

RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of the Board of Directors of the Elizabeth Fire Protection District

Held: Tuesday, September 17, 2024, 6:00 p.m.

Attendance

The regular meeting of the Board of Directors of the Elizabeth Fire Protection District ("District") was called and held in accordance with the laws of the State of Colorado.

The following Directors were in attendance:

- Scott Christensen, Board Vice President
- Wayne Austgen, Board Secretary
- Stacey Collis, Board Director

Also present were:

- T.J. Steck, Fire Chief
- Kara Gerczynski, Division Chief Fire Prevention and Administration
- Jeff Brown, Battalion Chief of Operations
- Chris Reeder, Lieutenant (virtual attendance)
- Sarah Fischer, Director of Finance and HR
- Taylor Clark, HR Generalist – Executive Assistant
- Michelle Ferguson, District Legal Counsel (virtual attendance)

Absent:

- Rick Young, Board President
- Don Means, Board Treasurer

Call To Order

Director Christensen called the meeting to order at 6:02 p.m. He stated for the record that Director Young and Director Means were absent. He called for a motion to allow Director Christensen to run the meeting in place of Director Young. Director Austgen made the motion. Director Collis seconded the motion. All in favor.

Director Christensen called for a motion to excuse Director Young and Director Means. Director Austgen made the motion. Director Collis seconded the motion. All in favor.

Pledge of Allegiance

Director Christensen led the Pledge of Allegiance.

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Public Comment

Director Christensen opened the meeting for public comment. There was no public comment.

Additions/Deletions to Agenda

Director Christensen asked if there were any changes to the Agenda. HR Generalist – Executive Assistant Clark reminded the Board that the New Business item would call for a budget hearing.

There were no changes to the Agenda.

Approval of Minutes

The Board reviewed the draft minutes from the August 13, 2024, regular Board meeting.

Director Christensen called for a motion to approve the August 13, 2024, minutes as presented.

Director Austgen made the motion. Director Collis seconded the motion. All in favor.

Financial Matters

Ratify the bills

Director Christensen stated that the Board has been provided with the financial report for the month of August and asked if there were any questions.

Director of Finance and HR Fischer provided the Board with an update on the financial report. She stated that the line item for professional services would show as being over budget, but that this was due to the expenses for the Colorado Fire Leadership Series. She stated that the funding for this line item had come from the Google grant received by the Elizabeth Firefighters Community Foundation. She stated that it was likely the District would need to go for a budget adjustment for the 2024 budget.

Director of Finance and HR Fischer stated that the special Board meeting scheduled for Monday, September 23rd, would be to ratify the District's 2023 financial statements. She stated that the auditor would be present at the special Board meeting.

Director Christensen called for a motion to ratify the payment of the August bills. Director Collis made the motion. Director Austgen seconded the motion. All in favor.

Staff Report

Chief Steck presented an overview of the staff report.

Chief Steck stated that the staff report was shorter than usual due to the attendance by the District's Admin Staff at the Special District's Association of Colorado (SDA) Conference in Keystone. He stated that there weren't many major updates to report, and that he was proud of the crews for staying on top of getting approvals and work done on various station projects. He provided the Board with an update on the latest station projects.

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HR Generalist – Executive Assistant Clark stated that the District would hold a joint Academy Graduation and Pinning Ceremony with Kiowa Fire Protection District on Wednesday, October 9th, at Station 271. She stated that the Board was invited to attend this event.

Chief Steck thanked Director Means and his staff for putting on the 7th Annual Protectors of Elizabeth Tribute with Elizabeth Fire Community Foundation Chili Cookoff on Saturday, September 14th. He stated that the event was put on to honor first responders and the community and had a great turnout of citizens.

Chief Steck provided the Board with an update on the sewer and septic system projects.

Chief Steck thanked the Board for their attendance at the SDA Conference for the awards ceremony, during which the District was presented with the 2024 J. Evan Goulding Special District of the Year award.

Discussion followed.

Director Christensen asked if there were any questions. There were no questions.

Legal Report

Director Christensen stated that the next order of business was the legal report.

Attorney Ferguson stated that she wished to congratulate the District and Board on receiving the 2024 J. Evan Goulding Special District of the Year award. It was such an honor to be part of the District and included in this celebration.

Attorney Ferguson provided the Board with an update on the legislative Special Session, which adjourned on August 29th, and the impacts the legislation would have on the District, specifically on the District's revenue.

Chief Steck stated that, as a result of the legislation passed during the Special Session, the Board would need to begin considering options for additional revenue streams. He stated that he has been working with Division Chief Fire Prevention and Administration Gerczynski to determine all potential options for additional revenue streams, and that they had discussed surveying citizens of the District with the assistance of a third party to gain a better understanding of what the citizens of the District would wish to do to assist the District.

Division Chief Fire Prevention and Administration Gerczynski provided the Board with an update on the subdivision project to the south of the District and potential joint station with Franktown Fire Protection District.

Division Chief Fire Prevention and Administration Gerczynski provided the Board with an update on the possible inclusion of Longview Estates into the District. She stated that she had met with Attorney Ferguson to discuss next steps for the inclusion.

Director Christensen asked if there were any questions. There were no questions.

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New Business

Discussion and Possible Approval of Resolution #24-09-04: A Resolution Adopting An Amended Budget Regarding the Appropriation Of Moneys To And Expenditure Of Moneys From The General Fund For The Elizabeth Fire Protection District, Elbert County, Colorado, For The Calendar Year Beginning On The First Day Of January 2023 And Ending On The Last Day Of December 2023

Director Christensen stated that the next order of business was the Discussion and Possible Approval of Resolution #24-09-04: A Resolution Adopting An Amended Budget Regarding The Appropriation Of Moneys To And Expenditure Of Moneys From The General Fund For The Elizabeth Fire Protection District, Elbert County, Colorado, For The Calendar Year Beginning On The First Day Of January 2023 And Ending On The Last Day Of December 2023.

Director Christensen called for a motion to open a budget hearing. Director Collis made the motion. Director Austgen seconded the motion. All in favor.

HR Generalist – Executive Assistant Clark stated that the notice of budget hearing had been posted in the Elbert County Newsletter on Thursday, September 12, 2024. She stated that staff had received no public comment on the budget.

No public comment was received during the budget hearing.

Director Christensen called for a motion to close the budget hearing. Director Collis made the motion. Director Austgen seconded the motion. All in favor.

Director of Finance and HR Fischer stated that the budget adjustment was necessary due to the District having received a grant for Self-Contained Breathing Apparatus (SCBA) equipment.

Director Christensen called for a motion to approve Resolution #24-09-04. Director Austgen made the motion. Director Collis seconded the motion. All in favor.

Discussion followed on apparatus needs.

Adjournment

There being no further business to come before the Board, Director Austgen moved to adjourn, Director Collis seconded, and the vote was unanimously carried. The meeting was adjourned at 6:53 p.m.

Meeting Schedule

The next regular Board meeting is scheduled for October 8, 2024, at 6:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

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Rick Young

Board President

Wayne Austgen

Board Secretary