

RECORD OF PROCEEDINGS

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

Held: Tuesday, February 13, 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 (Virtual attendance)
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
Jeff Brown, Battalion Chief of Operations
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.

Public Comment

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

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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 January 9, 2024, regular Board meeting.

Director Young called for a motion to approve the January 9, 2024, minutes as presented. Director Austgen made the motion. Director Collis 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 only included one graph in the financial statements, as it was only January and there were no other statistics to include. She stated that she had been in contact with the auditor, Neal Schilling, with regard to the Audit of the District's financial statements, year ended December 31, 2023. She stated that the District would be filing for an extension and would have the audit completed for the September 2024 regular Board meeting.

Director Young called for a motion to ratify the payment of the January 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 he wished to call attention to the personnel changes that had occurred within the last month, both temporary and permanent, and that the District was fortunate to have so many great employees coming on to fill vacancies in both full-time and part-time positions.

Chief Steck provided the Board with an update of some bills presented to the Colorado Legislative Session, 2024.

Chief Steck stated that he and Director Christensen were able to visit George Berry, and that Mr. Berry had indicated to them that

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he did not intend to run again for the vacant position on the Pension Board of Trustees. HR Generalist – Executive Assistant Clark stated that there had been no self-nomination forms received by the District for the vacancy. Attorney Ferguson stated that the position would remain vacant until an eligible volunteer indicated interest in running for the position.

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.

Attorney Ferguson stated that the legislative tracker had been included with the legal report, but that she did not have much to discuss this early in the session. She stated that there would be two executive sessions tonight, and that she would be providing legal advice on various matters at that time.

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

New Business

- Discussion and Possible Approval of 2024 Member Handbook Update

Director Young stated that the next order of business was Discussion and Possible Approval of 2024 Member Handbook Update.

Director of Finance and HR Fischer stated that there had only been a few changes to the Member Handbook. She stated that one new addition had been a minimum requirement of two shifts per month for all part-time employees. Attorney Ferguson stated that there had been several small legislative changes to the Handbook as well, and that the Handbook would likely need to be modified again if there were additional changes in legislation this year. Director Young stated that he would encourage the Board to adopt the Handbook as presented that night and modify later as needed.

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Director Young called for a motion to approve the updates to the Member Handbook effective January 1, 2024. Director Austgen made the motion. Director Means seconded the motion. All in favor.

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

Attorney Ferguson stated that, as the two Executive Sessions had different audiences and covered different topics, they would be split into two sessions.

Executive Session pursuant to C.R.S. 24-6-402(4)(b) to receive advice of legal counsel relating to the infrastructure fund and pending criminal charges as to an employee

Director Young called for a motion to enter Executive Session pursuant to C.R.S. 24-6-402(4)(b) to receive advice of legal counsel relating to the infrastructure fund and also pending criminal charges as to an employee. Director Austgen made the motion. Director Christensen seconded the motion.

Attorney Ferguson stated for the record that the executive session constituted privileged attorney-client communications and would not be recorded.

The Board entered into Executive Session at 6:17 p.m.

Director Young called for a motion to come out of Executive Session. Director Austgen made the motion. Director Collis seconded the motion. The Board came out of Executive Session at 6:45 p.m.

Executive Session pursuant to C.R.S. 24-6-402(4)(b) to receive advice of legal counsel relating to a confidential personnel matter

Director Young called for a motion to enter Executive Session pursuant to C.R.S. 24-6-402(4)(b) to receive advice of legal counsel relating to a confidential personnel matter. Director Collis made the motion. Director Christensen seconded the motion.

Attorney Ferguson stated for the record that the executive session constituted privileged attorney-client communications and would not be recorded.

The Board entered into Executive Session at 6:48 p.m. No Chief Staff or Admin Staff were present.

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Director Young called for a motion to come out of Executive Session. Director Means made the motion. Director Collis seconded the motion. The Board came out of Executive Session at 7:06 p.m.

Director Young called for a motion to appoint Director Young and Director Austgen to a two-member personnel committee to work with legal counsel on a personnel matter, to address any issues that arise prior to the March regular Board meeting. Director Means made the motion. Director Collis seconded the motion. All in favor.

Adjournment

There being no further business to come before the Board, Director Austgen moved to adjourn, Director Christensen seconded, and the vote was unanimously carried. The meeting was adjourned at 7:08 p.m.

Meeting Schedule

The next regular Board meeting is scheduled for March 12, 2024, at 6:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

_____ Date: March 12, 2024

Rick Young, Board President

_____ Date: March 12, 2024

Wayne Austgen, Secretary