



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

July 18, 2017

A meeting of the Board of Directors of the South Adams County Fire Protection District was held at 6050 Syracuse St, Commerce City. Chairman Ken Koger called the meeting to order at 6:25 p.m.

The following Directors were present by roll call: President/Chairman Ken Koger, Vice President Randy Buckalew, Secretary Craig Machuga, and Director Robert Harpin were present. Treasurer Alex Fairfield was absent. Vice President Randy Buckalew made a motion to excuse Alex Fairfield's absence. Secretary Machuga seconded the motion. The motion carried.

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

Guests: Jamey Buckalew and Roger Japp with Northglenn Ambulance; Emma Connors; Training Chief Lee Whitner; Sam Gillan

Public Comment:

No comments.

Minutes:

Attorney Duke would like the Board's approval to amend the June 20, 2017 Board meeting minutes as follows:

The minutes currently state, on page C-4, the third paragraph down, that Mr. Gonzales was directed to "keep the general fund balance at \$3.5 million dollars". Attorney Duke recommends amending this to read that Mr. Gonzales was directed to "keep \$1.5 million dollars in the general fund".

On page C-4, two paragraphs down from the above-quoted portion, Attorney Duke recommends that it read "Mr. Gonzales informed the Board the original projection is a 7.5% tax revenue increase for the District". Attorney Duke further recommends that the second sentence should read, "in 2018 Mr. Gonzales feels that there would be as much as a 10% increase in the District's property tax revenues".

Director Buckalew made a motion to approve the amended June 20th, 2017 minutes. Secretary Machuga seconded the motion. The motion carried.

District Projects:



Headquarters:

Chief Vincel informed the Board that he has reviewed the expenditures for the Headquarters building, and is projecting the project to be finished under budget. There was a note made by DCS to adjust the headquarters budget to account for the FF &E, which they will send to the accountants by the end of the year. The budget for Station #4 was at \$4.1 million. The final cost for the completed project is approximately \$3.7 million dollars.

The remaining money budgeted for the Station #4 construction project will be designated for furniture purchases for the Headquarters building. The money is still in the Capital Fund. It is not categorized for the Furniture, Fixtures and Equipment (FF&E) for Headquarters. The accountants informed Chief Vincel that the budget may have to be amended to show the money coming out of the Capital Fund for the purchase of FF&E.

Chief Vincel reported that has a meeting scheduled next Thursday with a new consulting firm, Fitz Martin Consulting.

Chief Vincel would like to thank the entire staff for their hard work on the Headquarters grand opening. The air conditioner is being worked on at the Headquarters building, and Chief Vincel anticipates that the final walk through will occur soon.

Station #2

Chief Vincel informed the Board that the Station #2 renovation project is almost complete. Bob Kreutzer informed Chief Vincel the crews should be moving into Station #2 by August 17th.

Chief Monzingo stated that the contractor will start on the punch list next Thursday. An open house and dedication of the two new engines will take place during the first part of September.

Station #4:

Chairman Koger inquired about the air conditioner issue at Station #4. Chief Vincel informed him they are still waiting on parts to complete the repairs.

Attorney Duke informed the Board that this is the first she has heard about the problem with the parts being ordered. She placed a call to Brad Bonnett with Allred, but has not heard back from him.

Northglenn Ambulance:

Jamey Buckalew informed the Board that she met with Chief Vincel earlier this month to discuss the idea of Northglenn Ambulance leasing a portion of Station #3, which would allow Northglenn Ambulance to house a pre-determined number of ambulances in the District's facility.



Chief Vincel added that he and Northglenn Ambulance are in the process of negotiating a new contract with the District. Chief Vincel will have a draft sent to the attorneys and then to the Board for their review.

Director Harpin raised a concern about the Northglenn Ambulance contract being discussed with Directors Buckalew and Fairfield, due to their existing conflicts of interest. Attorney Duke stated that best practices would be for the two Board members with a conflict of interest to recuse themselves from discussions regarding the Northglenn Ambulance contract negotiations and any vote on the final contract.

Chief Vincel stated that the document he provides the Board for review will be a draft, not the final contract.

Director Harpin stated his opinion that the discussion should be held in an executive session.

Attorney Duke stated that at this time, the discussions are general enough that they do not warrant an executive session.

Roger Japp informed the Board that Northglenn Ambulance has been awarded a grant, offered through the State of Colorado, to upgrade all the cardiac monitors on their ambulances.

Board Action Items:

Approval of the 2016 Audit.

Attorney Duke informed the Board the Audit of the District's Financial Statement for Year Ended December 31, 2016 (2016 Audit) is due to the State by the 31st of July. The Board was hoping to have the 2017 FPPA Actuarial Valuation of the District's Volunteer Firefighter Pension Fund (2017 Actuarial Valuation) by now, but since it is delayed, the Board may consider whether to approve the 2016 Audit. Attorney Duke reminded the Board that the 2016 Audit is not a financial statement; it is showing that the District is in good financial shape and there are not irregularities with the District's finances.

Attorney Duke informed the Board that an actuarial valuation of the District's Volunteer Firefighter Pension Fund has to be included in the 2016 Audit, but informed the Board that it is not unusual to use the most recently prepared actuarial valuation for the audit, since it is the only available information.

Director Harpin inquired about filing an extension with the State for the 2016 Audit. Attorney Duke stated that she did not think filing an extension was necessary but that it was a Board decision. If the State rejected the extension, the District may be penalized. Chief Vincel stated that the auditors do not feel filing an extension is necessary.



Director Harpin made a motion to seek a 60-day extension from the State to file the 2016 Audit, there was not a second on the motion. The motion failed.

Director Machuga made a motion to approve the 2016 Audit, Director Buckalew seconded. The motion passed. The vote was 3-1 to approve the motion.

Treasurer's Report:

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

Bills for June 2017

Director Machuga asked for a motion to pay the bills for June totaling \$918,883.42. Director Buckalew made a motion to pay the June 2017 bills. Director Harpin seconded. The motion passed.

Legal Comments:

Attorney Duke informed the Board that the Phase I Environmental Site Assessment is being completed for the Mid Rail property, and that a report will be generated upon completion of the assessment.

Attorney Duke does not have any updates to the impact fees discussion. She has remained in contact with Robert Sheesley from Commerce City. Attorney Duke will update the Board know when she has more information.

Attorney Duke was asked at the last meeting about a service plan for the District. She informed the Board that Title 32 Special Districts formed before 1986 were not required to have a service plan. Due to a change in the law, those special districts without service plans may instead prepare and filed with the State a Statement of Purposes. Attorney Duke informed the Board that the District is not required to prepare a service plan, and that a Statement of Purposes is sufficient under the Colorado Revised Statutes.

Attorney Duke sent a letter to Comcast regarding the damage to the server at the Headquarters building. Representatives from Comcast's insurance company have considered the situation, and the District will be issued an insurance check for the entire demand.

Attorney Duke informed the Board she will not be at the October and November Board meetings, since she will be on maternity leave, but she hopes to be back at the December Board meeting. She will be in trial during the August meeting and will likely be unable to attend. Attorney Dino Ross will attend the meetings in her place.

Director Koger inquired about the cell tower on Station #7. Attorney Duke informed him the Agreement has been fully negotiated. Verizon is doing the sketch drawings on the construction issues.



Director Harpin inquired if the Board can authorize additional funds to the TABOR account, above the minimum amount required. Chief Vincel agreed to provide additional information at the next Board meeting regarding this inquiry. Attorney Duke reminded the Board to check with the accountants prior to adding funds to any accounts.

Chief Report:

Chief Vincel informed the Board that a SWOT analysis was done with the employees. The HR Department will analyze the data and report back to him.

At the Headquarters grand opening, the Horblit family presented Chief Vincel with the first badge ever made for the District.

The IT Department is at a class this week for ImageTrend training.

Chief Vincel stated that the impact fee report was supposed to be on the Commerce City Council agenda this week. Chief Vincel attended the meeting, but the impact fee report was not on the agenda.

City Council passed a Resolution requesting certain city-owned property be excluded from the Sable-Altura Fire Protection District (Sable-Altura), and included into South Adams County Fire Protection District. Chief Vincel would like to commend Chief Monzingo on tracking down the major property owner of the area and having him sign the petition which was then hand-delivered to attorney Ron Fano.

Attorney Duke stated that the Petition for Exclusion from Sable-Altura must be filed with the District Court. Once the Court rules on the exclusion, a similar Petition for Inclusion into the South Adams County Fire Protection District is filed with the Court. Chief Vincel informed the Board that attorney Ron Fano has stated that not all property owners have to sign the petition.

Director Harpin inquired about the legal costs for the Sable-Altura inclusion/exclusion project. Chief Vincel informed him that the cost so far is approximately \$27,000, and stated that the majority of the legal work is completed.

Chief Vincel does not have any new information on the impact fees. Any time the issue of impact fees is on the Commerce City Council agenda, he will attend the meeting.

Chief Vincel would like to set up a date for a study session with the Board to review the 2018 budget prior to the SDA Conference in September. The Board agreed to hold a special meeting on Monday, August 21st at 6:30 p.m.

Chief Vincel informed the Board the SDA Conference and accommodations are all booked.



Chief Vincel read a letter he wrote to the Board informing them of the new CAD to CAD system and Closest Unit Dispatch system. This information will also be placed in the Commerce City Connect newspaper.

Chairman Koger asked if the District is utilizing the equipment from another fire department, and something happens to that apparatus, whether the District is liable. Chief Monzingo informed Chairman Koger that the other department's insurance would cover any damages. The Adams County Fire Protection District's engine was used by the District because the District's engine was out of service.

Attorney Duke informed the Board that Adams County Fire Protection District's insurance likely should cover any damages to vehicles owned by Adams County Fire Protection District, but that she has not reviewed these documents to confirm this understanding.

Chief Vincel informed the Board that there is \$60,000 left in the trucks & vehicle account. He would like to order a brush truck chassis this year and complete the truck with next year's budget. Chief Monzingo informed the Board that the two brush trucks the District has are fifteen years old, and one is out of service at this time. By ordering the chassis now and finishing the order next year, the truck would be ready for weed season next year. The total cost of the brush truck would be \$164,000.

The Board asked to have the information for the brush truck brought to the next Board meeting for discussion.

Director Harpin requested to see an equipment replacement plan and schedule for purchasing engines. Chief Monzingo stated that he will forward that to him.

Chairman Koger inquired when the new engines will be in service. Chief Whitner informed him that Staff is going through driver's training and learning about the new engines. They should be in service and on the streets by the end of August.

Chief Vincel informed the Board that the ladder on Truck-22 needs to be replaced. It did not pass ladder testing this year. The ladder has been placed out of service. The ladder is aluminum and due to wear and tear needs to be replaced at a cost of approximately \$80,000 to \$100,000. Chief Monzingo suggested sending the truck to the Pierce plant to have the ladder repaired. He is not sure on the timeframe to have the ladder repaired. The Board agreed to send the ladder truck back to the plant to have it repaired.

Deputy Chief Dave Bierwiler:



Chief Bierwiler informed the Board that the financial statements for last month show that 45% of the budget has been spent, though the District is half-way through the year.

Deputy Chief Bob Monzingo:

Chief Monzingo informed the Board that, over the past month, crews have responded to a couple of significant fires and a fatal traffic accident on I-270.

Training Chief Witner:

Chief Witner informed the Board that she is working on a training calendar, which will include an active shooter training with Commerce City police. Chief Witner has been cleaning out Station #5. She is on the third roll-off for the station.

Blue Card training is on-going with all crews attending.

During the second quarter there were 500-700 hours of training for the crews and volunteers.

Director Harpin inquired about any Workers' Compensation claims. Chief Witner informed him that claims were way down as compared to last year. Chief Monzingo stated the crews are doing a lot better with training and physical fitness.

Volunteer Fire Department:

There will be Firefighter II exams given in November. Battalion Chief Noel is will be conducting the hazmat training.

Board of Directors Report:

Secretary Machuga thanked the staff for the open house at the Headquarters building and indicated that the staff did a "nice job!"

Director Buckalew also thanked the staff for the open house and stated that he is sorry he could not attend. Director Buckalew is concerned with the number of stations the maintenance person is taking care of, and noted that the workload might be getting to be too much for him. Chief Vincel replied that Chief Staff stays informed about maintenance needs, and currently the maintenance person can adequately maintain the stations.

Chad Ray will start doing the yearly fit testing and maintaining the air packs.

The Board discussed snow removal for the District and the possibility of hiring a third-party to do snow removal in the winter.

Attorney Duke informed the Board that there are potential legal liability concerns the District should be aware of in the event snow removal is not done in a timely manner. Attorney Duke suggested having snow removal done professionally.



Director Buckalew informed the Board the bay door at Station #1 needs to be secured. Chief Vincel will have the association president look into securing the door. Secretary Machuga suggested having Bob Kreutzer secure the door.

Director Buckalew informed the Board that his nephew had an accident. He is home from the hospital, but is facing a long recovery.

Executive Session:

None

Adjournment:

As there was no further business, Chairman Koger adjourned the Board meeting at 8:35 p.m.

SUMMARY OF ACTIONS TAKEN BY THE BOARD

RESOLVED: To approve the amended minutes of the June 20th, 2017 meeting.

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

RESOLVED: To approve the 2016 Audit as presented.

RESOLVED: To pay the bills for June 2017, totaling \$918,883.42

X

Ken Koger
Board President 7/18/2017