



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

September 22nd, 2026

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. The meeting also had a Teams video link for participants.

Board Members Present:

Craig Machuga	President
Deb Bullock	Vice President
Kasen Huwa	Treasurer
Shawn Poe	Director

Also Present:

Bob Olme	Fire Chief
Bobby Noel	Deputy Chief of Operations
Roger Japp	Division Chief of EMS
Jay Willmott	Division Chief of Fire Prevention
Miles Miller	Chief Mechanic
Ron Fano	District Legal Counsel
Kevin Kellar	Information Technology
Emma DeRosia	Executive Administrative Assistant

President Machuga excused Secretary Fernandez from the meeting.

Guests: CFO Jiao Qin, Senior Accountant Trey Zima, Public Relations Maria Carabajal, Public Education Specialist Anissa Griggs, Local President Kevin Delaeny, DeWayne Keeton, Andrew Reifman, Jason Oster, John O'Connor, Nick Bendinelli, Christian Orizaba, David Merenich, Chris Cameron, and Matthew Fink.

Public Comments:

No public comment.

Approval of Minutes:

Treasurer Huwa moved to approve the minutes from August 18th, 2026, regular board meeting and the minutes from August 25th, 2026, work session meeting as posted in the Board packet. Director Poe seconded the motion, which passed unanimously.

Changes/Additions to the Agenda:

No Changes or additions to the agenda.

Financials:

CFO Qin and Senior Accountant Zima presented the August financial report to the Board, explaining that year-to-date General Fund revenue has reached \$41 million over the first 8 months and is close to the annual budget goal, within a \$250K margin. CFO Qin further explained that the year-to-date General Fund expenditure total is \$21 million. Due to personnel savings, a delayed IGA transfer with Sable Altura, and the debt service liability payment due in December, there will be expenditure savings at the end of the year. CFO Qin also explained that year-to-date Capital Fund revenue stands at \$7 million, tracking significantly ahead of the average YTD forecast because the full-year revenue was collected upfront in March. This baseline will remain stable at \$7.0 million through year-end, yielding minor incremental increases from monthly Capital Fund interest income. CFO Qin reported that the Capital Fund expenditure is \$2M in total, which, compared with the average YTD budget and forecast, is very low. CFO Qin noted that the year-to-date revenue for the Impact Fee Fund is \$338K, which, compared to the average year-to-date of \$433K, is about \$100K off, and also noted that there are no expenditures from the Impact Fee Fund. Treasurer Huwa asked about why the decrease in the Impact Fee Fund, Senior Accountant Zima answered that new building permitting has slowed down and because this is a moving target it is hard to predict. Treasurer Huwa commented that the team is doing a good job staying under budget, but also asked what the miscellaneous income line item received. Senior Accountant Zima explained that this is for all the insurance claim payouts from the roof repairs. Treasurer Huwa also asked about a couple of accounts getting close to going over or are over the original budgeted amount. Senior Accountant Zima explained that wildland affects the overtime budget for Operations but does not replenish when the department receives the return from the State, also more new hires took place this year than originally expected but this line item has been adjusted for 2027 and that with new accreditation software in place there is a large savings in this budget line item.

CDOT 270 Presentation:

CDOT representatives David Merenich, Chris Cameron, and Matthew Fink presented the phasing plans for the upcoming Interstate 270 project, the 60th Avenue Project, and the Vaquez Project to the District Board and meeting attendees. Chief Olme thanked CDOT for coming to present to the District Board and also commented that being proactive in those emergency turnarounds is vitally important, anticipating lots of activity on these pedestrian bridges and wanting to ensure access is considered during this process. David Merenich also noted that an Emergency Task Force will be formed to ensure these key potential points are not missed during the construction process. Director Poe asked whether communication would be sent out via social media and other channels to citizens to ensure everyone is aware of all the upcoming changes. David Merenich noted that most of the work will be done during non-peak hours and that they are currently working with the community outreach team on more workshops and social media posts.

Special Reports:

Chief Olme's Report:

Chief Olme reported, in addition to his Board report in the Board packet, that the District has been challenged in the last couple of weeks with the spouse of one of our employees passing away, and assisting Greeley Fire with the memorial that took place last Thursday. Chief Olme also noted that the department is full of people doing great things.

Deputy Chief of Operations Report:

Deputy Chief of Operations Noel, in addition to his Board report in the Board packet, wanted to recognize Division Chief Japp for receiving his Chief EMS designation through CPSE and all the hard work that went into this. Chief Noel also noted that Station 28 is now trending at 100 calls a month, which is abnormal.

Deputy Chief of Support Report:

Chief Olme reported on behalf of Deputy Chief of Support Weigum is out this week and his Board report is in the Board packet.

Local 5124:

In addition to his Board report in the Board packet, President Delaney reported that last month, he and the Secretary-Treasurer represented Local 5124 at the 58th IAFF Convention in Arlington, Texas. President Delaney also thanked the District Board and the Chiefs for allowing Truck 28 to be part of the IAFF Fallen Firefighter Memorial this past Saturday. President Delaney noted the importance of South Adams County Fire Department's participation and that 288 fallen firefighters and EMS professionals' names had been added to the memorial.

Legal Comments:

Mr. Fano reported, in addition to his written Board report, that the District was named in a lawsuit that South Adams County Water and Sanitation has filed against the City and County of Denver as 3rd Party Defendant. Mr. Fano explained that the case has been submitted to insurance for a potential defense, but if coverage is denied, his firm will handle defending the claims. Based on the facts surrounding the claims Mr. Fano reported that it is likely that a request to have SACFD dismissed from the case will be made, further explaining that the Department is not part of the PFAS contamination zone.

New Business:

- A) Purchase of Tower and Truck: Chief Noel presented to the Board that he is requesting approval to begin the process of replacing Tower 24 and Truck 22/23, noting that production lead times are 48 to 96 months out and that reserving our spot on the schedule is important. Chief Noel further explained that no funds would be drawn from any budget until delivery, which is scheduled for 2030. Director Poe asked whether outfitting the apparatus is included in the price. Chief Noel explained that the price does not include equipment outfitting, as the cost of that equipment fluctuates with the market at the time. Treasurer Huwa asked whether other vendors were considered during this process. Chief Noel explained that yes, but Rosenbauer is the same price and same timeframe. Director Poe asked whether the Department can lease-purchase the apparatus. Chief Olme explained that this is an option that can be considered closer to the time of payment for the apparatus. Treasurer Huwa made a motion to approve ordering replacement apparatuses for Tower 24 and Truck 22, with delivery scheduled in 2030, authorizing the Fire Chief or his designee to place the order. Director Poe seconded the motion, which passed unanimously.
- B) Squad 28 Hiring Process: Chief Noel presented to the Board the request to start the eligibility list for the six firefighters that were requested in the preliminary 2027 budget. Chief Noel further explained that due to the start time of the academy being January 21st, further explaining that no job offers would come out of the 2026 budget and would only be offered if the 2027 budget is approved in December by the Board. Chief Noel also stated the list would be good for a year if the position are not initially approved. Treasurer Huwa asked if the hiring of the six would back fill the positions. Chief Noel stated this is correct that engineers and lieutenants would be promoted for the Squad 28 and these would back fill those open seats. Director Poe made a motion to approve to start the testing process and create a list for the 2027 hire process. Vice President Bullock seconded the motion. The motion passed on a 3-1 vote, with Treasurer Huwa voting "nay".

Board of Directors Report/Comments:

Director Shawn Poe congratulated to all the Laterals and Single Role EMT's on their graduations. Director Poe thanked who all volunteered at Spaghetti Dinner and the MDA Fill the Boot campaign. Director Poe congratulated Firefighter Archer on his new family addition, and Chief Noel for completing the Fire Service Chief Executive Development Program and to Chief Japp for receiving his CPSE EMS Chief Designation. Director Poe also thanked the Local for all the hard work and those who volunteered to help with the IAFF Fallen Firefighter Memorial last weekend in Colorado Springs. Vice President Bullock thanked everyone who volunteered for the Spaghetti dinner and the MDA Fill the Boot campaign. Vice President Bullock also informed the meeting that the South Adams County Water and Sanitation District will hold its 75th Anniversary event tomorrow night.

Treasurer Kasen Huwa thanked the CDOT group for the 270 presentation. Treasurer Huwa also congratulated Chief Noel and Chief Japp for their recent accomplishments.

President Craig Machuga thanked the Chiefs for a great SDA Conference. President Machuga also shared the same sentiments of thanks and congratulations as the other board members.

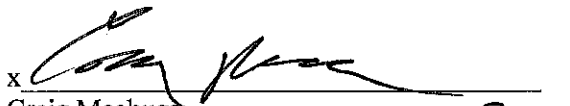
Executive Session:

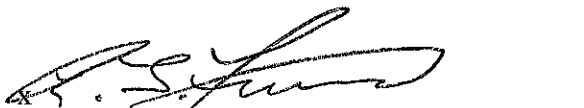
President Machuga asked the Board for a motion to go into the executive session. Treasurer Huwa made a motion to go into executive session pursuant to C.R.S. 24-6-402(4)(a) to discuss a potential real estate transaction related to Adams 14 land. Director Poe seconded the motion, which passed unanimously. The executive session was recorded. Director Poe made a motion to come out of executive session at 6:31 pm, Treasurer Huwa seconded the motion, and the motion passed unanimously. In Open Session, Director Poe made a motion to direct legal counsel to proceed as discussed in executive session. Treasurer Huwa seconded the motion and the motion passed unanimously.

Any Additional Matters that may come before the Board:

Chief Olme informed the District Board that planning has begun for the rededication of the Indoor Training Center and noted that more information would come.

Adjournment: President Machuga adjourned the meeting at 6:32 p.m. with no further business before the Board.

x 
Craig Machuga
Board President 10/13/2026. 10-13-26


RJ Fernandez
Secretary 10/13/2026. 10-13-2026