



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

August 15, 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 Koger called the meeting to order at 7:05 p.m.

The following Directors were present by roll call: President/Chairman Ken Koger; Treasurer Alex Fairfield; Vice President Randy Buckalew; Secretary Craig Machuga; and, Director Robert Harpin.

Also present were: Fire Chief Vincel, Deputy Chief Dave Bierwiler; Deputy Chief Monzingo; Dino Ross, Attorney for the District; Fire Marshal Randall Weigum; Training Chief Lee Whitner; and, Diane Roemer, District Administrative Assistant.

**Guests:** Jamey Buckalew with Northglenn Ambulance; Emma Connors; Sam Gillan, Battalion Chief Jeff Woog; and, Garry Aranda.

**Public Comment:**

No comments.

**Minutes:**

Chairman Koger asked for a motion to approve the minutes of the July 18<sup>th</sup> Board meeting. Treasurer Fairfield made a motion to approve the minutes; Vice President Buckalew seconded the motion. The motion was carried.

**District Projects:**

Chief Vincel informed the Board he met with Diversified Consulting Solutions last week. Chief Vincel was informed that all three projects -- the headquarters building, Station #2 and Station #4 -- were completed under budget.

**Station #2**

Chief Vincel stated that the crew from Station #3 will be moving into Station #2 this Friday. If the Board has not been to see Station #2, they should go. It is an amazing station.

Chief Vincel stated that he is going to have a cleaning company clean up Station #3 prior to Northglenn Ambulance moving in.



**Station #4:**

Chief Vincel informed the Board that Station #4 was completed \$300,000 under budget. The unused funds were placed into the capitol reserve fund, to be used for purchasing furniture for the headquarters building.

Chief Vincel stated that the modifications to the air conditioning system at Station #4 will be installed next week.

**Northglenn Ambulance:**

Jamey Buckalew informed the Board that Northglenn Ambulance has ordered bike helmets, which will be given out to kids at the spaghetti dinner on September 9<sup>th</sup>.

**Board Action Items:**

Attorney Ross reviewed with the Board Resolution #2017-08-01 Authorizing the Acquisition of Real Property and the Execution of All Documents Necessary to Accomplish the Acquisition for the Mid-Rail Real Estate transaction to purchase ½ acre of property at a cost of \$54,830.95.

The closing is scheduled for Monday, August 21<sup>st</sup>.

Treasurer Fairfield made a motion to approve Resolution #2017-08-01, Authorizing the Acquisition Of Real Property And Execution Of All Documents Necessary To Accomplish The Acquisition; Secretary Machuga seconded the motion. The motion carried.

**Treasurer's Report:**

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

Chief Vincel stated that, as discussed during the Pension Board meeting, he and his staff are recommending that the Board authorize a District contribution of \$78,340 into the Volunteer Firefighter Pension Fund ("Pension Fund"). When combined with the State's contribution of \$70,506, the total contribution to the Pension Fund for 2017 would be \$148,846.00.

Attorney Ross stated that the 2017 Budget approved by the Board allocated \$267,000 for contribution to the Pension Fund in 2017. Chief staff is recommending a contribution of \$78,340 of the total possible \$267,000, with the balance of the funds being moved to the capital reserve line item in the 2017 Budget. Attorney Ross stated that the reallocation of funds between two line items in the 2017 Budget does not require a formal amendment to the 2017 budget through a public hearing process.

Director Harpin stated that he feels the Board should contribute an amount in 2017 that is equal to the total Pension Benefits that will be paid out in 2017, which is \$300,000. Treasurer Fairfield stated that he



agrees with the recommendation of Staff and the accountants, to make a total combined contribution of \$148,846.00 to the Pension Fund in 2017. Secretary Machuga stated he would like to see the Pension Fund funded at 85%. Chief Vincel informed Secretary Machuga that the FPPA has stated that the 2019 actuarial report might show that the Pension Fund is 85% funded. President Koger stated that he would like to go with Staff's recommendations, as well.

Chief Vincel stated that he also will set the Pension Fund amount of \$78,340 into the proposed 2018 Budget.

In response to a question by the Board, Attorney Ross informed the Board there is no indication that the State matching funds will decrease in the near future; however, the State Legislature could stop the State matching contributions at any time.

Treasurer Fairfield made a motion for the District to contribute \$78,340 in the Pension Fund, which when combined with the State matching contribution of \$70,506, will make a total contribution of \$148,846 into the Pension Fund for 2017. Vice-President Buckalew seconded. The motion carried. The vote was 4-1 to approve the motion, with Director Harpin voting against the motion.

Chief Vincel informed the Board there is a \$400,000 to \$600,000 cushion in the budget so far this year. The remaining budget is at 49%, seven months into the year.

#### **Bills for July 2017**

Treasurer Fairfield asked for a motion to pay the bills for July totaling \$527,648.49. Secretary Machuga made a motion to pay the July 2017 bills; Vice-President Buckalew seconded. The motion passed.

#### **Legal Comments:**

Attorney Ross noted that the Board has the written attorneys' report in their Board packet.

Attorney Ross stated there was \$75,000 budgeted for attorney fees this year; \$71,000 has been spent so far in legal fees. \$31,000 of the total amount spent was for special legal counsel to assist the Board in connection with the boundary realignment dispute with the Sable-Altura Fire Protection District. The attorneys' fees without the boundary realignment matter would be around \$41,000 to date, which is pretty much on track with the budget. Attorney Ross stated that he and Attorney Duke continuously monitor the amount of legal fees being billed to the District.

They have been discussing with Chief Vincel ways to reduce attorneys' fees in future years. One way to help reduce legal fees would be for the Board to ensure that individual Board members are not directing legal counsel to undertake legal work without at least a majority of the Board determining the legal work is necessary for the District and not just a matter of interest for a particular Board member. Chief



Vincel explained that the cost associated with the boundary realignment matter had not been anticipated when the budget for 2017 legal fees was set in the fall of 2016.

Attorney Ross informed the Board the purchase of the Mid-Rail property has a closing date of Monday, August 21<sup>st</sup>.

Attorney Ross informed the Board that he and Chief Vincel attended a study session this morning with the Adams County Board of County Commissioners (“Commissioners”) regarding the proposed Intergovernmental Agreement on impact fees. Attorney Ross stated that the study session went very well. The Commissioners were very appreciative of the proposed form Intergovernmental Agreement submitted by the various fire districts in Adams County. It was a very positive discussion. Attorney Ross stated that Chief Vincel did a very good job presenting the impact fees issue to the Commissioners.

Attorney Ross informed the Board that Comcast is paying the total amount of the damages that it caused at the headquarters building.

**Fire Chief Report:**

Chief Vincel informed the Board that the District is on the Commerce City Council agenda for Monday, September 11<sup>th</sup> regarding impact fees.

Chief Vincel stated that he has not had much communication with Commerce City regarding impact fees, but he thinks that after the City Council meeting, the City Planning Commission will review the impact fees. Then the City Council will make the final determination on impact fees.

Chief Vincel suggested the fire commission look in the matter, and get with Commerce City.

President Koger stated that he would like the attorneys to educate Commerce City on the impact fees issue. He confirmed for Chief Vincel that he will bring up the matter at the next fire commission meeting.

Chief Vincel stated that he believes that the City of Brighton is getting ready to approve an impact fees IGA with Greater Brighton Fire Protection District.

Chief Vincel informed the Board he and his staff are wrapping up the proposed 2018 Budget to present at the study session on Monday, August 21<sup>st</sup>.

Chief Vincel reminded the Board that Staff has booked registration and lodging for the annual conference of the Special District Association on September 13 – 15.



Chief Vincel spoke with attorney Ron Fano regarding the Sable-Altura FPD boundary realignment matter. Chief Vincel reported that he informed Mr. Fano the District was disappointed with the time it has taken and the cost to the District.

Mr. Fano, informed Chief Vincel the Commerce City attorney, Mr. Sheesley, had not forwarded the information to the City's planning and economic development departments. Mr. Fano had to explain to those departments the situation at a meeting he attended with Commerce City. The Board and Chief Vincel further discussed the boundary realignment matter.

Chief Vincel showed the Board a video overview of the "SWOT" analysis performed by Staff, which assesses the District's strengths, weaknesses, opportunities and threats. The strengths are growth and passion for improvement as a high priority, such as the impact fees. The weaknesses as a high priority was internal communication. Bi-weekly staff meetings are now being held to work on communication. The Opportunities are growth and external funding sources. The threats discussed included the relationship with Commerce City and potential for the election of new Board members next year in the 2018 District elections.

**Deputy Chief Monzingo Report:**

Deputy Chief Monzingo informed the Board that there are safety concerns with the ladder on TK-22.

Garry Aranda, the District mechanic, explained that the aluminum ladder on the truck is showing wear and the truck was pulled out of service for to evaluate the safety of the ladder. The truck was sent to the Pierce representative in Frederick for evaluation. Mr. Aranda received a letter today from Pierce stating the ladder was tested at .43, which Pierce stated was safe. Mr. Aranda is waiting to hear from Pierce regarding the repair cost.

Mr. Aranda is keeping a close eye on the ladder. Because the truck responds a lot over railroad tracks and dirt roads, the ladder gets bumped around a lot. Chief Monzingo stated that he is looking into either fixing or replacing the ladder on that truck, since it will be a reserve engine for the next ten years. There was discussion on whether to take the truck or the ladder out of service at this time.

Mr. Aranda informed the Board that all ladders will be tested next week. The new trucks will have steel ladders, so this will not be an issue. The ladder on TK-22 is an aluminum ladder which is a softer material. Mr. Aranda informed the Board that if he cannot get an answer from Pierce, he will work with Deputy Chief Monzingo and will take the truck out of service.

Deputy Chief Monzingo informed the Board that Director Harpin had some questions at the last Board meeting regarding the vehicle replacement plan for the District. He has submitted that to the Board.



Chief Monzingo informed the Board that the District needs a new brush truck. He has spec'ed out a brush truck through Aurora Fire, Thornton Fire and Greater Brighton Fire District. The truck he is considering is a standard style brush truck made by BMX, the same trucks the forest service uses. The cost of the truck would be \$142,036, which will come out of the 2018 budget. There is a delivery time frame of 270-days, or nine months due to the large volume of trucks that are ordered from BMX.

Secretary Machuga suggested ordering one brush truck now and another one next year, due to the amount of time it takes to receive the trucks. Chief Vincel stated he is not sure if two trucks will be needed but the District definitely needs at least one more brush truck.

Deputy Chief Monzingo informed the Board that the crew from Station #3 will be moving to Station #2 this Friday. They will move all the computers, personal belongings etc.

**Training Chief Whitner Report:**

Training Chief Whitner informed the Board that she has been cleaning out Station #5.

She has sent five firefighters to a mechanics class for training.  
Six firefighters were sent to the IAFF peer fitness and wellness class; they will be certified trainers.  
The new fit tester has been delivered. Training Officer Chad Ray will be doing the fit testing for all the firefighters.  
Eleven firefighters tested with the State for an air monitoring class.

Training Chief Whitner stated that, coming up, she has live fire training, an officer boot camp and a "train the trainer" for Blue Card training.

Chief Vincel informed the Board he has heard nothing but good things from the training division.

**Fire Marshal Weigum Report:**

Fire Marshal Weigum informed the Board that Fire Prevention has identified two arson fires in the past week.

There have been twenty plan reviews for the month of July, which is down a little.

All Fire Prevention personnel attended the vehicle arson investigation class last week at Adams County.

Inspector Ryan Doherty has completed the car seat tech class.

Fire Prevention attended several events, including Commerce City outreach, National Night Out, and the Commerce City Connect newspaper.



Fire Prevention is gearing up for Fire Prevention week in October.

**Volunteer Fire Department:**

Chief Vincel informed the Board that the annual spaghetti dinner is September 8<sup>th</sup> and the 75<sup>th</sup> anniversary event is October 28<sup>th</sup>.

Vice President Buckalew informed the Board that he has placed the bread order for the spaghetti dinner from Bimbo Bakery. There will be eight racks of bread, five feet high.

The Steve Vincel annual golf tournament was last weekend. After expenses, the tournament generated \$6,700 for the Steve Vincel fund. This year, the Steve Vincel fund was able to donate to funds for several tragic events.

Chief Vincel stated that Chief Whitner and the Battalion Chiefs are working on a new volunteer program which should be implemented in 2018.

Vice-President Buckalew stated that he was contacted by Mike Magoon's sons to see if the Association could have some type of memorial for him. Chief Vincel told Vice-President Buckalew that he should let the Association know. He would make Station #1 available to them. Director Harpin informed the Board that he attended Mike Magoon's funeral in Missouri. There was a very large turnout for the funeral.

**Deputy Chief Dave Bierwiler:**

Deputy Chief Bierwiler informed the Board there will be a lot to discuss in the study session on Monday, particularly salaries and the sustainability of the District for the next seven years.

Rick Gonzales with Marchetti & Weaver will also attend the study session.

Chief Vincel informed the Board that Chief Bierwiler has done an outstanding job on next year's budget.

Attorney Ross informed the Board that, in follow up to the concerns expressed by Director Harpin about the Pension Board President calling the special Pension Board meeting that was held earlier this evening, he has done some research on the Pension By-laws from 2011. The By-laws state that the Pension Board President may call a special meeting of the Pension Board.

**Board of Directors Report:**

Treasurer Fairfield stated there was an exceptional job done on Station #2; it looks very nice.

Vice-President Buckalew inquired about the file cabinets for the Board. Chief Vincel informed him they are on order and should be here by the next Board meeting.



**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 Resolution #2017-08-01; Authorizing the Acquisition of Real Property for the Mid-Rail Property.

**RESOLVED:** To approve the amended minutes of the July 18th, 2017 meeting.

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

**RESOLVED:** To pay the bills for June 2017, totaling \$527,648.49

**RESOLVED:** To place \$148,846 into the Volunteer Pension Fund this year.

**RESOLVED:** To approve Resolution #2017-08-01, authorizing the acquisition of real property and execution of all documents necessary to accomplish the acquisition.

X

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Ken Koger  
Board President 8/15/2017

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Randy Buckalew  
Board Vice President 8/15/2017