



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

August 13, 2019

A meeting of the Board of Directors of the South Adams County Fire Protection District was held at the South Adams County Fire Protection District's Administrative Building, located at 6050 Syracuse Street, Commerce City, CO 80022 commencing at 6:49 p.m.

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
Bob Monzingo	Deputy Chief of Operation
Vanessa Rodriguez	Administrative Assistant
Kelley Duke	District Legal Counsel
Kevin Kellar	Director of Information Technology
Jessica Fallt	Internal Senior Accountant

Absent: None

Director Bullock arrived late at 6:53 p.m.

Guests:

Melissa Wartman, Jamey Buckalew and Rick Lindsey from Northglenn Ambulance. RJ Fernandez

Pledge of Allegiance:

President Fairfield led those present in the Pledge of Allegiance.

Public Comments: None.

Approval of Minutes:

Secretary Machuga made a motion to approve the minutes of the July 16, 2019 Board meeting, as presented in the Board packet. Vice President Gillan seconded the motion. The motion was passed unanimously.

Changes/Addition to the Agenda: None.



Special Reports:

Chief Report on District Projects:

Chief Vincel stated that the process to begin the construction of the training center and Headquarters (HQ) parking lot has taken longer than expected. The remodeling of the basement at Station 6 has begun. The HQ parking lot should begin construction in the next few weeks.

Chief Vincel stated that the Association held an event at Station 1 and had a great turn out.

Northglenn Ambulance Report:

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

Board Action Items:

Secretary Machuga made a motion to approve the agreement with Collins Engineers, Inc., for the civil engineering associated with the Training Center. Director Bullock second the motion. The motion was passed unanimously.

Treasurer's Report:

The Board reviewed the July financials. Treasurer Anderson reviewed the bills as presented in the Board Packet. Secretary Machuga made a motion to approve the bills. Vice President Gillan second the motion. The motion was passed unanimously.

Senior Accountant Fallt reviewed the rescue billing, impact fees and plan review revenue year-to-date. She shared updated the Board on the budget and advised them of the account platform update. She stated that the financial report will be provided in the following week.

Legal Comment:

Legal Counsel Duke stated that the process for FFPA will take effect once the Board has decided on a plan moving forward.

Chief's Report:

Chief Vincel stated that they have been working diligently on the preliminary 2020 Budget.

Chief Vincel updated the Board on the construction of the HQ Building.

Whitney Means has accepted the position as part of the Fire Prevention team.

Chief Vincel shared his appreciation to Director of Public Relations Carabajal for all her help in organization of the Spaghetti Dinner and the Award Banquet.



Chief Vincel stated that he will provide the preliminary 2020 Budget to the Board at the SDA Conference.

Captain interviews are on-going and should be complete soon.

Deputy Chief of Operations Report:

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

Chief Monzingo stated that the District has promoted several engineers.

Board of Directors/Report Comments:

Chief Vincel congratulated ACFR for their accreditation.

Chief Vincel also congratulated Training Chief Whitner for receiving the training award.

President Fairfield shared his appreciation to everyone in the department for all their hard work and dedication.

Executive Session:

Attorney Duke requested that the Board enter into an executive session to receive legal advice.

President Fairfield made a motion to go into Executive Session to receive advice of legal counsel pursuant to C.R.S § 24-6-402(4)(b). Vice President Gillian seconded the motion. The motion passed unanimously. Attorney Duke certified for the record that the executive session is considered confidential attorney-client communication and will not be recorded.

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 7:38 p.m.



x _____
Alex Fairfield
Board President 08/13/2019

x _____
Craig Machuga
Board Secretary 08/13/2019