

## RECORD OF PROCEEDINGS

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### MINUTES OF THE WORK SESSION OF THE BOARD OF DIRECTORS OF ADAMS COUNTY FIRE PROTECTION DISTRICT February 3, 2021

A special meeting of the Board of Directors of the Adams County Fire Protection District was held at the District's Station 11, 1675 W. 69<sup>th</sup> Avenue, Denver, CO 80229, and via publicly accessible teleconference, commencing at 4:30 p.m.

#### BOARD MEMBERS PRESENT:

Jerry Marchese	President/Chairman
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
Mike Corsentino	Founder of Building Warriors
Kelli Gilchrist	Executive Director of Building Warriors
Michelle Ferguson	District Legal Counsel

#### ADMINISTRATIVE ITEMS – DISCUSSION OF:

Fire Chief Sunderland requested a change in the agenda to replace 2.03 – Accreditation/Strategic Plan Overview with an Office Update. Treasurer Joe Domenico made a motion to approve the agenda. Secretary Spano seconded the motion. The motion passed unanimously.

- **New EMS Billing Solutions Billing Agreement**
  - Legal Counsel Ferguson sent the Agreement to the Board for review prior to the meeting. Deputy Chief Baldwin is exploring with North Valley Bank the cost of processing credit card payments and whether the District will use the bank's services or EMS Billing Solutions. The Board had no other concerns or changes to the proposed Agreement. Legal Counsel will prepare a final copy for Board approval at the February 17 Board meeting.
- **Building Warriors**
  - Ms. Kelli Gilchrist and Mr. Mike Corsentino of Building Warriors presented the status of the Building Warriors program located in the Training Center at 901 E. 68<sup>th</sup> Ave., "The Shop"..
  - Fire Chief Sunderland discussed the terms of the lease to date and addressed the possibility of amending the lease due to COVID-19 and the difficulty of opening The Shop as planned. Chief Sunderland will follow-up with Ms. Gilchrist and Mr. Corsentino on potential revisions to the lease, including an extension of the term.
  - Chief Sunderland proposed having the Board's March 3rd Work Session at The Shop to allow the Board to see what changes have been accomplished. The Board agreed to the change of venue for March 3, 2021 Work Session.
- **Administrative Office Update**
  - Fire Chief Sunderland presented a plan to fill the current vacant positions in the Administrative Office and to build redundancy into Administration.
  - Vice President Ciancio proposed having a work session to discuss the process for creating and approving job descriptions and qualifications for

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the hiring process.

- Return to Work Discussion
  - Fire Chief Sunderland wanted to follow-up on the return to work letter seeking to modify the current work schedule. Fire Chief Sunderland wanted to gain an understanding of the Board's concern. Board discussion followed. Fire Chief Sunderland assured the Board that the Chiefs have a strong presence in the office 5 days a week. Indeed, the Chiefs are generally available 24/7 7 days a week, even if not in the office. In addition, someone is available 5 days a week at the front desk of the Administration Office and the Planning and Prevention Office. The Board seemed satisfied to continue with the current work schedule as long as the Administration Office and Planning and Prevention Office are open to the public 5 days a week and one of the 3 Chiefs is in the office at all times (except for schedule work meetings offsite). Treasurer Domenico indicated that he has concerns with the practice of those individuals who work 4 - 10s taking an extra day off when a holiday falls on the day the individual is not regularly scheduled to work such that the individual ends up only working 3 days during a holiday week.
  
- Surplus Property Discussion
  - Deputy Chief Patterson informed the Board that they would like to sell 2 Ford vehicles and 1 Fire Truck that are no longer in use by the District:
    - ❖ 2006 Ford Explorer (90,000 miles)
    - ❖ 2007 Ford Explorer (60,000 miles)
    - ❖ 1998 Pierce Truck

The Board proposed selling all three vehicles at Roller Auctions in Denver. Legal Counsel Ferguson confirmed Chief Staff can move forward with auctioning off the vehicles and the Board can ratify the action at the February 17<sup>th</sup> Board meeting. Deputy Chief Patterson will contact Roller Auctions to confirm the date of auction.
  
- Arson Canine
  - Fire Chief Sunderland stated that Rylee, the District's arson dog, is 9 years old and will have to retire soon. State Farm has offered to accelerate the timeline for obtaining another arson dog to 2022 and to train Chief Means, free of charge. Fire Chief Sunderland added that the District would own the dog, but he/she would be a resource for the North Area. Fire Chief Sunderland would need to sign an agreement for the dog this week to be eligible to get the dog.
  
- Delivery of Monthly Financials
  - Fire Chief Sunderland informed the Board that due to the change of the schedule of the Board meeting to the 3<sup>rd</sup> Wednesday of the month, the financials would not be complete in time for the meeting.

Fire Chief Sunderland proposed moving the approval of the Financials to the 1<sup>st</sup> Wednesday of the following month during the Work Session. Board discussion followed. The consensus was that the Board will review financials on the 1<sup>st</sup> Wednesday of the month and, assuming no concerns, approve such financials at the 3<sup>rd</sup> Wednesday of the month as part of the consent agenda.

### ADJOURNMENT:

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

The meeting was adjourned at 5:52 p.m.

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JERRY MARCHESE, PRESIDENT

  
ANTHONY SPANO, SECRETARY