



# MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE

## SOUTH ADAMS COUNTY FIRE PROTECTION DISTRICT

March 15, 2022

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 6:15 p.m.

### Board Members Present:

Alex Fairfield  
Sam Gillan  
Craig Machuga  
Debra Bullock  
Ernie Anderson

President  
Vice President  
Secretary  
Director  
Treasurer

### Also, Present:

Kevin Vincel  
Ken Koger  
Ron Fano  
Sandy Danne  
Kevin Kellar

Fire Chief  
Chief of Support  
District Legal Counsel  
Administrative Assistant  
Director of Information Technology

Absent: None

Guests: Maria Carabajal, Accountant Trey Zima, Station 22, Truck 24, Lt. Jamin Hutchcraft, FF Fancher, Jamin Hutchcraft, Miles Filler, Nick Bendinelli, Andrew Reifman Celeste Vincel, Local 5124, Kelly Renfro, Reggie Buckalew, Shawn Smith, Roger Japp and a Reunion Resident.

Pledge of Allegiance:

Public Comments: None.



Approval of Minutes:

Secretary Machuga made a motion to approve the minutes of the February 15, 2022, as presented in the Board packet. Treasurer Anderson seconded the motion. The motion passed unanimously.

Director Bullock made a motion to approve the minutes of the March 1, 2022, study session as presented in the Board packet. Treasurer Anderson seconded the motion. The motion passed unanimously.

Changes/Addition to the Agenda: None.

Special Reports:

Chief Report on District Projects:

Chief of Support Koger reported on the following projects:

Fleet maintenance: Concrete problem fixed. Garage door has a continuing problem. \$63K retainage fee will be held until the garage door is fixed.

Station 21 Mobilize on 3/22/22. Completion date December 2022

Station 23 - Waiting on inspection on sprinkler system. Men and women's bathroom is in design phase. Ventilation system on order.

Station 25/Training - Remodel rooms for medics. Waiting on bid.

Station 26 - Fire sprinkler system install startup will begin in near future. Met with Capt. Vitale about minor upgrades.

Station 27 - Researching the possibility of an in-kind contribution or donation from developer at Murray Farms

Station 28 - Bob Kreutzer & Capt. Fairband met for future kitchen upgrade.

Station 29 - Legato West is finalizing deals with two builders. Once in escrow, they can start discussions for station 29. Emails have been sent with no response.

The Pound - Staff has moved in.

In the process of designing, men and women's shower and restrooms, rehab room and RV dump. PO has been sent for sauna and gym.

Sauna framing starting 3/14





Gym equipment install has started  
New ventilation trailer was delivered 3/5/22

Northglenn Ambulance Report:

Melissa Wartman with Northglenn Ambulance gave a brief report on February call volumes. There were 680 calls for the month of February, approximately 110 call increase from last year.

Board Action Items:

Treasurer's Report:

Chief Vincel gave an update on the budget. Chief Vincel asked for the Board's approval to relieve Northglenn Ambulance of the remainder of their rental fee on station twenty-three, since they will be moved out by March 18, 2022.

Treasurer Anderson made a motion to relieve Northglenn Ambulance for rental fee for the use of station twenty-three, effective March. Director Bullock seconded the motion. The motion passed unanimously.

Treasurer Anderson made a motion to approve the February 11, 2022, to March 10, 2022, bills. Secretary Machuga seconded the motion. The motion passed unanimously.

Legal Comments:

Attorney Fano shared a brief report on District Items he has been working on, including some personnel issues and service contracts. Fano did receive the signed agreements from the City of Commerce City for the Rosemary widening project and sent them to Executive Assistant Sandy Danne for the District's files.

Executive Session:

Secretary Machuga made a motion to go into Executive Session pursuant to C.R.S. 24-6-402(4)(b), to receive legal advice regarding Labor Management issues. Director Bullock seconded the motion. The motion passed unanimously.

The Board went into Executive Session at 6:48 p.m.

Secretary Machuga made a motion to adjourn the Executive Session. Director Bullock seconded the motion. The motion passed unanimously.

The Board came out of Executive Session at 7:30 p.m.

Chief Vincel Report:

Chief Vincel introduced Fleet Maintenance Chief Mechanic Miles Miller to explain and present the Scorpion blocker truck. Miller presented the difference in the two manufacturers, timing, and costs. Further discussion will be had in a special session of the Board at a later date.



Chief Vincel introduced HR Director Melissa Rossback to present the Private Ambulance Company (PAC) 2022 Selection and present the unanimous recommendation to the Board. HR Director Rossback explained the process from RFP's which produced three proposals from AMR, Platte Valley Ambulance and Stadium Medics. Ms. Rossback presented on the presentation of the three organizations to the scoring and of the matrix which led to the recommendation unanimously of Platte Valley Ambulance. The Board will be asked to finalize at the April Board meeting.

Chief Vincel reported that the Haz-Cam mobile command unit will be in service by mid-year.

Chief Vincel reported that Reserve E22 finished with repairs from accident in 2021.

Cad to Cad: Chief Vincel reported it is still on schedule to go live the first week in April.

Chief reported he is doing Ride along with the crews and it is going well and will continue to do the ride along.

Deputy Chief of Operations Report:

Deputy Chief of Operations Noel presented that he met with Aurora Fire Chief and plans to have a mutual aid agreement for automatic aid in Tower Road area by fall on the south side on Tower. Introduction and training are scheduled for June/July 2022.

Chief Noel reported that BC Roberts is auditing ISO books for the audit of 2022, and it should be complete and ready by April.

SACFD received the new masks and regulators. Plan to put new air packs in service. Per lease agreement all old air packs will need to be returned to the company.

Engine 26 is coming along.

Chief Noel reported heat maps are finished which he presented at the March study session.

Ambulance interviews took place on March 8, 2022.

Crews attended a SKID training this month. Admin will attend in the fall.

The Tower is back from the shop and in service.

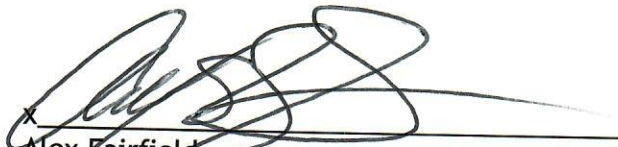
Chief Noel reported on number of calls for month of February per units.


Board of Directors Report/Comments: None





Adjournment: With no further business to come before the Board, the meeting adjourned at 8:32 p.m.

x   
Alex Fairfield  
Board President 04/19/2022

x   
Craig Machuga  
Board Secretary 04/19/2022