



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

**January 16, 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 6:28 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
Hunter Hackbarth	Division Chief of Training
Miles Miller	Chief Mechanic
Brittany Brown	Division Chief of Fire Prevention
Melissa Rossback	Human Resources
Ron Fano	District Legal Counsel
Thomas Goral	IT
Sandy Danne	Executive Administrative Assistant
Trey Zima	District Accountant

**Absent:** None

**Guests:** Lt. Todack, Administrative Assistant Emma DeRosia, Lt. Nick Bendinelli, FF Leeling, EMS Coordinator, Kelly Renfroe, PR Director Maria Carabajal and FF Alvin Lamle.

**Public Comments:** None

**Approval of Minutes:**

Treasurer Anderson made a motion to approve the minutes from the December 5, 2023, regular board meeting as posted in the board packet. Director Huwa seconded the motion. The motion passed unanimously.

**Changes/Addition to the Agenda:** Change under Board Action Items to move letter b. to a. and move a. to letter b. Add letter c. to review and approve the Policy Manual.



#### Board Action Items:

- a) Director Huwa made a motion to approve changing the start times of future board meetings from 6:15 p.m. to 4:30 p.m. Treasurer Anderson seconded the motion. The motion passed unanimously.
- b) Director Huwa made a motion to approve the Annual Administrative Matters Resolution with the noted change to the paragraph setting forth the meeting start time to reflect the approved 4:30 p.m. start time. Treasurer Anderson seconded the motion. The motion passed unanimously.
- c) Director Huwa made a motion to approve the Policy Manual. Treasurer Anderson seconded the motion. The motion passed unanimously.

#### Financials:

Chief Koger and Mr. Zima responded to questions regarding the financials submitted by Director Huwa.

#### Legal Comments:

Mr. Fano said most of his work for the month was reported in the report included in the board packet. He previewed for the Board that legislative updates will be coming as part of the reports for the next several months. The Board didn't have any questions for Mr. Fano.

#### Special Reports:

##### Chief's Report:

Chief Koger reported, in addition to his written report included in the board packet, the 2024 Academy with laterals will begin in January. Brighton and Arvada will be joining SACFD in the academy. Emma DeRosia applied for an administrative job upstairs 70% for HR and 30% Administrative support. Ms. DeRosia's position in prevention will be posted soon to replace her in Prevention. Ms. DeRosia will be moving upstairs next week and will take a few months to fully transition her position to Administrative Assistant.

HR is working on crucial items with SACFD insurance coverage for medics due to the recent verdicts in Aurora regarding two paramedics recently convicted for administering a drug used and the patient died. Looking into the issue of whether SACFD's Insurance would cover an SACFD medic if brought up on charges like the situation in Aurora.

Chief Koger said he will be out of town from January 18-26, 2024.

Chief Weigum will be in charge while Chiefs Koger and Noel are out of the office.

Task Force to investigate the accident on I-76. Chief Garrison is working with CDOT and the engineering department of Hwy 85. FF Josh Luse oversees the task force for SACFD.

Chief Noel and Chief Koger went to the first hearing of the driver of the accident. Both Chiefs will attend the next hearing in March.

On March 20 at 10 a.m. Chiefs will be touring the Pound.

SACFD SAW Academy started today. One of SACFD's hires quit today. He said he wanted to stay with his current employer.



We have an EMS consultant to help us determine where to go with the EMS program.

Deputy Chief of Operations Report:

Deputy Chief Noel reported in addition to his written report included in the board packet. Waiting for Image Trend to acquire the information. Chief Noel said he has been put in charge of fire task force for Adcom this year. One of the main goals is to try and come up with collective goals so that all three call centers are all on the same page. Platte Valley Ambulance has decided to stop doing blood draws. PD will figure out how to deal with drug blood draws. Looking at stopping doing M1 transfers. Lots of issues with those types of transfers. We are working on figuring out the issues.

Deputy Chief of Support Report on District Projects:

Deputy Chief of Support Weigum reported he is currently reviewing all committees. The plan is to reduce some of the committees from last year. Will be analyzing all SACFD buildings and properties (i.e. apparatuses and vehicles) to form a prevention schedule on all SACFD buildings and vehicles. Chief Weigum reported that he will develop policy and standard operating guidelines for all committees and property and buildings.

There were 11 recommendations that came out of the accreditation meetings that the peer review team has suggested, Mr. Metish and Ms. Foote have already addressed a lot of them.

Board of Directors Report/Comments:

All Board members thanked everyone for the work put into the accreditation, thanked the staff for their patience and understanding in 2023.

Secretary Fernandez thanked IT for everything they have done to protect the district from cyber-attacks. Director Huwa also thanked IT for all their cyber protection efforts.

Ernie Anderson sends his wishes for a recovery to the firefighters injured in the auto accident. He said one of the firefighters injured lives by station 2 in Thornton and Director Anderson said to be sure and let him know if he needs anything, the City of Thornton is willing to help. Stay safe. Happy New Year to everyone. Looking forward to a good year.

Chief Noel said station 72 in Thornton has really helped the Applegate family and continues to help with the food train. From the bottom of our hearts, thanked station 72. Aurora's Peer support team came out that night. Chief Noel said the support from SACFD neighbors has been so great.

Vice President Bullock - extended her wishes to the individuals hurt in the accident.



She also thanked everyone for all they were doing and thanked everyone out there in the cold weather.

Vice President Bullock congratulated Maria Carabajal on her award from the Colorado Historical Society.

Vice President Bullock asked if there can be year-end accomplishments put out.

Chief Koger said Ms. Carabajal is working on it.

Vice President Bullock wished everyone a Happy New Year

Secretary RJ Fernandez wished everyone a Happy New Year. He also extended his wishes for full recovery to the individuals hurt in the auto/highway accident. Secretary Fernandez congratulated Ms. Carabajal and Vice President Bullock for their recognition and award received from the Colorado Historical Society.

Director Huwa - Thanked everyone for all that has been done in 2023.

He also congratulated Chiefs Koger, Weigum and FS Myers and said the ceremony at the Pound when they were sworn in was nice.

He wished everyone a Happy New Year.

President Machuga - thanked Chief Brown for her report. He enjoys reading Preventions reports.

Adjournment: With no further business to come before the Board, President Machuga adjourned the meeting at 7:30 pm.

A handwritten signature in black ink, appearing to read "Craig Machuga", written over a horizontal line.

Craig Machuga  
Board President 02/20/2024

A handwritten signature in black ink, appearing to read "RJ Fernandez", written over a horizontal line.

x RJ Fernandez  
Board Secretary 02/20/2024