



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

June 16th, 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, commencing upon conclusion of the Pension Board Meeting. The meeting also had a Teams video link for participants.

Board Members Present:

Craig Machuga	President
Debra Bullock	Vice President
Kasen Huwa	Treasurer
RJ Fernandez	Secretary
Shawn Poe	Director

Also Present:

Bob Olme	Fire Chief
Bobby Noel	Deputy Chief of Operations
Randall Weigum	Deputy Chief of Support Services
Jason Oster	Division Chief of Training
Roger Japp	Division Chief of EMS
Jay Willmott	Division Chief of Fire Prevention
Miles Miller	Chief Mechanic
Ron Fano	District Legal Counsel
Robert Kern	Information Technology Administrator
Emma DeRosia	Administrative Specialist

Guests: Public Relations Maria Carabajal, Public Education Specialist Anissa Griggs, Jared McGlochlin, Mark Patton, Reggie Buckalew, Andrew Fairband, Nick Bendenilli, and Jaeger Luke .

Public Comments:

No public comment.

Approval of Minutes:

Vice President Bullock moved to approve the minutes from the May 19th, 2026, regular board 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:

Mr. Zima reported to the Board that our total revenues are about \$28 million. Of that, roughly \$24.3 million is from property and specific ownership taxes, we've also received \$2.2 million in sales tax YTD. Mr. Zima also reported that the total expenses for the District, including interfund transfers, are around \$16.3 million, and our overall operating expenses are currently trending roughly 6% under budget.

Special Reports:

Chief Olme's Report:

Chief Olme reported, in addition to his Board report in the Board packet, that he worked with Mr. Fano and his office on sending out a pre-term letter to Adams 14 School District as requested by them for the property sale. Chief Olme also reported that all the roof work beside the gutters at Station 28 are complete. Chief Olme informed the Board that Commerce City Police Department has been touring the Hazcom recently in interest of purchasing this vehicle from the department. Chief Olme further explained that this command vehicle would meet their needs in multiple ways and get so much more use from them. Chief Olme also informed the Board of the upcoming events in the District, such as the Female First Responder next week, the Reunion Red, White, and Blue festival next weekend, two upcoming fireworks shows on the 4th of July weekend, and the Junior Firefighter Academy will be held in July.

Deputy Chief of Operations Report:

Deputy Chief of Operations Noel reported, in addition to his Board report in the Board packet, that he is preparing for the 4th of July weekend. Chief Noel further explained that we will be upstaffing the brush trucks and extra command staff will be on shift for the 3rd and the 4th. Chief Noel also reported to the Board that the crews are being toned into the Aurora/Gaylord areas more with the closet unit dispatch but mentioned that Aurora will come as far as 96th if needed for the District.

Deputy Chief of Support Report:

Deputy Chief of Support Weigum reported, in addition to his Board report in the Board packet, that he had nothing additional to report.

Local 5124:

No Report

Legal Comments:

Mr. Fano reported, in addition to his written Board report, that this legislative session is over and that the final legislative update of the year was provided to the Board in the Board packet. Mr. Fano also reported to the Board that Adams 14 School District has hired a broker to sell the property. Mr. Fano stated that Chief Olme approved the letter of intent that was sent over last week.



New Business:

- A) Approval of Commerce City Municipal Code Enforcement Guidelines: Chief Willmott presented to the District Board the ask for a formal recognition on the Municipal Code Enforcement code and fee structure. Mr. Fano added that the City of Commerce City is in favor of this process being brought in house so the fire prevention division can manage the fines for the fire code enforcement issues. Vice President Bullock asked what would happen if someone does not pay. Chief Willmott answered that after an amount time the Department can take the business to court for revocation of business license. Treasurer Huwa asked if this addition would cause any extra strain on the staff. Chief Willmott answered that with the current processes and software in place this would simply be an addition to the programs but would not be so frequent that it would cause any additional workload. Treasurer Huwa made a motion to approve the adoption of the Commerce City Municipal Code fee and fine structure, authorizing the South Adams County Fire Department to assess fees as the Fire Code Official. Secretary Fernandez seconded the motion, the motion passed unanimously.
- B) Rebranding: Chief Olme presented to the Board the updated new logos as previously requested by the Board. Chief Olme explained the alternate logos in a discussion with the Board. President Machuga commented that he did not like the proposed scrambles and would like to keep the current scramble as is, the other board members agreed. Vice President Bullock made a motion to approve the proposed rebranding for South Adams County Fire, keeping the existing scramble and to not exceed \$150,000, and authorize the Chief or his designee to execute any and all necessary actions to complete this. Secretary Fernandez seconded the motion. The motion passed unanimously.

Board of Directors Report/Comments:

Director Shawn Poe apologized for missing the real time crime center tour with Commerce City Police Department. Director Poe also congratulated everyone for the blood drive efforts and encouraged everyone to attend the 4th Fest activities at Dick's Sporting Goods Park. Director Poe also encouraged the Board to attend any of the SDA trainings, commenting that he found them very helpful.

Vice President Debra Bullock thanked the EMS divisions for all they do, and thought the Hook and Ladder graduation was very nice. Vice President Bullock also congratulated everyone on the blood drive and wished all the fathers a Happy Father's Day.

Secretary RJ Fernandez had no report.

Treasurer Kasen Huwa had no report. .

President Craig Machuga had no report.

Any Additional Matters that may come before the Board:

Chief Olme asked the Board for a consensus about the dedication of the Robert Hutchings Training Center. Vice President Bullock made a motion to dedicate the Indoor Training Center to the Robert Hutchings Training Center. Secretary Fernandez seconded the motion, which passed unanimously. Chief Olme and the District Board discussed potential dates for the dedication ceremony.



Chief Olme also brought up to the Board about discussing different ways to protect the income with the possible \$2 Million reduction in Property taxes.

Adjournment: President Machuga adjourned the meeting at 5:48 p.m. with no further business before the Board.



Craig Machuga
Board President 7/21/2026. 7-21-26



RJ Fernandez
Board Secretary 7/21/2026. 7-21-2026