

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

December 19, 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 6:15 p.m.

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

Also present were: Fire Chief Kevin Vincel; Deputy Chief Bob Monzingo; Kelley Duke, Attorney for the District; Human Resource Manager Melissa Rossback; Fire Marshal Randall Weigum; and Diane Roemer, District Administrative Assistant.

**Guests:** Roger Japp and Jamey Buckalew with Northglenn Ambulance; Debra Bullock with the Commerce City Historical Society and Lt. Grant Todack.

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

Attorney Duke asked to amend the agenda by adding "Conflict of Interest letter from Ireland Stapleton regarding Greater Brighton Fire Protection District".

Secretary Machuga made a motion to approve the agenda as amended; Treasurer Fairfield seconded the motion. The motion carried.

**Public Comment:**

None

**Minutes:**

Chairman Koger asked for a motion to approve the minutes of the November 21<sup>st</sup>, 2017 Board meeting. Treasurer Fairfield made a motion to approve the minutes; Director Machuga seconded the motion. The motion carried.

**District Projects:**

Chief Vincel informed the Board all District projects are doing well.

He also informed the Board he has increased security at the headquarters building and at Station #4. The District added cameras at the headquarters building, and added window privacy film to the bedroom windows at Station #4.

The total cost for the security measures will be approximately \$10,000 to \$15,000; this is part of Chief Vincel 2018 budget of \$100,000.

Chief Vincel informed the Board the remodel of the vehicle maintenance facility and Station #5 will start the first of the year.

Chief Vincel informed the Board DCS is working with a professional grant writer who will be sending a grant request for a FEMA SAFER Grant for the training facility and the vehicle maintenance facility.

Chief Vincel informed the Board he has had discussions with Northglenn Ambulance regarding a joint vehicle maintenance program.

**Northglenn Ambulance:**

Roger Japp would like to wish everyone a Merry Christmas and Happy Holidays.

Jamey Buckalew informed the Board Northglenn Ambulance is in the process of cleaning and remodeling Station #3 which will be used as a training center for Northglenn Ambulance.

**Board Action Items:**

Chief Vincel introduced Melissa Rossback, human resource manager, to present the proposed changes to the vacation policy, specifically for the administrative staff.

There was some discussion regarding the changes. The Board decided to table any decision on the changes until the January Board meeting. Attorney Duke suggested the Board form a two-member committee to work with Ms. Rossback and Michelle Ferguson on finalizing the proposed changes.

President Koger asked for a motion to have Director Gillan and Treasurer Fairfield assist Ms. Rossback and legal counsel in preparing and finalizing a new vacation policy for the District; Vice President Buckalew made a motion, Secretary Machuga seconded the motion. The motion carried.

Attorney Duke presented the Intergovernmental Agreement on Impact Fees (IGA) and the Resolution adopting the Impact Fees. She asked the Board to ratify the IGA.

Director Koger asked for a motion to ratify the Intergovernmental Agreement for Assessment and Collection of Impact fees and to adopt Resolution #2017-12-01: Adopting Impact fees for the District. Vice President Buckalew made a motion; Treasurer Fairfield seconded the motion. The motion passed.

Attorney Duke stated there is an Intergovernmental Agreement (IGA) between South Adams County Fire District and the E-470 Authority regarding fire protection for the portion of E-470 in the District's jurisdiction. The E-470 Authority has proposed revisions to the IGA, including an annual increase to the amount paid for such services. Legal counsel has reviewed the IGA and has no concerns.

Vice President Buckalew made a motion to sign the E-470 Authority agreement with the District; Treasurer Fairfield seconded. The motion carried.

Attorney Duke stated there is a standard engagement letter from Feis & Company to perform the 2017 Audit for the District but that she had not been asked to review it

Treasurer Fairfield made a motion to have the Board sign the engagement letter for Feis & Company to perform the 2017 audit; Director Gillan seconded. The motion passed.

Attorney Duke informed the Board that School District 27J is seeking to exclude their property where the school buses are located from South Adams County Fire District and include it into Greater Brighton Fire District.

Attorney Duke reminded the Board that in 2000, South Adams County Fire District, Commerce City, and the Greater Brighton Fire District entered into an IGA, whereby any property located in Commerce City would be included into the South Adams County Fire District and any property located in the City of Brighton would be in the Greater Brighton Fire District. This property is governed by that IGA as the property is located within the City of Brighton.

Attorney Duke stated that since Ireland Stapleton represents both Districts, the Districts will need to sign a Conflict of Interest letter, stating that the firm will handle the paperwork for both Districts as a cost savings measure, but cannot represent either District should a conflict between the Districts arise on this matter.

Chairman Koger asked for a motion to sign the conflict of interest letter with Ireland Stapleton, Treasurer Fairfield made a motion; Secretary Machuga seconded. The motion passed.

**Treasurer's Report:**

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

Chief Vincel informed the Board that the District is in very good shape financially, thanks to the decisions made by the Board of Directors.

Chief Vincel discussed the District's assessed valuation and the 2018 budget with the Board.

**Bills for November 2017:**

Treasurer Fairfield asked the Board for approval to pay the bills totaling \$519,008.42 for November. Vice President Buckalew made a motion to pay the bills for November; Director Machuga seconded the motion. The motion passed.

**Legal Comments:**

Attorney Duke stated that the attorneys' report is in the Board packets.

Attorney Duke informed the Board that the District received a letter from Bison Energy Corporation offering to lease the mineral rights for property located behind Station #5.

Attorney Duke stated that she has reviewed the proposal and advised the Board against the request. This company was proposing to lease mineral rights and would have the opportunity to drill on the property for six to eight years.

The Board agreed they do not want to consider the request.

**Fire Chief Report:**

Chief Vincel informed the Board he attended the Commerce City council meeting and the Adams County Commissioners meeting regarding the impact fees.

The District now has the ability to charge for impact fees.

Chief Vincel informed the Board the worker's comp premium came in lower than expected.

Chief Vincel informed the Board the property and liability insurance along with the health insurance also came in under the 2018 projected budget.

Chief Vincel stated a company is still locating property owners in the Sable-Altura fire District for their signatures for the inclusion and exclusion into South Adams County Fire District.

Chief Vincel stated there have been a total of 8,200 fire calls so far this year. In 2016 there was a total of 7,800 fire calls the firefighters were dispatched to.

Chief Vincel informed the Board there have been two job postings sent out. One is for a life/safety educator. The second posting is for a PR strategist.

These positions will be filled in January of next year.

Chief Vincel informed the Board he will be volunteering with the FBI at the kayak, he is the first fire Chief to be granted this internship.

**Deputy Chief Monzingo Report:**

Chief Monzingo informed the Board he went to Wisconsin last week to check out the new ladder trucks. One of the ladders is scheduled to be here next week.

Chief Monzingo will be going back to Wisconsin to see the second ladder truck the first part of January.

The equipment is ready to be placed on the new ladders, they are also scheduled for radios and for training.

Training Chief Whitner has completed the 2018 training calendar.

**Training Chief Whitner Report:**

Training Chief Whitner informed the Board there are four firefighters that have applied to the National Fire Academy next year.

The crews will be riding along with Northglenn Ambulance in January to strengthen their EMS skills.

Training Chief Whitner is working on a new volunteer program that she will present to the Board.

The ballistic vests have been delivered, Lt. Ottaway and Lt. Todack are working on getting the vests ready for training.

Training Chief Whitner has completed the 2018 training calendar.

Chief Whitner is reaching out to Commerce City Police and the Adams County Sheriff department for training on the ballistic vests. They usually like to train in the summer months.

The safety committee will be working on the security for the headquarters building.

Training Chief Whitner had a walk through with DCS at Stat. #5 and gave them a wish list for the remodel.

**Fire Marshal Weigum Report:**

Fire Marshal Weigum informed the Board he was at the National Fire Academy for two weeks for hazmat classes.

Fire Marshal Weigum informed the Board he will be doing the tracking and billing of the impact fees.

Fire Marshal Weigum informed the Board the fire prevention bureau has done 60 fire investigations this year.

**Volunteer Fire Department:**

Chief Vincel informed the Board, HR, BC Ross and Chief Monzingo are working on a new volunteer program for next year. He wants to keep the number of volunteers at 25 and may bring in a few lateral volunteers.

**Board of Directors Report:**

Secretary Machuga wished everyone a Merry Christmas and Happy New Year.

Treasurer Fairfield hoped everyone that attended the kids Christmas party had a good time.

He is concerned about the exhaust system at Stat. #4, not being completed yet.

Chief Vincel informed him that is a project that will start in January.

Vice President Buckalew wished everyone a Merry Christmas and a big thank you for the kids Christmas party.

Chairman Koger wished everyone a Merry Christmas and New Year.

**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 the minutes of the November 21st, 2017 meeting.

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

**RESOLVED:** To pay the bills for November 2017, totaling \$519,008.42.

**RESOLVED:** To adopt Resolution #2017-12-01, to collect Impact fees for the District.

**RESOLVED:** To sign a conflict of interest with Ireland Stapleton

**RESOLVED:** To sign the 2018 agreement with the E-470 Authority

**RESOLVED:** To sign the engagement letter for Feis & Company for the 2017 audit.

X

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Ken Koger  
Board President 12/19/2017

X

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Craig Machuga  
Board Secretary 12/19/2017