

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

**January 20, 2009**

A meeting of the Board of Directors was held at 6550 E. 72<sup>nd</sup> Avenue, Commerce City, was called to order at 6:35 p.m. by President Ken Koger.

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

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

**Introduction of guests:** Kevin Phillips, Ellis Howard and Jamey Buckalew.

**Minutes**

Mr. Koger asked for approval of the December 16th minutes, Robert Harpin made a motion to approve the minutes, Rocky Teter seconded-carried.

**Treasurers Report:**

Submitted with packet.

Mr. Harpin informed the Board the 2008 Revenue Summary shows the 2008 expected Revenue was short about \$575,000, which is less than 1%.

There will be over \$900,000 that will go into the unappropriated surplus for the 2009 Budget for new trucks and the new stations.

**Bills:**

Submitted with the packets.

Mr. Harpin made a motion to pay the bills for December totaling \$814,787.33, Rocky Teter seconded-carried.

**EMS:**

Jamey informed the Board they probably won't see checks from the rescue billing for 30-45 days. She will have a information for the Board on a monthly basis as to how many bills have been sent out and sent to collections. Mr. Koger stated if the department responds to a Denver call there should be a rescue billing sent out.

Jamey informed the Board she will leave an ambulance at Stat. #6, and not place one at Stat. #8. There is better access from Stat. #6.

Mr. Merrigan would like to have the Board sign a resolution regarding the rescue billing.

Mr. Koger would like to thank Northglenn Ambulance, they are doing an excellent job for the District.

**Report on Buildings:**

Darren Freiss would like to thank Bob Kreutzer for fixing the items at Stat. #6.

Randy Buckalew inquired if the leak at the maintenance shop has been repaired.

Marshal LaPenna informed him, due to the fact Kevin Vincel has been out of the office, he was the project coordinator, he does not know if the problem has been resolved. He will check with him next week when he returns.

**Board Comments:**

Mr. Harpin informed the Board he has some financial concerns with the 2009 Budget, need vs. budget. Mr. Koger stated the Budget is not a free wheeling one, make sure items ordered are needed and not spending money without first discussing it with Bob Kreutzer and Marshal LaPenna.

He wants to stay away from spending at the end of the year, as in last year. No purchasing large items in the fourth quarter.

Darren Friess also stated the pension fund may need more funding and the District and department needs to watch spending.

Mr. Buckalew wants all purchases through the department to go through Bob Kreutzer or Marshal LaPenna, it does not need to wait for a Board meeting to be discussed.

Mr. Koger inquired if Marshal LaPenna is working on furnishing the new stations.

Marshal LaPenna informed the Board he has a committee working on the furnishings and weights.

Mr. Koger informed the new Chief, Ellis Howard, he needs to consider the position of the trucks once the new stations are open.

Mr. Buckalew inquired about the follow-up with the water department regarding pump tests.

Marshal LaPenna informed him he has a call into them, and will call them again.

Mr. Koger inquired about the plaques for the new stations. Marshal LaPenna has a list with pricing.

Darren Friess inquired about a volunteer parking a District vehicle at his place of employment.

Rocky Teter stated that has been done in the past, he has done it along with past Chief's.

Discussion followed regarding the financial cost to the District and wear and tear on the vehicle.

Randy Buckalew suggested the District place a guideline in place regarding the District vehicles.

Randy Buckalew inquired if Steve Marrs needs to be at Stat. #7 on a daily basis, his vehicle is always there.

Marshal LaPenna will speak to Steve about Stat. #7.

Randy Buckalew also would like the department to set up some sort of protocol for funerals, so there are no problems in the future.

Ellis Howard stated the department is working on setting up certain protocols for future funerals.

Marshal LaPenna informed the Board a gentlemen from EDL Electronics flew in on Monday and they are working on trying to figure out the problems with the training tower.

They started out working on the temperature probes, they discovered that more than one are not reading at all, and some that are way off. Almost every panel would have to be taken down to run new wiring for the probes if they are bad.

EDL Electronics supply the probes to WHP Contractors, who designed the building.

The monitor has been re-calibrated, the probes that are plugged into the monitor are suspect.

The training tower will not be used for live burns until the problems have been resolved.

There were three live burns at the building today using testing material the gentlemen brought, the probes did not come close to the actual temperature, the temperature at the ceiling level was 1300\*, the probes was off by about 500\*.

Marshal LaPenna will keep the Board informed of the outcome of the problems and what will need to be done to fix them.

Mr. Merrigan stated the District may have a construction default claim against the manufacturer for a design defect. The statute of limitations is from when the defect was first found.

The cost to fix the problem is unknown at this time until further testing is done.

Marshal LaPenna informed the Board the Sentra Lock system has been installed in three units, E-21, E-24 and RE-25. Gary is presently getting the battery conditioners installed in the trucks.

Kevin Phillips put together a through system with ADCOM to release the Knox keys to the firemen.

The unit is an electro-magnetic key secure vault, the key cannot be released unless there is a radio signal transmitted from ADCOM. There are PINS that can be put into the key pad to release the key manually, and also an administrative PIN that can release the key manually. In case of radio failure, ADCOM has the manual release PINS they can air to the fire fighter, when the PIN is aired, Bureau 2 will immediately be notified and a new PIN will be put in place.

These are \$800 per unit, one of the units is missing from the Bureau office.

Marshal LaPenna will notify the insurance company and file a police report.

Marshal LaPenna has received only one proposal for the 2008 audit, from Bondi and Co. for \$12,500.

Bondi & Company's proposal was for \$8,600 for the District, \$2,000 for the department and \$1,900 for financial statements. Marshal LaPenna stated \$12,000 was budgeted for the 2008 audit.

The previous auditors fee was \$6,800 for the District, the department paid \$1,800.

January 30<sup>th</sup> is the deadline for the audit proposals, Marshal LaPenna will inform the Board of his decision.

Chief Machuga informed the Board the department treasurer is working on the information for the audit.

Mr. Koger would like to thank Chief Machuga for his three years as Chief

Mr. Koger would like to have a study session on Monday, February 16<sup>th</sup> at 6:00P.M. to discuss the five year plan and the plaques.

Mr. Buckalew informed Ellis Howard he would like to see how the new incentive program for the volunteers is working prior to the end of the first quarter.

Chief Machuga informed the Board Eric Ziegler still has not turned in his gear and radio to the department.

Marshal LaPenna stated he will visit Ziegler and try to get his gear and radio.

### **Legal Comments:**

Mr. Merrigan has the office lease for Stat. #8, it has been approved by him.

Marshal LaPenna informed the Board there will be card readers for Stat. #8 for access to the station, but also there will be a key entry and combination locks.

Mr. Harpin made a motion to give Marshal LaPenna the authority to sign the lease for Stat. #8, Rocky Teter seconded-carried.

### **ADCOM:**

Marshal LaPenna informed the Board Thornton Fire is paying ADCOM \$33,000 per month for it's use.

The Intergraph system still has a few issues to deal with the run cards.

A few years ago ADCOM and Thornton went into a partnership and did a three site 700MGZ system.

Since then Broomfield has become a city and county, they have been using the system, which causing some busy signals. The ADCOM Board decided to tell Broomfield they could not affiliate their 700 system with Thornton simulcast system. A committee has been formed to resolve the issues with Broomfield.

### **Bureau Report:**

Month end Bureau report has been submitted.

Marshal LaPenna informed the Board he has prices for plaques at the new stations, he will give the Board the information to decide which one they prefer.

The department has formed two committees to decide the furnishings for Stat. #7 & 8. One committee for the weights and one for the furnishings. There is \$20,000 budgeted for Stat. #7 and \$30,000 budgeted for Stat. #8 for desks, beds couches etc. Stat. #7 does not have a rubber floor, Marshal LaPenna suggested not placing free weights in that station.

Marshal LaPenna informed the Board Marc Falutico with Pierce Mfg. has the construction drawings ready for review, he is going to bring two trucks, an engine and an aerial. He feels it will take two nights to go over the trucks. The department committee will meet next week to review the drawings.

Marshal LaPenna has purchased the appliances for Stat. #8, the order for the refrigerator was out of stock for about six weeks. In the mean time the manufacturer has given the District a free one. The Board decided to place it at Stat. #1 for extra space.

Marshal LaPenna ordered new Blackberry phones for the District, to activate the old ones for the Board would cost about \$40 per month, he will check on re-activating them.

Ellis Howard will get the District a new list of officer pager numbers.

Marshal LaPenna stated the Knox Keys have to remain with the particular unit they are assigned to.

### **Maintenance Report:**

Submitted with the packets.

Gary is working on the Kusmaul units for RE-25 and discovered the roof line is cracked and rusted. Marshal LaPenna would like to know how long the District is going to keep the older trucks.

Marshal LaPenna informed the Board the C-213 unit has two power supply lights out on the light bar and needs repaired at a cost of \$50 to \$80 per unit.

Randy Buckalew informed the Board the estimate to get Gary's truck painted is only good until the first of the year at a cost of \$1,205. The Board agreed to go ahead and have it painted.

Marshal LaPenna informed the Board L-23 has been repaired except for the intercom system.

**Chief's Report:**

Chief Machuga informed the Board Dave Davenport is in the hospital with pneumonia. He would like to thank the Board and the Bureau for their help the past three years.

**District Development:**

Mr. Buckalew would like the department to keep track of the firemen who purchase gear, equipment or uniforms. When the firemen leave the department they may take the uniform with them.

Chief Machuga stated Victor Loya keeps track of that information.

Mr. Koger informed the Board Brighton Fire District received over a million dollars in grants last year. He would like to know if the District is pursuing more grants.

Kevin Phillips explained that Brighton Fire District is classified as a rural fire department and South Adams is classified as a suburban department.

He would like more input from the department as to what equipment, training gear etc. they would like a grant for.

Kevin Phillips informed the Board he is continually working on finding grants for the District.

He missed the Commerce City grant deadline last year when they changed the dates of submittal.

Discussion followed.

**Public Comment:**

None

**Executive Session:**

There was no further business, the meeting was adjourned at 8:35P.M.

RESOLVED: To approve the minutes of the December 16th, 2008 meeting as presented.

RESOLVED: To approve the Treasurer's report for December, 2008

RESOLVED: To approve the bills for December, 2008 totaling \$814,787.33

RESOLVED: To have Marshal LaPenna sign the lease agreement between Stat. #8 and the Police

---

President      Ken Koger      1/20/09

---

Vice President   Rocky Teter      1/20/09