



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

August 17, 2021

A meeting of the Board of Directors of the South Adams County Fire Protection District was held in person and via zoom video conference 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:

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

Also, Present:

Kevin Vincel	Fire Chief
Bobby Noel	Chief of Operations
Ron Fano	District Legal Counsel
Sandy Danne	Administrative Assistant

Absent: None

Public Comments: None.

Approval of Minutes:

Director Bullock made a motion to approve the minutes of the July 20, 2021 Board meeting, as presented in the Board packet. Secretary Machuga seconded the motion. The motion was passed unanimously.

Introduction of Guests: None

Changes/Addition to the Agenda: None

Special Reports:

Chief Report on District Projects:



On behalf of Chief of Support Koger, due to Chief Koger not able to attend due to family illness, Chief Vincel gave updates on Fire District construction projects:

Fleet Maintenance Facility. Punch list needs completed. The warranty does not start until punch list is complete. New bays are in use.

Station 1: Permit is close. 6- month build out. Bob is in the process of moving out.

Station 3: Drawings are in process, waiting on Water department approval. Sprinkler company has been having employee problems.

Training/Station 5: Nothing new to report.

Station 6: Ventilation to be installed in bay. Waiting for fans to come in.

Station 7: Nothing new to report.

Station 8: Floors are complete.

Station 9: Legato West has not finalized deals with their home builders yet. Mid-August should hear more. If we do not hear anything Chief Koger will reach out first of September.

The Pound. Installing walls starting the 17th of August.

We have been in contact with DFD wellness officer as reported last month. BC Hackbarth will meet with DFD wellness coordinator until Chief Koger can get back to 50% mobility. She wants to meet a couple of our peer fitness group and tour our gym area.

After the saw cuts are sealed, we can start moving in props and equipment in the training side of the building.

IT will be one of the first employees to move in for the installation and training of our hardware/AV.

Safety Committee - Purchased a computer program that will help track status of our injuries. Lost time and medical only. Capable of tracking type of injury, body part



injured, on-scene vs. training. Frequent flyers. Etc. With this program along with the possibility of a P.T. program our goal is to reduce our work comp premiums.

Firehouse Committee - Communication has been sent to all employees about them painting or making vinyl lettering to be placed on the walls of the Pound. It will give the Pound the personal touch from our employees. All ideas and suggestions are welcomed.

The Association: Kitchen and floor remodel is complete. Please feel free to check it out.

Neighbor to Neighbor program: Nothing for the month of July to report.

Northglenn Ambulance Report:

Melissa Wartman gave a brief report on July call volumes of 809 calls. About 100 calls over last year. She reported on mutual aid in District was 5 and out of District was 7. System influx status 0 instances; Four instances greater than 4 ADCOM calls at a time. Average length per incidence was 4 minutes. Average response time for emergency was 4:44 and non-emergent was 6:16.

Director Bullock asked if there were any data tracking homeless calls. Melissa said currently she did not have any data, but she would look into it and see what information she can find out.

Melissa said they continue to work with special needs education and outreach and their critical care program to increase in CCT providers with advanced scope and advanced training by specialists.

Board Action Items:

Secretary Machuga made a motion to approve Resolution of the Board of Directors of South Adams County Fire Protection District to waive the provision governing the location of meetings by adopting a resolution to hold a Special Board Meeting in September in Keystone at Red Hawk Townhome #2340, on Friday, September 17, 2021, at 1:00 p.m. Director Bullock seconded the motion. The motion was passed unanimously.

Treasurer's Report:

Chief Vincel reported that the first 6 months of the year are completed, and the Fire District is 5% ahead of budget. A lot of Capital expenses have been completed. The



budget is going very well. Chief Vincel extended thanks to the Division Chiefs and accountant Trey Zima for working so well within their budgets and Trey for keeping good control on all of it.

August 3rd will be the day for final budget review before it comes to the Board for approval.

Chief Vincel reported overtime is doing well and things are going as planned!

Chief Vincel reported the number one strategic planning goal was EMS to allow the firefighters opportunities to work on their EMS skills and an ALS Engine will be provided in order for this to happen. This is also a stepping- stone for the accreditation process.

In addition, four firefighters will be going to paramedic school. There are enough extra hours in the budget to send the four employees to paramedic school. By 2022 South Adams County Fire will have an ALS Squad ready.

The 2021 budget update is that we are doing very well, 7-10% ahead of last year. Overtime is doing well, however, Chief Vincel said he continues to gather info on how much to budget for next year.

Treasurer Anderson reported that the July 14, 2021 - August 8, 2021 bills need to be paid. Treasurer Anderson made a motion to approve paying the bills. Director Bullock seconded the motion. The motion was passed unanimously.

Legal Comments:

Attorney Fano reported that it was a minor month for legal issues. He reported that he had reviewed a few small contracts.

He also reported he has reviewed the Notice of Intent to purchase from Commerce City's for widening Rosemary Street between East 86th Avenue and East 81st Place and the resulting need for the City to acquire a certain portion of the District's property in this area (which will include an improved area in front of station 4). Mr. Fano reported that he has one of his partners who specializes in condemnations working on this to ensure the District is properly compensated and all terms and conditions are acceptable.

Mr. Fano mentioned he's been in touch with Sue Blair regarding the October election and at this time there is nothing that needs to be done. Ms. Blair, as Designated Election Official for the District will be filing the appropriate notice of election with the County.



Chief's Report:

Chief Vincel gave a Covid update and reported the administration office had a little sickness that went around the office and spread among the staff pretty quickly. He said he has mandated if vaccinated you don't need to wear a mask, if not vaccinated you will be required to wear a mask. Chief also reported that he has reduced the office staff to 50% of people being in the office at this time.

Coffee with the Chief at Reunion Coffee shop turned out to be successful.

The Battalion Chief selection has not been confirmed. Once it is, Chief Vincel will announce who the new BC is going to be.

Chief Vincel made it official that interim acting Operations Chief Noel is going to be the permanent Operations Chief for South Adams County and pinned Chief Noel with his new badge.

Chief Vincel reported the North Area Academy kicked off earlier in the week with more than 50 recruits going through. Chief Vincel wanted to thank Training Chief Whitner and the training staff for all their work in getting the Academy up and running.

We are still hosting the Rotary lunches every Wednesday. They all say they are vaccinated.

Tower update- a group of three is going out to investigate it at the end of the month. Hope is it will be in service by first of October. Goal is mid-October.

Met with the Maintenance mechanics and it may be time to hire a fourth mechanic. It would be an individual to be a lube tech and fluid changes. State law required any job announcement is to be posted inside and outside the department.

SDA conference is Wednesday - through Friday this year, September 15-17, 2021.

Chief Vincel reported that there was nothing to report on FPPA.

ADCOM - Finished up their budget. Assessment has dropped and Chief Vincel announced that it went down for SAC then he had anticipated.



North Area Chiefs did not meet in July due to everyone going out on vacations.

Operations Report:

- Chief Noel reported BC interviews and assessments were completed, and chief interviews were the week of August 10th.
- The Apparatus Committee is going out to inspect the new tower late August.
- We will be having a train the trainer class on the new TIC the week of the 26th. Once that class is done the new TIC will be in-service.
- The new dashboards have arrived, and IT is working on getting them set up.
- Prevention, Training and Operation will be conducting a meeting later in August on how we safely handle emergency calls and public education at the greyhound park and the rest of the district. As this building will present many challenges for us and some of the new builds.
- Internal interviews completed for paramedic school. Chief Vincel has approved to send all four candidates, two in the spring and two in the fall. Which means we will be able to run ALS on two different units 365 starting in 2023.
- Working on getting a quote for a new box for the squad and adding water to the squad 200 gallons.
- CAD to CAD test went well and is projected to go live in September

Follow up report on projects:

- The new PO system was approved by Chief Vincel, and we are starting the process to get it up and running. Vanessa has taken the lead on getting the program implemented for us.
- Still working on getting the SCBA in service in phase two right now which all the new SCBA are at the stations, and crews are training with them.
- Dash Boards have arrived. IT is working on building the rest of the pages, should be out sometime this month.

Operation Recognition

- FF Stockton, FF Given, and FF K. Martin received their CMCB DO pumper certification.

Total Call per Unit for the month of July:
Squad 22- 183 calls




Engine 22 – 179 calls
Truck 24 – 108 calls
Engine 27- 92 calls
Engine 26 – 134 calls
Truck 28 – 83 calls
BC 21 – 45 calls


Board of Directors Report/Comments:

All Board members congratulated Operations Chief Noel on his permanent promotion to Operations Chief.

Adjournment: With no further business to come before the Board, the meeting was adjourned at 7:32 p.m.

x 

Alex Fairfield
Board President 09/21/2021

x 

Ernie Anderson
Board Treasurer 09/21/2021






August Board Meeting Minutes

Final Audit Report

2022-02-15

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