

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

**June 16, 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 6:20 p.m. by President Ken Koger.

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

Also present were: Deputy Fire Marshal Kevin Vincel, Diane Roemer-Vigil and Chief Ellis Howard. Fire Marshal Ronald LaPenna and Tom Merrigan were excused.

**Introduction of guests:** Ward Barnett, Jamey Buckalew, Kevin Phillips, Craig Machuga and Greg Friess.

**Minutes**

Mr. Koger asked for approval of the May 19th minutes, Rocky Teter made a motion to approve the minutes, Randy Buckalew seconded-carried.

**Treasurers Report:**

Submitted with packet.

Mr. Harpin would like to thank Chief Howard for keeping the utility expenses down at the stations.

Mr. Harpin informed the Board there was \$200,000 from CSAFE wired to Colorado Business Bank.

One CD for \$100,000 will mature in twelve months, another CD for \$100,000 will mature in eighteen months, at 2.5%.

Mr. Harpin stated Gene Andrist suggested the District take \$500,000 of the 2010 revenue and place it in a short term CD for the new trucks lease payment.

Mr. Harpin informed the Board Stat. #7 is over budget by \$57,000.

**Bills:**

Submitted with the packets.

Mr. Harpin inquired about the Comcast bill for DSL lines. Kevin Phillips informed him the bill is for the maintenance stations, Qwest is the DSL carrier for the Bureau office.

Mr. Harpin made a motion to pay the bills for April, totaling \$53,720.56, Rocky Teter seconded-carried.

**EMS:**

Jamey Buckalew inquired if the Board had any questions for her, the rescue billing was going well and the District has collected \$7,125.00

**Report on Buildings:**

Darren Friess informed the Board the expansion joint just South of the training tower needs repaired.

Chief Ellis informed the Board there are still quite a few tiles that need replaced inside the training tower, prior to Golden Fire using the facility on June 20<sup>th</sup>.

Ken Koger stated he was informed by Fire Marshal LaPenna the tiles were replaced by Bob Kreutzer, and the tower is ready for use.

Mr. Koger instructed Kevin Vincel to double check the panels and see that the tower is ready for Golden Fire to use.

Mr. Harpin stated the temporary repairs are not acceptable and the tower needs to be safe for the department to use.

**Board Comments:**

Darren Friess would like to thank Bob Harpin for meeting with Gene Andrist.

Randy Buckalew would like to welcome Derek Ross to the Bureau, also he would like to comment on the trucks running all over the District.

Chief Howard informed the Board the department is addressing the issue and working on a response plan.

Chief Howard would like the manpower data in FireHouse so he can get better data on response times.

Kevin Phillips informed him it would still take a couple of months to get the data after it is in FireHouse.

Discussion followed regarding response times and manpower.

Darren Friess inquired if the department kept track of how many rookies after completing the year long academy stayed on the department and how long.

Ward Barnett stated it was hard to tell due to so many variables, work related issues, family issues and various other reasons the rookies leave.

**Legal Comments:**

No Report

**ADCOM:**

Kevin Vincel informed the Board the ADCOM 2008 audit report from Lemke & Fiess stated ADCOM was very financially sound.

According to the audit the net assets are just under \$3.5 million, revenues just over \$5.1 million.

Member assessments are about 89% of the revenues, the capitol funds year end balance is \$827,245.

There was a deficit for the year of \$132,000.

**Bureau Report:**

Month end Bureau report has been submitted.

Mr. Harpin inquired if the Policy and Procedure Manual has been updated regarding the change in insurance coverage for the new employee and responsibility of the District in operating equipment, and the District employees being trained on the apparatus.

Kevin Vincel will have to get with Marshal LaPenna regarding the manual.

Mr. Harpin inquired about the trash pick up at Stat. #7.

Mr. Koger informed him Bob Kreutzer will be removing the trash from Stat. #7.

Darren Friess inquired about the roof vents at Stat. #7.

Kevin Vincel stated there are local companies that can be contacted regarding making the vents.

Mr. Koger directed him to contact a company for an estimate.

Rocky Teter inquired if the Sentra-Locks have been placed on the trucks and what happened with the one that was taken from the District office. Also what vehicles are the Knox boxes going in and are they going to be placed in the ambulances along with the trucks.

Kevin Phillips stated that the grant was specifically written for residential Knox boxes for the medical alert tags, and would need to be placed on the ambulances.

Mr. Koger informed the Board Marshal LaPenna has a meeting set up with Commerce City Police to sign the lease for Stat. #8, and discuss the possibility of a second joint police/fire station.

Kevin Phillips stated there is a grant available for a police/fire station, but the District has to be in possession of the land. He will get with Commerce City's grant writer regarding this grant, the possible location is at 112<sup>th</sup> & Chambers Road.

Kevin Phillips stated there is also a grant available for the remodel of Stat. #4, he needs construction figures prior to writing the grant, this grant closes July 11, 2009.

Ken Koger directed Kevin Vincel to get bids for Stat. #4 remodel.

Mr. Koger wants at least three members of the Board to set up a meeting with Marshal LaPenna the week of June 22<sup>nd</sup>, he will e-mail the Board members with an agenda.

Mr. Koger informed the Chief the department can get into Stat. #8 with the furniture, the District does have a temporary certificate of occupancy.

Chief Howard has not moved the furniture to Stat. #8 as of yet.

Mr. Koger inquired about the hose tower at Stat. #8.

Kevin Vincel informed him he met with Crane & Hoist last week and they will be starting work this week.

Mr. Koger informed the Board the new trucks are on schedule and Kevin Vincel sent the updates and pictures to the Board.

Kevin Vincel informed the Board the plan review fees collected for May were \$1,117.00.

At Stat. #8, they are working on the dumpster access for the trash truck, they will be doing some concrete work, they will be doing a curb cut for better access.

Kevin will get with either White Construction or Fennel regarding the floating walls at Stat. #8 and the trim inside the bedrooms.

Kevin informed the Board the overhead door at Stat. #5 was damaged, it is operable, just cosmetic.

The Board agreed to have the door repaired at a cost of \$500.

### **Maintenance Report:**

Submitted with the packets.

Randy Buckalew inquired about the UL testing on the aerials, the list is quite extensive.

Kevin Vincel stated Fire Marshal LaPenna contacted UL and they will send a letter stating the original welds will be accepted.

Mr. Harpin stated L-23 has been an on going issue for almost a year, he would like to recommend on behalf of the Board, at the next meeting he wants a schedule as to when the truck repairs will be completed and a list of repair estimates.

### **Chief's Report:**

Chief Howard stated the department did not have access to Stat. #7 after a power failure.

Kevin Phillips has fixed the problem with a battery back-up for the system.

Chief Howard said the code to get into Stat. #7 is different from the other Stations.

Ken Koger directed Kevin Vincel to have Bob Kreutzer change the combination at Stat. #7.

Chief Howard informed the Board he is confident he has enough guys to pick up the new trucks in July.

The aerials will be ready July 27 the trucks will be ready July 28<sup>th</sup>.

Chief Howard will have two guys fly out on July 26<sup>th</sup>, for two days of inspection of the trucks, the other guys will go out on July 22<sup>nd</sup> and spend a day in training to drive the trucks back on July 30<sup>th</sup> and 31<sup>st</sup>.

There are new EPA requirements on these trucks, they can only run for eight hours and they have to sit to burn off the carbons. There are indicator lights on the dash to warn the driver of the down time.

Chief Howard has provided the Board with an apparatus list for the new vehicles, the Board will meet at another time to discuss the list and also the apparatus placements in the stations.

Chief Howard informed the Board, Bree, Streed and Wood are now Swift Water certified.

There will be an EPA event at SunCor on August 20<sup>th</sup>, he would like help from the Bureau guys to help assist in this exercise, it is an eight hour event.

Chief Howard would like to thank Kevin Vincel with his help setting up the meetings for the concert at the stadium in July, he has two apparatus dedicated that day. He has requested two 6-men golf carts from the stadium for the event.

Mr. Harpin inquired if the hose tests have been completed.

Chief Howard stated they have two trucks, TK-22 and, SQ-25 left to do.

Mr. Harpin would like to know why C-212 has so many miles on it compared to the other vehicles, there was 1421 miles put on that vehicle.

Rocky Teter state C-212 has made the most calls for the month of May.

Chief Howard stated he is a significant responder during the day, and is always available.

Discussion followed.

**District Development:**

Randy Buckalew inquired about Stat. #8, they have not made much progress on the punch list. Kevin Vincel will call Fennell to see what has been done and what has been completed. Also Randy found the west door to the community room propped open, and no one around.

**Public Comment:**

None

**Executive Session:**

THERE WAS NO FURTHER BUSINESS THE MEETING WAS ADJORNED AT 7:50 P.M.

RESOLVED: To approve the minutes of the May 19th , 2009 meeting as presented.

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

RESOLVED: To approve the bills for May, 2009 totaling \$53,750.56

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President	Ken Koger	6/16/09
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Vice President	Rocky Teter	6/16/09
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