



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

**February 17<sup>th</sup>, 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 at 5:00 pm. The meeting also had a Teams video link for participants.

Board Members Present:

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

Also Present:

Bob Olme	Fire Chief
Bobby Noel	Deputy Chief of Operations
Roger Japp	Division Chief of EMS
Jay Willmott	Division Chief of Fire Prevention
Ron Fano	District Legal Counsel
Trey Zima	District Accountant
Kevin Kellar	Information Technology
Emma DeRosia	Administrative Specialist

President Machuga excused Secretary Fernandez from the meeting.

Guests: Public Relations Maria Carabajal, Public Education Specialist Anissa Griggs, Nick Bendinelli, Daniele Stufft, John O'Connor, Maura Sundseth, Andrew Reifman, Mark Patton, Jared McGlochlin, Michael Parks, Aaron Oakes and Keegan Gorham.

Public Comments:

No Public Comment.

Approval of Minutes:

Vice President Bullock moved to approve the minutes from the January 20<sup>th</sup>, 2026, regular board meeting as posted in the Board packet. Director Poe seconded the motion, which passed unanimously.

Changes/Additions to the Agenda: None

Financials:

Mr. Zima reported to the Board that the financials are looking good, with the total revenues are so far about \$700k, receiving roughly \$640k in property and specific ownership taxes. Mr. Zima also explained that a most of the District's spending for the month of January was on payroll and insurance premiums,



with three pay periods for the month of January at a total of nearly \$2M. Mr. Zima informed the District Board that the 2025 financial audit is underway, with the compilation of the documentation required for the auditor's fieldwork.

### **Special Reports:**

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

Chief Olme reported, in addition to his Board report in the Board packet, that the Type 3 Engine deployed to a large grass fire in Elizabeth. Chief Olme also informed the Board that he will be meeting with the external stakeholders on February 23<sup>rd</sup> for the Strategic plan. Chief Olme reported that the next pancake breakfast will be on March 28<sup>th</sup> at Station 7. Treasurer Huwa asked Chief Olme if the TrainFo update within the dispatch system will be delayed with the retirement of the current director. Chief Olme answered that ADCOM is in the process of accepting applications for new directors, and meanwhile has been continuously pushing for updates on the radio backup system. Chief Olme also explained that regarding TrainFo specifically, ADCOM is working on the CAD update to CAD25 upgrade, and currently is unaware of the go-live date. Chief Olme addressed that the whole ADCOM is concerned about the CAD upgrade, wanting the best possible software for all districts. Vice President Bullock asked if the interviews for the Director of ADCOM had started yet and who would be conducting the interviews. Chief Olme answered that the search is still in process and that the Board would be conducting the interviews.

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

Deputy Chief of Operations Noel reported, in addition to his Board report in the Board packet, that he is working on integrating all the policies and procedures into NEOGOV by the end of March, further explaining this about meeting Chief Olme's intent to eliminate the duplicated systems. Chief Noel informed the Board that January was a busy month with 900 calls, and that all three shifts had fires last week and did a great job.

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

Chief Olme reported on behalf of Deputy Chief of Support, Weigum (who is out of town), in addition to his Board report in the Board packet, that there is a delay in the construction at the Fleet Maintenance Facility due to architectural misgivings. Chief Olme further explained that it is because the garage door is not lining up perfectly, but only adds a 10-day delay to the project. Chief Olme also reported the facilities assessments have been started, but they will take a little longer than originally anticipated.

#### **Local 5124:**

No Report.

#### **Legal Comments:**

Mr. Fano reported that, in addition to his written Board report, that he worked with Chief Olme on the resolution, contract and financing for the Station 22 addition project. Mr. Fano also informed the Board that the addendum to the contract with Platte Valley Ambulance is still under review with the Intermountain Health Legal team.



#### New Business:

- A) Integrated Project Delivery Resolution: Chief Olme presented to the Board that after the last meeting, they were trying to move forward as intentionally and purposefully as possible to get the process started. Chief Olme explained that, with the assistance of John Satler, NV5 secured the architectural design and sent out the invitations, which included 5 to 6 companies. Vice President Bullock made a motion to approve the Integrated Project Delivery Resolution and authorize the Fire Chief or his designee to execute all the documents needed for this project. Director Poe seconded the motion which passed unanimously.
- B) Station 22 Financing: Chief Olme presented to the Board that he met with two banks BOK and MCM about financing for the Station 22 addition. Chief Olme explained that BOK had no real cost savings regarding the early payout options, and MCM came back with a better rate and no penalty for early payout after 3 years. Vice President Bullock made an motion to approve the finance agreement between Municipal Capital Markets and SACFD for the funding to construct an addition to Station 22, and authorize the Fire Chief or his designee to execute any and all documents need to secure this financing. Treasurer Huwa seconded the motion and it passed.
- C) Oz Contract: Chief Olme thanked Mr. Fano for all the help with the contract and pushing for it be ready by this evening. Chief Olme explained that the contract is before the Board to enter into a architecture contract with OZ Architecture for the Station 22 addition. Vice President Bullock made a motion to approve the design contract between OZ and the District and authorize the Fire Chief or his Designee to execute all items needed to complete this after final legal review. Director Poe seconded the motion, which passed unanimously.
- D) Purchase of 2 Ambulances: Chief Japp presented to the Board that, with the upcoming graduation of the Single Role Paramedic Academy and the implementation of the first ambulance into service the first week of March, it would be prudent to come to the Board about ordering ambulances in production. Chief Japp explained that the production time for new ambulances is 12 to 18 months and did ask for several bids for companies for the approval of 2 ambulances. Vice President Bullock asked if it would be ordered in 2026 and delivered in 2027. Chief Japp said that would be correct. Treasurer Huwa asked if any money would need to be put down. Chief Japp answered that there would be \$30,000 deposit for the 2 ambulances jointly, which is already budgeted in this year's budget and would be budgeted for the final cost in 2027's budget. Director Poe asked if the equipment would be purchased this year or budgeted next year. Chief Japp said that it would be budgeted in 2027. Treasurer Huwa expressed concern about a lot of money going out and the ramifications if we did not proceed with the purchase. Chief Olme explained that the plan is to order the standard ambulance without the customizations, for saleability if there is a need, and there are no penalties if we withdraw. President Machuga asked if the ambulances would like the current set just received. Chief Japp said that it is correct, it would be white with the black and red stripes. Vice President Bullock made a motion to approve the purchase of two ambulances and authorize the Fire Chief or Designee to proceed with the necessary steps to purchase these vehicles to ready them for service. Director Poe seconded the motion, which passed.
- E) IWUIC Code Adoption: Chief Willmott presented to the Board the upcoming IWUIC Code adoption that will be presented to the Board for vote next month. Chief Willmott explained that this International Wildland Urban Interface Code needs to be adopted by April 1<sup>st</sup> per State of Colorado requirements, further explaining that this is the first state wide code and is the outline for mitigation for wildland fires. Vice President Bullock asked if this code would put



requirements onto the Rocky Mountain Arsenal Wildlife Refuge, Chief Willmott answered that since that is federal it is not something we can enforce but can guide them using this code which they are already doing so. Chief Willmott explained that this code would give more guidance in the fire code than previously achieved. Director Poe asked if there were a lot of areas in the District that would apply for this mitigation. Chief Willmott answered that currently only small areas that have the fuel loads and wildfire risks. Director Poe also asked if Chief Willmott was working with the City of Commerce City. Chief Willmott informed that yes he has been coordinating with the City and the Community Development team for the adoption, but also wanted to adopt as a Fire District as a part of the campaign for education across the state of Colorado.

- F) Policy Approval for Administrative Procedure #1087 Reporting for Duty: Chief Olme explained that this was a new administrative procedure to firm up an informal procedure previously used spelling it out so there are no questions on the correct procedure. Vice President Bullock made an motion to approve the Administrative Procedure addition and direct the Chief or his designee to take all actions necessary to make changes or updates moving forward. Director Poe seconded the motion, which passed unanimously.

#### Executive Session:

President Machuga made a motion to go into executive session pursuant to C.R.S. 24-6-402(4)(a) to discuss a potential real estate transaction related to Adams 14 land. Vice President Bullock seconded the motion, which passed unanimously. Director Poe made a motion to come out of Executive Session at 6:05 p.m., Vice President Bullock seconded the motion and the motion passed unanimously. In Open Session, Director Poe made a motion to direct legal counsel to proceed as discussed in executive session. Vice President Bullock seconded the motion and the motion passed unanimously.

#### Board of Directors Report/Comments:

Director Shawn Poe recognized those who helped with the awards banquet and congratulated all the award recipients. Director Poe also wanted to recognize all the care and dedication the members of this department put into everything. Director Poe also thanked all the crews for their great response to all the fires recently.

Vice President Debra Bullock thanked the awards committee for a great job and the awards banquet was a great evening. Vice President Bullock thanked the IT division for saving money through system audit efforts. Vice President Bullock also thanked Human Resources for the work with the new employee orientation process and the job descriptions.

Treasurer Kasen Huwa said it is a good start to the year and encouraged everyone to keep it going.

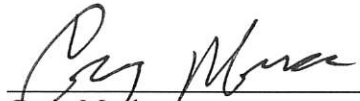
President Craig Machuga had no report.


#### Any Additional Matters that may come before the Board:

Nothing Additional for the Board.

Adjournment: President Machuga adjourned the meeting at 6:10 p.m. with no further business before the Board.



  
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Craig Machuga  
Board President 3/17/2026. 3-17-2026

  
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RJ Fernandez  
Board Secretary 3/17/2026. 3-17-2026