

RECORD OF PROCEEDINGS

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

Held: Tuesday, February 14, 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 meeting was held remotely via Zoom due to potential winter weather. Remote access for the public was duly posted.

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
Sean Mackall, Battalion Chief of EMS
Sarah Fischer, Director of Finance and HR
Taylor Clark, HR Generalist – Executive Assistant
Michelle Ferguson, District Legal Counsel

Absent:

Kara Gerczynski, Division Chief Fire Prevention and
Administration

Call to Order

Director Young called to order the regular meeting of the Board of Directors of the Elizabeth Fire Protection District at 6:03 p.m.

Pledge of Allegiance

Director Young led the Pledge of Allegiance.

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- 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.
- Chief Steck requested that the Executive Session pursuant to C.R.S. 24-6-402-(4)(f) to discuss Fire Chief succession planning and third-party impacts on staff be removed from the Agenda. He stated that he would like the Executive Session to be held in person and that there was nothing time sensitive involved.
- Director Young called for a motion to approve the Agenda as amended. Director Austgen made the motion. Director Collis seconded the motion. All in favor.
- Approval of Minutes The Board reviewed the draft minutes from the January 10, 2023 regular Board meeting.
- Director Young called for a motion to approve the January 10, 2023 minutes as presented. Director Austgen made the motion. Director Means 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 removed the fund balance graph from the financial statements due to lack of sufficient information to accurately portray the graph. She stated that she hoped to have the auditor present the financials in the last week of March.
- Discussion followed.

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Director Young called for a motion to ratify the payment of the bills. Director Austgen made the motion. Director Means seconded the motion. All in favor.

Staff Report

Chief Steck presented an overview of the staff report.

Chief Steck provided the Board with an update on the sewer line at Station 271. He stated that he has a meeting set up for the following Thursday with the Town administration to negotiate improvements on water and sewer lines for the station. He stated that Chief Staff would look at other options if necessary.

Chief Steck stated that there are several attacks on property tax revenue moving through the current legislative session. He stated that he is very active in an effort to legalize additional revenue for fire districts.

Chief Steck stated that the District was currently in the process of applying for several grant applications. He stated that the District had agreed to work as host agency for the Assistance to Firefighter Grant "AFG" program. He stated that, if the District were to receive the grant, staff would need to look into hiring a new auditor, as the current auditor does not have the certifications to audit the grant funds. Director Young asked if it would be possible for the District to hire an additional auditor along with the current auditor. Chief Steck stated that the District was more concerned with the costs of doing so. Director of Finance and HR Fischer asked if the District would be able to bill the other fire districts involved with the grant if another auditor was necessary. Chief Steck stated that he hoped that would be the case, and that the grant would also hopefully provide the funds to take care of any additional audit expenditures.

Chief Steck stated that Director Christensen had emailed him with a possible solution for the fuel tank issue. He stated that Director Christensen had suggested that the District move the existing tank to Station 273 and partner with the Elizabeth School District to fuel the tanks at Station 271. He stated that he would look into that as an option, and that he had a meeting with the School District's leadership later that week, where he hoped to discuss the possibility.

Discussion followed.

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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 provided an overview of the legal report. She stated that the legislative update was included in the legal report. She stated that Legal Counsel had also included the retainer analysis, and that the Special Districts Practice Group was currently exploring potential changes to the retainer for 2024. She stated that the hope was to discuss those changes with the Board before budget time.

Discussion followed.

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

Director Austgen stated that the District had responded to his house on February 6th, and that he was very appreciative to the crews for being professional and providing the utmost level of care to him and his family.

Adjournment

There being no further business to come before the Board, Director Collis moved to adjourn, Director Austgen seconded, and the vote was unanimously carried. The meeting adjourned at 6:25 p.m.

Meeting Schedule

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

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

_____ Date: March 14, 2023
Wayne Austgen, Secretary