



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

October 17, 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 6:21 p.m.

Board Members Present:

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

Also Present:

Bobby Noel	Deputy Chief of Operations
Randall Weigum	Division Chief Fire Marshal
Miles Miller	Chief Mechanic
Maria Carabajal	Public Relations
Melissa Rossback	Human Resources
Anissa Griggs	Public Education Specialist
Ron Fano	District Legal Counsel
Sandy Danne	Administrative Assistant
Kevin Kellar	IT Manager

Absent: None

Guests: BC Roberts, Lt. Greening, Chris VanDijk, Kevin Delaney and Platte Valley Ambulance Service EMS 23 Medics, Lela Grattet and Mindy Forbes.

Pledge of Allegiance:

Public Comments: Local 5124 President, Greening, announced that Troy Turner made the hottest chili at the MDA Chili Cook-off.

Local President Greening said that Engineer Chris VanDijk is working with the train companies regarding trains blocking major thoroughfares for not more than 10 minutes or else they will be fined. Engineer VanDijk was interviewed by the media.

Adcom is looking into being able to alert another station if a response team is held up by a train.

Changes/Addition to the Agenda: None



Board Action Items:

- a) Secretary Fernandez made a motion to accept and approve Community Risk Assessment (CRA) and Standards of Cover (SOC). Treasurer Anderson seconded the motion. The motion passed unanimously.
- b) Vice President Bullock made a motion adopt the resolution to change the date of the regular December Board meeting from December 19 to December 5, 2023. Director Huwa seconded the motion. The motion passed unanimously.
- c) Treasurer Anderson made a motion to adopt the resolution revoking the prior resolution regarding FPPA member definition. Secretary Fernandez seconded the motion. The motion passed unanimously.

Treasurer's Report:

The board had no questions regarding bills paid for September 8 - October 10, 2023. Interim Chief Koger reported that the accounting department is going to be going to a new system for both accounts payable/receivable and payroll in 2024.

Legal Comments:

Mr. Fano said in addition to contract review, liability release forms and helping with responses to CORA requests, most of his work for the month has been related to the wrapping up of the workplace investigation and personnel issues. The Board didn't have any questions for Mr. Fano.

Executive Session: Director Huwa made a motion to enter Executive Session pursuant to C.R.S. Section 24-6-402(4)(b) to receive legal advice regarding follow-up on administrative issues. Director Fernandez seconded the motion. The motion passed unanimously. Entered Executive Session at 6:32 p.m.

Director Fernandez made a motion to come out of Executive Session at 7:01 p.m. Director Bullock seconded the motion. The motion passed unanimously. There was no action taken on the topic of the Executive Session.

Special Reports:

Chief's Report:

Interim Chief Koger reported the North Area Chiefs and academy cadres met to discuss potential problems at the academy. Positive outcomes came from the meeting. Spring 2024 academy may be split into two locations due to the number of recruits. A possibility for 50. North Metro and SAC would be the host training centers with Adams County as the lead dept.

The North Area Chief's meeting on 1/11/23 was very productive. Koger said he assured the group that SAC is in line with the North Area. PDA's will be put on hold. Training and BC's will work on a presentation to be given to North Area Chiefs. DC Noel will be setting up a meeting with a CFR to discuss business rules within Cad to Cad.



Approval to move forward with the residential sprinkler review program. Included is one employee and vehicle. Presented President Machuga and Treasurer Anderson with an updated 2024 budget. An excess of \$750 K increases over the original budget presentation at SDA. The largest increase is from concrete work around the district and wages.

Old Hammer 27 is being donated to Firefighter Memorial Transport out of NM. No local companies were interested.

Suncor grant signed and moving forward. Capt. Metish is managing. Suncor has paid their portion of the new BC vehicle.

Accreditation - Capt. Metish will attend this month's BOD meeting to answer your questions.

Volunteer Pension - Welcome Ricky Teter as the new Pension Board Trustee.

Deputy Chief of Operations Report:

Deputy Chief Noel reported the Operations division is bringing in an EMS consultant to look at SAC's EMS. They will be looking at everything. This will also help us stay in line with our strategic goals.

Chief Noel presented call volumes by station.

Deputy Chief of Support Report on District Projects:

Interim Deputy Chief of Support Weigum gave updates on district projects:

The Pound prop, canopy - received contract.

Support Building - Prevention started to move in. The leak in the shower has been fixed.

Station 21 - Shopping for land - around 6996 Dahlia Street

Station 29 - nothing to report.

Fleet Canopy - waiting for a quote.

Fire Safety day will be on November 11, 2023.

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 Lt. Greening and Local 5124 for taking on the train issue. Good job and good luck.

Vice President Bullock -. Vice President Bullock congratulated Ricky Teter for being elected to the Volunteer Pension Board.

Vice President Bullock reported that she and Director RJ Fernandez did chief interviews last Thursday and wrapping it up to present to the board.

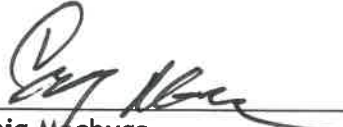
Secretary Fernandez thanked Lt. Greening and the Local 5124 on the railroad challenge. He thanked Noel for his and Koger's reports. Thanked Rick Teter for joining the pension board.



Director Huwa recognized the IT group on the cyber security programs being worked on and thanked them for all they are doing to keep the district safe from cyber scams.

President Machuga thanked the district for patience and understanding during the workplace investigation. President Machuga wished Greening good luck with the railroad. President Machuga invited all board members to visit HQ.

Adjournment: With no further business to come before the Board, President Machuga adjourned the meeting at 7:23 p.m.



Craig Machuga
Board President 11/21/2023

 11-21-2023

RJ Fernandez
Board Secretary 11/21/2023



SpencerFane

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File No. 5034424-4

October 18, 2023

South Adams County Fire
Protection District
Attn: Sandy Danne
6050 Syracuse Street
Commerce City, CO 80022

Re: Opinion Concerning Executive Session Held October 17, 2023

Members of the Board:

In my opinion, the executive session to receive legal advice regarding administrative matters that occurred during the special Board meeting that I personally attended on October 17, 2023, was properly announced and was a privileged attorney-client communication. Therefore, no record or electronic recording of the executive session was required pursuant to Section 24-6-402(2)(d.5)(II)(B), C.R.S.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'R. Fano', written over a printed name.

Ronald L. Fano

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