2018-03-01, Inclusion of Sable Altura property

X

Ken Koger
Board President 3/20/2018

X

Craig Machuqa
Board Secretary 3/20/2018