



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

May 18, 2021

A meeting of the Board of Directors of the South Adams County Fire Protection District was held via zoom meeting 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 6:15 p.m.

Board Members Present:

Sam Gillan
Craig Machuga
Debra Bullock
Ernie Anderson

Vice President
Secretary
Director
Treasurer

Also, Present:

Kevin Vincel
Ken Koger
Bobby Noel
Ron Fano
Sandy Danne

Fire Chief
Chief of Support
Chief of Operations
District Legal Counsel
Administrative Assistant

Absent: President Alex Fairfield. Treasurer Anderson made a motion to excuse President Fairfield. Director Bullock seconded the motion. The motion passed unanimously.

Guests: Maria Carabajal, Melissa Rossback, Training Chief Lee Whitner Trey Zima, DeWayne Keeton, Vanessa Rodriguez, Hunter Hackbarth, Augdon Greening, Jeff Woog, Melissa Wartman and Stations 22, 24, 26 and 28.

Public Comments: None.

Approval of Minutes:

Secretary Machuga made a motion to approve the minutes of the April 20, 2021, Board meeting, as presented in the Board packet. Director Bullock seconded the motion. The motion was passed unanimously.

Changes/Addition to the Agenda: None

Special Reports:



Chief Report on District Projects:

Chief of Support Koger, gave updates on Fire District construction projects:

HQ Parking Lot. Chief Koger reported the project is 100% complete and Commerce City should be putting up a "Dead End" sign.

Maintenance Facility. Weather continues to cause delays. Completion set for mid-June. A couple of changes in the interior include a Kiosk, HVAC Heater and I.T. room.

Station 1: On May 3rd City Council approved zone change. Plans and bids expected by June/July. Builder on site July early August and it is estimated to be a 6-month build out.

Station 3: Sprinkler system is now in process.

Training/Station 5: Nothing new to report.

Station 6: General contractor working at The Pound will do a walk through and give the District some ideas/thoughts.

Station 7: Nothing new to report.

Station 8: The west side concrete is being replaced May 17-21.

Station 9: Moving forward with preliminary talks with landowner. Chief Koger reported that he reached out to the landowner, just to continue to keep in contact.

The Pound (aka Fulton Street Training Facility): 90% Demo is completed. Chief Koger reported that temporary walls are going to be used for the office (same as HQ) therefore, no Commerce City approval will be needed.

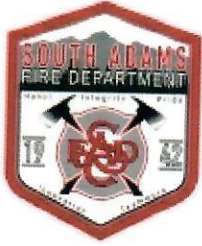
After touring FD, ACSO & Aims Community College, looking mainly at the A/V, classrooms and conference rooms, Chief Koger reported it was determined that we cannot go cheap on A/V.

Ceiling rids, framing, IT & outdoors signs are currently being worked on.

Painting is scheduled for the month of June.

Carpet first of July

Office, classrooms, conference room buildout will begin in August.



Peer Fitness is working on bids. Bid will be for 100% complete gym. The gym can be broken up into phases.

Safety Committee - The next meeting is May 27, 2021. Capt. Ottaway will speak about the 270 accident. No recordable accidents for 1st quarter.

Firehouse Committee - Has been set up. Members are: Lt. Gawel, VanDijk, Stone, Lt. Lowney, McDaniel, Cerrone and PR Carabajal.

The Association: Fire/intrusion alarms are moving forward. Kitchen and floor remodel is in process.

Neighbor to Neighbor program: No new cards were distributed in April.

Northglenn Ambulance Report:

Melissa Wartman with Northglenn Ambulance gave a brief report on April call volumes of 705 calls, almost 100 more than last year. She reported on mutual aid in district was 4 and out of district was 7. Melissa reported this is EMS week and in wanting to thank everyone reminded everyone that they were all invited to a barbeque at station 23. In addition, with celebrating EMS Week, NGA created a Giving Fund Campaign in the name of a former NGA employee who passed away in a swimming accident last year.

Board Action Items: Discuss and approve potential election Resolution 2021- 05 - 5. Secretary Machuga made a motion to approve Resolution 2021-05-5, subject to changing the location of one of the polling places, to increase term limit of board members from 3 terms to 4 terms. Treasurer Anderson seconded the motion. The motion passed unanimously.

Treasurer's Report:

Chief Vincel gave an update on the budget. Chief Vincel reported that the budget prep for 2022 is starting next week. He had accountant Trey pull a sustainability report. He reported he had an emergency meeting with the executive staff because he noticed overtime was up and he wanted to be able to explain to the Board what was going on. After meeting with the Ops Chief, BC's and Training Chief, it was clear the overtime budget is up due to the growth of SACFD, and the group felt that trend will not continue throughout the rest of this year. In addition to the department's growth, circumstances surrounding and needing to respond to COVID contributed to the rise in overtime this year. Next year we will have a much better analysis on budgeting for overtime in the future. The good news is the budget is into the first four months and even with overtime up, the budget is in good shape.



Treasurer Anderson made a motion to approve the April 15, 2021 - May 11, 2021, bills. Director Bullock seconded the motion. The motion was passed unanimously.

Legal Comments:

Attorney Fano reported that the legal issues have been far less numerous than last month. Early on there was a personnel matter that has been handled and resolved. Mr. Fano reported that his firm has been working with Sue Blair on the Resolution to extend board terms. Also reported his firm has been working on potential merger, information to be discussed in Executive Session.

Chief Vincel Report:

Chief Vincel reported there will be six new hires going to the Academy in August. This year there will be 50 candidates in the North Area Fire Academy. This became a discussion with the North Area Chief's meeting, that what is the number when the limit is too much. It was decided that the training and Ops groups will be discussing this and where the group goes from here. They are to come up with a plan on what should the limit be. In addition, Mountain View has now started to attend the North Area meetings so it will continue to grow. There may also be a question of at what point will the North Area group have to split off due to the continued increase in numbers.

Chief reported that if employees have been vaccinated, they will not be required to wear a mask when in the office. He reported that all of Adams County is in the "all clear" standing with no masks required. With individuals and businesses being left to decide if masks are needed. Chief Vincel reported that his feelings for now is that line personnel when out in public should be masked up for now. Attorney Fano suggested that was a good idea for now until at least June 3, when the state mandate is due to expire.

Chief Vincel reported the audit is almost complete and going well. He thanked Accountant Trey Zima for doing a great job. He congratulated Mr. Zima for catching on so quickly and said he was doing a great job.

Chief Vincel recognized newly appointed Operations Chief Bobby Noel and BC Nick Graff and introduced them in their new positions to the Board.

Chief Vincel reported Adcom has been approved to start work on their new building.

Chief Vincel reported the North Area Chief's meeting, the focus of the meeting revolved around COVID and most of the departments are also having the employees not wear masks if they have been vaccinated.



Chief reported that both the CBA and administration continue to work together on the CBA/Employee Handbook.

Cad to Cad - Chief reported there have been delays so nothing new to report. Still shooting for June to go live. He will continue to keep the Board updated.

Chief reported that the fire department has received the new SCBA and showed a new Gen W/X3 helmet. He said he will continue to check out the new helmets pro vs non pro on the helmets.

Chief presented the title to the old pumper vehicle over to the Union President, Nick Graff. The fire district is donating the pumper to the Local.

Chief said in appreciation of the rebranding the Board approved more than a 1 ½ years ago, he said he was presenting the Board with some mementos. He said PR Manager Maria Carabajal helped in getting the presents for the Board ordered. He presented each Board member with a boxed badge with the new emblem and again wanted to express his thanks for the Board's approval to move on and re-brand of the fire department's logo and badge.

Board of Directors Report/Comments:

All Board members thanked the Chief and Ms. Carabajal for the re-branding mementos.

Treasurer Anderson thanked Chief for having the Board meeting in person. He said it was good seeing everyone in person and thanked everyone for the last 14 months on getting the department and Board meetings through the pandemic.

Director Bullock said she really is enjoying the division's reports included in the Board packets. She said she had noticed the uprise in overtime in the budget and thanked Chief Vincel for addressing the issue.

She congratulated Bobby Noel on his promotion to the Operations Chief and Nick Graff moving up to BC. She said she was glad to see that there are employees inside to promote. She too said it was nice to be back in person.

Secretary Machuga echoed he was glad to be back in person for the Board meetings and congratulated Bobby Noel on his promotion to the Operations Chief.

Vice President Gillan echoed appreciation to everyone for carrying on daily routine through the pandemic. He also asked for a moment of silence for former Chief Robbins who passed away this past week and passed along condolences to his family.



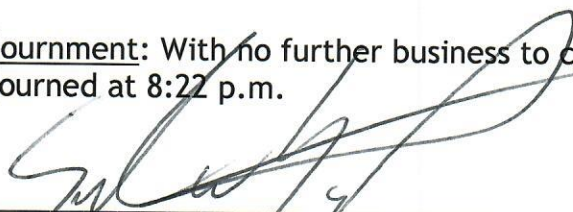
Executive Session:

Treasurer Anderson made a motion to go into Executive Session pursuant to C.R.S. 24-6-402(2)(b), to receive legal advice regarding process for pursuing potential combinations with other fire districts. Director Bullock seconded the motion. The motion passed unanimously.


The Board went into Executive Session at 7:37 p.m.

The Board came out of Executive Session at 8:22 p.m.

Adjournment: With no further business to come before the Board, the meeting was adjourned at 8:22 p.m.

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Sam Gillan
Board Vice President 06/18/2021

x 

Craig Machuga
Board President 06/18/2021