



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

December 21, 2021

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 6:16 p.m.

Board Members Present:

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

Also, Present:

| | |
|-------------------|------------------------------------|
| Kevin Vincel | Fire Chief |
| Bobby Noel | Deputy Chief of Operations |
| Ken Koger | Chief of Support |
| Ron Fano | District Legal Counsel |
| Vanessa Rodriguez | Administrative Assistant |
| Kevin Kellar | Director of Information Technology |

Absent: Vice President Gillan was not available during rollcall.

Treasurer Anderson excused Vice President Gillan. Secretary Machuga seconded the motion. The motion passed unanimously by roll-call vote. Vice President Gillan joined the meeting in progress.

Guests:

Jamey Buckalew, Melissa Wartman, Miles Miller, Trey Zima, Robert Schuman, Andrew Reifman, Nicholas Bendinelli, Chad Ray, Cole Cathcart, Fil Martinez, Jamin Hutchcraft, David Fancher, Andrew Fairband, Sandy Danne, Hunter Hackbarth, Garry Aranda.

Pledge of Allegiance:

Public Comments: None.

Approval of Minutes:

Treasurer Anderson made a motion to approve the minutes of the November 16, 2021 Board meeting and the minutes of the December 7, 2021 Special 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: None.

Special Reports:

Chief Report on District Projects:

Chief of Support Koger gave a brief update on the construction of the Fleet Maintenance facility.

Station 21 construction is estimated to begin in February 2022.

Update on sprinkler system installment at Station 23 estimated completion date of January 2022.

Chief Koger stated that he will be meeting with Northglenn Ambulance on Station 25 remodel.

Chief of Support Koger gave an update on the Station 29 land

Training staff is currently moving into the "Pound"

In the process of designing men's and women's showers, restrooms, and rehab room.

P.O. has been sent for the sauna and gym equipment and estimated to begin installment mid-January - March 2022.

Safety Committee has meet to go over the VHS program.

Chief of Support Koger gave an update on the Association Christmas program.

Chief of Support Koger gave an update on the Neighbor to Neighbor program.

Northglenn Ambulance Report:

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



Board Action Items:

Secretary Machuga made a motion to approve the Member Handbook Change as presented in the board packet. Vice President Gillan seconded the motion. The motion was passed unanimously by roll-call vote.

Treasurer Anderson made a motion to approve the 2021 Audit Engagement Letter as presented in the board packet. Director Bullock seconded the motion. The motion was passed unanimously by roll-call vote.

Treasurer's Report:

Chief Vincel gave an update on the budget.

Treasurer Anderson made a motion to approve the November 11, 2021 - December 15, 2021 bills. Vice President Gillan seconded the motion. The motion was passed unanimously by roll-call vote.

Legal Comments:

Attorney Fano shared a brief report on District Items he has been working on.

Chief Vincel Report:

Chief Vincel gave a brief report on the SCBA's & testing on equipment. Chief Staff and The Union met with MES to review and test the SCBA's. MES will deliver new masks and regulators.

Chief Vincel shared gave a brief update on the Rosemary Construction.

Chief Vincel shared a brief COVID update.

Chief Vincel gave a brief Awards Ceremony update. Chief Vincel shared his appreciation to everyone involved.

Chief Vincel gave a brief NGA update.

Deputy Chief of Operations Report:

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

Board of Directors Report/Comments:

The District Board shared their appreciation with all staff and crews for all their hard work.



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 7:07 p.m.

x Alexander Fairfield

Alex Fairfield
Board President 12/21/2021

x Craig machuga

Craig Machuga
Board Secretary 12/21/2021

Signature: 
Alexander Fairfield (Jan 24, 2022 09:12 MST)

Email: afairfield@sacfd.org

Signature: 
Craig machuga (Jan 24, 2022 15:09 MST)

Email: cmachuga@sacfd.org









December 21 2021 Board Minutes

Final Audit Report

2022-01-24

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|-----------------|---|
| Created: | 2022-01-19 |
| By: | Sandy Danne (Sdanne@sacfd.org) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAAnqh4daY8EnFDyqz0Uqr6MGtNTTWC5PzM |

"December 21 2021 Board Minutes" History

-  Document created by Sandy Danne (Sdanne@sacfd.org)
2022-01-19 - 4:23:53 PM GMT
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2022-01-19 - 7:04:42 PM GMT- IP address: 172.225.198.122
-  Document e-signed by Alexander Fairfield (afairfield@sacfd.org)
Signature Date: 2022-01-24 - 4:12:47 PM GMT - Time Source: server- IP address: 23.24.156.189
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2022-01-24 - 4:12:49 PM GMT
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2022-01-24 - 10:08:40 PM GMT- IP address: 174.198.132.132
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2022-01-24 - 10:09:39 PM GMT