

RECORD OF PROCEEDINGS

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

Held: Tuesday, July 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

Also present were:

- T.J. Steck, Fire Chief
- Kara Gerczynski, Division Chief Fire Prevention and Administration
- Sean Mackall, Battalion Chief of EMS
- Casey Holt, Lieutenant
- Thomas Gamboa, Paramedic-Firefighter
- Matthew Sheikh, Paramedic-Firefighter
- Brittany McGhee, Firefighter
- 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 6:00 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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Additions/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 June 11, 2024, regular Board meeting.

Director Young called for a motion to approve the June 11, 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 financial report for the month of June 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 the District had received 1.3 million in property taxes for the month of June. She stated that the District had also received the money for the ambulance prams.

Director Young called for a motion to ratify the payment of the June bills. Director Christensen made the motion. Director Austgen 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 Denver Gazette news story on firefighter staffing shortages. He stated that Channel 7 had reached out about doing a follow-up to the initial story, and that he would be working with them and other fire agencies to put that story together.

Chief Steck provided the Board with an update on the ambulance accident at the Elizabeth Express Laundry. He stated that the accident had resulted in minimal damage and no injuries, and that the ambulance had remained in service.

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 briefly discussed some of the ballot initiatives.

Chief Steck stated that Staff was working to educate themselves on Senate Bill 24-194, Special District Emergency Services Funding, and how the bill would impact the ability for the District to go for a sales tax initiative in the future. He stated that Staff was beginning to plan for the 2025 budget, and that there was a very real possibility of having to prepare two budgets for 2025

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to account for possible changes stemming from Initiative 50, Initiative 108, and Senate Bill 24-233.

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

Old Business

Discussion of Possible Rescheduling of September Regular Board Meeting and September Pension Board of Trustees Meeting

Director Young stated that the next order of business was the Discussion of Possible Rescheduling of the September Regular Board Meeting and September Pension Board of Trustees Meeting.

Chief Steck reminded the Board that the District had been awarded 2024 Special District of the Year by the Special Districts Association of Colorado (SDA). He stated that Staff and Legal Counsel would be present at the SDA Conference in Keystone in September to receive the award, and that he would need a head count from the Board of who would be present that day. The Board stated that they would let him know who would be attending as soon as possible.

Chief Steck stated that the District would need to look at rescheduling both the September Regular Board Meeting and the September Pension Board of Trustees Meeting, as both were scheduled at the same time as the SDA Conference. Director of Finance and HR Fischer stated that it was important the District have a meeting before the end of September, as it was necessary to meet audit requirements. She stated that Staff recommended the Board move both meetings to the following week on Tuesday, September 17th.

Director Young called for a motion to reschedule both the September Regular Board Meeting and September Pension Board of Trustees Meeting to Tuesday, September 17th, at 6:00 p.m. Director Means made the motion. Director Austgen seconded the motion. All in favor.

Discussion and Possible Approval of Fire Chief Position Description

Director Young stated that the next order of business was the Discussion and Possible Approval of Fire Chief Position Description.

Director of Finance and HR Fischer stated that the updated Fire Chief Position Description had been reviewed by Chief Steck and herself, as well as Legal Counsel, and was now being reviewed by the Board. Chief Steck and Attorney Ferguson provided the Board with updates on what had been changed in the position description.

Director Young stated that it was the Board's suggestion to approve the Fire Chief Position Description and send it out to the current District's membership. He stated that he wished to request a letter of interest from the District's membership for anyone who might be interested in applying for the Fire Chief position in the future, in order that the Board could make an educated decision on whether to conduct an internal hiring process only or a joint internal/external hiring process. He stated that this letter would purely be a letter of interest, and that there would be no legal obligation from any individual who submitted a letter to the Board to apply in the future.

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Discussion followed.

Director Young called for a motion to approve the Fire Chief Position Description. Director Austgen made the motion. Director Collis seconded the motion. All in favor.

The Board provided direction to Chief Staff and Admin Staff to work with Legal Counsel to disseminate the information on the Fire Chief Position Description and request a letter of interest to be submitted to both Director Young and Director Austgen from any interested member of the District by no later than end-of-business on October 1st, 2024.

New Business

Discussion and Possible Approval of Potential Property Inclusion of Longview Estates

Director Young stated that the next order of business was the Discussion and Possible Approval of Potential Property Inclusion of Longview Estates.

Division Chief Fire Prevention and Administration Gerczynski presented a map of the subdivision Longview Estates. She explained to the Board that the subdivision had 24 homes which would be located in the Kiowa Fire Protection District (KFPD), but only had one access off of County Road 124. She explained to the Board that this meant that only the Elizabeth Fire Protection District (EFPD) would have easy access to the subdivision. She stated that she had spoken with KFPD's Fire Chief, Gerry Lamansky, and that he had expressed interest in the exclusion of the subdivision from KFPD and the inclusion of the subdivision into EFPD. She stated that, with Board approval, she would attend KFPD's Board meeting the following evening, Wednesday, July 10th, to discuss the possibility of including the subdivision into EFPD. She stated that this would mean EFPD was receiving impact fees and property taxes from the subdivision. Chief Steck stated that Division Chief Fire Prevention and Administration Gerczynski had attempted to get a secondary access into the subdivision, but that her efforts had been unsuccessful. The Board directed Division Chief Fire Prevention and Administration Gerczynski to proceed with the project.

Executive Session

Director Young stated that the next order of business was Executive Session pursuant to C.R.S. 24-6-4-2(4)(b) to receive advice of legal counsel as to a pending personnel matter and investigation. Chief Steck stated that he wished for both Division Chief Fire Prevention and Administration Gerczynski and Director of Finance and HR Fischer to be present for the Executive Session. Director Young called for a motion to enter into Executive Session. Director Austgen made the motion. Director Collis seconded the motion. All in favor. The Board entered into Executive Session at 6:58 p.m.

Director Young called for a motion to come out of Executive Session. Director Christensen made the motion. Director Means seconded the motion. All in favor. The Board came out of Executive Session at 7:19 p.m.

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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 7:20 p.m.

Meeting Schedule

The next regular Board meeting is scheduled for August 13, 2024, at 6:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

Rick Young

Board President

Wayne Austgen

Board Secretary