



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

**July 16<sup>th</sup>, 2024**

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 4:35 p.m. 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
Ernie Anderson	Treasurer
Kasen Huwa	Director

Also Present:

Ken Koger	Fire Chief
Bobby Noel	Deputy Chief of Operations
Miles Miller	Chief Mechanic
Ron Fano	District Legal Counsel
Maria Carabajal	Public Relations
Trey Zima	District Accountant
Emma DeRosia	Administrative Specialist
Robert Kern	Information Technology Administrator

Absent: None

Guests: Public Education Specialist Anissa Griggs, Fire Prevention Specialist Chad Wildeman, Fire Prevention Specialist Preston Bentley, Fire Prevention Specialist Jaeger Luke, Local 5124 Vice President Chris VanDijk, Battalion Chief Derek Ross, Administrative Assistant Vanessa Rodriguez, Administrative Assistant Fernanda Herrera, Lieutenant Keshia Koger, EMS Captain Roger Japp, Fire Inspector Ryan Eller, Firefighter Gavin Schack, Engineer Michael Parks, Lieutenant Don Reynolds, Firefighter Nick Bundy, Deputy Fire Marshal Ryan Doherty, and Permit Technician Damaris Tovar.

Public Comments: No Public Comment

Approval of Minutes:

Director Huwa made a motion to approve the minutes from the June 18<sup>th</sup>, 2024, regular board meeting as posted in the board packet. Treasurer Anderson seconded the motion. The motion passed unanimously.

Changes/Addition to the Agenda: No Changes or Additions to the Agenda.



Board Action Items:

No Board Action Items.

Financials:

Chief Koger conveyed on total bills paid and unpaid from June 11<sup>th</sup>, 2024 to July 10<sup>th</sup>, 2024

Chief Koger reported that Chief Noel is looking at some quotes for redirecting some of the fund budgeted for Fleet Maintenance to Station for a new compressor.

Legal Comments:

Mr. Fano reported in addition to his board report that his colleague, partner Jon Watson, reviewed the Collective Bargaining Agreement revisions and forwarded his recommendations for suggested revisions to the Chiefs. Mr. Fano congratulated Chief Koger and staff for all the hard work put into revising the travel policy, which Public Relations Carabajal had sent to the Board earlier this afternoon. President Machuga asked Mr. Fano about the rumor of the imposition of a commercial assessment rate that Governor Polis is instigating for rental properties. Mr. Fano said he would look into this for the Board and have a response via email as soon as possible.

Local 5124:

Vice President VanDijk reported on behalf of President Greening since he is out of town at the IAFF conference in Portland, Oregon. Mr. VanDijk reported that dates for MDA "Fill the Boot" campaign have been set for September 4<sup>th</sup> to September 9<sup>th</sup>. Mr. VanDijk also informed the District Board about the upcoming propositions that will be appearing on the November ballot specifically Proposition 50 and Proposition 108. Mr. VanDijk reported that the Local 5124 has passed a resolution about strongly opposing these initiatives and the affects to the community and read the resolution for the Board. Mr. VanDijk thanked the Chief Staff and Mr. Zima for all the help in the data collection on how these ballot measures will affect the department.

Executive Session:

Director Huwa made a motion to enter into Executive Session pursuant to C.R.S. 24-6-402-(4)(b) to receive legal advice regarding potential change in employee position due to certain conditions. Treasurer Anderson seconded the motion. The motion passed unanimously with no discussion.

Secretary Fernandez made the motion to come out of Executive Session at 5:19pm. Vice President Bullock seconded the motion and the vote was unanimous. No action was taken following the Executive Session on the topic discussed.



## **Special Reports:**

### **Chief's Report:**

Chief Koger reported in addition to his board report in the board packet, this week a department wide inspection of all the buildings for hail damage will take place. Chief Koger also conveyed that each of the Board members should have received an email from Administrative Specialist DeRosia about Prothom and the stakeholders interviews to start the process for the chief search. Chief Koger informed the Board that he met with the Adams Jeffco Hazmat group today, and everything has officially been divided between Jefferson County and Adams County and hope to have the group officially dissolved by January 1st. But with this information it has come to light that South Adams County Fire Department is still responsible for the Adams County Hazmat Response as a result of being the closest hazmat unit to the eastern departments such as Bennett and Strausburg.

Vice President Bullock asked Chief Koger if there had been any response from the City of Commerce City about restarting the Fire Commission.

### **Deputy Chief of Operations Report:**

Deputy Chief Noel reported in addition to his board report in the Board packet, Captain Japp is preparing to fire up the ALS program as of August 1st as the go-live date. Deputy Chief Noel informed the meeting that EMS Captain Japp worked with one of the vendors to obtain vending machines for the stations to resupply EMS supplies. Deputy Chief Noel also reported that he is working with a company to conduct a sweat/ rehydration study on the employees, using this data collected to better hydrate the crews and ensure health is a top priority on hot weather days. Deputy Chief Noel conveyed to the District Board that he is working with ADCOM to develop a move-up plan for the North Area to ensure better coverage for all departments when big incidents occur. Deputy Chief Noel informed the District Board that on July 4<sup>th</sup> the crews ran 102 calls for the day. Deputy Chief Noel reported that with the help of EMS Captain Japp, they are looking into obtaining more Scyno kits for the Battalion Chief truck, as there is only currently 3 kits in the district.

Director Huwa asked Deputy Chief Noel to provide more information about the TrainFo program at the next meeting. Deputy Chief Noel explained that this program would help track whether a train was blocking the crossings to help with improved response times and would have a CAD integration with ADCOM for dispatching. Deputy Chief Noel also explained that IT Manager Kellar will have another meeting with the program next month and will have more information then.

### **Deputy Chief of Support Report:**

Chief Koger reported on behalf of Deputy Chief Weigum since he is out at the ESRI Conference in San Diego. Chief Koger explained that Deputy Chief Weigum had secured another meeting with Adams 14 School District to discuss property for Station 1. Deputy Chief Weigum included in his report that he is also talking to the Rose Hill Grange about that piece of property as well. Deputy Chief Weigum worked with Fleet Maintenance, and from the hail storm in late May, nine vehicles were damaged. Public Relations Carabajal reported, in addition to Deputy Chief Weigum's report, that the bucket brigade for the Fourth of July fireworks stands went really well; the fireworks stands almost ran out of buckets after they were dropped off. Public Relations Carabajal conveyed that for next year due to running out of buckets, the department will look into providing more.



Board of Directors Report/Comments:

Treasurer Ernie Anderson congratulated everyone for all the hard work they do for the South Adams County Fire Department organization.

Vice President Debra Bullock congratulated the all-new promotions. Vice President Bullock commented on how much she enjoyed the Pining Ceremony.

Secretary RJ Fernandez had no report.

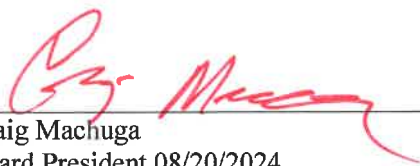
Director Kasen Huwa thanked the Local 5124 for all the great information about the upcoming ballot initiatives. Director Huwa expressed that he is excited for the ALS launch. Director Huwa also thanked everyone for all the hard work in the last couple of months.

President Craig Machuga congratulated all the crews on the recent fires and the good job.

Any Additional Matters that may come before the Board:

No additional matters.

Adjournment: With no further business to come before the Board, President Machuga adjourned the meeting at 5:45 pm.

  
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Craig Machuga  
Board President 08/20/2024.

  
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RJ Fernandez  
Board Secretary 08/20/2024.



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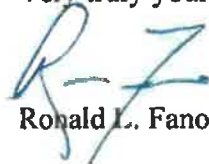
South Adams County Fire  
Protection District  
Attn: Sandy Danne  
6050 Syracuse Street  
Commerce City, CO 80022

**Re: Opinion Concerning Executive Session Held July 16, 2024**

Members of the Board:

In my opinion, the executive session to receive legal advice regarding a potential change in employee position due to certain conditions that occurred during the Board meeting that I personally attended on July 16, 2024, was properly announced and was a privileged attorney-client communication. Therefore, no record or electronic recording of the executive session was required pursuant to Section 24-6-402(2)(d.5)(II)(B), C.R.S.

Very truly yours,



Ronald L. Fano

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