

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

August 18, 2009

A meeting of the Board of Directors was held at 6550 E. 72nd Avenue, Commerce City, was called to order at 6:18 p.m. by President Ken Koger.

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

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

Introduction of guests: Ward Barnett, Jamey Buckalew, Kevin Phillips, Craig Machuga and Kim Jacques.

Marshal LaPenna introduced Kim Jacques, who is a grant writer and will speak to the Board regarding writing grants for the District.

Mrs Jacques informed the Board she has worked mostly with non-profit companies for the last twelve years, she has not worked with a fire department before, but she is has been very successful with state funded grants. The District needs to know the ground rules in order to receive grants, due to the economy, the short time frames and the deadlines the state sets. The grant projects need to be very well planned out prior to writing a grant, if you don't think you have a good chance of winning, don't bother sending in a grant.

There is not enough money given out if the grant is not written to be an A+ grant.

Her suggestions were to have a capitol improvement plan in place for the next three to five years, have staff and Board members anticipate the changes in the community, more firefighters, more trucks, etc.

One of the yearly grants is the station construction grant, this was tied to stimulus money for job creation. Priority funding was given to high needs areas, Commerce City was not considered a high needs area, neither was Colorado.

She stated there are four grant opportunities that come out each year, she urged the Board to decide what they want to apply for this year, next year and the year after, and put the projects together ahead of time.

The Board needs to be aware of certain things in putting together a competitive grant application; you must always comply with best practices.

If the Board wants capitol dollars, they need to plan for a LEED certified project to receive money from the state, money is going to be very tight with the present administration.

She feels that any grant sent in for federal or state money will never receive that money if the grant sent is not proven effective, supportive, detailed research has to accompany the grant.

One suggestion she has is that you cannot be too involved with the community, whether it is buying a fire truck or a new buildings, stay networked.

Develop contacts with other departments that are applying for FEMA grants and receiving them.

In order to receive a construction grant, the District would have had to already own the land and have bids from construction companies and be ready to start building immediately if the grant were received.

On the FEMA website there is an article suggesting departments seek foundation money, not just state and federal monies. These grants are less than the federal grant money, five to ten thousand, she suggested contacting several foundations for grants.

Mrs. Jacques charges about \$100 per hour, a normal grant would cost about \$5,000, maybe more since she is not that familiar with fire department grants.

There are four grants for fire departments that come out every year; Assistance to Firefighters, Safer Grant-for staffing, Fire Prevention Safety Grant and the Station Construction Grant. The Board thanked Mrs. Jacques for her time and information on the grant writing process.

Minutes

Mr. Koger asked for approval of the July 21st minutes, Randy Buckalew made a motion to approve the minutes, Bob Harpin seconded-carried.

Treasurers Report:

Submitted with packets.

Mr. Harpin informed the Board there are several Revenue items that will be under budget this year.

Mr. Harpin inquired about the finance charges with Chase. Marshal LaPenna informed him the billing date was changed but not in time for the accrued finance charges.

Mr. Harpin inquired about the charges for vehicle maintenance. Marshal LaPenna informed him he would look into the matter and make sure each vehicle is charged accordingly.

Bills:

Submitted with the packets.

Mr. Harpin made a motion to pay the bills for July, totaling \$124,917.50, Rocky Teter seconded-carried.

EMS:

Darren Friess inquired about the October deadline for paying past dispatch fees.

Jamey informed him it would be taken care of.

Report on Buildings:

Mr. Buckalew inquired about the stucco work at Stat. #8, Marshal LaPenna stated it will be re-done.

The Board has a meeting scheduled for Friday, August 21st with White Construction.

Mr. Merrigan suggested the District decide whether to pay White Construction their final payment after the meeting on Friday.

Mr. Koger would like a five year instead of a one year warranty on the building. Mr. Merrigan suggested a three year warranty on the building, due to higher maintenance costs on upkeep of the building.

Rocky Teter inquired about the door at Stat. #2, if it has been repaired.

Marshal LaPenna will check on it and make sure it has been repaired.

Rocky Teter inquired about computers for maintenance reports. Marshal LaPenna will look into the matter.

Darren Friess stated there looked like a water leak at Stat. #2 in the ambulance quarters.

Marshal LaPenna informed the Board there was another flood test at Stat. #8, there were no water leaks.

Chief Howard thanked Marshal LaPenna for working on the training tower regarding the temperature probes replaced.

Marshal LaPenna will be working on the training tower Thursday, to get it completely fixed with the new temperature probes.

Board Comments:

Mr. Harpin inquired about the employee benefits for 2008. Marshal LaPenna will get that information.

Mr. Harpin inquired about the auditors report regarding bookkeeping changes. Marshal LaPenna informed him the changes have already been made, they are disclosed in the revenue summary.

Mr. Harpin inquired if all year end journal entries have been made. Marshal LaPenna stated they have.

Darren Friess would like to thank Marshal LaPenna for working on issue with E-25.

Mr. Buckalew inquired if the employees have received the updated Policy and Procedure Manuals.

Marshal LaPenna informed him the Board needs to pass a formal resolution in order to change the policy.

Mr. Merrigan suggested the Board pass the resolution next month, when it will be listed on the agenda.

Randy Buckalew inquired if the employees have had their evaluations. Marshal LaPenna will do the evaluations when all employees are in the office.

Randy Buckalew inquired if any employees have enrolled in any Mountain States classes.

Marshal LaPenna informed him the employees are enrolled in a time management class in October.

Randy Buckalew inquired about new brand new E-23, if there was proper training taken prior to the truck being run through the door at Stat. #8.

Ward Barnett explained that he took full responsibility for damaging the truck. He dropped his cell phone and when he went to retrieve it, his foot slipped off the brake and the truck hit the overhead door.

Chief Howard stated he and Ward were in the process of taking the trucks to Front Range fire to have equipment installed is why the trucks were being used. Chief Howard also feels the sensor eyes are positioned wrong for the trucks.

Randy Buckalew stated it did not matter where the sensors are, the truck should still not hit the overhead door. If the door is already starting to come down the truck will hit the door.

Discussion followed regarding placement of the sensors.

Randy Buckalew informed the Board the Chief's car was also damaged. Ward Barnett's daughter brushed against the car and damaged it, it will be taken in for repairs.

Chief Howard informed the Board Ward will participate in truck training and will not drive the truck until he has further training.

Randy Buckalew stated new E-27 looked like it was leaking oil.

Chief Howard talked to Front Range Fire, but has not heard anything back from them.

Randy Buckalew would like to know what exactly happened last time Golden Fire used the burn tower.

He would like to suggest that if there are no safety officers available, another department cannot use the tower.

Mr. Koger stated the District cannot tell another department they cannot use the tower if there are no safety officers, since the building is reserved months in advance.

Marshal LaPenna stated there are a couple of departments scheduled to use the tower in the next couple of months.

Chief Howard stated it is difficult for the department to schedule safety officers for the tower, there were no officers available the last time the tower was used by Golden Fire Department. He suggested paying the officers for their time.

Marshal LaPenna stated the training tower is not a big revenue source for the District, is it worth it.

Rocky Teter suggested not renting the tower.

Discussion followed regarding renting out the training tower.

The Board decided to no longer rent the training tower to other departments.

Mr. Koger wants the budget requests Marshal LaPenna and Chief Howard into the Board by the 15th of September, the next Board meeting.

Legal Comments:

Mr. Merrigan informed the Board they need to revise the agenda's for the Board meetings to state if there are any resolutions to be passed at a Board meeting they need to be listed on the agenda's. Mr. Merrigan suggested listing the agenda on the District website prior to each Board meeting, the meetings need to be posted 72 hours prior.

ADCOM:

Marshal LaPenna informed the Board the E-911 Authority has purchased computers for all the agencies for all front line apparatus. The Authority will reimburse the installation of the computers up to \$1,000, they will also pay for air time, the computers are also equipped with a GPS system.

The computers are owned by the District, Marshal LaPenna signed a transfer of assets form.

Bureau Report:

Month end Bureau report has been submitted.

Marshal LaPenna informed the Board Dean Vitae and his wife Amy had a baby girl on Monday morning, he will be out of the office the next four weeks.

The SDA conference is the 24th, 25th & 26th of September, Marshal LaPenna would like the Boards registrations in by September 8th, for the discount.

Randy Buckalew would like to commend the Bureau officers, there were a quite a number of inspections done in July.

Mr. Harpin inquired if the hose tower at Stat. #8 completed. Marshal LaPenna stated it was.

Mr. Harpin inquired if the certificates from the Squirt and Ladder have been received.

Marshal LaPenna informed him the District is waiting on those, everything has been completed.

Truck 22 has not been completed, the tank still leaks, it drains onto the torque box, they is nothing that can be done, except having the tank manufacture re-plumb the overflow pipe inside the tank to a different location, or do some modifications to the tank so the overflow pipe is not draining onto the torque box.

The cost to have the truck sand blasted is \$2,100, the estimate for a spray on liner on the torque box is \$,2,300.

Marshal LaPenna stated the fire station signs on 112th and on 104th are up.

Darren Fries inquired why there are no station maintenance items on the building maintenance report.

Marshal LaPenna stated there is a lot of outside maintenance being done this time of year.

Mr. Harpin stated the normal day to day routine building maintenance is not being written in the report, such as draining the sprinkler systems, taking care of air conditioners and furnaces etc.

Mr. Harpin inquired about the part time position being filled. Marshal LaPenna will review the applications he has received.

Maintenance Report:

Submitted with the packets.

Marshal LaPenna informed the Board, Bob is working on upgrading the SBA's. Tires were replaced on E-23 & E-25.

Ken Koger said the tire that blew out on the new engine will be investigated and Goodyear may replace all tires on the trucks.

Chief's Report:

Chief Howard informed the Board the four new trucks are at Front Range Fire to have equipment installed. New truck training will be September 1st, 2nd and 3rd from 6:00 p.m to 10:00 p.m., the bureau personnel are welcome to attend. Chief Howard stated the training will also be available during day time hours. The trucks should be placed in-service after the training.

Marshal LaPenna would like to have all the trucks re-numbered to match their location.

Chief Howard informed the Board the response plan is in place, the experienced applicants have been contacted and will be at the live burn this weekend, the response procedure has been placed on the website.

The new guys will be fitted for bunker gear, and that order will be placed.

He would like to order more radios for next year, the department will be bringing on more rookies.

Marshal LaPenna will check with Bob Crazier about ordering more radios

Chief Howard would like to add accessories to the trucks, diamond abrasive wheels at a cost of \$215.00 each.

Discussion followed regarding the added truck accessories, the Board decided to wait on the truck accessories list until the budget meetings.

District Development:

Marshal LaPenna will have the meeting at Stat. #8 on Friday, August 21st at 9:30a.m. posted.

Public Comment:

None

Executive Session:

THERE WAS NO FURTHER BUSINESS THE MEETING WAS ADJOURNED AT 9:05 P.M.

RESOLVED: To approve the minutes of the July 21st , 2009 meeting as presented.

RESOLVED: To approve the Treasurer's report for July, 2009

RESOLVED: To approve the bills for June, 2009 totaling \$124,917.50

President Ken Koger 8/18/09

Vice President Rocky Teter 8/18/09

