

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ELIZABETH FIRE PROTECTION DISTRICT

Held: Tuesday, October 10, 2023, 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:

Rick Young, Board President
Scott Christensen, Board Vice President
Wayne Austgen, Board Secretary
Don Means, Board Treasurer (Virtual attendance)
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
Casey Holt, Lieutenant
Chris Reeder, Lieutenant (Virtual attendance)
Robert Fairfield, Paramedic-Firefighter (Virtual attendance)
Chelsi Hallett, Paramedic-Firefighter (Virtual attendance)
Wesley McClain, Firefighter (Virtual attendance)
Sarah Fischer, Director of Finance and HR
Taylor Clark, HR Generalist – Executive Assistant
Michelle Ferguson, District Legal Counsel

Call to Order

Director Young called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Director Young led the Pledge of Allegiance.

RECORD OF PROCEEDINGS

- Public Comment
- Director Young opened the meeting for public comment.
- Lieutenant Casey Holt stated that he had a public comment. He stated that it had been a rough last six weeks for his family, and that he wanted to thank everyone, including District Staff and the Board, for their support. He stated that the support he had received over the course of his time with the District was one of the reasons why he had dedicated his professional career to the District. The Board thanked him for his comment.
- Addition/Deletions to Agenda
- Director Young asked if there were any changes to the Agenda. There were no changes to the Agenda.
- Approval of Minutes
- The Board reviewed the draft minutes from the August 8, 2023, regular Board meeting.
- Director Young called for a motion to approve the August 8, 2023, minutes as presented. Director Austgen made a motion. Director Christensen seconded the motion. All in favor.
- Financial Matters
- Ratify the bills
- Director Young stated that the Board has been provided with the financials and asked if there were any questions.
- Director of Finance and HR Fischer stated that she had included both the August and September financials in the Board packet. She stated that she had closed out the District's COLOTRUST account, and that she would be closing several other accounts in the month of October. She provided the Board with an update on the District's investments.
- Discussion followed.
- Director Young called for a motion to ratify the payment of the September bills. Director Christensen made the motion. Director Collis seconded the motion. All in favor.

RECORD OF PROCEEDINGS

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

Staff Report

Chief Steck presented an overview of the staff report.

Chief Steck stated that the District had received a lot of thank you cards and treats in response to 9/11, and that District Staff was grateful for the contributions from the citizens of the District.

Chief Steck stated that he wanted to apologize for not reminding the Board about the academy graduation/pinning ceremony held on October 4th. He stated that these ceremonies would no longer be held on Board meeting nights, in order to keep from having to rush through the ceremony.

Chief Steck stated that the District's Snow Cat would be included in an upcoming Mountain Medicine & Technical Rescue book.

Chief Steck and Battalion Chief of Operations Brown provided the Board with an update on the Station 271 engine. Chief Steck informed the Board of the engine failure that had taken place while the engine was being transported back to Station 271 following maintenance work. Battalion Chief of Operations Brown stated that the HME engine has taken the place of the original engine at Station 271 and that response times and operations had been mostly unaffected by the change. Director of Finance and HR Fischer stated that she had been in contact with the District's insurance agent to expedite the process of repair and replacement to get the engine back in service as quickly as possible. The Board directed Chief Staff to move forward with the repairs and replacements necessary to get the engine back in service.

Director Young called for a motion to authorize Chief Staff to expend the funds necessary to repair the engine. Director Christensen made the motion. Director Austgen seconded the motion. All in favor.

Chief Steck stated that he wished to thank everyone involved, especially Battalion Chief of Operations Brown, for working so hard to resolve the issue with the engine.

RECORD OF PROCEEDINGS

Chief Steck stated that he had included a fairly extensive legislative report. He stated that there were quite a few upcoming legislative items that would be keeping Chief Staff busy.

Chief Steck provided the Board with an update on command vehicles. He stated that he hoped the Battalion Chief vehicle and command vehicle would both be in the District's possession within a couple of weeks.

Division Chief Fire Prevention and Administration Gerczynski provided the Board with an update on building and construction projects within the District.

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

Legal Report

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

Attorney Ferguson stated that the attorney's report for August and September had been included in the Board packet. She stated that the only item of significance was the possibility of modification to the budget and adoption timelines. She stated that Chief Steck had done a good job summarizing the items that are being discussed in the current legislative session.

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

Old Business

- *Ratification of Resolution #23-08-07: A Resolution Approving an Updated Emergency Services Impact Fee Schedule*

Director Young stated that the next order of business was Ratification of Resolution #23-08-07: A Resolution Approving an Updated Emergency Services Impact Fee Schedule.

Division Chief Fire Prevention and Administration Gerczynski stated that the Board had approved Resolution #23-08-07 at the August regular Board meeting subject to Legal Counsel's review. She stated that this had been done to ensure the District could bring the resolution to Elbert County by October 1st. She stated that the District should be able to charge the new impact fees beginning January 1st, 2024.

RECORD OF PROCEEDINGS

Director Young called for a motion to ratify Resolution #23-08-07. Director Collis made the motion. Director Christensen seconded the motion. All in favor.

Director Young asked if there were any questions involving Old Business. There were no questions.

New Business

- *Discussion of Proposition HH*

Director Young stated that the next order of business was Discussion of Proposition HH.

Division Chief Fire Prevention and Administration Gerczynski stated that Director of Finance and HR Fischer had put together a PowerPoint presentation explaining Proposition HH and how it may affect the District's budget. Director of Finance and HR Fischer presented her PowerPoint to the Board, including the possible changes to the budget from Senate Bill 22-238 versus the changes from Proposition HH. She presented the budget highlights for 2024, including staff salary increases, medical premium increases, and staff hiring of new full-time paramedics. Chief Steck explained that staff would be seeing a 10% total salary increase, but that employees would only see an 8% increase, with 1% going to FPPA accounts and 1% going to Section 115 accounts. He stated that mill levy adjustments were possible due to the District's citizen's approving a revenue stabilization bill previously. He stated that the District has been very responsible with funds and that Director of Finance and HR Fischer has done a great job working on how these changes may affect the District. The Board thanked Director of Finance and HR Fischer on her presentation.

- *Presentation of Draft 2024 Budget*

Director Young stated that the next order of business was Presentation of the draft 2024 Budget.

Director of Finance and HR Fischer stated that the Board members had all received a copy of the draft 2024 Budget in the Board packet. She stated that the District was waiting to see what would happen in the November elections before finalizing the Budget. Chief Steck stated that the Final Budget would be ready for the Board by the December regular Board meeting.

RECORD OF PROCEEDINGS

Division Chief Fire Prevention and Administration Gerczynski stated that Chief Staff had surveyed the crews on whether they would prefer higher salaries or more staffing in 2024. She stated that the results came back almost unanimous in their preference for higher salaries. She stated that Chief Staff is aware of the importance of Station 272 being open as often as possible. She stated that the District does not have the capability to hire 6 new employees, but that Chief Staff was working towards having a paramedic available on each shift to work at Station 272, along with the part-time program already available to the District. She stated that the goal was still to have that station open 100% of the time.

- *Discussion and Possible Approval to Change Board Packets on Website*

Director Young stated that the next order of business was Discussion and Possible Approval to Change Board Packets on Website.

HR Generalist – Executive Assistant Clark stated that the District has been working on updating its website to comply with new ADA requirements, which will be required beginning July 2024. She stated that the District wants to comply with these requirements and make the website as accessible as possible to all citizens of the District. She stated that one way to make compliance easier for the District would be to post Board meeting Agendas and Meeting Minutes only to the website rather than posting the entire Board packet. She stated that the District would also provide a request form for citizens to request the rest of the Board packets. She stated that this would meet all the statutory requirements for the District’s postings, as well as reducing the workload each month for Staff.

Discussion followed.

Director Young called for a motion to post Board meeting Agendas and Meeting Minutes rather than the complete Board packets to the District’s website, as well as a request form for citizens to request additional Board documentation, to comply with ADA requirements. Director Austgen made the motion. Director Collis seconded the motion. All in favor.

- *Presentation of 5-Year Succession Plan*

Director Young stated that the next order of business was Presentation of Draft 5-Year Succession Plan

RECORD OF PROCEEDINGS

Chief Steck stated that, with the help of Chief Staff, he had developed a draft format of his succession plan for the next 5 years. He presented the draft plan to the Board. He stated that this plan had already been presented to all three shifts and admin staff. Director Young asked if there were any organizational charts to accompany the 5-year plan. Chief Steck stated that he would be working on developing organizational charts. He stated that he had given the responsibility of the District's strategic plan to HR Generalist – Executive Assistant Clark, and that she would begin meeting with crews and scheduling meetings evaluating all the matrixes of the plan. He stated that an update to the strategic plan would be crucial with all the changes the District was experiencing.

Director Austgen asked about the benefits summit the District had put on for employees. Chief Steck stated that Director of Finance and HR Fischer had done a great job putting the summit together and that it had been a good opportunity for employees and spouses to learn more about the benefits offered by the District. Division Chief Fire Prevention and Administration Gerczynski stated that the benefits packets would be mailed out to staff during open enrollment to provide further education.

Discussion followed.

Director Young asked if there were any questions involving New Business. There were no questions.

Adjournment

There being no further business to come before the Board, Director Christensen moved to adjourn, Director Austgen seconded, and the vote was unanimously carried. The meeting adjourned at 7:36 p.m.

Meeting Schedule

The next regular Board meeting is scheduled for November 14, 2023, at 6:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

RECORD OF PROCEEDINGS

_____ Date: November 14, 2023
Rick Young, Board President

_____ Date: November 14, 2023
Wayne Austgen, Secretary