



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

April 19, 2022

A meeting of the Board of Directors of the South Adams County Fire Protection District was held in person and via zoom meeting 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 6:22 p.m.

Board Members Present:

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

Also, Present:

Kevin Vincel	Fire Chief
Ken Koger	Chief of Support
Bobby Noel	Deputy Chief of Operations
Ron Fano	District Legal Counsel
Sandy Danne	Administrative Assistant
Kevin Kellar	Director of Information Technology

Absent: Treasurer Anderson. Director Bullock made a motion to excuse Treasurer Anderson. Vice President Gillan seconded the motion. The motion passed unanimously.

Guests: Maria Carabajal, Lt. Martinez, Doug and Jo Finkenbinder, Reunion resident, Roger Jaap.

Pledge of Allegiance:

Public Comments: None.



#### Approval of Minutes:

Vice President Gillan made a motion to approve the minutes of the March 15, 2022, as presented in the Board packet. Director Bullock seconded the motion. The motion passed unanimously.

Director Bullock made a motion to approve the minutes of the March 29, 2022, special meeting as presented in the Board packet. Secretary Machuga seconded the motion. The motion 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: Plan is to complete payment ASAP.

Station 23 - Men's/women's bathroom/locker room in design phase. Ventilation system install May 5<sup>th</sup>. Floors and painting to start ASAP.

Station 25/Training - Walls are built. Flooring to be done this week, April 18. Concrete repair is 95% complete.

Station 26 - Fire sprinkler system install startup will begin in near future.

Station 27 - Researching the possibility of an in-kind contribution or donation from developer at Murray Farms.

Station 28 - Bob Kreutzer & Capt. Fairband met for future kitchen upgrade.

Station 29 - Chief Vincel will report on a meeting with Oakwood Homes.

The Pound - Sauna install and bathrooms start week of April 15<sup>th</sup> and gym equipment is 95% complete.

EOC: I.T. in process of purchasing equipment.

Association: Committee is planning functions for 2022. Vincel Golf tournament will be at Riverdale due to irrigation work at Buffalo Run.

Neighbor to Neighbor: No new cards issued in April



Chief Vincel reported that that he and Chief Koger met with Oakwood homes and Oakwood Homes has accepted and agreed to build station 9 to look like a residential type of house. Chief Vincel said he'd like to adjust the initial budget category for station 1 from financing it to paying cash for it with budgeted dollars, and then financing station 9. Vice president Gillan made a motion to adjust budget category for station 1 as being paid for with cash and station 9 to be financed later this summer. Secretary Machuga seconded the motion. The motion passed unanimously.

#### Northglenn Ambulance Report:

Northglenn Ambulance sent a message that they would no longer be providing a monthly board report.

#### Board Action Items:

#### Treasurer's Report:

Chief Vincel gave an update on the budget, stating things are looking good and operations is on track.

In the absence of Treasurer Anderson, President Fairfield reported on bills that are unpaid and need to be paid.

Secretary Machuga made a motion to approve and pay the March 11, 2022, to April 13, 2022, bills. Vice President Gillan seconded the motion. The motion passed unanimously.

#### Legal Comments:

Attorney Fano shared a brief report on District Items he has been working on, including some fire code enforcement issues with Adams County and Commerce City, and that he prepared a citation form for Chief Weigum to use and that in accordance with state statute fire departments have the authority to process citations on code violations and the district attorney should prosecute such violations.

#### 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 the status of the service agreement with Northglenn Ambulance Inc. Vice President Gillan seconded the motion. The motion passed unanimously.

The Board went into Executive Session at 6:59 p.m.

Secretary Machuga made a motion to adjourn the Executive Session. Director Bullock seconded the motion. The motion passed unanimously.

The Board came out of Executive Session at 8:04 p.m.

#### Chief Vincel Report:



Chief Vincel introduced PR Director Maria Carabajal and Maria presented the year-end report to the board.

Chief Vincel reported on plans for re-opening and staffing of station 23, introducing Deputy Chief of Operations Noel who presented a matrix to the board on how staffing will look after the re-opening of station 23.

Chief Vincel reported SACFD will conduct its own second academy for new hires in the fall and it will take place at the pound, with the hiring of lateral firefighter/paramedics.

Chief Vincel presented 3-D pictures provided by Chief Mechanic Miles Miller on the Scorpion blocker that has been ordered and reported that training and staffing will be conducted once the Scorpion is delivered, and fleet has added all the emergency features. He also presented pictures of the new engine 26 that has been ordered.

Cad to Cad: Chief Vincel reported it is up and running. It kicked off the first of April. To date the agencies included are: SACFD, ACFPD and North Metro. Next to be included is City of Westminster Fire and City of Thornton Fire and Federal Heights will join shortly after. There are talks with both Denver Fire and City of Aurora to be included in the Cad to Cad. Chief Vincel reported that the North Area Chief's group is the first to incorporate the Cad to Cad.

Chief reported that Deputy Chief Noel presented a Lunch and Learn on setting up SACFD's own EOC. Chief's staff has met with the Commerce City water department, and they are very interested to be a part of it as well.

Chief Vincel reported that SACFD hosted the April NAFC meeting last week at the Pound, and it was well attended by more than 18 Chiefs and their staffs.

Chief Vincel reported and recognized Capt. Metish and FF Otterson for applying and receiving a 1.4-million-dollar grant from Adams County. The funds are to be used for Health and Wellness.

The board let Chief Vincel know to schedule a special study session/meeting for May 3, at 6:15 p.m. by Zoom only.

#### Deputy Chief of Operations Report:

Deputy Chief Noel reported that he is waiting for a few documents from ADCOM, and the ISO books will be completed.

He reported that the new engine 26 should arrive in May.



Deputy Chief Noel reported that an acting officer boot camp was just completed at the Pound.

He reported that one SACFD member from the tech rescue team was able to attend training with Suncor on rope rescue.

He also reported that he has started working with Platte Valley on IT things.

Deputy Chief of Operations Noel reported that talks with City of Aurora Fire continue to move forward with mutual or automatic aid interest on the Tower Road area.

Deputy Chief Noel reported that the new masks and regulators have come in and are being fitted and the new air packs are in and will be used next month. All old equipment will be returned.

Deputy Chief Noel presented call volumes by station/unit for the month of March.

Board of Directors Report/Comments:

Director Bullock thanked the Honor Guard for presenting the colors, new flags, and the bell to the district.

Director Gillan thanked the Chief staff, line, and administration for continuing to do a good job in working and presenting the fire district.

President Fairfield thanked HR Director Maria Carabajal for the year-end report.

Adjournment: With no further business to come before the Board, the meeting adjourned at 9:08 p.m.

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Alex Fairfield  
Board President 05/17/2022

x \_\_\_\_\_  
Craig Machuga  
Board Secretary 05/17/2022