



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

**April 20, 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 6:25 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
Ken Koger	Chief of Support
Ron Fano	District Legal Counsel
Sandy Danne	Administrative Assistant

Absent: None

Guests: Maria Carabajal, Melissa Rossback, 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:

Director Bullock made a motion to approve the minutes of the March 16, 2021, Board meeting, as presented in the Board packet. Vice President Gillan seconded the motion. The motion was passed unanimously by roll-call vote.

Changes/Addition to the Agenda: Attorney Fano explained that the Executive Session would not be needed at this date and should be eliminated from the agenda. Treasurer Anderson made a motion to accept the agenda with the one change to drop the Executive Session. Director Bullock second the motion. The motion was passed unanimously by roll-call vote.



### Swearing in New Lateral Hires:

Fire Chief Vincel swore in the new firefighters and Chief Vincel on behalf of the Board and South Adams County Fire Department welcomed them. The new hires are: Matt Adkins, David Fancher, David Healy and Darren Toro. Chief Vincel reported that there were 35 applicants and 18 of those were interviewed. Chief Vincel said the four new lateral hires were the first laterals in the history of South Adams County Fire Department.

### Special Reports:

#### Chief Report on District Projects:

In the absence of Chief of Support Koger, Chief Vincel gave a brief update on Fire District construction projects based on a written report provided by Chief Koger:

**HQ Parking Lot.** Chief Koger reported the project has been completed and we are just waiting for Commerce City to approve.

**Maintenance Facility.** There has been a delay due to an error installing the roof over the administrative area. Completion date is mid-June, depending on roof status.

**Station 1:** April 6<sup>th</sup> the Planning Commission 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:** Nothing new to report.

**Training/Station 5:** Nothing new to report.

**Station 6:** Nothing new to report.

**Station 7:** Nothing new to report.

**Station 8:** Repair has been completed on the east side apron where the concrete had started to heave. The estimate for the West side concrete is 75K to replace and to include ground lighting at same time.

**Station 9:** Moving forward with preliminary talks with landowner. Chief Vincel said he and Chief Koger met with the landowner and developer and looked at possibly building the fire station when the time comes to look more like a residential home within the residential community. Residential style would be less expensive and could be a functional fire house for approximately \$1 million.

**The Pound (aka Fulton Street Training Facility):** Kennels are out. Floor and wall demo is 80% complete. We are going with temporary walls in office (same as HQ). No approval is needed from Commerce City. Chief Koger, Chief Monzingo and Kevin Kellar and David Metish toured numerous fire departments, training facilities, as well as ACSO and Aims Community



College. Looking mainly at the A/V, classrooms and conference rooms. Pros and cons of each.

The Association: Fire/intrusion alarms are moving forward and should be completed in the next 30 days.

Kitchen remodel drawings are in the process. District budgeted \$15K from capital. New floor throughout estimated cost at \$35K for remodel.

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

#### Northglenn Ambulance Report:

Melissa Wartman with Northglenn Ambulance gave a brief report on March call volumes and response times. Melissa gave updates that they are doing Mobile Training Units with RMHC. Melissa said the Mission Lifeline Awards submitted.

Chief Vincel thanked Northglenn Ambulance Crew on their support and help on the incident of the stealing of the Squad.

Board Action Items: Discuss potential election ballot question seeking voter approval to extend board members terms beyond the current three terms.

Attorney Fano explained that we were too late to do an election in May, but could do one in October, November or December 2021. He said he checked with the Designated Election Official on the cost and it would be approximately \$10,000 based on prior costs of similar of election.

Board must decide if the District should proceed with the election and then decide on the term limits it wants to seek.

The Board had discussions from current term limits, to abolishing term limits altogether. It was discussed and decided that it might be better to start off with going to the citizens with an election to extend from three to four term limits at this time instead of abolishing term limits all together.

Secretary Machuga made a motion to draw up a ballot question to have the terms of the board of directors go to four terms (4 years per term) from the current three terms (4 years per term) limit. Treasurer Anderson seconded the motion. The motion passed unanimously by roll-call vote.

Attorney Fano said he will have a Resolution and ballot question for the May Board meeting.

#### Treasurer's Report:

Chief Vincel gave an update on the budget. Chief Vincel reported that the budget was going well, we are in to the second quarter. He said the 2022 budget process will begin in June.

Treasurer Anderson made a motion to approve the March 10 - April 14, 2021 bills. Director Bullock seconded the motion. The motion was passed unanimously by roll-call vote.



#### Legal Comments:

Attorney Fano reported that there was a host of legal work this month. Primarily the closing on the pound property the day after last month's meeting.

Fano reported that he is looking into Adams County restrictions on COVID and possibly by May we will be able to have an in-person meeting.

Fano reported that he was working with Chief Vincel on various personnel matters.

#### Chief Vincel Report:

Chief reported that if employees have been vaccinated, they will not be required to wear a mask when in the office. He reported that the office will return to somewhat of a normal work schedule but did say that he is working on a schedule where working from home and in the office is a possibility. Everyone did a great job working from home. He said he will continue with a modified work scheduled for the time being.

Chief Vincel did report the North Area is also going along with the Adams County guidelines and those who are vaccinated no longer will be required to wear a mask in the office or in the fire houses.

Chief Vincel turned over the floor to PR Maria Carabajal to present the 2020 Annual Report and commended Maria on a great job.

Maria thanked all division heads before she presented the 2020 Annual Report. The report explains all the activities and introduces the staff and the Board of Directors. The report also explains the size of the community we serve and highlights call volume and financials. Maria presented the report on every division. The annual report will be shared on the website and social media and some copies will be available at headquarters.

Board directors Gillan and Bullock commended Maria on the annual report and said it was done very well.

Chief Vincel reported the audit is almost complete and going well. He thanked Accountant Trey Zima for doing a great job with the audit as well as the whole administrative office. Chief Vincel reported he continues to work with the Collective Bargaining group and read a plaque of the signing of the first Collective Bargaining Agreement and it will go in the history museum or in the Board room. We continue to collaborate with the Union under the CBA on the employee handbook and communication has been very good.

Chief Vincel reported Adcom has approved the expense/budget on their new building.

Chief Vincel reported the North Area Chief's meeting, was led by Chief Mahoney from Federal Heights while he was on vacation. 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 Vincel reported that he returned a phone call from a concerned citizen complaining about property taxes. Chief explained tax process and how each entity imposes taxes and



receives the tax payments. The caller was appreciative to receive a phone call back, and even more surprised it was from the Fire Chief.

Deputy Chief of Operations Report:

Chief Vincel reported on behalf of the Operations Division. He reported about the apparatus being stolen on Easter Sunday. He said he sent a thank you to both Adams County Sheriff and Commerce City Police Chief for their assistance on the incident. He said it really turned out well and could not have asked for a better outcome. He thanked the crew for how they handled the incident.

Chief Vincel explained how the incident started. It started at 64<sup>th</sup> & Kearney and ended at 120<sup>th</sup> & Hwy 85. The Squad only suffered front tire damage after the vehicle was stopped by police putting out spike strip. No fire personnel or community members were injured. The fleet department is looking into a "kill switch" to be installed in the apparatuses so this type of incident does not happen again.

Board of Directors Report/Comments:

All Board members thanked Maria and congratulated her on the job she did on the 2020 Annual Report.

All Board members welcomed the new lateral hires.

Treasurer Anderson congratulated the new employees and told them he hoped they enjoy their time here at SACFD.

Treasurer Anderson also said he was glad no one got hurt when the Squad was stolen.

Vice President said thank you to Chief and all of administration for a great job so far this year.

President Fairfield said, "it's always amazing how each month expectations are exceeded on all levels."

Adjournment: With no further business to come before the Board, the meeting was adjourned at 8:06 p.m.

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Alex Fairfield

Board President 05/18/2021

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Craig Machuga

Board Secretary 05/18/2021