



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

December 10, 2019

A meeting of the Board of Directors of the South Adams County Fire Protection District was held at the South Adams County Fire Protection District's Administrative Building, located at 6050 Syracuse Street, Commerce City, CO 80022 commencing at 6:15 p.m.

Board Members Present:

Alex Fairfield	President
Sam Gillan	Vice President
Craig Machuga	Secretary
Debra Bullock	Director

Also, Present:

Kevin Vincel	Fire Chief
Bob Monzingo	Deputy Chief of Operation
Ken Koger	Chief of Support
Ron Fano	District Legal Counsel
Vanessa Rodriguez	Administrative Assistant
Melissa Rossback	Human Resources
Kevin Kellar	Director of Information Technologies
Jessica Fallt	Internal Senior Accountant

Absent: Ernie Anderson

President Fairfield made a motion to excuse Treasurer Anderson. Secretary Machuga seconded the motion. The motion was passed unanimously.

Guests:

Melissa Wartman, Jamey Buckalew, Rick Lindsey and Ronnie Swann from Northglenn Ambulance. Rick Gonzalez and Eric Weaver from Marchetti and Weaver.

Pledge of Allegiance:

President Fairfield led those present in the Pledge of Allegiance. President Fairfield asked for a moment of silence for the fallen Firefighters and Police Officers.

Public Comments: None.

Approval of Minutes:

Secretary Machuga made a motion to approve the minutes of the November 19, 2019 Board meeting, as presented in the Board packet. Vice President Gillan seconded the motion. The motion was passed unanimously.

Changes/Addition to the Agenda: Financing of SACBA & Bunker Gear Lease Agreement.



Special Reports:

Chief Report on District Projects:

Chief of Support Koger stated that the HQ Parking lot is estimated to begin construction mid-April 2020 and is estimated to be completed year of mid-July 2020.

The construction of the Vehicle Maintenance Facility including the Building Maintenance is estimated to begin mid-2020 with an estimated completion in year 2021.

Chief of Support Koger stated that station 6 is estimated to be fully staffed end of December. The reconstruction is estimated to begin year 2020 with an estimated completion mid-2021.

The construction of station 1 is estimated to begin year 2020. The completion is estimated year 2022.

The Training Center planning process will begin 2020 and is estimated to be a three-year project.

There are plans to possibly purchase a half acre of land at station 7 in the near- future.

Northglenn Ambulance Report:

Melissa Wartman with Northglenn Ambulance gave a brief report on November call volumes and response times.

Board Action Items:

Secretary Machuga made a motion to approve the Thornton Petition for Exclusion. Vice President Gillan seconded the motion. The motion was passed unanimously.

Secretary Machuga made a motion to approve the Thornton Stipulation. Director Bullock seconded the motion. The motion was passed unanimously.

President Fairfield opened the Public Hearing on 2020 District budget and consider approval of resolution appropriating funding and authorizing tax levies to be certified by the District for collection in 2020. There were not public comments. Upon motion and a second, with unanimous approval, the Public Hearing was closed at 6:31 p.m.

Secretary Machuga made a motion to approve Resolution 2019-12-11 Resolution to Adopt 2020 Budget. Vice President Gillan seconded the motion. The motion was passed unanimously.

Secretary Machuga made a motion to approve Resolution 2019-12-12 Resolution to set Mill Levies. Director Bullock seconded the motion. The motion was passed unanimously.



Vice President Gillan made a motion to approve Resolution 2019-12-13 Resolution to Appropriate Sums of Money (Pursuant to section 29-1-108, C.R.S). Secretary Machuga seconded the motion. The motion was passed unanimously.

Secretary Machuga made a motion to approve the Termination of SACFD/ACFR Joint Maintenance IGA. Director Bullock seconded the motion. The motion was passed unanimously.

Secretary Machuga made a motion to approve the Revisions of the Member Handbook. Vice President Gillan seconded the motion. The motion was passed unanimously.

Secretary Machuga made a motion to approve the SCBA & Bunker Gear Lease Agreement. Director Bullock seconded the motion. The motion was passed unanimously.

Treasurer's Report:

The Board reviewed the October financials along with the 2020 Budget report. President Fairfield reviewed the bills as presented in the Board Packet. Secretary Machuga made a motion to approve the bills. Director Bullock seconded the motion. The motion was passed unanimously.

Chief Vincel stated that the sustainability has been completed. The future plan is to have a 6-station response.

Chief Vincel shared his appreciation with Marchetti & Weaver as well as Senior Accountant Fallt for their hard work.

Will work with Sue Blair for the May Elections.

President Fairfield stated that he would like station 9 built in the near future.

Legal Comment:

Legal Counsel Fano shared his appreciation with the board.

He is in the process of revising the Northglenn Ambulance Maintenance Service Agreement.

Legal Counsel also stated that he is in the process of revising the Oracle America subscription services agreement.

DCS has requested Legal Counsel Fano review and revise the Fleet Maintenance Facility Expansion agreement.

Legal Counsel Fano stated that he will be working closely with HR Rossback on the Revisions of the Employee Handbook.

The Resolution for January record retention schedule will be provided in the January 21, 2020 Board Meeting for approval.

Will work closely with Sue Blair during the Elections.



Chief's Report:

Chief Vincel welcomed Ron Fano with Spencer Fane, LLP as the general counsel for the department.

Chief Vincel gave a brief update on department achievements from 2015-2019.

Chief Vincel congratulated Training Division Chief Whitner on receiving Executive Fire Officer certification.

Chief Vincel stated that Chief of Support Koger and HR Rossback will be reviewing the FPPA contributions.

Chief Vincel shared his appreciation with the staff and the entire department for a great year.

Deputy Chief of Operations Report:

The Deputy Chief of Operations Monzingo updated the Board on various District projects.

Board of Directors/Report Comments:

The Board congratulated the department and shared their appreciation for a great year. The Board also shared their appreciation with Chief Vincel and welcomed Legal Counsel Ron Fano.

Executive Session: None

Adjournment: With no further business to come before the Board, President Fairfield made a motion to adjourn the meeting. Upon a second, the motion passed unanimously.

The meeting was adjourned at 7:33 p.m.

x_____

Alex Fairfield
President 12/10/2019

x_____

Craig Machuga
Board Secretary 12/10/2019