



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

February 19, 2019

A meeting of the Board of Directors of the South Adams County Fire Protection District was held at 6050 Syracuse St., Commerce City. President Alex 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, Director Debra Bullock and Treasurer Ernie Anderson.

Also present were: Fire Chief Kevin Vincel; Dino Ross, Attorney for the District; and District Staff Diane Roemer, Administrative Assistant, Emma Connors, Fire Prevention Admin Assistant; and Kevin Kellar, IT.

Guests:

Jamey Buckalew and Melissa Wartman with Northglenn Ambulance; Ron Fano and Erica Montague with Spencer Fane.

Public Comment:

No comments.

Minutes:

Chairman Fairfield asked for a motion to approve the minutes of the January 15, 2019 Board meeting. Director Anderson made a motion to approve the minutes; Director Gillan seconded the motion. The motion carried.

Attorney Ross informed the Board there was a typographical error on the minutes regarding the headquarters parking lot costing \$700 million dollars, the amount should read \$700,000.00.

Additions or Changes to the Board Agenda:

No changes or additions to the agenda.

Executive Session: Director Fairfield made a motion to enter into an executive session pursuant to C.R.S 24-6-402(4)(b) and (e), to determine positions relative to matters that may be subject to negotiations and to receive advice of legal counsel. Director Bullock seconded the motion; the Board voted unanimously to enter into executive session at 6:20 p.m. It was noted for the record that the executive session constituted privileged attorney-client communications and would not be recorded.

The regular Board meeting resumed at 7:02 p.m.

Special Reports:

Chief Vincel informed the Board there will be a chain link fence going up around the parking lot at Station #2 for security.

Director Fairfield asked if a privacy fence could be placed instead of a chain link. Chief Vincel will check with Bob Kreutzer to see if that is possible.

Chief Vincel informed the Board he will be remodeling the upstairs office space at the headquarters building. Glass walls will go where there is currently open space to create more office space.

Chief Vincel informed the Board that the Commerce City Planning Department is working with the District in regards to permitting for the new projects, to cut down the time to process and receive permits.

The headquarters parking lot will have 17 parking spaces that will be designated parking; also there will be parking available for the fire trucks to park. This project should be completed by the end of this year.

Chief Vincel informed the Board that the inside of Station #7 will be painted this year.

Chief Vincel informed the Board that the remodel of Station #6 basement is moving forward. The basement will need to have a sprinkler system installed. The \$75,000 cost of this project does not cover the First In system, which is estimated at \$40,000.

Attorney Ross has always recommended a maximum price contract for projects for the District. John Satler with DCS is instead proposing a stipulated sum contract for the contracts for the maintenance facility and the headquarters parking lot.

Attorney Ross informed the Board that the stipulated sum contract is included with a set of construction drawings when an RFP sent out to contractors. The sum of the contract is already set and the contractor will receive a set amount, no matter what the total project costs.

In a guaranteed price contract, the contractor will come in and work with an architect and calculate the cost of the project, including all construction costs and contractor fees.

Attorney Ross recommends that the Board to stipulate in the contract that if the projects go over the number days stated, they will pay a specified dollar amount per day over that period.

The Board agreed to use the stipulated sum contract for the two projects.

Northglenn Ambulance:

Melissa Wartman informed the Board that in January that Northglenn Ambulance responded to 681 calls. 481 of those calls were transported. Three were mutual aid calls.

Ms. Wartman informed the Board they are under the national average time response of 8-minutes, and that they are on scene within five minutes.

Board Action Items:

Director Fairfield informed the Board that there are two Resolutions before them.

Resolution #2019-02-01; setting the meeting place for Board meetings for 2019.

Secretary Machuga made a motion to approve Resolution #2019-02-01; setting meeting place for the Board meetings for 2019; Director Gillan seconded the motion. The motion passed.

Director Fairfield informed the Board that Resolution #2019-02-02 establishes policies and procedures for the destruction or disposal of documents containing personal information and personally identifiable information.

Treasurer Anderson made a motion to adopt Resolution #2019-02-02, establishing policies for destruction of personal information and personal identifying information; Director Bullock seconded the motion. The motion passed.

Attorney Ross presented the IGA establishing ADCOM as a statutory Authority.

Director Fairfield asked for a motion to approve the IGA establishing ADCOM as a statutory Authority.

Secretary Machuga made the motion. Treasurer Anderson seconded the motion. The motion passed.

Treasurer's Report:

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

Chief Vincel informed the Board the financials are on track for the first month of this year.

Bills for January / February 2019:

Treasurer Anderson asked the Board for approval to pay the January / February 2019 bills, totaling \$289,804.19.

Secretary Machuga made a motion to pay the bills for January / February 2019. Director Gillan seconded the motion. The motion carried.

Legal Report:

Attorney Ross stated that the attorney report is included in the Board packet.

Attorney Ross reviewed the legislative tracker with the Board, highlighting the bills pertaining to the District. He specifically discussed the mobile communication while driving bill, a bill that would change how public meetings are posted, and the non-resident electors bill.

Attorney Ross informed the Board there has not been much movement regarding any resolution to the Gallagher amendment issue. Discussion followed.

Fire Chief Report:

Chief Vincel informed the Board that he has an annual report for the District. He would like to thank Maria Carabajal for her work on the report. Chief Vincel reviewed the report with the Board.

Chief Vincel informed the Board that Commerce City is growing very fast. 6,000 homes and a sports complex north of the City are being built this year.

Chief Vincel informed the Board that the feasibility study is April 3rd. He will have more information for the Board on the possible merger with Adams County Fire Protection District at that time.

Deputy Chief Monzingo:

No Report.

Training Chief Whitner:

Chief Whitner handed out a year-end training report to the Board.

In 2018:

There were 17,287 training hours completed, including ISO, driver operator, NFPA certifications and keeping all certifications current.

60 renewal certifications through Colorado Division of Fire Safety

54 new certifications were issued from the Colorado Division of Fire Safety

Participated in the Blue Card Live Training

Participated in the ALICE training (Active shooter class)

Hazardous material training with West Metro Fire

Nozzle training with Front Range fire and Elkhart Brass

Officer boot camp for eleven firefighters

Established the first SACPAT testing

In 2019:

Joint fire training with Adams County Fire Protection District

Active shooter training with Commerce City Police Department

Hazmat training with SunCor and other hazardous material companies in the District

Live fire training, SCBA training, firefighter II class for the new hires this year.

Chief Whitner informed the Board there are six people participating in the tuition reimbursement program this year. The average request was for \$2,000.

Chief Whitner would like to thank Chad Ray and Lt. Graff for their assistance with training last year.

There were 40 career firefighters and 20 volunteers in 2018.

Board of Directors Report:

Director Bullock informed the Board she went on a ride-along with BC Ross.,

Chairman Fairfield made a motion to adjourn the meeting at 8:50 p.m.
Secretary Machuga seconded the motion. The motion passed.

SUMMARY OF ACTIONS TAKEN BY THE BOARD

RESOLVED: To approve the minutes of the January 15th, 2019 meeting.

RESOLVED: To approve the Treasurer’s report for January / February 2019

RESOLVED: To pay the bills for January / February, totaling \$289,804.19

RESOLVED: To approve Resolution #2019-02-01; approving the regular board meeting schedule for 2019.

RESOLVED: To adopt Resolution# 2019-02-02; Establishing policies and procedures for the destruction or disposal of documents containing personal information and personal identifying information

RESOLVED: To adopt the IGA establishing ADCOM as a statutory Authority.

X

Alex Fairfield
Board President 2/19/2019

X

Craig Machuga
Board Secretary 2/19/2019