



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

January 17, 2023

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 6:29 p.m.

Board Members Present:

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

Also Present:

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| Kevin Vincel | Fire Chief |
| Ken Koger | Deputy Chief of Support |
| Hunter Hackbarth | Training Chief |
| Randall Weigum | Division Chief Fire Mashal |
| Ron Fano | District Legal Counsel |
| Vanessa Rodriguez | Administrative Assistant |
| Kevin Kellar | IT Manager |

Absent: Director, Alex Fairfield. Treasurer Anderson made a motion to excuse Director Fairfield. Vice President Gillan seconded the motion. The motion was passed unanimously.

Guests: Trey Zima, Maria Carabajal, Maura Sundseth, Kasen Hawa, Sandy Dane, RJ Fernandez, and Doug Finkenbinder.

Pledge of Allegiance:

Public Comments: None.

Approval of Minutes:

Treasurer Anderson made a motion to approve the minutes of the December 6, 2022, Board meeting, as presented in the Board packet. Vice President Gillan seconded the motion. The motion was passed unanimously.

Changes/Addition to the Agenda: Chief Vincel requested to move the Swearing in of Engineers and Lieutenant positions to the February 21, 2023, Board Meeting due to the inclement weather conditions.



Special Reports:

Deputy Chief of Support Report on District Projects:

Deputy Chief of Support Koger gave a brief update on District Projects.

All contracts have been signed by SACFD and Musick Built Construction for the Association Building. The permit transfer to the new construction company is being reviewed by the City of Commerce City.

Contract with Platte Valley and SACFD for Fleet Maintenance have been signed and are currently in the process of completing work of Platte Valley's staff vehicles.

Station 23 improvements have been completed. LED signs have been installed at Station 23. Station 28 and HQ Building LED signs are estimated to be installed mid-May 2023.

Floors have been installed at Station 25 Training Center and is ready for fire and ambulance crews.

Station 26 fire sprinklers installation has been scheduled and is estimated to be completed year 2023.

Kitchen remodel has been completed at Station 28.

Station 29 land is in the process of being transferred over the District and appraisal will be deducted for the Impact Fee revenue.

All Capital projects are in the process of being completed. In the process of completing the HVAC, fence, garage installment for storage purposes, and other miscellaneous items.

New Safety Committee have been selected due to the CBA.

Association has purchased King Sooper gift cards and cards have been handed out to residents.

Battalion Chief staff and crews currently have access to the King Soopers gift cards for the Neighbor-to-Neighbor program. Fire Prevention staff will also carry gift cards in their staff vehicles effective January 1, 2023.

Board Action Items:

Vice President Gillan made a motion to approve the Resolution concerning Annual Administrative Matters 2023 as presented in the Board packet. President Machuga second the motion. The motion passed unanimously.



Secretary Bullock made a motion to approve the Resolution concerning regular election to be held May 2, 2023, to be conducted as a polling place election. Vice President Gillan seconded the motion. The motion passed unanimously.

Treasurer's Report:

Treasurer Anderson made a motion to approve the New Auditing Firm as presented in the Board packet. President Machuga seconded the motion. The motion passed unanimously.

Chief Vincel gave a brief update on the Budget process.

Legal Comments:

Attorney Fano shared a brief report on District Items he has been working on as set forth on the memo contained in the board packet. Mr. Fano indicated that starting next month he will provide a written update on legislative matters that might impact the District.

Chief Vincel Report:

Chief Vincel gave an update on the Blocker Truck and has been out on calls a total of 23 times.

Chief Vincel gave a brief update on the ALS program.

Chief Vincel welcomed Physical Therapist Maura Sundseth to the SACFD Family.

Chief Vincel gave an update on the Work Comp/Physical Therapy.

New Auditor update

Chief Vincel gave an update on the new office hour and schedule.

Chief Vincel gave an update on the City Council EV Presentation.

Chief Vincel gave a ADCOM update.

Chief Vincel gave a brief NAFC update.

Platte Valley Ambulance Report:

Carl Craige with Platte Valley Ambulance gave a brief report on call volumes and response times in year 2022.

Deputy Chief of Operations Report:

Training Chief Hackbarth updated the Board on various District projects.



Chief of Fire Prevention Fire Marshal Report:

Chief of Fire Prevention Fire Marshal updated the Board on various Fire Prevention projects.

Training Chief Report:

Training Chief Hackbarth updated the Board on various training projects.

Chief Mechanic Report:

Chief Mechanic Miller updated the Board on various Fleet Maintenance projects.

Public Relations Report:


Public Relations Carabajal gave a brief report on various District projects.

Board of Directors Report/Comments:

All Board members shared their appreciation with the staff and crews for all their work and dedication.

Adjournment: With no further business to come before the Board, President Machuga adjourned the meeting at 8:12 p.m.

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Craig Machuga
Board President 01/17/2023

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Debra Bullock
Board Secretary 01/17/2023