



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

February 15, 2022

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

Also, Present:

Kevin Vincel	Fire Chief
Ken Koger	Deputy Chief of Administration
Bobby Noel	Chief of Operations
Ron Fano	District Legal Counsel
Sandy Danne	Administrative Assistant
Maria Carabajal	Public Relations Director

Absent: None

Public Comments: None.

Introduction of Guests: Roger Jaap

Approval of Minutes:

Secretary Machuga made a motion to approve the minutes of the January 18, 2022, Board meeting, as presented in the Board packet. Treasurer Anderson seconded the motion. The motion was passed unanimously.

Treasurer Anderson made a motion to approve the minutes of the Special Study, on February 2, 2022, as presented in the Board packet. Vice President Gillan seconded the motion. The motion was passed unanimously.

Changes/Addition to the Agenda: None



Special Reports:

Chief Report on District Projects:

Chief of Support Koger reported on the following projects:

Fleet Maintenance Facility: \$63,000 retention money left, due to a concrete problem. Repair scheduled March or April.

Station 1: Asbestos removal complete.

Station 3: Sprinkler system still being worked on, and Men's bathroom repair is complete.

Training/Station 5: Remodel rooms for medics and future FD crews.

Station 6: Fire sprinkler system install start up near future. Met with Capt. Vitale about minor upgrades.

Station 7: Researching the possibility of an in-kind contribution or donation from developer at Murray Farms.

Station 9: Lagetto West. Finalized deals with 2 builders. Once in escrow, they can start discussions for Station 9. Phone conference scheduled for week of February 14, 2022.

The Pound: Staff is moved in.

In process of designing, M/W shower and restrooms, rehab room & RV dump. PO has been sent for Sauna and Gym equipment will be installed on February 23, 2022.

Safety Committee: Meeting will be on 2/16/2022

EOC: Chief staff in planning stages.

Association: Committee is planning functions for 2022. Vincel Gold tournament tentatively set for end of June due to Buffalo Run Golf course will be doing major irrigation repairs.

Neighbor to Neighbor - No cards distributed so far in 2022.



Northglenn Ambulance Report:

Melissa Wartman gave a brief report on January call volumes of 660 calls. She reported on mutual aid in district was 14 and 12 out of the 14 mutual calls were SACFD.

Melissa reported that due to Covid, training for the month of February continues to be online, but March training will be in person.

Board Action Items:

Review and approve agreements with Commerce City for Rosemary Street widening project:

Mr. Fano explained how there wasn't much room for negotiations due to how an IGA was written in 2015.

Secretary Machuga made a motion to approve the agreements with Commerce City for Rosemary Street widening subject to potential change request to be made to City. Director Bullock seconded the motion. The motion passed unanimously.

Consideration and approval of TIF revenue sharing agreement for Sand Creek Business Urban Renewal Authority:

Vice President Gillan made a motion to approve the TIF revenue sharing agreement for Sand Creek Business Urban Renewal Authority. Secretary Machuga seconded the motion. The motion passed unanimously.

Treasurer's Report:

Chief Vincel reported that all financials are posted on the district's website. He thanked Chief's staff and other members for working on the website for postings and making sure the district is transparent. Chief Vincel reported that the 2021 audit will be starting and the internal accountant has already had conversations with the process with the auditor.

Treasurer Anderson reported that the January 14-February 10, 2022, 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:

Attorney Fano shared a brief report on District items he has been working on but explained that the Rosemary Street widening, and the Sand Creek Business Urban



Renewal Authority were the primary items, as well as, looking over the RFP for private ambulance service.

Chief's Report:

Chief Vincel updated on the conditions of the two apparatuses that were in accidents. The Tower is back in service, but fleet is waiting on parts. The Ladder truck doesn't appear to be totaled but damages are going to be in the \$400,000. Fleet thinks it could be finished by summer. Ordering parts to test if the aerial is working.

Chief Vincel reported that he met with Northglenn Ambulance, Rick Lindsey last week and Mr. Lindsey explained that NGA would not be submitting a proposal for continuing as the ambulance transport company. Chief Vincel explained it was a good meeting and Mr. Lindsey assured Chief that NGA would be there to help with the transmission and whatever SACFD would need. Mr. Lindsey let Chief Vincel know that NGA will no longer be needing Station 3. And reported that the fleet agreement with NGA will continue. Chief Vincel complimented Mr. Lindsey and NGA on 25 years of partnership and expressed his appreciation for all NGA had done.

Chief Vincel reported that the Haz Com - maintenance facility is coming along.

Cad to Cad - Chief Vincel reported that the Cad to Cad will go live the first week of April 2022.

Community Partnership Awards - Chief Vincel reported that Community Partnership Awards were awarded to Jim Black Construction, El Jardin, and Reunion Coffee Shop.

Chief Vincel reported that Chief's staff is working on an EOC program and will update the Board once the program starts to come together.

Marshall Fire Public Appreciation - Chief Vincel reported that residents affected by the Marshall Fire tracked down that SACFD was in their neighborhood and a family credited SACFD with saving their home. Channel 9 news reported on it, and more than 100 residents came to the Pound to thank the crew and tell their stories. The channel 9 news report was presented, as well as the thank you cards received from the residents was presented by PR Director Maria Carabajal.

Chief Vincel reported that the fleet took the razor and put snow tracks on it, and it is going to be used as a snow cap and help with rescue needs during snowstorms. He presented a picture of the razor transformed into a snow cap.



Covid update: Chief Vincel reported that the office is open, and everyone is back at 100%.

Operations Report:

Chief Noel reported on the following:

- He is working on the ISO books for the audit of 2022.
- He has a meeting set up with the Aurora Fire Operations Chief to talk about a mutual aid or automatic aid along the Tower Road area.
- The RFP went out for Ambulance services, proposals are due the end of week of February 14, and interviews will be later in February.
- A blue card training was done at the pound which worked out great.
- Firefighter interviews were completed and four will be moving on with conditional offers.

Total call per unit for the month of January

- Squad 22 - 77 calls
- Engine 21 - 90 calls
- Engine 22 - 171 calls
- Tower 24 - 130 calls
- Engine 26 - 100 calls
- Engine 27 - 87 calls
- Truck 28 - 63 calls

Board of Directors Report/Comments:

All board members congratulated Truck 27 on their work at the Marshall Fire.

President Fairfield feels an EOC will be good to have in place. And likes the idea of the Snow Cap.

Treasurer Anderson complimented the Chief on the budget and how easy it is to read.

Director Bullock congratulated the fire district on their 80-year anniversary!

Adjournment: With no further business to come before the Board, the meeting was adjourned at 8:11 p.m.



x Alexander Fairfield

Alex Fairfield
Board President 03/15/2022

x Craig machuga

Craig Machuga
Board Secretary 03/15/2022

Signature: Alexander Fairfield
Alexander Fairfield (Mar 18, 2022 13:00 MDT)

Email: afairfield@sacfd.org

Signature: Craig machuga
Craig machuga (Mar 22, 2022 10:19 MDT)

Email: cmachuga@sacfd.org









February 15 2022 Minutes Revised

Final Audit Report

2022-03-22

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