



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

June 20, 2023

A meeting of the Board of Directors of the South Adams County Fire Protection District was held in person and via zoom meeting due to on-going concerns related to the spread of COVID-19 at the South Adams County Fire Protection District's Administrative Building, located at 6050 Syracuse Street, Commerce City, CO 80022 commencing at 6:15 p.m.

Board Members Present:

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

Also Present:

Ken Koger	Interim Fire Chief of Support
Bobby Noel	Deputy Chief of Operations
Hunter Hackbarth	Training Chief
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: Lt. Greening, Kelly Renfroe, EMS Manager, Platte Valley Ambulance Service Chief Craigle, Deputy Chief Mulberry, and Craig Yale, consultant for Intermountain Health. BC Graff, Emma DeRosia, Fil Martinez, Christian Orizaba, Alex Stone, Amanda Foote, Anya Otterson, Reggie Buckalew, St. 22, Josh Luse, Cole Cathcart, Michael Parks, Station 28, Nicholas Bendinelli, Mark Patton, Jared McGlochlin and Martine Wells, Special Legal Counsel with Greenberg Taurig.

Pledge of Allegiance:

Public Comments: None.



Approval of Minutes:

Secretary Bullock said that the minutes couldn't be approved since the Board wasn't able to get the minutes until this evening. Director Fernandez said to table approving the May minutes until July's board meeting. Secretary Bullock made a motion to receive the board packet via PDF emailed out instead of using the program Boardable. President Machuga seconded the motion. Motion passed unanimously.

Changes/Addition to the Agenda: None

Executive Session:

Secretary Bullock made a motion to go into Executive Session pursuant to C.R.S. 24-6-402(4)(b), to receive legal advice regarding next steps in work-place investigation. Director Huwa seconded the motion. The motion passed unanimously. The Board went into Executive Session at 6:18 p.m. The Board came out of Executive Session at 7:27 p.m. Director Fernandez made a motion for legal counsel to proceed on concluding the investigation as discussed in executive session. Director Huwa seconded the motion. The motion passed unanimously.

Treasurer's Report:

Interim Fire Chief Koger gave a brief update on the Budget.

Board Action Items:

Discuss and consider motions for Board Officer positions.

Director Bullock made a motion to align the board officers as follows: Craig Machuga, president, Debra Bullock, vice president, RJ Fernandez, secretary, Ernie Anderson, Treasurer and Kasen Huwa, director. Director Anderson seconded the motion. The motion passed unanimously.

Timothy Ahopelto with Hinkle & Company, PC presented a preliminary overview of the 2022 audit. The final will be presented for approval at the July board of directors meeting.

Platte Valley Ambulance Report:

Carl Craige with Platte Valley Ambulance gave a brief report on call volumes in May. There were 882 calls and 449 transports. Craige reported they are holding around the same call volume as of April. Craige reported that the national EMS memorial will be in town on July 1 and he said the committee requested that SACFD be the host. More information to come in the next week.

Legal Comments:



Attorney Fano shared a brief report on District Items he has been working on as set forth on the memo contained in the board packet. Mr. Fano referred to the 9-page written update on legislative matters that might impact the District that was included in the board packet.

Local 5124: - No report

Special Reports:

Interim Fire Chief Koger Report:

Interim Chief Koger introduced Division Chief Brittany Brown. Chief Brown has been hired as the Fire Marshal, with Chief Weigum retiring in July.

Chief Koger reported that he and Chief Weigum met with City to work on streamlining plan reviews.

Chief Koger reported that the grant with SunCar is moving along and is approximately 4- 6 weeks out.

Chief Koger reported that with RJ Fernandez resigning from the Volunteer Pension Board, due to his election onto the Board of Directors, according to bylaws, a 2nd election will be held. The district has 90 days from Fernandez's resignation to fill the trustee spot on the Volunteer Pension Board. The call for self-nomination is ready to be sent out to all members, with the ballot to be mailed out once all nominees are received.

Chief Koger reported on the security breach at Adcom and said that all agencies are now reconnected.

Chief Koger reported that he and Chiefs Noel and Hackbarth met with the North Metro fire agencies and it was decided that North Metro will conduct the fall academy.

Chief Koger announced that the North Area Fire Chief's June meeting was cancelled and moved to July.

Chief Koger announced the truck dedication will be on June 28, at 10 a.m. at station 28, in honor of trooper Zachary Templeton who was a Colorado State Patrol who was killed in the line of duty on October 12, 2007. In addition, a plaque will be placed outside of station 28 commemorating the dedication.

Deputy Chief of Support Report on District Projects:

Chief Koger gave a brief update on District Projects.

Headquarters: Patio will be completed by July 4th.

Maintenance Building - The canopy will be completed by end of the year.



Station 23 - Nothing new to report.

Station 24 - Nothing new to report.

Station 25 - Training prop has been installed at station 25.

Station 26 Generator install will be completed by end of 2nd quarter.

Station 27 - Nothing new to report.

Station 28 - Started process for LED sign installation and monument sign.

Station 29 - SACFD is now in negotiations with the landowner for 1 acre and a 10K sq ft. building. SACFD will be responsible for the tenant finish.

The Pound - The prop for the Pound has been moved to August. Storage shed is in the design phase for a 2-car garage.

Deputy Chief of Operations Report:

Deputy Chief Noel reported that all members did a great job on the officer testing in held in May.

Chief Noel reported he is currently working on updating and converting SOG's into the new format for accreditation.

Chief Noel reported that SACFD is still working with Aurora Fire to boost up the response area on Tower Road. With the issues at Adcom it has slowed down the process, however, we should get this done by the end of July. Adcom is having a hard time on cad to cad after the cyber-attack.

Chief Noel reported the Squad was put into service and in three days of service went on 6 calls. The Squad since then has had more than 200 calls which then reduced the calls on Engine 23 and the Tower.

Chief Noel asked if the July Board of Directors meeting could be moved to the Pound due to the number of people that are going to be sworn in. Treasurer Anderson made a motion to move the July regular board of directors meeting to the Pound. Vice President Bullock seconded the motion. The motion passed unanimously.

Board of Directors Report/Comments:

All Board members thanked everyone for the last month and welcomed Division Chief Brown.



Treasurer Anderson thanked the IT department for their assistance for the lithium class held for 50-60 people all online.


Vice President Bullock welcomed FF Blei's newborn baby. Thanked Chiefs Koger and Noel and on behalf of the Historical Society thanked everyone who came and visited the newly acquired home.

Bullock explained why the Board voted no on giving SACFD administration Juneteenth off. She explained it was because it was not in the policy handbook. The Board will review the policy handbook for future changes and or policies to be followed.


Director Fernandez thanked those involved for the work done on the audit, and thanked Chiefs Koger and Noel for everything that they are doing.

Director Huwa thanked those involved for getting him a tour of the Pound. Said it's a good job and impressive.

Adjournment: With no further business to come before the Board, President Machuga adjourned the meeting at 8:28 p.m.

x 

Craig Machuga
Board President 07/18/2023

x 

Debra Bullock
Board Secretary 07/18/2023



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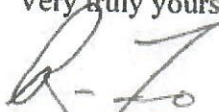
South Adams County Fire
Protection District
Attn: Sandy Danne
6050 Syracuse Street
Commerce City, CO 80022

Re: Opinion Concerning Executive Session Held June 20, 2023

Members of the Board:

In my opinion, the executive session concerning legal advice regarding next steps in the work-place investigation that occurred during the Board meeting that I personally attended on June 20, 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,



Ronald L. Fano

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