



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

November 21, 2017

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 6:15 p.m.

The following Directors were present by roll call: President/Chairman Ken Koger; Treasurer Alex Fairfield; Secretary Craig Machuga and Director Sam Gillan. Vice President Randy Buckalew was absent. Secretary Machuga made a motion to excuse Vice President Buckalew. Director Gillan seconded the motion. The motion passed.

Also present were: Fire Chief Kevin Vincel; Deputy Chief Bob Monzingo; Dino Ross, Attorney for the District; Miles Miller; Human Resource Manager Melissa Rossback; Fire Marshal Randall Weigum; and Diane Roemer, District Administrative Assistant.

Guests: Roger Japp with Northglenn Ambulance; Emma Connors; Melissa Rossback; Rick Gonzales with Marchetti & Weaver; Kevin Kellar; Augdon Greening.

Additions or Changes to the Board Agenda:

Attorney Ross informed the Board that the Public Hearing agenda for the Amended 2017 Budget was not originally in the Board packets. A copy was distributed to the Board.

Public Comment:

Lt. Augdon Greening stated that he would like to congratulate Sam Gillan on his appointment to the Board. He also would like to thank Chief Staff and the Board for allowing the firefighters to attend various seminars, training, and leadership classes, for allowing all firefighters to purchase Class A uniforms, and for allowing all employees who enroll in the DROP program with FPPA to be able to place the 8% of what the District was matching into their Deferred Compensation Plan.

Chairman Koger thanked Lt. Greening for addressing the Board and thanked all the District's firefighters for a job well done.

Minutes:

Chairman Koger asked for a motion to approve the minutes of the October 17, 2017 Board meeting. Treasurer Fairfield made a motion to approve the minutes; Director Machuga seconded the motion. The motion carried.



Special Board Meeting Minutes:

Chairman Koger asked for a motion to approve the minutes of the Special Board Meeting on September 25, 2017. Treasurer Fairfield made a motion to approve the minutes; Director Machuga seconded the motion. The motion carried.

District Projects:

Chief Vincel introduced District mechanic Miles Miller who reported on the proposal to replace the exhaust systems for the stations. He stated that the safety committee has suggested that the District replace the stations' exhaust systems for the health and welfare of the District's firefighters.

Mr. Miller stated that the cost to replace the exhaust systems for all the stations will be approximately \$157,000. He explained that the heavy rescue apparatus at Station #4 had a problem connecting to the exhaust system. The Hammer apparatus also must be modified to connect to the exhaust system. Everything else should easily work in a new system.

Mr. Miller explained how the new exhaust systems will work.

Chief Vincel informed the Board that the company installing the new exhaust systems installed the original systems, so they can reuse some of equipment that they originally installed.

Director Gillan asked what type of warranty will be issued with these systems. Mr. Miller replied that there is a one-year warranty.

Chairman Koger stated that the exhaust systems have been budgeted for in the 2018 Budget.

Chief Vincel would like the IT Administrator to review the new Tableau program. Kevin Kellar informed the Board that the new Tableau program will use data from ImageTrend to show all incidents, including mutual aid calls, by date, time, type of incident, where the incident was located and who responded. There have been 5,500 incidents so far this year. All the data can be published on line for the Board to review.

Discussion followed regarding the calls occurring inside and outside of the District.

Chief Vincel informed the Board the District is receiving more aid than they are giving other Districts, due to closest call dispatch through their dispatching agency, ADCOM.

Northglenn Ambulance:

Roger Japp thanked the Board for including Northglenn Ambulance in the 75th anniversary party. They had a great time.



Mr. Japp has some data from the CPR machine which has been used three times in the last month. There was a 66% survival rate.

Public Hearing for the Proposed Amended 2017 Budget:

Chairman Koger opened the public hearing on the proposed Amended 2017 Budget. Attorney Ross informed the Board that the Notice of Amended 2017 Budget and Public Hearing on that Budget was published in a newspaper of general circulation with the District in accordance with State law.

Attorney Ross informed the Board that neither Chief Staff nor legal counsel received any written comments from the public prior to the Board meeting. He also stated for the record that no members of the public are present to discuss the proposed Amended 2017 Budget.

Chief Vincel stated that the purpose of the proposed Amended 2017 Budget is to accurately reflect the expenditures for the furniture at the new fire station. Chairman Koger closed the public hearing.

Public Hearing for the Proposed 2018 Budget:

Chairman Koger opened the public hearing on the proposed 2018 Budget. Attorney Ross stated for the record the Notice of the proposed 2018 Budget and Public Hearing on the Budget has been published in a newspaper of general circulation within the District in accordance with State law.

Attorney Ross informed the Board that neither Chief Staff nor legal counsel received any written comments from the public prior to the Board meeting. He also stated for the record that no members of the public are present to discuss the proposed 2018 Budget.

Chief Vincel stated that he would like to thank Rick Gonzales and Marchetti & Weaver for their help in developing the 2018 Budget.

Chairman Koger closed the public hearing.

Board Action Items:

2018 Budget Resolutions.

Chairman Koger asked for a motion to adopt Resolution #2017-11-01 adopting the 2018 Budget. Attorney Ross recommended that the Board authorize Chief Staff and the accounting consultants to make non-substantive changes to the 2018 Budget that may be necessary to conform to the final assessed valuation that will be received from the Adams County Assessor by December 10, 2017.

Director Machuga made a motion to approve Resolution #2017-11—1, Adopting the 2018 Budget, and authorizing Chief Staff and the accounting consultants to make non-substantive changes to the 2018 Budget that may be necessary to conform to the final assessed valuation that will be received from the



Adams County Assessor by December 10, 2017. Treasurer Fairfield seconded the motion. The motion carried.

Chairman Koger asked for a motion to adopt Resolution # 2017-11-02, a Resolution to set the 2018 Mill Levy. Director Machuga made a motion to adopt Resolution # 2017-11-02. Director Gillan seconded. The motion carried.

Chairman Koger asked for a motion to adopt Resolution #2017-11-03, a Resolution to appropriate sums of Money for the 2018 Budget. Director Machuga made a motion to adopt Resolution #2017-11-03; Secretary Fairfield seconded the motion. The motion carried.

Chairman Koger asked for a motion to adopt Resolution #2017-11-04, a Resolution to Amend the 2017 Budget. Treasurer Fairfield made a motion to adopt Resolution #2017-11-04; Director Gillan seconded. The motion carried.

Commerce City Intergovernmental Agreement (IGA) on Impact Fees.

Attorney Ross stated that this has been a long process. He explained that there is no fee schedule attached to the proposed Impact Fees IGA. Commerce City Council has approved a separate Ordinance setting the fees, which will be adopted on an annual basis. Commerce City agreed to provide notice 180 days prior to terminating this Agreement, in the event they wish to terminate. Chief Vincel thanked the Department for the good showing at the Commerce City Council meeting approving the IGA. The IGA will go into effect on January 1, 2018.

Chief Weigum will implement the impact fee schedule. The fees will be added to the cost of plan reviews.

Developers can still provide in-kind contributions to the District through land donations, purchase of equipment for the District, and similar contributions.

Chief Vincel informed the Board that Marchetti & Weaver are very familiar with impact fees. A line item was added to the 2018 Budget for impact fees.

Director Machuga made a motion to approve the Intergovernmental Agreement with Commerce City For the Assessment, Collection and Remittance of Emergency Service Impact Fees; Treasurer Fairfield seconded. The motion carried.

Treasurer's Report:

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



Chief Vincel informed the Board that Rick Gonzales with Marchetti & Weaver will present the financial statements, the 2018 Budget and his analysis and recommendations regarding investing funds in the CSAFE, COLOTRUST and CSIP accounts.

Chief Vincel informed the Board he has been working closely with Rick Gonzales on the sustainability of the District and noted that in order to add firefighters in the future, the mill levy will have to be increased.

Mr. Gonzales compared CSAFE, CSIP and COLOTRUST accounts, and recommended that the Board consider combining all accounts into a single COLOTRUST account which has the higher interest rate.

After discussion, the consensus of the Board was to place all investment funds into the COLOTRUST account.

Bills for October 2017:

Treasurer Fairfield asked for a motion to pay the bills for October, totaling \$317,971.83. Secretary Machuga made a motion to pay the October 2017 bills; Director Gillan seconded the motion. The motion carried.

Chairman Koger inquired about the Department renting bunker gear.

Chief Vincel explained that the Department is renting bunker gear to allow the Department to return the gear if a volunteer stays only a short time. It is much more cost effective to rent bunker gear.

Legal Comments:

Attorney Ross stated that the attorneys' report is in the Board packets.

Attorney Ross updated the Board on the status of getting the Adams County Board of County Commissioners to approve an Impact Fee IGA with the District.

Attorney Ross thanked the Board for approving the IGA with Commerce City regarding impact fees.

Attorney Ross and Chief Vincel advised the Board that attorney Ross assisted Chief Vincel with a letter to Don Fitzmartin that paid his company for all of the pre-contract consulting services, except for the costs associated with touring various facilities.

Attorney Ross informed the Board that Attorney Duke will be back from maternity leave in time to attend the December Board meeting.

Fire Chief Report:



Chief Vincel thanked everyone involved with the 75th anniversary party, it turned out really nice.

The Commerce City Council passed the Impact Fees IGA with a 7-1 vote. They also presented a proclamation to the District, congratulating them on their 75th anniversary.

Chief Vincel wanted to thank the mechanics for all their hard work keeping the trucks running.

Chief Vincel thanked Chief Monzingo and Chief Whitner for their work on the training program.

Chief Vincel informed the Board that Deputy Chief of Support, Dave Bierwiler has announced his retirement. His last day at the office will be Thursday, November 30th. He will be on vacation the month of December. Chief Vincel wants to personally thank Deputy Chief Bierwiler for his expertise, guidance and service to the District throughout his 47 years in the fire service.

The awards ceremony date has been changed to January 7, 2018 at Station #8 at 4:00 p.m. Deputy Chief Bierwiler also will be honored at that time.

Chief Vincel informed the Board that Sable-Altura Fire Protection District's mill levy increase passed, setting it at 11.4 mills. Chief Vincel stated that is good news for the District.

Chief Vincel and Fire Marshal Weigum met with Chris Thompson, who either owns, has leased, or has sold several parcels in the territory within Sable-Altura Fire Protection District. Also at the meeting was Centro Group, the company that has been in touch with the other land owners. Chris Thompson is ready to sign the inclusion agreement to join the South Adams County Fire Protection District.

Chief Vincel discussed his upcoming internship position with Homeland Security. The internship will qualify for six college credits, the same as taking a college course. He is the first metro area Fire Chief to attend this pilot program with Homeland Security.

Chief Vincel discussed the "table top" exercise held with the metro area Chiefs.

Chief Vincel informed the Board that he spoke with the Thornton Fire Chief regarding the WalMart shooting. The Thornton Fire Chief praised Training Chief Whitner and the District for training the Thornton team.

Chief Vincel is requesting Board approval to engage a temporary employee for about six months to scan documents. Treasurer Fairfield suggested hiring a company to scan the documents due to privacy issues with the documents. Chief Vincel stated that this was a great suggestion and he will look into it.

Chief Vincel thanked the Board, all of his staff, and the whole Department for their assistance this year.



Chief Dave Bierwiler Report:

No Report.

Deputy Chief Monzingo Report:

Deputy Chief Monzingo informed the Board that he will be sending them the closest unit dispatch information. There were 31 times units came into the District for assistance and 27 times the District was dispatched to incidents in the service areas of other departments.

Deputy Chief Monzingo updated the Board about the status of the new trucks the District has ordered. The trucks are on schedule and are expected to be delivered in January of 2018.

Deputy Chief Monzingo stated that Station #6 has been completed; the work was about \$200 over budget. He stated that the station looks really good.

Deputy Chief Monzingo stated he has been working on updating the policies and procedures for the Department.

Deputy Chief Monzingo attended the UASI meeting last week. ADCOM will request bids for the CAD-to-CAD, which should be completed by late summer.

Training Chief Whitner Report:

Training Chief Whitner stated that she has been at the National Fire Academy for the past two weeks.

She is working on the Blue Card command training center. The cost to purchase the program from Blue Card is \$9,500. She can develop her own program, as an alternative.

The consensus of the Board was to authorize Chief Whitner purchase the program from Blue Card.

Training Chief Whitner is working on the training calendar for next year, and she is working with Chief Monzingo and Battalion Chief Ross on a volunteer program for next year. She is also working on plans for the remodel of the training center and Station #5.

Fire Marshal Weigum Report:

Fire Marshal Weigum informed the Board he will be going to the National Fire Academy for the next two weeks for hazmat training.

His department has had three structure fires in the past two weeks caused by unattended candles.



The District responded to an RV fire where they rescued a dog and made the news with the special dog mask used to resuscitate him. Chief Monzingo stated the dog that survived the RV fire was taken to Adams County Animal Shelter and will be up for adoption on Friday.

Last Friday he had the honor of hosting the Colorado State Fire Marshal's Association meeting. There were 54 people in attendance in the Board room. There were a lot of compliments about the building.

Fire Marshal Weigum gave a tour of the District to Fire Marshal Paul Rogers from New York City. He also had a lot of compliments about the District's fire stations. Fire Marshal Rogers presented the training on high rise building and energy storage systems.

Chief Vincel would like to thank Melissa Rossback for her work in the Human Resource Manager position. The District has run more efficiently with her help.

Volunteer Fire Department:

Chief Vincel informed the Board that Chief Staff is developing a new incentive program for the volunteers.

Board of Directors Report:

Director Gillan inquired about the new contract employees.

Chief Vincel informed him the interviews were yesterday and the decision will be made next week to hire two contract employees.

Chief Vincel informed the Board there was a problem with pouring the concrete at Station #2 today. Commerce City inspectors would not let the contractor pour the concrete because South Adams County Water had a water leak a block away from Station #2.

Secretary Fairfield informed the Board that he and Director Buckalew met with Jon Sattler regarding the remodel of the maintenance facility. Secretary Fairfield stated that he informed Jon Sattler that he would like to see if the permit process could be started soon, maybe prior to the holidays. He wished everyone a Happy Thanksgiving.

Chairman Koger inquired about the status of selling the rescue truck. Director Gillan suggested it be left to Chief Vincel's discretion as to whether to sell or donate the truck. The rest of the Board concurred with this approach.



Chairman Koger wished everyone a Happy Thanksgiving and stated that the 75th anniversary party turned out very well.

Chief Vincel wished everyone a Happy Thanksgiving and informed the Board he will be taking care of the crews for dinner including the ambulance crews.

Adjournment:

As there was no further business, Chairman Koger adjourned the Board meeting at 8:35 p.m.

SUMMARY OF ACTIONS TAKEN BY THE BOARD

RESOLVED: To approve the minutes of the October 17th, 2017 meeting.

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

RESOLVED: To pay the bills for October 2017, totaling \$317,971.83.

RESOLVED: To adopt Resolution #2017-11-01, a Resolution Adopt the 2018 Budget

RESOLVED: To adopt Resolution #2017-11-02, a Resolution to Set the Mill Levy

RESOLVED: To adopt Resolution #2017-11-03, a Resolution to appropriate sums of money

RESOLVED: To adopt Resolution #2017-11-04, a Resolution to amend the 2017 Budget

RESOLVED: To approve the final IGA impact fees with Commerce City.

X

Ken Koger
Board President 11/21/2017

X

Craig Machuga
Board Secretary 11/21/2017

