

## RECORD OF PROCEEDINGS

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

Held: Tuesday, May 20, 2025, 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
- Stacey Collis, Board Director (virtual attendance)

Also present were:

- TJ Steck, Fire Chief
- Kara Gerczynski, Division Chief Fire Prevention and Administration
- Jeff Brown, Battalion Chief of Operations
- Chris Reeder, Lieutenant (virtual attendance)
- Sarah Fischer, Director of Finance and HR
- Taylor Clark, HR Generalist – Executive Assistant
- James Silvestro, Attorney for the District, Ireland Stapleton Pryor & Pascoe, PC (virtual attendance)

Absent:

- Don Means, Board Treasurer

## Call To Order

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

Director Young stated for the record that Director Means was absent. Director Young called for a motion to excuse Director Means. Director Christensen made the motion. Director Austgen seconded the motion. All in favor.

## 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.

## **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 April 8, 2025, regular Board meeting.

Director Young called for a motion to approve the April 8, 2025, 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 and term investments. She stated that the term investments would come due in the summer, one in June and one in August; she will look into reinvesting the funds at those times. She stated that she was starting to work on the budget for 2026.

Director Young called for a motion to ratify the payment of the April 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 stated that he had just received notification of resignation from Risk Reduction Specialist Erin Loeks and that her final day with the District would be May 31<sup>st</sup>. He stated that she would be taking a full-time job working with the South Metro Safety Foundation. He stated that the District was grateful to Risk Reduction Specialist Loeks and wanted to thank her for her efforts toward life safety education within the District.

Chief Steck stated that, as part of the feedback received by the District during the May 6<sup>th</sup>, 2025, election, several members of the public had inquired about bios for Board members. The Board agreed to begin work on Board member bios for the District website, as well as updated photos for all Board members.

Chief Steck stated that, in response to the voter rejection of the sales tax initiative at the May 6<sup>th</sup>, 2025, election, Chief Staff had begun work on a resiliency plan. He stated that the District was in a good position for the next couple of years, but that the gap between growth and funding would

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continue to get wider over time, and that the sales tax initiative had been the District's attempt to be proactive in preventing any issues. He reviewed the current resiliency plan with the Board.

Director Collis had to leave the meeting early due to family considerations. He left the meeting at 7:00 p.m.

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.

Having previously notified the Board that she would be unavailable to attend the May regular Board meeting, Attorney Ferguson was not in attendance, but her colleague, James Silvestro, Ireland Stapleton Pryor & Pascoe, PC, provided the Board with the legal report, including providing an update on the legal report. He stated that the District was close to completion of the purchasing of the new trucks. He also reminded the Board that because Director Collis had to leave the meeting early, someone would need to follow up with Director Collis regarding his Oath of Office, which must be taken within 30 days of the May 6<sup>th</sup>, 2025, election. HR Generalist – Executive Assistant Clark stated that she would follow up with Director Collis about his Oath of Office.

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

### **Old Business**

#### **Discussion of Fire Chief Succession Planning**

Director Young stated that the next order of business was Discussion of Fire Chief Succession Planning.

Chief Steck provided the Board with an update on the Succession Plan.

Discussion followed.

### **New Business**

#### **Oaths of Office**

Director Young stated that the next order of business was Oaths of Office.

HR Generalist – Executive Assistant Clark stated that, because there had only been two candidates, Director Young and Director Collis, for two open positions on the Board during the May 6, 2025, election, both Directors were elected to the positions.

HR Generalist – Executive Assistant Clark administered the Oath of Office to Director Young. HR Generalist – Executive Assistant Clark stated she would follow up with Director Collis to get his Oath of Office completed before the deadline.

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### **Discussion and Possible Approval of Resolution #25-05-08: A Resolution Approving an Amendment to the 2020 Board Member Manual**

Director Young stated that the next order of business was Discussion and Possible Approval of Resolution #25-05-08: A Resolution Approving an Amendment to the 2020 Board Member Manual.

Division Chief Fire Prevention and Administration Gerczynski stated that Legal Counsel had put together this Resolution in response to recent legislation regarding impact fees. She stated that she had put together a Policy on Alternatives to the Fire Code in Unincorporated Elbert County to development in rural areas of the District.

Director Young called for a motion to approve Resolution #25-05-08. Director Christensen made the motion. Director Austgen seconded the motion. All in favor.

### **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 7:43 p.m.

### **Meeting Schedule**

The next regular Board meeting is scheduled for June 10, 2025, at 6:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

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Rick Young

Board President

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Wayne Austgen

Board Secretary