



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

**February 18, 2020**

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 6:16 p.m.

Board Members Present:

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

Also, Present:

Kevin Vincel	Fire Chief
Ken Koger	Chief of Support
Ron Fano	District Legal Counsel
Vanessa Rodriguez	Administrative Assistant
Kevin Kellar	Information Technologies

Absent: None

Guests:

Melissa Wartman and Jamey Buckalew from Northglenn Ambulance. SACFD Battalion Chief Hunter Hackbarth.

Pledge of Allegiance:

President Fairfield led those present in the Pledge of Allegiance.

Public Comments: None.

Approval of Minutes:

Secretary Machuga made a motion to approve the minutes of the January 21, 2020 Board meeting, as presented in the Board packet. Treasurer Anderson seconded the motion. The motion was passed unanimously.

Changes/Addition to the Agenda: None.



## Special Reports:

### Chief Report on District Projects:

Chief of Support Koger stated that he will meet with the Contractors on February 24, 2020 regarding the HQ Parking lot. The construction is estimated to begin mid-March 2020 and is estimated to be completed year of 2020. He will also be meeting with the Contractors regarding construction of the Fleet Maintenance Building.

Chief of Support Koger will meet with the City on February 20, 2020 in regard to the construction of station 1, station 6 and the Training Center.

Chief of Support Koger stated that the City will go forward with the rezoning of station 1. Also, they're in the process of doing an onsite survey at station 6.

There are plans to purchase a half acre of land at station 7. Waiting on the final cost of the land.

The Association partnered with SACFD in Neighbors standing by Neighbors. They will provide all crews with gift cards to provide to a family in need.

Chief of Support stated that four members have submitted their self-nomination forms for the upcoming Pension Board Elections.

### Northglenn Ambulance Report:

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

Board Action Items: None.

### Treasurer's Report:

Treasurer Anderson reviewed the bills as presented in the Board Packet. Secretary Machuga made a motion to approve the bills. Vice President Gillan seconded the motion. The motion was passed unanimously.

Chief Vincel stated that the new accountants Fies & Company will begin in March and will provide the financials mid-March-April. Senior Accountant Fallt is working on the new accounting software.

### Legal Comment:

Legal Counsel Fano stated that the he has been working on the revisions to the Member Handbook. He would like to meet with the District Board to review the changes before approval at the March 17, 2020 Board Meeting.



He also reported that he has been reviewing and making any necessary revisions to the district contracts.

Election ballots for the Pension Board seat will be mailed out on March 1<sup>st</sup>.

#### Chief's Report:

Chief Vincel gave an update on the policy manual revisions. The board agreed on setting a Special Meeting to go over the Member Handbook and is scheduled to be held on February 26, 2020.

Chief Vincel stated that the 2019 Audit went well.

Feis and Company will be the District's new accountants and will begin in March 2020.

Welcomed Lieutenant David Metish as the Data Analysis. Lieutenant Metish will also be working on grants and accreditations.

Chief Vincel gave a brief update on the new logo and badges.

Public Relations Carabajal will send out information about the Citizen Academy and will be held on May 2<sup>nd</sup> as well as the Awards Ceremony.

Chief Vincel gave a brief update on the FPPA employee contribution increase.

#### Deputy Chief of Operations Report:

Chief Vincel updated the Board on various District projects.

Nick Weeks will be joining the SACFD team.

Chief Vincel congratulated Kristina Rollf and Jamin Hutchcraft who have been promoted to Lieutenants.

Chief Vincel shared his appreciation with Battalion Chief Noel and Information Technologies Kellar who have been working to get Crew Sense up and running.

Chief Vincel wished Alan Gosselin good luck as he will be leaving the SACFD Family.

#### Board of Directors/Report Comments:

President Fairfield stated that the City will begin construction of Greyhound Park and is estimated to begin April 2020.

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 7:26 p.m.

X \_\_\_\_\_  
Alex Fairfield  
Board President 03/17/2020

X \_\_\_\_\_  
Craig Machuga  
Board Secretary 03/17/2020