

# RECORD OF PROCEEDINGS

## **Minutes of the Special Meeting of the Board of Directors of the Elizabeth Fire Protection District**

Held: Monday September 23, 2024, 4:00 p.m. (Virtual Only)

### **Attendance**

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

The following Directors were in virtual attendance:

- Scott Christensen, Board Vice President
- Wayne Austgen, Board Secretary
- Don Means, Board Treasurer

Directors Absent:

- Rick Young, Board President
- Stacey Collis, Board Director

Also present virtually were:

- T.J. Steck, Fire Chief
- Kara Gerczynski, Division Chief Fire Prevention and Administration
- Sarah Fischer, Director of Finance and HR
- Michelle Ferguson, District Legal Counsel
- Neil Schilling, Auditor for Schilling and Company, Inc.

### **Call To Order**

Director Christensen called the meeting to order at 4:03 p.m. He stated for the record that Director Young and Director Collis 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 Means seconded the motion. All in favor.

Director Christensen called for a motion to excuse Director Young and Director Collis. Director Austgen made the motion. Director Means 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. There were no changes to the Agenda.

## **New Business**

### **Review and Possible Approval of Audit 2023**

Director Christensen stated that the next order of business was the Review and Possible Approval of Audit 2023.

Neil Schilling of Schilling and Company, Inc. presented the 2023 Annual Audit.

Discussion followed.

Director Christensen called for a motion to accept the 2023 Audit. Director Austgen made the motion. Director Means seconded the motion. All in favor.

### **Review and Possible Approval of Single Audit 2023**

Director Christensen stated that the next order of business was the Review and Possible Approval of the Single Audit 2023.

Neil Schilling of Schilling and Company, Inc. presented the 2023 Single Audit. He stated that this was an addition to the 2023 Audit for the FEMA grant that was awarded to the District. This audit contains the addition of government accounting standards required by FEMA.

Director Christensen called for a motion to accept the 2023 Single Audit. Director Austgen made the motion. Director Means seconded the motion. All in favor.

The Board discussed the District's current purchasing policy. The Board directed Chief Staff and Admin Staff to assist in re-evaluating the current policy.

## **Adjournment**

There being no further business to come before the Board, Director Means moved to adjourn, Director Austgen seconded, and the vote was unanimously carried. The meeting was adjourned at 4:47 p.m.

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Scott Christensen

Board Vice President

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Wayne Austgen

Board Secretary