



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

**March 16, 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:**

|                |                |
|----------------|----------------|
| 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 Operations |
| Ken Koger    | Chief of Support           |
| Ron Fano     | District Legal Counsel     |
| Sandy Danne  | Administrative Assistant   |

**Absent:** None

**Guests:**

Arnold Kaplan, Melissa Wartman and Jamey Buckalew from Northglenn Ambulance. Maria Carabajal, Melissa Rossback, Chief Whitner, Trey Zima, BC Noel, Andrew Reifman, Ronnie Swan, David Metish, Andrew Fairband, Vanessa Rodriguez, Stations 26, 27, Trucks 22 and 24.

**Public Comments:** None.

**Approval of Minutes:**

Secretary Machuga made a motion to approve the minutes of the February 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:** None.

**Special Reports:**

**Chief Report on District Projects:**

Chief of Support Koger gave a brief update on Fire District construction projects:



HQ Parking Lot. Chief Koger reported the windscreen has been delayed due to weather. It will be finished by next week and then final approval from the City will be sought.

Maintenance Facility. There have been a few delays due to weather, but still shooting for completion this summer.

Station 1: Waiting on Commerce City for last round of comments. Chief Monzingo is starting to clean out the shop.

Station 3: Collins Engineering is in process of designing a sprinkler system. The Fire District is going to have to dig/bore under 72<sup>nd</sup> Avenue but expects the project to remain under budget.

Training/Station 5: No future work planned.

Station 6: - Brad Bonnet working on a new layout for living quarters only. No longer adding a 2<sup>nd</sup> bay. \$35K for sprinkler system and \$10K for ventilation. Project is moving forward.

Station 7: Nothing new to report.

Station 8: East side concrete apron starting to heave. Scheduled for March 17<sup>th</sup> & 18<sup>th</sup> for replacement. Estimate cost \$17K. West side estimate \$75K and the lighting will be replaced at the same time.

Station 9: Nothing new to report.

The Pound (aka Fulton Street Training Facility): Closing went without a hitch. Realtor said it was the quickest and easiest closing he's ever done. It took 8 weeks from the first walk through until closing on the property on March 8<sup>th</sup>. Demo started on the 10<sup>th</sup>. Estimation for demo completion to be 10 days. Wall demo will start in approximately 10 days. The water, gas and electricity will need to be relocated. Waiting for bids and layout on office area.

Chief Koger gave a report on the Association: Fire/intrusion alarms are moving forward. Kitchen remodel drawings are in the process. District budgeted \$15K from capital. New floor throughout estimated cost at \$35K for remodel. Randy Buckalew will be the contact for kitchen remodel.

Chief Koger reported that Bob Hutchings has donated \$1,500.00 worth of El Jardin food for the crews. Doug Finkenbinder and Chief Koger will deliver to the stations, HQ, training and Maintenance. This will take place March 23, 24 and 26.

\$1,000 was donated to pay staff sports teams.





Neighbor to Neighbor program: 2 \$100.00 gift cards were given out this month.

Northglenn Ambulance Report:

Jamey Buckalew with Northglenn Ambulance gave a brief report on February call volumes and response times. She also reported that they are doing training on intubation techniques. She said there will be some geriatric training too. Northglenn Ambulance has teamed up with Rocky Mountain Children's Hospital and there will be some pediatric training. All training Northglenn does is open to all of fire personnel at South Adams County Fire Department. She reported Northglenn Ambulance is going to purchase a KangooFix Neonatal Restraint System for every ambulance which allows for secure and safe transport of newborns with Mom and will take effect April 1, 2021.

Northglenn Ambulance is now using HandTevy App, quick mobile use for pediatric medication doses and charting.

Northglenn Ambulance now has a Pediatric Medical Director Dr. Beniflah - with Rocky Mountain Health Children's Hospital. Buckalew also reported 2 new ambulances have been purchased and moving forward all ambulances purchased will be equipped with autoloader. Northglenn Ambulance and AirLife are teamed up together and will be the ground transport for Health One Air Life. Two additional ambulances will be purchased for this joint relationship.

Review and approve Resolution 2021-033 - Resolution to Approve Lease Purchase Financing Agreements with BOK Financial for the 10705 Fulton Street Property. Ron Fano's colleague Arnold Kaplan briefly explained the Resolution on the lease purchase financing on 10705 Fulton Street Property. Treasurer Anderson made a motion to approve Resolution 2021-03-3 approving the Lease Purchase Financing Agreements with BOK Financial for the 10705 Fulton Street Property. Secretary Machuga second the motion. The motion was passed unanimously by roll-call vote.

Review and approve Resolution 2021-03-4 Resolution to Approve Post-Employment Health Plan adoption and agreement. Chief Vincel explained the purpose of the Resolution and the basics of the Plan being approved. Secretary Machuga made a motion to approve Resolution 2021-03-4 to approve the Post-Employment Health Plan adoption and agreement. Director Bullock seconded the motion. The motion was passed by roll-call vote.

Attorney Fano explained the new Colorado Law requiring paid sick leave for Covid/Public Health Emergencies. Colorado passed a law effective January 1, 2021 that requires the Fire District (and all employers in Colorado with 15 or more employees) to provide a certain amount of paid sick leave for Covid/Public Health Emergencies above the usual annual sick time that is otherwise provided. As a result of this law and its requirement as effective on January 1, 2021, the Board did not need to decide whether to offer on-going COVID sick leave as previously approved last year.





Review and Approve revisions to SACFD Member Handbook - Treasurer Anderson made a motion to approve the revisions to the SACFD Member Handbook. Director Bullock seconded the motion. The motion passed by roll-call vote.

Treasurer Anderson made a motion to accept the SACFD member Handbook. Director Bullock seconded the motion. The motion passed by roll-call vote.

Discuss and Approve changing certain District bank accounts from Key Bank to BOK Financial. After Chief Vincel discussed the benefits of BOK and their services, Director Bullock made a motion to approve changing certain District bank accounts from Key Bank to BOK Financial. Vice President Gillan seconded the motion. The motion passed by roll-call vote.

#### Treasurer's Report:

Chief Vincel gave an update on the budget. Chief Vincel reported that the District is 2% under budget so far this year. Chief Vincel reported financially the Fire Department is looking good. He also reported that the Fire Department is under budget on the debt services for both Station 1 and the 10705 Fulton Street Property. In speaking to Arnold Kaplan of Spencer Fane, his opinion is that the financing the Fire Department has done and the deals they have financed has been done well. Chief Vincel reported to the Board that the Fire Department will not be financing anything else after Station 1 and the training facility, as the Department's financing capacity is capped.

Treasurer Anderson made a motion to approve the February 10 - March 9, 2021 bills. Director Bullock seconded the motion. The motion was passed unanimously by roll-call vote.

#### Legal Comments:

Attorney Fano reported that the vast amount of legal work this month has been very heavy with the purchase of the Fulton Street building, Covid and sick leave issues, the employee handbook revisions and other matters as detailed in his report included in the Board packet.

#### Chief Vincel Report:

Chief Vincel first wanted to thank Attorney Fano for all the quick and kind responses on all legal and legal budget advice and direction.

Chief Vincel referred to all of the division reports in the Board packet. He also reported that PR Maria Carabajal is preparing a yearend report.

Chief Vincel gave a brief Administrative update on the Covid status and reported that once Adams County is in the blue zone that may be the best time for Board meetings to go back to an in-person platform, which might not be for another couple of months.

Chief Vincel reported that it was discovered that the grant for the volunteer firefighter pension was not submitted and wanted to thank Executive Administrative Assistant Sandy



Danne for discovering this and for applying for the grant. We received word that SAC Volunteer Pension was awarded the grant and it has been applied to the Volunteer Pension Fund with FPPA for 2020.

Chief Vincel gave a brief update on the CBA update and the Member Handbook. He reported HR Director Melissa Rossback and the policy committee worked on getting the Employee Handbook completed and it was in the board packet for the Board to take a look at it. It was discussed that a recommended course of action is to have the Board take a look at the Employee Handbook yearly.

Chief Vincel reported the audit is almost complete and going well. This year the auditors are new so it's a big process until they get used to the way things are done. He thanked Accountant Trey Zima and the administration staff for their help with gathering information and answering questions for the auditors.

Chief Vincel reported nothing new to report on the Cad to Cad from last meeting, still expecting to go live in April 2021.

Chief Vincel wanted to thank BC Noel for his work on peer support and the good communication in changing from Building Warriors to Heart Firm and everybody involved in Peer Support withing SAC organization, including Commerce City PD.

Chief Vincel reported that the COVID vaccination is going well. He reported a health questionnaire was handed out based on scope of work health and safety of firefighters and especially with COVID. While he stated the questionnaire is not mandatory to fill out, and instead is presented as being voluntary.

Chief Vincel reported that he and PR Director Maria Carabajal delivered Community Partnership Awards. He explained this award is to recognize organizations and companies for their help and partnership with South Adams County Fire Department. The awards were presented and delivered to Ron Fano's office, State House, Mile High Flea Market and Brunel Chemical.

#### Deputy Chief of Operations Report:

Deputy Chief of Operations Monzingo referred to the incident type summary and response time reports in the Board packet.

Deputy Chief Monzingo reported he attended a 24- hour class on Drafting and Implementing Effective Procedures.

Deputy Chief Monzingo reported that he has been working with North Area Operations Chiefs to complete key station move up and Request PD for Assistance with SOGs in preparation for CAD to CAD going live in one month.

Deputy Chief Monzingo reported the purchase of E21 has been completed.





Deputy Chief Monzingo reported that the SCBA service agreement with MES has been completed.

Deputy Chief Monzingo reported that he started the hiring process for the 2021 entry level firefighters.

Lastly Deputy Chief Monzingo reported the crews and Fleet Maintenance all worked very well this weekend with the snow in supporting South Adams County apparatuses and Northglenn Ambulance. Everything went off without any issues. There weren't really any damages or issues with any of the apparatuses except with a chain coming off one piece of equipment.

Board of Directors Report/Comments:

Vice President Gillan recognized the great job Chief Vincel does and congratulated him on his vision for the department.

Treasurer Anderson thanked BC Hackbarth for placing a second Battalion Chief in service before the storm started. Thanked all the crews for the work and effort with the snowstorm.

Director Bullock wanted to thank Melissa Wartman for all the monthly reports from Northglenn Ambulance. Excited to see the upcoming reports. She thanked Captain Metish in securing the grants that SACFD has received in regards to Covid. She congratulated the policy committee and thought they had done a good job on the Handbook, supports the yearly review of the handbook. She thanked Chief Vincel for the budget and updates. And thank all the crews for the hard work during the past snow storm weekend. Thanked Ron Fano for all of his advice and keeping the District legally sound.

Director Gillan echoed the thanks on what every other Board member said on the snowstorm.

1. Handbook
2. Acquiring the Pound
3. Transferring the money to a new bank

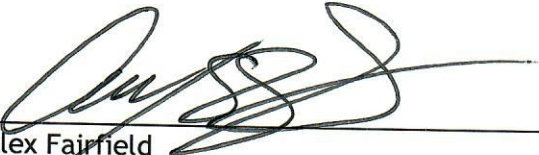
Director Gillan emphasized that he felt SACFD was the most caring organization he has been involved with and said keep up the great work moving forward.

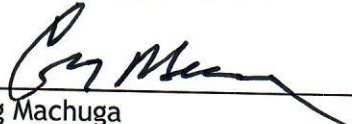
Director Machuga - Thanked Chief for changing banks and felt it was a very good move.

Director Fairfield - Commented that the Board packet looks awesome. Requested putting up a sign stating "Future Home of SACFD on future fire house sites. He echoed prior comments about the great job that everyone did with the snowstorm and working together so well and said he thought everyone did a great job.

Adjournment: With no further business to come before the Board, the meeting was adjourned at 8:39 p.m.



x   
Alex Fairfield  
Board President 04/20/2021

x   
Craig Machuga  
Board Secretary 04/20/2021