



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

October 15th, 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 4:32 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
Randall Weigum	Deputy Chief of Support Services
Ron Fano	District Legal Counsel
Trey Zima	District Accountant
Emma DeRosia	Administrative Specialist
Robert Kern	Information Technology Administrator

Absent: None

Guests: Public Education Specialist Anissa Griggs, Fire Prevention Lieutenant Keshia Koger, Administrative Assistant Fernanda Herrera, Permit Technician Damaris Tovar, Deputy Fire Marshal Ryan Doherty, Public Relations Maria Carabajal, Fire Prevention Specialist Chad Wildeman, Captain Augdon Greening and Abel Moreno with South Adams County Water and Sanitation District.

Public Comments:

No public comment.

Approval of Minutes:

Treasurer Anderson made a motion to approve the minutes from the September 17th, 2024, regular board meeting and the minutes from the October 2nd, 2024, special board meeting as posted in the board packet. Director Huwa seconded the motion, which passed unanimously.

Changes/Additions to the Agenda:

No changes or additions to the agenda.



Board Action Items:

- A) Treasurer Anderson made a motion to adopt the resolution to change the December 17th regularly scheduled meeting to December 10th in order to adopt the 2025 budget. Director Huwa seconded the motion, which passed unanimously.
- B) Deputy Chief Weigum presented the IGA between the South Adams County Fire Department (SACFD) and the South Adams County Water and Sanitation District regarding the single-family residential fire suppression systems. Deputy Chief Weigum also introduced Abel Moreno the District Manager with South Adams County Water and Sanitation District(SACWSD). Secretary Fernandez made a motion to approve the IGA between South Adams County Fire Department and South Adams County Water and Sanitation District. Treasurer Anderson seconded the motion. Abel Moreno explained to the District Board that the agreement is to monitor and maintain sprinkler backflow devices such as backflow preventers and open communication and data sharing between SACFD and SACWSD. Abel informed the Board that with this information it helps protect the water system and if the State of Colorado ever requires backflow preventers then SACFD and SACWSD will be already in the practice of having this information. The motion passed by unanimous vote.

Financials:

Chief Koger reported on total bills paid and unpaid from September 12th to October 11th 2024.

Chief Koger clarified some questions the Board had about the financial report as in the board packet.

Chief Koger indicated that Mr. Kreutzer will be conducting an audit on all of the utilities next year.

Legal Comments:

Mr. Fano reported in addition to his written board report, he has been working with Chief Weigum on the personnel matters as referenced in the board report and the various contracts listed in the report.

Local 5124:

President Augdon Greening stated that the labor-management meetings with the executive chiefs staff have started again. Director Huwa asked for a status update on the MDA collections, President Greening informed him that the union did not reach its goal this year but is looking at creative ways to raise money for next year.

Special Reports:

Chief's Report:

Chief Koger reported, in addition to his board report in the Board packet, that the hiring committee for the Fire Chief Hiring process has been officially finalized. Chief Koger went out to explain that there will be two panels and he will be conducting the tour with the candidates. Chief Koger also informed the board that the labor management meetings have resumed and the first one went well. Chief Koger thanked the Board members who were able to attend the Community Fire Safety Day event last Saturday. Chief Koger reported that Public Relations Carabajal and Public Education Specialist Anissa Griggs did a great job putting this event together and thanked everyone who came out to help. Chief Koger also reported that the Coffee with the Chiefs events were last week, one taking place at Reunion Coffee House and the other at Tasty's Donuts to meet with citizens on both sides of the District.



Deputy Chief of Operations Report:

Chief Koger explained that Deputy Chief Noel is absent from the meeting tonight, representing South Adams County Fire Department at the Adams County Fire Rescue's Town Hall Interviews for the new Fire Chiefs. Chief Koger addressed the Board asking if there are any questions regarding Deputy Chief Noel's report in the Board packet. Vice President Bullock asked about the Battalion Chiefs with Thornton and Brighton. Chief Koger explained that originally the plan was to work with Thornton and Brighton Fire Departments to share a second battalion chief to roam all three districts and help with coverage. Chief Koger explained that this plan did not work out at this time.

Deputy Chief of Support Report:

Deputy Chief Weigum reported, in addition to his board report in the Board packet, that the surveys for community feedback are in use, one such survey was used at the Community Fire Safety Day. Chief Weigum conveyed that the data from the survey will be in the Board packet next month for the board to see. Chief Weigum also reported that he received the impact fee study from BBC today and will be proceeding with the study. Chief Weigum also relayed that he was invited to the City of Commerce City's master planning for transportation for future developments. Chief Weigum hopes that this meeting will help prevent access issues for the apparatus like the ones that have been discovered in the past. Director Huwa asked Chief Weigum if there is an update on the Trainfo software. Chief Weigum explained that currently Mr. Kellar is still in the process of collecting all the information requested.

Board of Directors Report/Comments:

Treasurer Ernie Anderson expressed having missed the Community Fire Safety Day event. Treasurer Anderson thanked everyone for all their efforts and hard work for the last year. Treasurer Anderson also congratulated all the families with new babies.

Vice President Debra Bullock thanked the department for their continued hard work. Vice President Bullock enjoyed meeting with the employees during the Employee Appreciation luncheons. Vice President Bullock thanked the Accounting Department for the Budget packet and all the hard work on the packet. Vice President Bullock thanked Lieutenant Rodwell for all her years of service. Vice President Bullock expressed that the Community Fire Safety Day was such a great event and was happy to be a part of it.

Secretary RJ Fernandez thanked all the employees for all the hard work and dedication. Secretary Fernandez thanked and congratulated Lieutenant Rodwell on her years of service and her retirement.


Director Kasen Huwa thought the Community Safety Day was great a event and thanked all who helped out with the event. Director Huwa expressed that all personnel are doing a great job.

President Craig Machuga expressed the want to set up a study session for the Board to review the office space options and station 1. The Board agreed to meet on October 29th at 4:30 pm. President Machuga thanked the department for the invite to Saturday's event. President Machuga informed the rest of the Board that in his opinion any fire commission meetings are unneeded and urge the Chiefs to continue all meetings with Commerce City Police and City Managers. President Machuga also thanked all the employees with the department for their dedication and hard work.




Any Additional Matters that may come before the Board:
No additional matters that may come before the Board.

Adjournment: With no further business before the Board, President Machuga adjourned the meeting at 5:29 p.m.



Craig Machuga
Board President 11/19/2024.

x 

RJ Fernandez
Board Secretary 11/19/2024. 11-19-2024