



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

March 19, 2024

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 Headquarters, located at 6050 Syracuse Street, Commerce City, CO 80022 commencing at 4:30 p.m. The meeting also had a Zoom video link for participants as well.

Board Members Present:

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

Also Present:

Ken Koger	Fire Chief
Bobby Noel	Deputy Chief of Operations
Randall Weigum	Deputy Chief of Support
Miles Miller	Chief Mechanic
Brittany Brown	Division Chief of Fire Prevention
Andrew Fairband	Interim Division Chief of Training
Ron Fano	District Legal Counsel
Trey Zima	District Accountant
Emma DeRosia	Administrative Specialist
Thomas Goral	Information Technology

Absent: None

Guests: FF Keegan Gorham, Lt. Keshia Koger, Inspector Aaron Myers, Inspector Ryan Eller, Fire Prevention Specialist Jaeger Luke, Fire Prevention Specialist Preston Bentley, Public Education Specialist Anissa Griggs, Lt. Augdon Greening, Administrative Assistant Fernanda Herrera and Vanessa Rodriguez.

Public Comments: President Greening of Local 5124 requested that the District Board consider adding an agenda item for the Local 5124 to report. Mr. Greening also wanted to follow up on a request from the last board meeting in regard to asking the District Board to recognize the need for succession planning for when Chief Koger retires to ensure that an adequate process takes place and the passing of the torch. Mr. Greening expressed a concern about how request was misunderstood from last month and wanted to make the correction.

Lauren Andrade of Equity on Fire commented commending the District Board for how the matter of the previous investigation was handled and brought up concerns about other allegations not being followed up on about Chief Koger and Melissa Rossback. Ms. Andrade asked the District Board to open a 3rd party



investigation into Chief Ken Koger and Human Resources Melissa Rossback in regard to the allegations that came up in the original investigation.

Approval of Minutes:

Treasurer Anderson made a motion to approve the minutes from the February 20, 2024, regular board meeting as posted in the board packet. Director Kasen Huwa seconded the motion. The motion passed unanimously.

Changes/Addition to the Agenda: Treasurer Anderson made a motion to add the Local 5124 Business update to the agenda following the Legal report. Sectary Fernandez seconded the motion. The motion passed.

Board Action Items:

- a) Sectary Fernandez made a motion to consider resolution to set hearing to consider adoption of resolution of inclusion of property into the District. Treasurer Anderson seconded the motion. The motion passed unanimously.
- b) Chief Koger explained that two additions to the policy manual were items found that need to be added to the policy manual after approval. Treasurer Anderson made a motion to accept the additions to the policy manual. Director Huwa seconded the motion. The motion passed unanimously.

Financials:

Chief Koger reported on bills paid from February 15, 2024 to March 11, 2024.

Mr. Zima and Ms. Rodriguez gave a presentation to the District Board about how the accounting department rolls over money at the end of the year or each quarter and what this really means pertaining to the budget. This is due to auditors reallocating expenses from budgets. Treasurer Anderson asked about whether the final numbers the amount of lost property taxes that are supposed to be reimbursed from Adams County had been determined yet. Mr. Fano explained that an estimate has been given by the County but that the estimates have to be reviewed by the State and that no final numbers have been released from the State yet.

Legal Comments:

Mr. Fano said most of his work for the month was reported in the report included in the board packet. He reported that the legislative tracker updates was included in the board packet. Treasurer Anderson asked what CORA requests came in that Mr. Fano was helping with, Mr. Fano explained that the requests were in regard to the awards banquet.

Local 5124:

Mr. Greening gave an update to the District Board that the Local 5124 is working with the other Local's in the state on state legislation coming up such as the Heart Trust and a Behavioral Health Trust. Representatives from the Local 5124 are going to Boston in August for the International Local's conference, this is following the state convention in June. Mr. Greening also gave an update about the local's looking into the type of help the local can give when a member encounters any legal issues within execution of their duties. Mr. Greening also informed the District Board that the Fallen Firefighter Memorial in Colorado Springs will be on September 21st this year.



Special Reports:

Chief's Report:

Chief Koger reported, in addition to his written report included in the board packet, that the fire district has posted the Battalion Chief position as of this week.

Chief Koger reported that the Chief staff determined that based on recent court proceedings unrelated to the District, that the Professional liability insurance should be increased to a combined \$10 million.

Chief Koger reported that Fleet Maintenance is working with Platte Valley Ambulance Service about conducting the fleet repairs and maintenance on the ambulances.

Chief Koger reported that the current academy is progressing as planned, the executive chief staff met with the cadets today for a luncheon.

Chief Koger reported that accreditation is progressing well, also thanking all who was able to attend the conference in Florida. Chief Koger also announced now that the District is now an officially accredited department.

Chief Koger addressed the District Board to stop a rumor and he affirmatively asserted for the Board that the Department did not rent out an entire floor while in Florida for accreditation after party.

Chief Koger reported that Chief Noel, Chief Weigum and himself met with the 76 taskforce on Monday, March 18th (B-shift Engine 23 and Engine 27). The outcome of this meeting is that more training over TIMS and high-tension cables is requested for the crews to ensure better scene safety. Acting Officer Josh Luse has been working with CDOT about coming to accident scenes to help relieve the crews from the calls.

Chief Koger reported that Chief Noel and himself met with Chief Garrison Chief Lutz from Brighton Fire Department about staffing the blocker vehicle.

Deputy Chief of Operations Report:

Deputy Chief Noel reported in addition to his written report included in the board packet.

Deputy Chief Noel reported that from the meeting with Brighton Fire executive chiefs that someone would be committed for snowstorms to help staff the Blocker.

Deputy Chief Noel reported that since all positions have been posted an interview training will take place the upcoming Thursday for the interview panel committees with Human Resources Rossback.

Deputy Chief Noel reported that the order for replacement Engine 27 and Truck 28 has been completed.

Deputy Chief Noel reported that the wildland team has been helping with the burning at the Rocky Mountain Arsenal National Wildlife Refuge this week.

Deputy Chief Noel reported that Captain Fairband is interim Training Chief while the search for a new training chief is taking place with Training Chief Hackbarth's retirement.

Deputy Chief Noel reported that the new medical directors have been set and are conducting policy review.

Deputy Chief Noel reported that Call Volume Box on the report has been updated. Director Huwa requested that a total row be added to the chart for better understanding.

Deputy Chief of Support Report on District Projects:

Deputy Chief of Support Weigum reported in addition to his written report included in the board packet.

Deputy Chief Weigum thanked the District Board for the support for accreditation, with a special thanks to Captain Metish and Accreditation Specialist Foote for all the diligent work on accreditation.



Deputy Chief Weigum reported that in his report is an email for the District Board to see thanking them for the increase of staff in the prevention division. With this increase Deputy Chief Weigum is able to report that Prevention division is able to keep to the deadlines as requested by the City of Commerce City for plan reviews for the first time in three years.

Deputy Chief Weigum reported that with the Fleet Maintenance Division looking into the Platte Valley Ambulance Service contract for the maintenance of the ambulances.

Deputy Chief Weigum reported that he was accepted to the New Chief Executive Officer class in June with the National Fire Academy in Maryland.

Board of Directors Report/Comments:

Treasurer Ernie Anderson gave congratulations to Interim Training Chief Andrew Fairband on this temporary promotion. Treasurer Anderson also issued congratulations to the department and most especially the Accreditation team for all the hard work and is very proud to be part of the District Board. Treasurer Anderson also issued a congratulations to Deputy Chief Weigum in regard to being accepted to the Chief Executive Officer Class.

Vice President Debra Bullock issued the congratulations to the department as a whole on achieving accreditation status and thanked everyone who has put so much time and effort into the process.

Sectary RJ Fernandez congratulated the accreditation team and the department for all the hard work done in progressing this department to the future. Sectarty Fernandez also welcomed the new Fire Prevention Team members to the department.

Director Kasen Huwa congratulated the accreditation team and the department for achieving the accreditation status. Director Huwa reported about being happy to be able to attend the accreditation hearings in Florida. Director Huwa thanked Captain Metish and Accreditation Specialist Foote for all the hard work and time given to this project. Director Huwa also congratulated Chief Weigum on being accepted into the Chief Executive Officer Class at the National Fire Academy. Director Huwa also thanked the IT division for the great report in the board packet this month and the wok being completed. Director Huwa also addressed Chief Koger asking if the executive chiefs would have another department update meeting.

President Craig Machuga asked the chiefs for an update about the Annual Year End Report, Chief Koger explained that the report would be ready by the April Board meeting. President Machuga thanked the whole board of directors for the accreditation process and thanked the chiefs for the support given to Captain Metish and Accreditation Specialist Foote to ensure this department could be accredited. President Machuga thanked the department as a whole, since accreditation would not be possible without every member of the department. President Machuga also invited the executive Chiefs to another meeting on 270 Corridor, Deputy Chief Weigum expressed interest in joining President Machuga for the meeting.

Adjournment: With no further business to come before the Board, President Machuga adjourned the meeting at 5:13 pm.



A handwritten signature in black ink, appearing to read "Craig Machuga".

Craig Machuga
Board President 04/16/2024.



A handwritten signature in black ink, appearing to read "RJ Fernandez".

RJ Fernandez
Board Secretary 04/16/2024. 4-16-2024