



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

August 15, 2023

A meeting of the Board of Directors of the South Adams County Fire Protection District was held in person at the South Adams County Fire Protection District's Headquarter, located at 6050 Syracuse Street, Commerce City, CO 80022 commencing at 6:15 p.m.

Board Members Present:

Craig Machuga	President
Ernie Anderson	Treasurer
RJ Fernandez	Secretary
Kasen Huwa	Director

Via Zoom:

Debra Bullock	Vice President
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Also Present:

Ken Koger	Interim Chief
Bobby Noel	Deputy Chief of Operations
Hunter Hackbarth	Training Chief
Randall Weigum	Division Chief Fire Marshal
Brittany Brown	Division Chief Fire Marshal
Maria Carabajal	Public Relations
Melissa Rossback	Human Resources
Anissa Griggs	Public Education Specialist
Brenden Desmond	District Legal Counsel
Sandy Danne	Administrative Assistant
Thomas Goral	IT Administrator

Absent: None

Guests: Lt. Greening, Kelly Renfroe, EMS Manager, Platte Valley Ambulance Service Chief Craige, Chief Mechanic Miles Miller, Engineers Parks, and Myers.

Pledge of Allegiance:

Public Comments: None.

Approval of Minutes:

Secretary Fernandez made a motion to approve the minutes of the regular board meetings on July 18, 2023, and Special Board Meeting on August 1, 2023, as presented in the Board packet. Treasurer Anderson seconded the motion. Motion passed unanimously.



Changes/Addition to the Agenda: None

Board Action Items:

Review and approve Resolution relating to the change in location of a Special Meeting:
Treasurer Anderson made a motion to approve the Resolution relating to the change in location of a Special meeting. Director Huwa seconded the motion. The motion passed unanimously.

Treasurer's Report:

The board had no questions regarding bills paid for July-13, 2023 - August 10, 2023. Interim Chief Koger had nothing to report in addition to the financials submitted in the board packet.

Legal Comments:

Attorney Desmond, filling in for Mr. Fano asked if the Board had any questions regarding the legal report presented in the board packet. The Board didn't have any questions for Mr. Desmond.

Special Reports:

Deputy Chief of Support Report on District Projects:

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

Support Building: Waiting on completion date but should be by the end of 2023.

Maintenance Building - Canopy complete by the end of the year.

Station 23 - Nothing new to report.

Station 24 - Nothing new to report.

Station 25 - Groundwork is necessary for the prop.

Station 26 - Waiting on completion date.

Station 27 - Nothing new to report

Station 28 - Started process for LED sign installation and monument sign.

Station 29 - Legatto and SACWSD are negotiating on getting water on the portion that includes future lot.

The Pound - Nothing new to report.



Safety Committee - Next meeting will be in September.

Volunteer Pension - Ricky Teter is the new Pension Board Trustee.

Association - Robert "Bob" Hutchings passed away on August 8th. He was the fire Chief in 1959 and 1960. Served on the district board from 1966-1993 including president. Bob was a volunteer firefighter for 34 years.

Neighbor to Neighbor - No new cards

Interim Chief Koger's Report:

Interim Chief Koger reported that the Chief staff and Board of directors decided to reduce \$8 million reserves to \$4 million. This will allow us to add equipment and employees.

Chief Koger reported that the district would like to move forward with hiring 2 fire prevention employees this year, as soon as possible.

Would also like to move forward with the purchasing of one new vehicle for an inspector.

Chief Koger reported that the district would also like to post the three positions that were agreed on to hire in 2024, in the 4th quarter so the new hires can have a start date for February 2024.

Treasurer Anderson made a motion to lift the hiring freeze and promotional process that was set in May 2023, and move the process back in the hands of fire operations. Secretary Fernandez seconded the motion. The motion passed unanimously.

Treasurer Anderson made a motion to sign the contract for the new Engine to lock in the price. Director Huwa seconded the motion. The motion passed unanimously.

Treasurer Anderson made a motion to move forward in hiring two firefighters, and 1 EMS personnel. Director Huwa seconded the motion. The motion passed unanimously.

Deputy Chief of Operations Report:

Deputy Chief Noel reported accreditation is still moving forward. Everything has been turned in and is now in review. Chief Koger and I have started to review the documents.

Chief Noel reported that he is still currently working on updating and converting SOG into a new format.

He reported that he met with Commerce City Police Department to work on a better system on working together on high stressful calls. Along with better communication during calls.



Chief Noel reported B-shift Tech Rescue worked with City of Thornton Fire Department for 16 hours helping to securely rescue a person off a Tower.

Chief Noel reported that SACFD received 9 life packs today, 4 for ALS units.

Chief Noel reported Captain Metish secured a trailer for the grant with the high schools' home building project.

Chief Noel referred to significant calls per unit as reported in his written report provided in the Board packet for July.

Board of Directors Report/Comments:

All Board members thanked everyone for being patient through the workplace investigation and thanked everyone for holding everything together during this time.

Treasurer Anderson thanked SACFD for the tower rescue and was proud of how well all the departments worked together on the call.


Secretary Fernandez requested to have a tour of the district.

Vice President Bullock - extended her condolences on the passing of Bob Hutchings.


Director Huwa recognized and thanked the district for the work on attaining grants and the budget process. He said it's time to get back to business.

President Machuga thanked the district on the grants and for being able to move forward through the workplace investigation. He congratulated everyone on a good job.

Adjournment: With no further business to come before the Board, President Machuga adjourned the meeting at 6:47 p.m.



Craig Machuga
Board President 09/19/2023

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RJ Fernandez
Board Secretary 09/19/2023 9-19-2023