



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

**April 21, 2020**

A meeting of the Board of Directors of the South Adams County Fire Protection District was held via zoom meeting due to COVID-19 and State and Local Stay-at-Home orders at the South Adams County Fire Protection District's Administrative Building, located at 6050 Syracuse Street, Commerce City, CO 80022 commencing at 11:27 am.

Board Members Present:

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

Also, Present:

Kevin Vincel	Fire Chief
Bob Monzingo	Deputy Chief of Operations
Ken Koger	Chief of Support
Ron Fano	District Legal Counsel
Vanessa Rodriguez	Administrative Assistant
Kevin Kellar	Information Technologies

Absent: None.

Guests:

Melissa Wartman from Northglenn Ambulance.

Pledge of Allegiance: None.

Due to conflict of interest President Fairfield did not attend the Executive Session. Secretary Machuga made a motion to go into Executive Session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice regarding NGA Agreement. Vice President Gillan seconded the motion. The motion was passed unanimously by roll-call vote. Following discussion in Executive Session, a motion was made by Vice President Gillan to close the Executive Session at 12:18 p.m. The motion was seconded by Director Bullock and passed unanimously by roll-call vote.

Open session reconvened at 12:20 p.m. and Treasurer Anderson made a motion to approve a one-time waiver for Northglenn Ambulance 2019 profit-sharing dispatch fees with no additional with no future waiving of those fees to be accepted. Director Bullock second the motion. The motion was passed unanimously by roll-call vote. Due to technical difficulties



Secretary Machuga was unable to vote. President Fairfield abstained from the vote due to the previously noted conflict of interest.

Treasurer Anderson made a motion to deny Northglenn Ambulance a waiver for Station 3 rent. Director Bullock second the motion. The motion was passed unanimously by roll-call vote. Due to technical difficulties Secretary Machuga was unable to vote. President Fairfield abstained from the vote due to the previously noted conflict of interest.

Public Comments: None.

Approval of Minutes:

Vice President Gillan made a motion to approve the minutes of the March 24, 2020 Board meeting, as presented in the Board packet. Treasurer Anderson seconded the motion. The motion was passed unanimously by roll-call vote. Due to technical difficulties Secretary Machuga was unable to vote.

Changes/Addition to the Agenda: None.

**Special Reports:**

Chief Report on District Projects:

Chief of Support Koger HQ parking lot work estimated to begin 2020.

Maintenance Facility is estimated to begin construction June-July 2020.

Chief of Support Koger gave a brief update on the progress on both Station 1 and Station 6.

Bob Kreutzer is working on the kitchen remodel at Station 7.

Chief of Support Koger gave an update on the land by Station 7 and will be included in the 2021 budget.

Northglenn Ambulance Report:

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

Board Action Items:

Treasurer Anderson made a motion to approve the addendum to sick leave policy for Line Personnel to address COVID-19 related issues. Vice President Gillan seconded the motion. The motion was passed unanimously by roll-call vote. Due to technical difficulties Secretary Machuga was unable to vote.



Vice President Gillan made a motion to continue the status of Declaration of Local Disaster/Emergency ongoing, until the scheduled board meeting on May 19, 2020. Treasurer Anderson seconded the motion. The motion was passed unanimously by roll-call vote. Due to technical difficulties Secretary Machuga was unable to vote.

Following a report by auditor Jim Pauley, Treasurer Anderson made a motion to approve of the 2019 audit. Vice President Gillan seconded the motion. The motion was passed unanimously by roll-call vote.

#### Treasurer's Report:

Chief Vincel stated our new third-party accountants Feis & Co have worked great with SACFD's new Senior Accountant Zima. The reconciliation has been completed.

Chief Vincel shared his recommendation to hold off on some of the capital projects. The Maintenance Facility as well as the HQ Parking Lot will move forward.

Chief Vincel designated a budget area to COVID-19 to maintain and keep track of all COVID related expenses for the district.

Treasurer Anderson made a motion to approve the March 2020-April 2020 bills. Vice President Gillan seconded the motion. The motion was passed unanimously by roll-call vote. Due to technical difficulties Secretary Machuga was unable to vote.

#### Legal Comments:

Attorney Fano gave an update on the COVID-19 leave policy, he shared his appreciation with HR Rossback for all her hard work.

Attorney Fano updated the Board on the potential for an election question to De-Gallagherize the district's mill levy for the November ballot and will be discussed at the May 19, 2020 board meeting.

Attorney Fano stated that he will be working on submitting the paperwork to the Court and Adams County to correct a small error in the legal description of certain property excluded from the district last year and included into the boundary of the Greater Brighton Fire Protection District.

#### Chief Vincel Report:

Chief Vincel shared his appreciation to all staff, and line crews for all their hard work.

Chief Vincel gave an update on COVID-19.

Chief Vincel gave an update on ADCOM.



Chief Vincel gave an update on the North Area Chiefs meeting

Chief Vincel gave an update on a grant Lt. David Metish is submitting for COVID-19.

Chief Vincel stated that the administrative staff will return to work May 4<sup>th</sup>, 2020 with mortified schedules.

Chief Vincel welcomed Account Trey Zima and mechanic Mark Patton.

Deputy Chief of Operations Report:

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

Board of Directors Report/Comments:

Board of Directors thanked Chief Vincel and all SACFD for what they are doing for the district. They also congratulated SACFD on the 2019 audit being completed and going so smoothly.

Treasurer Anderson made a motion to go into executive session pursuant to Section 24-6-402(4)(b) to receive legal advice regarding options for a potential executive incentive plan. Vice President Gillan seconded the motion. The motion was passed unanimously by roll-call vote. Due to technical difficulties Secretary Machuga was unable to vote.

Following discussion in Executive Session, a motion was made by Vice President Gillan to end the Executive Session. The motion was seconded by Treasurer Anderson and passed unanimously by roll-call vote.

Adjournment: With no further business to come before the Board, President Fairfield made a motion to adjourn the meeting. Upon a second by Vice President Gillan, the motion passed unanimously by roll-call vote.

The meeting was adjourned at 2:50 p.m.

x \_\_\_\_\_  
Alex Fairfield  
Board President 04/21/2020

x \_\_\_\_\_  
Craig Machuga  
Board Secretary 04/21/2020