



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

January 15, 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 6:50 p.m.

The following Directors were present by roll call: President/Chairman Alex Fairfield, Vice President Sam Gillan, Director Debra Bullock and Treasurer Ernie Anderson.

Secretary Machuga was excused. Chairman Fairfield asked for a motion to excuse Secretary Machuga; Treasurer Anderson made a motion to excuse Secretary Machuga; Director Gillan seconded the motion. The motion passed.

Also present were: Fire Chief Kevin Vincel; Operations Chief Bob Monzingo; Fire Marshal Randall Weigum; Kelley Duke, Attorney for the District; and District Staff Diane Roemer, Administrative Assistant, Melissa Rossback, Human Resources; Emma Connors, Fire Prevention Admin Assistant; Vanessa Rodriguez; Receptionist and Kevin Kellar, IT.

Guests:

Jamey Buckalew and Melissa Wartman with Northglenn ambulance; John Satler with DCS; BC Derek Ross; Mike Dominico and Doug Finkenbinder

Public Comment:

No comments

Minutes:

Chairman Fairfield asked for a motion to approve the minutes of the December 11th, 2018 Board meeting. Director Anderson made a motion to approve the minutes; Director Bullock seconded the motion. The motion carried.

Additions or Changes to the Board Agenda:

Attorney Duke asked the Board to amend the agenda to state that the executive session will be to discuss matters under negotiation; legal counsel will not be present. She reminded the Board that the executive session should be recorded.

Chairman Fairfield asked for a motion to amend the agenda to state the executive session will be to discuss negotiations. Treasurer Anderson made a motion to amend the agenda to show the executive session will be to discuss matters under negotiations and will be recorded. Director Bullock seconded. The motion passed.

Special Reports:

John Satler with DCS stated his understanding that there are three construction projects the District will undertake this year including the parking lot behind the headquarters building, the remodel of Station #5 and the training center, and the expansion of the fleet maintenance facility.

Mr. Satler presented the Board with the timeline and cost for each project.

The fleet maintenance facility will be re-plated prior to construction, through the Commerce City Planning Department's process. The budget for this project is \$2.7 million with a tentative completion date of first quarter of 2020.

The headquarters parking lot has a budgeted amount of \$700 million with a projected completion date of fourth quarter of this year.

The training center and Station #5 project has a budget of \$5 million, and the scheduled completion date of this project is first quarter of 2021. There are a lot of logistical challenges with this project, and the project includes raising the existing buildings and starting over. Mr. Satler and Staff will look at other training centers for ideas.

Chief Vincel informed the Board that he is considering remodeling Station #6 to finish the basement. Since this building was built in 2006, the code requirements have changed, the building may require a sprinkler system installed. There is \$75,000 budgeted for that station.

If a sprinkler system needs to be installed, the remodel of Stat. #6 basement may increase in the cost of the remodel. Fire Marshal Weigum informed the Board that the new code requirements will require a fire sprinkler system be installed.

Northglenn Ambulance:

Melissa Wartman informed the Board that in 2018, Northglenn Ambulance ran 7,595 calls. There were 27 mutual aid calls in 2018.

In 2018, Northglenn Ambulance's average response time was four minutes. Total compliance for all calls was 97%.

Board Action Items:

Human Resource Manager Rossback informed the Board that there is a fifth amendment to Handbook regarding the District's vacation policy. There will be as many as 25 new employees hired this year, 19 of which will be firefighters. The revision is necessary since current firefighters bid their vacations in November, but many of the new employees will not be on board at that time. The amendment states that any employee hired during a calendar year will not receive a vacation award for that calendar year. Line personnel will be given an award of three vacation days to be bid during the annual bidding process for the following year. Administrative personnel will receive their vacation award commencing January 1 of the following year.

Discussion followed regarding the change in the vacation policy.

Chairman Fairfield asked for a motion to approve the fifth amendment of the vacation policy. Director made a motion to approve the Fifth Amendment to the January 1, 2017 Member Handbook, amending the Vacation Policy as discussed, Director Gillan seconded. The motion passed.

Treasurer's Report:

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

Chief Vincel informed the Board the financials are preliminary for 2018, there are bills for 2018 that were not included until all bills have been paid.

Chief Vincel reviewed the 2018 financials with the Board.

Bills for December 2018:

Treasurer Anderson asked the Board for approval to pay the December 2018 bills, totaling \$131,148.96. Director Bullock made a motion to pay the bills for December 2018. Director Gillan seconded the motion. The motion carried.

Legal Report:

Attorney Duke stated that she is glad to be back. She will be attending all Board meetings this year with the exception of the February meeting.

Attorney Duke informed the Board that the District saved \$13,646 due to their retainer agreement they have with Ireland Stapleton. It amounts to a savings of 54% this year.

Attorney Duke stated that the ADCOM Board of Directors has worked with its Executive Staff and legal counsel to develop a plan for reorganizing ADCOM as a statutory "Authority" and positioning ADCOM's current non-profit corporation to support the Authority in its provision of emergency dispatching and related support services to its contracting members. In January, the Board was presented with ADCOM's proposed IGA Establishing the Adams County Communication Center and was giving a chance to provide its comments regarding the IGA to ADCOM.

Fire Chief Report:

Chief Vincel informed the Board his yearly report for 2018 is included in the Board packet. Director Bullock stated the report was very informative.

Chief Vincel informed the Board that he and Public Relations manager Carabajal are working on an annual report for the District.

Chief Vincel informed the Board the average response time for the District is five minutes and twenty-seven seconds.

Station #2 ran twice as many calls as any other station in the District.

Chief Vincel introduced Vanessa Rodriguez. She is the new receptionist at the front desk,

Deputy Chief Monzingo:

Chief Monzingo stated that 2018 was a very busy year.

Chief Monzingo stated the squad vehicle is on order and should be delivered to the District by September of this year.

There will be nine firefighters hired in the next couple of weeks, these applicants were all hired from the volunteer staff. They will be starting at various stations in the beginning of February.

Front facing video cameras will be placed on all apparatus by the first week in February.

The training division has been providing training on ice rescues the past few weeks.

Chief Monzingo has been working with SunCor on incident action planning.

Fire Marshal Weigum:

Fire Marshal Weigum informed the Board this his 2018 yearend report includes:

- Ten state and national certifications for fire prevention personnel.
- 24-classes on continuing education.
- 354 plan reviews submitted and reviewed. This compares with 2017 when only 218 were submitted.
- Commerce City issued 128 land development reviews that were submitted to South Adams.
- Adams County submitted six.

Commerce City planning director, Steve Timms has told Fire Marshal Weigum that 2018 was the busiest Commerce City Planning Department has ever been, with land development cases.

With the hiring of Kristin Marrs, the District's Public Education Department is new and expanded. She has been a tremendous asset to the fire prevention department.

In 2018 there were several events the fire prevention department attended:

- Story time at the stations
- Red white and blue festival
- Guns & hoses event
- 4th of July fest with Commerce City.

- National night out kickoff. This was new and a huge success.

Fire Marshal Weigum estimated department personnel spoke to about 10,000 citizens last year.

Two new fire inspectors will start in February.
They will mainly be doing building inspections.

The fire prevention division was called out on less fire investigations this year. There were 68 in 2017 and 55 in 2018.

Fire Marshal Weigum stated that the District collected \$560,000 in impact fees last year.

Fire Marshal Weigum informed the Board the fire prevention division accomplished the following in 2018:

- Tracking impact fees and plan review fees
- Story time at the stations
- Credit card acceptance completed
- Electronic plan reviews submissions to cut down on the amount of paper.

Fire Marshal Weigum's objectives for 2019 include:

- Updating the website to make it more user friendly for contractors and citizens.
- Compliance inspections, to update buildings data in the records management system.
- Eliminate paper plan reviews, go to all electronic plan reviews being submitted.
- Grant for the sound off program which is a class for third graders, teaching them about smoke alarms and evacuations.
- Expand the smoke alarm program, placing more smoke alarms in the mobile home parks that don't have smoke alarms in them.
- Continue working with Commerce City police and Adams County Sherriff office to develop a working relationship.
- To have at least two investigators on a fire investigations.
- To reduce the turn- around time on plan reviews.

Fire Marshal Weigum thanked the Board for allowing him to hire two additional inspectors. And with the addition of Emma Connors as their Administrative Assistant, the Department will be able to accomplish more this year.

Chief Vincel informed the Board that the Christmas blessing project that Public Relations Manager Carabajal put together was a great success. She will have a presentation for the Board next month.

Chief Vincel informed the Board there will be a badge pinning ceremony in the near future for the District.

Fire Marshal Weigum discussed the new gas and oil extraction sites with the Board.

Board of Directors Report:

Director Bullock stated she is looking forward to 2019.

Director Gillan stated 2018 was a good year for the District.

Chairman Fairfield stated it was a good 2018 also.

Director Fairfield made a motion to enter into an executive session pursuant to C.R.S 24-6-402(4)(e), to determine positions relative to matters that may be subject to negotiations. Director Gillan seconded the motion, the Board voted unanimously to enter into executive session at 8:55p.m. It was noted for the record that the executive session would be recorded.

The Board adjourned from the executive session at 9:30P.M. and adjourned the regular meeting.

SUMMARY OF ACTIONS TAKEN BY THE BOARD

RESOLVED: To approve the minutes of the December 11st, 2018 meeting.

RESOLVED: To approve the Treasurer’s report for December 2018.

RESOLVED: To pay the bills for December 2018, totaling \$131,148.96

RESOLVED: To approve the fifth amendment to the vacation policy

X

Alex Fairfield
Board President 1/15/2019

X

Sam Gillan
Vice President 1/15/2019