



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

December 10th, 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 4:30 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 Services
Ryan Doherty	Interim Division Chief of Fire Prevention
Miles Miller	Chief Mechanic
Ron Fano	District Legal Counsel
Emma DeRosia	Administrative Specialist
Kevin Kellar	Information Technology

Absent: None

Guests: Battalion Chief Andrew Fairband, Public Relations Maria Carabajal, Lieutenant Kevin Delaney, Firefighter Josh Leeling, Firefighter Dalton Archer, Firefighter Josh Luse, Captain Augdon Greening, Engineer Zach Martin, Firefighter Keegan Gorham, Prevention Lieutenant Keshia Koger, Permit Technician Damaris Tovar and Administrative Assistant Fernanda Herrera.

Public Comments:

No public comment.

Approval of Minutes:

Director Huwa made a motion to approve the minutes from the November 19th, 2024, regular board meeting as posted in the board packet. Treasurer Anderson seconded the motion, which passed unanimously.

Changes/Additions to the Agenda:

No changes or additions to the agenda.



Board Action Items:

- A) Secretary Fernandez made a motion to adopt the resolution calling for the 2025 election. Director Huwa seconded the motion. The motion passed by unanimous vote.
- B) Director Huwa made a motion to adopt the 2025 Annual Administrative Matters resolution. Treasurer Anderson seconded the motion. Director Huwa wanted to discuss the times of the meetings for next year, stating that a 5 pm or a 5:30 pm start time might be better for community engagement. Treasurer Anderson agreed that a start time of 5 pm would garner more participation. The motion passed with the change from 4:30 pm to 5 pm for meeting start times.

Financials:

Chief Koger reported on total bills paid and unpaid from November 14th to December 4th, 2024. Chief Koger clarified to the Board that the financial report will be released to them by the end of the week.

2025 Budget Hearing:

President Machuga opened the meeting for public hearing of the 2025 budget. Chief Koger informed the Board of Directors that there were some additions to the 2025 budget. Chief Koger answered any questions for the Board of Directors about the 2025 Budget. There was no further comment. Treasurer Anderson made a motion to adopt the 2025 Budget as in the resolution. Vice President Bullock seconded motion. The motion passed to approve the budget, the appropriation of funds, the resolution, and to set the mill levy with no further discussion.

Legal Comments:

Mr. Fano reported that, in addition to his written board report, he wanted to thank the District Board and the Chiefs for the trust in the law firm for the legal needs for the department. Mr. Fano also wished everyone happy holidays.

Local 5124:

President Greening reported that the union assisted with the Fire Chief Interview process. They were very happy with the process and are looking forward to the board's decision. President Greening hoped that the Local was able to provide the district with all the information that was needed.

Executive Session:

Director Huwa made a motion to go into executive session pursuant to C.R.S. 24-6-402(4)(f) to discuss finalists for Chief position and determine making of offer. Treasurer Anderson seconded the motion. The motion passed.

Director Huwa made a motion to authorize President Machuga to prepare (with Human Resources) and to deliver and make the offer to the candidate as discussed in executive session. Treasurer Anderson seconded the motion. Vice President Bullock reported that this was a great process. Director Huwa thanked everyone who was involved in the process. The motion passed unanimously.



Special Reports:

Chief's Report:

Chief Koger reported, in addition to his board report in the Board packet, that Protham did a great job and thanked the panelists for the interview process for all their hard work and dedication. Chief Koger thought the whole process was well organized and went smoothly.

Deputy Chief of Operations Report:

Deputy Chief Noel reported, in addition to his board report in the Board packet, that he is working on the radio templates with the North Area. Chief Noel explained that with IT Manager Kellar, they are meeting with Commerce City Public Works Department for the early crash detection in some of the busy intersections in Commerce City.

Deputy Chief of Support Report:

Deputy Chief Weigum reported, in addition to his board report in the Board packet, that he is setting up a meeting with CDOT about the interchange at 60th Avenue and Vasquez. Chief Weigum explained working with the 27 J School District on the High School Internship program. Chief Weigum explained that this program would provide 3 interns for following divisions: Fleet Maintenance, Fire Prevention and Public Life Safety. Chief Weigum reported that interviews would take place at a job fair in January and to start in the spring semester, working 8 hours at a time. Chief Weigum did ask for the Board's assistance in receiving a response from Adams 14 School District. President Machuga explained that he and Vice President Bullock would handle that.

Board of Directors Report/Comments:

Treasurer Ernie Anderson thanked everyone in the department for their hard work this past year. He stated that he was originally concerned about the hiring committee's large number of panelists but can gratefully say he is impressed with the amazing job both the panelists and Protham did for the Fire Chief Process. Treasurer Anderson wished everyone a happy holiday.

Vice President Debra Bullock stated that she loved all the reports in the board packet. Vice President Bullock said she is looking forward to 2025 and wished everyone a happy holidays.

Secretary RJ Fernandez reiterated what previous Directors had said, expressing how proud of this department he is and grateful for all it's members. Secretary Fernandez congratulated the hiring committee on all their hard work and the well-organized process. Secretary Fernandez wished everyone a happy holiday.

Director Kasen Huwa expressed that this was a great year for SACFD. Director Huwa also thought that Protham, the hiring committee, and those who assisted did a great job in executing this process professionally and tastefully. Director Huwa congratulated Accountant Zima on the new baby and thanked him for all his hard work. Director Huwa wished everyone a happy holidays.

President Craig Machuga thought the all the events for the hiring process went great and thanked everyone who assisted in the event. President Machuga expressed that South Adams blew everyone out of



the water with how well everything was done. President Machuga thanked everyone for all their hard work this year. President Machuga wished everyone happy holidays.

Any Additional Matters that may come before the Board:

Chief Koger informed the Board that the department is hosting an Adopt a Family event this Saturday, working with the families from the Adams 14 Hope Center, at Headquarters and to stop by if they can. This event will be serving 28 families with 72 children total.

Chief Koger also informed the Board that the Association Kids Christmas party for the members of the departments families will be this Saturday as well at station 1.

Chief Koger thanked the District Board for everything they have done this year for the community and the department.

Adjournment: With no further business before the Board, President Machuga adjourned the meeting at 6:08 p.m.

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

Craig Machuga
Board President 1/21/2025.

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

RJ Fernandez
Board Secretary 1/21/2025. 1-21-2025