

RECORD OF PROCEEDINGS

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**MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
ADAMS COUNTY FIRE PROTECTION DISTRICT
March 27, 2019**

A regular meeting of the Board of Directors of Adams County Fire Protection District was held at Station 12, 3365 W. 65th Avenue, Denver, CO 80221, commencing at 6:00 p.m.

PRESENT:

Jerry Marchese	President/Chairman (Via telephone executive session only)
Ken Ciancio	Vice President/Acting Chairman
Gene Brienza	Treasurer
Anthony Spano	Secretary
Joe Domenico	Assistant Secretary

ALSO PRESENT:

Patrick Laurienti	Fire Chief
Stuart Sunderland	Deputy Chief
Sandy Danne	Administrative Assistant
Dino Ross	District Legal Counsel

ABSENT: None

Secretary Spano stated that, the meeting having been duly posted and a quorum being present, the District Board is ready to conduct business.

DELETIONS OR ADDITIONS TO THE AGENDA: None

MOMENT OF SILENCE:

Chairman Ciancio called for a moment of silence for the eight fallen firefighters to date in 2019.

PLEDGE OF ALLEGIANCE:

Chairman Ciancio led those present in the pledge of allegiance.

PUBLIC COMMENTS (AGENDA ITEMS ONLY): None.

APPROVAL OF PREVIOUS MINUTES:

Secretary Spano made a motion to approve the minutes of the February 27, 2019, regular Board meeting, as presented in the Board packet. Asst. Secretary Domenico seconded the motion. The motion passed unanimously.

TREASURER’S REPORT:

Asst. Secretary Domenico made a motion to approve the February financials, as presented in the Board packet. Treasurer Brienza seconded the motion. The motion passed unanimously.

CORRESPONDENCE:

Executive Administrative Assistant Danne read a “Thank-you” letter from the Westminster School District, thanking the District for their donation and support for their annual breakfast fundraiser. Executive Administrative Assistant Danne read a “Thank-you” note from Suzie Smith, the daughter of Southwest Adams County Fire Protection District (SWAC) Volunteer firefighter, Byron Livingood, thanking the District for

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honoring her father at the District's yearly Firefighter Ball. Executive Administrative Assistant Danne read a letter from the Center for Public Safety Excellence informing the District that EMS Chief Dave Baldwin received the Chief Fire Officer designation on March 11, 2019. The Board extended its congratulations to EMS Chief Baldwin.

EXECUTIVE SESSION:

Secretary Spano moved to go into Executive Session to receive advice of legal counsel pursuant to C.R.S. §24-6-402(4)(b),(e) and (f) on Tim Thompson matter, Denver Mart Redevelopment negotiations, and personnel issues. Assistant Secretary Domenico seconded the motion. The motion was passed unanimously. Attorney Ross 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 6:08 p.m.

Secretary Spano moved to come out of Executive Session. Asst. Secretary Domenico seconded the motion. The motion was passed unanimously. The Board came out of Executive Session at 7:05 p.m.

APPROVE RESOLUTION ESTABLISHING POLICIES AND PROCEDURES FOR THE DESTRUCTION OR DISPOSAL OF DOCUMENTS CONTAINING PERSONAL INFORMATION AND PERSON IDENTIFYING INFORMATION:

Attorney Ross and Chief Laurienti reviewed the proposed Resolution with the Board. Secretary Spano made a motion to approve the Resolution establishing policies and procedures for the destruction or disposal of documents containing personal information and person identifying information. Asst. Secretary Domenico seconded the motion. The motion passed unanimously.

REVIEW AND APPROVE SECOND AMENDMENT TO THE JANUARY 1, 2015, EMPLOYEE HANDBOOK REGARDING NOTICE OF USE OF SURVEILLANCE CAMERAS IN DISTRICT PARKING LOTS:

Attorney Ross reviewed the proposed Second Amendment with the Board. Secretary Spano made a motion to approve the Second Amendment to the January 1, 2015, Employee Handbook providing notice of the use of surveillance cameras in District parking lots. Asst. Secretary Domenico seconded the motion. The motion passed unanimously.

REVIEW AND APPROVE DISCLOSURE OF CONFLICT OF INTEREST WAIVER – POTENTIAL MERGER OF ADAMS COUNTY FIRE PROTECTION DISTRICT AND SOUTH ADAMS COUNTY FIRE PROTECTION DISTRICT:

Attorney Ross reviewed his firm's proposed disclosure conflict of interest letter with the Board. Secretary Spano made a motion to approve the disclosure of conflict of interest waiver – potential merger of Adams County Fire Protection District and South Adams County Fire Protection District. Asst. Secretary Domenico seconded the motion. The motion was passed unanimously.

CHIEF'S REPORT:

Chief Laurienti reviewed his written report and stated he had nothing new to add to the Chief's Report, included in the Board Packet.

The Board had no questions for Chief Laurienti.

DEPUTY FIRE CHIEF'S REPORT:

In addition to his written report included in the Board packet, Deputy Chief Sunderland reported that as of 9 a.m. this morning, the District has submitted all documents required for the accreditation process. Deputy Chief Sunderland reported the site visit will be the week of May 5. Chief Staff believes it will be important for Board members to be involved in the site meetings. Once he has an exact date, he will let the

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Board know and then the Board members can let Deputy Chief Sunderland know which Board members will be available.

Deputy Chief Sunderland reported that training sessions on professional standards will commence soon. He reported he had just sent the Board members a PowerPoint presentation with information on response times and said he will start reporting the response times on a regular basis. He explained that the 2016 data is lacking, due to insufficient system reporting in place at the time. He stated that the data to date is trending in the right direction. He stated that these reports will be posted at the stations, showing daily/weekly performance.

The Board had no questions for Deputy Chief Sunderland.

ATTORNEY'S REPORT:

Attorney Ross stated that he did not have anything to add to his written report included in the Board packet.

The Board had no questions for Attorney Ross.

DIRECTOR'S REPORT:

Director Brienza	Nothing to report
Director Spano	Nothing to report
Director Ciancio	Nothing to report
Director Domenico	Nothing to report

ADJOURNMENT:

With no further business to come before the Board, Secretary Spano moved to adjourn the meeting. Asst. Secretary Domenico seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:16 p.m.

KEN CIANCIO, VICE PRESIDENT

ANTHONY SPANO, SECRETARY

I hereby attest that the Executive Session, which was not recorded, constituted privileged attorney-client communications.

Dino A. Ross, Esq.

I hereby attest that the Executive Session, which was not recorded, was confined to topics authorized for discussion in Executive Session pursuant to C.R.S. § 24-6-402(4)(b), (e) and (f).

Jerry Marchese, President