



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

**May 21<sup>st</sup>, 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
Miles Miller	Chief Mechanic
Brittany Brown	Division Chief of Fire Prevention
Ron Fano	District Legal Counsel
Maria Carabajal	Public Relations
Melissa Rossback	Human Resources
Trey Zima	District Accountant
Emma DeRosia	Administrative Specialist
Kevin Kellar	Information Technology Manager

Absent: None

Guests: Battalion Chief Nick Graff, Lt. Keshia Koger, Permit Technician Damaris Tovar, Public Education Specialist Anissa Griggs, EMS Consultant Michael, Candy Machuga, Local 5124 Interim Secretary/Treasurer Kevin Delaney, Administrative Assistant Fernanda Herrera, Administrative Assistant Vanessa Rodriquez, and Devin Heartfield and Brian Maas with CBS Colorado.

Public Comments: No Public Comment

Approval of Minutes:

Treasurer Anderson made a motion to approve the minutes from the April 16, 2024, regular board meeting as posted in the board packet. Vice President Bullock seconded the motion. The motion passed unanimously.

Changes/Addition to the Agenda: No Changes or Additions to the Agenda.



Board Action Items: No Board Action Items.

Financials:

Chief Koger reported on total bills paid and unpaid from April 12, 2024, to May 11, 2024. Chief Koger also clarified for the District Board the question regarding plan review consulting fees about being billed out and waiting for payment. Chief Koger also reported that the training center revenues have yet to be invoiced out due to Academy just finishing. Chief Miller reported that due to the increase of ambulance maintenance the billing for those hours was being sent to Platte Valley Ambulance. Vice President Bullock asked about the property taxes received from Adams County. Mr. Zima addressed the questions informing the Board that the district has so far received 75% of what we are planning on receiving this year.

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 were included in the board packet, and informed the board that as the legislative session has ended, this will be final the legislative update until next year. Mr. Fano reported that the inclusion of the Quik Trip property is completed.

Local 5124:

Mr. Delaney reported on behalf of President Greening in his absence. Mr. Delaney reported in addition to the board report, that membership numbers have more than doubled since the charter in 2017. Mr. Delaney reported that the Union Board is preparing for the contract negotiations with the district that begin on June 10<sup>th</sup>.

Special Reports:

Chief's Report:

Chief Koger reported in addition to his board report, with two updates to his report. Chief Koger reported that on Wednesday, May 15<sup>th</sup>, 25 firefighters showed up to court case involving our two injured firefighters and two injured police officers. The defendant pled guilty, and the sentencing hearing is scheduled for August 9<sup>th</sup>. Chief Koger reported that Fire Prevention successfully helped evacuate a business that was having a gas leak while out on an inspection today. Chief Brown elaborated that due to a personal carbon monoxide detector Inspector Myers was wearing during an inspection today indicated there was a slight gas leak while inside the business. Upon grabbing the gas meter from his truck, Inspector Myers discovered there was a leak and evacuated the business. The business was unaware of the leak and it was found thanks to Inspector Myers quick thinking and the personal carbon monoxide detector. Chief Brown reported to that due to this incident a budget request will be proposed for more of these personal detectors for the rest of the fire prevention team and for the firefighters as well. Director Huwa requested for Chief Koger to send the Protham contract with the updated timeline to the Board.



#### Deputy Chief of Operations Report:

Deputy Chief Noel reported in addition to his written report in the Board packet he would like to recognize two of the fires that Operations had last month, first is the fire off of 104<sup>th</sup> and Highway 2 and second was the house fire off of 62<sup>nd</sup> avenue. Chief Koger attended this fire and expressed that the crews did an amazing job with this incident and handling the wind.

#### Deputy Chief of Support Report:

Deputy Chief Weigum is out of the office at a Station build conference in Arizona this week. Chief Koger reported on Deputy Chief Weigum's behalf. Chief Koger explained that the Chiefs met with the Adams 14 School District regarding the land for station 1, we are currently waiting on a response from the Adams 14 School District Board. Chief Koger informed the Board that Mr. Kreutzer is still working with the elevator company on getting the elevator at Headquarters fixed. Chief Koger reported that in addition to Deputy Chief Weigum's report, more research is being completed about increasing the office space for the administrative staff. Chief Koger explained that all options from leasing an office building by station 6, expanding the current headquarters building, the office building at 74<sup>th</sup> and Birch Street, office options at the pound, and additional land options.

#### Board of Directors Report/Comments:

Treasurer Ernie Anderson is glad to hear the update on recovery of injured firefighters. Treasurer Anderson congratulated the academy recruits and looks forward to seeing them on the line. Treasurer Anderson also congratulated Chief Fairband on the new Battalion Chief position and Roger Japp on the new EMS Captain position. Treasurer Anderson thanked the chiefs and all who were involved in the recent hiring and promotional processes for all the hard work and dedication.

Vice President Debra Bullock congratulated the all-new employees and promotions, and the fire academy recruits on their recent graduation. Vice President Bullock also congratulated Chief Brown on obtaining her Public Information Officer Certification. Vice President Bullock expressed joy for all the fire families having babies. Vice President Bullock passed on a thank you from resident Claudia Barnes for the Fire and EMS response received during a call at residence. Vice President Bullock informed the District Board and the Chiefs staff that retired volunteer Orville Lewis passed away recently. Vice President Bullock thanked Chief Miller for fleet report this month in the board packet.

Secretary RJ Fernandez thanked the Chiefs for the update on the injured firefighters and the court proceedings. Secretary Fernandez also thanked the Local 5124 for their board report. Secretary Fernandez expressed looking forward to the budget request for the personal carbon monoxide sensors.

Director Kasen Huwa thanked Ms. DeRosia for the corrections to the board packet and helping it flow smoothly. Director Huwa congratulated all the new hires and looks forward to seeing all the new faces for our community. Director Huwa gave an update on the yearly review for Chief Koger, surveys have been sent to multiple people within the organization and a date to go over the review has been set with Chief Koger.





President Craig Machuga thanked the department and the Chiefs for everything and all the hard work with the interview and hiring processes. President Machuga is looking forward to June 10<sup>th</sup> and the Collective Bargaining Agreement Negotiations with the Union. President Machuga also asked the Chiefs about setting up a lunch to celebrate accreditation with all three shifts.

Any Additional Matters that may come before the Board:

No additional matters.

Adjournment: With no further business to come before the Board, President Machuga adjourned the meeting at 5:30 pm.

  
Craig Machuga  
Board President 05/21/2024.

x   
RJ Fernandez  
Board Secretary 05/21/2024.