



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

June 19, 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 Fairfield called the meeting to order at 6:15 p.m.

The following Directors were present by roll call: President/Chairman Alex Fairfield, Vice President Sam Gillan, Secretary Craig Machuga, Treasurer Ernie Anderson and Director Debra Bullock.

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

**Guests:** Jamey Buckalew, Northglenn Ambulance; Jim Pauley, Feis & Company, Rick Gonzales, Marchetti & Weaver and BC Bobby Noel.

**Public Comment:**

No Public Comments

**Minutes:**

Chairman Fairfield asked for a motion to approve the minutes of the May 15th, 2018 Board meeting. Director Machuga made a motion to approve the minutes; Director Sam Gillan seconded the motion. The motion carried.

**Re-alignment of the Board of Directors:**

Director Gillan made a motion to appoint Alex Fairfield as President of the Board of directors, Director Bullock seconded the motion. The motion carried.

Chairman Fairfield made a motion to appoint Sam Gillan as Vice President, Ernie Anderson as Treasurer,

Craig Machuga as Secretary and Debra Bullock as Director.  
Director Bullock seconded the motion. The motion carried.

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

Chief Vincel would like to add Rick Gonzales with Marchetti & Weaver to report on the District's financials.

**Special Reports:**

Chief Vincel informed the Board that the capital projects at the training center and Station #5 will be placed on hold due to the uncertainty of the District's financial situation due to the anticipated lowering of the Residential Assessment Rate in 2019 pursuant to the Gallagher Amendment.

Chief Vincel stated that a fence will be built around the property acquired last year at the vehicle maintenance building.

Discussion followed regarding what type of fence to install at the vehicle maintenance building.

Chief Vincel informed the Board that he is checking into new garage doors at Station #8 and stated that he feels better doors would help with the rodent problem at that station.

**Northglenn Ambulance:**

Jamey Buckalew informed the Board that Northglenn Ambulance has received the American Heart Association's gold standard recognition for EMS service.

The Northglenn training center at the old Station #3 should be opening August 1<sup>st</sup>. They will have an open house in August or September.

**2017 Audit:**

Jim Pauley with Feis and Company presented the Audit of the District's 2017 Financial Statements to the Board. Mr. Pauley stated that the District is in very good financial shape and that the revenues exceeded the expenditures.

As part of the audit report, Chief Vincel explained to the new Board members the difference between the Old Hire Pension Plan and the Volunteer Pension Plan.

Treasurer Anderson made a motion to formally adopt the Audit of the District's 2017 Financial Statements at the July Board meeting, pending review and approval of the District's attorney and further review by Marchetti & Weaver. Secretary Machuga seconded the motion. The motion carried.

**Board Action Items:**

Chairman Fairfield asked for a motion to approve Resolution # 2018-06-01, Directing Chief Staff to develop a feasibility study regarding the possible merger of the District with the Adams County Fire Protection District.

Treasurer made a motion to approve Resolution # 2018-06-01, Secretary Machuga seconded the motion. The motion carried.

**Treasurer's Report:**

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

Chief Vincel informed the Board that the impact fees collected by the District can be used to purchase air packs, equipment and tools and has tasked Fire Marshall Weigum to start a spreadsheet on the details. As of the end of May, the District has collected \$213,000 in impact fees.

Director Gillan would like to see the District apply for grants. Chief Vincel informed Director Gillan he has his Chief Staff applying for grants such as the SAFER grant.

Rick Gonzales with Marchetti & Weaver introduced himself to the new Board members and informed them Marchetti & Weaver do the accounting for the District, which includes payroll, monthly financials and help with budget preparation.

**Bills for May 2018:**

Treasurer Anderson asked the Board for approval to pay the May 2018 bills, totaling \$116,869.73. Secretary Machuga made a motion to pay the bills for May 2018. Director Gillan seconded the motion. The motion carried.

**Legal Report:**

Attorney Duke informed the Board she has nothing to add to her attorney's report. However, she requested an executive session to provide legal advice to the Board on various items.

**Fire Chief Report:**

Chief Vincel congratulated the new Board members and incumbent Sam Gillan.

Chief Vincel informed the Board that there are two contract firefighters that he would like to bring on full-time with benefits.

Secretary Machuga suggested hiring more contract employees.

Chief Vincel informed him he did not think at this time there would be any openings for contract employees but believed there could be such a need in the future.

Chief Monzingo informed the Board there are ten volunteers that were brought on to help with overtime and filling shifts for vacations.

The Board agreed to hire the contract firefighters as full-time firefighters with benefits.

Chief Vincel informed the Board that there was meeting held here at the District's Headquarters between other metro Fire Chiefs to discuss the potential hiring of a consultant to help with educating the public about the Gallagher Amendment and its potential impact on local government finances.

Chief Vincel stated that the group of Fire Chiefs decided to hire George K. Baum consulting company at a cost of \$7,600 per district.

Chief Vincel informed the Board that the signal at Station #4 that was damaged needs to be replaced. The District received \$9,000 from the insurance company, but the total replacement cost is \$17,000. Chief Vincel is requesting the additional \$9,000 be paid by the District with approval from the Board.

The Board agreed to replace the signal at a total cost of \$17,000.

Chief Vincel informed the Board that ADCOM is raising their assessment fees to the District next year by \$60,000 to cover the loss of income due to the City of Federal Heights no longer using ADCOM's dispatching services.

Chief Vincel informed the Board he has started working on a draft budget for 2019. Chief Vincel, Chief Staff, IT, and Diane had a meeting last week to review items for the 2019 budget.

**PR Report:**

Public Relations Maria Carbajal informed the Board of the community events that she attended in May and the upcoming up events for June and July.

The community events are listed on the District website, facebook, instagram and the District calendar.

Public Relations Maria Carbajal is looking into a newsletter to mail to the community regarding events the District is attending. She is also checking into placing articles in the Commerce City Connect newspaper.

Public Relations Maria Carbajal informed the Board that the District is up 70 calls from last year, about 9% more calls than there were last year at this time.

Vice President Gillan thanked Public Relations Officer Carbajal for the truck dedication at Station #4. It was very meaningful and a great job presenting the Heath Gumm plaque on the new truck.

**Human Resources Report:**

Human Resources Manager Melissa Rossback informed the Board that all District employees will be attending a class on appropriate workplace behavior, presented by Attorney Michelle Ferguson from Ireland Stapleton.

Human Resource Manager Rossback informed the Board that she is working on a new employee policy for administration employees. A new virtual timeclock has been installed on all administrative employees' computers. This should streamline the timecards.

The line firefighters will be using Fire Manager, a scheduling program for firefighter's that the BC's will review prior to sending in timecards.

Human Resource Manager Rossback will review all timecards and enter any vacation or sick time prior to sending them to Marchetti & Weaver's accountant to process payroll.

Human Resource Manager Rossback informed the Board that there is an employee assistance program in place that can assist employees with finding everything from a realtor to a therapist. Human Resource Manager Rossback is going to send a survey to all employees regarding benefits and reviewing the benefit package the District has.

Starting next year, employees will be given a quarterly evaluation instead of yearly evaluations.

Human Resource Manager Melissa Rossback stated that there are ten new volunteers for the District. They are currently attending a lateral academy and should be on an engine by the end of the month.

The electronic conversion of all files should be complete by the end of this month.

**Deputy Chief Monzingo:**

Chief Monzingo informed the Board that Commerce City has a new Police Commander, Dennis Flynn. He is from Las Vegas police department.

Chief Monzingo informed the Board that the new brush truck has been delivered. The manufacturer will provide training on the truck on June 27<sup>th</sup>. The new truck should be in service by July 1<sup>st</sup>.

The old brush truck will be dismantled and sold this year.

Chief Monzingo thanked everyone who attended the new truck dedication and stated that this was an amazing event.

The new battalion chief truck should be delivered by the end of July.

Chief Monzingo informed the Board that the District is on track to respond to nearly 10,000 calls this year.

Chief Monzingo informed the Board two District vehicles received hail damage.

**Training Chief Whitner Report:**

Chief Whitner informed the Board that all personnel have completed the officer driver facility hours for the year.

Three days of swift water training have been completed by eight firefighters. Previously only three firefighters were certified.

The District's honor guard participated in the Colorado Professional Honor Guard academy, they received a lot of accolades for their hard work and enthusiasm. Firefighter Nick Bendonelli won the final individual drill competition.

This is the National Firefighter Stand Down week. This year the theme is "be aware get checked" – a focus on annual medical evaluations for firefighters and EMS personnel. The safety committee is

bringing in a heart scan, providing daily emails to provide the staff with information regarding mental health, physicals and physical fitness.

Post-fire decontamination is the main subject this week. There is an SOG that has been written and the kits will be out this week.

Next month's training will include training on the new PPE's.

**Volunteer Fire Department:**

Chief Whitner informed the Board there were 605 hours put in by the volunteers and 153 training hours.

Currently there are fifteen active volunteers.

**Fire Marshal Weigum Report:**

Fire Marshal Weigum informed the Board that all fireworks are illegal in Commerce City. The fines have been increased to \$500 for the first offense and \$750 for a second offense.

This Saturday at 9:00 p.m., there will be public fireworks display at Reunion Recreation Center, 104<sup>th</sup> and Tower Road, after the red and blue festival.

On July 4<sup>th</sup>, Commerce City will host their 4<sup>th</sup> fest activities, which will include a firework display. The show will be after the Rapids game at the stadium at 9:30p.m.

Fire Marshall Weigum informed the Board that Kristin Marrs is working on developing set programs for public education.

Fire Marshall Weigum informed the Board that Investigators Jon Lodge and Ryan Doherty are working on a drone program for the District and will have more information for the Board at the next meeting. Investigators Lodge and Doherty and Lt.Gawel are certified drone pilots.

Receptionist Emma Connors has developed reports for Fire Prevention which helps them out tremendously.

Fire Marshal Weigum is working on new boundary maps for the District.

Fire Marshal Weigum is also working on developing electronic plan reviews; he hopes to have all plan reviews electronic by next year.

Fire Marshall Weigum informed the Board he has the Fire Prevention Staff researching and applying for appropriate grants.

Chairman Fairfield inquired about the smoke trailer. Fire Marshall Weigum has Fire Prevention working on cleaning up the smoke trailer. A new smoke machine has been ordered for the trailer.

**Board of Directors Report:**

Chairman Fairfield informed the Board he attended the Commerce City URA meeting at the Commerce City Council meeting last night, the City will be starting to develop the infrastructure at the old dog track in the fall of this year. It will consist of low income housing and commercial buildings.

**Executive Session:**

Secretary Machuga made a motion to enter into an executive session per C.R.S 24-6-402(4)(b) and (e) to receive advice from counsel and to discuss positions relative to matters that may be subject to negotiations. On motion duly made and seconded, the Board voted unanimously to enter into executive session at 9:00 p.m.

Attorney Duke stated for the record that the executive session constitutes privileged attorney-client communication and would not be recorded.

**Adjournment:**

As there was no further business, Chairman Fairfield adjourned the Board meeting at 9:35 p.m.

**SUMMARY OF ACTIONS TAKEN BY THE BOARD**

**RESOLVED:** To approve the minutes of the May 15th, 2018 meeting.

**RESOLVED:** To approve the Treasurer’s report for May 2018.

**RESOLVED:** To pay the bills for May 2018, totaling \$116,869.73.

**RESOLVED:** To adopt Resolution 2018-06-01-Directing Chief Staff to develop a feasibility study regarding the possible merger of the South Adams County Fire Protection District and the Adams County Fire Protection District.

**RESOLVED:** To table the 2017 Audit until the July 2018 Board meeting for approval

**X**

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Alex Fairfield  
Board President 6/19/2018

X

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Craig Machuga  
Board Secretary 6/19/2018

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

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Kelley B. Duke, Attorney for the District

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

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Ken Kroger, President/Chairman