



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

September 19, 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 6:15 p.m.

Board Members Present:

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

Via Zoom:

Kasen Huwa	Director
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Also Present:

Ken Koger	Interim Chief
Bobby Noel	Deputy Chief of Operations
Hunter Hackbarth	Training Chief
Randall Weigum	Division Chief Fire Marshal
Brittany Brown	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
Thomas Goral	IT Administrator

Absent: None

Guests: BC Graff, Lt. Greening, Capt. David Metish, Mechanic Mark Patton, Lt. Todack, Engineer Myers and Platte Valley Ambulance Service Chief Craige and Craig Yale consultant for Intermountain Health.

Pledge of Allegiance:

Public Comments: Local 5124 President, Greening, spoke to the Board regarding Proposition HH that is going to be on the ballot this fall and the impact it could have on funding for special districts.



Local President Greening, six union members and Chiefs Koger and Noel attended the fallen firefighter memorial in Colorado Springs. Names on the memorial start in 1918 through 2021. The local raised more than \$10,000 for Muscular Dystrophy research. Mr. Greening also tendered a letter from the Local regarding questions and concerns of the members related to discussion of the collaboration with Brighton Fire.

Approval of Minutes:

Treasurer Anderson made a motion to approve the minutes of the regular board meeting on August 15, 2023, and Special Board Meetings on August 21, 30, and September 7, 2023, as presented in the Board packet. Vice President Bullock seconded the motion. Motion passed unanimously.

Changes/Addition to the Agenda: Vice President Bullock made a motion to add item b) under Board Action Items to vote on posting for a Fire Chiefs position internally. Treasurer Anderson seconded the motion. The motion passed unanimously.

Board Action Items:

- a) Treasurer Anderson made a motion to accept the strategic plan as presented. Vice President Bullock seconded the motion. The motion passed unanimously.
- b) Vice President Bullock made a motion to post the Fire Chief's position internally. Secretary Fernandez seconded the motion. The motion passed unanimously.

Treasurer's Report:

The board had no questions regarding bills paid for August 14, 2023 - September 7, 2023. Interim Chief Koger reported that an expense line item in the 2023 budget was going to be approximately \$60,000 over due to a new software conversion for accounts payable and payroll. Also, the Grant budget line items will go over this year due to a timing issue of when the grant dollars were received by the district and spending to comply with Grant guidelines. Interim Chief Koger also reported that overall expenditures were approximately 7% under budget for the year to date.

Legal Comments:

Mr. Fano said in addition to contract review, liability release forms and helping with responses to CORA requests, the vast majority 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.

Special Reports:

Deputy Chief of Support Report on District Projects:

Deputy Chief of Support Koger in addition to his written report provided in the board packet, he reported there will be a North Area Fire Chief's meeting next week in Thornton. He reported that SACFD now has the certificate of occupancy for the support building and currently construction costs are \$15,000 under budget.



Chief Koger also reported that the training prop is being built at "The Pound" and should be completed by end of September.

Chief Koger also reported that SACFD just finished a HIPPA audit, and a report should be available in 3 to 4 weeks. This audit may cause a need for additional 60 SOG's.

Chief Koger thanked the board for the special board meeting in Keystone to go over the 2024 budget.

Deputy Chief of Operations Report:

Deputy Chief Noel reported in addition to his written report included in the Board packet, wanted to recognize Capt. David Metish and Amanda Foote for all the hard work and the remarkable job that they did on the preparation of all the accreditation material. It has been submitted.

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.

All Board members also extended thanks to Capt. Metish and Amanda Foote for their work on the accreditation.

Treasurer Anderson also thanked Capt. Metish and Amanda Foote for work that they put into getting it ready for submission.

Treasurer Anderson thanked everyone for all the time and work that went into the workplace investigation. He said he thinks we have a workable plan and thanked everyone for moving forward.

Anderson recognized and congratulated IT Specialist Thomas Goral for taking the course and passing it - ITIL @ 4 Foundation.

Vice President Bullock - Congratulated Capt. Metish on all his work in getting Grants this past year. She also commented that the Special District Association conference last week was good and went well.

Secretary Fernandez thanked the fire district for sending him to the SDA this year. He also said he thought the strategic plan was good.

Director Huwa recognized the IT group on the cyber security programs being worked on. He congratulated IT Specialist on his recent completion and passing of the ITIL@ 4 Foundation. He also commented he thought the 2024 budget was well put together and presented to the Board.

Huwa said he felt the SDA conference was great, he learned a lot.

He again, thanked everyone for their patience for the last couple of months during the workplace investigation.

He also thanked PR Maria Carabajal for her work with social media and all the postings.



President Machuga thanked the district for patience and understanding during the workplace investigation that has been taking place since May and stated that he attended a session at the SDA conference on work place investigations and came away from that believing that the district handled the workplace investigation exactly as it should have.

Adjournment: With no further business to come before the Board, President Machuga adjourned the meeting at 6:46 p.m.

Craig Machuga
Board President 10/17/2023

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RJ Fernandez
Board Secretary 10/17/2023