



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

April 17, 2018

A meeting of the Board of Directors of the South Adams County Fire Protection District was held at 6050 Syracuse St, Commerce City. Chairman 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, Director Sam Gillan, and Secretary Craig Machuga. Vice President Buckalew was absent (excused).

President Koger asked for a motion to excuse Randy Buckalew. Secretary Machuga made a motion to excuse Randy Buckalew, Director Gillan seconded. The motion carried.

Also present were: Fire Chief Kevin Vincel; Deputy Chief Bob Monzingo; Kelley Duke, Attorney for the District; Diane Roemer, Administrative Assistant for the District; Human Resource Manager Melissa Rossback; Public Relations Director Maria Carajabal; Emma Connors, Receptionist; and Kevin Kellar IT Director.

**Guests:** Roger Japp with Northglenn Ambulance; Rick Teter, Jo Finkenbinder, Maria Koger, Ron Fano, Debra Bullock, Doug Finkenbinder, Mike Domenico and Bob Kreutzer.

**Additions or Changes to the Board Agenda:**

None

**Public Comment:**

Mr. Rick Teter stated he spent 34-years as a volunteer on this department and 13-yrs on the Board of Directors. He understands the feelings President Koger and Vice President Buckalew have leaving the Board.

Mr. Teter stated both President Koger and Vice President Buckalew served 33-yrs as volunteers and 12-years on the Board of Directors.

Mr. Teter commended this Board for taking the District from a volunteer department to a career/volunteer department.

**Minutes:**

Chairman Koger asked for a motion to approve the minutes of the March 20<sup>th</sup>, 2018 Board meeting. Treasurer Fairfield made a motion to approve the minutes; Director Gillan seconded the motion. The motion carried.

**Board Action Items:**

Inclusion of property from Sable Altura:

Chairman Koger introduced Attorney Ron Fano with Spencer Fane law firm . Mr. Fano is the District's special counsel regarding the "District-to-District" transfer of property currently within the Sable-Altura Fire Protection District ("Sable-Altura").

Mr. Fano informed the Board that at last month's meeting the Sable-Altura Board of Directors approved a Resolution for the exclusion of the property from Sable-Altura's territory, contingent on the property's inclusion into the South Adams County Fire District.

Mr. Fano inquired if there were any questions or concerns from the Board. There were no concerns from the Board.

**Public Hearing:**

Chairman Koger opened the Public Hearing for the inclusion of property currently within the Sable-Altura Fire Protection District, and being excluded by Sable-Altura contingent on the property's inclusion into the South Adams County Fire District.

Attorney Fano stated that there is a Resolution before the Board to approve the inclusion of the property into the South Adams County Fire District. He also confirmed for the record that notice has been published regarding the inclusion, and all property owners have been notified within the inclusion area. Chairman Koger stated that neither the District nor Legal Counsel have received any comments from the public regarding the inclusion.

Chairman Koger asked for any questions or comments from the public in attendance. There were no questions or comments.

Chairman Koger closed the public hearing.

**Resolution Approving the District-to-District Transfer of Property:**

Chairman Koger asked for a motion to approve the Resolution for the inclusion of property into the South Adams County Fire District.

Secretary Machuga made a motion to approve the inclusion of property into the South Adams County Fire District. Director Gillan seconded the motion and thanked everyone involved in the inclusion process. The motion carried.

Mr. Fano informed the Board he will file the Resolution with Adams County District Court.

**Resolution in Support:**

Attorney Duke introduced Resolution #2018-04-01, a Resolution in Support of Extending the Residential Assessment Rate for Four Years. Attorney Duke stated that the resolution is similar to resolutions other fire districts are passing, in an effort to get the Colorado Legislature to pass a bill that is being considered.

Chairman Koger asked for a motion to adopt Resolution #2018-04-01 in support of extending the residential assessment rate for four years.

Secretary Machuga made a motion to adopt Resolution #2018-04-01, supporting the idea of extending the residential assessment rate for four years. Director Gillan seconded the motion. The motion carried.

**Executive Session:**

Chairman Koger asked to move to an executive session.

Attorney Duke suggested moving the executive session to the end of the meeting. The Board agreed to hold the executive session after the regular Board meeting.

**Special Reports:**

Robert Kreutzer, building maintenance, informed the Board that Station #8 has been painted and the project is completed; the generator project at Station #7 should be completed in a few months; and repairs were made to Station #3. He also stated that the headquarters building had a heat compressor go out. The compressor was replaced under the building warranty.

Chief Vincel informed the Board the curb at Station #4 has been repaired for the trucks exit from the station more efficiently without hitting the curb upon exiting the station.

**Northglenn Ambulance:**

Roger Japp informed the Board the EMS training center at Station #3 should be completed by June this year.

He is planning an open house by late fall, he would like everyone to attend. He will let everyone know the exact dates in the near future.

**Treasurer's Report:**

The Treasurer's Report is included in the Board packet.

Chief Vincel informed the Board the financial report shows that the District is ahead of the budget allocation for 2018.

Chief Vincel commended Administrative Assistant Romer for preparing a revenue spreadsheet, which shows all revenue the District has received through the first quarter this year. The revenue received for the first quarter totals \$196,195, plus the impact fees of \$78,605.

Chief Vincel informed the Board the overtime expenditures will likely exceed the amount budgeted.

Chief Vincel informed the Board he has asked Chief Monzingo to look into a grant for new air packs.

**Bills for March 2018:**

Treasurer Fairfield asked the Board for approval to pay the March 2018 bills, totaling \$239,210.68 Secretary Machuga made a motion to pay the bills for March 2018. Director Gillan seconded the motion. The motion passed.

**Legal Comments:**

No report

**Fire Chief Report:**

Chief Vincel asked like Chief Monzingo and Kevin Keller to explain an upgrade for the MCU's. Kevin Keller explained to the Board the MCU is what is used in each station when a call comes in to inform the firefighters what the call is and where they will be dispatched to. These need to be upgraded to a newer version at all stations except Station #2. Chief Monzingo clarified that the system needs to be updated to be compatible with the new closest-unit dispatch system. Kevin Kellar informed the Board that the total to upgrade the MCU's is about \$30,000.

The Board agreed to purchase the upgrade for the MCU's at all stations.

Chief Vincel and Lt. Greening attended a labor conference last week, there received a lot of good information the conference for future labor management meetings.

Chief Vincel met with the North Area Chiefs last week, regarding the Gallagher issue.

The State Chiefs would like the local Chiefs to meet with the Adams County Commissioners on the Gallagher issues, to make them aware of what the affects the Gallagher amendment will have on local fire districts.

Chief Vincel met with the Vice President of Suncor refinery. They would like to participate in some training with the District.

Station #5 and the training center project is going well; the grant has been submitted to DOLA.

Chief Vincel informed the Board that his first project has been released through the CIAC. He interviewed the Fire Chief from Las Vegas regarding the mass shooting that happened there.

**PR Report:**

Public Relations Director Carajabal updated the Board on all public relation projects. She is looking into developing a District newsletter to send to the community.

Public Relations Director Carajabal is working with Kristin Marrs on all community events and will be listed on the PR calendar for everyone to see what events are coming to the city.

One big event is the Guns and Hoses event on May 12<sup>th</sup>. The “firefighters vs. police officers” soccer game will follow the Rapids game at about 9:30 p.m.

**Deputy Chief Monzingo:**

Chief Monzingo informed the Board he is working with ADCOM on priority dispatch, which will be a huge asset for the District.

The new trucks should be on the streets this week when all training is completed on them.

The ladder that was repaired is waiting on the UL testing and will be back in service following the test.

This month the maintenance shop will be pump testing the engines.

**Training Chief Whitner Report:**

Chief Whitner has completed staff training on the new trucks. The trucks will be on the street this week.

Fire Marshal Weigum and the fire prevention staff completed fire investigation training with the crews. They were shown an investigation on a vehicle fire and a kitchen fire.

Nine members attended the red card training with the Rocky Mountain Arsenal today.

Chief Whitner informed the Board that the safety committee will be contacting the Colorado Firefighter Heart Trust to bring out the University of Colorado mobile testing unit to do basic heart assessments.

The safety committee also will be purchasing first aid kits for the stations with the safety grant received through the Colorado Special District pool.

**Volunteer Fire Department:**

Chief Whitner informed the Board there are three volunteers on light duty.

The volunteers accumulated 72-hours of training in March and 650-hours of volunteering in March.

Chairman Koger inquired if all employees and the Board can take the heart assessment testing. Chief Whitner informed him that the grant is for \$1,500, and therefore all firefighters will take the heart assessment testing. Chairman Koger stated his opinion that if the firefighters need to be paid overtime to get in for the testing, it should be approved.

Chief Whitner informed the Board the crews will all have re-con kits on the rigs to use after a fire.

Discussion followed regarding the volunteers not having a second set of gear. Director Gillan informed the Board the second set is not cost efficient for the volunteers at \$5,000 for a set of gear.

**Fire Marshal Weigum Report:**

Fire Marshal Weigum informed the Board that one of the firefighters celebrated the birth of a daughter this morning.

Fire Marshal Weigum is involved in the process of Adams County Commissioners adopting the 2018 fire codes

\$21,141 has been collected for plan review fees during the first quarter.

Fire Marshal Weigum informed the Board \$145,100 has been collected in impact fees for the first quarter of this year from 209 applications.

**Board of Directors Report:**

Chairman Koger informed the Board that Denver Fire has an ISO 1, as does Adams County Fire Protection District and the City of Federal Heights Fire Department.

Chairman Koger informed the Board the engine 21 that was donated to a fire department in Texas has now been donated to another department as a front-line engine.

Mr. Rick Teter informed the Board that the Commerce City Council is preparing a proclamation for the service of Randy Buckalew and Ken Koger to the District.

The City is expected to build about 1,200 homes on the old dog track property. Construction may start at the end of this year.

**Executive Session:**

Chairman Koger made a motion to adjourn to an executive session pursuant to C.R.S.26-6-402(b), to receive advice of counsel on matters related to the Gallagher amendment.

Secretary Machuga made a motion to enter into an executive session, Director Gillan 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 came out of executive session at 7:35 p.m.

**Adjournment:**

As there was no further business, Chairman Koger adjourned the Board meeting at 7:35 p.m.

**SUMMARY OF ACTIONS TAKEN BY THE BOARD**

**RESOLVED:** To approve the minutes of the March 20th, 2018 meeting.

**RESOLVED:** To approve the Treasurer's report for March 2018.

**RESOLVED:** To pay the bills for March 2018, totaling \$239,210.68

**RESOLVED:** To adopt a Resolution for the inclusion of property

**RESOLVED:** To adopt Resolution 2018-04-01- In support of extending the residential assessment rate for four years.

**RESOLVED:** To upgrade the MSU's at all stations at a cost of \$30,000.

X

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Ken Koger  
Board President 4/17/2018

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Craig Machuqa  
Board Secretary 4/17/2018