

# RECORD OF PROCEEDINGS

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

Held: Tuesday, March 14, 2023, 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 (via Zoom)

Also present were:

T.J. Steck, Fire Chief  
Kara Gerczynski, Division Chief Fire Prevention and  
Administration  
Sarah Fischer, Director of Finance and HR  
Taylor Clark, HR Generalist – Executive Assistant  
Michelle Ferguson, District Legal Counsel

George Berry, Citizen (via Zoom)

### Call to Order

Director Young called to order the regular meeting of the Board of Directors of the Elizabeth Fire Protection District at 6:00 p.m.

### 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.
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 February 14, 2023, regular Board meeting.  Director Young called for a motion to approve the February 14, 2023, minutes as presented. Director Christensen seconded the motion. All in favor.
Financial Matters	
<ul style="list-style-type: none"><li>• Ratify the bills</li></ul>	Director Young stated that the Board has been provided with the financials and asked if there were any questions.  Discussion followed.  Director Young called for a motion to ratify the payment of the bills. Director Austgen made the motion. Director Means seconded the motion. All in favor.
Staff Report	Chief Steck presented an overview of the staff report.  Chief Steck stated that the kitchen remodel at Station 271 was coming along nicely. He stated that Lieutenant Reeder had ordered extra flooring to redo the kitchen flooring at the administrative office as well. He commended Lieutenant Reeder on his excellent work on the remodel.  Chief Steck stated that he had found a contractor for Station 272 who would be able to move the hydrant to a usable location. He stated that the cistern would also be refilled.

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Chief Steck stated that staff was planning on decommissioning the department's Zoom account. He stated that Board meetings would still be accessible virtually via a Microsoft Teams link. He stated that staff would work on updating the link accordingly and providing it to both the Board and the public.

Chief Steck stated that, earlier that day, he had received a gift from a developer he had been working with. The gift was a bottle of bourbon valued at \$65.00. He stated that, per the District's Members Handbook, any gift exceeding the value of \$53.00 was required to be reported to the Fire Chief. He stated that, as the Fire Chief, he had reported the gift to Legal Counsel and was now informing the Board. Attorney Ferguson stated that the \$53.00 limit was instituted per state statute. Chief Steck stated that he would be regifting the gift, but that he wanted to disclose that the gift had been received to the Board. The Board confirmed that appropriate procedure would be to inform them of similar gifts in the future.

Chief Steck stated that calls for the District had decreased by a significant amount through the month of February.

Chief Steck provided an update on the new staff vehicles.

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 legal report included the most recent legislative tracker updates. She stated that one of the bills affecting property taxes had not passed, though we had anticipated that the bill would not impact the District in light of the revenue stabilization measure passed by the District's citizens. She stated that Bill #HB23-1023 had passed; HB23-1023 increases the threshold amount that triggers the requirement to post public notice for bids from \$60,000 to \$120,000 to keep up with inflation.

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Attorney Ferguson stated that she would like to request the Board to allow her to attend the Board meetings virtually part of the time. She stated that she intends to participate in-person at least once a quarter and on an as-needed basis beyond that. The Board stated that they would be happy to accommodate her request, and that she was welcome to attend the meetings virtually.

Discussion followed.

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

## Old Business

- *Ratification of Signed IGA Establishing the Public Sector Health Care Group Authority*

Director Young stated that the next order of business was the Ratification of Signed IGA Establishing the Public Sector Health Care Group Authority.

Chief Steck stated that the Public Sector Health Care Group Authority had been formed, and that all five founding agencies had signed at the discretion of their respective boards. He stated that he had a follow-up document for the Board to sign designating Chief Steck as the representative to the Authority's executive committee.

Director Young called for a motion to ratify the decision for the District to participate as part of the Public Sector Health Care Group Authority. Director Christensen made the motion. Director Austgen seconded the motion. All in favor.

Director Young called for a motion to designate Chief Steck as the District's representative for the Authority's executive board. Director Christensen made the motion. Director Means seconded the motion. All in favor.

- *Discussion and Possible Approval of Section 115 Employee Contribution Rates*

Director Young stated that the next order of business was the Discussion and Possible Approval of Section 115 Employee Contribution Rates.

Director of Finance and HR Fischer stated that Staff had spoken to all the crews and conducted a survey regarding the Section 115 Employee Contribution Rates, and that the District had decided to create 3 different contribution rates groups. She stated that the

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firefighter/paramedic/lieutenant group would contribute 1%, the administrative employee group would contribute 2%, and the chief staff group would contribute 2%. She stated that the chief staff group would also have the option, when the employee enters the drop with FPPA, to add the District's 9% contribution to the Section 115 plan. She stated that she expected the District to make some changes to the rates in 2024 and that the DROP option could possibly be incorporated to the firefighter/paramedic/lieutenant group at that time. Division Chief Fire Prevention and Administration Gerczynski stated that several employees had expressed concern over higher percentages being deducted, but that the majority of staff had approved of the 1% contribution, and that the District would keep the contribution to 1% until 2024.

Discussion followed.

Director Young called for a motion to approve the Section 115 Employee Contribution Rates. Director Christensen made the motion. Director Means seconded the motion. All in favor.

Director Young stated that he would be interested in any research conducted on the benefit usage of the firefighters employed by the District. Chief Steck stated that Director of Finance and HR Fischer had scheduled a benefit summit later in the year that employees of the District could attend, along with their spouses, and ask questions regarding their benefits.

## New Business

- *Notice of Cancellation of May 2, 2023, Election and Statement of Results*

Director Young stated that the next order of business was the Notice of Cancellation of May 2, 2023, Election and Statement of Results.

HR Generalist – Executive Assistant Clark stated that, because the District did not receive more self-nomination and acceptance forms than number of vacancies to be filled on the Board of Directors, including affidavits of intent to be a write-in candidate, the District was able to cancel the May 2, 2023, election. She stated that Director Means, Director Christensen, and Director Austgen had been re-elected by acclamation to serve on the Board of Directors from May 2023 to May 2027.

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Attorney Ferguson stated that Director Means, Director Christensen, and Director Austgen would serve out the remainder of their terms until the May 2023 regular Board meeting, at which time they would be required to take their Oaths of Office.

- *Discussion of Potential Utility Easement for Town of Elizabeth*

Director Young stated that the next order of business was the Discussion of Potential Utility Easement for Town of Elizabeth.

Chief Steck stated that the District has been hiring a sewer company to clean out tree roots growing through the sewer lines at Station 271 approximately every six months, and that staff was looking for a better long-term solution. He stated that he had decided to speak to the Town of Elizabeth about potential solutions to the issue. He stated that the Town had expressed interest in trading easement for a water line in exchange for assistance relocating the sewer line to the District owned property behind Station 271. He stated that the water line would also benefit the District, as it would increase fire flow to the hydrants on the Station 271 property. He stated that he wanted direction from the Board on whether or not to proceed with the initial contractual agreement. The Board provided direction to proceed with the initial contractual agreement with the Town.

- *Consideration of Vehicle Disposal*

Director Young stated that the next order of business was the Consideration of Vehicle Disposal.

Chief Steck stated that the District's two white Tahoes and Excursion would no longer be needed with the addition of new command vehicles. He stated that he had buyers for both Tahoes offering \$10,000 for each, and that he would prefer to sell the Excursion to a private individual, as it required a lot of maintenance work to make it usable.

Director Young called for a motion to authorize Chief Staff to dispose of the three old staff vehicles addressed above. Director Austgen made the motion. Director Christensen seconded the motion. All in favor.

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

Executive Session

Director Young stated that the next order of business was

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Executive Session pursuant to C.R.S. 24-6-402-(4)(f) to discuss personnel matters relating to Fire Chief succession planning and updates on third-party interactions with Staff.

Director Young called for a motion to enter into Executive Session. Director Austgen made the motion. Director Christensen seconded the motion. All in favor. The Board entered Executive Session at 7:00 p.m.

Director Young called for a motion to come out of Executive Session. Director Means made the motion. Director Christensen seconded the motion. All in favor. The Board exited Executive Session at 7:28 p.m.

## Adjournment

There being no further business to come before the Board, Director Means moved to adjourn, Director Christensen seconded, and the vote was unanimously carried. The meeting adjourned at 7:29 p.m.

## Meeting Schedule

The next regular Board meeting is scheduled for April 11, 2023, at 6:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

\_\_\_\_\_ Date: April 11, 2023

Rick Young, Board President

\_\_\_\_\_ Date: April 11, 2023

Wayne Austgen, Secretary