

RECORD OF PROCEEDINGS

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

Held: Tuesday, August 8, 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 (Virtual attendance, arrived late)
Wayne Austgen, Board Secretary
Don Means, Board Treasurer
Stacey Collis, Board Director (Virtual attendance, arrived late)

Also present were:

T.J. Steck, Fire Chief
Kara Gerczynski, Division Chief Fire Prevention and
Administration
Sean Mackall, Battalion Chief of EMS
Rusty Booth, Lieutenant
Sarah Fischer, Director of Finance and HR
Taylor Clark, HR Generalist – Executive Assistant
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 Christensen and Director Collis. Director Austgen made the motion. Director Means seconded the motion. All in favor.

Director Christensen and Director Collis joined the meeting late at 6:06 p.m.

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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.
- HR Generalist – Executive Assistant Clark requested that an addition be made to the Agenda. She requested that the Board add Discussion and Possible Approval of BBC Research & Consulting Impact Fee Study to New Business.
- Director Young called for a motion to approve the Agenda as amended. Director Means made the motion. Director Austgen seconded the motion. All in favor.
- Approval of Minutes The Board reviewed the draft minutes from the July 11, 2023, regular Board meeting.
- Director Young called for a motion to approve the July 11, 2023, minutes as presented. Director Austgen made a motion. Director Means 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.
- Director of Finance and HR Fischer stated that the District had received a specific ownership tax payment of around \$49,000.
- Discussion followed.
- Director Young called for a motion to ratify the payment of the bills. Director Means made the motion. Director Austgen seconded the motion. All in favor.

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Staff Report

Chief Steck presented an overview of the staff report.

Chief Steck stated that the District is seeing a fairly significant rise in the overall age of the community. He stated that members of the community are continuing to age, but that they are not retiring or moving away as they age as was predicted. He stated that the younger generations living in the District are having fewer children. As such, he stated that the population of the District will likely continue to go down and that calls per thousand will continue to go down. He stated that Chief Staff would continue to monitor these changes, and that they would be included in the next revision of the District's strategic plan.

Chief Steck provided the Board with an update on command 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 Ireland Stapleton will be changing the way the retainer process works for 2024, beginning on February 1st, 2024. She stated that the services currently provided under the retainer agreement will be broken into 3 separate categories, and that the Board would have the ability to determine those categories that were of value to the Board. She stated that the change included a move away from a flat retainer fee to an hourly fee, and that the District would receive a discount of 25% on fees for retainer work throughout the month, including attendance at Board meetings, attorneys' reports, review of agenda and minutes. She stated that, for budgeting purposes, she anticipates the District should not see much change from the flat fee retainer to hourly fees for the retainer work. Director of Finance and HR Fischer informed the Board that the District had spent 52% of the budget designated for Legal Counsel for the year 2023 as of the end of July.

Discussion followed.

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

Old Business

- *Discussion and Possible Approval of September Regular Board Meeting and September Pension Board Meeting*

Director Young stated that the next order of business was Discussion and Possible Approval of Cancellation of September Regular Board Meeting and September Pension Board Meeting.

Chief Steck stated that in June, the Board tabled a decision on the made cancellation of the September regular Board meeting and September Pension Board meeting until the August meeting. He stated that it has been difficult to reschedule these meetings and he is recommending the Board cancel the meetings.

Director Young called for a motion to approve the cancellation of the September regular Board meeting and September Pension Board meeting. Director Austgen made the motion. Director Collis seconded the motion. All in favor.

- *Discussion and Possible Approval of Ambulance Transport Fees*

Director Young stated that the next order of business was Discussion and Possible Approval of Ambulance Transport Fees.

Director of Finance and HR Fischer stated that the Board discussed the potential of new ambulance transport fees specifically related to out-of-District calls at the July Board meeting. She stated that the change would be an additional \$500 charge applied to any transport originating outside of the District or if crews respond to a walk-in at one of the District's stations for an out-of-district citizen. Chief Steck stated that the majority of the other regional fire departments had already implemented the same dollar amount or would be implementing it later that month. Director Young asked if there would be any challenges collecting the information necessary to make those extra charges. Battalion Chief of EMS Mackall stated that it would be easy to include extra fields in the EMS reporting software to remind all providers to capture that data. Director Young asked when the new fees would be implemented. Director of Finance and HR Fischer replied that the new fees could be implemented on September 1st, 2023. Director Young asked if the District would be able to track any complaints received regarding the new fees for 6 months. Chief Steck replied that the District would be able to track that information. Director Means asked if the Board could compare revenue for 2023 if this

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additional fee had been instated on January 1st, 2023. Battalion Chief of EMS Mackall stated he would be able to run a report to answer that question.

Director Young called for a motion to approve the ambulance transport fees. Director Christensen made the motion. Director Collis seconded the motion. All in favor.

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

New Business

- *Discussion and Possible Approval of Resolution #23-08-06: A Resolution Ordering Termination of Declaration of Local Disaster Emergency*

Director Young stated that the next order of business was Discussion and Possible Approval of Resolution #23-08-06: A Resolution Ordering Termination of Declaration of Local Disaster Emergency.

Attorney Ferguson stated that, 3 years ago, the District had adopted a disaster declaration for the COVID-19 emergency that allowed the District to access specific state and federal funds and assistance. She stated that the COVID-19 emergency declaration has been terminated at both the federal and state level. The District needs to declare the local disaster emergency over on a local level. She stated that Resolution #23-08-06 had been drafted by Legal Counsel and would terminate the emergency.

Discussion followed.

Director Young called for a motion to approve Resolution #23-08-06. Director Austgen made the motion. Director Means seconded the motion. All in favor.

- *Presentation of the 2022 Annual Report*

Director Young stated that the next order of business was the Presentation of the 2022 Annual Report.

HR Generalist – Executive Assistant Clark presented the 2022 Annual Report to the Board. She stated that she had made several changes to it from the previous year’s annual report, including additional pages on Department Trainings, Community Events, and a Volunteer Spotlight on Mike Bilbo, support services volunteer. She stated that Admin Staff had decided to remove the page on budget projection for 2023, as it was already more than

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halfway through the year. She stated that she appreciated the help from the crews taking photos during trainings, community events, and academies, as it provided her with a lot more content to work with. The Board stated that they liked the design of the 2022 Annual Report.

- *Discussion and Possible Approval of BBC Research & Consulting Impact Fee Study*

Director Young stated that the next order of business was Discussion and Possible Approval of BBC Research & Consulting Impact Fee Study.

Division Chief Fire Prevention and Administration Gerczynski stated that, according to the terms of the Intergovernmental Agreement (IGA) with the Town of Elizabeth, the impact fee schedule is to be revisited and updated every 7 years. She stated that the Town had contacted the District to ask about the study being completed. She stated that the study had been completed using the replacement value approach. She stated that the impact fee values had gone up from the last study, with residential dwelling unit fees increasing from \$1,226 to \$1,819 and with commercial development fees increasing from \$607 to \$747 per 1,000 square feet. She stated that the Board's decision on whether or not to implement these fees needs to be taken to the Town's Board of Trustees in September. She stated that this would be an amendment to the current IGA. Attorney Ferguson stated that an updated resolution, numbered #23-08-07, would be required. She stated that the Board could approve the resolution subject to review by Legal Counsel, and then ratify the resolution in October.

Director Young called for a motion to approve Resolution #23-08-07 subject to review by Legal Counsel. Director Austgen made the motion. Director Means seconded the motion. All in favor.

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

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 7:01 p.m.

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Meeting Schedule

The next regular Board meeting is scheduled for October 10, 2023, at 6:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

_____ Date: October 10, 2023

Rick Young, Board President

_____ Date: October 10, 2023

Wayne Austgen, Secretary