



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

**November 18<sup>th</sup>, 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.

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
Jason Oster	Division Chief of Training
Jay Willmott	Division Chief of Fire Prevention
Miles Miller	Chief Mechanic
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, Battalion Chief Nick Graff, Lieutenant Kevin Delenay, Lieutenant Kelsey Lowney, Engineer John Warmuth, Firefighter Kyle Miller, Firefighter Omar Serrato, Firefighter Troy Turner, Pat Lowney, Taron Loweny, Killian Lowney, Ken Koger, Maria Koger, Natalie Warmuth, Beau Warmuth, Kita Miller, Isabella Miller, Liam Miller, PVA Blake Klis, PVA Lela Grattet, Lieutenant Michell Henry, Paramedic Cody Kofoed, and attending virtually Mike Osmus, Nick Bundy, Jared McGlochlin, Daniele Stufft, and Dalton Archer.

Lifesaving Award Presentation by Chief Olme:

Chief Olme presented the lifesaving award to department members, Lieutenant Kelsey Lowney, Firefighter/Paramedic Troy Turner and Firefighter/Paramedic Kyle Miller, also with Platte Valley Ambulance Paramedics Lieutenant Michell Henry and Cody Kofoed, for providing lifesaving measures on a call that took place in October. Chief Olme informed the meeting that due to the efforts by the responders the patient was able to make a complete recovery.

Chief Olme presented another lifesaving award to department members, Lieutenant Mike Osmus, Engineer John Warmuth, Firefighter Nick Bundy, also with Platte Valley Ambulance Paramedics Blake Klis and Lela Grattet, for providing lifesaving measures on an incident that took place in July. Chief



Olme explained that the patient was able to be discharged from the hospital following the incident with no deficits.

Public Comments:

No Public Comment.

Approval of Minutes:

Secretary Fernandez moved to approve the minutes from the October 21<sup>st</sup>, 2025, regular board meeting as posted in the Board packet. Treasurer Huwa seconded the motion, which passed unanimously.

Changes/Additions to the Agenda: Non

Financials:

Mr. Zima reported to the Board that the monthly financial report was included in the Board packet. Mr. Zima informed the Board that all the lease payments and debt service payments are up to date. Mr. Zima also explained that Meghan Lewis, our third-party accountant, is moving into a more supervisor role, and with Vanessa, they met our new third-party accountant, Lynnaia Succo, who will be assisting us moving forward. Director Poe asked how everything would work now that the Sales Tax has passed. Chief Olme answered that working with Mr. Zima on adjustments to the 2026 proposed budget prior to the next board packet. Chief Olme reported that there are no major changes outside of what has already been presented to the Board in the original budget packet, except for the addition of 6 EMTs in late 2026, more funding for mental health for employees, and SCBA maintenance. Chief Olme further explained that the district is not expecting to receive much in the sales tax fund until July at the earliest.

Special Reports:

Chief Olme's Report:

Chief Olme reported, in addition to his Board report in the Board packet, congratulations to the Department and the District Board for the passing of the 6A Sales Tax Initiative. Chief Olme further commented that polling was 52% and the official votes ended up being shy of 58%. Chief Olme explained that the community really wrapped their arms around us and shows how much trust they put into this department. Chief Olme also reported that the updated 2026 budget will be released to the Board next week for review prior to the upcoming Board meeting. Chief Olme also informed the Board that next Monday afternoon the administrative staff will be decorating Headquarters for Christmas and invited the Board to join in on the festivities, urging them to coordinate with Administrative Specialist DeRosia for RSVP's.

Deputy Chief of Operations Report:

Chief Olme reported on behalf of Deputy Chief Noel, who is out for training, that Deputy Chief Noel had no report this month, in addition to his Board report in the Board Packet. Vice President Bullock asked about the change from the Rescue Unit to a Fire Truck. Chief Olme responded that thanks to the Rescue Unit, the response times have decreased in the corridor area of the district, but the problem is that the Rescue Unit does not carry water. Chief Olme further explained that the swap from the Rescue to a Truck would give the opportunity to gather more data, open up an additional 65 call types, and help make an



informed decision about staffing and apparatus placement. Vice President Bullock asked about the calls in the district on the west side of the railroad tracks. Chief Olme explained he will have the numbers for presentation by the next meeting.

Deputy Chief of Support Report:

Deputy Chief of Support Weigum reported, in addition to his Board report in the Board packet, the City of Commerce City Council has repealed the residential sprinkler Ordinance. Chief Weigum further reported that even though there were initially enough votes, the final vote did not have enough votes and was repealed, now making it optional for the homeowner to add. Chief Weigum explained that the Prevention Division will increase public education and consider it a challenge to inform homeowners and buyers of the benefits of the residential sprinkler system. President Machuga said the prevention division did a great job at the city council meeting last night.

Local 5124:

Local 5124 Secretary/Treasurer Kevin Delaney reported on behalf of President Augdon Greening, in addition to his Board report in the Board packet, thank you to all who contributed to the 6A initiative with their time and efforts. Secretary/Treasurer Delaney explained that working with the Chiefs' staff on more safety initiatives for all the department members. Secretary/Treasurer reported that the events for next year were listed in the Board report for the members.

Legal Comments:

Mr. Fano reported that, in addition to his written board report, that he did work with the City of Commerce City on cleaning up the IGA for Fleet as requested. Mr. Fano also reported he is working with the DEO on the post-election administrative requirements regarding the sales tax ballot question.

New Business:

- A) IGA with Department of Revenue : Chief Olme presented to the Board the IGA with the Department of Revenue that is required to move forward with receiving money for the sales tax. Chief Olme explained that once the election is certified we will be able to put the mechanisms into place. Chief Olme reported that the City of Commerce City will be sharing the mailing list for all the businesses within the district to help with the notification of the sales tax. Chief Olme further reported that this will be a labor intensive project and the final notification will be by the DOE. Secretary Fernandez made a motion to approve the Department of Revenue IGA and authorize the chief or his designee to execute all processes necessary to execute this agreement. Treasurer Huwa seconded the motion, which passed unanimously.

Board of Directors Report/Comments:

Director Shawn Poe congratulated everyone on the life saving awards given out this evening. Director Poe thanked everyone for all the hard work on 6A, thanking the community for the support and the support from the City of Commerce City. Director Poe appreciated all the work that the Local 5124 accomplished for this sales tax initiative. Director Poe asked if there was someone to reach out with the homebuilders association to work with for the sprinkler ordinance.



Vice President Debra Bullock wished the meeting a Happy Thanksgiving. Vice President Bullock thanked everyone who helped out and was involved in the 6A sales tax initiative. Vice President Bullock congratulated the Greening family on the newest addition to their family. Vice President Bullock congratulated everyone who received the life-saving award again, commenting that these events are great.


Secretary RJ Fernandez thanked and congratulated everyone for all the hard work for 6A. Secretary Fernandez also congratulated everyone who received the life-saving awards. Secretary Fernandez wished everyone a happy Thanksgiving. Secretary Fernandez also reminded the board that the December meeting is a week earlier.


Treasurer Kasen Huwa also thanked everyone for all the hard work on 6A. Treasurer Huwa also congratulated everyone who received the life-saving awards and wished everyone a happy Thanksgiving.

President Craig Machuga thanked everyone for all the hard work on 6A and congratulated everyone for the life-saving awards.

Any Additional Matters that may come before the Board:

Adjournment: President Machuga adjourned the meeting at 5:43 p.m. with no further business before the Board.

 12-9-2025  
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Craig Machuga  
Board President 12/09/2025.

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RJ Fernandez  
Board Secretary 12/09/2025.