



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

May 16, 2017

A meeting of the Board of Directors of the South Adams County Fire Protection District was held 6050 Syracuse St, Commerce City. Chairman Ken Koger called the meeting to order at 6:15 p.m.

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

Also present were: Deputy Chief Dave Bierwiler; Deputy Chief Monzingo; Training Chief Lee Whitner; Fire Marshal Randall Wiegum, Dino Ross and Kelley Duke, Attorneys for the District; and Diane Roemer, District Administrative Assistant.

**Guests:** Jamey Buckalew with Northglenn Ambulance; Battalion Chief Derek Ross, Kevin Phillips, Maria Koger, Bob Kreutzer, Emma Connors and Attorney Ron Fano with Spencer Fane.

**Public Comment:**

No comments.

**Minutes:**

Treasurer Fairfield made a motion to approve the April 18th, 2017 minutes, Director Buckalew seconded. The motion carried.

**Executive Session:**

Director Buckalew made a motion to go into an executive session pursuant to C.R.S. § 24-6-402(4)(b), conference with an attorney to receive legal advice on matters involving boundary realignment issues. Treasurer Fairfield seconded. The motion carried. Special counsel Ron Fano joined the executive session. Attorneys Ross and Duke did not participate in the executive session.

The regular Board meeting was reconvened at 6:45 p.m.

Chairman Koger asked for a motion to approve the Agreement Exclusion and Inclusion of Real Property, Director Buckalew made the motion. Treasurer Fairfield seconded. The motion carried. All five Board members voted yes on the motion.



## **Special Reports:**

### **Northglenn Ambulance**

Jamey Buckalew congratulated the Board on the new building. She informed the Board that Roger Japp is in Germany this week. He intends to attend next month's Board meeting.

Chief Vincel informed the Board that Bob Kreutzer is attending the meeting to update the Board on the District's construction projects.

Kevin Phillips is attending the Board meeting to address tech support. He has done an outstanding job regarding IT at the headquarters building. The server in the basement was damaged during a hail storm last week, due to a leak on the roof. Mr. Phillips was able to repair the leak in a conduit that was installed by Comcast. Comcast has been informed that due to an error on their part, they will be responsible for the damage to the server and may have to replace the server.

### **District Construction Projects:**

Bob Kreutzer informed the Board:

Station #1: The station had a sewer problem, Mr. Kreutzer called a company to check out the sewer lines but they were unable to identify any problems that may have caused the problem. There have not been any issues since the initial backup. Mr. Kreutzer will monitor the situation.

Station #2: The framing, plumbing and some drywall has been installed. They are working on the sewer and water lines. All drywall should be completed in the next two weeks.

Station #3: Due to last week's hail storm, they had to replace eleven window screens.

Station #4: The storm last Monday caused the officers' office to leak. It was discovered that the caulking had cracked and caused the leak. The caulking was replaced and hopefully it will not leak again. The work was done under the warranty of the station. There will be a walk-through of the station in June to determine if there are any other problems that should be covered under the warranty, which expires the end of June.

Stations #5, 6, and 7 have no issues.

Station #8: The heat pump has been repaired. The repair should last for the next eight years.



Bob will be checking on all station roofs for any hail damage.

Headquarters: This building is pretty much complete. The heat pump in the atrium is loud when running. The contractor will be working on a noise solution.

**Board Action Items:**

No items

**Treasurer's Report:**

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

Chief Vincel informed the Board that the 2017 Budget is on track. He stated that he and Chief Bierwiler had a meeting with the accountants this week to review this year's budget and get started on next year's budget. They also discussed how the changes to the residential assessment rate, as required by the Gallagher Amendment, will affect the District.

Adams County at large has the highest overall assessed valuation in Colorado. This will likely mean a 7% – 10% increase in revenue next year for the District.

Director Harpin inquired what Chief Vincel's definition of the sustainability is based on.

Chief Vincel informed Director Harpin that he was waiting to see what the new residential assessment rate is as changed due to the Gallagher Amendment. There was a 38% increase in the overall assessed valuations in Adams County.

Chief Vincel discussed impact fees and realigning the budget for the additional revenue for next year with the accountants.

**Bills for April 2017**

Treasurer Fairfield asked for a motion to pay the bills totaling \$498,042.65. This total includes bills paid on April 26th totaling \$17,026.92; bills paid on May 16<sup>th</sup> totaling \$25,961.24 and bills paid over \$5,000 which were signed by the Board totaling \$455,054.49

Secretary Machuga made a motion to pay the bills. Director Harpin seconded. The motion carried.

**Financial Report:**

The Financial report is included in Board packet.



**Board of Directors Report:**

Director Harpin would like the Board of Directors Report be moved to the end of the agenda, below the Volunteer Department report.

The Board agreed to change the agenda.

Directors Fairfield, Buckalew and Chairman Koger were all pleased with the new Boardroom and the Headquarters building.

**Legal Comments:**

Attorney Duke informed the Board that Chief Vincel, herself, Chief Bierwiler and Mollie Fitzpatrick with BBC Consulting will present the impact fee program to the Commerce City Council on Monday, May 22<sup>nd</sup>.

Attorney Ross informed the Board the 2017 legislative session ended on May 10, 2017.

There were twelve bills that his firm has been monitoring, which have been and signed by the Governor. Eleven more bills are awaiting the Governor's signature or veto.

There were twenty-six bills that died in legislation, including the requirements for sprinklers and the changes to regulations for underground storage tanks.

The Governor has 30 days to sign all of the bills presented to him by the end of the Session, May 10.

**Chief Report:**

Chief Vincel would like to thank the crews and everyone that represented the District at Brett Anderson's funeral last month.

Chief Vincel would like to thank Chief Monzingo for his work on the new engines. They have been delivered and should be in service the middle of June.

The temporary full-time employees have started and the program is doing very well.

On Monday, May 22, Chief Vincel, Attorney Duke, Chief Bierwiler and Mollie Fitzpatrick will have a PowerPoint presentation for the Commerce City Council study session regarding the implementation of impact fees for the District.

Chief Vincel met with representatives from Adams County Fire Protection District regarding a possible joint IT department between the two districts.



Chief Vincel met with the ADCOM finance committee today. The 2018 fees may go up about \$8,000 next year.

The auditors will have a draft of the 2016 Audit prepared for the Board and will present it at next month's Board meeting.

Chairman Buckalew inquired about the move-in date for the administration.

Chief Vincel informed him it will be May 25<sup>th</sup> and 26<sup>th</sup>. The grand opening ceremony will be on Saturday July 8<sup>th</sup>, from 9:00a.m. to 12:00p.m. There will be a ceremony in front of the building with bagpipes and a tour of the building. Staff will be sending out invitations.

**Training Chief Lee Whitner:**

Training Chief Whitner informed the Board she will be using the exposure tracker with Target Solutions to track high exposure calls, vehicle fires, structure fires and hazmat calls.

The first safety committee meeting was held last week; it went very well.

**Deputy Chief Bob Monzingo:**

Chief Monzingo informed the Board the other new engines that were ordered should be delivered the first week in December.

The assessment center for the lieutenants will be next week.

The CAD & RMA issues with ADCOM have mostly been resolved.

**Deputy Chief Dave Bierwiler:**

No report

**Fire Prevention Report:**

The monthly report is included in the Board packet.

**Volunteer Fire Department:**

Battalion Chief Derek Ross informed the Board there is an Association meeting tomorrow at Station #1 at 6:00p.m. The Board is welcome to attend.

**Executive Session:**

Director Fairfield made a motion to go into executive session pursuant to C.R.S.24-6-402(4)(b) to receive advice from legal counsel regarding matters subject to contract negotiation and personnel matters. Director Buckalew seconded. The motion carried.



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

The Board went into executive session at 7:30p.m.

Chairman Koger asked for a motion to come out of executive session at 9:00 p.m. Director Fairfield made the motion. Director Machuga seconded. The motion carried.

Chairman Koger asked for a motion to approve the Verizon contract. Treasurer Fairfield made a motion to approve the Verizon contract. Secretary Machuga seconded. The motion carried.

Chairman Koger asked for a motion to approve the Purchase and Sale Agreement for Tract A from Mid-Rail Real Estate, LLC; Secretary Fairfield made a motion to approve the Mid-Rail Real Estate, LLC purchase and sale agreement Director Harpin seconded. The motion carried.

Chairman Koger made a motion to approve the new IT position. Secretary Machuga seconded. The motion carried.

**Adjournment:**

As there was no further business, Chairman Koger adjourned the Board meeting at 9:08 p.m.

**SUMMARY OF ACTIONS TAKEN BY THE BOARD**

**RESOLVED:** To approve the minutes of the April 18th, 2017 meeting.

**RESOLVED:** To approve the Treasurer's report for April 2017.

**RESOLVED:** To pay the bills for April 2017, totaling \$455,054.49.

**RESOLVED:** To approve the Purchase and Sale Agreement for Tract A from Mid Rail Real Estate, LLC

**RESOLVED:** To approve the Verizon contract.

**RESOLVED:** To approve an IT position.

**RESOLVED:** To approve the IGA with Sable-Altura Fire Department.



X

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Ken Koger  
Board President 5/16/2017

X

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Craig Machuga  
Board Secretary 5/16/2017

I hereby attest that the information communicated during the second Executive Session, which was not recorded, constituted privileged attorney-client communications.

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Kelley B. Duke , Esq.



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

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Ken Koger, President/Chairman