



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

October 16, 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 6:30 p.m.

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

Chairman Fairfield asked for a motion to excuse Vice President Gillan. Treasurer Anderson made a motion to excuse Director Gillan; Director Bullock seconded. The motion passed. Vice President Sam Gillan was excused.

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

**Guests:** Rick Lindsey, Northglenn Ambulance; Ron Fano, special counsel to the District; BC Bobby Noel, Doug Finkenbinder and Mike Domenico.

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

Chairman Fairfield made a motion to amend the agenda to move #7 to #21 on the agenda, move #21 to #7, and to hold an executive session to discuss legal matters subject to legal advice of council pursuant to C.R.S. 24-6-402-(b), Director Bullock seconded the motion. The motion passed.

**Public Comment:**

No Public Comments.

Chairman Fairfield adjourned the meeting to the foyer for a drone presentation from fire prevention officer Ryan Doherty. Afterwards, the Board went outside for a presentation of the new Battalion Chief vehicle that was placed in service this week.

Chairman Fairfield asked for a motion to amend the agenda, to move 9-B, the Northglenn Ambulance report to prior to #7, the executive session on the agenda, Director Bullock made a motion to move 9-B on the agenda prior to #7 the executive session on the agenda. Treasurer Anderson seconded the motion. The motion carried.

**Minutes:**

Chairman Fairfield asked for a motion to approve the minutes of the September 18<sup>st</sup>, 2018 Board meeting. Director Anderson made a motion to approve the minutes; Director Machuga seconded the motion. The motion carried.

**Special Reports:**

**Northglenn Ambulance:**

Rick Lindsey with Northglenn Ambulance informed the Board that the training center at Station #3 is up and running. The first class will be next week.

The EMS calls have decreased, as compared to this time last year. There have been 600 EMS calls to date. The decrease may be related to the closure of the Phoenix Center and the detox center.

Colorado guidelines stipulate an eleven-minute call response. Northglenn Ambulance's average response time is four minutes, eleven seconds for the month of September.

Northglenn Ambulance had one mutual aid call in the month of September.

Mr. Lindsey informed the Board there are two EMTs that were cleared for the critical care ambulance.

**Executive Session:**

At 7:10 P.M., Chairman Fairfield asked for a motion to adjourn to an executive session pursuant to C.R.S. 24-6-402-4(b) to receive legal advice from outside council.

Secretary Machuga made a motion to adjourn to an executive session pursuant to C.R.S 24-6-402-4(b) to receive legal advice, Director Bullock seconded the motion. The motion carried.

Attorney Duke stated for the record that the executive session is considered privileged attorney-client communications and will not be recorded. The Board entered into executive session.

At 7:20P.M., on motion duly made and passed, the Board re-convened.

**Special Reports:**

Chief Vincel informed the Board that Bob Kreutzer is working on having a fence built around the vehicle maintenance facility and the headquarters building.

Chief Weigum did an excellent job on the emergency signal at Station #4. It is back up and running.

**Board Action Items:**

Human Resources Manager Rossback explained that there is a fourth amendment to the sick leave policy, giving administrative employees 80 hours of sick leave instead of 10 days. The leave is given at the beginning of each year.

Chairman Fairfield asked for a motion to approve the change in the sick leave policy from ten days to 80 hours of sick leave. Treasurer Anderson made the motion; Director Machuga seconded. The motion passed.

Secretary Machuga stated that he would like all Board members to receive a copy of the employee handbook and the addendums to the handbook.

**Treasurer's Report:**

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

Chief Vincel informed the Board the 2018 budget is on track for the year. The Division Chiefs have done a very good at tracking their own budgets this year.

**Bills for September 2018:**

Treasurer Anderson asked the Board for approval to pay the September 2018 bills, totaling \$120,846.74. Secretary Machuga made a motion to pay the bills for September 2018. Director Bullock seconded the motion. The motion carried.

**Legal Report:**

Attorney Duke stated that the Board has the attorney's report in the Board packet. She asked if the Board had any questions. There were none.

**Fire Chief Report:**

Chief Vincel informed the Board that the Adams County ballots have been mailed to all District eligible electors.

Chief Vincel stated that he and several members of the Chief Staff and District firefighters attended the Commerce City City Council meeting last night. The City approved a Resolution of Advocacy to support the District on its ballot issue.

Chief Vincel informed the Board that the Fire Prevention Bureau has received a grant.

Chief Vincel stated that the Statewide Automatic Aide Agreement should be completed soon.

The Old Hire Pension Fund actuarial report has been sent to the Board and Attorney Duke. This will be on the agenda for the November meeting.

**PR Report:**

No report

**Human Resources Report:**

No Report

**Deputy Chief Monzingo:**

Deputy Chief Monzingo informed the Board that priority dispatching should go into effect by January of 2019.

**Training Chief Whitner Report:**

No report

**Volunteer Fire Department:**

No report

**Fire Marshal Weigum Report:**

No Report

**Board of Directors Report:**

Director Bullock attended the Station #7 open house and stated that it went very well. She would like to be aware of all PR events in the future.

Chief Vincel will have Public Relations Manager Carabajal send an update list of PR events to the Board.

Chairman Fairfield would like to thank everyone for their help with the election.

**Executive Session:**

Director Machuga made a motion to enter into an executive session to discuss aspects of the 2019 Budget related to items subject to negotiation and salaries pursuant to C.R.S 24-6-402(4)(e) and (f).

**Adjournment:**

As there was no further business, Chairman Fairfield adjourned the Board meeting at 8:05 p.m.

**SUMMARY OF ACTIONS TAKEN BY THE BOARD**

**RESOLVED:** To approve the minutes of the September 18<sup>st</sup>, 2018 meeting.

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

**RESOLVED:** To pay the bills for September 2018, totaling \$120,846.74

**RESOLVED:** To approve the fourth amendment to the administrative sick leave policy

X

---

Alex Fairfield  
Board President 10/16/2018

X

---

Craig Machuga  
Board Secretary 10/16/2018

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

---

Ronald Fano , Attorney for the District

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

---

Alex Fairfield, President/Chairman