

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

**March 17, 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 6:40 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 Assistant Chief Ward Barnett. Chief Ellis Howard was excused.

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

**Minutes**

Mr. Koger asked for approval of the February 17th minutes, Rocky Teter made a motion to approve the minutes, Randy Buckalew seconded-carried.

**Treasurers Report:**

Submitted with packet.

Mr. Harpin would like the Board to keep running a tight operation.

On the Revenue Summary he stated the training tower revenue shows \$,2,500, this could be at risk due to the training tower being out of service.

On expenses, Radio parts are at 47% used.

Stat. #2 has used 73% of its budget, due to the windows being replaced.

The Training manual budget is over by 21%

Stat. #5's utilities are at 24% of the budget.

The utilities at Stat. #7 & #8 should be placed in the capitol expenses for those stations.

The phone charges at Stat. #6 are higher than other stations.

**Bills:**

Submitted with the packets.

Mr. Harpin made a motion to pay the bills for December totaling \$357,844.29, Rocky Teter seconded-carried.

**EMS:**

Rocky Teter informed Jamey the lights and TV have been left on at Stat #5. Jamey will talk to the crews at the stations.

Darren Friess also stated he has seen the doors left open at the Stations when the ambulance goes on a call.

**Report on Buildings:**

Randy Buckalew informed the Board he spent eight hours at Stat. #4 last week cleaning the floor drains out, he would like the station crews to take time to clean them.

Bob Harpin inquired about the equipment at Stat. #2. Ward Barnett informed the Board it belongs to Sun Cor and he will have it moved by May of this year.

**Board Comments:**

Rocky Teter stated the retirement party for Steve Marrs was very well organized.

Marshal LaPenna would like to thank his staff and the volunteers for their help with the party.

Bob Harpin informed the Board the impact fees bill #HB 09-1259 was voted down.

Darren Friess also stated the retirement party went very well, it was heartfelt and sincere.

Randy Buckalew also stated the party went very well. He would like to know when Steve is going to turn in his car and clean out his office.

Marshal LaPenna informed him he will call Steve to get that taken care of.

Mr. Buckalew inquired about the department response, there was a call that came in Saturday regarding a persons foot being run over at the flea makete, there were three engines that went in route to the call.

Ward Barnett heard the call come in as an auto-ped.

Mr. Buckalew also stated Engine 23 was going way too fast down Rosemary street.

Discussion followed.

Ken Koger inquired if the Board had seen the news report on Fox 31 regarding the rescue billing.

Marshal LaPenna received a call from a party who received a rescue bill, and was upset about the billing.

Marshal LaPenna explained the billing process to the individual, he then a few hours later received a call from Tina Martinez with Fox 31 news for an explanation of the billing and a request for an interview.

Marshal LaPenna explained the process, but denied an on-camera interview. Fox 31 news did show up at Stat. #3 and took pictures of the engines. The news story aired on Friday, March 6<sup>th</sup>.

North Washington Fire and a few other departments send out rescue billing statements, Denver Fire is considering rescue billing.

Marshal LaPenna has received an e-mail from Brian Maas with Channel 4 news wanting an open records request, how much revenue the District will generate, and an on-camera interview, which Marshal LaPenna will decline.

There has been \$13,000 billed for rescue billing and \$2,075 has been received.

Mr. Buckalew would like to inform the Chief, when the department is doing training, for them recirculate the water in the pumps on the engines, another set of pump packings has been replaced in E-25 at a cost of \$650.

#### **Legal Comments:**

No Report

#### **ADCOM:**

Marshal LaPenna informed the Board Thornton Fire has moved out of ADCOM and into their own facility.

The CAD count for the District for 2008 was 6,546 which was a 1.5% increase over 2007.

A meeting is scheduled for April for the MDT's that Marshal LaPenna and Kevin will be attending.

Randy Buckalew inquired how long ADCOM is supposed to wait to send a second tone, also why ADCOM tones Brighton Fire for an accident south of 120<sup>th</sup>, that is in the South Adams District

Marshal LaPenna will inquire at the next ADCOM Board meeting on Thursday.

#### **Bureau Report:**

Month end Bureau report has been submitted.

Marshal LaPenna informed the Board the Knox Sentra-Lock systems have been installed in five engines.

It has been used once at a fire alarm at Holly Park Apartments and worked as it should.

He is going to meet with Chief Baca tomorrow to finalize the lease agreement for Stat. #8.

The District audit is scheduled for April 13<sup>th</sup> to begin the field work at the office. Marshal LaPenna has received the information from the department for their audit information.

The department is interested in purchasing a new program for their accounting.

Marshal LaPenna will meet with Construction Concepts regarding the training center tomorrow

He will go to Custom Trophies to purchase the plaques for the stations.

The furniture committee has purchased the office chairs for the stations #7 & #8 for a total of \$1,900 for 20 chairs. Beds and electronics were at a cost of \$5,000, exercise equipment was \$6,500, desks \$1,900, blinds \$3,170 and desks \$1,200, these prices include both stations.

There is still about \$21,000 worth of items to be purchased, Marshal LaPenna is confident the costs will be under budget.

Mr. Koger inquired about the training center, if the probes need to be replaced or what is going to be done to get the tower up and running again.

Marshal LaPenna stated he will know more after his meeting tomorrow with Construction Concepts.

Mr. Koger inquired about Steve Marrs' replacement.

Marshal LaPenna informed the Board he has posted the job position at the stations, he will be accepting applications until Friday, April 3<sup>rd</sup>. There are currently six applications that have been picked up.

The Board discussed hiring another B-234 status quo or having the new employee do some administrative duties for the department to help them out. Discussion followed.

### **Maintenance Report:**

Submitted with the packets.

Marshal LaPenna informed the Board E-23 will be repaired at Trans West when the parts come in.

The repair costs will be \$2,000, less the \$500 deductible.

Randy Buckalew inquired about C-213, what the Board would like to do with the vehicle.

Discussion followed.

Ken Koger made a motion to give C-213 to the department, Randy Buckalew seconded-carried.

Marshal LaPenna will inform Gary to strip it first, the lights, radio etc.

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

Assistant Chief Barnett informed the Board Chief Howard would like to move the engines around to the new stations. Move E-25 to Stat. #7, with a temporary number E-27, keep SQ-25 at Stat. #5, as a first response engine, move the extrication equipment from E-21 and place it on RE-25 at Stat. #8.

The Board discussed whether to move the extrication equipment or to purchase new equipment.

To purchase new extrication equipment would cost at least \$20,000.

Mr. Harpin suggested moving the equipment.

Mr. Barnett informed the Board the department would like the open house at Stat. #7 on April 25<sup>th</sup>, and the open house at Stat. #8 on May 16<sup>th</sup>. These are tentative dates based on completion of the stations, they have a committee put together to plan the open houses.

Mr. Barnett informed the Board the hoses and helmets class some of the members attended was very good class, there were 60 - 70 people that attended.

The NIMS 700 and 100 classes have been completed, there are still 16 new rookies on the department.

The department will use a spreadsheet to keep track of all expenditures for the department and for budget purposes.

Mr. Barnett informed the Board, Chief Howard would like them to focus more on positive instead of negative feedback for the department.

Mr. Barnett stated the department would like to purchase new accountability tags at a cost of \$1,500, and to go along with those status boards that total \$286.

Mr. Koger feels there is lack of training, Rocky Teter felt it should be a budgeted item.

Mr. Koger would like to see a written program before the Board agrees to purchase new tags.

Mr. Barnett stated the Chief would also like to purchase new cones for the engines, they are down to only a few cones left, the cost would be \$500.

Rocky Teter stated this was not budgeted for either, but it is a safety issue.

Marshal LaPenna stated there is money for the cones in the equipment budget.

Mr. Koger inquired about manpower.

Mr. Barnett stated the Chief wants a special meeting of the officers to discuss manpower but has not yet set a date for the meeting.

Mr. Koger wants a separate column on the manpower report to show the incentives.

Mr. Barnett stated the Chief would like to have portable radios available to the day time volunteers at

Stat. #3 for them to check out. Mr. Koger stated that was okay.

Mr. Koger would like the department to stress to the volunteers the Mayflower volunteers are available to them anytime they would like to talk to them.

Mr. Barnett inquired about the haz-mat billing, where does the money go when it is received.

Marshal LaPenna informed him it is used to replenish the haz-mat equipment that was used on scenes.

**District Development:**

Marshal LaPenna informed the Board he will be meeting with Chief Baca to finalize the lease for the police department at Stat. #8

Marshal LaPenna said the equipment for the new trucks is approximately \$73,000, this does not include the labor and brackets for the equipment.

Marshal LaPenna stated the balance due on Stat. #7 is \$21,800 with a retainage of \$80,218, for a total of \$102,066.00 There have been some change orders that are not reflected in the balance due which will be a deduction.

Stat. #8's balance due is \$3,985 with a retainage of \$244,513 for a total due of \$248,498. This does not include any change orders.

The furniture committee still has some furniture to purchase for the station at a cost of \$20,000 for both stations.

Marshal LaPenna has the facility use cover sheet for Mr. Merrigan to review the waiver of liability.

The meeting room is included in the furniture purchases, but not the podium and projector equipment.

Mr. Harpin inquired if there will be a working hose tower in Stat. #8

Marshal LaPenna stated there would not, it was taken out as part of the value engineering item.

He has asked Crane & Hoist for an estimate of the cost and was told it would be \$23,000, he also asked White Construction what the price would be now for a turn key hose tower, but has not gotten a price yet.

The original quote from White Construction was \$13,000.

Mr. Harpin stated the change orders on the new trucks will be approximately \$4,000, due to the changes in the placement of the air bottles and the command light.

There was some discussion on where to place the name on the trucks, the manufacturer wanted to place it above the door, it was decided to leave it off.

**Public Comment:**

Craig Machuga stated the dates on the plaque in the board room for his Dad were wrong. Marshal LaPenna will correct the dates.

**Executive Session:**

There was no further business, the meeting was adjourned at 8:50P.M.

RESOLVED: To approve the minutes of the February 17<sup>th</sup>, 2009 meeting as presented.

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

RESOLVED: To approve the bills for February, 2009 totaling \$357,844.29

RESOLVED: To approve the change order for the Pierce apparatus.

RESOLVED: To give the department the C-213 vehicle.

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President	Ken Koger	3/17/09
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Vice President	Rocky Teter	3/17/09
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