



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

January 17, 2017

A meeting of the Board of Directors of the South Adams County Fire Protection District was held at 6550 E. 72nd Avenue, Commerce City. Chairman Ken Koger called the meeting to order at 6:20 p.m.

The following Directors were present by roll call: President/Chairman Ken Koger, Treasurer Alex Fairfield, Secretary Craig Machuga and Vice President Randy Buckalew.

Director Robert Harpin was absent. Secretary Craig Machuga made a motion to excuse Director Harpin, Vice President Randy Buckalew seconded the motion. The motion was carried.

Also present were: Deputy Chief Dave Bierwiler; Deputy Chief Monzingo; Dino Ross, Attorney for the District; and Diane Roemer.

Guests: John Sattler with DCS, Melissa Rossback, Human Resources; Training Chief Lee Whitner; Battalion Chief Derek Ross and Battalion Chief Jeff Woog.

Chief Vincel introduced Melissa Rossback, the District's new Human Resources employee. She has been working on the personnel files and various other projects in the office.

Chief Vincel introduced Lee Whitner, the new Training Chief. She has been doing an outstanding job in the Training Division.

Public Comment:

No comments.

Minutes:

Chairman Koger asked for approval of the December 20th, 2016 Board meeting minutes. Director Machuga made a motion to approve the December 20th, 2016 Board meeting minutes. Vice President Buckalew seconded. The motion carried.

Special Reports:

Northglenn Ambulance

Chief Vincel informed the Board, he and Jamey Buckalew will be meeting once a month to discuss various issues related to Northglenn Ambulance. This month they will be meeting regarding Station #3. Chief Vincel also will be reviewing the Northglenn Ambulance contracts with Attorney Ross.



District Construction Projects:

Stations 1 and 2, and Headquarters Update:

Mr. Sattler informed the Board the contractor for Station #1 submitted a building permit to the Commerce City Planning Department on November 7, 2016. Over the next six to eight weeks, the point-of-contact for Golden Triangle called the City Planning Department several times and was told each time the permit was still under review. Mr. Sattler stated that he sent a follow-up email to Commerce City planning inquiring about the status of plans. After researching the matter, it was determined that an email from the City was sent to an incorrect email address.

Mr. Sattler stated that he has asked Commerce City if the construction company could start demolition of the building. The Permitting Department informed Mr. Sattler that they would need asbestos reports indicating that the work location was asbestos free. Mr. Sattler told the Board he has submitted the reports, but that Commerce City has not informed him if the demolition work can begin. Discussion followed regarding Commerce City's permitting process.

President Koger informed the Board that he will meet with the fire commission and inform them of the situation. He would like Mr. Sattler to send him an email with all the details of the above.

Station 4 Update:

Mr. Sattler stated that the estimate for the two aluminum arms with pedestal style security gates at Station #4 is \$27,000. The gates would work like an opticom. It would tie into the access control system and would be opened with a key card. The gates would fall under DCS's general service contract, the total would be about \$40,000. An alternative would be to include this cost with the remodel of the fleet building. Chief Vincel's recommendation is to roll the cost of the gates into the cost of the maintenance facility. These additions still need to be approved through Commerce City planning.

The City is supposed to place the stripping in front of Station #4 next week.

President Koger stated the Board has not yet approved a remodel to the maintenance building. President Koger also inquired of Mr. Sattler how he came up with \$40,000 for the total for the gate. Mr. Sattler stated the pole light would cost \$8,000, the gates would be \$27,000 and the cost for DCS services is \$4,500.

Mr. Sattler informed the Board that he is working with Attorney Duke and the contractors to come up with a plan to correct the heating/air problem at Station #4.

Headquarters Building:

Mr. Sattler would like to schedule a site visit with the Board at the headquarters building. The Board decided on Friday, January 20th at 4:30p.m.



Board Action Items:

Discussion and possible action on Resolution #2017-01-01, District Investment Policy.

Attorney Ross informed the Board this was tabled last month to allow him time to make Board-requested changes to the policy.

President Koger asked for a motion to accept Resolution #2017-01-01. Treasurer Fairfield made a motion to adopt the Resolution. Vice President Buckalew seconded. The motion carried.

Treasurer's Report:

The Treasurer's Report is included with the Board packets.

Diane Roemer informed the Board that the CD with Colorado Business Bank was closed. A check was sent to the District and deposited into the Key Bank account in the amount of \$252,029.

Chief Vincel informed the Board the 2016 budget will roll over \$1.4 million to 2017.

Chief Vincel stated there were several bills that were not paid until late December.

Operations Chief Monzingo will work on paying the large dollar amount bills that are budgeted for earlier in the year.

Chief Bierwiler informed the Board that the total operating expenses in the budget through December 31st, 2016 comes out to \$6.9 million. It was anticipated that \$8.9 million dollars would be spent, carrying over approximately \$1.4 million into 2017.

Bills for December 2016

Treasurer Fairfield asked for a motion to pay the bills totaling \$1,787,336.16. This total includes bills paid on December 17th totaling \$49,493.77 which were under \$5,000 and signed by Chief Vincel; and bills signed by the Board, over \$5,000, totaling \$1,737,842.89.

President Koger made a motion to pay the bills. Secretary Machuga seconded. Motion was carried.

Financial Report:

Included in Board packet.

Board of Directors Report:

No report

Legal Comments:



Attorney Ross informed the Board that Attorney Duke is in a trial for three days. She will attend the Board meeting next month.

The attorneys' report is included in the Board packet. Attorney Ross reviewed the attorneys' report with the Board.

Attorney Ross informed the Board that Attorney Duke is assisting a former employee with trial preparation on a matter indirectly related to the District. Attorneys Duke and Ross are making sure the District does not have to testify.

Attorney Duke is working on the Verizon deal.

Attorney Ross prepared an S.O.G. on second-hand marijuana smoke, in case someone tests positive for marijuana. Staff is incorporating the S.O.G into the policy manual.

Attorney Ross informed the Board that the Colorado Legislature is back in session. One of the bills before the Legislature addresses a cancer trust for firefighters who develop cancer as a result of their work environment. This bill creates a separate trust for cancer claims, instead of making those claims part of workers' compensation claims.

Attorney Ross addressed the Gallagher Amendment to the State Contusion ("Gallaher"). Attorney Ross explained that under the Gallagher amendment, statewide residential assessed values can make up no more than 45% of the State's total assessed values. Additionally, the assessment rate on commercial property values is fixed at 29%. Accordingly, when residential property values increase more rapidly than commercial property values, as has occurred along the Colorado front range, residential assessment rates must be lowered in order to achieve the required assessment ratios. The Division of Local Government released its Preliminary Findings on the Residential Assessment Rate Study for 2017-2018 which recommends that the State legislature lower the assessment rate on residential real property from 7.96% to 6.56% beginning in the 2017 assessment year. Attorney Ross stated the Colorado State Fire Chiefs are quite concerned about the impact of Gallagher on fire districts. He stated that he will keep the Board apprised of the situation.

Chief Report:

Chief Vincel informed the Board that three people will be interviewed for the Fire Inspector position on Wednesday, and on Thursday three people will be interviewed for the Fire Inspector Supervisor position.

Chief Vincel stated he intends to meet with John Sattler on Wednesday at 3:30 p.m. and every other Wednesday to review the District's construction projects.

Chief Vincel inquired if the Board would like the fuel and mileage report in the Board packet and stated that the maintenance division keeps records of the mileage etc. for all apparatus.



The Board agreed to have the maintenance division keep track of that information.

Chief Vincel informed the Board he will be getting the word out to the community regarding the District's improved ISO rating. The ISO rating scale is from 10-lowest to 1-highest. The District went from a five to a two. He stated the first task is to put the information on the District's website, then Staff will send mailers out to the public and post on social networks. The ISO information also will be published in the Commerce City Connect newspaper.

Chief Vincel informed the Board that Emma will be updating the District's website weekly.

The auditors were in last week to start the 2016 audit. The initial meeting went well. They will be back the end of February for the audit field work.

Chief Vincel informed the Board that there have been various meetings with CAD and RMS and the ADCOM Chiefs. He stated that there will be a cost associated with toning the stations. Instead of toning "fire 200" as a general tone, the new tone would be toned, for example, as "fire 200 -Station #2" Chief Vincel talked to the president of ADCOM, they will most likely cover the cost, but they are also going to ask the E-911 Authority Board for funding, the cost would be around \$70,000 to set up the tones to each station.

The 360 evaluations have been completed by Vanita Belen. Ms. Belen informed Chief Vincel the evaluations went very well. Ms. Rossback will be doing the evaluations in the future.

Chief Vincel informed the Board that the new apparatus are on schedule at the Pierce factory. Chief Vincel inquired if the Board would like the awards ceremony and the Department's 75th anniversary combined this year or have separate ceremonies. The Board agreed to have them separate. There was discussion regarding where and when to have the 75th anniversary party.

ADCOM:

No Report

Deputy Chief Dave Bierwiler:

Chief Bierwiler informed the Board he has no report.

Deputy Chief Bob Monzingo:

No report

Volunteer Fire Department:

Battalion Chief Ross informed the Board that all of the District's volunteers received a year of creditable service in 2016 for the purposes of the volunteer pension fund.



Executive Session:

Director Machuga made a Motion to go into executive session pursuant to C.R.S.24-6-402(4) (e) to determine positions relative to boundary realignment negotiations with Sable-Altura Fire Protection District. The Board entered executive session at 7:30 p.m.

Attorney Ross stated for the record that the executive session constituted privileged attorney-client communications and would not be recorded.

The Board came out of executive session at 7:45 p.m.

Adjournment:

As there was no further business, Chairman Koger adjourned the Board meeting at 7:45 p.m.

SUMMARY OF ACTIONS TAKEN BY THE BOARD

RESOLVED: To approve the minutes of the December 20th, 2016 meeting.

RESOLVED: To approve the Treasurer's report for December 2016.

RESOLVED: To pay the bills for December 2016, totaling \$1,787,336.16

RESOLVED: To approve Resolution #2017-01-01, the District's Investment Policy



X

Ken Koger
Board President 1/17/2017

X

Craig Machuga
Board Secretary 1/17/2017

I hereby attest that the Executive Session was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. § 24-6-402(4)(e).

Ken Koger, President/Chairman