

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

**April 20, 2010**

A meeting of the Board of Directors was held at 6550 E. 72<sup>nd</sup> Avenue, Commerce City, was called to order at 6:20 p.m. by President Ken Koger.

The following directors were present: Vice President Rocky Teter, Treasurer Robert Harpin, Secretary Randy Buckalew and Director Darren Friess.

Also present were: Fire Marshal Ron LaPenna, Diane Roemer-Vigil, Chief Ellis Howard and Tom Merrigan.

**Introduction of guests:** Kevin Phillips

**Minutes**

Mr. Koger asked for approval of the March 16th minutes, Rocky Teter made a motion to approve the minutes, Darren Friess seconded-carried.

**Treasurers Report:**

Robert Harpin informed the Board there are a few line items that have a high percentage: 4540- Hose repair is at 64%, 5008-Stat. #8 is 70% used, 8008-Stat. #8 utilities are 36%. Line item 7580 needs to be adjusted to reflect the vacation pay outs. The CSAFE interest the District is getting is only at .08%.

There was some discussion regarding the utility bills at Stat. #8.

Marshal LaPenna stated there was no historical data to base the budget on for Stat. #8, and it is a large station.

**Bills:**

Submitted with the packets.

Mr. Harpin made a motion to pay the bills totaling \$157,339.07, Rocky Teter seconded-carried.

Mr. Koger inquired about the bill for Reunion. Marshal LaPenna stated it was for the HOA dues for Stat. #8.

**EMS:**

Darren Friess inquired if there was problem with the DSL line at Stat. #6.

Marshal LaPenna informed him there was a problem with crossed lines, but the problem has been corrected.

**Board Actions:**

No actions.

**Report on Buildings:**

Rocky Teter would like to see step ladders ordered for the Stations for the firemen to stand on to clean the trucks.

Randy Buckalew would like to thank the firemen for keeping Stat. #8 clean, kudos to them.

**Board Comments:**

Mr. Harpin informed the Board of an article he read in the newspaper regarding North Washington Fire District. The article stated their revenues are shrinking, without a property tax increase they will be faced with eliminating fire fighters, and reducing its fire and medical emergency services, impacting the safety of the citizens and the fire fighters.

Mr. Harpin stated they are gearing up for the November election, to increase their mill levy.

Mr. Harpin inquired about the 2009 audit, whether the time lines have been met.

Marshal LaPenna stated all the field work has been completed and he has a meeting scheduled with the auditor to review the report to governance and other issues.

Mr. Harpin inquired about the Mile High Marketplace, since he missed the last meeting.

Marshal LaPenna informed him he has met with Commerce City building officials, The Mile High Marketplace has requested annexation into Commerce City, they have always been under South Adams Fire District, that will not change.

Mr. Merrigan stated he talked with Commerce City regarding the annexation and was informed it will be continuing, there are other issues that he was not informed of.

Marshal LaPenna met with Commerce City officials and have come up with an administrative modification to not require the NFPA 13, automatic sprinkler system in the tent structure at the Marketplace. There are other life safety items they will have to comply with, whether they annex or not. They have to install an NFPA 72 compliant automatic manual alarm system, voice activated monitored additional exits, a total of 161 inches of exit widths to be installed, they must submit plans for every event they book, if they install a haunted house in the tent they must install a temporary NFPA 13 fire protection system in the haunted house.

Darren Friess suggested adjusting the five year plan to add money to the volunteer pension plan and look at the plan every quarter.

Marshal LaPenna stated he and Bob Harpin have been talking with Gene Andrist regarding the District's financial situation. Unfortunately Gene has had some family conditions that has kept him from working on the financials.

Randy Buckalew would like to make a motion to adopt the District's Policy and Procedure Manual.

Mr. Koger is hesitant due to the way the sick leave portion is stated.

Mr. Teter has not read the complete manual.

Mr. Friess inquired about the importance of any spelling errors.

Mr. Merrigan will correct the spelling error and e-mail a corrected copy to Marshal LaPenna.

Discussion followed regarding the sick time off.

The Board decided to leave the sick leave policy as it was written and Marshal LaPenna will administer the policy. The Board will vote on the manual at the next meeting.

Mr. Koger would like to get the Chief's vehicle into the shop to get the hood painted.

Mr. Buckalew inquired about the new DSL lines for the DVR's for the cameras, what the cost is going to be.

Marshal LaPenna stated it will be an additional cost of \$40 per month per station.

### **Legal Comments:**

Mr. Harpin would like Mr. Merrigan to write a resolution for the grant, stating the fire fighters efforts to maintain physical fitness. Kevin Phillips stated it would help the grant, having a resolution from the Board of Directors.

Darren Fries read an article from SDA, regarding fire fighter physical fitness, worker's comp companies

not lining up with physical fitness.

Marshal LaPenna stated the department's by-laws state the firemen have to stay physical fit, but does not specify exactly how the firemen should stay fit.

**ADCOM:**

Marshal LaPenna informed the Board ADCOM is continuing to work with Everbridge and Code Red regarding the reverse 911 calls. Aurora Fire Department has a version of the Everbridge product that is able to contact cell phones, PDA's and computers, but the address have to be placed into the system.

Bill Malone of ADCOM stated the numbers in the Aurora reverse 911 system are minuscule. Broomfield is continuing to build out their 700MGZ system, they have previously been piggy-backing on ADCOM's system from Thornton Fire, the ADCOM Board decided Bloomfield will have to start paying for their use of the 700MGZ system.

Due to the narrow banding program from FCC, all subscriber unit radios will have to be re-banded again, at no cost to the District.

The ADCOM Board adopted a whistle blower policy, a conflict of interest policy, open records request policy and a records retention policy.

Marshal LaPenna will be working on a records retention and open records policy for the District.

**Bureau Report:**

Month end Bureau report has been submitted.

Marshal LaPenna informed the Board Stations 1,2,3,5 and 6 have had the cameras installed, Stat. #4 and the maintenance shop will be installed next and Stat. #7 & 8 will be installed next week.

The Board will be given the Oath of Office at the next Board meeting.

The Excel audit has been completed, Dean Vitale is working on a spreadsheet to submit.

Marshal LaPenna met with the representative from the bank that owns the property at 112<sup>th</sup> & Chambers for Stat. #9 site.

The starting bid for the two parcels totaling 30,000 sq. ft will be \$300,000, which includes water.

The District collected \$947.00 in March for plan review fees.

Bob Kreutzer contacted Madera Masonry for a price on repairing the mortar at Stat. #5.

The bid came in at \$8,060.00, but they would not guarantee their work without a structural engineer report.

Marshal LaPenna contacted a couple of engineers and their bids were \$1,200.

Discussion followed. The Board decided to have Marshal LaPenna get a structural engineer report for Stat. #5 at a cost of no more than \$1,200.00.

Marshal LaPenna informed the Board he will be out of the office April 28<sup>th</sup> -30<sup>th</sup> for eye surgery.

**Maintenance Report:**

Submitted with the packets.

Bob Kreutzer has been doing SCBA testing most of the month of March.

There seem to be more electronic work orders than there were written one, but the system is running smoothly.

Marshal LaPenna informed the Board C-212's vehicle was damaged at All Tires when he took it in for an oil change. The vehicle was backed into another car, but the damage was thought to be corrected.

Gary discovered the rear tail light not working due to the previous damage, the vehicle was taken back to All Tires and they corrected the problem.

Bob Harpin would like to give kudos to Gary for the work he did on R-23, placing the extrication tools.

**Chief's Report:**

Chief Howard would like to also thank Gary for the work done on E-23 and R-23.

He informed the Board Every 15 Minutes will be at the high school tomorrow.

Chief Howard would like to order the three computers for the stations he has budgeted for this year. The Board agreed it was a budgeted item and he could go ahead and order the computers. Kevin Phillips and the Chief are working on getting the computers out of the bay area at the Stations.

**District Development:**

No Report

**Public Comment:**

No comments.

**Executive Session:**

Mr. Koger made a motion pursuant to C.R.S.24-6-402(4)( f) in accordance to federal and state laws to receive advice from legal council to discuss a personnel matter, seconded-carried

THERE WAS NO FURTHER BUSINESS THE MEETING WAS ADJOURNED AT 7:45 P.M.

RESOLVED: To approve the minutes of the March 16th, 2010 meeting as presented.

RESOLVED: To approve the Treasurer's report for March 2010

RESOLVED: To approve the bills for March 2010, totaling \$157,339.07

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President                      Ken Koger                      4/20/10

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Secretary                      Randy Buckalew                      4/20/10