

RECORD OF PROCEEDINGS

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

Held: Tuesday, July 11, 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 (Arrived late and attended virtually)

Also present were:

T.J. Steck, Fire Chief
Kara Gerczynski, Division Chief Fire Prevention and
Administration
Nick Carnesi, Battalion Chief of Training
Sarah Fischer, Director of Finance and HR
Taylor Clark, HR Generalist – Executive Assistant
Brenden Regan, Lieutenant
Colton Tyler, Firefighter
Wesley McClain, Firefighter
Brandon Dressel, Paramedic Firefighter

Absent:

Michelle Ferguson, District Legal Counsel

Call to Order

Director Young called the meeting to order at 6:00 p.m.

Director Young called for a motion to excuse Director Collis. Director Christensen made the motion. Director Austgen 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	Director Young asked if there were any changes to the Agenda. There were no changes to the Agenda.
Approval of Minutes	<p>The Board reviewed the draft minutes from the June 13, 2023, regular Board meeting.</p> <p>Director Young called for a motion to approve the June 13, 2023, minutes as presented. Director Austgen made a motion. Director Means seconded the motion. All in favor.</p>
Financial Matters	<ul style="list-style-type: none">• Ratify the bills <p>Director Young stated that the Board has been provided with the financials and asked if there were any questions.</p> <p>Director of Finance and HR Fischer informed the Board that the District had received a tax payment the week prior, which put the District at approximately 96% in tax collections up to that date for the year 2023. She stated that, because the District had received the SCBA grant, revenue for the year 2023 would show as being over budget, but that expenses would adjust to match. She stated that the District may have to go for a budget adjustment at the end of the year.</p> <p>Discussion followed.</p> <p>Director Young called for a motion to ratify the payment of the bills. Director Christensen made the motion. Director Means seconded the motion. All in favor.</p> <p>Director Collis joined the meeting virtually at 6:08 p.m. He was present for the remainder of the meeting.</p>

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Staff Report

Chief Steck presented an overview of the staff report.

Chief Steck stated that the District had received the AFG grant for almost \$1 million dollars. He stated that the District had agreed to be the host agency for the grant, which meant that the District would also incur additional costs. He stated that the chiefs of the neighboring agencies involved with the grant had agreed to help offset those costs, and that a meeting had been scheduled for the following week to discuss details. He stated that Firehouse Grants had offered the District a grant management program for the next two years at a cost of \$2,500, and that the District had accepted the offer. He stated that he would also be asking the neighboring agencies involved to contribute to those costs as well.

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

Chief Steck provided the Board with an update on the roof replacements for Station 272 and Station 273. He stated that CORE contracting had ordered the roofing materials, and that the cost to the District would be approximately \$1,000 per building. He stated that crews were in the process of inspecting the buildings to make sure nothing else was damaged, and that they would be informing the claim managers if any other damage was found. He stated that he expected the roofing installations to take place over the next few weeks.

Chief Steck stated that the District was still in the running for the Congressionally Directed Spending grant. He stated that he had applied for a new Type 3 engine, and that the District had made it into the next round of the grant application.

Chief Steck provided the Board with an update on the sewer project at Station 271. He stated that he had also received the bid back for the conversion to green energy for Station 273. He stated that the bid had been much higher than anticipated, and that he would recommend the District not pursue that project any further.

Chief Steck stated that the District had been in talks with Google about potentially receiving another \$250,000 in grant money. He stated that he had been in talks with Division Chief Fire Prevention

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and Administration Gerczynski regarding developing a fuel reduction program for communities within the District using the additional funds.

Chief Steck provided the Board with an update on the security systems for the administrative office and stations.

HR Generalist – Executive Assistant Clark provided the Board with an update on upcoming department events.

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. He stated that Attorney Ferguson was unable to attend the meeting with Board permission, but that Chief Steck would address any questions if possible.

Chief Steck stated that he had sent the Board the most recent analysis on SB-303 and Proposition HH provided by legal counsel. He stated that there were no further updates at this time. He stated that Staff would be preparing at least 2 draft budgets for Board approval.

Discussion followed.

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

Old Business

- *Discussion and Possible Approval of Amendment of Purchasing Policy*

Director Young stated that the next order of business was Discussion and Possible Approval of the Amendment to the Purchasing Policy.

Director of Finance and HR Fischer stated that, because the new grant money the District would be receiving for the SCBAs is from FEMA, the grant writers suggested the District make some changes to the current purchasing policy to help streamline the reimbursement process. She stated that a copy with changes from

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Staff had been submitted to the Board for review, followed by another update that had been submitted with the changes from Staff as well as several changes from Legal Counsel. She stated that the latter copy was included in the Board packet, with the changes from Legal Counsel listed in red. She stated that the majority of changes had been to the procurement section of the policy.

Director Young called for a motion to approve the changes to the purchasing policy. Director Austgen made the motion. Director Means seconded the motion. All in favor.

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

New Business

- *Discussion of Mutual Aid Response Analysis*

Director Young stated that the next order of business was Discussion of Mutual Aid Response Analysis.

Chief Steck stated that he had met with the Elbert County Chiefs last month, and that they had discussed some of the problems they were running into in Elbert County. He stated that a major concern was the fact that several agencies were not handling their own calls themselves but were relying on mutual aid from two or three other agencies quite frequently. He stated that the Elbert County Chiefs had discussed potential solutions to this problem. He stated that one solution had been to establish an additional \$500 surcharge, known as an "out of district" fee, to transport patients from another district. He stated that Legal Counsel had had no issues with the idea. He stated that Chief Staff would like direction from the Board to bring an updated fee schedule for review in August that reflected the additional surcharge for out of district transports and walk in medicals if the patient is from out of district. The Board provided Chief Staff with direction to do so.

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

Chief Steck stated that he had had a very positive experience with a citizen who commended him on the professionalism and pleasant interaction she had had with both Admin Staff and the crews.

