

RECORD OF PROCEEDINGS

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

Held: Tuesday, January 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
Stacey Collis, Board Director

Also present were:

T.J. Steck, Fire Chief
Kara Gerczynski, Division Chief Fire Prevention and
Administration
Sean Mackall, Battalion Chief of EMS
Sarah Fischer, Director of Finance and HR
Taylor Clark, Executive Administrative Assistant
Michelle Ferguson, District Legal Counsel

Megan Vasquez, Citizen (via Zoom)

Call to Order

Director Young called to order the regular meeting of the Board of Directors of the Elizabeth Fire Protection District 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. There was no public comment.
- Addition/Deletions to Agenda Director Young asked if there were any changes to the Agenda.
- Director of Finance and HR Fischer requested that Discussion and Possible Approval of Retiree Healthcare Funding Plan be removed from the Agenda. She stated that she would provide further details under the Agenda item Discussion of Contract with NPPFA for Section 115 Employee Deduction was discussed.
- Director Young called for a motion to approve the Agenda as amended. Director Collis made the motion. Director Means seconded the motion. All in favor.
- Approval of Minutes The Board reviewed the draft minutes from the December 13, 2022 regular Board meeting.
- Director Young called for a motion to approve the December 13, 2022 minutes as presented. Director Means made the 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 provided an update on the financial statements. She stated that the District had come in at 98% of the budget for 2022, which was the closest the District had ever come to using the full budget without going over budget.

Director of Finance and HR Fischer stated that the revenue received by the District for ambulance transports had gone up by 136%. She stated that this was due in part to the rise in rates, as well as the increase in transports. She stated that the District has a 70% recovery rate on collections.

Discussion followed.

RECORD OF PROCEEDINGS

Director Young called for a motion to ratify the payment of the bills. Director Austgen 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 staff report was a new format per the Board's request at the December 13th, 2022, Board meeting to see possible new formats for the staff report. He stated that Executive Administrative Assistant Clark has been creative with her edits to the staff report and that the current staff report format was his favorite so far. The Board stated that they liked the new staff report format layout. Chief Steck stated that the District would continue to keep this staff report format for a while.

Chief Steck asked the Board if all five of the directors were receiving text messages from dispatch when the District was dispatched to a call. Director Austgen stated that he was not receiving those text messages. Chief Steck stated that he would consult with dispatch to see if there was an option to receive emails instead of text messages.

Division Chief Fire Prevention and Administration Gerczynski stated that she had completed final inspections at McDonald's earlier that day. She stated that McDonald's had to complete a final inspection with the Building Department. She stated that she expected them to be open the following week.

Chief Steck provided the Board with an update on the Colorado Division of Fire Prevention and Control and Colorado State Fire Chiefs committee.

Discussion followed.

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.

RECORD OF PROCEEDINGS

Attorney Ferguson stated she did not have anything to add to the written report. She indicated that the Firm's legislative tracker would be available next month.

Discussion followed.

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

New Business

- *Discussion and Possible Approval of Resolution #23-01-01: A Resolution 1) Approving the Regular Board of Directors Meeting Schedule for Calendar Year 2023; and 2) Designating Posting Locations for Notices of Regular and Special Meetings*

Director Young stated that the next order of business was Resolution #23-01-01: A Resolution 1) Approving the Regular Board of Directors Meeting Schedule for Calendar Year 2023; and 2) Designating Posting Locations for Notices of Regular and Special Meetings.

Executive Administrative Assistant Clark stated that the resolution followed the same format as the resolution approving the meeting schedule and locations in 2022. She stated that the only differences from 2022 were the creation of a new page on the website for 2023 Board meetings, and a change in the location for physically posting a notice from 155 West Kiowa Avenue to 146 North Elbert Street.

Discussion followed.

Director Young called for a motion to approve Resolution #23-01-01. Director Austgen made the motion. Director Collis seconded the motion. All in favor.

- *Discussion and Possible Approval of Resolution #23-01-02: A Resolution Calling for a Polling Place Election on May 2, 2023*

Director Young stated that the next order of business was Resolution #23-01-02: A Resolution Calling for a Polling Place Election on May 2, 2023.

Attorney Ferguson stated that there would be an election for Board Directors on May 2, 2023. She stated that this election would conclude the move of even-year director elections to odd-year director elections. The terms this year return to four-year terms. The 3 Director positions up for election this year would serve from May 2023 to May 2027. She stated that Director Means, Director Austgen, and Director Christensen's terms end in

RECORD OF PROCEEDINGS

May this year, and their seats would be up for election in May 2023.

Executive Administrative Assistant Clark stated that Self-Nomination and Acceptance Forms will be available at the administrative office until close of business, 5:00 p.m., on February 24, 2023. She stated that self-nomination forms were currently being reviewed by Legal Counsel, and that the self-nomination forms would be available once they had been approved by Legal Counsel.

Director Young called for a motion to approve Resolution #23-01-02. Director Austgen made the motion. Director Collis seconded the motion. All in favor.

- *Discussion of Contract with NPPFA for Section 115 Employee Deduction*

Director Young stated that the next order of business was Discussion of the Contract with NPPFA for Section 115 Employee Deduction.

Director of Finance and HR Fischer stated that she had spoken with the National Public Pension Fund Association (NPPFA) on Monday, January 9th, about the contract for the Section 115 account. She stated that she would like Board direction to proceed forward with the contract. She stated that the next step would be to educate the District's employees on the Section 115 and how the District's employees would like to fund the account. Chief Steck added that the contract had already been approved by Legal Counsel. Division Chief Fire Prevention and Administration Gerczynski stated that it was important that the District educate its employees before moving forward, as the deductions would have to be agreed upon by the employees.

Director Austgen asked if there would be any penalties to employees who leave the District. Director of Finance and HR Fischer stated that there would be no penalties to the employee, and they would be allowed to take the funds with them as long as the employee used the reserved funds only for healthcare costs.

The Board directed Director of Finance and HR Fischer to move forward with the contract and educating employees on the Section 115 account.

RECORD OF PROCEEDINGS

- *Discussion and Possible Approval of Fire Prevention Specialist Job Description and Human Resources Generalist-Executive Assistant Job Description*

Director Young stated that that the next order of business was Discussion and Possible Approval of Fire Prevention Specialist Job Description and Human Resources Generalist-Executive Assistant Job Description.

Director of Finance and HR Fischer stated that the Fire Prevention Specialist was a part-time position and would be opened to be filled upon Board approval. She stated that the Human Resources Generalist-Executive Assistant was a position for Executive Administrative Assistant Clark, and that she would be promoted to said position upon Board approval. Chief Steck stated that this was a well-deserved promotion for Executive Administrative Assistant Clark.

Director Young called for a motion to approve the Fire Prevention Specialist Job Description. Director Austgen made the motion. Director Christensen seconded the motion. All in favor.

Director Young called for a motion to approve the Human Resources Generalist-Executive Assistant Job Description. Director Means made the motion. Director Collis seconded the motion. All in favor.

- *Discussion and Possible Approval of 2022 Audit Engagement Letter*

Director Young stated that the next order of business was Discussion and Possible Approval of 2022 Audit Engagement Letter with Neil Schilling and Schilling & Company, Inc.

Director of Finance and HR Fischer stated that audit fees had increased by 8%, which was a \$500 increase.

Director Young called for a motion to approve the 2022 Audit Engagement Letter. Director Christensen made the motion. Director Collis seconded the motion. All in favor.

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

RECORD OF PROCEEDINGS

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 6:54 p.m.

Meeting Schedule

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

_____ Date: February 14, 2023

Rick Young, Board President

_____ Date: February 14, 2023

Wayne Austgen, Secretary