



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

September 19, 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; Vice President Randy Buckalew; Secretary Craig Machuga.

Also present were: Fire Chief Vincel, Deputy Chief Dave Bierwiler; Deputy Chief Monzingo; Kelley Duke, Attorney for the District; Fire Marshal Randall Weigum; Training Chief Lee Whitner; and, Diane Roemer, District Administrative Assistant.

Guests: Roger Japp with Northglenn Ambulance; Emma Connors; Battalion Chief Jeff Woog; Don Martin and Iris Foster with Fitzmartin Consulting; Kevin Phillips and Officer Dave Adams.

Public Comment:

No comments.

Minutes:

Chairman Koger asked for a motion to approve the minutes of the August 15th Board meeting. Treasurer Fairfield made a motion to approve the minutes; Director Craig Machuga seconded the motion. The motion carried.

District Projects:

Don Fitzmartin and Iris Foster appeared before the Board to discuss Fitzmartin Consulting, a construction management company ("Fitzmartin"). Mr. Fitzmartin thanked the Board for inviting him to the meeting and allowing his company to give feedback on the District's potential upcoming construction projects and demonstrate how Fitzmartin's services could benefit the District. Ms. Foster explained to the Board some of the processes Fitzmartin Consulting would use to assist the District. Fitzmartin would review utility bills, evaluate existing budget for the next three to five years, obtain current job descriptions, obtain list of all service vendors and contracts for each project, perform site inspections, review utility billings and review preventative maintenance logs and programs.

Mr. Fitzmartin stated his understanding that there were two specific construction projects that need attention, the vehicle maintenance facility and the training center. Chief Vincel stated Ms. Foster has



expertise in management and would like Bob Kreutzer to be more involved in the management side of the building maintenance.

The Board inquired as to when Fitzmartin would implement the plans? Chief Vincel stated that he would like to start the planning process with the consultants in 2018.

Director Buckalew stated that there are items that need to be addressed this year, for example, replacement of the concrete in front of Station #8. Chief Vincel stated that the Station #8 concrete project would be placed in the capital expenses for next year. Treasurer Fairfield stated that he would like some items taken care of now and not wait until 2018.

Training Chief Whitner suggested having the Battalion Chiefs check on each station when they are on shift and report any problems they find. The District needs to prioritize those items identified as problems or other issues that need immediate repair.

Training Chief Whitner stated that the exhaust system at Station #5 needs repair. Chairman Koger said safety is a main concern of his and that he would like Training Chief Whitner to have the exhaust system at Station #5 repaired.

There was discussion regarding the remodel of Station #5, including providing classrooms for more people, and the remodel of the burn building.

Training Chief Whitner stated that she and the consultants from Fitzmartin will be visiting neighboring fire departments to observe their training facilities as a starting point for discussions about the District's facilities. Treasurer Fairfield stated that he would like Training Chief Whitner to present to the Board her findings after visiting the other training facilities.

Station #4:

Chief Vincel stated that the modifications to the air conditioning system at Station #4 have been completed.

Northglenn Ambulance:

Roger Japp thanked the department for their participation in the spaghetti dinner. Northglenn Ambulance provided CPR training to 110 people at the dinner.

Board Action Items:

Attorney Duke informed the Board that the dispute with Comcast regarding the headquarters building has been resolved. The District received a check from Sage Insurance to cover the damage. Director Koger has already signed the release of liability.



Treasurer Fairfield made motion to ratify the acceptance of the release of liability and acceptance of the money owed the District from Comcast for damages to the headquarters building. Director Machuga seconded. The motion carried.

Attorney Duke informed the Board that the certificate of occupancy for the headquarters building was delayed by the South Adams County Water District ("Water District"). The Utilities Agreement that Chairman Koger signed was not accepted by the Water District. They require an original signature. Attorney Duke stated that President Koger has signed the waiver at tonight's meeting and it will be delivered to the Water District tomorrow morning.

Treasurer Fairfield made a motion to ratify the Utilities Easement Agreement to South Adams County Water District. Director Machuga seconded. The motion carried.

Treasurer's Report:

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

Chief Vincel informed the Board the 2017 budget shows 43% of the budget remains, which is 9% ahead for the year.

Treasurer Fairfield asked how the Union dues are shown on the budget. Chief Vincel stated they are withheld as a payroll deduction and paid to the Union. The Board stated they would like the budget to show a separate line item for Union dues, to more clearly indicate the money coming into the budget and being paid to the Union.

Treasurer Fairfield stated that he would like Rick Gonzales from Marchetti & Weaver to come to the next Board meeting to discuss the CSAFE and CSIP investments.

Bills for August 2017

Treasurer Fairfield asked for a motion to pay the bills for July totaling \$499,674.14. Secretary Machuga made a motion to pay the August 2017 bills; Vice-President Buckalew seconded. The motion passed.

Legal Comments:

Attorney Duke informed the Board that she is working on the Verizon contract with a new attorney for Verizon. Verizon's attorney sent additional easements to Attorney Duke. They are requiring a 20-year term, but will pay the District \$1,200 per month for the antenna being placed on Station #7



A motion was made by Director Machuga to accept the Verizon contract allowing for minor changes approved by legal and to authorize Chairman Koger to sign the agreement. Director Buckalew seconded. The motion passed.

Attorney Duke will have the Northglenn Ambulance contract to the Board soon. She is still working on the lease agreement for Station #3.

Fire Chief Report:

Chief Vincel thanked Deputy Chief Monzingo, Chief Bierwiler, Attorney Duke and Attorney Ross for their time at the meeting prior to the City council meeting last Monday evening. The Commerce City Council does want to move forward with impact fees.

Chief Vincel informed the Board, Kevin Phillips will be entering the Deferred Retirement Option Plan ("DROP") through the FPPA retirement plan. Under DROP, a member could choose to participate in DROP and continue employment for a specified period of time, not to exceed five years. When a member enters DROP, his/her retirement benefits are calculated and the member does not earn any further service credits.

Chief Vincel further explained that once an employee enters DROP, the District no longer pays FPPA the match for that members retirement. Chief Vincel is recommending that the District place the 8% that would have been paid to FPPA into the member's 457 Deferred Compensation retirement plan, which is a separate retirement plan.

After discussion, the Board stated its agreement with the idea of placing the 8% match into the 457 Deferred Compensation plan. Attorney Duke stated that she will prepare the proposal and other necessary legal documents for the Board's consideration at the next Board meeting.

Chief Vincel stated that he would like to discuss insurance for retirees and informed the Board that there is currently no medical insurance for employees, once they retire from the District, however, a member can keep their medical insurance through the District if the retiree pays the full premium. Currently, the premium is \$1,363 for an employee and spouse. Treasurer Fairfield would like to receive more information regarding retiree insurance benefits. Discussion followed. Chief Vincel will look into insurance plans for retirees.

Chief Vincel would like to thank the Board for deciding to donate Engine 21 to a volunteer fire department in Texas. The engine was picked up on Monday morning and should arrive in Texas in a couple of days. Chairman Koger stated that the idea came from a former volunteer, Pat Kearns, who now resides in Texas.

Chief Vincel would like the Board's approval to purchase a data analytical program called Tableau.



This program will track CAD numbers, engine locations, and activity throughout the day, to help identify issues such as the busiest time of the day. The program does not include training information. The purchase price of the program is \$15,732 for six users and one desktop license that is good until 2020.

After discussion by the Board, all Board members directed Chief to look into purchasing the program.

Chief Vincel asked if the Board had decided to purchase a brush truck for the District. Treasurer Fairfield stated that he would like to see the District purchase two brush trucks. Director Machuga stated he would like one purchased this year and one next year. Deputy Chief Monzingo stated that he will look at the District's needs and advise the Board if the District needs two brush trucks at this time.

Chief Vincel informed the Board that Station #3 has been completely cleaned, the carpets have also been cleaned, and all of the office furniture has been moved to the Headquarters building.

Chief Vincel spoke with Rick Lindsay with Northglenn Ambulance. Mr. Lindsay told Chief Vincel that they want to move forward with a lease agreement.

Chief Vincel thanked the Board for a great SDA conference in Keystone this year.

Chief Vincel informed the Board that the District now has a canvasser to get signatures from property owners in the Sable-Altura Fire Protection District territory. There are twelve land owners and only two of the owners have signed the petition.

Deputy Chief Monzingo Report:

Deputy Chief Monzingo informed the Board the remodel of Station #6 is almost complete. The outside painting is being done this week. The crews should be back into the station by the weekend.

Training Chief Whitner Report:

Training Chief Whitner informed the Board there are three firefighters who now are driver/operator pumper certified; Augdon Greening, Kristina Rollf and Chris VanDijk.

Fire Marshal Weigum Report:

Fire Prevention is gearing up for Fire Prevention week in October. There have been 169 plan reviews so far this year and 48 fire investigations.

Volunteer Fire Department:

No report.

Deputy Chief Dave Bierwiler:

No report.



Board of Directors Report:

No report.

Executive Session:

None.

Adjournment:

As there was no further business, Chairman Koger adjourned the Board meeting at 8:45 p.m.

SUMMARY OF ACTIONS TAKEN BY THE BOARD

RESOLVED: To approve the minutes of the August 15th, 2017 meeting.

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

RESOLVED: To pay the bills for August 2017, totaling \$499,674.14.

X

Ken Koger
Board President 9/19/2017

X

Randy Buckalew
Board Vice President 9/19/2017