

RECORD OF PROCEEDINGS

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

Held: Tuesday, May 9, 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:

Scott Christensen, Board Vice President
Wayne Austgen, Board Secretary
Don Means, Board Treasurer
Stacey Collis, Board Director

Absent:

Rick Young, Board President (Excused)

Also present were:

T.J. Steck, Fire Chief
Kara Gerczynski, Division Chief Fire Prevention and
Administration
Jeff Brown, Battalion Chief of Operations
Sean Mackall, Battalion Chief of EMS
Sarah Fischer, Director of Finance and HR
Taylor Clark, HR Generalist – Executive Assistant
Michelle Ferguson, District Legal Counsel (Virtual attendance)

Call to Order

Since the Board President was absent, Director Christensen agreed to chair the meeting. Director Christensen called to order the regular meeting of the Board of Directors of the Elizabeth Fire Protection District at 6:00 p.m.

Director Christensen called for a motion to excuse Director Young. Director Austgen made the motion. Director Means seconded the motion. All in favor.

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Discussion followed.

Director Christensen called for a motion to ratify the payment of the bills. Director Austgen made the motion. Director Collis seconded the motion. All in favor.

- Review of Senate Bill 23-303

Director Christensen stated that the next order of business was the Review of Senate Bill 23-303, Reduce Property Taxes and Voter-approved Revenue Change.

Chief Steck provided the Board with an update on Senate Bill 23-303. He stated that, as far as Chief Staff was able to tell, the District would not be dramatically affected by the bill.

Director of Finance and HR Fischer provided the Board with a presentation of her research into the bill and how it might affect the District's finances.

Chief Steck asked the Board for direction on how to address the Elbert County Commissioners in a potential meeting that could take place between taxing agencies in Elbert County regarding temporary tax credit. He asked the Board for direction on informing the commissioners that the District would not get involved in the tax credit issue. The Board provided Chief Steck with direction to do so.

Staff Report

Chief Steck presented an overview of the staff report.

Chief Steck stated that Admin Staff had put together a schedule to eat lunch with one of the three crews once a month. He stated that this was to provide the crews a chance to interact more with Chief and Admin Staff and to provide feedback they didn't normally have the opportunity to give.

Chief Steck provided the Board with an update on vehicle purchases.

Chief Steck provided the Board with an update on the sewer line project at Station 271.

Chief Steck stated that the septic system at Station 273 was not working well. He stated that the District had budgeted for this

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project, but that according to quotes for the project, it was expected to be well over the budgeted amount. He stated that he would continue to provide the Board with any updates on the project as he looked for a solution.

Discussion followed.

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

Legal Report

Director Christensen stated that the next order of business was the legal report.

Attorney Ferguson stated that she had no updates to the legal report and asked for any questions. She also briefly discussed the legislative tracker.

Discussion followed.

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

New Business

- *Oaths of Office*

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

HR Generalist – Executive Assistant Clark administered the oaths of office to Director Austgen, Director Christensen, and Director Means.

- *Review of Purchasing Policy*

Director Christensen stated that the next order of business was Review of Purchasing Policy.

Director of Finance and HR Fischer stated that Chief Staff did not normally bring policies to the Board for review, but that the purchasing policy had stipulations for the Fire Chief to make purchases. She stated that the policy would give Chief Steck authorization to approve unbudgeted or unexpected purchases up to \$10,000.

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Director Christensen called for a motion to approve the purchasing policy. Director Means made the motion. Director Collis seconded the motion. All in favor.

Director Austgen asked if a new date had been decided on for a joint strategic planning meeting with Rattlesnake Fire Protection District and Kiowa Fire Protection District. Chief Steck stated that, after the initial meeting was postponed, the Boards of Directors for the Rattlesnake Fire Protection District and Kiowa Fire Protection District did not show much interest in rescheduling.

Chief Steck stated that the Board could organize an internal planning meeting for September. He stated that the regular Board meeting for the month of September would likely be rescheduled, due to a high number of District staff being absent for the Special Districts Association conference, which would be held that same week. He stated that the Board could look at moving the Board meeting to September 5th, 2023, and that they could also plan to hold a workshop on that same date for strategic planning purposes.

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

Executive Session

Director Christensen stated that the next order of business was Executive Session pursuant to C.R.S. 24-6-402(4)(b) to receive advice of legal counsel regarding issue with District apparatus.

Director Christensen called for a motion to enter Executive Session. Director Collis made a motion. Director Austgen seconded the motion. All in favor. The Board entered Executive Session at 6:40 p.m.

Director Christensen called for a motion to exit Executive Session. Director Austgen made the motion. Director Collis seconded the motion. All in favor. The Board exited Executive Session at 6:56 p.m.

