Minutes of the Regular Meeting of the Board of Directors of the Adams County Fire Protection District, held at the District’s Station 11, 1675 W 69th Avenue, Denver, CO 80229
Wednesday, February 15, 2023

Board Members Present

Ken Lombardi President/Chairman
Michael DeMattee Vice President
Mario Molinaro Secretary
Ken Ciancio Assistant Secretary
Joe Domenico Treasurer

Also Present

Stuart Sunderland Fire Chief
Troy Patterson Deputy Chief
Dave Baldwin Deputy Chief
Christina Marchese Administrative Assistant
Michelle Ferguson District Legal Counsel
Mike Kary IAFF Local 2403 President
Charlie Koyle IAFF Local 2403 Treasurer

Call to Order

The meeting was called to order by Secretary Molinaro at 5:00 pm. The motion passed unanimously.

Moment of Silence

President Lombardi called for a moment of silence for the six fallen firefighters to date in 2023.

Pledge of Allegiance

President Lombardi led those present in the Pledge of Allegiance.

Additions or Deletions to the Agenda

Vice President DeMattee made a motion to accept the agenda as presented. Secretary Molinaro seconded the motion. The motion was passed unanimously.

Approval of the Previous Board Meeting Minutes

Secretary Molinaro made a motion to accept the Regular Board Meeting minutes from January 18, 2023. Assistant Secretary Ciancio seconded the motion. The motion was passed unanimously.

Approval of January Financial Statement

Treasurer Domenico made a motion to table approving January’s financials until corrections can be made and will approve them at the March Board meeting. Assistant Secretary Ciancio seconded the motion. The motion was passed unanimously.

Correspondence

None

Public Comment (Agenda Items Only)

None

New Business

Consideration purchasing a new medic unit

Deputy Chief Patterson asked the Board to consider the purchase of another medical unit; due to production chain delays, the new apparatus would not be delivered until at least 2025. If the District decides to place the order now, it will reserve a place in line for production. He also discussed the new
medic that was purchased in 2022, and which will arrive in 2024. Treasurer Domenico made the motion to place the order for an additional medic unit that will arrive in 2025. Assistant Secretary Ciancio seconded the motion. The motion was passed unanimously.

**Chiefs’ Report**

President Lombardi asked Chief Sunderland discussions the State Chiefs were having regarding property values and assessment rates. Chief Sunderland stated that various pieces of current legislation being discussed in the State Legislature, could mean a potential for a increase in property values. HB 1054, which would extend the reassessment cycle to four years, is being monitored.

President Lombardi asked Chief Sunderland why Federal Heights is still having issues getting on to CAD-to-CAD. Chief Sunderland mentioned that they are having Information Technology issues connecting to dispatch.

Vice President DeMattee asked Chief Sunderland why so many sets of bunker gear needed to be trashed and thrown out due to contamination. Chief Sunderland told the Board that after the crew responded to the lithium battery fire, the chemicals in the batteries caused a gel-like substance to form on the gear, and the company that cleans the gear for the District could not get it out of the gear. Deputy Chief Patterson is looking into having the contaminated gear tested to see why it cannot be cleaned. Roughly 6-8 sets of gear need to be replaced since they cannot be washed.

President Lombardi asked Chief Sunderland if there was any progress with the Mart property around Station 13. Chief Sunderland mentioned to the Board that he is waiting to see if the station can be kept to the front of the lot. Chief Sunderland also mentioned Mart is ready to move forward, but President Lombardi asked that Chief Sundering get it in writing.

President Lombardi asked Chief Sunderland how preparations for the upcoming firefighter ball were coming. Chief Sunderland stated that Ms. Marchese, Ms. Land, Mrs. Straight, and he all met with Balistreri and had the menu planned out. Chief Sunderland stated that there will be 165 people in attendance this year.

Deputy Chief Patterson told the Board that the 2013 Ford Escape was auctioned for $7,750.00. He also stated that since 2020 the District had earned $120,000 when selling items at Roller Auction.

Deputy Chief Patterson mentioned to the Board that he is working with Finance Associate Ciancio to have the insurance companies pay Diversified Body and Paint for damaged vehicles directly. He will keep the Board updated.

Deputy Chief Patterson mentioned that Engine 13 is now at Diversified Body and Paint getting fixed after the multiple accidents it was involved in last year while Engine 11 was out of service.

President Lombardi asked Deputy Chief Patterson when the new North Area Firefighter Academy (Academy) would start. Deputy Patterson stated that the spring Academy would begin on March 13, with graduation on June 30, 2023. The new hires will start on March 1, completing all the administrative paperwork. In the group of 6 that were hired, 1 is a paramedic. With a struggle to hire currently, Deputy Chief Patterson informed the Board that the District is posting for a lateral paramedic hiring. Since it was published, there have been two people who have inquired about it.

Deputy Chief Baldwin mentioned that Deputy Chief Patterson is leading the committees for hiring and recruitment. These committees are looking at ways to retain personnel, especially paramedics, and not lose them to other departments. The North Area Departments and the fire service, in general, need help hiring firefighters, not just paramedics. The pool of people wanting to work in emergency services is shrinking, and ACFR is looking into new recruitment methods. Deputy Chief Patterson mentioned that some departments are lowering the age to 18 instead of 21. The age to apply with for a position with the District is 21. The District’s position is that there are too many issues with lowering the age to 18; the District will not be reducing the age limit at this time.

President Lombardi asked Deputy Chief Patterson how the captain’s testing went. Deputy Chief Patterson mentioned that it was the first time the District has held the testing in-house; there were a couple of hiccups, but we know what needs to be done differently with the Lieutenant’s Assessment on February 21. Deputy Chief Patterson mentioned that the captain’s list has been set, and it would last for two years with a possibility of 2 positions opening in the future. Deputy Chief Patterson invited the Board to stop by the Lieutenant’s Assessment to view the process.

Treasurer Domenico asked Deputy Chief Patterson about Fire Marshal Even’s report regarding dividing the District into coverage districts. Deputy Chief Patterson mentioned that Fire Marshal Even
and Deputy Fire Marshal Gutierrez helped the inspectors focus on specific areas at a time instead of working off one extensive list.

President Lombardi asked Deputy Chief Patterson if there was an update from Fire Marshal Even regarding the proposed changes to the permit fee schedule change that was presented in November. Deputy Chief Patterson stated that he is working with Fire Marshal Even and will create a work session regarding the updates to the fees and which way she would like the bureau to go.

Deputy Chief Patterson mentioned that he has asked Emergency Manager Schuman to assist him with looking into the job description for the Health and Safety Officer position. After the recent fire, emergency Manager Schuman gave the line staff a Safety Bulletin regarding lithium-ion batteries.

After seeing the news story about the lithium-ion battery fire, President Lombardi asked Deputy Chief Patterson how Chief Investigator Means and Inspector Robison were doing. Deputy Chief Patterson stated that both individuals were checked out on the scene and are doing well.

Deputy Chief Baldwin stated that the North Area Operations Chiefs are working on recreating a North Area Taskforce to combat the fires caused by lithium-ion batteries. Each department will have two representatives participate as part of the task force. The North Area Operations Chiefs want a public education piece to help educate the public and the fire marshals on how to deal with lithium-ion batteries. The North Area Operations Chiefs want to be on the same page and develop a North Area S.O.P. on lithium-ion batteries.

Deputy Chief Baldwin discussed the progress on Tiered Dispatch and how it is related to E.M.S. dispatching. Getting everyone on board to dispatch alpha, bravo, charlie, delta, and echo calls is still an issue. Deputy Chief Baldwin mentioned they will still meet with a fire department from Pennsylvania that uses Power Phone and Tiered Dispatch. After this meeting, the group will decide whether to proceed with Power Phone and Tiered Dispatch.

Deputy Chief Baldwin mentioned that things are working well with Apex Billing for ambulance transport billing. There were a few bumps, but that was to be expected. Deputy Chief Baldwin mentioned that E.M.S. Chief Schultz, Finance Associate Ciancio, and Administrative Assistant Straight have a meeting with Apex Billing to help streamline the process.

With E.M.S. billing, Deputy Chief Baldwin asked that all outstanding E.M.S. Billing Solution cases be sent to Apex, but Apex has an issue. It will be more work on the District’s side to complete this, so for now, they will still reconcile outstanding E.M.S. Billing Solutions collections and fees sent to the District.

Treasurer Domenico asked Deputy Chief Baldwin about the North Area Fire Academy Lead position. Deputy Chief Baldwin explained that the North Area Fire Departments want to have two academies a year, one in the spring and one in the fall. Every Academy has a new leader, and things are done differently under each leader. To try and have some consistency, the North Area is looking to hire one person to be the Lead for the Academy, running the academies with help from the agency cadres. For this to happen, the North Area needs to create an M.O.U. so that this one person would oversee the academies, officer classes, etc. This person would work out of North Metro’s facilities. Deputy Chief Baldwin mentioned that this is a work in progress and will keep the Board updated.

Accreditation Manager Report

Accreditation Manager Davidson updated the Board regarding the Strategic Plan. With Administrative Assistant Straight’s assistance, they have developed a tracking system for everyone to see a live, up-to-date report on the process. CAD-to-CAD is beginning to cause problems for the District’s community regarding call volume and leaving some respondents territories within the District without optimal coverage. Accreditation Manager Davidson has broken down the District into planning zone areas based on the closest unit driving areas to show the impact of CAD to CAD. Chief Sunderland stated that the North Area Departments are working on a new IGA. for CAD to CAD to help with some of the issues with call volume. Staff will keep the Board updated.

Accreditation Manager Davidson initially encountered some issues collecting data from other North Area Departments during the data collection process. He has since worked with a few of these departments to gather accurate data regarding the problems with CAD to CAD, call handling, and dispatch issues with Arvada and Federal Heights. Working on gathering this information will help the North Area Chiefs understand where problems are and how to solve them.

Accreditation Manager Davidson is working on call time/coverage to be a variable to the Community Risk assessment with having CAD to CAD being in place and how the loss of coverage in certain areas will pose a risk to the community.
President Lombardi asked Accreditation Manager Davidson if all the data he is collecting for accreditation purposes or if other North Area departments are doing the same. Accreditation Manager Davidson replied that all this data collection is for the District’s accreditation purposes and for the District to perform at a higher level. He also mentioned that Westminster Fire and Thornton Fire Departments are accredited.

President Lombardi asked Accreditation Manager Davidson to schedule a work session with the Board to present end-of-year stats to the Board and explain more of the data in-depth. Mr. Davidson will work with Administrative Assistant Marchese to schedule this meeting sometime in April.

Accreditation Manager Davidson is also working with ArcGis and other North Area departments to help standardize how information for preplans is expressed for all departments. Eventually, Accreditation Manager Davidson will be turning over preplan information to Fire Marshal Even who will, with the help of the inspectors, oversee the process for keeping the information in the system current.

Unions Report

IAFF Local 2403 President Kary stated that the Local has sent a few members for training to become better stewards.

IAFF Local 2403 President Kary stated that union leaders and the Executive Chiefs are working together to solve some of the issues from their recent survey with the union membership. IAFF Local 2403 Treasurer Koyle was praised for the well-written survey findings report.

Attorney’s Report

Attorney Ferguson noted the current Legislative Tracker of bills proposed in the 2023 Colorado Legislative Session is in the Board packet and asked for questions.

Attorney Ferguson mentioned that the Executive Session is for Chief Sunderland’s check-in with the Board. Attorney Ferguson stated that this would occur twice a year moving forward.

Executive Session

Vice President DeMattee made a motion to go into an executive session pursuant to C.R.S. 24-6-402 (4)(f) to discuss personnel matters, specifically the Fire Chief’s check-in. Secretary Molinaro seconded the motion. The motion was passed unanimously.

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

The Board went into Executive Session at 6:18 pm.

Assistant Secretary Ciancio made a motion to exit the Executive Session. Treasurer Domenico seconded the motion. The motion was passed unanimously. The Board came out of the executive session at 7:10 pm.

Director’s Report

President Lombardi thanked the union for inviting the Board to their meeting and for sharing their survey findings with them

Vice President DeMattee nothing to report

Secretary Molinaro nothing to report

Assistant Secretary Ciancio nothing to report

Treasurer Domenico nothing to report

Adjournment

With no further business to come before the Board, on a motion by Treasurer Domenico and a second by Assistant Secretary Ciancio at 7:11 pm, the Board voted unanimously to adjourn the meeting.

Ken Lombardi, President

Mario Molinaro, Secretary

5110943.2
I hereby attest that the information communicated during the Executive Session was not recorded and constituted privileged attorney-client communications.

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)(f).

Ken Lombardi, President