



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

September 21, 2021

A meeting of the Board of Directors of the South Adams County Fire Protection District was held in person and via zoom video conference due to on-going concerns related to the spread of COVID-19 at the South Adams County Fire Protection District's Administrative Building, located at 6050 Syracuse Street, Commerce City, CO 80022 commencing at 6:15 p.m.

Board Members Present:

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

Also, Present:

Kevin Vincel	Fire Chief
Bobby Noel	Chief of Operations
Ron Fano	District Legal Counsel
Sandy Danne	Administrative Assistant

Absent: Vice President, Sam Gillan. President Fairfield made a motion to excuse Vice President Gillan. Secretary Machuga seconded the motion. The motion passed unanimously.

Public Comments: None.

Approval of Minutes:

Treasurer Anderson made a motion to approve the minutes of the August 17, 2021 Board meeting, as presented in the Board packet. Director Bullock seconded the motion. The motion was passed unanimously.

Introduction of Guests: Ron Swan, Captain for Northglenn Ambulance

Changes/Addition to the Agenda: None

Special Reports:

Chief Report on District Projects:



Chief Koger reported the following on the district projects.

Fleet Maintenance Facility. Punch list needs completed. Concrete issues. The warranty does not start until punch list is completed. Addition is in use.

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Station 1: Permitting has been approved. 6 months build out. Approved bidders' deadline is the 23rd of September. Bob is in the process of moving out.

Station 3: Drawings are in process, waiting on Water department approval.

Station 4: Decided we do not need to move exhaust for the Tower, it will run out of the first bay.

Training/Station 5: Nothing new to report.

Station 6: Ventilation to be installed in bay. Fans are finally in. An additional breaker box needs to be added. Also adding a dedicated circuit for I.T. equipment.

Station 7: Nothing new to report.

Station 8: Floors are complete.

Station 9: Legato West is waiting on the city to give them a green light to move forward. They cannot sell or convey any property until the City approves their map.

As of 9/15/2021:

The Pound. Office is 90% complete.

Training classrooms 80% complete

Touch up painting. Starting to paint the Gym/P.T. room

After the saw cuts are sealed, we can start moving in props and Equipment in the training side of the building.

I.T. will be one of the first employees to move in for the installation and Training of our hardware/AV



Safety Committee - Moving forward with information input on our new program. Capable of tracking type of injury, body part injured, on scene-v-training. Frequent flyers. Etc. This program along with the possibility of a P.T. program we are hoping for a goal to reduce our workers comp premiums.

Fitting for new Bunker Gear and Lightweight gear. Finish by September 23, First quarter delivery.

Firehouse Committee - No drawings have been received. I'll be getting with the firehouse committee to move forward. Your ideas or suggestions are welcomed.

Neighbor to Neighbor program: Nothing for the month of August to report.

Northglenn Ambulance Report:

Captain Swan gave a brief report on August call volumes of 776 calls. About 80 more than before Covid hit. He reported on mutual aid in District was 6 and out of District was 8. System influx status 0 instances; Eight instances greater than 4 ADCOM calls at a time. Average length per incidence was 4 minutes. Average response time for emergency was 4:51 and non-emergent was 6:39.

Board Action Items:

Treasurer's Report:

Treasurer Anderson reported that the August 10, 2021 - September 15, 2021, bills need to be paid. Treasurer Anderson made a motion to approve paying the bills. Director Bullock seconded the motion. The motion was passed unanimously.

Legal Comments:

Mr. Fano reported he has reviewed the Notice of Intent to purchase from Commerce City's for widening Rosemary Street between East 86th Avenue and East 81st Place and the resulting need for the City to acquire a certain portion of the district's property in this area (which will include an improved area in front of station 4). Mr. Fano reported that he has one of his partners who specializes in condemnations working on this to ensure the district is properly compensated and all terms and conditions are acceptable.

Mr. Fano mentioned he's been in touch with Sue Blair regarding the October election and at this time there is nothing that needs to be done. Ms. Blair, as Designated



Election Official for the District will be filing the appropriate notice of election with the County.

COVID Testing Policy:

Mr. Fano said he has advised the Chief regarding the potential ramifications of the recent announcement from President Biden regarding vaccine and testing mandates and drafted a COVID testing Policy to be implemented while we await the actual order/rule from the federal government and determine its requirements and applicability to the District.

Future/Ongoing Items:

Mr. Fano said he continues to work with SOP's and Administrative Directives for the District. And he will continue to review all new SOP's and Administrative Districts as developed and drafted by HR.

Budget Hearing:

Mr. Fano said his office will work with Ms. Danne in making sure the appropriate notice is prepared and published for the public hearing on the 2022 budget.

Chief's Report:

Chief Vincel gave a Covid update and reported the administration office had a little sickness that went around the office and spread among the staff quickly. He said he has mandated if vaccinated you don't need to wear a mask, if not vaccinated you will be required to wear a mask. Chief also reported that he has reduced the office staff to 50% of people being in the office at this time.

Coffee with the Chief at Reunion Coffee shop turned out to be successful.

Tower update- a group of three is going out to investigate it at the end of the month. Hope is it will be in service by first of October. Goal is mid-October. If the Board would like to see it, they are welcome to go over to the shop before it goes into service.

Maintenance mechanics position was posted. Application closed. Chief will update when the position is filled.

The strategic planning is complete and will be coming out shortly and it's a long well thought out and put together plan.

Chief reported that 4 SACFD individuals will be sent to Paramedic School next year. Waiting until next year so the new hires from this year are up and running.



SDA conference went very well, and the budget meeting went well. The conference was from Tuesday - Thursday and will be held on those days again next year. Chief thanked all who attended this year's SDA conference.

Chief Vincel welcomed newly named BC Ryan Roberts formerly with Brighton Fire Department.

FPPA - Chief asked if everyone received the volunteer actuarial that he sent out. He said he will present that at the upcoming Volunteer Pension meeting that will be held in November

ADCOM - The new dispatch project is under way.

North Area Chiefs each department is dealing with Covid situations. Chief Vincel said all north area Chief's updates are less than before regarding Covid. Chief wanted to recognize Chief Olson and the City of Thornton for helping with Covid testing.

President Fairfield asked Chief Vincel is there was going to be a dedication on the new truck before it goes into service. Chief Vincel said yes, and he will be speaking with PR Director Maria Carabajal to put something together.

Chief Vincel welcomed newly named BC Ryan Roberts.

Operations Report:

- Chief Noel reported Squad 22 was shipped down to Texas in August to add the pump to it.
- Miles, Engineer Hullett and Engineer Boyes all went to Wisconsin to do the inspection on the new tower on August 24, 2021.
- TICD training was done for the crews, and they went into service.
- Chief staff is performing Station inspections. They are going very well. We have two more to complete later this month.
- Chief Hackbarth is currently working on getting our members ready to apply for paramedic school for next year.
- Working with South Metro on heat maps and response maps which will include station 29.
- SACFD changed its run cards for structure fire responses to tone three SACFD units first.
- The helmet evaluation from July was attached to this month's report.

Operation Recognition



- FF Kulp, FF Gavin, FF Lamle all received their Hazmat tech certification.

Significant Call(s):

- 47th and new part commercial building caught on fire on B-shift.

Total Call per Unit for the month of August:

Squad 22- 174 calls
Engine 22 - 150 calls
Truck 24 - 113 calls
Engine 26 - 81 calls
Engine 27 - 89 calls
Truck 28 - 62 calls
BC 21 - 50 calls
Rescue 24 - 3 calls

Board of Directors Report/Comments:

All Board members welcomed newly hired BC Ryan Roberts.

Secretary Machuga thanked the Chief for the budget presentation.

President Fairfield Thanked Chief Noel for the report on the new helmets. President Fairfield is looking forward to the Peer Fitness and Physical Fitness.

Adjournment: With no further business to come before the Board, the meeting was adjourned at 7:19 p.m.

X _____
Alex Fairfield
Board President 10/19/2021

X _____
Ernie Anderson
Board Treasurer 10/19/2021

Signature:

Email:

Signature:

Email: