



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

March 19, 2019

A meeting of the Board of Directors of the South Adams County Fire Protection District was held at 6050 Syracuse St., Commerce City. President Alex Fairfield called the meeting to order at 6:15 p.m.

The following Directors were present by roll call: President/Chairman Alex Fairfield, Vice President Sam Gillan, Secretary Craig Machuga, Director Debra Bullock and Treasurer Ernie Anderson.

Also present were: Fire Chief Kevin Vincel; Kelley Duke, Attorney for the District; and District Staff Diane Roemer, Administrative Assistant, Emma Connors, Fire Prevention Admin Assistant; Melissa Rossback, Human Resources and Kevin Kellar, IT.

Guests:

Melissa Wartman with Northglenn Ambulance and Ken Koger.

Public Comment:

No comments.

Minutes:

Chairman Fairfield asked for a motion to approve the minutes of the February 19, 2019 Board meeting. Director Anderson made a motion to approve the minutes; Director Gillan seconded the motion. The motion carried.

Additions or Changes to the Board Agenda:

No changes or additions to the agenda.

Special Reports:

Chief Vincel informed the Board the chain link fence around the parking lot at Station #2 for security has been installed.

Chief Vincel informed the Board he will be remodeling the upstairs office space at the headquarters building. Glass walls will go where there is currently open space to create more office space.

The headquarters parking lot will have 17 parking spaces that will be designated parking; also there will be parking available for the fire trucks to park. This project should be completed by the end of this year.

Chief Vincel informed the Board Ken Koger is working on the capital projects with John Sattler.

Chief Vincel received an estimate for the headquarters, to add an office on the second floor including furniture would be \$50,000.

Chairman Fairfield inquired if there were any plans for the Stat. #6 remodel

Chief Vincel stated he did not have any plans as yet.

Northglenn Ambulance:

Melissa Wartman informed the Board that there were 599 calls in February Northglenn Ambulance responded to. They responded to code three calls in 5.24 minutes and code two at eight minutes.

During the storm last week, Northglenn moved their Denver ambulances to Commerce City to double the staff at each station they respond out of.

Only one ambulance got stuck in the blizzard.

Board Action Items:

Attorney Duke informed the Board there is a conflict of interest letter before them tonight.

Attorney Duke informed the Board since her firm provides attorney services to both South Adams County Fire and to Adams County Fire this letter would need to be signed by the Board for them to continue to represent them during the merger discussions.

If there is a point of contention between the two departments, they will not be able to advise them, the District would have to hire another attorney to represent them.

Chairman Fairfield asked for a motion to approve the conflict of interest and waiver letter, Director Bullock made a motion to approve the conflict of interest and waiver letter, Treasurer Anderson seconded. The motion passed.

Treasurer's Report:

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

Chief Vincel informed the Board the financials are on track for the year.

Chief Vincel informed the Board the auditors have completed the field work on the audit, they will have their draft to the Board by June.

Bills for February / March 2019:

Treasurer Anderson asked the Board for approval to pay the February / March 2019 bills, totaling \$108,678.53.

Secretary Machuga made a motion to pay the bills for February / March 2019. Director Gillan seconded the motion. The motion carried.

Legal Report:

Attorney Duke informed the Board the attorney report for February is included in their Board packets.

Attorney Duke informed the Board she has been working with John Satler on the various contracts for the capital projects and on the merger discussions.

Chairman Fairfield had questions on the legislative tracker regarding the camping in public places, if it was local or statewide.

Attorney Duke informed him that bill died in the legislature.

There was discussion regarding various legislative matters.

Fire Chief Report:

Chief Vincel stated he would like to thank personnel and the crews for all their hard work during the snow storm last week.

Chief Vincel informed the Board the cost to mail the annual report to the citizens will cost about \$10,000.

Maria Carabajal has done a tremendous amount of work to set up the mailer, there was a mailing list that needed to be purchased, working with a publisher and mailing the report.

Chief Vincel thanked the crews and the honor guard for their attendance at retired member Dave Davenport's funeral today.

Chief Whitner developed an S.O.G for funerals including the honor guard.

Chief Vincel informed the Board there is a firefighter that was previously a volunteer that was close to retirement when the policy changed to state a District employee cannot also volunteer for the department he is employed by.

Chief Vincel will report back to the Board after the matter is investigated.

Chief Vincel would like to request the Board approve the front desk reception position be offered a full time position. The Board agreed to have the receptions move from part time position to full time.

Chief Vincel informed the Board the merger talks are going well.

Chief Vincel would like to thank Ken Koger for talking to the crews regarding the merger.

Chief Vincel informed the Board, April 3rd will be a meeting with the South Adams County Fire District Board along with the Adams County Fire Board, along with each of the Chief's.

There will be presentations from each Chief, the attorney and the other members of the departments.

This meeting will be considered a special meeting and open to the public, no decisions will be made at this meeting.

Chief Vincel hopes that by the next Board meeting the Board will give him some direction in proceeding with the merger.

Chief Vincel informed the Board he spoke with Randy Buckalew and Doug Finkenbinder regarding the association. They have cleaned up Stat. #1 and would like a place to store the spaghetti dinner supplies.

Chief Vincel suggested renting a storage facility to store the supplies, he stated the cost would be around \$50 per month.

They discussed an association membership fee of \$20.00. This membership would allow members to use Stat. #1 for social events.

Director Machuga stated the roof may be leaking at Stat. #1.

Chief Vincel informed the Board the State Chief's Association decided not to move forward with the statewide mutual aid agreement bill. He feels the bill will not pass.

Chief Vincel informed the Board Maria Carabajal is working on updating the community room with new tables and chairs and a sound system.

Chief Vincel informed the Board, ADCOM elected a new Board, he is the Vice President of the Board this year.

Deputy Chief Monzingo:

Chief Vincel informed the Board Chief Monzingo informed him the North Area Operations Chiefs are working on a new Knox box system using a card instead of keys.

Chief Vincel informed the Board the promotional process for firefighters has started. This includes engineers, lieutenants and maybe captains.

Chief Vincel informed the Board the hiring process for 6-7 new firefighters will start in April. The training academy starts August 5 2019. There are a few firefighters on the volunteers that may apply.

Chief Vincel and Chief Monzingo had a meeting with Suncor, they had a vapor release and did not inform the department.

Chief Vincel stated the blizzard last week was as busy as a 4th of July, the crews ran 100 calls on that day with no accidents involving the department.

Priority dispatch will go into effect May, 1, 2019.

Public Relations: Maria Carabajal

Maria Carabajal informed the Board the 2019 schedule of events will be similar to 2018. The events will include the open house at the stations, events with the Commerce City Police, Memorial Day parade, Halloween and the guns and hoses event at Dick's Sporting Goods Park in June this year.

Maria Carabajal reviewed several events the crews attended in 2018, including the Christmas gift giving for fifteen families.

Maria Carabajal works closely with Kristin Marrs in fire prevention on various District events.

Maria Carabajal informed the Board, last week the crews and Northglenn Ambulance delivered twins. She purchased stork pins to give the crews who deliver babies.

Maria Carabajal passed out the flyer that will be mailed to the community.

Maria purchased a mailing list for zip code 80022, which cost \$345.00. She will also purchase a list with zip codes in 80640.

There was discussion regarding the list of residences.

Maria Carabajal informed the Board she is in the process of updating the website this year. Kevin Kellar has updated the website so that fire prevention can accept credit card payments for plan review fees.

There will be an award ceremony tentatively in October or November, she is looking the Bison Ridge Recreation center for the ceremony.

There is a committee that is working on the details for the ceremony.

There has been discussion to update the headquarters lobby with more pictures and memorabilia to add to the display cases.

Maria Carabajal informed the Board she is involved in a several community organizations, Commerce City Rotary, Commerce City Business and Professional Association and the Commerce City Chamber.

Director Bullock inquired about a monthly event calendar.

Maria Carabajal informed her she could send out a calendar to the Board, so they will know what events are scheduled each month.

Director Bullock passed around a book from the city of Westminster on their history. She would like to see if the department would like to have a similar book for the department's 80th anniversary in a couple of years.

Chief Vincel stated he wasn't sure the department was going to have an 80th anniversary celebration, or have an event every five years.

Chief Vincel informed the Board he will be presenting the department's annual report to Commerce City at their City council meeting on April 15th, 2019.

Chief Vincel informed the Board he met with CEBT, Frank Urman the department's health insurance company.

He discussed a plan, an HRA, where the employee has \$1,000 to use for co-pays, prescriptions etc. He suggested the District fund half of the amount and the employee to fund the remaining portion, placing the money on a credit card.

He is looking at this program for 2020.

Chairman Fairfield informed the Board what a flexible spending account is and suggested looking at an FSA account that is tax deductible and federally approved.

Board of Directors Report:

Director Bullock thanked Maria Carabajal for the flyer to the citizens of the District.

Chairman Fairfield also thanked Maria Carabajal for her work on getting the flyers out.

Treasurer Machuga thanked the crews for their support at Dave Davenport's funeral today.

Executive Session:

Director Fairfield made a motion to enter into an executive session pursuant to C.R.S 24-6-402(4)(b), to determine positions relative to matters that may be subject to negotiations. Director Gillan seconded the motion, the Board voted unanimously to enter into executive session at 8:35p.m. It was noted for the record that the executive session would be recorded.

Chairman Fairfield made a motion to adjourn the meeting at 8:30 p.m.

Secretary Machuga seconded the motion. The motion passed.

SUMMARY OF ACTIONS TAKEN BY THE BOARD

RESOLVED: To approve the minutes of the February 19th, 2019 meeting.

RESOLVED: To approve the Treasurer's report for February / March 2019

RESOLVED: To pay the bills for February / March, totaling \$108,678.53

RESOLVED: To approve the Conflict of Interest letter with Ireland Stapleton

X

Alex Fairfield
Board President 3/19/2019

X

Craig Machuga
Board Secretary 3/19/2019