



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

August 19th, 2025

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 completion of the Pension Meeting. 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
Kasen Huwa	Treasurer

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
Jay Willmott	Division Chief of Fire Prevention
Roger Japp	Division Chief of EMS
Miles Miller	Chief Mechanic
Ron Fano	District Legal Counsel
Trey Zima	District Accountant
Robert Kern	Information Technology Administrator
Emma DeRosia	Administrative Specialist

Absent: President Machuga excused Director Poe.

Guests: Public Relations Maria Carabajal, Captain Augdon Greening, Firefighter Josh Luse, Engineer Zach Martin, and attending virtually David Metish, John O'Connor, DeWayne Keeton and Mark Patton.

Public Comments:

No Public Comment.

Approval of Minutes:

Treasurer Huwa moved to approve the minutes from the July 15th, 2025, regular board meeting as posted in the Board packet. Secretary Fernandez seconded the motion, which passed unanimously.

Changes/Additions to the Agenda: None



Financials:

Mr. Zima reported to the Board that the monthly financial report was included in the Board packet and currently tracking under budget this month. Mr. Zima also reported to the Board that he had received word from the Adams County Assessor's office about the preliminary property valuations being sent out soon.

Special Reports:

Chief Olme's Report:

Chief Olme reported, in addition to his Board report in the Board packet, that Gina Middleton will start at the end of the month as the new Human Resources Manager, explaining that Gina has experience working with local governments, having worked for Adams County. Chief Olme also explained that overall, for the position, 66 applicants were narrowed down to 6 for interviews. Chief Olme also reported to the Board that the new HAAS preemptive notification is up and running for select apparatus in the District. Chief Olme explained that this HAAS notification system works by alerting drivers of certain makes of vehicles that an emergency vehicle is approaching or is on the side of the road when the lights and sirens are on. Vice President Bullock asked about the breach of contract by Platte Valley Ambulance, Chief Olme answered that the protocols for the Denver Metro area were not adopted prior to the start of the contract which caused the initial breach but has since been remedied. Chief Olme also explained that originally Platte Valley Ambulance did not have an EMS 23 dedicated to the District but this also has since been remedied.

Deputy Chief of Operations Report:

Deputy Chief Noel reported, in addition to his Board report in the Board packet, that the Rescue has been in service for a full month now. He explained that now we are able to pull data to compare before and after the rescue. This data has shown a reduced response time by two minutes. Deputy Chief Noel explained that this helps by not shifting the crews as often to cover gaps in the District while other crews are responding to calls.

Deputy Chief of Support Report:

Deputy Chief of Support Weigum reported, in addition to his Board report in the Board packet, that the installation for the split unit at station 25 has been started, and the installation of the air purifiers has been completed due to the recent burning and impact on the Safety Officers living at this station. Deputy Chief Weigum explained that the process for the 2026 to 2031 Strategic Plan has begun, and hopes to have it before the District Board by March 2026. Deputy Chief Weigum also explained that a main point of focus is the switch from the NFRIS system to the NERIS system for reporting and working with Deputy Chief Noel on this implementation process.

Local 5124:

Local 5124 President Augdon Greening reported, in addition to his Board report in the Board packet, that the Local 5124 has a new Vice President in Fire Medic John O'Connor. President Greening also reported that the Fallen Firefighters Memorial will take place on September 20th at 10 am in Colorado Springs, President Greening thanked the Chief's staff for the ability to take an apparatus to this event to support those who we have lost.



Legal Comments:

Mr. Fano reported that, in addition to his written board report, he has been working with the Department of Revenue on the sales tax ballot question and resolution to ensure everything is correct. Mr. Fano also announced that he will be attending the Special District's Association Conference in Keystone and invited the board members attending to a pizza night hosted by the firm.

New Business:

- A) Election Polling: Chief Olme presented to the Board the results of the polling for the sales tax initiative. Chief Olme explained the results, that there is great confidence in the fire department as a whole, and that it was 58% for the ballot initiative. Chief Olme explained that the message is very clear, and we are not the only ones who are affected by the rising costs. Chief Olme also explained that working with the Local 5124 for the ballot campaign, emphasizing that the IAFF has an app for targeting certain areas.
- B) Sales Tax Election Resolution: Chief Olme presented to the Board the resolution for Sales Tax Election, incorporating the items requested by the Department of Revenue. President Machuga asked who would coordinate all of the election and the collection of funds. Chief Olme explained that the county will coordinate the election and that if the ballot is passed, then the Department is to notify businesses, and then the City and County will collect the funds for us. Treasurer Huwa asked what specifically was on the ballot. Chief Olme explained that just the question would be on the ballot. Mr. Fano also explained that the Department of Revenue has approved the wording for the ballot question and the resolution. Vice President Bullock made a motion to approve the resolution for the election for the purposes of conducting a coordinated election and authorizing the chief or his designee to execute all processes necessary to place the question on the ballot. Secretary Fernandez seconded the motion, and the motion passed unanimously.
- C) IGA with Adams County Clerk: Chief Olme presented to the Board the Intergovernmental Agreement with the Adams County Clerk's office for the coordinated election. Mr. Fano explained that this IGA spells out the responsibilities of the County and our Designated Election Official. Vice President Bullock made a motion to approve the IGA between the County and the district for the purposes of conducting a coordinated election and authorize the chief or his designee to execute this agreement. Treasurer Huwa seconded this motion. The motion passed unanimously.
- D) September Meeting Change Resolution: Chief Olme presented to the Board the resolution to change the date of the September Board Meeting from the 16th to the 23rd of September, since a majority of the Board will be attending the Special Districts Association Conference in Keystone the week of September 15th. Chief Olme explained that this will also help meet transparency/posting requirements, and the following week will be the Study Session on September 30th. Treasurer Huwa made a motion to approve the resolution that moves the September Board Meeting from September 16th to September 23rd, 2025 and direct the Chief or his designee to execute all updated notices and postings. Secretary Fernandez seconded the motion. The motion passed unanimously.



Executive Session:

Vice President Bullock made a motion to go into executive session pursuant to C.R.S. 24-6-402(4)(a) to discuss the status and plans for potential purchase, lease, building on and use of real property and other property interests of the District. Treasurer Huwa seconded the motion, and the motion passed. Following discussion in executive session, a motion was made by Treasurer Huwa to come out of executive session. Secretary Fernandez seconded the motion. The motion passes unanimously. There was no action taken on the topic coming out of executive session.

Board of Directors Report/Comments:

Vice President Debra Bullock welcomed Gina Middleton and Alissa Wolffe to the department. Vice President Bullock also congratulated on all the new babies. Vice President Bullock did pass out a flyer about an open house the South Adams County Water and Sanitation District is having on September 4th.

Secretary RJ Fernandez had no report.

Treasurer Kasen Huwa commented that the Day in the life of Fleet Maintenance on social media was a big hit and look forward to seeing more things like that.

President Craig Machuga thanked Chief Olme for the Physical Therapy and Wellness Report.

Any Additional Matters that may come before the Board:

None

Adjournment: President Machuga adjourned the meeting at 5:53 p.m. with no further business before the Board.

A handwritten signature in black ink, appearing to read "Craig Machuga", with the date "9-23-25" written below it.

Craig Machuga
Board President 09/23/2025.

A handwritten signature in black ink, appearing to read "RJ Fernandez", with the date "9-23-2025" written below it.

RJ Fernandez
Board Secretary 09/23/2025.