



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

**May 21, 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 6:31 p.m.

Board Members Present:

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

Also, Present:

|                   |                              |
|-------------------|------------------------------|
| Kevin Vincel      | Fire Chief                   |
| Bob Monzingo      | Deputy Chief of Operation    |
| Randall Weigum    | Fire Marshal                 |
| Vanessa Rodriguez | Administrative Assistant     |
| Maria Carabajal   | Director of Public Relations |
| Kevin Kellar      | IT Administrator             |
| Jessica Fallt     | Internal Senior Accountant   |
| Kelley Duke       | Legal Counsel                |

Absent: None.

Guests: Melissa Wartman and Jamey Buckalew from Northglenn Ambulance. Firefighters RJ Fernandez and Doug Finkenbinder. Special Counsel Ron Fano.

Pledge of Allegiance:

President Fairfield led those present in the Pledge of Allegiance.

Public Comments: None.

Approval of Minutes:

Treasurer Anderson made a motion to approve the minutes of the April 16, 2019 Board meeting, as presented in the Board packet. Director Bullock seconded the motion. The motion was passed unanimously.

Changes/Addition to the Agenda: None.



#### Executive Session:

President Fairfield 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 property from the District.

The Board went into Executive Session at 6:33 p.m.

Treasurer Anderson made a motion to come out of Executive Session. Director Bullock seconded the motion. The motion was passed unanimously.

The Board came out of Executive Session at 7:02 p.m.

#### Fuller Estates Discussion:

Special Counsel Ron Fano stated that Vice President Gillan recused himself from the discussion regarding the potential exclusion from the Fuller Estates, where he owns property.

Special Counsel Ron Fano presented to the Board, a Resolution to set a Public Hearing at the July 1, 2019 District Board Meeting to consider the exclusion of the Fuller Estates Property, a required part of the exclusion process.

Director Bullock made a motion to approve the Resolution setting a public hearing on the Fuller Estates property exclusion for July 1, 2019, during the Board's regular meeting. Treasurer Anderson seconded the motion. The motion passed unanimously.

Special Counsel Fano stated that notices will need to be signed and mailed to property owners.

#### Inclusion Discussion:

Special Counsel Fano stated that the District must hold a public hearing as part of the process for the inclusion of the property.

Secretary Machuga made a motion to set the Public Hearing on the Inclusion of Property for June 18, during the regular Board meeting. Vice President Gillan second the motion. The motion passed unanimously.

#### Special Reports:

##### Construction Projects

Chief Vincel gave a special report on District construction projects:

The Fleet Maintenance Shop will be completed at the beginning of 2020. The Headquarters parking lot will be completed sometime between September and October 2019. The remodeling of Station 6 and sprinkler system installment will be completed early 2020. Bob Kreutzer will have a fence installed at Station 2.

Operations Deputy Chief Monzingo will work with Jon Sattler on the aspects of design and construction of the training center, which is expected to be finished by 2020. Chief Vincel



stated that training will be conducted at the North Area Training Facility and the Adams County Fire Protection District Training Facilities until the District's facility is complete.

Chief Vincel stated his appreciation for the efforts of Operations Deputy Chief Monzingo, Fire Marshal Weigum and Bob Kreutzer in getting Station 8 up and running after the fire.

#### Northglenn Ambulance Report:

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

Ms. Wartman shared with the Board a new Resus-U program for pit crew approach to cardiac arrest response with the Firefighters and EMS crews and will be a yearly education training program.

#### Fire Marshal Report:

Fire Marshal Weigum shared with the Board that he would like to bring in a third-party consultant to help with the plan review process. He also stated that the new Fire Prevention Officers will be out completing inspections effective July 1, 2019.

Fire Marshal Weigum presented to the Board Resolution 2019-05-05, which adopts a fee schedule for inspections for code compliance reviews.

Treasurer Anderson made a motion to approve Resolution 2019-05-05 Resolution Adopting An Amended Fee Schedule For Inspections For Fire Code Compliance Effective July 1, 2019. Vice President Gillan second the motion. The motion passed unanimously.

#### Fleet Maintenance Facility Expansion Project:

The Board reviewed the D2C Architects Owner - Architect Agreement regarding Fleet Maintenance Facility Expansion Project, as presented in the Board Packet.

Vice President Gillan made a motion to approve the D2C Architects Owner - Architect Agreement regarding Fleet Maintenance Facility Expansion Project. Director Bullock second the motion. The motion passed unanimously.

#### Treasurer's Report:

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

#### Legal Comment:

District Legal Counsel Kelley Duke stated that she had no additional information for the Board beyond her attorney's report. She stated there would be an Executive Session, in which she would provide legal advice to the Board.

#### Chief's Report:

Chief Vincel introduced Jessica Fullt, the new Internal Senior Accountant.



Chief Vincel stated that Fire Marshal Weigum is working with Oakwood Homes to purchase land to build a new station (Station 9).

Chief Vincel stated that the brush truck will be completed by July 4, 2019. The funds to pay for the new brush truck came from the insurance payout for the Skeeter brush truck.

Chief Vincel provided his appreciation of the Board's time and efforts in the early stages of discussions of the possible merger with Adams County Fire Protection District (Adams County Fire). As the Board knows, the steering committee has been established, and the Chief Staff of the District and Adams County Fire are working with the steering committee.

Chief Vincel shared his appreciation of Ireland Stapleton for their work with ADCOM. The CAD-to-CAD agreement has been signed.

Deputy Chief of Operations Report:

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

Board of Directors/Report Comments: The Board shared their appreciation with the Administration Staff for all their hard work and efforts during the employee transition.

President Fairfield reported on various activities of local special districts in the area.

Chief Vincel stated that the new mailer list has been completed. Public Relations Director Carabajal has used the list to update citizens on the District's upcoming events.

Chief Vincel also shared his appreciation to the Training Operations, IT and all Administration for all their work.

Executive Session:

Attorney Duke requested that the Board enter into an executive session to receive legal advice.

President Fairfield made a motion to go into Executive Session to receive advice of legal counsel pursuant to C.R.S § 24-6-402(4)(b). Vice President Gillian seconded the motion. The motion passed unanimously. Attorney Duke certified for the record that the executive session will constitute a privileged attorney-client communication and will not be recorded.

The Board went into Executive session at 8:32 p.m.

The Board came out of the Executive session at 9:30.



Adjournment:

With no further business to come before the Board, President Fairfield made a motion to adjourn the meeting. Vice President Gillan seconded the motion. The motion passed unanimously.

The meeting was adjourned at 9:32 p.m.

X\_\_\_\_\_

Alex Fairfield  
Board President 05/21/2019

X\_\_\_\_\_

Craig Machuga  
Board Secretary 05/21/2019