

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF ADAMS COUNTY FIRE PROTECTION DISTRICT April 7, 2021

A Special Meeting of the Board of Directors of the Adams County Fire Protection District was held at the District Station 11, 1675 W. 69th Ave. and via publicly accessible teleconference, commencing at 4:30 p.m.

BOARD MEMBERS PRESENT:

Ken Ciancio	Vice President
Anthony Spano	Secretary
Joe Domenico	Treasurer
Ken Lombardi	Asst. Secretary

ALSO PRESENT:

Stuart Sunderland	Fire Chief
Troy Patterson	Deputy Chief
Dave Baldwin	Deputy Chief
Michelle Ferguson	District Legal Counsel

ABSENT:

Jerry Marchese	President (excused)
----------------	---------------------

CALL TO ORDER:

The Special Meeting was called to order by Vice President Ciancio. Secretary Anthony Spano noted for the record the meeting was duly posted and there was a quorum.

APPROVAL OF AGENDA:

Secretary Spano made a motion to approve the agenda. Asst. Secretary Lombardi seconded the motion. The motion passed unanimously.

ADMINISTRATIVE ITEMS:

- Approval of the Denver Urban Renewal Area IGA (DURA IGA) – Treasurer Domenico made a motion to approve the DURA IGA. Secretary Spano seconded the motion. The motion passed unanimously.
- Unemployment Fraud Cases – Fire Chief Sunderland and Attorney Ferguson explained the situation of fraud that is occurring across the State regarding fraudulent claims for unemployment made to the Colorado Labor and Employment Department. Counsel Ferguson advised that the District has received 22 fraudulent claims; all of these have been reported by the District to the Colorado Department of Labor, but the Colorado Department of Labor is so inundated with claims that some of them don't get pulled from the system for some time.
- Building Warriors Lease update – Fire Chief Sunderland has spoken with Building Warriors and will update the Board with the latest information on renewing the lease of training center building to Building Warriors at the Board meeting on April 21, 2021.
- KnoxBox Key Sharing - Fire Chief Sunderland stated that KnoxBox Keys allow the District emergency personnel to access and enter businesses in a timely manner. Fire Chief Sunderland shared that when the CAD-to-CAD system is functional, non-District “closest unit in” will respond within District territory more often. and with that have the need to enter businesses in a timely manner. Fire Chief Sunderland explained that the neighboring fire agencies have agreed it would be prudent to share KnoxBox keys with each other; the risk is that this would increase the chance of those keys being lost or stolen Fire Chief Sunderland stated the issues would be discussed and resolved at the next North Area Fire Chiefs meeting.

RECORD OF PROCEEDINGS

- Preliminary Audit numbers – Fire Chief Sunderland shared some of the preliminary numbers from the Audit, stating there was a \$1.5 MM carryover from 2020. This, coupled with the \$2.3 MM budgeted for Station Buildings and grounds and \$1.3 MM in impact fees, that the District could move forward on the renovation of Station 14.
- Station 14 – Asst. Secretary Lombardi stated that he believes a contractor should be secured immediately. Fire Chief Sunderland feels that a high-level estimate for the renovation would be between \$3 and \$3.5 MM. Asst. Secretary Lombardi and Treasurer Domenico asked for a budget with hard numbers to present to the Board. The Board discussed the matter and stated provided direction to Chief Sunderland to move forward with developing a plan, including a budget.
- Job Status – Deputy Chief Baldwin shared that the EMS Training Lieutenant position has been filled; however, no decision has been made as to when this position would start.

Deputy Chief Patterson stated that the Fire Marshal position has been posted and acting Fire Marshal Even was the only applicant. The Board had no issues with the position description presented or with moving forward with filling the position.

Payroll/Accounting and Administrative Assistant – Fire Chief Sunderland stated that this position has been posted and Chief Staff are currently receiving applications. Administrative Assistant Duncan added that she anticipates Staff will begin interviews within the next week or two.

IT Network Administrator – Fire Chief Sunderland inquired if the Board was in agreement on the position description for the IT Network Administrator and posting. The Board had no issues with the job description, and it will be posted next week.

EXECUTIVE SESSION:

Secretary Spano made a motion to go into Executive Session, pursuant to C.R.S. §24-6-402(4)(b) and (f) to receive advice of legal counsel regarding a personnel matter involving wage overpayment.

Attorney Ferguson stated for the record that the topics for discussion in this Executive Session constitute attorney-client privileged discussions and will not be recorded.

The Board went into Executive Session at 5:00 p.m.

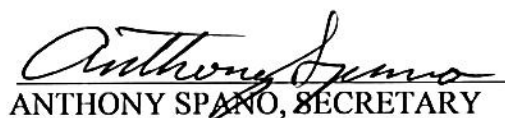
The Board came out of Executive Session at 5:20 p.m.

ADJOURNMENT:

With no further business to come before the Board, Secretary Spano made a motion to adjourn the meeting. Asst. Secretary Lombardi seconded the motion. The Board voted unanimously to adjourn the meeting.

The meeting was adjourned at 5:22 p.m.


JERRY MARCHESE, PRESIDENT


ANTHONY SPANO, SECRETARY

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

RECORD OF PROCEEDINGS

Michelle Ferguson, Esq.

I hereby attest that the Executive Session was confined to topics authorized for discussion in Executive Session pursuant to C.R.S. §24-6-402(4)(b) and (f).



Jerry Marchese, President