

RECORD OF PROCEEDINGS

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

Held: Tuesday, June 13, 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 (Virtual attendance)

Also present were:

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

Neil Schilling, Auditor at Schilling & Company, Inc. (Virtual attendance)

Call to Order

Director Young called the meeting to order at 6:05 p.m.

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

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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.
Addition/Deletions to Agenda	<p>Director Young asked if there were any changes to the Agenda.</p> <p>Director of Finance and HR Fischer requested that the Agenda be amended to move all New Business to immediately follow Approval of Minutes to account for the time of Auditor Neal Schilling.</p> <p>Director Young called for a motion to approve the Agenda as amended. Director Austgen made the motion. Director Christensen seconded the motion. All in favor.</p>
Approval of Minutes	<p>The Board reviewed the draft minutes from the May 9, 2023, regular Board meeting.</p> <p>Director Young called for a motion to approve the May 9, 2023, minutes as presented. Director Austgen made a motion. Director Means seconded the motion. All in favor.</p>
New Business	<ul style="list-style-type: none">• <i>Review and Possible Approval of Budget Amendment 2022</i> <p>Director Young stated that the next order of business was Review and Possible Approval of an Amendment to the 2022 Budget.</p> <p>Director Young called for a motion to open a public hearing. Director Christensen made the motion. Director Means seconded the motion. All in favor.</p> <p>It was stated for the record that the Notice had been duly published and posted on the District's website. It was stated that neither the District's Chief Staff nor legal counsel received any comments from the public prior to the meeting and there were no members of the public to make any comments at the meeting.</p>

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Director of Finance and HR Fischer stated that the Budget Amendment was intended to reflect the closure of the impact fee funds. She stated that Resolution #23-06-05: A Resolution Adopting an Amended Budget Regarding the Appropriation of Moneys to and Expenditure of Moneys from the Impact Fee Fund for the Elizabeth Fire Protection District, Elbert County, Colorado, for the Calendar Year Beginning on the First Day of January 2022 and Ending on the Last Day of December 2022, was intended to consolidate these accounts.

Director Young called for a motion to the Amendment to the 2022 Budget and Resolution #23-06-05. Director Christensen made the motion. Director Means seconded the motion. All in favor.

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

- *Review and Possible Approval of Audit 2022*

Director Young stated that the next order of business was Review and Possible Approval of the Audit of the District's Financial Statement, year ended December 31, 2022 (Audit 2022).

Mr. Schilling presented the independent auditor's report to the Board. Mr. Schilling stated to the Board that this is a non-modified opinion on the financial statements. The District's financial statements for the year ending December 31, 2022, are the management's responsibility. The auditor's responsibility is to provide an opinion on whether the financials are in compliance with Generally Accepted Accounting Principles.

Mr. Schilling asked if there were any questions. There were no questions.

Director Young called for a motion to approve Audit 2022. Director Christensen made the motion. Director Austgen seconded the motion. All in favor.

Financial Matters

- Ratify the bills

Director Young stated that the Board has been provided with the financials and asked if there were any questions.

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Director of Finance and HR Fischer stated that the interest rate on the District's investments was very good at the moment. She stated that, when reviewing the Budget to Actual, the Communication line item was over budget. She stated that this is because the District had received the Google grant.

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 provided the Board with an update on the grant applications. He stated that the District had made it into the second round for a congressional grant that would potentially provide \$600,000 for a Type 3 engine. He stated that the District had received some indication that it may receive the AFG grant. He stated that, as the host agency, the District would be required to undergo a Single Audit should the grant be approved. He stated that Chief Staff would be asking the other agencies involved in the grant to help contribute to the costs of that audit should the grant be approved. He stated that Mr. Schilling had also discussed the potential of going through the training to be approved to provide a Single Audit. He stated that he would continue to provide the Board with updates.

Chief Steck stated that the District had offered performance bonuses to full-time and part-time staff around the month of July 2022. He stated that he wished to offer the performance bonuses again in July of 2023. He stated that the bonuses would be an extra \$500 for full-time staff and an extra \$100 for part-time staff.

Chief Steck stated that he would be meeting with CORE contractors the following day regarding the replacements of Station 272 and Station 273's roofs.

Chief Steck discussed increasing billing rates for ALS transports that occurred out of District during mutual aid incidents. He stated that he had been in discussion with Legal Counsel over the idea,

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and he would provide the Board with an update once more discussion had taken place.

Discussion followed.

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

During discussion of the staff report, Director Collis joined the meeting virtually. He was present for the remainder of the meeting.

Legal Report

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

Attorney Ferguson provided the Board with an update on Senate Bill 303. She stated that Legal Counsel was putting together an analysis of Senate Bill 303, and that she hoped that analysis would be ready to present soon.

Discussion followed.

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

Old Business

- *Discussion of Potential Cancellation or Rescheduling of September Regular Board Meeting and September Pension Board of Trustees Meeting*

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

Chief Steck stated that the Board had already discussed the potential of rescheduling the September regular Board meeting and September Pension Board of Trustees meeting. He stated that the majority of Admin Staff would be at the SDA conference during the date on which the meetings were currently scheduled. The Board agreed the September regular Board meeting will either be cancelled or rescheduled and recommended Staff wait until August to reassess whether to cancel or reschedule those meetings.

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

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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 adjourned at 6:59 p.m.

Meeting Schedule

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

_____ Date: July 11, 2023

Rick Young, Board President

_____ Date: July 11, 2023

Wayne Austgen, Secretary