

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

**November 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 6:10 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, Tom Merrigan and Chief Ellis Howard.

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

## **Minutes**

Mr. Koger asked for approval of the October 20th minutes, Rocky Teter made a motion to approve the minutes, Randy Buckalew seconded-carried.

## **Treasurers Report:**

Submitted with packets.

Mr. Harpin made a motion to adopt Resolution 2009-02, adopting the budget for 2010, summarizing expenditures and revenues for each fund, Rocky Teter seconded-carried.

Mr. Harpin made a motion to adopt Resolution 2009-03, to appropriate sums of money to the various funds and spending agencies in the amounts and for the purposes as set forth for the 2010 budget year, Rocky Teter seconded-carried.

Mr. Harpin made a motion to adopt Resolution 2009-04, to set the mill levy at 4.3 mills for the 2010 budget year, Darren Friess seconded-carried.

Mr. Harpin stated there are several line items over budget, this does not mean the total 2009 budget is over, these items need to be watched. The revenue portion of the budget has fallen short this year, mainly due to the decrease in interest income in the CSAFE account.

## **Bills:**

Submitted with the packets.

Mr. Harpin made a motion to pay the bills for September, totaling \$620,528.25, Rocky Teter seconded-carried.

## **EMS:**

Jamey Buckalew informed the Board she would like to place lockers in the bay for the ambulance crew at Stat. #6, the Board agreed. Jamey would like the Chief to pass on to the department, if they would print the information on the rescue billing forms so they are easier for her to read when sending out the billings.

## **Board Actions:**

Ken Koger would like to discuss the Northglenn Ambulance contract during an executive session.

## **Report on Buildings:**

Darren Friess inquired if the toilet at Stat. #2 has been fixed in the ambulance quarters.

Randy Buckalew stated the heater at Stat. #7 are not working properly. Marshal LaPenna will contact the contractor, it should be a warranty item regarding the thermostat.

Marshal LaPenna stated he is continually working on items at Stat. #8, all the interior door locks have been swapped out for with locking handles, and keys have been give to the officers. Randy Buckalew stated the east door at Stat. #7 going into the hallway is very hard to shut. Marshal LaPenna will look into the matter, it should be a warranty issue.

#### **Board Comments:**

Mr. Harpin would like a complete accounting list of all costs for the maintenance shop, Stat. #7 and Stat. #8, including tap fees, legal expenses any and all costs of the building of a new station. Randy Buckalew inquired about E-26, Marshal LaPenna stated Gary is wiring the Sentra-Loc radio system, the battery conditioner and the air pump on the kusmal system. Engine 25 is still at Super-Vac, they expect to have it completed in about two weeks.

Mr. Buckalew inquired if anyone admitted to hitting the overhead door at Stat. #8, Chief Howard stated no has.

Ken Koger inquired about the training tower, if all the probes and sensors are in and the Chief has not had any problems. Marshal LaPenna will attend a officers meeting to review the power point presentation for the training center with the officers.

Mr. Koger inquired if Commerce City Police have responded to the e-mail regarding Stat. #8.

Marshal LaPenna stated he has not heard anything back, they will not be moving into Stat. #8.

Mr. Koger stated the District basically lost \$9,000 not having the police department at Stat. #8.

Mr. Koger inquired about the station plaques. Bob Kreutzer will be placing them at all stations.

Truck-28 is at Front Range Fire for generator repairs.

Mr. Koger would like set a date for the District and Department holiday gathering. The Board agreed on Friday, December 18<sup>th</sup>. Marshal LaPenna will schedule the time and place and inform everyone.

#### **Legal Comments:**

No report

#### **ADCOM:**

Marshal LaPenna stated there has not been a meeting yet this month.

Chief Howard stated there are a few issues with the MDT's, cards have not been sent. Marshal LaPenna stated they are like cell phones, they could be in a dead area and have no service.

#### **Bureau Report:**

Month end Bureau report has been submitted.

Marshal LaPenna stated the plan review fees for October were \$590.00

The fire prevention officers were doing fire prevention classes at the schools in the District for three weeks out of the month of October, he would like to commend them for their efforts.

#### **Maintenance Report:**

Submitted with the packets.

Marshal LaPenna informed the Board, Bob Kreutzer has been busy winterizing the stations sprinkler systems, all stations have the power cord drops to the trucks that have shore power connections, and plowing snow last weekend.

Marshal LaPenna would like the department to write up detailed work orders on all equipment and trucks.

They have been written on the white boards at the stations, they need to be in writing and turned in.

Mr. Harpin inquired about an electronic system for the work orders.

Marshal LaPenna stated it would have to be through e-mail, he will work on a system with Kevin Phillips.

**Chief's Report:**

Chief Howard informed the Board he would like the department to apply for the Safer Grant, that is due December 18, 2009. This grant is for a volunteer coordinator, retaining fire fighters, incentive program and for recruitment costs.

He would also like to hire the grant writer, Kim Jaques to help write the grant.

Mr. Koger stated he would like to see if she can be billed in January 2010.

Kevin Phillips contacted the grant writer and she is willing to work with the department, but needs to meet with them this week. The Board agreed to hire Ms. Jaques, and she agreed to bill them in January 2010.

Mr. Koger informed the Board, Shelter Insurance would like use the community room at Stat. #8 for a Santa party on December 5<sup>th</sup>, for the schools up North. The Board agreed to let them use the room.

Marshal LaPenna informed the Board he will have a fee schedule for the room in the future.

**District Development:**

Marshal LaPenna would like the Board to approve an expense for Kevin Phillips and his wife to attend the Commerce City Business and Professional Association's annual Christmas Party on December 4<sup>th</sup> at Werth Manor. Kevin Phillips attends all of their meetings for the District. The cost for the dinner is \$35.00 per person. The Board agreed to pay for the dinner for Mr. Phillips and his wife.

**Public Comment:****Executive Session:**

Mr. Koger made a motion pursuant to CRS24-6-402(4)(b) and (e) to receive advice from legal council to determine the District's position on matters that may be subject to negotiations regarding the Northglenn Ambulance contract.

THERE WAS NO FURTHER BUSINESS THE MEETING WAS ADJOURNED AT 7:00 P.M.

RESOLVED: To approve the minutes of the October 20<sup>th</sup>, 2009 meeting as presented.

RESOLVED: To approve the Treasurer's report for October 2009.

RESOLVED: To approve the bills for October, 2009 totaling \$620,528.25.

RESOLVED: To adopt Resolution 2009-02, summarizing expenditures and revenues for each fund and adopting the budget for 2010.

RESOLVED: To adopt Resolution 2009-03, to appropriate sums of money to the various funds and spending agencies in the amounts and for the purposes as set forth for the 2010 budget year.

RESOLVED: To adopt Resolution 2009-04, to set the mill levy at 4.3 mills for the 2010 budget year.

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Vice President Rocky Teter 11/17/09