



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

November 19th, 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 4:28 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 Services
Jason Oster	Division Chief of Training
Ryan Doherty	Interim Division Chief of Fire Prevention
Miles Miller	Chief Mechanic
Ron Fano	District Legal Counsel
Trey Zima	District Accountant
Emma DeRosia	Administrative Specialist
Kevin Kellar	Information Technology

Absent: None

Guests: Public Education Specialist Anissa Griggs, Fire Prevention Lieutenant Keshia Koger, Administrative Assistant Fernanda Herrera, Public Relations Maria Carabajal, and Local 5124 President Augdon Greening.

Public Comments:

No public comment.

Approval of Minutes:

Director Huwa made a motion to approve the minutes from the October 15th, 2024, regular board meeting and the minutes from the October 29th, 2024, study session as posted in the board packet. Secretary Fernandez seconded the motion, which passed unanimously.

Changes/Additions to the Agenda:

No changes or additions to the agenda.



Board Action Items:

- A) Director Huwa made a motion to adopt the resolution of the Colorado Special District Records Retention Schedule. Vice President Bullock seconded the motion. The motion passed by unanimous vote.
- B) Chief Koger presented the Colorado Crash Responder Resolution to the District Board, bringing awareness to all workers who are out on the highways. Secretary Fernandez made a motion to adopt the resolution. Treasurer Anderson seconded the motion. Treasurer Anderson discussed that this resolution has been recognized by the State of Colorado. The motion passed unanimously.

Financials:

Chief Koger reported on total bills paid and unpaid from October 10th, 2024 to November 13th, 2024. Chief Koger clarified some questions the Board had about the financial report as in the board packet.

Legal Comments:

Mr. Fano reported that, in addition to his written board report, multiple administrative resolutions will be submitted for the December meeting.

Local 5124:

President Augdon Greening reported about recent election results and being eager to meet the Congressional District 8 Representative Gabe Evans in March of 2025. President Greening also explained to the District Board about the recent departure of Local 858 from the Colorado Professional Firefighters Association. President Greening explained that there should be no major impacts to Local 5124 as a result.

Special Reports:

Chief's Report:

Chief Koger reported, in addition to his board report in the Board packet, that Chief Weigum was able to secure office space with North Forest Offices, off of 104th and Potomac. Chief Koger reported that the hope is to have the contract signed soon and be moved into the office space by December 15th. Chief Koger informed the Board that the South Adams County Fire Fighters Association gifted \$2,500 to the adopt a family Christmas program with the help of Public Relations Carabajal and is prepping for the Kids Christmas party for members of the department and their families.

Vice President asked Chief Koger about the tour for the Chief Finalists to take place during interviews and why the 45-minute timeframe. Chief Koger explained this was to ensure the finalists had time to freshen up before their next interview and that the tour would consist of looking at a couple of the nearest firehouses. Director Huwa asked Chief Koger if all six finalists would be posted before the interviews in accordance with Colorado State Statue. Mr. Fano answered that he would be working with Chief Koger and Mrs. DeRosia on the posting.

Chief Koger informed the Board about the Meet and Greet event with the six finalists for Fire Chief on December 3rd. Chief Koger explained that this event is open to all the employees and will be posted as a Board meeting.



Deputy Chief of Operations Report:

Deputy Chief Noel reported, in addition to his board report in the Board packet, that he is working on building a relationship with Commerce City Public Works Department for contingency plans with snow plow drivers for weather days. Chief Noel also reported that with Public works, they are working on a plan on how to handle the weed fires in Sand Creek area. Chief Noel informed the Board that the Information Technology team is working on smart technology for monitoring major intersections, for early crash detection and to automatically notify dispatch. Chief Noel explained that this technology would also have the capability to have the officers log into and view the cameras while in route during response. Chief Noel informed the meeting that starting in December the Safety and Training Officers will start, selected three lieutenants to start and build this program. Chief Noel reported that South Adams will be hosting an infectious disease class in January. Chief Noel conveyed some recent promotions of Firefighter Kulp to Engineer and Firefighter Blei to Lieutenant. Chief Noel also reported that during the last snow storm Brighton's Tower 52 was hit, but no injuries but will be out for at least 6 months. Chief Noel explained that recently had to reprogram all the radios due to the FRCC with Westminster channels.

Deputy Chief of Support Report:

Deputy Chief Weigum reported, in addition to his board report in the Board packet, that he has not received a response from Adams 14 School District regarding the properties the department was interested in. Chief Weigum informed the Board that the Fire and Emergency Services Impact fee study had been returned. Chief Weigum explained that he will bringing this information to the Board in December or January to discuss a new rate.

Board of Directors Report/Comments:

Treasurer Ernie Anderson thanked everyone for their hard work and efforts in the recent months. Treasurer Anderson also wished everyone a Happy Thanksgiving.

Vice President Debra Bullock congratulated those on their recent promotions. Vice President Bullock also thanked everyone for their hard work. Vice President Bullock wished everyone a Happy Thanksgiving holiday.

Secretary RJ Fernandez thanked the Local 5124 and the Chiefs for their reports. Secretary Fernandez congratulated those who received promotions. Secretary Fernandez also wished everyone a Happy Thanksgiving.

Director Kasen Huwa expressed wishes for a Happy Thanksgiving as the other board members. Director Huwa also thanked the Hiring Committee for all their hard work and is looking forward to working with everyone to select the new Chief.

President Craig Machuga expressed looking forward to seeing everyone at the Meet and Greet event on December 3rd. President Machuga also wished everyone a Happy Thanksgiving.


Any Additional Matters that may come before the Board:


Chief Koger reminded the Board that the December board meeting has been moved to December 10th for the Budget Hearing.



Chief Koger also congratulated Chief Noel on receiving his bachelor's degree and his Fire Officer 4 certification.

Adjournment: With no further business before the Board, President Machuga adjourned the meeting at 5:02 p.m.


Craig Machuga
Board President 12/10/2024.


RJ Fernandez
Board Secretary 12/10/2024. 12-10-2024