



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

June 17th, 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 at 5:00 pm. 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
Jay Willmott	Division Chief of Fire Prevention
Roger Japp	Division Chief of EMS
Jason Oster	Division Chief of Training
Miles Miller	Chief Mechanic
Ron Fano	District Legal Counsel
Trey Zima	District Accountant
Kevin Kellar	Information Technology
Emma DeRosia	Administrative Specialist

Absent: President Machuga excused Director Poe.

Guests: Public Relations Maria Carabjal, Local 5124 Vice President Chris VanDijk, Mike Marsh, Jim Hinkle and Janea Meyers.

Public Comments:

No Public Comment.

Approval of Minutes:

Vice President Bullock moved to approve the minutes from the May 20th, 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 that currently the District is tracking 72% of budgeted revenue for the year. Mr. Zima addressed the questions that Treasurer Huwa had asked with the board packet.

Audit Presentation and Approval:

Mr. Zima introduced the Auditors Jim Hinkle and Janea Meyers from Hinkle and Company. Mr. Hinkle briefly reviewed the 2024 audit, which contains a clean/unmodified opinion. Treasurer Huwa made a motion to approve the 2024 Financial Audit presented by Hinkle & Company and direct the Chief or his designee to execute any further requirements for submission. Vice President Bullock seconded the motion, and the motion passed unanimously.

Special Reports:

Chief Olme's Report:

Chief Olme reported, in addition to his board report in the Board packet, that Captain Metish received the Game Changer award from Adams County Regional Economic Partnership last Thursday. Chief Olme introduced Jay Willmott, the new Division Chief of Fire Prevention, who joined us from the Division of Fire Prevention and Control with the State of Colorado. Chief Olme reported to the board that retired Chief Koger's father passed away earlier this week and asked everyone to keep the family in their thoughts. Chief Olme informed the Board that there has been no update from the Adams 14 School Board on the land for Station 21 or the MOU on the Station 23 parking lot. Chief Olme continued that he has been meeting with the MV5 on other properties and will have a report for the next board meeting. Chief Olme reported to the Board that the new Type 3 Engine is here and at the Fleet Maintenance Shop, and it will be ready to go into service for the Fourth of July. Chief Olme explained to the Board that the roof repairs for Station 26 and Station 27 are now complete, and Station 25 is scheduled for repair. Chief Olme also reported that there is some back and forth with the warranty for Station 28's roof. Vice President Bullock asked Chief Olme how the Adams 14 School board meeting went. Chief Olme explained that the meeting went well, and when presented with all the evidence, the school board had decided that there had been some internal miscommunication that they needed to clear up. Chief Olme explained that he asked for a response from the School board by the end of the month.

Deputy Chief of Operations Report:

Deputy Chief Noel reported, in addition to his board report in the Board packet, that training hosted the Battalion Chief Assessment last week, with all internal candidates, thanking everyone who was involved, and that it was a huge lift for the organization. Chief Noel explained that Training is working on developing a Task book to train on the Type 3 before the upcoming Wildland season starts. Chief Noel informed the District Board that the Heavy Rescue will be going into service with a full-time crew at the end of the month. Vice President Bullock asked about the change in the exhaust system, and Chief Miller explained that this would allow the Heavy Rescue to be placed in any of the stations.

Deputy Chief of Support Report:

Deputy Chief of Support Weigum, in addition to his board report in the Board packet, stated that he sat in on the Adams County Regional Partnership Summit last Thursday. Chief Weigum reported back that it was reported that there is a projected increase of 43% of the population in the next 20 years for Adams



County. Chief Weigum explained that there was a great presentation for Captain Metish with a video of the students from the Workforce program.

Local 5124:

Vice President VanDijk reported that, in addition to the report provided to the Board by President Greening, the CPFF convention is taking place next week and that the local is sending three members to the 9th District Partnership Education Program training in Las Vegas this month as well. Vice President VanDijk informed the Board that Local 5124 is prepping for the Sales Tax ballot to be presented for this next election, by putting together a rough campaign plan, identifying the challenges. Vice President VanDijk stated that Josh Leeling will be taking point on this campaign this year.

Legal Comments:

Mr. Fano reported that, in addition to his written board report, the ambulance rate bill has been vetoed by Governor Polis. Mr. Fano explained that he worked with staff on the BOK Lease purchase agreement and Sales Tax Question for the board meeting. Mr. Fano also reported that the sales tax ballot has two resolutions for next month, one for the question approval and the other for the approval to pursue the election.

New Business:

- A) Administrative Procedures: Chief Olme explained that these are procedures that have been revised or were additions from the transition from all the administrative directives to the administrative procedures. Chief Olme also explained this would consolidate all the procedures into one uniform format. Vice President Bullock made a motion to approve the Administrative Procedures Manual additions and direct the chief or his designee to take all actions necessary to make changes or updates moving forward. Secretary Fernandez seconded the motion, and the motion passed unanimously.
- B) BOK Lease Purchase Agreement: Mr. Zima presented to the Board the resolution for the lease purchase agreement for the Haz-Mat Vehicle with BOK. Mr. Zima explained that the delay was due to the processing on the back end with BOK. President Machuga asked if the District plans to pay this lease off early. Secretary Fernandez voiced his opinion about sticking to the lease as agreed upon at the moment and looking into paying early at the end of the year. Secretary Fernandez motioned to approve the lease purchase agreement and direct the chief of his designee to execute all documents necessary to complete this transaction. Treasurer Huwa seconded the motion. The motion passed unanimously.
- C) Platte Valley Ambulance Contract: Division Chief of EMS Japp presented the new contract with Platte Valley Ambulance for a three-year extension. Chief Japp explained that this contract looks similar to the previous version with some minor changes. Chief Japp also explained that this is at no cost to the District at this time. Chief Olme assured the Board that the department only wants the citizens to receive the best care. Secretary Fernandez made a motion to approve the three-year contract with Platte Valley Ambulance to provide ALS transport services to the District. Vice President Bullock seconded the motion. The motion passed unanimously.
- D) Training Connex: Division Chief of Training Oster presented to the Board for the upgrades to the training center, including adding connexes for better storage and creating training props. Chief Oster also explained that this would be with already budgeted funds, and this would better utilize the areas at the training center. Vice President Bullock made a motion to approve the purchase of connexes for the training grounds and authorize the Fire Chief or designee to proceed with the



necessary steps to purchase. Secretary Fernandez seconded the motion, and the motion passed unanimously.

- E) Sales Tax Ballot Question: Chief Olme briefly reviewed the proposed ballot question included as part of the Board Brief and informed the Board of the plan to engage a media consultant to help with messaging in advance of certifying the election question for the ballot.

Board of Directors Report/Comments:

Vice President Debra Bullock congratulated Captain Metish for all his hard work with the workforce program and winning the Game Changer Award. Vice President Bullock welcomed Chief Jay Willmott to the South Adams Team. Vice President Bullock also is excited to join the staff to celebrate Sandy Danne's retirement on the 10th.

Secretary RJ Fernandez thanked Hinkle and Company for the presentation and the work on the financial audit. Secretary Fernandez also welcomed Chief Willmott and congratulated Captain Metish. Secretary Fernandez also thanked Vice President VanDijk for the presentation from Local 5124.

Treasurer Kasen Huwa Also welcomed Chief Willmott as the new Division Chief of Fire Prevention. Treasurer Huwa expressed being happy that the rescue is being staffed full time and looking forward to more updates about the TrainFo project. Treasurer Huwa expressed an interest in the virtual reality training that the EMS division is conducting with the crews, Chief Japp expressed that the training is in the goggles and has been very successful thus far.

President Craig Machuga thanked all who have put such hard work into the budget for the last two years. President Machuga reported that he was impressed with the increase in social media posts about the department.

Any Additional Matters that may come before the Board:

None

Adjournment: President Machuga adjourned the meeting at 6:36 p.m. with no further business before the Board.

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

Craig Machuga
Board President 06/17/2025.

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

RJ Fernandez
Board Secretary 06/17/2025.

7-15-2025