

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

January 16, 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 Koger called the meeting to order at 6:35 p.m.

The following Directors were present by roll call: President/Chairman Ken Koger, Treasurer Alex Fairfield, Director Sam Gillan and Vice President Randy Buckalew. Secretary Craig Machuga was absent, excused

President Koger asked for a motion to excuse Craig Machuga. Treasurer Fairfield made a motion to excuse Craig Machuga, Director Gillan seconded. The motion carried.

Also present were: Fire Chief Kevin Vincel; Deputy Chief Bob Monzingo; Kelley Duke, Attorney for the District; Human Resource Manager Melissa Rossback.

Guests: Jamey Buckalew with Northglenn Ambulance and Bob Kreutzer.

Additions or Changes to the Board Agenda:

None

Public Comment:

None

Minutes:

Chairman Koger asked for a motion to approve the minutes of the December 19st, 2017 Board meeting. Treasurer Fairfield made a motion to approve the minutes; Director Buckalew seconded the motion. The motion carried.

District Projects:

Chief Vincel stated that Mr. Bob Kreutzer will give an update on the stations.

Mr. Kreutzer informed the Board that the heating unit at Station #8 is not working properly. The heat pump cannot handle any outside temperatures below three degrees. He has contacted a company to come out and see what it will cost to upgrade the heating system. He stated that he anticipates a price of around \$50,000 to replace the system.

Mr. Kreutzer feels it is better to upgrade the heating system instead of continually fixing the current one.

Discussion followed regarding replacing the heating unit at Station #8.

Mr. Kreutzer informed the Board there is \$30,000 budgeted for the living quarters at Station #8. He would like guidance from the Board regarding whether to start the project. The Board agreed to go ahead with the painting project.

Mr. Kreutzer stated that he, Training Chief Whitner, and Chief Monzingo had a meeting with DCS to discuss the plan for the Station #5 remodel. DCS is planning on starting the remodel in July of this year and finish in December. This project is separate from the training tower remodel project.

Mr. Kreutzer stated that he has a maintenance program he is now using. The program list the vendors he uses for various repairs like plumbers, electricians, etc. When a piece of equipment is sent out for repair he can keep track of when it was sent, the cost and dates of the repairs.

Chief Vincel informed the Board that the headquarters building was \$25,000 under budget and Station #4 was \$75,000 under budget. He would like to add patio furniture to Station #2 this summer.

Chief Vincel informed the Board that the exhaust system has been ordered for Station #4.

Mr. Miles Miller with vehicle maintenance would like to do some modifications at Station #2 and Station #8.

Northglenn Ambulance:

Jamey Buckalew, Northglenn Ambulance, informed the Board that the firefighters are riding on the ambulance out of Station #3 for training purposes.

Board Action Items:

Chairman Koger presented to the Board, Resolution #2018-01-01 Calling for a Polling Place Election and Appointing the Designated Election Official. Vice President Buckalew made a motion to approve Resolution # 2018-01-01. Treasurer Fairfield seconded. The motion carried.

Chairman Koger stated that legal counsel and Chief Staff have prepared an amendment to the Employee Handbook to amend the current vacation policy. Discussion followed regarding changes to the vacation carry-over policy for line personnel. The Board decided to table the amendment for the employee manual change until the next meeting.

Treasurer Fairfield would like the current vacation schedule before the Board makes its final decision on the vacation policy.

Attorney Duke asked the Board about the proposed vacation buy-out for administrative employees. Treasurer Fairfield made a motion to approve the administrative vacation buy-out, Chairman Buckalew 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 according to the 2018 budget, approximately one million dollars from the general fund was rolled over into the capital account. The District's sustainability is very good.

Treasurer Fairfield inquired if the accountants have transferred the funds from CSIP and CSAFE? Chief Vincel stated those funds have not been transferred. Rick Gonzales is holding off on setting up that account.

Treasurer Fairfield inquired what the new bill payment system involves. He was informed that Marchetti and Weaver set up an account with *bills.com*. Chief Vincel explained that the District is moving away from writing paper checks to pay bills. The *bills.com* system allows the District to pay bills electronically.

Chief Vincel will have the accountants contact the Board to explain the new bill paying system. They will also establish a sign in for the Board members which will allow them to go onto the website to approve bills over \$5,000.

Bills for December 2017:

Treasurer Fairfield asked the Board for approval to pay the December bills, totaling \$329,353.05. Vice President Buckalew made a motion to pay the bills for December 2017. Director Gillan seconded the motion. The motion passed.

Legal Comments:

No report

Fire Chief Report:

Chief Vincel informed the Board that the impact fee information is now on the website. He would like to thank Fire Marshal Weigum for his help in getting the impact fees set up.

Chief Vincel informed the Board that he, Chief Whitner, and Chief Monzingo will be attending a seminar in March regarding the accreditation process for the District. This process may take years to achieve.

Chief Vincel stated that the conflicts between the Gallagher Amendment and TABOR are ongoing, despite the recent reprieve. He stated that various options are being looked at throughout the State to address the immediate issues and look for permanent solutions. Chief Vincel stated that without changes at the State level, in 2020 the residential assessment rate could drop to 6.6% if property values continue to increase.

Chief Vincel informed the Board there were almost 1,000 more calls in 2017 than in 2016. In 2017, the District hired nine full-time firefighters, a training Chief, a Fire Marshal, an IT administrator, a Human Resource Manager, a new mechanic and a Fire Prevention Officer. 2017 was an extremely busy year for the District.

Chief Vincel also stated that in 2017, Stations #2 and #1 were remodeled. The Impact Fees Agreements were negotiated with Commerce City and Adams County. The District's ISO rating was reclassified to the improved Level Two. Two new engines were placed in service, and two new ladder trucks were ordered. Closest unit dispatch was implemented. The new headquarter building was opened. A safety committee was developed. The new Northglenn Ambulance contract was finalized and land for the maintenance facility was purchased.

Chief Vincel and Staff have selected a new person for the PR position. Chief Vincel would like to increase the starting salary for this person by \$10,000, due to the twenty-two years of experience the individual has in this field. There was discussion regarding the PR position and the associated salary.

The Board agreed to offer the PR position at the higher salary.

Deputy Chief Monzingo Report:

Chief Monzingo informed the Board that one of the new trucks has been delivered.

The ladder that was out for repairs will be back in service by the end of February.

The MDT's will be in service tomorrow.

The new brush truck is about 45-days out from being completed.

Chief Monzingo and Chief Whitner are looking into the application for the Safer Grant, which has a lot of requirements to be met prior to applying for this grant.

Chief Whitner has scheduled training for ice rescue.

Training Chief Whitner Report:

No report

Volunteer Report:

No report

Fire Marshal Weigum Report:

Chief Vincel informed the Board that Chief Weigum is not at the meeting due to a personal matter.

Interviews for the Fire Prevention Officer will begin on the 25th.

Board of Directors Report:

Treasurer Fairfield asked if Thornton Fire Department is participating with the ADL.

Chief Monzingo informed him that the CAD-to-CAD will help with the closest unit dispatching.

Director Buckalew stated he does not want any more emails regarding rescue billing. He is against eliminating rescue billing for the District. He feels by 2020 the District could collect up to \$60,000.

Chairman Koger thanked everyone for a great 2017. He would like to know the timeline for the Board elections.

Attorney Duke informed the Board she will get the dates to the Board for their information.

Adjournment:

As there was no further business, Chairman Koger adjourned the Board meeting at 9:00 p.m.

SUMMARY OF ACTIONS TAKEN BY THE BOARD

RESOLVED: To approve the minutes of the December 19th, 2017 meeting.

RESOLVED: To approve the Treasurer's report for December 2017.

RESOLVED: To pay the bills for December 2017, totaling \$329,353.05.

RESOLVED: To adopt Resolution #2018-01-01, call for a polling place election.

X

Ken Koger
Board President 1/16/2018

X

Randy Buckalew
Board Vice President 1/16/2018