



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

September 18, 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; Dino Ross, Attorney for the District; Diane Roemer, Administrative Assistant for the District; Emma Connors, Receptionist; and Public Relations Director Maria Carabajal.

Guests: Jamey Buckalew, Northglenn Ambulance; Ron Fano, special counsel to the District; Lieutenant Kelsey Lowney and Lieutenant Kristina Rolf.

Public Comment:

No Public Comments

Minutes:

Chairman Fairfield asked for a motion to approve the minutes of the August 21, 2018 Board meeting. Director Machuga made a motion to approve the minutes; Director Sam Gillan seconded the motion. The motion carried.

Additions or Changes to the Board Agenda:

Chairman Fairfield stated there would be an executive session at the end of the regular Board meeting pursuant to C.R.S.24-6-402(4)(b), (e) and (f) to receive advice of legal counsel and to discuss District boundaries issues, on-going possible merger discussions with Adams County Fire District, and personnel matters.

Attorney Ross informed the Board that he would like to add to the agenda a discussion on potential signature of a 2005 Amendment to the Intergovernmental Agreement between the District, Commerce City, and the Greater Brighton Fire Protection District.

Special Reports:

Chief Vincel informed the Board that there was a scheduling issue with Commerce City regarding the installation of the concrete for the trash container at the maintenance shop. Chief Vincel stated that he told Bob Kreutzer to go ahead with the installation of the concrete even though they did not have the City's final approval, because the concrete company stated they would be charging the District a 20% cancellation fee.

Chief Vincel is still getting information on the grading, aggregate recycle and fencing behind Station #4.

The stripping in front of Station #4 will cost approximately \$9,000. That may have to be included in the capital Budget for 2019. The signal system in front of the station is expected to cost approximately \$100,000 to install. Discussion followed.

Northglenn Ambulance:

Jamey Buckalew, with Northglenn Ambulance, informed the Board that Northglenn Ambulance held training courses in hands-only CPR for 226 people at the annual spaghetti dinner.

Public Hearing on the Inclusion of Real Property:

Chairman Fairfield opened the Public Hearing on the Inclusion of Real Property.

Chairman Fairfield asked for any public comments. There were no public comments. Chairman Fairfield closed the Public Hearing.

Board Action Items:

Chairman Fairfield asked for a motion to approve the Resolution for the Inclusion of Real Property into the District. Secretary Machuga made the motion; Director Gillan seconded. The motion carried.

Attorney Fano informed the Board that the transfer of property from one fire district to another involves two distinct actions: an exclusion from one District, and an inclusion into the other. Attorney Fano stated that the property owners have petitioned the Sable-Altura Fire Protection District for exclusion.

Chairman Fairfield asked for a motion to approve the Second Amendment to the IGA with Sable-Altura. Secretary Machuga made a motion to approve the Second Amendment; Director Gillan seconded the motion. The motion carried.

The Board reviewed the proposed Board Member Manual. Director Gillan asked Attorney Ross if the Manual is a "living document" that should be regularly updated. Attorney Ross confirmed that the Board Member Manual is intended to a dynamic document that should be periodically updated to reflect changes in Board policies or changes in the law. Chairman Fairfield asked for a motion to approve the Board Member Manual. Secretary Machuga made a motion to adopt the Board Member Manual; Director Bullock 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 2018 budget is on track for the year. He also stated that the Division Chiefs have done a very good job in tracking their own budgets this year.

Bills for August 2018:

Treasurer Anderson asked the Board for approval to pay the August 2018 bills, totaling \$101,905.36. Secretary Machuga made a motion to pay the bills for August 2018. Director Gillan seconded the motion. The motion carried.

Legal Report:

Attorney Ross informed the Board that the Attorneys' Report has been submitted to the Board.

Attorney Ross addressed a law passed by the Colorado Legislature in 2018 that will change the year of special district elections from even years to odd years. To accomplish the switch, Directors elected in 2020 and 2022 will be elected for 3-year terms each, making those positions up for election in 2023 and 2025, respectively. Elections from 2023 forward will return to 4-year terms which will then fall in odd years.

Fire Chief Report:

Chief Vincel thanked everyone that attended the SDA conference.

Chief Vincel informed the Board that Colorado law specifically limits how impact fees can be spent. They must only be used for capital projects (such as purchasing vehicles, new facilities and new equipment) and cannot be used to hire new personnel or repairs of existing facilities or equipment. Discussion followed regarding the laws relating to impact fee.

Chief Vincel informed the Board that he is hoping the Commerce City Council will adopt a resolution of advocacy supporting the District's November 6, 2018 mill levy ballot issue.

The Board discussed holding a special Board meeting on Thursday, October 11th at 6:00 p.m. to discuss the 2019 Budget.

Chief Vincel informed the Board that he attended a meeting with Chief Laurienti with Adams County Fire Protection District regarding the possible merger of the two Districts.

Chief Vincel stated that he is preparing a map for the Board that will show the new District boundaries now that the boundary realignments with Sable-Altura Fire Protection District have been completed. The only missing parcel is the airport parking lot, which he is in negotiations on.

Chief Vincel is working with representatives of other jurisdictions around the State to develop a Statewide Mutual Aid Agreement. Colorado is one of the few states that does not have such an agreement.

PR Report:

Public Relations Director Carabajal informed the Board that August was a very busy month for PR events, including: 57th Annual Spaghetti Dinner, Open House at Station #8, National Night out, Vincel Golf Tournament, Open House at Station #3, and the Female First Responder event.

Public Relations Director Carabajal gave kudos to Receptionist Connors for the spaghetti dinner. She did a great job organizing the event.

There will be an open house at Station #7 on Saturday, September 22nd.

Public Relations Director Carabajal informed the Board that she is looking into the details for the District to adopt a family or several families for Christmas gifts. She wants to partner with Commerce City Police, Northglenn Ambulance and the schools in Commerce City.

Public Relations Director Carabajal received an invitation from Denver Channel 7 to attend an event with Tech Electronics to hand out smoke alarms to the residents. The event is scheduled for Saturday at King Soopers. The Derby Art event will be also on Saturday in downtown Derby.

Public Relations Director Carabajal introduced Lieutenant Lowney and Lieutenant Rolf to give a presentation on the Female First Responder day they participated in.

Lieutenant Rolf informed the Board that she and Lieutenant Lowney were contacted by Commerce City Parks & Recreation Department (Parks & Rec) in early January and asked to participate in the Female First Responder Camp for young girls aged 14 – 18. There was a lot of planning with the Parks & Rec Department throughout the year for the event. The event included female first responders from Northglenn Ambulance and the Commerce City Police Department. Lieutenant Rolf and Lieutenant Lowney decided to teach the young girls extrication. Chief Whitner secured three vehicles and equipment for the training, Personal Protective Equipment and window punch key chains were given to each girl that participated.

Lieutenant Rolf would like to thank the District for its support of the camp, Public Relations Director Carabajal and Kristen Marrs for their help with PR services, and also Elissa Woog who donated her time to take amazing photos of the event. She would also like to thank Dent Towing for delivering and removing the vehicles.

Next year they plan on doing more advertising for the event, and are considering making the camp three days to accommodate more girls.

Lieutenant Lowney informed the Board that the entire event was put on by women from the District, EMS, and the police department.

Besides the extrication demonstration, participants were able to learn about intubation, CPR and applying a tourniquet. The police department had a rock wall and participants were able to wear “drunk glasses” to learn about the impact of alcohol on vision and driving. The medivac helicopter crews explained their daily life to the participants.

The Board and Chief Vincel commended Lieutenant Rollf and Lieutenant Lowney for their excellent work on the project.

Human Resources Report:

Chief Vincel informed the Board that a new sick leave policy will be presented to the Board at the next meeting.

Deputy Chief Monzingo:

Chief Monzingo informed the Board that the crews have done some training at local oil and gas companies.

Chief Monzingo thanked the Board for allowing him to attend the Special District Association (SDA) conference.

Chief Monzingo informed the Board that the new Battalion Chief command vehicle should be in service the first of October.

Chief Monzingo informed the Board that Chief Whittner's decontamination procedures have been fully implemented.

There were seven firefighters that went through the Officer Boot Camp this year, including tonight's guests Lieutenant Lowney and Lieutenant Rollf.

Training Chief Whitner Report:

No report.

Volunteer Fire Department:

No report.

Fire Marshal Weigum Report:

No Report.

Board of Directors Report:

Director Bullock stated that she enjoyed the SDA conference. She would also like to commend Receptionist Connors on the work she did for the spaghetti dinner event.

Director Gillan commended Public Relations Director Carabajal for her public relations work and Receptionist Connors for the work she puts into the spaghetti dinner.

Secretary Machuga thanked everyone for attending the SDA conference.

Chairman Fairfield stated that the Station #3 open house was well received by the residents. Public Relations Director Carabajal did a great job with the open house.

Chairman Fairfield also thanked Receptionist Connors for her work on spaghetti dinner.

Chairman Fairfield thanked everyone for attending the SDA conference.

Chief Vincel informed the Board that he received a personal thank you from the Muscular Dystrophy Association for the donations collected by the firefighters.

2005 Amendment to IGA:

Attorney Ross informed the Board that Commerce City is asking for a fully executed copy of the 2005 Amendment to the Intergovernmental Agreement between the District, the City and the Greater Brighton Fire Protection District. The Amendment clarifies the timing for the parties transferring the area known as Fuller Estates from the District to Greater Brighton FPD. Both the City and Greater Brighton FPD signed the Amendment in 2005. Unfortunately, neither the City nor the District have been able to locate a signature for the District. The Amendment was submitted to the District's prior legal counsel, Tom Merrigan, for the District's signature, but the minutes from the District Board meetings for that period are not available. Board discussion followed.

Chairman Fairfield asked for a motion to authorize the Chairman to sign the 2005 Amendment to the IGA between the District, Commerce City and Greater Brighton Fire Protection District. Director Gillan made a motion to authorize President Fairfield to sign the 2005 Amendment to the IGA; Director Anderson seconded. The motion carried.

Executive Session:

Director Machuga made a motion to enter into an executive session per C.R.S 24-6-402(4)(b), (e) and (f) to receive advice of legal counsel and to discuss positions relative to matters that may be subject to negotiations and personnel matters. Director Gillan seconded the motion. The Board voted unanimously to enter into executive session at 8:35 p.m.

Attorney Ross left the meeting at 8:55 pm.

The Board came out of Executive Session at 9:34 p.m.

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 August 21st, 2018 meeting.

RESOLVED: To approve the Resolution including real property into the District

RESOLVED: To approve the Second Amendment to the IGA with Sable-Altura Fire Protection District.

RESOLVED: To approve the 2018 Board Member Handbook

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

RESOLVED: To pay the bills for August 2018, totaling \$101,905.36

RESOLVED: To authorize President Fairfield to sign the 2005 Amendment to the Intergovernmental Agreement between the District, Commerce City, and the Greater Brighton Fire Protection District regarding Fuller Estates.

X

Alex Fairfield
Board President 9/18/2018

X

Craig Machuga
Board Secretary 9/18/2018

I hereby certify that the portion of the Executive Session that I attended constituted privileged attorney-client communications and was not recorded.

By: _____
Dino A. Ross. Esq.

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

Alex Fairfield, President/Chairman