



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

January 20th, 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 following the conclusion of the pension meeting at 5:22 pm. The meeting also had a Teams video link for participants.

Board Members Present:

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

Also Present:

Bob Olme	Fire Chief
Randall Weigum	Deputy Chief of Support Services
Roger Japp	Division Chief of EMS
Jay Willmott	Division Chief of Fire Prevention
Ron Fano	District Legal Counsel
Trey Zima	District Accountant
Robert Kern	Information Technology Administrator
Emma DeRosia	Administrative Specialist

Guests: Public Relations Maria Carabajal, Public Education Specialist Anissa Griggs, Local 5124 President Augdon Greening, Battalion Chief Derek Ross, Firefighter Dalton Archer, Taylor Archer, Engineer Zach Martin, Steven Dillenbeck, Dillion Reid, Luis Abeyta, Keegan Gorham, Andrew Reifman, Matt Adkins, Zach Wychulis, and Maura Sundseth.

Life Saving Award: Chief Olme presented the lifesaving award to Captain Augdon Greening, Engineer Zach Martin, Firefighter Dalton Archer, Paramedic Dillion Reid and EMT Luis Abeyta who responded to a CPR in progress last November, with this crew performing life-saving measures a pulse was returned and the patient was able to walk out of the hospital with no neurological deficits. Chief Olme thanked everyone for the team effort and explained that once again fortunate to celebrate the save in the field.

Public Comments:

No Public Comment.



Approval of Minutes:

Vice President Bullock moved to approve the minutes from the December 9th, 2025, regular board meeting and the minutes from the January 5th, 2026, Study Session as posted in the Board packet. Treasurer Huwa seconded the motion, which passed unanimously.

Changes/Additions to the Agenda: None

Financials:

Mr. Zima reported to the board that last year ended with \$500,000 above budget for revenue. Mr. Zima also explained that the total expenses were about \$2.4M under budget resulting in a change in fund balance of about \$3M over budget. Mr. Zima explained that these figures allow us to transfer \$4M to capital and \$2.5M to unanticipated/operating reserve, which will be completed once BOK finishes the final approval processes for adding CSAFE to accept transfers by tomorrow morning. Mr. Zima informed the Board that the auditor will begin the audit process in late February.

Special Reports:

Chief Olme's Report:

Chief Olme reported, in addition to his Board report in the Board packet, that the six single role paramedics started academy this week, commenting that the academy will be completed to have them on the street by the end of March. Chief Olme commented that the plan to start hiring the six EMT's will start at the end of the summer. Chief Olme also reported that he has spoken with Platte Valley Ambulance about having an addendum to the contract to add provisions to address the intended introduction of District ambulances into service with a corresponding reduction of Platte Valley Ambulance ambulances provided. Chief Olme explained that he would have this addendum for the board at the next meeting. Vice President Bullock asked about Trainfo connecting with ADCOM. Chief Olme explained that originally ADCOM did not have the right version of CAD to support Trainfo, and needed to update to the correct version. Chief Olme explained that this is in testing in the background before going live around the 2nd quarter of this year.

Deputy Chief of Operations Report:

Chief Olme reported on behalf of Deputy Chief of Operations Noel who is out, stating everything was included in his report. The Board had no questions.

Deputy Chief of Support Report:

Deputy Chief of Support Weigum had nothing in addition to his Board report in the Board packet to report. The Board also had no questions.

Local 5124:

Local 5124 President Augdon Greening reported that there have been no changes since last month, but that the International Association of Fire Fighters is working with Legislators at the state level to count cancer as a line of duty death.



Legal Comments:

Mr. Fano reported that, in addition to his written board report, that this month was a light report and that starting in February , there will be legislative updates in the board packets.

New Business:

- A) Station 22 Addition: Chief Olme presented to the Board the plan to build an addition to Station 22, referring to the presentation at the meeting last month and referencing the documentation given to the Board. Chief Olme explained that he asked for multiple financial quotes from BOK and other financial institutions, all ranging in rates for financing from 4.03% to 3%. Chief Olme further explained the longest timeline would be the permitting and obtaining the variance. Director Poe asked if we would be using an owner's representative or not for this project. Chief Olme answered yes an owners representative would be involved and if approved will be using John Sattler and setting up a formal contract. Chief Olme also explained that, with Mr. Sattler's help, he was able to present a true budget to the Board, and only the design and construction would meet the bid threshold. Vice President Bullock asked if the station would still be in operation during construction. Chief Olme explained that yes, the station will be operational during construction with minimal disruptions. Vice President Bullock made a motion to approve the addition of a bay to Station 22 with a not-to-exceed cost of \$7 million and authorize the fire chief or his designee to execute all actions needed to complete this project. Director Poe seconded the motion and the motion passed unanimously.
- B) Operations Reserve Policy: Chief Olme presented the resolution the Board requested for the Operational Reserve Policy , explaining that the main thing was to give three years to create this as to not create operational financial crunches. Director Poe made a motion to approve the Operational Reserve Policy and authorize the fire chief or his designee to execute all actions to complete this task. Secretary Fernandez seconded the motion and the motion passed unanimously.

Board of Directors Report/Comments:

Director Shawn Poe congratulated all who received the life-saving awards and congratulated the Thompson family on their new baby. Director Poe commented about looking forward to the awards ceremony.

Vice President Debra Bullock also congratulated the Thompson Family on their new baby. Vice President Bullock also thanked all the staff for all the work on the budget and congratulated everyone who received the lifesaving award. Vice President Bullock asked Mr. Fano about having a 360 Review done for Chief Olme's one year. Mr. Fano recommended speaking with Human Resources about this. Vice President Bullock made a motion to work with Human Resources about the start of the annual review on the Chief with the whole department. Treasurer Huwa seconded the motion and the motion passed.

Secretary RJ Fernandez congratulated everyone again for the lifesaving award. Secretary Fernandez also welcomed back Engineer Applegate back to his first shift.

Treasurer Kasen Huwa congratulated everyone for the lifesaving award and commented that he is looking forward to 2026 being a great and successful year.



President Craig Machuga thanked Chief Olme and Mr. Zima for all the hard work and dedication to the budget. President Machuga also thanked everyone else with the department.

Any Additional Matters that may come before the Board:

Chief Olme informed the Board that there will be another Lifesaving award presentation at the March meeting.

Adjournment: President Machuga adjourned the meeting at 6:00 p.m. with no further business before the Board.

Craig Machuga 2-17-26

Craig Machuga
Board President 2/17/2026.

x *RJ Fernandez 2-17-2026*

RJ Fernandez
Board Secretary 2/17/2026.