



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

June 20, 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, Vice President Randy Buckalew and Director Robert Harpin. Treasurer Alex Fairfield made a motion to excuse Mr. Machuga, Vice President Buckalew seconded. Secretary Craig Machuga was excused. The motion was carried.

Also present were: Deputy Chief Dave Bierwiler; Deputy Chief Monzingo; Fire Marshal Randall Wiegum, Kelley Duke, Attorney for the District; and Diane Roemer, District Administrative Assistant.

Guests: Jamey Buckalew and Roger Japp with Northglenn Ambulance; Jim Pauley and Bob Feis with Feis and Company; Rick Gonzales with Marchetti & Weaver; Kevin Phillips, Maria Koger, Emma Connors, Kelsey Koger and Robert Hutchings.

Public Comment:

No comments.

Minutes:

Director Harpin made a motion to approve the May 16th, 2017 minutes; Director Fairfield seconded. The motion carried.

Special Reports:

Draft of the 2016 Audit:

Mr. Bob Feis with Feis and Company thanked the District for allowing his firm to prepare the Audit of the District's financial statements for year ended December 31, 2016 ("Audit"). He also thanked Marchetti & Weaver for their help and stated that the audit flowed very well.

Mr. Feis explained that after approval by the Board, the audit will be sent to the State of Colorado. Mr. Feis stated for the record that there was no fraud found in the Audit; this is a clean audit opinion, with no exceptions. There were a few adjustments to be made, but nothing that would indicate an adverse report.



Mr. Feis would like to address the segregation of duties. Since the District uses an outside accounting firm, Mr. Feis feels that sending copies of invoices to Marchetti & Weaver would be helpful.

Mr. Feis reviewed a summary of the Audit with the Board, stating the District is in good financial standing. The net position of the District is \$23 million dollars, very strong going into 2017.

The Audit shows that in 2015 and 2016, 55% of the District expenditures were for salaries and benefits. The assessed valuation of the District has increased substantially in the past two years.

Director Harpin inquired about the actuarial report which states that the FPPA Volunteer Firefighter Pension Fund is funded at 74.6%. Mr. Feis stated that the actuarial report in question is from 2015; the District's Audit does not include information from the 2017 FPPA actuarial report.

The Board agreed to wait on approving the Audit until the July Board meeting, after the 2017 FPPA actuarial report is received, in order to include those figures in the Audit.

District Construction Projects:

Northglenn Ambulance:

Mr. Roger Japp informed the Board that Northglenn Ambulance has been participating in the mission lifeline program, which deals with cardiac patients. The metric system used for this program is; 1) Patients over 35yrs of age are given an EKG; 2) Patients with an elevated ST will have hospital contact at the cath lab at either Rose Medical Center or North Suburban Hospital; 3) 75% of all patients are given a 12 LED EKG within ten minutes of the ambulance arrival.

Northglenn Ambulance has received the Gold Plus designation, which is the highest designation from the American Heart Association. Only four ambulance companies in Colorado received this designation.

District Projects:

Headquarters:

Chief Vincel informed the Board that the headquarters building is coming along. There have been a couple of issues with furniture and the HVAC system that are being worked on. There has not been a final walk-through of the building. Chief Vincel wants to occupy the building for a couple of weeks prior to the final walk-through.

Chief Vincel wants to thank Bob Hutchings, Kevin Phillips, Bob Kreutzer and the Commerce City Historical Society for placing the artifacts in the Headquarters Building, as well as their input on design. They have done an excellent job. Everything will be completed by the July 8th open house.

Stat. #4:



Chief Vincel informed the Board that Bob Kreutzer has been working with the contractor to get the HVAC system repaired. Mr. Kreutzer is waiting on the parts to come in for the repairs.

Chairman Koger would like the Station #4 air conditioner problem corrected as soon as possible.

Chief Vincel informed the Board he received a check for a portion of the repairs for \$7,335.

Chief Vincel informed the Board that Station #5 has a horrible internet connection. He would like the Board's approval to upgrade the antenna from the training center to Station #5. The cost for the antenna would be \$8,200, it would greatly help with the internet connection.

The Board agreed to upgrade the antenna at Station #5 for \$8,200, which will come out of the training budget. He requested that a note is made in the budget stating that the money is for the antenna.

Board Action Items:

Attorney Duke discussed Resolution 2017-06-01 - a Resolution Adopting and Entering Into The Trust Agreement For The Colorado Firefighter Heart And Cancer Benefit Trust Through The Colorado Special District Pool.

Chairman Fairfield made a motion to pass Resolution #2017-06-01- Adopting and Entering Into The Trust Agreement For The Colorado Firefighter Heart And Cancer Benefit Trust Through The Colorado Special District Pool; Chairman Buckalew seconded. The motion passed.

Chief Vincel would like the Board to pass a motion regarding the District's new mission statement:

The South Adams County Fire Department is dedicated to protecting life, property, and the environment through prevention, emergency response and public education. We maintain a work environment that fosters diversity, promotes innovation and delivers the highest quality of service with pride and excellence.

Chief Vincel stated that the key item is adding the lie "with pride and excellence".

Chairman Koger asked for a motion to approve the new mission statement. Chairman Fairfield made a motion to accept the new mission statement; Chairman Buckalew seconded. The motion carried.

Chief Vincel also read the vision statement and reiterated the core values statement to the Board: "Pride, Integrity, innovation and Team work."

Treasurer's Report:



The Treasurer's Report is included with the Board packets. Chief Vincel introduced Rick Gonzales with Marchetti & Weaver to give the quarterly report.

Mr. Gonzales informed the Board the District is in good financial shape. There are still 2.6 million dollars in property taxes yet to collect this year. There is \$250,000 left in retainage for the headquarters building and Station #2.

There was discussion regarding the general fund balance with Director Harpin. Mr. Gonzales was directed to keep the general fund balance at 3.5 million dollars.

Treasurer Fairfield would like a new line item for the 2018 Budget for communications, which would include radios, internet, and anything else related to communications.

Mr. Gonzales informed the Board the sustainability is at 7.5% for the District. In 2018, Mr. Gonzalez feels there will be a 10% increase in the District's revenue.

Director Harpin stated that since there will be an increase in revenue next year, he would like to see the District's savings increased.

Chief Vincel and the Board agreed to leave \$1.5 million in the general fund.

Discussion followed regarding the 2018 Budget.

Bills for May 2017

Treasurer Fairfield asked for a motion to pay the bills totaling \$448,382.08. This total includes bills paid on May 24th totaling \$18,674.93; bills paid on June 6th totaling \$34,756.49 and bills paid over \$5,000 which were signed by the Board totaling \$394,950.66.

Director Harpin made a motion to pay the bills; Director Buckalew seconded. The motion carried.

Legal Comments:

Attorney Duke informed the Board that a contract has been finalized for the Mid Rail Tract A for the maintenance facility, which was signed by Chairman Koger tonight. The contract will be finalized within sixty days - by the end of August.

Attorney Duke recommends the District have a Phase 1 done on the property, the Board agreed.

Attorney Duke will also do a title search on the property for the District.

Chief Report:



Chief Vincel informed the Board he has a list of goals in the Board packet for all administrative staff.

He stated that the move into the Headquarters Building took place on May 25th. Everyone is adapting to the new building.

Kevin Keller will be starting with the District on July 1st in the IT department.

Chief Vincel informed the Board that the District participated in many charitable events this month, including a golf tournament, clay shooting and various events the firefighters attended.

Chief Vincel would like to give a big thanks to the entire department. There have been several fires and an explosion this past week, including a trash fire at the Waste Management plant. That fire required over two million gallons of water to extinguish and took over 24-hours to contain. The District also assisted Brighton Fire with a tire warehouse fire. The staff has been very busy preparing press releases to the media regarding the fires.

Chief Vincel informed the Board that staff has started working on the 2018 Budget. Requests were sent to staff for input on items that need to be addressed in the 2018 Budget.

The Sable-Altura Fire Protection District exclusion / inclusions are on-going processes. Attorney Ron Fano sent letters to all homeowners and developers that would be affected by the inclusion/ exclusion. Chief Vincel has heard back from a couple of people wanting to know more details on the inclusion. He informed the individuals in the area that the District has a closer fire station to them than Sable-Altura, and that the District has an ISO rating of 2. Director Buckalew asked how many developers were in the inclusion area. Chief Vincel stated there are eleven developers within one square mile; one is a fairly large developer of a warehouse. Director Koger feels the Chief should contact the homeowners and developers and give them any information they might need to make a decision on the proposed inclusion.

Chief Vincel informed the Board that the cable TV boxes in the three Chiefs' offices will be paid for by the Chiefs through a deduction from their payroll.

Chief Vincel informed the Board that he attended a class offered by the Special District Association that was very informative. Next year there will be a bill brought to the legislature to move the Board elections from even years to odd years. Since general elections are in even years, the focus is removed from special district elections if they are also held in even years.

ADCOM:

ADCOM has received its preliminary assessed valuation. The initial numbers indicate that calls will be approximately 60% of calls will be for police and 30% will be for fire calls.



Deputy Chief Dave Bierwiler:

Deputy Chief Bierwiler stated that he is working on the 2018 Budget and will run projections through 2023 for sustainability of the District's budget. There is a legitimate need for capital expenses through 2023.

Chief Bierwiler informed the Board that due to the great financial shape of the District, it is difficult to get grants. He stated his opinion that grants will give priority to districts in Counties that have been most impacted by the reduction to the residential property assessment rate cause by the Gallagher Amendment.

Deputy Chief Bob Monzingo:

Chief Monzingo informed the Board that the past couple of weeks have been very busy for Operations. He would like to thank the crews for all their hard work.

Director Koger stated all the training has really paid off for the firefighters.

Chief Monzingo informed the Board that the contract firefighters have really paid off for the District, having extra personnel on hand to address absences due to vacations, and helping reduce overtime. Chief Monzingo will include the contract firefighters in the 2018 Budget.

Chief Monzingo would like to thank the mechanics for all their help with the Waste Management fire. The mechanics stayed through the night to fuel the trucks.

The lieutenant assessment center was completed a couple of weeks ago. The new lieutenants are: Alden Foote, Mike Gawel, Augdon Greening, DeWayne Keeton, Joe Marsala and Nate Romero.

Station 2 should be completed the first week of August and staffed shortly thereafter. If the Board would like a tour of Station #2, they can contact Tony at the construction trailer on the north side of the building.

Chief Monzingo informed the Board that the mechanics have a new program called Dossier. The program tracks fuel, vehicle maintenance on all apparatus, work orders needing to be completed and date completed.

Director Fairfield would like to thank the crews for their work on the trash fire. He mentioned to Battalion Chief Ross and Battalion Chief Noel to keep track of all fire personnel on the scene, due to the nature of the call with the burning trash and chemicals.

Fire Prevention Report:

The monthly report is included in the Board packet.



Fire Marshal Wiegum informed the Board that the inspectors have been extremely busy the past couple of weeks with investigations and 128 plan reviews in May.

Fire Marshal Wiegum had his inspectors deliver carbon monoxide alarms and smoke detectors to the Weiman neighborhood residents where the gas explosion occurred.

Fire Marshal Wiegum stated that he is very proud of his inspectors; they have been on several investigations in the past couple of weeks.

The District Attorney is filing first degree arson and first degree murder charges related to the structure fire where a woman was pulled from the basement of the home.

The investigators have been called to two gas explosions; one was the Weiman Court residence and the other was a tanker truck that was being welded when it exploded. Investigation concluded that the welder was not using enough precaution; luckily there were no injuries.

Volunteer Fire Department:

Chief Vincel informed the Board that the incentive program for the volunteers is going to be changed. The reporting will be reviewed by Chief Monzingo and Battalion Chief Ross prior to the volunteers receiving their stipend each quarter which is then directly deposited into the volunteers' bank accounts.

Chief Monzingo will likely have a lateral academy the first quarter of next year.

Board of Directors Report:

Director Harpin thanked the Chief for the goals and objectives list, he would like it to include education. Chief Vincel informed Director Harpin that Chief Monzingo updates the training requirements regularly.

Director Harpin would like to see the District working on the volunteer pension at the next legislative session. Attorney Duke informed him she has a list of lobbyists the District can contact to work with. Director Harpin would like to work with the lobbyist for the 2018 legislation session.

Executive Session:

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

Attorney Duke 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 8:30 p.m.

Chairman Koger asked for a motion to come out of executive session at 8:45 p.m. Director Fairfield made the motion. Director Machuga seconded. The motion carried.

Adjournment:

As there was no further business, Chairman Koger adjourned the Board meeting at 8:45 p.m.

SUMMARY OF ACTIONS TAKEN BY THE BOARD

RESOLVED: To approve the minutes of the May 16th, 2017 meeting.

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

RESOLVED: To pay the bills for May 2017, totaling \$448,382.08

RESOLVED: To approve Resolution #2017-06-01, entering into the Trust Agreement for the Colorado Firefighter Heart and Cancer Benefits Trust.

RESOLVED: To approve the department's new mission statement



X

Ken Koger
Board President 6/20/2017

X

Randy Buckalew
Board Vice President 6/20/2017

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

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) and (e).

Ken Koger, President/Chairman