



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

July 20, 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 6:22 p.m.

Board Members Present:

Alex Fairfield
Craig Machuga
Debra Bullock

President
Secretary
Director

Also, Present:

Kevin Vincel
Ken Koger
Bobby Noel
Ron Fano
Sandy Danne

Fire Chief
Chief of Support
Chief of Operations
District Legal Counsel
Administrative Assistant

Absent: Vice President Sam Gillan and Treasurer Anderson. Secretary Machuga made a motion to excuse Vice President Gillan and Treasurer Anderson Director Bullock seconded the motion. The motion passed unanimously.

Public Comments: None.

Approval of Minutes:

Secretary Machuga made a motion to approve the minutes of the June 15, 2021 Board meeting, as presented in the Board packet. Director Bullock seconded the motion. The motion was passed unanimously.

Introduction of Guests: Audit Company, Eric Barnes, and Lisa Pastore with Fiscal Focus Partners LLC.

Changes/Addition to the Agenda: None

Special Reports:



Chief Report on District Projects:

Chief of Support Koger, gave updates on Fire District construction projects:

Fleet Maintenance Facility. Complete mid-July. Punch list this week. Temp. CO

Station 1: Plans and bids to the City in July. Construction to start in August. 6-month build out.

Station 3: Nothing new to report.

Training/Station 5: Nothing new to report.

Station 6: Ventilation to be installed in bay. Budget for all stations in 2022.

Station 7: Nothing new to report.

Station 8: Floors throughout the station have all been re-done. All carpet and floor coverings have been taken out down to the cement flooring and it has been shined and buffed.

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

The Pound. Currently working on ceiling grids, framing, I.T., Outdoor signs complete this week. Office, classrooms, conference room buildout in August.

We have been in contact with DFD wellness officer. They allow employees to use PT even if off duty injury. Dollar and lost time trending down. Have seen a reduction in overtime, as well as worker's comp claims.

Peer Fitness is working on bids for gym/rehab portion of the building. Bid will be for 100% to complete gym. The gym can be broken up into phases.

Safety Committee - Three employees who had accidents, medical only. August meeting invite Chief Noel to talk about Palumbo fire.

Firehouse Committee - Meetings have been very informative and helpful. Changed up Station 1. Removed one bunkroom and made the kitchen bigger.



The Association: Kitchen and floor remodel is in process.

Neighbor to Neighbor program: One card was handed out this month, but not sure of the details.

Northglenn Ambulance Report:

Melissa Wartman announced she will start attending the board meetings in person. Ms. Wartman gave a brief report on June call volumes of 712 calls. She reported on mutual aid in district was 7 and out of district was 6. 09 calls where eight instances greater than 4 ADCOM calls at a time, 2 system failure. Average length per incidence was 9 minutes. Average Response time emergency 4:42, non-emergent 6:06.

Board Action Items:

Eric Barnes and Lisa Pastore with Fiscal Focus Partners LLC presented the 2020 Audit as presented in the Board Packet. Mr. Barnes presented the overviews and only three items were noted for the Fire District to make note of.

Secretary Machuga made a motion to accept and approve the 2020 Audit as presented. Director Bullock seconded the motion. The motion passed unanimously.

Attorney Fano explained that the State Disaster/Emergency declaration expired on June 12 and advised the Board to revoke the Fire District's State of Emergency declaration. Secretary Machuga made a motion to revoke the Fire District's State of Emergency declaration. Director Bullock seconded the motion. The motion 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!

President Fairfield reported that the June 11, 2021 - July 13, 2021 bills need to be paid. Secretary Machuga made a motion to approve paying the bills. Director Bullock seconded the motion. The motion was passed unanimously.



Legal Comments:

Attorney Fano reported that he and his firm worked on the contract with Allred & Associates for Station 1.

He also reported he and his firm are working with Commerce City on the widening for Rosemary Street. 6,000 square feet of Station 4 property will be sold to the City to complete the widening. Mr. Fano said he and his firm have a good working relationship with the engineering group and will oversee the process related to the official note of intent issued by the City and make sure it is within fair market value. Mr. Fano said he will have more complete details that will be ironed out and likely to be presented in the August Board meeting.

Chief's Report:

Chief Vincel reported that he has been able to get a tower for \$1.2 million. If the board approves the truck will be in service by October 1, 2021. Chief explained with the new building on the former dog track that he saw the need for ladder truck. He had fleet maintenance call Pierce Trucking and was able to purchase one that had been built for another fire department and the compartmental specs did not work out and Pierce built a new one for the fire department, leaving them with this "used" ladder truck being available. The truck does have 10,000 miles which fleet maintenance says is a good amount to have the bugs worked out. It will run out of Station 4.

Chief explained to the Board that he can purchase this ladder truck with the money that was going to be used to remodel Station 6 that was in the budget.

The ladder truck could arrive and be in service as of October 1, 2021.

Chief asked for approval from the board.

Secretary Machuga made a motion to approve the purchase of the ladder truck instead of remodeling Station 6. Director Bullock seconded the motion. The motion passed unanimously.

Chief Vincel announced Robert Kreutzer has entered the DROP and congratulated him.

Chief announced he is going to try and have "Coffee with the Fire Chief" with the public and have it held at the coffee shop in the Reunion neighborhood.

Chief announced the 60th Annual Spaghetti Dinner will be on September 11, 2021, and it will be done like last year, meals purchased and picked up to be eaten at home from Stations 23 and 28. Chief introduced PR Director Maria Carabajal to talk a little bit more about the advertising and the things going out on social media.



Chief Vincel asked the Board if they would like to continue to have the Board Meeting minutes posted on the website and if so, would the board members like to continue to be the ones to sign the minutes. All three board members in attendance agreed to have the minutes posted on the website and that the board members should continue to sign them, showing ownership as a board member.

Chief reported that starting this month SACFD will host the Rotary monthly meetings, as well as the weekly lunches. He announced that PR Director Maria Carabajal is the president for the Rotary.

Chief announced that the budgeted side by side forklift Razor has been purchased and delivered. Fleet Maintenance can outfit it with equipment so it could be used for snow removal at the training center and equipment to possibly be used on calls where it is difficult to get an engine to where the call is, i.e., down by the river.

Chief Vincel reported that he and PR Director Maria Carabajal went and purchased a golf cart that they had budgeted for. It will be used for events and possibly prevention will use it at events they are asked to be at. It will be stored here at Headquarters.

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 lower for SAC than he had anticipated.

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

Operations Report:

Chief Noel reported that final offers went out to the new 6 hires that will start the pre-academy in July. HR set up a lunch with them at Headquarters on June 28th.

The CAD-to-CAD radio test went well, there were some issues only due to some radios not being on, as some employees were on vacation. We did go live with the CAD-to-CAD radio tones, which seems to be working well.

The North Area has started to set up a district wide notification for the agencies. This means that when a department is working on a long incident or a second alarm, a notification will be sent out to all agencies, there will be 3 Battalion Chiefs from different departments to help cover the holes for response.



North area OPS Chiefs are currently working on an SOG for key stations and where units will need to cover first.

IT and Chief Noel are currently working on moving the tactical site plans to tablet Command.

The Reserve Engine that was hit is still in the shop and waiting on the insurance adjuster. Looks like there was \$50,000 dollars' worth of damage. No ETA on when it will be done.

The posting for the Battalion Chief spot was posted, with a timeline projected start date of 9/1/2021. We had a total of 12 applicants.

There are talks that Adcom will house the Table Command for all the agencies. Currently Adams County Fire is housing it. This would be a huge benefit for us. But this is on hold due to Adcom not having an IT manager.

The Captain, Battalion Chiefs and Chief Noel have started to work on the replacement plan matrix. When finished, Chief Vincel will get a copy.

Chief Noel reported on working on getting a radio maintenance schedule for later this fall. One has not been done since 2018.

Chief Noel reported that he received approval for Aurora Fire radio channels now working with ADCOM on getting it set up.

Station 28 got their new floors which is the polished concrete. Station 28 was closed for two weeks starting July 5th. The Truck was moved to Station 26 and engine 26 was moved to Station 22, and we ran a two-engine station for the two weeks. This was a great time to test the plan that is going in place in November.

Results are from 7/4-7/12 Squad 22 @ Station 24 ran 50 calls, E22 46 calls from station 22, E26 from Station 22 ran 39 calls and Truck 24 from Station 24 ran 24 calls. Total 159 calls for the first week of testing.

On July 1st, we did run a test on the fighter pilot helmets. Chief Noel attached a sample of helmet test sheets. Various scenarios were performed. No results yet as they have been sent out to the members that helped test them.



Some Response plans have been changed for the BC, they now will be going on GSW, stabbings and all rollovers as well.

Work with South Metro on some heat maps for calls and to update interactive maps for more call data has begun.

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.

Chief Vincel has also approved the first arriving dashboard, these are going in all the fire houses, shop, dog pound and HQ.

Chief Noel received the letter from Aurora Fire and SAC are currently working on getting the radios programed.

Chief Noel received the quote back for the upgrades o the new engine (36,000). Which gives us the bigger cab and the blackout options.

SACFD and NGA have completed two joint SOG's which were Conflict Resolutions and Scene management.

Still working on getting the SCBA in service. In phase 2 right now which all the new SCBA are at the station and crews are training with them.

Operation Recognition

- FF Josh Luse on B shift is now the backup fit tester and has completed everyone's fit test for the new SCBA. Thanks to FF Luse.
- FF Applegate at station 27, B-shift obtained his DO-Aerial certification
- FF Weeks station 24, C shift obtained his DO pumper certification
- Engineer Reynolds from C shift was cleared as an acting Officer
- FF Given on B shift station 28 obtained his DO Pumper Academy
- FF Lamle on C sift station 26 obtained his DO pumper certification
- FF Martin on A shift station 27 obtained his DO pumper Academy
- FF Thompson on B shift station 24 completed his DO pumper certification
- Vanessa Rodriguez for all he help with the PO system and everything else I have needed.



Significant Calls

- July 3 - B-shift had a trailer fire in Wikiup trailer park.
- July 4 - B-shift had a fire at the Asphalt plant on 56th. It was a natural gas heater that was on fire. Crews did have to valve out he gas line, which they did a great job.
- July 4 - A-shift had a pallet fire. Crew did a great job on that fire as well.

Board of Directors Report/Comments:


President Fairfield wants to remind all the firefighters to be careful what they put on social media. Show leadership and lead by example.


Extended his thanks and appreciation for everything that the firefighters do.

Secretary Machuga - Thanked everyone and said everyone is doing a good job.

Director Bullock congratulated Bob Kreutzer on his DROP and congratulations to all the Firefighters who earned their certifications.

Adjournment: With no further business to come before the Board, the meeting was adjourned at 8:31 p.m.

x 
Alex Fairfield
Board President 08/17/2021

x 
Ernie Anderson
Board Treasurer 08/17/2021