

# RECORD OF PROCEEDINGS

---

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

Held: Tuesday, April 9, 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:

Rick Young, Board President  
Scott Christensen, Board Vice President  
Wayne Austgen, Board Secretary  
Don Means, Board Treasurer  
Stacey Collis, Board Director (virtual attendance)

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, HR Generalist – Executive Assistant  
Michelle Ferguson, District Legal Counsel (virtual attendance)

### Call to Order

Director Young called the meeting to order at 6:01 p.m.

### Pledge of Allegiance

Director Young led the Pledge of Allegiance.

### Public Comment

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

# RECORD OF PROCEEDINGS

---

**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 March 12, 2024, regular Board meeting.

Director Young called for a motion to approve the March 12, 2024, minutes as presented. Director Christensen 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 provided the Board with an update on the financial statements.

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

## Staff Report

Chief Steck presented an overview of the staff report.

Chief Steck stated that Director of Finance and HR Fischer had her 5-year anniversary at the District earlier that month. He stated that the District was in a great financial position because of her management. The Board congratulated Director of Finance and HR Fischer on her anniversary.

Chief Steck provided the Board with an update on the District's facility projects.

Discussion followed.

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

# RECORD OF PROCEEDINGS

---

## Legal Report

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

Attorney Ferguson provided the Board with an update on Senate Bill 22-238. She provided the Board with a current update on the reimbursements from the bill, stating also that the calculations were subject to change.

Discussion followed.

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

## New Business

- Discussion and Possible Approval of Website Accessibility Policy

Director Young stated that the next order of business was Discussion and Possible Approval of Website Accessibility Policy.

HR Generalist – Executive Assistant Clark stated that the District had been working over the past 12 months on becoming compliant with new accessibility guidelines and legislation, which would go into effect on July 1<sup>st</sup>, 2024. She stated that she had made updates to the District's website and run accessibility scans to ensure compliance and work on any accessibility issues. She stated she had been to several accessibility trainings, including online webinars and trainings hosted by the Special Districts Association, and that she would be attending another in-person accessibility training on Wednesday, April 10<sup>th</sup>. She stated that she had applied for a grant from the Colorado Statewide Internet Portal Authority (SIPA) and Allyant, a company specializing in accessibility, and had received access to the CommonLook Suite software, which is designed to help with creating accessible electronic documents.

She stated that the recommendations she has received include formally adopting the Districts Accessibility Policy at a Board meeting. She stated that the Policy served to confirm the District's commitment to providing accessible content to everyone and designates a compliance officer to respond to any accessibility issues moving forward. She stated that the document did not need any signatures, but that it only needed Board approval if the Board saw fit to approve the direction the District was moving with regard to accessibility.

# RECORD OF PROCEEDINGS

---

Division Chief Fire Prevention and Administration Gerczynski stated that HR Generalist – Executive Assistant Clark has been working hard on running accessibility scans and ensuring the District remains compliant. She stated that, as of the last accessibility scan, the District’s website was 99% compliant with the latest requirements.

Discussion followed.

Director Young called for a motion to approve the Website Accessibility Policy subject to Legal Counsel’s review. Director Austgen made the motion. Director Means seconded the motion. All in favor.

- Discussion of Admin Facility Lease Payoff

Director Young stated that the next order of business was Discussion of Admin Facility Lease Payoff.

Director of Finance and HR Fischer stated that the remaining balance on the admin facility was \$219,112.59. She stated that the District had enough to cover this remaining balance, and that there were a lot of new homes being built in the District that would fill in the money the District would spend. She stated that, if the District moved forward with the payment, the facility would be paid off 2 years early. Chief Steck stated that this was not a budgeted expenditure, and if the Board wished to proceed with paying off the remaining balance, the District would have to file an amendment to the budget.

Discussion followed.

Director Young called for a motion to approve paying off the admin facility lease. Director Means made the motion. Director Christensen seconded the motion. All in favor.

Division Chief of Fire Prevention and Administration Gerczynski provided the Board with an update on the possible joint facility with Franktown Fire Protection District. She stated that, because of difficulties with access for both fire districts and additional county restrictions, the development process has slowed down significantly. She stated that she would keep the Board updated with the progress.

# RECORD OF PROCEEDINGS

---

Adjournment

There being no further business to come before the Board, Director Christensen moved to adjourn, Director Means seconded, and the vote was unanimously carried. The meeting was adjourned at 6:40 p.m.

Meeting Schedule

The next regular Board meeting is scheduled for May 14, 2024, at 6:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

\_\_\_\_\_ Date: May 14, 2024

Rick Young, Board President

\_\_\_\_\_ Date: May 14, 2024

Wayne Austgen, Secretary