



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

August 18th, 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. The meeting also had a Teams video link for participants.

Board Members Present:

Craig Machuga	President
Deb 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
Ron Fano	District Legal Counsel
Robert Kern	Information Technology Administrator
Emma DeRosia	Executive Administrative Assistant

Guests: CFO Jiao Qin, Senior Accountant Trey Zima, Stephen Dillenbeck, Manny Cruz, Dave Thomas, Zach and Deanna Wychulis, Lela Grattett, Kevin Kellar, David Metish, Alex Stone, Andrew Reifman, Miles Miller and Maria Carabajal.

Life Saving award:

Chief Olme presented the life-saving award to Engineer Zach Wychulis, Firefighter David Thomas, Ambulance 23, Lela Grattett, and Manny Cruz for an incident that happened on July 9th to a patient in cardiac arrest. Chief Olme commented that thanks to resuscitative measures by rescue crews the patient regained a pulse on scene and was able to make a full recovery at the hospital.

Public Comments:

No public comment.

Approval of Minutes:

Director Poe moved to approve the minutes from the July 18th, 2026, regular board meeting as posted in the Board packet. Secretary Fernandez seconded the motion, which passed unanimously.

Changes/Additions to the Agenda:

No Changes or additions to the agenda.

Financials:

CFO Qin and Senior Accountant Zima presented the July financial report to the Board, explaining that year-to-date revenue is about \$39 million, expenditures are about \$18 million, and the total ending fund balance is about \$37 million. CFO Qin also reported that the capital fund's total YTD revenue is \$7M, with total expenses of \$2M, and the year-to-date ending fund balance is \$11M. Some capital projects remain delayed but will be completed by the end of the year, except for Station #22. CFO Qin noted that by mid-November, we will know how much of the \$7M remains for Station 22. CFO Qin also noted that the current impact fund revenue is \$301K, with the fund balance ending at \$1M. CFO Qin concluded that, overall, we anticipate the GF will remain in a strong financial position throughout the year, as will the capital fund. Our funding source is sufficient to support the capital projects throughout the year.

Special Reports:

Chief Olme's Report:

Chief Olme reported, in addition to his Board report in the Board packet, that the department is starting to prep for the Spaghetti Dinner. Chief Olme further reported that due to a change with one of the current suppliers, the noodles this year will be a dried noodle and require a longer cook time. Chief Olme informed the Board that the 2027 Budget Presentation is almost finalized for the meeting on the 25th.

Deputy Chief of Operations Report:

Deputy Chief of Operations Noel, in addition to his Board report in the Board packet, noted that Lieutenant Grant Todack has received his Fire Officer designation through CPSE, making him the first officer on line to complete this. Treasurer Huwa asked about the repurposing of the stinger. Chief Noel further explained that the idea was to convert the chassis into a water tender that would hold about 1000 gallons of water and sell the scorpion attachment. Chief Olme also informed the Board that CDOT has been more active in force, with the blocker trucks responding to all highway accidents.

Deputy Chief of Support Report:

Deputy Chief of Support Weigum reported, in addition to his Board report in the Board packet, that the HVAC at Station 23 went down over the weekend and will need to be replaced. Chief Weigum further reported he is working on gathering the information needed to replace with capital funds. President Machuga asked about the office for Ian at the support building. Chief Weigum explained that with the existing wall panels from the Fleet Maintenance building, Ian was able to build an office area and is working on finishing this interior addition without much additional cost.

Local 5124:

No Report.

Legal Comments:

Mr. Fano reported, in addition to his written Board report, that this last month was a standard month for general counsel. Mr. Fano did confirm that there has been no movement on the property negotiation with the Adams 14 School District.

New Business:

- A) Ambulance Purchase: Chief Japp presented to the Board, that the District was informed by the Ambulance Manufacturer that the timeline for orders has been extended out 18 months before the orders would be received. Chief Japp explained that this request is to be placed on the production schedule. Chief Japp commented that there are currently two ambulances on order, to be delivered in late December/early January, and would be paid for with the 2027 budget, as previously approved. Treasurer Huwa asked for clarification if this was to just order or plan the purchase. Chief Japp clarified this is an ask to be placed on the production schedule but would not be delivered or paid for until part of the 2028 budget cycle. Chief Japp further explained that trying to ensure some foresight in planning for equipment and vehicles. Director Poe asked if any money would be spent before delivery. Chief Japp confirmed that no money would be spent until delivery. Treasurer Huwa made a motion to approve the order of one ambulance and authorize the Fire Chief or designee to proceed with the necessary steps to order this vehicle. Delivery will be scheduled for Q4 2027. Purchase will not be made until the budget is appropriated and approved. Director Poe seconded the motion, the motion passed unanimously.

Board of Directors Report/Comments:

Director Shawn Poe congratulated everyone for the lifesaving award and thanked Chief Noel for the report on the apparatus replacement schedule and hiring timeline. Director Poe also thanked all of the staff who attended the South Adams County Water and Sanitation District Grand opening of the new Klein Facility. Director Poe also commented that he is looking forward to the Spaghetti Dinner and welcomed all the new EMT's and Laterals.

Vice President Bullock had no report.

Secretary RJ Fernandez congratulated all for the lifesaving award and thanked the accounting team for the financial updates. Secretary Fernandez also asked to be pre-excused from next month's meeting as he will be out of town.

Treasurer Kasen Huwa commented about looking forward to the upcoming budget meeting and commented about all the good work everyone is doing for the department.

President Craig Machuga commented that this department has come a long way from when he began volunteering in 1999, and how he loves to see the life saving awards and how excited he is to see 5 of our own ambulances in service.

Any Additional Matters that may come before the Board:

No additional matters that may come before the Board.

Adjournment: President Machuga adjourned the meeting at 5:27 p.m. with no further business before the Board.



Craig Machuga
Board President 9/22/2026. 9-22-26

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Shawn Poe
Director 9/22/2026.