



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

July 16, 2019

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 6:22 p.m.

Board Members Present:

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

Also, Present:

Kevin Vincel	Fire Chief
Bob Monzingo	Deputy Chief of Operation
Vanessa Rodriguez	Administrative Assistant
Maria Carabajal	Public Relations
Kevin Kellar	Director of Information Technology
Jessica Fallt	Internal Senior Accountant
Dino Ross	Legal Counsel

Absent: Vice President Sam Gillan

Treasurer Anderson made a motion to excuse Vice President Gillan. Director Bullock seconded the motion. The motion was passed unanimously.

Guests:

Melissa Wartman from Northglenn Ambulance; Special Counsel Ron Fano; Ken Koger, Gary Aranda, Adams County Fire Protection District Deputy Chief Sunderland; representatives of Greater Brighton Fire Protection District; and members of the community.

Pledge of Allegiance:

President Fairfield led those present in the Pledge of Allegiance.

Public Comments:

Lynn Sheats came before the Board of Directors stating that she is a resident of the Fuller Estates. She is in support of the exclusion of Fuller Estates from the South Adams County Fire Protection District and the subsequent inclusion of the property into the Greater Brighton Fire Protection District (Greater Brighton Fire). Her written comments are attached to these minutes.

Matt Gerace came before the Board of Directors stating that he is a resident of the Fuller Estates. He is against the exclusion of the Fuller Estates property from the South Adams County Fire Protection District.



Approval of Minutes:

Director Bullock made a motion to approve the minutes of the June 18, 2019 Board meeting, as presented in the Board packet. Secretary Machuga seconded the motion. The motion was passed unanimously.

Changes/Addition to the Agenda: None.

Special Reports:

Chief Report on District Projects: None.

Northglenn Ambulance Report:

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

Melissa Wartman stated that Northglenn Ambulance has hired two Captains and two Lieutenants.

Shuck Property Inclusion:

Attorney Ross stated that Sable-Altura Fire Protection District (Sable-Altura) and South Adams County Fire Protection District have agreed to an amicable transfer of jurisdiction over the Shuck Property from Sable-Altura to the District. Because his firm represents both the District and Sable-Altura, it was necessary to get conflict waivers from both Districts before proceeding with the property transfer. He stated for the record that those waivers have been signed. He also stated for the record that the Public Hearing on the Inclusion of Property was duly published in a paper of general circulation and properly posted.

President Fairfield made a motion to open the Public Hearing on the Shuck Property Inclusion. Upon a second, the motion was passed unanimously, and the Public Hearing was opened.

There were no public comments.

President Fairfield made a motion to close the Public Hearing. On motion duly made, seconded and approved, the Public Hearing was closed at 6:29 p.m.

Secretary Machuga made a motion to approve Resolution 2019-07-08, A Resolution of Inclusion of the Shuck Property into the District. Treasurer Anderson seconded the motion. The motion was passed unanimously.

Director Bullock made a motion to approve the certified Board Order of Inclusion for the Shuck Property. Treasurer Anderson seconded the motion. The motion passed unanimously.

Fuller Estates Exclusion:

Secretary Machuga made a motion to go into Executive Session pursuant to Section 24-6-402 (4)(b) to receive legal advice regarding the potential exclusion of the Fuller Estate property from the District. Director Bullock seconded the motion. The motion passed unanimously.



Attorney Ross certified for the record that the executive session will constitute a privileged attorney-client communication and will not be recorded.

The Board and Special Counsel Ron Fano went into Executive Session at 6:31 p.m.

The Board came out of Executive Session at 6:47 p.m.

President Fairfield made a motion to open the Public Hearing on the Fuller Estates Exclusion. Upon a second, the motion was passed unanimously.

Special Counsel Fano stated that the Board needs to consider a number of statutory factors in determining whether to exclude the Fuller Estates property from the South Adams County Fire Protection District. Those factors are set forth in the proposed Resolution to exclude Fuller Estates. The Board heard comments from two residents of Fuller Estates earlier in the meeting. The Board will have to determine if it will approve the Resolution.

Nicole Garrimone-Campagna, an attorney representing the Greater Brighton Fire Protection District, stated that the exclusion would be in the best interest of both Districts, the Fuller Estates property owners, and the communities served by each District. She stated that Greater Brighton Fire's mill levy is less than the District's, so it is a tax savings to property owners in the area under discussion. Greater Brighton Fire can provide comparable emergency services to Fuller Estates. Greater Brighton Fire has successfully petitioned the Weld County District Court for the inclusion and recorded the Court Order with the County. The last step is for the District Board to consider, and hopefully approve, the exclusion of the Fuller Estates property from the District.

President Fairfield closed the Public Hearing on the Fuller Estates Exclusion at 6:52 p.m.

Board Comments on the Fuller Estates Exclusion:

Treasurer Anderson stated that the "north area" fire departments have been working well together recently, including both the District and Greater Brighton Fire. There is enough to support the exclusion. He noted, however, that the Fuller Estates area will be covered by the engine that is the closest to them, which most likely will be South Adams County Fire Protection District. He is not happy with the outcome but does not believe that it is worth a fight.

Director Bullock stated that the Board has only heard from two residents, and only one disagreed with the exclusion. If any of the other residents were not in agreement with the exclusion, they should have attended the Public Hearing or should have mailed in letters.

Secretary Machuga agreed with Director Bullock's comment.

President Fairfield stated that he believes that there have been enough statutory factors that have been met between both Districts in the consideration of the exclusion of the Fuller Estates.



Treasurer Anderson made a motion to approve Resolution 2019-07-09, A Resolution to Exclude the Fuller Estates property from the District, and related Order. Secretary Machuga seconded the motion. The motion was passed unanimously.

Board Action Items:

Attorney Ross stated that at the last meeting, the Board was provided with the proposed Amended and Restated Statement of Purposes. Attorney Ross asked if the Board had any questions about the document. The Board had no questions.

Secretary Machuga made a motion to approve the Amended and Restated Statement of Purposes. Director Bullock seconded the motion. The motion passed unanimously.

Attorney Ross provided a brief overview of the proposed D2C Architects agreement for the preliminary programming and master planning for the Station 5 Training Center.

Treasurer Anderson made a motion to approve the D2C Architects, Inc., Agreement for Programming and Master Planning for the Station 5 Training Center. Secretary Machuga seconded the motion. The motion was passed unanimously.

Chief Vincel stated that the proposed Audit of the District's Financial Statements for Year-ended December 31, 2018 was presented at the last meeting. Unless the Board has further questions, he believes it is ready for approval by the Board.

Secretary Machuga made a motion to approve the Audit Report on the District's Financial Statements for Year-ended December 31, 2018. Director Bullock seconded the motion. The motion was passed unanimously.

Treasurer's Report:

The Board reviewed the June financials.

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

Chief Vincel reviewed the Financial Report with the Board. He stated that he has been working closely with Adams County Fire in the sustainability report, comparing both districts' budgets. Director of Public Relations Carabajal has sent out a press release in the Commerce City Connect to inform the residents of the recent mill levy increase and what it is being used for.

Legal Comment:

Attorney Ross asked the Board if they had any questions regarding the written attorneys' report. The Board had no questions.

Attorney Ross discussed the possibility that FPPA will be introducing legislation next session that seeks to increase employer contributions from 8% to 12% over the next ten years. Discussion followed.



Chief's Report:

Chief Vincel outlined for the Board the construction process for the Station 5 Training Center.

Chief Vincel stated that he would like to include in the 2020 Budget, funds for the expansion of the Vehicle Maintenance Facility and the hiring an additional mechanic. His proposal is to use half of the impact fee revenue for the maintenance expansion.

Chief Vincel shared with the Board the floor plans for the proposed Maintenance Facility expansion.

Following discussion, the consensus of the Board was for Chief Vincel to include 4.5 million in the proposed 2020 Budget for the Vehicle Maintenance Facility expansion.

Chief Vincel stated that Attorney Duke has reviewed the Station 6 property to determine what areas the District owns, and what areas are possibly open for purchase. The District currently owns three acres of land at Station 6. Chief Vincel stated he would like to expand Station 6. President Fairfield recommended rezoning the property at Station 6. Treasurer Anderson recommended not expanding Station 6, but rather the District should rebuild the station in the near future.

Senior Accountant Fallt is working on the preliminary 2020 budget and should be completed late August.

The District's Fire Prevention Division personnel have all moved into the Adams County Fire Administrative Building; all of the administration staff, including Adams County Administration and Chiefs have moved to the South Adams Administrative Building. Adams County Fire has hired Human Resources Assistant Rodriguez, Public Information Officer Browman and Fire Investigator Jerry Means.

Chief Vincel shared his appreciation of Public Relations Carabajal for all her work in informing the community of important events through the Commerce City Connect. He also shared his appreciation of Public Education Marris for all her work in getting the Fire House completed.

Deputy Chief of Operations Report:

The Deputy Chief of Operations Monzingo updated the Board on various District projects.

Board of Directors/Report Comments:

President Fairfield made a request to make the following Regular Board Meeting date changes:

- August 20th will be moved to the 13th.
- September 17th will be moved to the 24th
- December 17th will be moved to the 10th

Secretary Machuga made a motion to approve the changes for the Regular Board meeting scheduled dates. Treasurer Anderson seconded the motion. The motion passed unanimously.



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 8:12 p.m.

x _____
Alex Fairfield
Board President 07/16/2019

x _____
Craig Machuga
Board Secretary 07/16/2019