



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

**September 20, 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:**

Craig Machuga	President
Debra Bullock	Secretary

**Board Members Present via Zoom:**

Sam Gillan	Vice President
Alex Fairfield	Director

**Also, Present:**

Kevin Vincel	Fire Chief
Bobby Noel	Deputy Chief of Operations
Ken Koger	Deputy Chief of Support
Ron Fano	District Legal Counsel
Sandy Danne	Administrative Assistant
Kevin Kellar	IT Manager

**Absent:** Ernie Anderson. Secretary Bullock made a motion to excuse Treasurer Anderson, Vice President Gillan seconded the motion. The motion passed unanimously.

**Guests:** Augdon Greening, President of Local 5124 and Carl Craige, Chief Paramedic with Platte Valley ambulance and HR Manager Melissa Rossback.

**Pledge of Allegiance:**

**Public Comments:** None.

**Approval of Minutes:**

Secretary Bullock made a motion to approve the minutes of the August 16, 2022, Board meeting, as presented in the Board packet with the correction of a typo on page 4, paragraph 3. Vice President Gillan seconded the motion. The motion was passed unanimously.

**Changes/Addition to the Agenda:** None.



**Special Reports:**

**Deputy Chief of Support Report on District Projects:**

Chief Koger reported that GTC is 100% paid. He reported that we are clear to meet with the city and restart the build out process.

Station 23 - 90% complete with security and electronics. Polishing the upstairs floors first of October. Complete remodel by November 1<sup>st</sup>.

Station 26 - Fire sprinkler system install moved to the fall. Begin back-up generator process.

Station 28 - Bob Kreutzer and Capt. Fairbanks will meet for future kitchen upgrade.

Chief Koger gave a brief update on the Pound projects. Flood repair is 80% complete. HVAC is still the #1 repair concern.

Safety committee: purchased obese/geriatric lift. Will be carried on BC truck. Next meeting will be in October.

EOC: Nothing New.

Association: Spaghetti Dinner - No final numbers yet. It was a blast to work.

Neighbor to Neighbor: No new cards.

**Board Action Items:**

Vice President Gillan made a motion to open the public hearing on a Resolution for participation in Colorado's Family and Medical Leave Insurance Program. Secretary Bullock seconded the motion. The motion passed unanimously. The public hearing opened at 6:29 p.m. Local 5124 President Augdon Greening appealed to the board to amend the resolution so that while the Fire District opts out of the FAML, it would provide the mechanism for making the contributions of employees who decide to opt in on their own by having the Fire District's payroll department administer the deductions and payment to the State of Colorado. Board Directors Gillan and Fairfield expressed that they would prefer to have the District opt out of the program and not provide the administrative functions to employees who opt in on their own at this time due to the newness of the program and the responsibility that the District would have if there were any errors administering the pay deduction and payment to the State. Secretary Bullock also said she agrees with Directors Fairfield and Gillan at this time and possibly re-visit the program down the road. Director Gillan thanked President Greening for coming out and speaking on behalf of the union.

Director Fairfield made a motion to close out the public hearing. Director Bullock seconded the motion. The motion passed unanimously. The Public Hearing closed at 6:47 p.m.



Director Fairfield made a motion to approve the Resolution declining all participation in Colorado's Family and Medical Leave insurance Program. Vice President Gillan seconded the motion. The motion passed unanimously.

Treasurer's Report:

Chief Vincel gave an update on the budget and the preliminary 2023 valuation from Adams County.

Vice president Gillan made a motion to approve the August 12, 2022 - September 14, 2022, bills. Secretary Bullock seconded the motion. The motion was passed unanimously.

Legal Comments:

Attorney Fano reported on the top issues he has been working on for the District. He mentioned three. One - the demand letter from Northglenn Ambulance, and stated that he was contacted by an attorney for NGA and expects a response very soon. He therefore recommended postponing the executive session scheduled for tonight's meeting to the October meeting. Secondly, he reported he worked on the FAML I resolution that was included in this month's Board Packet. The third item he reported on working this past month, were revisions for the 2023 CBA. Other items included advising Chief Vincel regarding the laws impacting the assessment rates.

Vice President Gillan asked Mr. Fano, what the next steps should be taken regarding NGA. Mr. Fano said he felt confident that he would be hearing back from their attorney and depending on what their response is next steps can be discussed at next month's meeting.

Chief Vincel Report:

Chief Vincel reported some of the restrictions on receiving grant funds. There is a limit on how much can be spent each year.

Chief Vincel reported that the Old Hire will need to do a supplemental study on the Old Hire plan regarding the 4% raise approved by the board last month. He explained the cost of the study which is approximately less than \$2,000 will be taken from the fund and should be completed by end of the year. If not completed by the end of the year, the Old Hire recipients benefit with the new approved raise will retro back to January 1, 2023.

Chief Vincel gave a brief report on the Meet and Greet set-up by PR Director Maria Carabajal, with the Adams County Commissioners to thank the county for the Grants received.

Chief Vincel reported that the district is in the early process of a new ISO rating.

Chief Vincel thanked everyone who helped with the spaghetti dinner this month and to Maria Carabajal, PR Director for heading it up. He said he's proud and happy that the tradition is being carried on. This year marked 61 years and it's still the biggest PR community outreach that the fire district does. He said it's a great way to raise money that help with the SACFFA and Local 5124.



Chief Vincel said the SAW Academy is going well as it is at the half-way point. He said graduation will be held at the Pound on November 18 and the awards banquet will be on Saturday, November 19, 2022, also at the Pound.

Chief Vincel gave an update on the fire apparatus. Truck 24 is getting close to being fixed from the accident in January 2022 and will hopefully be back in service before the end of the year.

Chief Vincel gave a brief ADCOM, CAD-CAD update. He reported that Adcom budget has been approved and he was elected as President of the Board. He also reported that Cad to Cad is doing well in his opinion. There are some Chiefs in the North Area that are EMS based that feel some of their stations are busier than what they had expected.

Chief Vincel reported that he and Deputy Chiefs Koger and Noel will attend the October Board meeting via ZOOM, as they will all be up in Keystone at the State Chiefs' conference.

#### Deputy Chief of Operations Report:

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

Chief Noel reported that Captain Keeton, Captain Romero, and himself attended the incident Safety Officer class. Four additional members will attend this October and three more members in November. This will complete all the BC and Captains.

Chief Noel reported that the first half of the administration staff has completed ICS 300, and the second half will attend in October.

The Hazmat team is starting to place the tools and equipment on Has-com and drivers training is starting this month. It should be in service the first of October.

Deputy Chief Noel reported that there were 946 calls for the month of August.

Deputy Chief Noel reported that by the end of September, first of October, Platte Valley Ambulance will have 5 ambulances in service. He reported that they had 708 calls in August and thanked Platte Valley for the job they are doing.

Chief Noel said he will have call volume comparison next month for year over year. To date two Firefighters have graduated from paramedic school and two more are now enrolled. He reported that there is a hold up with SACFD paramedics being able to act as paramedics for two reasons, 1, they are being field trained and SACFD is waiting on medical supplies due to shortages caused by COVID.

Currently he is working on a program to track the touching of drugs in and out every day.

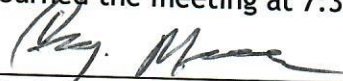
#### Board of Directors Report/Comments:




Vice President Gillan said he would “like to continue to thank the Chief’s staff to the last person in the academy for everything that they do for the Fire District and our citizens” He also said he thought the 2023 preliminary budget and the sustainability report looked great. Secretary Bullock thanked the Chiefs for the budget meeting last week and said the materials were very good that they presented. She also wanted to thank Maria Carabajal and the Association for doing the spaghetti dinner.

President Machuga thanked the Chiefs and Maria Carabajal for everything they did at the Special District Association conference. He also said he thought the preliminary 2023 budget looked good. He also thanked Platte Valley for volunteering to help with the spaghetti dinner.

Adjournment: With no further business to come before the Board, President Machuga adjourned the meeting at 7:32 p.m.

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Craig Machuga  
Board President 10/18/2022

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Debra Bullock  
Board Secretary 10/18/2022