

RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of the Board of Directors of the Elizabeth Fire Protection District

Held: Tuesday, May 14, 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

Also present were:

- T.J. Steck, Fire Chief
- Kara Gerczynski, Division Chief Fire Prevention and Administration
- Chris Reeder, acting Battalion Chief (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.

Public Comment

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

Additions/Deletions to Agenda

Director Young asked if there were any changes to the Agenda. HR Generalist – Executive Assistant Clark stated that Staff would like to add “Discussion and Possible Approval of 2000 Excursion Apparatus Disposal” to New Business.

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Director Young called for a motion to approve the Agenda as amended. Director Means made the motion. Director Collis seconded the motion. All in favor.

Approval of Minutes

The Board reviewed the draft minutes from the April 9, 2024, regular Board meeting.

Director Young called for a motion to approve the April 9, 2024, minutes as presented. Director Austgen 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 financial report for the month of April and asked if there were any questions.

Director of Finance and HR Fischer provided the Board with an update on the financial statements. She stated that she had provided new graphs in the Board packet in order to display the financial status of the District in a slightly different manner. The Board stated that they liked the new graphs.

Director of Finance and HR Fischer stated that the District had received approximately \$430,000 in backfill from the State of Colorado. She stated that her plan was to invest approximately \$500,000 into the District's term account for several months. She stated that the District had received all the money for the Self-Contained Breathing Apparatus (SCBA) grant from the Federal Emergency Management Agency (FEMA). She stated that she was waiting on one fire district payment, after which time, the grant process would be completed. She stated that she had spoken with the State regarding the ambulance pram reimbursement, but that the District had not yet received it. She stated that she was also waiting on the reimbursement from FEMA for the floods that had taken place in June 2023, but that the reimbursement payment had not yet been received. She stated that she had been up in Denver earlier that day for a financial training, and that she would be looking into some longer-term investments. She stated that the District had received a letter confirming the completed lease payments for the administrative building.

Director Young called for a motion to ratify the payment of the April 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 month of April was dedicated to a lot of community outreach efforts. He stated that Risk Reduction Specialist Erin Loeks was doing a great job on the social media safety messages for the community and that the District had received a positive response to the messages. He stated that he had secured a contractor for the administrative office door and window replacements. He stated that he was hoping to spend the next week finalizing access control and security systems for all District facilities.

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Chief Steck stated that, as shown on the dashboard for the previous month's statistics, mutual aid response for Franktown Fire Protection District (FFPD) was quite high. He stated that this was due to a large number of calls on the Flintwood and Bayou Gulch corridor of the District for which FFPD relied on Station 272 for auto aid. He stated that he and Battalion Chief of Operations Brown would be working with Chief Woodrick of FFPD to lessen the District's response to mutual aid calls, in order to continue to provide the same level of service within District. He stated that Battalion Chief of Operations Brown was continuing to work on the new CAD-to-CAD system, which should provide additional help to evening out the District's mutual aid call load.

Division Chief of Fire Prevention and Administration Gerczynski provided the Board with an update on the development on the south end of the District and the joint facility project with FFPD. She stated that development of the property was stalled with the County and that she would be setting up a meeting with the developers to get an update on the progress.

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 the Board with an update on the legal report. She stated that the legislative session had just ended, and discussed two of the more significant bills that would likely have an impact on the District. She stated that Senate Bill 24-233 had been introduced and passed, which would establish a limit on specified property tax revenue for local governments. She stated that Senate bill 24-194 had also passed during the session, which would authorize a District to impose impact fees on certain construction projects and to levy a sales tax to generate additional revenue. She stated that the bills would have an impact on the District's revenue, and that Legal Counsel would provide more resources for understanding and responding to the bills as they collected more information. Chief Steck stated that he would also be conducting additional research on the impact of the bills to the District.

Attorney Ferguson stated that she would be out of country on June 11, 2024, the date of the next regular Board meeting. She asked if she might be excused from attendance at the meeting. The Board approved her request.

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

Old Business

Progress Update of 1998 Rural Firefighting Water Supply Report Appendix B

Director Young stated that the next order of business was Progress Update of 1998 Rural Firefighting Water Supply Report Appendix B.

Division Chief of Fire Prevention and Administration Gerczynski stated that she had researched new figures for the 1998 report, as requested by the Board during the November 14, 2023, regular Board meeting. She stated that she had discovered through her research that the per unit dwelling cost for one tender operation, for which the District had previously charged \$1,040,

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would be increased to \$1,979. She stated that she would like to require fire sprinklers in all new homes, but that one of the difficulties presented to the District was the lack of sprinkler contractors available to provide service within the District. She requested the Board provide direction on what to do next. The Board provided direction to continue to research all available options. Division Chief of Fire Prevention and Administration Gerczynski stated that she would continue to research the options. Chief Steck stated that Division Chief of Fire Prevention and Administration Gerczynski was doing a great job working on this project.

New Business

Discussion and Possible Approval of 2000 Excursion Apparatus Disposal

Director Young stated that the next order of business was Discussion and Possible Approval of 2000 Excursion Apparatus Disposal.

Chief Steck stated that, per Resolution #21-12-06, the Fire Chief was authorized to dispose of surplus property of the District for an amount not to exceed \$3,000 without Board approval. He stated that the District was ready to dispose of the 2000 Excursion now that the new Command Vehicles had been received. He stated that FFPD was interested in purchasing it, but that he would need approval from the Board in order to proceed with the sale if the amount were to exceed \$3,000.

Discussion followed.

Director Young called for a motion to authorize the disposal of the 2000 Excursion. Director Christensen made the motion. Director Collis seconded the motion. All in favor.

Director Young stated that he would like the Board and Staff to continue to work on updating the Fire Chief position description. Chief Steck stated that he would work with Staff on the position description the following week. He stated that the position description would then be sent to Legal Counsel for review, and then brought to the Board for the next round of comments. He stated that the Board could expect that updated position description at the June 11th regular Board meeting.

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 was adjourned at 7:25 p.m.

Meeting Schedule

The next regular Board meeting is scheduled for June 11, 2024, at 6:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

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Rick Young

Board President

Wayne Austgen

Board Secretary