



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

November 19, 2019

A meeting of the Board of Directors of the South Adams County Fire Protection District was held 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 Operation
Vanessa Rodriguez	Administrative Assistant
Dani Rodriguez	HR Administrative Assistant
Emma Connors	Fire Prevention Administrative Assistant
Maria Carabajal	Director of Public Relations
Jessica Fallt	Internal Senior Accountant

Absent: Alex Fairfield

Treasurer Anderson made a motion to excuse President Fairfield. Secretary Machuga seconded the motion. The motion was passed unanimously.

Guests:

Melissa Wartman from Northglenn Ambulance.

Pledge of Allegiance:

Vice President Gillan led those present in the Pledge of Allegiance.

Public Comments: None.

Approval of Minutes:

Secretary Machuga made a motion to approve the minutes of the October 15, 2019 Board meeting, as presented in the Board packet. Treasurer Anderson seconded the motion. The motion was passed unanimously.

Changes/Addition to the Agenda: None.



Special Reports:

Chief Report on District Projects:

Chief Vincel stated that Chief of Support Koger has been very involved with the district project planning. Chief Vincel also stated that he is looking at a two, to three-year planning project process.

The HQ Parking lot will not begin construction until mid-April 2020 and is estimated to be completed year of 2020.

Chief Vincel gave an update on the planning for the Training Center. He stated that the training center and burn tower will be demolished and reconstructed, the burn tower would include a basement. Construction is estimated to begin until year 2023.

The construction of the Vehicle Maintenance Facility is estimated to be completed year of 2020. He also stated that the plan is to also include Building Maintenance in the same building.

Chief Vincel shared with the board plans to reconstruct station 6, the basement would remain the same. Construction is estimated to begin year 2020. There will be a 24hr crew stationed at station 6.

Chief Vincel stated that the preliminary plan is looking into future possibilities of construction to turn the maintenance facility into station 1 in the future. Treasurer Anderson recommended including airlocks in the bay.

Chief Vincel also stated that there are plans to possibly purchase a half acre of land at station 7 and plans to include an additional squad in the near- future.

Northglenn Ambulance Report:

Melissa Wartman with Northglenn Ambulance gave a brief report on October call volumes and response times.

Melissa also shared her appreciation with the board for the Partnership award that was received at the SACFD Award Ceremony.

Board Action Items:

Secretary Machuga made a motion to approve the Taylor Kohrs HQ Parking Lot Agreement. Director Bullock seconded the motion. The motion was passed unanimously.

Treasurer Anderson made a motion to approve the Change Oder #1. Secretary Machuga seconded the motion. The motion was passed unanimously.



Secretary Machuga made a motion to approve the Consideration and Approval of engagement letter of Spencer Fane, LLP as general counsel. Treasurer Anderson seconded the motion. The motion was passed unanimously.

Chief Vincel stated that legal counsel would like to have the final approval on the Exclusion of the 88th Ave Open Space in the December 10, 2019 board meeting.

Treasurer's Report:

The Board reviewed the October financials. Treasurer Anderson reviewed the bills as presented in the Board Packet. Secretary Machuga made a motion to approve the bills. Director Bullock seconded the motion. The motion was passed unanimously.

Chief Vincel stated that the budget looks great.

Chief Vincel shared his appreciation with Senior Accountant Fallt for all her hard work. He stated that she will be working with a new accounting software.

Legal Comment:

Chief Vincel stated that Spencer Fane, LLP will become the departments legal counsel. He also shared his appreciation with Ireland Stapleton and Kelley Duke.

Chief's Report:

Chief Vincel shared his appreciation with the board for all their support.

Chief Vincel stated that the Battalion Chief selection process are in the final stages of the selection, there has been a selection made but have not made it public.

Station six will hopefully be fully occupied in December 2019.

Chief Vincel stated that he has requested all the Administrative Staff to submit their goals and objectives for the year 2020.

Public Hearing & Adoption of the budget will be held at the December 10, 2019 board meeting.

Final budget for adoption will be provided before the December 10, 2019 board meeting.

Chief Vincel congratulated all the Probationary Firefighter that graduated from the North Area Academy.

Chief Vincel shared his appreciation with Chief Whitner, Captain Fairband, Lieutenant Romero for all their help and dedication.

Legal counsel Fano, HR Rossback, HR Assistant Rodriguez and Chief of Support Koger will be revising the Policy & Procedure Manual. Chief Vincel stated that the updated policy and procedures will be implemented in the future.



Chief Vincel shared the FPPA update with the board and stated that the Plan B has been chosen. Chief also stated that the monies go back into the Fire Department for any contributions.

Chief Vincel shared the new logo and badge design with the board.

Public Relations Carabajal gave an update for the Holiday Adopt a Family event. Northglenn Ambulance is partnering with South Adams County Firefighter Association to host a Holiday Open House at SACFD HQ Building. They will be hosting a toy drive and have reached out to the school districts.

Deputy Chief of Operations Report:

The Deputy Chief of Operations Monzingo updated the Board on various District projects.

Battalion Chief will be announced end of November.

Board of Directors/Report Comments:

The Board shared their appreciation for the Awards Ceremony and to all the recipients who received awards. Vice President Gillan shared his appreciation to Battalion Chief Noel and Captain Woog for the award they shared with Chief Vincel.

Executive Session: None

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 was passed unanimously.

The meeting was adjourned at 8:20 p.m.

x _____
Sam Gillan
Board Vice President 12/10/2019

x _____
Craig Machuga



Board Secretary 12/10/2019