



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

January 19, 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 6:28 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
Bob Monzingo	Deputy Chief of Operations
Ken Koger	Chief of Support
Ron Fano	District Legal Counsel
Sandy Danne	Administrative Assistant

Absent: None

Guests:

Melissa Wartman from Northglenn Ambulance. Maria Carabajal, Melissa Rossback, Chief Whitner, Trey Zima DeWayne Keeton, Hunter Hackbarth, Jeff Woog, Augdon Greening, Vanessa Rodriguez, Stations 22, 24, 26 and 28.

Pledge of Allegiance: None.

Public Comments: None.

Approval of Minutes:

Director Bullock made a motion to approve the minutes of the December 8, 2020 Board meeting, as presented in the Board packet. Secretary Machuga 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 final payment on the parking lot has been made and the cost came in more than \$20,000 under budget.

Chief of Support Koger gave a brief update on the Maintenance Facility. The permit has been received and mobilization will begin. Chief Koger reported they are expecting a June completion.

Station 1 plans have been submitted and are being processed for approval by Commerce City, with an estimated completion of the project during 2021. First comments from the City are expected on February 1.

Station 6 the sprinkler system will cost approximately \$40,000.00, with an estimated completion in June 2021.

Station 8 - Replacement of the apron will be completed in June.

Station 1 - Chief Koger reported remodel will begin April/May. Chief Koger also reported that the Association Board would like to thank the Department Board on the remodel on Station 1.

Vice President Gillan asked Chief Koger how things are going with the City in acquiring permits. Chief Koger explained things are pretty good right now, he's been working with Stacy with the City and has a good relationship with her and she's really trying to work with the fire department.

Vice President Gillan said to please let him or any other Board member know if they can help or if the fire department needs them to do anything to help out.

Northglenn Ambulance Report:

Melissa Wartman with Northglenn Ambulance gave a brief report on December call volumes and response times. She also gave a report on Mental Health Calls that they started tracking in September 2020.

Board Action Items:

Vice President Gillan made a motion to approve Resolution 2021-01-01 2021 on Administrative Matters Resolution. Director Bullock seconded the motion. The motion was passed unanimously by roll-call vote.

Treasurer's Report:

Chief Vincel gave an update on the budget. He reported that the audit will begin in February and is due July 31, 2021, to the state.



Treasurer Anderson made a motion to approve the December 3, 2020 - January 8, 2021 bills. Vice President Gillan seconded the motion. The motion was passed unanimously by roll-call vote.

Legal Comments:

Attorney Fano shared a brief report on District Items he has been working on with Chief and Executive Administrative Assistant Danne on statutory compliance and to ensure requirements were made per deadlines. He reported legal work due to the holidays was light as reported in his report in the board packet.

Chief Vincel Report:

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 gave a brief Administrative update on when he feels things will go back to normal due to the Pandemic. He reported it won't be until after March 1, 2021, that things will resemble any normalcy and the office will possibly open. He reported the work is getting done efficiently with staff working from home.

Chief Vincel gave a brief update on FPPA

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 and will have it to present at next month's board meeting.

Chief Vincel gave a brief ADCOM update.

Chief Vincel gave a brief NAFC update and reported that he has been elected President of the organization for 2021.

Chief Vincel reported that next month he will have more in depth report on a possible May election for board members to term limit extension. He asked Attorney Fano what dates the department would have to start working on said election. Attorney Fano answered he will verify preliminary dates and deadlines for ballot questioning and report back at next month's regular board meeting.

Chief Vincel recognized PR Director Maria Carabajal, IT Kevin Kellar on the newly designed department website. He invited PR Director Carabajal to present an overview of the website.

Deputy Chief of Operations Report:

The Deputy Chief of Operations Monzingo updated the Board on various District projects. In particular Deputy Chief Monzingo reported that the inspection on the new Engine 21 will be



complete by next week and the Engine will be ordered with a delivery of May 2022. Ordering the Engine now will save the fire department \$40,000 in discounts from 2021 increases.

Deputy Chief of Operations Monzingo reported the deadline for applications for the lateral hiring closed today, January 19, 2021. Forty applications have been received. Interviews will begin within 10 days and the new hires will start in early April.

Deputy Chief Monzingo reported on 2020 call volumes by apparatus and how Squad 22 assisted with more than 1800 of the more than 8900 calls.

Deputy Chief Monzingo reported that he and his staff are starting the accreditation process the first part of this year.

Board of Directors Report/Comments:

The District Board shared their appreciation with all staff and crews for all their hard work. The Board thanked PR Director Maria Carabajal on her work on the newly designed website.

The District Board shared their congratulations to Volunteer Firefighter Gillan on his retirement after completing 10 years of volunteer service to the fire department.

Vice President Gillan thanked the board for the congratulations on his volunteer retirement.

Both President Fairfield and Vice President Gillan wanted to remind the crews and staff to be vigilant the next couple of weeks with the events of the upcoming presidential inauguration.

Executive Session:

Secretary Machuga made a motion to go into Executive Session pursuant to C.R.S. 24-6-402 (4)(a) and (e) to discuss counteroffer received from property owner on land at Station 7. Vice President Gillan seconded the motion. The motion passed unanimously by roll-call vote.

The board went into Executive Session at 7:32 p.m.

The Board came out of Executive Session at 8:27 p.m.

The Board and Chief's staff briefly discussed the possibility of purchasing additional real estate in the district and directed Legal Counsel to seek to obtain comparable sales information in the area.

Adjournment: With no further business to come before the Board, President Fairfield made a motion to adjourn the meeting. Upon a second, the motion passed unanimously.

The meeting was adjourned at 8:50 p.m.



x Alexander Fairfield

Alex Fairfield
Board President 02/16/2021

x Craig machuga

Craig Machuga
Board Secretary 02/16/2021

Signature: 
Alexander Fairfield (Mar 2, 2021 18:33 MST)

Email: afairfield@sacfd.org



Alexander Fairfield

Craig machuga

Signature: 
Craig machuga (Mar 2, 2021 18:43 MST)

Email: cmachuga@sacfd.org









January 19 2021 Board Minutes (RLF redline)

Final Audit Report

2021-03-03

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