



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

August 21, 2018

A meeting of the Board of Directors of the South Adams County Fire Protection District was held at 6050 Syracuse St, Commerce City. Chairman Fairfield called the meeting to order at 6:20 p.m.

The following Directors were present by roll call: President/Chairman Alex Fairfield, Vice President Sam Gillan, Secretary Craig Machuga, Treasurer Ernie Anderson and Director Debra Bullock.

Also present were: Fire Chief Kevin Vincel; Deputy Chief Bob Monzingo; Training Chief Lee Whitner; Fire Marshal Randall Weigum; Dino Ross, Attorney for the District; Diane Roemer, Administrative Assistant for the District; Emma Connors, Receptionist; Maria Carbajal, Public Relations; and Melissa Rossback, Human Resources.

Guests: Jamey Buckalew, Northglenn Ambulance; Melissa Kalnin, Northglenn Ambulance; Lt. Augdon Greening and Ron Fano, special counsel to the District.

Public Comment:

No Public Comments

Minutes:

Chairman Fairfield asked for a motion to approve the minutes of the July 17, 2018 Board meeting. Director Machuga made a motion to approve the minutes; Director Sam Gillan seconded the motion. The motion carried.

Additions or Changes to the Board Agenda:

Attorney Ross requested that the Board add the consideration of an additional Resolution regarding conducting a special Board meeting during the Special District Association Conference in Keystone, Colorado as item 19 (a). The Board accepted this change to the agenda.

Special Reports:

Chief Vincel informed the Board that he spoke with Bob Kreutzer regarding the fence around Station #4, and was informed that the property has to be re-zoned from industrial to commercial. That process takes at least ten to twelve months through the Commerce City Planning Department. Chief Vincel will start with the grading permits on the property until the re-zoning issue is resolved.

Chief Vincel informed the Board that Mr. Kreutzer is also looking into the preliminary fence, curb and gutter, and landscaping at the Headquarters Building.

Chief Vincel informed the Board that the new company hired to address the rodent problem at Station #8 has successfully reduced the problem.

The water heater at Station #7 should be replaced this year, if there is money in the budget.

Northglenn Ambulance:

Melissa Kalnin informed the Board that Northglenn Ambulance's training has been focused on pediatric care. There were 1,100 calls this year for pediatric patients, including resuscitation, new born care and trauma. The crews are averaging about three newborn deliveries a quarter, which is quite a few.

Northglenn offers classes for CPR to all businesses in the District and to all District employees.

Setting Public Hearing on the Inclusion of Real Property:

Chairman Fairfield asked whether a public hearing needed to be held this evening on the inclusion of certain real property into the District.

Attorney Ron Fano informed the Board that a public hearing is not necessary at this meeting. Tonight, the Board is being asked to adopt a Resolution to set a public hearing on property that has been annexed to Commerce City and which, pursuant to the District's agreement with the City, needs to be included into the District.

The Resolution before the Board tonight will set the public hearing for the next Board meeting in September on the landowner's petition for inclusion of that property.

Chairman Fairfield asked for approval of Resolution #2018-08-04, setting a public hearing for September 18, on the landowner's petition for the inclusion of property into the District. Secretary Machuga made the motion to approve the Resolution; Director Sam Gillan seconded the motion. The motion carried.

Board Action Items:

Attorney Ross reviewed with the Board the three Resolutions that are on the Consent Agenda.

Chairman Fairfield asked for a motion to approve the Resolutions on the consent agenda:

Resolution #2018-08-01; adjusting the cost of living for the Old Hire pension plan.

Resolution #2018-08-02; Calling for a November 6, 2018 election

Resolution #2018-08-03; advocating voter approval of the Fire District's request for a property tax increase.

Secretary Machuga made a motion to approve the Consent Agenda; Director Bullock seconded the motion. The motion carried.

Treasurer's Report:

The Treasurer's Report is included in the Board packet.

Chief Vincel informed the Board the 2018 budget is on track for the year and that the Division Chiefs have done a very good at tracking their own budgets this year.

Chief Vincel will be sending the 2019 preliminary budget to the Board for their review at a special meeting that will be held during the SDA Conference in Keystone, Colorado.

Bills for July 2018:

Treasurer Anderson asked the Board for approval to pay the July 2018 bills, totaling \$191,438.18. Secretary Machuga made a motion to pay the bills for July 2018. Director Gillan seconded the motion. The motion carried.

Legal Report:

Attorney Ross provided the Board with a general overview of the permitted and prohibited acts under the Fair Campaign Practices Act.

Fire Chief Report:

Chief Vincel informed the Board that Administrative Assistant Roemer has given notice that she will be entering the Deferred Retirement Option Plan administered by the FPPA.

Chief Vincel informed the Board that Chief Staff and Legal Counsel are working on revisions to the Board Manual. A draft of those revisions have been included in the Board packet. If anyone has any questions please let him know.

Chief Vincel informed the Board there will be two separate proposed 2019 Budgets for them to review; one budget has been prepared using revenues that include the mill levy increase, and the other uses revenues that are based on the current mill levy. In this way, the District will be prepared to adopt a budget, regardless of the outcome of the November 6 election.

Chief Vincel has been working with George K. Baum and Associates on the brochures that are being sent out to the residents regarding the mill levy election. The educational information about the District and the election are also on the District's website.

Chief Vincel informed the Board that the ADCOM Board is reviewing ADCOM's 2019 Budget. He further stated that the City of Chief Vincel stated that ADCOM and the City of Federal Heights have reached agreement on Federal Height's ceasing to receive dispatch services from ADCOM. The annual fees for the contracting members of ADCOM are projected to increase by approximately 3-4% in 2020 to account for the loss of the annual payments by Federal Heights.

Chief Vincel will present information about the feasibility study regarding the possible unification with Adams County Fire Protection District at the October 3 Board meeting.

Chief Vincel informed the Board that Attorney Ross is working with the Commerce City Attorney to try to tighten up the process for property annexed into the City to be included into the District.

Attorney Ross is also working on a regional Automatic Aid Agreement that is being considered by many of the fire districts and fire departments in the north area.

Chief Vincel informed the Board he continues attending the Colorado Information Analysis Center internship.

PR Report:

Public Relations Director Maria Carbajal informed the Board that the July calls are down 9% from last year, but the calls are up 1,600 for the year-to-date, compared to last year.

Public Relations Director Carbajal attended several events in the month of July including the District's Female First Responder event. The event went very well. There were fourteen participants, including female firefighters from the District.

Public Relations Director Carbajal informed the Board that the personnel at Station #2 are getting involved with the Boys and Girls Club, and attending events with them.

Public Relations Director Carbajal stated that there will be an open house at Station #3 this Saturday from 2p.m. to 5p.m. There will be a tour of the station, the ambulance and the fire truck.

Public Relations Director Carbajal informed the Board that the mailer with the election information will go out this week. The company sending the mailer will be sent to those individuals who have voted within the last three years. There will be 9,400 mailers sent out.

Human Resources Report:

Human Resource Manager Melissa Rossback informed the Board there will be an addendum to the employee manual regarding the sick-time policy for administrative employees. The policy currently states that administrative employees receive 10-days of sick time each year. Chief Staff is determining if the policy should be changed to 80-hours or two weeks of sick time per year.

Human Resource Manager Rossback informed the Board that the electronic conversion of the payroll system has been completed.

Deputy Chief Monzingo:

Chief Monzingo informed the Board the new Battalion Chief command vehicle was delivered. It will have the lights, decals, and radios installed and should be in service by October 1st.

Chief Monzingo informed the Board that Truck 24 is out of service for warranty-covered repairs.

Chief Monzingo informed the Board that the vehicles that sustained hail damage will be repaired next year due to the backlog in repairing hail-damaged vehicles.

Chief Monzingo will be working with the training division on uniform and PPE costs.

Director Gillan inquired about District grants. Discussion followed.

Training Chief Whitner Report:

Training Chief Whitner discussed the grant process and the possibility of hiring a part-time grant writer.

Training Chief Whitner stated that six members of the District completed and passed the driver-operator pumper test.

Volunteer Fire Department:

Training Chief Whitner informed the Board that in July, there were 137.89 training hours put in by the volunteers. Currently there are twenty-three active volunteers.

Fire Marshal Weigum Report:

Fire Marshal Weigum informed the Board that the District's Fire Prevention Bureau has been very busy. There have been 201 plans submitted for the year, only 17 short of the whole year of 2017. The Bureau has worked on over three million sq. ft. of businesses.

Fire Marshal Weigum stated that the Impact Fees are at \$350,000 on a total of 401 Impact Fee applications.

The Bureau is developing a youth fire setter program; three of the District's Fire Inspectors are state certified with youth fire setter specialists.

Fire Marshal Weigum informed the Board that the District's drone has been used for building construction review. The drone has to be registered with the FAA and must have special permission through the DIA Air Traffic Control Tower to fly within 5 miles of the airport.

Board of Directors Report:

Director Bullock informed the Board she received a lot of great comments on National Night Out.

On July 27th the Hast family came to the Headquarters Building for a tour, they were very impressed.

Director Gillan thanked all the Division heads and Chief Vincel for their work in the District.

President Fairfield informed the Board that the Union has done an awesome job.

Attorney Ross informed the Board there is a Resolution for the Board to consider regarding the Board having a meeting outside of the District Boundaries.

Chairman Fairfield asked for a motion to approve Resolution #2018-08-05; to approve holding a District meeting outside of the District boundaries in Keystone, Colorado.

Secretary Machuga made a motion to approve the Resolution; Director Bullock seconded the motion. The motion passed.

Executive Session:

Director Machuga made a motion to enter into an executive session per C.R.S 24-6-402(4)(f) to discuss a personnel matter related to wages. Director Gillan seconded the motion, the Board voted unanimously to enter into executive session at 8:05 p.m. The Board and Chief Vincel went into Executive Session. Attorney Ross left the meeting.

The Board came out of Executive Session at 8:34 p.m.

Adjournment:

As there was no further business, Chairman Fairfield adjourned the Board meeting at 8:35 p.m.

SUMMARY OF ACTIONS TAKEN BY THE BOARD

RESOLVED: To approve the minutes of the July 19th, 2018 meeting.

RESOLVED: To approve the Treasurer's report for July 2018.

RESOLVED: To pay the bills for July 2018, totaling \$191,438.18

RESOLVED: To adopt the consent agenda, including Resolution 2018-08-01-Amending Resolution #2016-08-01 regarding the COLA for the Old Hire Pension plan to 3%, Resolution #2018-08-02 Calling for a November 6, 2018 election, and Resolution #2018-08-03 Advocating for Voter Approval of the Fire District's request for a property tax increase during the November 6, 2018 election.

RESOLVED: To adopt Resolution #2018-08-04; Consider adoption of proposing inclusion of property into the fire District

RESOLVED: To adopt Resolution #2018-08-05; Setting a meeting outside of the District boundaries in Keystone, Colorado.

X

Alex Fairfield
Board President 8/21/2018

X

Craig Machuga
Board Secretary 8/21/2018

I hereby attest that the Executive Sessions was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. § 24-6-402(4)(f).

Alex Fairfield, President/Chairman