



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

January 21st, 2025

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 5:04pm upon the completion of the Pension Board Meeting. 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
Ryan Doherty	Interim Division Chief of Fire Prevention
Miles Miller	Chief Mechanic
Roger Japp	Division Chief of EMS
Ron Fano	District Legal Counsel
Emma DeRosia	Administrative Specialist
Robert Kern	Information Technology Administrator

Absent: None

Guests: Incumbent Fire Chief Bob Olme, Battalion Chief Andrew Fairband, Public Relations Maria Carabajal, Public Education Specialist Anissa Griggs, Accounting Specialist Vanessa Rodriguez, Permit Technician Damaris Tovar, Administrative Assistant Fernanda Herrera, Captain Augdon Greening, Engineer Zach Martin, Firefighter Keegan Gorham, Safety and Training Officer Jamin Hutchcraft, and Dan Spakastra with Weber.

Public Comments:

No public comment.

Approval of Minutes:

Director Huwa made a motion to approve the minutes from the December 10th, 2024, regular board meeting as posted in the board packet. Treasurer Anderson seconded the motion, which passed unanimously.

Changes/Additions to the Agenda:

No changes or additions to the agenda.



Financials:

Chief Koger reported on total bills paid and unpaid from December 5th, 2024 to January 4th, 2025.

Chief Koger clarified to the Board any questions they had over the financial report as received in the Board packet.

Director Huwa thanked the accounting team and Facilities Manager Kreutzer for the audit on the utilities.

Legal Comments:

Mr. Fano reported that, in addition to his written board report, it was a light month, given the recent holidays. Mr. Fano reported that the legislative update will be starting again next month for the board packet.

Local 5124:

President Greening reported in addition to his written board report, the Local sent 4 members to leadership training earlier this month. President Greening reported that the local participated in a meeting with CPFF and the State of Colorado over recent legislative items coming this year. President Greening explained that the union has worked with members to help mitigate the issues from the recent January 3rd payroll issues. President Greening stressed that when items like payroll are incorrect it can be a concern for public safety if our members are not focused due to financial stressors. President Greening thanked all who stayed late to fix the issues and came in on their time off away from their families. President Greening explained that the union is hopeful that the January 31st payroll will be conducted more smoothly and is working closely with Chief Staff on these issues.

Special Reports:

Chief's Report:

Chief Koger reported, in addition to his board report in the Board packet, that incumbent Chief Olme attended the ADCOM Board Meeting this month with him. Chief Koger reported that he is working with ADCOM on a salary study comparison. Chief Koger also reported about the payroll problems on January 3rd, that all employees received their paycheck on payday and the district is covering all fees incurred from late payments or wire transfer fees. Chief Koger informed the Board that the issue for the January 17th paycheck was due to a nationwide outage that was outside of the Districts control. Chief Koger explained to the Board that a payroll specialist from Employers Council will be coming in to help with all the future payrolls for the time being.

Deputy Chief of Operations Report:

Deputy Chief Noel reported, in addition to his board report in the Board packet, that the Safety and Training Officer program has been launched and is officially active on the shifts. Chief Noel thanked everyone who is involved in this training and the District Board for allowing this opportunity. Chief Noel reported that Fire Medic Miller and Fire Medic Groetzinger are out in California on a wildland deployment for the fires. Chief Noel wanted to recognize Engineer VanDijk for graduating with his masters degree and using his masters to create a Line of Duty Death and Seriously Bodily Injury SOGS for the Department. Director Huwa asked Chief Noel for updates on the crash detection and the Trainfo. Chief Noel explained that with IT Kellar they are working with Trainfo to move forward with the installation at 7 railroad crossings around the district.



Deputy Chief of Support Report:

Chief Koger reported on Deputy Chief Weigum's behalf that Chief Weigum is working with the wellness committee for the throat cancer screenings for all the members. President Machuga asked what the timeframe was set for the negotiations with Adams 14. Chief Koger explained that Chief Weigum had reached out to scheduling and was waiting for a response. Vice President Bullock expressed concerns about the separation of Prevention and Public Relations being away from the Chief. Chief Koger assured the Board that the set up is a temporary situation and that the members over at the remote office are constantly interacting with Chief staff as needed.

Board of Directors Report/Comments:

Treasurer Ernie Anderson welcomed Chief Olme. Treasurer Anderson congratulated all the members on the new babies. Treasurer Anderson expressed understanding as all new payroll issues have their glitches and is happy with the Chief staff for handling everything appropriately. Treasurer Anderson congratulated Engineer VanDijk on the master's degree and thanked him for his contribution to the department.

Vice President Debra Bullock welcomed Chief Olme. Vice President Bullock attended the Adopt -A-Family event in December that the District hosted and expressed how great it was for the department to help these families. Vice President Bullock announced that on February 21st there will be a blood Drive hosted by the Chamber of Commerce with a competition between South Adams County Fire Department and South Adams County Water and Sanitation District. Vice President Bullock congratulated Chief Koger on the Historical Society honor.

Secretary RJ Fernandez reiterated what previous Directors had said, welcoming Chief Olme and congratulating the new families. Secretary Fernandez thanked the firefighters out in California fighting the wildfires right now.

Director Kasen Huwa wished everyone a Happy New Year. Director Huwa thanked Chief Koger for all of his dedication to this department. Director Huwa also welcomed Chief Olme. Director Huwa thanked the accounting department on the due diligence on the reports and financials. Director Huwa appreciated moving the meeting to 5 pm. Director Huwa thanked the Wildland team for all the hard work on the deployments.

President Craig Machuga wished everyone a happy new year. President Machuga thanked everyone for all their hard work.

Any Additional Matters that may come before the Board:

Chief Koger informed the Board that there will be a pinning for Chief Olme, Chief Oster, Chief Japp and Lieutenant Luke on January 28th at the pound at 4 pm. Chief Koger explained that the email with more information will come out soon.

Chief Koger announced that this is his last meeting as Chief and will be only in a supporting role for Chief Olme moving forward.



Adjournment: With no further business before the Board, President Machuga adjourned the meeting at 5:50 p.m.

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

Craig Machuga
Board President 2/18/2025.

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

RJ Fernandez
Board Secretary 2/18/2025.

2-18-2025