



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

April 16th, 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 4:30 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
Randall Weigum	Deputy Chief of Support
Miles Miller	Chief Mechanic
Brittany Brown	Division Chief of Fire Prevention
Andrew Fairband	Interim Division Chief of Training
Ron Fano	District Legal Counsel
Maria Carabajal	Public Relations
Emma DeRosia	Administrative Specialist
Kevin Kellar	Information Technology Manager

Absent: None

Guests: FF Keegan Gorham, Lt. Keshia Koger, Inspector Ryan Eller, Fire Prevention Specialist Jaeger Luke, Fire Prevention Specialist Preston Bentley, Permit Technician Damaris Tovar, Deputy Fire Marshal Ryan Doherty, Fire Prevention Specialist Chad Wildeman, Local 5124 President Augdon Greening, Administrative Assistant Fernanda Herrera and Vanessa Rodriguez.

Public Comments: President Greening requested to add the Local 5124 as a business report in the Board Agenda moving forward after the Legal Report. President Greening wanted to acknowledge the time Chief Koger has given the department and the sacrifices and dedication he and his family have given to help propel this district during some terrible times. President Greening acknowledged that Chief Koger informed the department of the succession plan during the Chief chat the day previous. Regarding the succession planning, President Greening formally asked for the Union to be a part of the succession planning process due to being the largest part of the organization in addition to the insight and expertise the Union can provide.



Vice President Bullock thanked President Greening for the comments about the succession planning and brought up that additionally an administrative member should be part of the succession planning as well.

Approval of Minutes:

Treasurer Anderson made a motion to approve the minutes from the March 16, 2024, regular board meeting as posted in the board packet. Vice President Bullock seconded the motion. The motion passed unanimously.

Changes/Addition to the Agenda: Vice President Bullock made a motion to add the Local 5124 Business update to the agenda following the Legal report for today's meeting and adding to the agenda for future meetings. Treasurer Anderson seconded the motion. The motion passed.

Board Action Items:

- a) President Machuga opened the Public Hearing for the Resolution of Inclusion of Quik Trip property into the South Adams County Fire Department jurisdiction. No public comment was made, the public hearing was closed by President Machuga. Vice President made a motion for the adoption of the resolution of inclusion of property into the district. Secretary Fernandez seconded the motion. The motion passed unanimously.

Financials:

Chief Koger reported on total bills paid and unpaid from March 12th, 2024, to April 11th, 2024.

Legal Comments:

Mr. Fano said most of his work for the month was reported in the report included in the board packet. He reported that the legislative tracker updates were included in the board packet.

Local 5124:

Mr. Greening gave an update to the District Board about the restructuring of the Local 5124 Executive board (E-Board) with an expansion to better represent the members. For example, the E- Board will be dropping a vice president position and adding additional shift stewards and adding a sergeant of arms to keep decorum at meetings. Mr. Greening informed the district board about union members helping with the district hiring processes for the EMS Captain, Lateral Firefighter/ Paramedic- Firefighters, and Training Chief positions. Mr. Greening acknowledged to the board that this series of hiring processes is the best set of hiring processes the Local 5124 has ever participated in, with allowing the members to lead the process and allowing the "boots on the ground" to have some buy in. Mr. Greening reported that Local 5124 will be entering into negotiations with the Executive Chiefs and President Machuga on June 10th for the Collective Bargaining Agreement. Mr. Greening expressed the wish to have a draft to the Local 5124 membership in July and final draft to the Board of Directors in August before the end of the year and holidays.



Special Reports:

Chief's Report:

Chief Koger reported in addition to his board report, to ask the Board of Directors if Deputy Chief Weigum and himself could negotiate on behalf of the District with Ditch Witch for their utilities to go through our property at Station 5. Chief Koger explained that this would affect the west side of the property, and that the Chiefs would pursue fair market value for this instead of the original proposal from Ditch Witch. Treasurer Anderson made a motion for Chief Koger and Deputy Chief Weigum to handle this matter with authority to negotiate a fair price. Vice President Bullock seconded the motion. The motion passed unanimously.

Deputy Chief of Operations Report:

Deputy Chief Noel reported in addition to his written report in the Board packet he would like to recognize two of the fires that Operations had last month, first is the fire off of 104th and Highway 2 and second was the house fire off of 62nd avenue. Chief Koger attended this fire and expressed that the crews did an amazing job with this incident and handling the wind.

Deputy Chief of Support Report on District Projects:

Deputy Chief of Support Weigum reported in addition to his written report included in the board packet, about the improvements off of Holly Street and 62nd Avenue. These improvements were not brought to South Adams County Fire Department for review, and typically either Chief Koger is made aware of such matters or Deputy Chief Weigum is included with the review process. Deputy Chief Weigum informed the meeting that the widths of the streets will still meet the code requirements and the turning radius should also still be met at this time without a problem. Deputy Chief Weigum acknowledged he is in discussions with the City of Commerce City and the public works department right now about making sure these items are sent to the prevention bureau for review. Vice President Bullock voiced a concern about making sure that we are getting the communication to ensure issues with the roadways are avoided. Deputy Chief of Support Weigum addressed the portion of his report referencing looking at new buildings and the movement of staff around. Deputy Chief of Support Weigum explained that the potential plan was to move Fire Prevention to another building that could be leased but space is limited, also to move administrative offices out Station 23 to be able to double staff. Deputy Chief Weigum explained that during this research a building came up for sale that was to be considered, in addition to working with the City about expanding this building to the north but the updated timeline has not been released yet.

Executive Session: Treasurer Anderson made a motion to enter into Executive Session pursuant to C.R.S. section 24-6-402(4)(f) to discuss succession planning. Vice President Bullock seconded the motion. The motion passed unanimously. Chief Koger, Deputy Chief Noel and Deputy Chief Weigum will be joining this executive session.

Entered into Executive Session at 5:00 p.m.

Secretary Fernandez made a motion to come out of Executive Session at 6:00 p.m. Vice President Bullock seconded the motion. The motion passed unanimously.



Secretary Fernandez made a motion to disband the merger committee. Vice President Bullock seconded the motion. The motion passed unanimously.

Director Huwa made a motion for Chief Koger to gather proposals from third party consulting companies for the succession planning. Secretary Fernandez seconded the motion. The motion passed unanimously.

Board of Directors Report/Comments:

Treasurer Ernie Anderson expressed that he is glad to see more people showing for the District Board meetings and having that input from the organization. Treasurer Anderson reported that even though things are chaotic the District Board is taking everything very seriously even amongst the chaos and wants to be able to get everything moving in the right direction. Treasurer Anderson also issued a thanks to everyone for the patience and the helping moving forward in the progress of the department.

Vice President Debra Bullock agreed with everything that Treasurer Anderson expressed. Vice President Bullock also thanks Public Relations Carabajal for the Annual Report provided to the board in a printed copy.

Secretary RJ Fernandez thanked the Local 5124 for the updates about the going ons with the Union and thanked the Chiefs for all the reports. Secretary Fernandez also thanked the Chiefs for the invite to the Chief Chat yesterday.

Director Kasen Huwa agreed with Secretary Fernandez about the Chief's Chat invite, was happy to hear some great questions coming from the department. Director Huwa thanked everyone for all their hard work from the job postings, updated timelines and keeping the hiring processes moving forward. Director Huwa also thanked Deputy Chief Noel for the detailed call report.

President Craig Machuga thanked the department and the Chiefs for everything and all the hard work.

Any Additional Matters that may come before the Board:

Treasurer Anderson made the motion to form the committee on performing the 6-month job performance review of Chief Koger. Vice President Bullock seconded the motion. Treasurer Anderson and Director Huwa to form the committee. The motion passed unanimously.

Adjournment: With no further business to come before the Board, President Machuga adjourned the meeting at 6:09 pm.

A handwritten signature in black ink, appearing to read "Craig Machuga".

Craig Machuga
Board President 05/21/2024.

x A handwritten signature in black ink, appearing to read "RJ Fernandez".

RJ Fernandez
Board Secretary 05/21/2024.