



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

May 16, 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 6:15 p.m.

Board Members Present:

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

President Machuga recognized the years of service of out-going Director Alex Fairfield and thanked him for his service. Mr. Fairfield thanked Mr. Machuga and the District and then left the Board panel.

Also Present:

Kevin Vincel	Fire Chief
Ken Koger	Deputy Chief of Support
Bobby Noel	Deputy Chief of Operations
Sam Gillan	Division Chief of Operations Support
Hunter Hackbarth	Training Chief
Randall Weigum	Division Chief Fire Marshal
Miles Miller	Chief Mechanic
Maria Carabajal	Public Relations
Melissa Rossback	Human Resources
Anissa Griggs	Public Education Specialist
Ron Fano	District Legal Counsel
Sandy Danne	Administrative Assistant
Kevin Kellar	IT Manager
Thomas Goral	IT Administrator

Absent: None

Guests: Lt. Greening, Kelly Renfro, EMS Manager, Platte Valley Ambulance Service Chief Craige, Deputy Chief Mulberry, and Craig Yale, consultant for Intermountain Health. Fire Inspector Brian Notary and family, Courtney Gillan, and hers and Chief Gillan's children, Rylee, Samuel and David, Denver Asst. Chief, Tony Jeffers and Denver Technician Rob Gargano, Maria Koger, Fire Inspector Jaeger Luke, Allyssa Luke, Lt. Augdon Greening, Celeste



Vincel, Reggie Buckalew, Eng. Reifman, Lt. Keshia Koger and family, Deputy Fire Marshal Ryan Dougherty, Stacy Coats and Mariah Guyton.
BC Graff

Pledge of Allegiance:

Moment of Silence: A moment of silence was observed for retired Chief Ralph Watts who passed away on May 3, 2023.

Swearing In: Sam Gillan Division Chief of Support, Keshia Koger, Prevention Lieutenant, Jager Luke and Brian Notary, Fire Prevention Inspectors.

5-minute recess: Recess began at 6:25 p.m. Meeting resumed at 6:36 p.m.

Public Comments: None.

Approval of Minutes:

Treasurer Anderson made a motion to approve the minutes of the April 18, 2023, Board meeting, as presented in the Board packet. Secretary Bullock seconded the motion. Motion passed unanimously.

Changes/Addition to the Agenda: Chief Vincel requested to move Chief Koger's special reports after his report and Chief Noel's after Chief Koger's, and to drop the reporting of the various Division Chief's reports effective with this meeting.

Executive Session:

President Machuga made a motion to go into Executive Session pursuant to C.R.S. 24-6-402(4)(b), to receive legal advice regarding proper rolls and functioning of board members in relation to any outside positions held. Secretary Bullock seconded the motion. The motion passed unanimously.

The Board went into Executive Session at 6:40 p.m.

President Machuga made a motion to come out of Executive Session; Secretary Bullock seconded the motion. The motion passed unanimously.

The Board came out of Executive Session at 6:53 p.m.

Board Action Items:

Consider and motion to appoint a new board member to fill the vacancy created by Mr. Gillan's resignation: Treasurer Anderson made a motion to accept Kasen Huwa as a new board member replacing Sam Gillan and fulfilling the remainder of his term. Secretary Bullock seconded the motion. The motion passed three to one, with Director Fernandez voting opposed.

Treasurer's Report:



Chief Vincel gave a brief update on the budget and said the budget expenses are on track after the close of the 1st quarter. Tracking 3% under budget.

Chief Vincel reported that he and the Chief's staff are working on a plan to reach the four-person staffing on an engine. He reported that two laterals have been hired and two more will be hired at the end of 2023.

Platte Valley Ambulance Report:

Carl Craigle with Platte Valley Ambulance gave a brief report on call volumes in April. There were 881 calls and 463 transports. Craigle reported that they have a new training officer and that there will be monthly and annual training. Craig Yale, consultant with Intermountain/SCL, reported on the growth and the changes that are being made and are yet to be made due to Intermountain merging with SCL.

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 extended condolences to Chief Watts family. Congratulated newly elected board members, Craig Machuga, RJ Fernandez and newly appointed board member, Kasen Huwa. The Local continues to meet with Chief's staff on solving any problems that arise. President Greening reported on upcoming educational meetings and annual meetings that representatives of the Local will be attending.

Special Reports:

Chief Vincel Report:

Chief Vincel wanted to clarify that he was working on the direction of the board to eliminate sending engines to all medical calls.

Chief Vincel thanked Maria Carabajal, Capt. Metish and Amanda Foote and Chief Gillan for their work on the Suncor Grant.

Chief Vincel reported that the Accreditation is on track and extended the invitation to two board members to accompany him and Chief's staff to Florida when SACFD becomes accredited. The Chief reported that a travel agency will be used to make all reservations for the trip.

Chief Vincel congratulated Chief Weigum, Deputy Fire Marshal Dougherty, and the Fire Prevention staff for getting residential sprinkling systems passed in new home builds.



Chief Vincel reported that Commerce City Plan Review was wanting to take plan reviews from SACFD.

The Chief sent a letter to the City Manager and now Fire Prevention will work with City on Plan Reviews.

Chief Vincel reported that the physicals are going well. Part of the physical this year was a heart scan. A heart scan is recommended every five years. Next year chest X-rays will be included in the physicals.

Chief Vincel reported that the board will be receiving the audit at the June Board meeting.

Chief Vincel reported on the security breach at Adcom.

Chief Vincel reported that SACFD will be conducting an academy in the fall. Thornton, North Metro, Brighton, and Arvada will be sending candidates to the academy. It should be a full academy.

Chief Vincel asked the Board if he can have Chief Koger and or Chief Noel be his back-up to approve bills to be paid if he is out of town. Treasurer Anderson made a motion for Chief Vincel to appoint Chief Koger and Chief Noel as his designees to approve the bills if he is unavailable. President Machuga seconded the motion. The motion passed unanimously.

The Chief asked if Treasurer Anderson has a back-up on the Board to approve bills to be paid if he were out of town. The Board reported they will have a plan to have a back-up to Treasurer Anderson at the June board meeting after the board gets re-aligned after the election.

Chief Vincel asked the Board if he should continue with the plan to not send the engine on medical calls. President Machuga said to continue.

Deputy Chief of Support Report on District Projects:

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

Headquarters: Patio is underway. The process for LED sign installation has begun.

Support Building: Commerce City is complete with their process. Permit is ready. Waiting on SACWSD. Regardless, work is underway.

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

Station 23 - Nothing new to report.

Station 24 - nothing new to report.



Station 25 - Training prop installation scheduled for May 23-26, 2023.

Station 26 Nothing new to report.

Station 28 - Started process for LED sign installation.

Station 29 Chief Koger reported that he is waiting on the new plot to be sent over to Adams County, then we have an appraisal for transfer to SACFD.

The Pound - Waiting on OfficeScape to fix the vestibule door. Will be meeting on the 18th for perimeter security and storage shed install size of two-car garage.

Chief Koger reported that Retired Chief Ralph Watts passed away earlier this month and his funeral service is May 26th at Horan & McConaty on 100th & Grant at 10 a.m. Reception to follow at Station 1.

Deputy Chief of Operations Report:

Deputy Chief Noel reported that ops will be holding an officer testing in May.

Chief Noel reported he is currently working on updating and converting SOG's into the new format for accreditation.

Chief Noel reported that SACFD is still working with Aurora Fire to boost up the response area on Tower Road.

Chief Noel reported Operations has put into full effect the advisal on EMS calls. This allows SACFD officers to listen to the call and the information and based on the information the officer will be advised if they don't feel they need to respond.

Chief Noel reported the Squad will be in service June 1st.

Board of Directors Report/Comments:

All Board members thanked outgoing Board director Alex Fairfield and congratulated the newly elected and appointed board members.

All Board members congratulated all newly promoted individuals.

Treasurer Anderson thanked SACFD for allowing Thornton Fire to have their citizen academy at the Pound.


Director Fernandez thanked the citizens for voting him onto the Board of Directors for SACFD. Congratulated Craig Machuga on his re-election to the Board and Kasen Huwa for his appointment to the Board. He said he looks forward to working with him and the rest of the Board. Fernandez thanked Chief Vincel for being transparent.




Director Huwa said he's looking forward to serving on the Board.

President Machuga thanked the Chief for his transparency and thanked Fire Prevention for getting sprinkler systems approved with the City for new home builds.

Adjournment: With no further business to come before the Board, President Machuga adjourned the meeting at 8:28 p.m.

x 

Craig Machuga
Board President 06/20/2023

x 

Debra Bullock
Board Secretary 06/20/2023



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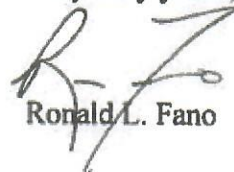
South Adams County Fire
Protection District
Attn: Sandy Danne
6050 Syracuse Street
Commerce City, CO 80022

Re: Opinion Concerning Executive Session Held May 16, 2023

Members of the Board:

In my opinion, the executive session concerning legal advice regarding proper rolls and functioning of board members in relation to any outside positions held that occurred during the Board meeting that I personally attended on May 16, 2023, was properly announced and was a privileged attorney-client communication. Therefore, no record or electronic recording of the executive session was required pursuant to Section 24-6-402(2)(d.5)(II)(B), C.R.S.

Very truly yours,



Ronald L. Fano

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