



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

June 18, 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 6:15 p.m.

Board Members Present:

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

Also, Present:

Kevin Vincel	Fire Chief
Bob Monzingo	Deputy Chief of Operation
Vanessa Rodriguez	Administrative Assistant
Kevin Kellar	IT Administrator
Jessica Fallt	Internal Senior Accountant
Kelley Duke	Legal Counsel

Absent: Treasurer Ernie Anderson

Secretary Machuga made a motion to excuse Treasurer Anderson. Vice President Gillan seconded the motion. The motion was passed unanimously.

Guests: Melissa Wartman and Rick Lindsey from Northglenn Ambulance. Jim Pauley with Fies & Company.

Pledge of Allegiance:

President Fairfield led those present in the Pledge of Allegiance.

Public Comments: None.

Approval of Minutes:

Secretary Machuga made a motion to approve the minutes of the May 21, 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.



Special Reports:

Construction Projects

Chief Vincel gave a special report on District construction projects:

The HQ Parking Lot is in the beginning stages of construction.

Ken Koger is in communication with Jon Sattler on the preliminary phase of constructing Station 5 training center. Chief Vincel also stated that he and Deputy Chief Monzingo have been in discussion on purchasing land to build a parking lot for the training center.

The remodeling of Station 6 will begin in the next few weeks.

The office for IT has been completed. Office cubicles have also been installed for the new HR Assistant and Accounts Payables.

Chief Vincel requested Legal Counsel to verify if there is any land that SACFD owns around Station 6.

There was some damage caused by one of the fire trucks to the overhead doors at Station 2 and have been replaced.

Northglenn Ambulance Report:

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

Melissa Wartman shared her appreciation for the support received for the Female First Responders program. She also shared with the Board that Northglenn Ambulance has received the 2019 Mission Life Line Gold Plus Award for the fourth year in a row.

Feis & Company Audit Report:

Jim Pauley with Fies & Company shared the drafted audit report with the Board. The final Management letter and audit report will be completed by the July Board Meeting.

Mr. Pauley shared his recommendations regarding changes to the District's financial policies and procedures.

President Fairfield asked about the District's Impact Fee revenue. Chief Vincel stated that the Impact Fee revenue is being used to purchase fire apparatus including SCBA's.



Public Hearing on the Petition to include Property- Shuck Property:

President Fairfield made a motion to close the Public Hearing Meeting. The motion was passed unanimously.

Attorney Duke certified for the record that the Public Hearing was duly published and noticed in three places in the District. There were no public comments.

On motion duly made, seconded and approved, the Public Hearing was closed at 6:56 p.m.

Board Action Items:

Vice President Gillan made a motion to approve Resolution 2019-06-06 Board Resolution of Inclusion - Shuck Property. Secretary Machuga second the motion. The motion was passed unanimously.

Secretary Machuga made a motion to approve Resolution 2019-06-07 Resolution Adopting Electronic Posting and setting Posting Location. Director Bullock second the motion. The motion was passed unanimously.

Secretary Machuga made a motion to approve the Disclosure of Conflict of Interest - Boundary Realignment with Sable - Altura Protection District. Vice President Gillan second the motion. The motion was passed unanimously.

Treasurer's Report:

The Board reviewed the June financials. President Fairfield reviewed the bills as presented in the Board Packet. Secretary Machuga made a motion to approve the bills. Vice President Gillan seconded the motion. The motion was passed unanimously.

Chief Vincel reviewed the Financial Report with the Board.

Accountant Fallt is working on an annual financial report.

President Fairfield stated that Treasurer Anderson has expressed his appreciation of all Administrative Staff for their hard work on the bills.

Chief Vincel also stated that Secretary Machuga requested the signed checks to be included in the Board Packets for the Board to review.



Legal Comment:

District Legal Counsel Duke stated that she is in the process of resolving the penalty with the IRS. She is working closely with Administrative Assistant Rodriguez and Accountant Fallt in having the issue resolved.

Legal Counsel provided the Board with a Service Plan to be reviewed.

Chief's Report:

Chief Vince discussed with the Board, the District's new policy regarding online publication of meeting notices and agendas.

Chief Vincel shared his appreciation of Director of Public Relations Carabajal for her publication in the Commerce City Connect.

ACFR included Chief Vincel in the hiring process of Jerry Means in Fire Prevention. He will help in Public Education and Fire Investigations. He will also work alongside his arson dog.

Chief Vincel shared with the Board that the District received a grant from Phillips Petroleum.

Chief Vincel shared his appreciation to all involved in the interviewing and hiring of the District's new firefighter's and lieutenants.

Chief Vincel also shared his appreciation with Deputy Chief of Operations Monzingo for his assistance dealing with the insurance company regarding the Brush Truck fire. The insurance company has paid on the District's loss of the truck.

The Adams County Fire Protection District's Administration Staff and, Chief Sunderland and Chief Laurienti have moved into the District's HQ Building.

Deputy Chief of Operations Report:

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

Board of Directors/Report Comments:

Chief Vincel shared with the Board that he has been nominated for The Manager of the Year for the Special District. The Board Congratulated Chief Vincel.

Director Bullock stated that she would like for District citizens to be more informed of what is going on in the district via newspaper and social media.



President Fairfield stated that he would like for the district to look into the property around the maintenance facility and consider if the construction of a station on the property is appropriate.

Executive Session:

Attorney Duke requested that the Board enter into an executive session to receive legal advice regarding the potential merger with Adams County Fire Protection District.

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 8:03 p.m.

The Board came out of the Executive session at 9:17 p.m.

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

x _____

Alex Fairfield
Board President 07/16/2019

x _____

Craig Machuga
Board Secretary 07/16/2019