



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

March 24, 2020

A meeting of the Board of Directors of the South Adams County Fire Protection District was held via Zoom conferencing 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 11:05 am.

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
Ken Koger	Chief of Support
Ron Fano	District Legal Counsel
Vanessa Rodriguez	Administrative Assistant
Kevin Kellar	Information Technologies

Absent: None

Guests:

Melissa Wartman, Jamey Buckalew and Rick Lindsey from Northglenn Ambulance. SACFD Battalion Chief Bobby Noel.

Pledge of Allegiance: None.

Public Comments: None.

Approval of Minutes:

Vice President Gillan made a motion to approve the minutes of the February 18, 2020 Board meeting, as presented in the Board packet. Director Bullock seconded the motion. The motion was passed unanimously by roll call vote.

Changes/Addition to the Agenda:



One change was made to eliminate the executive session for this Board Meeting due to the need to address the COVID-19 issues. The executive session will be rescheduled for a later meeting.

Special Reports:

Chief Report on District Projects:

Chief of Support Koger stated that the Maintenance facility is still moving forward as well as the parking lot. There will be a small delay with COVID-19 but nothing too significant at this time.

Bob Kreutzer is still doing building maintenance, as he does not work closely with personnel.

Fleet maintenance is business as usual as well.

Northglenn Ambulance Report:

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

Melissa also stated NGA is working closely with Chief Monzingo and operations during COVID-19 doing weekly calls and building standard process.

Rick with Northglenn Ambulance asked the Board of Directors and Chief Vincel for a waiver of 2019 fees, Station rent and time penalties during COVID-19. Discussion was had regarding deferring a decision on this request until April Board Meeting. Director Bullock made a motion to defer the decision the request. Secretary Machuga seconded the motion. The motion was passed unanimously by roll call vote.

Report and discussion on impacts and actions related to COVID-19 pandemic:

President Fairfield gave an update on COVID-19 and appreciation for how quickly Chief Vincel and the SACFD staff created policies and protocols for the COVID-19 pandemic.

Chief Vincel gave an update on the operation side with COVID-19. As well as his appreciation of President Fairfield and the Board of Directors for their actions and support.

Board Action Items:

Secretary Machuga made a motion to approve the revised version of the Member Handbook. Treasurer Anderson seconded the motion. The motion was passed unanimously by roll call vote.

Vice President Gillan made a motion to approve consideration of extending Declaration of Local Disaster Emergency. Director Bullock second the motion. The motion was passed unanimously by roll call vote. Due to technical difficulties Secretary Machuga was unable to vote.



Director Bullock made a motion to approve consideration of Resolution to Conduct Board Meeting Electronically during COVID-19 Pandemic. Treasurer Anderson second the motion. The motion was passed unanimously by roll call vote. Due to technical difficulties Secretary Machuga was unable to vote.

Treasurer's Report:

Chief Vincel stated Jessica Fallt has departed from the organization, she thanks the Board and all SACFD for her time spent with the Department.

Chief Vincel stated that the new accountant will begin effective April 1, 2020.

Chief Vincel stated the new third-party accountants Feis & Company are now fully onboard and ready to start the financial statements and have completed the draft audit for 2019 which will be available for presentation at the April board meeting.

The Board reviewed the February 14-March 10 financials. President Fairfield asked Chief Vincel to keep a running tally of all COVID-19 expenses. Treasurer Anderson reviewed the bills as presented in the Board Packet. Treasurer Anderson made a motion to approve the bills. Director Bullock seconded the motion. The motion was passed unanimously by roll call vote. Due to technical difficulties Secretary Machuga was unable to vote.

Legal Comments:

Attorney Fano discussed the COVID-19 law passed this week by the federal government regarding COVID-19 related leave and how it impacts employees of the District. The first portion of the leave law is to provide a totally new 12 week of leave separate from the exiting FMLA leave. The leave applies if an employee needs to be off from work to care for a child under 18 years of age, due to childcare or school being closed as a result of the COVID-19 pandemic. The second portion of the leave consists of two weeks of paid sick leave for self-isolation due to COVID-19 sickness, caring for a family member with COVID-19 or as stated above a caring for a child under 18 years of age, due to day care or school being closed due to COVID-19. Administrative staff are included within the scope of the new law; however, the District may opt out of the provisions of the new law for line personnel. Vice President Gillan motioned to opt out of the Federal Emergency Leave Act for line personnel with instructions to legal counsel Attorney Fano along with HR and Operations division to write a supplemental policy related to COVID-19 to cover any sick leave of line personnel. Treasurer Anderson second the motion. The motion was passed unanimously by roll call vote. Due to technical difficulties Secretary Machuga was unable to vote.

Chief Vincel Report:

Chief Vincel gave an update on COVID-19 and reassured staff and the Board of Directors that SACFD is business as usual and we as a team will overcome this.

Chief Vincel introduced Nick Weeks as a lateral firefighter to the SACFD team.



Chief Vincel thanked the staff who stepped in to help during the search for a new accountant, SACFD has not skipped a beat.

Chief Vincel thanked all of those who helped with the food distribution.

Chief Vincel approved PR Carabjal to work with the BC's to hand out the new SACFD badges and pins. May 2nd badge swearing in is postponed at this time, until further notice.

Chief Vincel discussed TargetSolutions with all the COVID-19 policy and procedures written in detail on the application.

Chief Vincel updated Fire Prevention is still fully running and offering help with food distribution. Chief Weigum updated Chief Vincel that the In-Kind Contribution land up north is still proceeding.

Chief Vincel thanked IT and Fleet for keeping everything up and running with SACFD.

Chief Koger updated on the Board of Directors election. Election will still go on May 5th. Sue Blair will create an absentee ballot application and it will be uploaded on the SACFD website. Station 1 will remain open in addition to the absentee ballot to help limit exposure during COVID-19.

Deputy Chief of Operations Report:

Chief Monzingo gave an update on COVID-19 regarding the Operations team. Operations Chiefs are meeting weekly to ensure we are on the same page and all protocols are similar and best practice for the region.

Board of Directors Report/Comments:

Board of Directors thanked Chief Vincel and SACFD for all they are doing and adjusting to the change with COVID-19.

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 1:41 p.m.

X _____
Alex Fairfield
Board President 04/21/2020

X _____
Craig Machuga
Board Secretary 04/21/2020