

RECORD OF PROCEEDINGS

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

Held: Tuesday, December 10, 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:

- Kara Gerczynski, Division Chief Fire Prevention and Administration
- Jeff Brown, Battalion Chief of Operations
- Nick Carnesi, Battalion Chief of Training (virtual)
- Christopher Reeder, Lieutenant (virtual)
- Sarah Fischer, Director of Finance and HR
- Taylor Clark, HR Generalist – Executive Assistant
- Michelle Ferguson, District Legal Counsel (virtual)

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. There were no changes to the Agenda.

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Approval of Minutes

The Board reviewed the draft minutes from the November 12, 2024, regular Board meeting.

Director Young called for a motion to approve the November 12, 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 November and asked if there were any questions.

Director of Finance and HR Fischer provided the Board with an update on the financial statements.

Battalion Chief of Operations Brown provided the Board with an update on the condition of the District's Snow Cat.

Discussion followed.

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

Staff Report

Division Chief Fire Prevention and Administration Gerczynski presented an overview of the staff report.

Division Chief Fire Prevention and Administration Gerczynski stated that the District had not yet heard back regarding the emergency grant through EMTS funds, submitted by Battalion Chief of EMS Mackall, that could potentially cover costs to repair and update the Snow Cat.

Division Chief Fire Prevention and Administration Gerczynski stated that the District's emphasis on strategic planning was continuing. She stated that Chief Staff was continuing to research the option of placing a ballot question regarding alternative funding methods in either May 2025 or November 2025. Attorney Ferguson stated that Legal Counsel has continued to work with the Department of Revenue to determine the language necessary for an election resolution should the District choose to move forward with a ballot question related to imposing a sales tax.

Division Chief Fire Prevention and Administration Gerczynski provided the Board with an update on the access road to the Independence subdivision.

Division Chief Fire Prevention and Administration Gerczynski provided the Board with an update on Medic 272 after it had a minor accident earlier in the month. She stated that the damage was minimal, that all repairs had been done in house, and that no insurance claims had been filed.

Division Chief Fire Prevention and Administration Gerczynski stated that she had not received any new updates on the possible inclusion of Longview Estates.

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HR Generalist – Executive Assistant Clark stated that, regardless of the Board’s decision on going for a potential ballot question in May 2025 or November 2025, there would still be an election in May 2025 for Board of Director terms. She stated that two four-year terms – Director Young’s and Director Collis’ – would be up for election at the May 6th, 2025, election. She stated that, beginning January 1st, 2025, she would have Self-Nomination and Acceptance Forms available via request at the District’s administrative office and electronically.

HR Generalist – Executive Assistant Clark stated that the District’s annual banquet had been scheduled for January 12th, 2025. She stated that the official invitation would be sent to the Board of Directors and Legal Counsel the following day.

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 provided the Board with an update on the legal report.

Director Young asked if the Board might have an additional discussion on the research gathered on a potential May 2025 election. The Board decided on adjusting the start time of the January 14th, 2025, regular Board meeting to 5:00 p.m. instead of 6:00 p.m. to allow for additional discussion.

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

New Business

Ratify the Decision to Spend Funds to Fix the Snow Cat

Director Young stated that the next order of business was Ratify the Decision to Spend Funds to Fix the Snow Cat.

Division Chief Fire Prevention and Administration Gerczynski stated that, according to the District’s purchasing policy, any unbudgeted/unexpected purchase over \$10,000 must be approved by the Board. She stated that, since the funding utilized to fix the Snow Cat exceeded this amount, the decision to spend the funds must be ratified by the Board.

Director Young called for a motion to ratify the decision to spend funds to fix the Snow Cat. Director Austgen made the motion. Director Christensen seconded the motion. All in favor.

Discussion and Possible Approval of Resolution #24-12-05: A Resolution Establishing a Policy for Requests for Public Records and Assessing Charges for the Production of Public Records

Director Young stated that the next order of business was Discussion and Possible Approval of Resolution #24-12-05: A Resolution Establishing a Policy for Requests for Public Records and Assessing Charges for the Production of Public Records.

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Attorney Ferguson stated that the Colorado Legislative Council had increased the research and retrieval fee for public records under the Colorado Open Records Act (“CORA”) from \$33.58 to \$41.37 an hour. She stated that Resolution #24-12-05 was being proposed for approval due to the increase in fees and the District not having an updated CORA policy. HR Generalist – Executive Assistant Clark stated that, if the Board approved Resolution #24-12-05, she would update the District’s website with the policy language and record request forms.

Director Young called for a motion to approve Resolution #24-12-05. Director Christensen made the motion. Director Austgen seconded the motion. All in favor.

Public Hearing on Amendment to 2024 Budget

Director Young stated that the next order of business was Public Hearing on Amendment to 2024 Budget.

Director Young called for a motion to open a public hearing. Director Collis made the motion. Director Christensen seconded the motion. All in favor.

HR Generalist – Executive Assistant Clark stated that notice of the budget amendment had been published in the Elbert County News on December 5th, 2024. She stated that Staff had not received any public comment on the budget amendment prior to the meeting.

No public comment was made during the public hearing.

Director Young called for a motion to close the public hearing. Director Austgen made the motion. Director Christensen seconded the motion. All in favor.

Discussion and Possible Approval of Resolution #24-12-06: A Resolution Adopting An Amended Budget Regarding The Appropriation Of Moneys To And Expenditure Of Moneys From The General Fund And Impact Fee Fund For The Elizabeth Fire Protection District, Elbert County, Colorado, For The Calendar Year Beginning On The First Day Of January 2024 And Ending On The Last Day Of December 2024

Director Young stated that the next order of business was Discussion and Possible Approval of Resolution #24-12-06: A Resolution Adopting An Amended Budget Regarding The Appropriation Of Moneys To And Expenditure Of Moneys From The General Fund And Impact Fee Fund For The Elizabeth Fire Protection District, Elbert County, Colorado For The Calendar Year Beginning On The First Day Of January 2024 And Ending On The Last Day Of December 2024.

Director of Finance and HR Fischer stated that the budget amendment was needed in order to account for funds utilized to pay off the administrative building in 2024.

Director Young called for a motion to approve Resolution #24-12-06. Director Collis made the motion. Director Means seconded the motion. All in favor.

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Public Hearing on 2025 Budget

Director Young stated that the next order of business was Public Hearing on 2025 Budget.

Director Young called for a motion to open the public hearing. Director Austgen made the motion. Director Christensen seconded the motion. All in favor.

HR Generalist – Executive Assistant Clark stated that notice of the budget had been published in the Elbert County News on December 5th, 2024. She stated that Staff had not received any public comment on the budget prior to the meeting.

No public comment was made during the public hearing.

Director Young called for a motion to close the public hearing. Director Collis made the motion. Director Means seconded the motion. All in favor.

Discussion and Possible Approval of Resolution #24-12-07: Certified Omnibus Resolution A) Summarizing Expenditures And Revenues For Each Fund And Adopting A Budget For The Calendar Year Beginning On The First Day Of January 2025 And Ending On The Last Day Of December 2025; B) Appropriating Sums of Money To, And Authorizing Expenditures From, The Various Funds, In The Amounts And For The Purposes Set Forth Below And In The Attached 2025 Budget, For Fiscal Year 2025; And C) Certifying And Levying Property Taxes For The Calendar Year 2024 To Help Defray The Costs Of Government For The 2025 Fiscal Year

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Director of Finance and HR Fischer provided the Board with an overview of the 2025 Budget. She stated that the District's mil levy would be maintained at 13.71. She stated that employees of the District would receive a 3% raise in 2025. She stated that the District planned to hire an additional full-time firefighter and full-time firefighter-paramedic to increase staffing and open Station 272 100% of the time. She stated that, with the new full-time staff, the part-time budget had decreased.

Director Young called for a motion to approve Resolution #24-12-07. Director Austgen made the motion. Director Christensen seconded the motion. All in favor.

Division Chief Fire Prevention and Administration Gerczynski provided the Board with an update on the benefits to the District with having Station 272 open 100% of the time.

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Adjournment

There being no further business to come before the Board, Director Christensen moved to adjourn, Director Collis seconded, and the vote was unanimously carried. The meeting was adjourned at 6:48 p.m.

Meeting Schedule

The next regular Board meeting is scheduled for January 14, 2025, at 5:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

Rick Young

Board President

Wayne Austgen

Board Secretary