



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

July 17, 2018

A meeting of the Board of Directors of the South Adams County Fire Protection District was held at 6050 Syracuse St, Commerce City. Chairman Fairfield called the meeting to order at 6:30 p.m.

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

Also present were: Fire Chief Kevin Vincel; Deputy Chief Bob Monzingo; Training Chief Lee Whitner; Dino Ross, Attorney for the District; Diane Roemer, Administrative Assistant for the District; Emma Connors, Receptionist; Maria Carbajal, Public Relations; and Melissa Rossback, Human Recourses.

Guests: Jamey Buckalew, Northglenn Ambulance; Melissa Kalnin, Northglenn Ambulance; Jeff Woog, BC; Jon Lodge; Fire Inspector, Mike Gawel, Lt., Mike Domenico and Doug Finkenbinder.

Public Comment:

No Public Comments

Minutes:

Chairman Fairfield asked for a motion to approve the minutes of the June 19, 2018 Board meeting. Director Machuga made a motion to approve the minutes; Director Sam Gillan seconded the motion. The motion carried.

Additions or Changes to the Board Agenda:

Attorney Ross suggested adding to the agenda consideration of a proposed notice to the Adams County Clerk and Recorder informing them of a possible election. The Board accepted the agenda with this revision.

Special Reports:

Chief Vincel informed the Board that the generator has been installed at Station #7. It is going through the acceptance process now.

Chief Vincel informed the Board that John Sattler is working with Bob Kreutzer on getting the fence installed behind the maintenance facility.

Chief Vincel informed the Board that the fence that was supposed to be placed behind the maintenance facility has been placed on hold until the Commerce City Planning Department has approved the fence. Due to the property being over 50,000 sq. feet, an engineering study has to be done on the property. The property was purchased through R & S Steel. They should have the plans of the property to submit to the Planning Department.

Chief Vincel informed the Board he would also like to place a fence west of the Headquarters Building, for security of District and personal vehicles.

Northglenn Ambulance:

Jamey Buckalew stated that she has been the liaison for Northglenn Ambulance for twenty-one years. When Chief Vincel has any issues regarding Northglenn Ambulance, he contacts her. Melissa Kalnin, who has been a captain with Northglenn Ambulance for eight years, will take over as the liaison. She will be coming to the Board meetings occasionally.

Northglenn Ambulance has eight ambulances in service. Four ambulances are in the District at all times, but all of the ambulances are available to the District, in the event they are needed.

Northglenn ambulance does a lot in the community. They will be at the spaghetti dinner in September, and they work closely with the med evac helicopter service.

Board Action Items:

Chairman Fairfield asked for a motion to approve Resolution # 2018-07-02, Ratifying the election of the following slate of officers:

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

Secretary Machuga made a motion to approve Resolution #2018-07-02. Director Gillan seconded. The motion carried.

Attorney Ross informed the Board of a few upcoming deadlines if it determines to conduct an election in November. A notice to the Adams County Clerk and Recorder that the Board is considering participating in the election in November needs to be sent by July 30.

- the Board will need to enter into an agreement with the county by August 28th, 2018.

Following discussion, Secretary Machuga made a motion to approve the Notice of Consideration of Participation in the November 2018 Coordinated Election be sent to Adams County Elections; Treasurer Anderson seconded the motion. The motion carried.

Treasurer's Report:

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

Chief Vincel informed the Board that the District's operating expenditures are at 62%, which means the District is 6% ahead of the budget.

Chief Vincel informed the Board that the District has put the training center and Station #5 remodel on hold.

Bills for June 2018:

Treasurer Anderson asked the Board for approval to pay the June 2018 bills, totaling \$315,221.37. Secretary Machuga made a motion to pay the bills for June 2018. Director Gillan seconded the motion. The motion carried.

Legal Report:

Attorney Ross informed the Board the District has retained George K Baum to help with public education on a potential November election.

Attorney Ross stated that he has spoken with Sue Blair at Community Resource Services, and she is prepared to be the designated election official for the District, should the Board decide to hold the election.

Attorney Ross recommended the Board be prepared to make a final decision on whether to hold an election at the August Board meeting, as it must enter into an agreement with County by August 28th.

Attorney Ross stated that his office can prepare a proposed resolution calling for an election, and proposed ballot language, for the Board to consider at its August meeting.

The Board agreed to have Attorney Ross have the resolution and ballot language ready for the August Board meeting.

Attorney Ross advised the Board regarding two documents the Board can prepare and approve should it choose to go forward with an election – a Resolution of Advocacy and a Factual Summary. Attorney Ross provided an overview of each document. Following discussion, the Board directed Attorney Ross to have those documents ready for the Board to consider at the August Board meeting.

Attorney Ross discussed in general with the Board what activities are permitted and prohibited by the Colorado Fair Campaign Practices Act.

Fire Chief Report:

Chief Vincel reviewed the Old Hire Actuarial study with the Board.

He stated that he would like the Board to consider approving a 3% COLA increase each year for the two people in the Old Hire Pension Plan. The required contribution for 2019 for the fund is \$21,315. Chief Vincel would like the Board's approval to submit the \$50,000 that was budgeted this year for the Old Hire Pension Fund.

Following discussion, the Board indicated that it would be willing to consider a 3% COLA increase with placing the budgeted \$50,000 into the fund this year. Attorney Ross will draft a proposed Resolution for the changes for the Old Hire Pension Plan for the next Board meeting.

Chief Vincel informed the Board, there have been \$231,552 collected in impact fees so far this year.

Chief Vincel informed the Board he is sending a letter to the public regarding the potential election.

Chief Vincel informed the Board he met with Adams County Fire Protection District's Fire Chief, Pat Laurienti, and the Chief of South Metro Fire Rescue Fire Protection District regarding the potential merger.

The South Metro Fire Chief's message was they have yet to see anything bad with the mergers South Metro has gone through.

Fire Marshall Weigum is working on the signal at Station #4 with Commerce City.

Chief Vincel and Fire Marshall Weigum met with Oakwood homes and were informed there will be about 10,000 homes built, a sports complex, shopping and restaurants in the next few years along the 96th corridor.

They also discussed land donation for a fire station for the District in lieu of some or all of the impact fees for the development.

Chief Vincel informed the Board as to the status of boundary realignments with Sable-Altura Fire Protection District. Chief Vincel informed the Board he is trying to include the U.S. Parking facility into the District.

Chief Vincel informed the Board the North Area Chiefs are looking at a regional auto aid agreement to cover all north area fire departments, instead of several agreements for each department.

Chief Vincel will give a presentation at the Colorado State Fire Chiefs' conference in Vail regarding his internship with the CIAAC. Chief Vincel is in the process of a complete security clearance with the CIAAC.

Secretary Machuga moved to approve the 2017 Audit. Director Gillan seconded. The motion passed.

Chief Vincel informed the Board he attended the Association meeting last month.

PR Report:

Public Relations Maria Carbajal informed the Board of the community events that she attended in June and the upcoming events for June and August. The community events are listed on the District website, facebook, instagram and the District calendar, the viewer response is up on these websites.

Public Relations Carbajal informed the Board that the District has answered 4,581 calls this year, up 9.8% from last year at this time.

Public Relations Carbajal informed the Board she will have a table at the annual spaghetti dinner with educational materials about the potential election in November.

Public Relations Carbajal informed the Board she will have a three-fold educational letter regarding the potential election that will be placed on the website and handed out at events.

Human Resources Report:

No Report.

Deputy Chief Monzingo:

Chief Monzingo informed the Board the new brush truck will be at Station #2.

The new BC vehicle should be delivered in about a week to ten days.

The vehicle maintenance shop has a new truck. This will allow them to take service on the road to disabled engines.

Adams County Fire Protection District purchased this truck.

Chief Monzingo informed the Board the vehicle data project should be wrapped up by September.

Chief Monzingo has been meeting with the commander for Commerce City Police. Their department is interested in working with the firefighters on training, the ballistic vests, etc.

Training Chief Whitner Report:

Chief Whitner informed the Board the firefighters have been trained on the new brush truck.

The firefighters have been trained on the PPE vests and the responses on the vests.

Chief Whitner is in the process of cleaning up Station #5.

Volunteer Fire Department:

Chief Whitner informed the Board there were 638 hours put in by the volunteers and 65 training hours.

Currently there are twenty-five active volunteers.

Fire Marshal Weigum Report:

No Report

Fire Inspector John Lodge and Lt. Gawel gave a presentation on the new drone the District purchased.

The Yunceec H520 was purchased because, due to the winds in the District, this is the best model for use. Fire Inspector Lodge is in the process of writing an SOG for use of the drone. Currently Fire Inspector Lodge, fire inspector Ryan Doherty and Lt. Gawell are the only FAA certified pilots to use the drone. Fire Inspector Lodge informed the Board of everything the drone will be able to do. It also has a thermal imaging camera to detect heat from inside a building.

Lt. Gawel informed the Board of all the benefits of the drone, including being able to see above a fire to help the investigators determine the causes of fires and determine heat sources.

Chief Vincel updated the Board on Lonnie Skibitski, who had a heart attack a few weeks ago. He is now recovering at home.

Board of Directors Report:

Director Bullock informed the Board she traveled to Alamosa this past weekend to view the wildfire damage.

Director Bullock stated that she will be out of town August 3rd through August 9th.

Chairman Fairfield informed the Board he will be out of town July 28th through August 4th.

Executive Session:

Director Bullock made a motion to enter into an executive session per C.R.S 24-6-402(4)(b) to receive advice from counsel and to discuss 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 9:00 p.m. Attorney Ross certified for the record that the executive session will constitute an attorney-client communication and will not be recorded.

The Board came out of executive session at 9:34 pm.

Adjournment:

As there was no further business, Chairman Fairfield adjourned the Board meeting at 9:35 p.m.

SUMMARY OF ACTIONS TAKEN BY THE BOARD

RESOLVED: To approve the minutes of the June 19th, 2018 meeting.

RESOLVED: To approve the Treasurer's report for June 2018.

RESOLVED: To pay the bills for June 2018, totaling \$315,221.37

RESOLVED: To adopt Resolution 2018-07-01-To inform Adams County Elections of a possible 2018 election.

RESOLVED: To adopt the 2017 Audit as prepared by Feis & Company.

X

Alex Fairfield
Board President 7/17/2018

X

Craig Machuga
Board Secretary 7/17/2018

I hereby attest that the information communicated during the Executive Session, which was not recorded, constituted privileged attorney-client communications.

Dino Ross, Attorney for the District

I hereby attest that the Executive Sessions was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. § 24-6-402(4)(b) and (e).

Alex Fairfield, President/Chairman