

# RECORD OF PROCEEDINGS

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

Held: Tuesday, December 12, 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  
Stacey Collis, Board Director

Also present were:

T.J. Steck, Fire Chief  
Kara Gerczynski, Division Chief Fire Prevention and  
Administration  
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)

John Hill, Newspaper Reporter

Absent:  
Don Means, Board Treasurer

### Call to Order

Director Young called the meeting to order at 6:03 p.m. Director Young stated for the record that Director Means was absent. Director Young called for a motion to excuse Director Means. Director Austgen made the motion. Director Christensen 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 Young stated that he wished to make an amendment to the Agenda. He stated that he requested that Discussion of the draft 5-Year Succession Plan be added under New Business.</p> <p>Director Young called for a motion to approve the Agenda as amended. Director Christensen made the motion. Director Collis seconded the motion. All in favor.</p>
Approval of Minutes	<p>The Board reviewed the draft minutes from the November 14, 2023, regular Board meeting.</p> <p>Director Young called for a motion to approve the November 14, 2023, minutes as presented. Director Austgen made a motion. Director Christensen seconded the motion. All in favor.</p>
Financial Matters	<ul style="list-style-type: none"><li>• Ratify the bills</li></ul> <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 provided the Board with an update on the financials. She stated that she wanted to inform the Board that she expected interest on investments to increase to \$155,000. She stated that she wished to leave the investments alone for several more months to keep interest increasing. She stated that the increase in cash was due to the money from the Assistance to Firefighters Grant (AFG) money, which had just been sent out to pay for the Self-Contained Breathing Apparatus (SCBA) that had been purchased by the District. She stated that the District would need to do a budget adjustment in January 2024, but revenues to expenses had been on track. She stated that she had applied to the Federal Emergency Management Agency (FEMA) for</p>

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money to supplement the District's expenses during the summer floods. She stated that she had applied for \$8,000 but that she only expected to see 75%, or \$6,500, of what had been applied for.

Discussion followed.

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

## Staff Report

Chief Steck presented an overview of the staff report.

Chief Steck stated that he wished to congratulate Division Chief Fire Prevention and Administration Gerczynski for achieving her certified Fire Marshal position. The Board offered her their congratulations.

Division Chief Fire Prevention and Administration Gerczynski stated that she had provided the Board in the November regular Board meeting with the infrastructure fee study that had been done in 1997, and that the Board had discussed making an amendment to the study. She stated that she had spoken with Legal Counsel about whether the District would legally be permitted to charge those fees. She stated that Legal Counsel was still reviewing the information, and that she would bring it to the Board for review and possible approval during the January regular Board meeting.

Chief Steck provided the Board with an update on legislation. He stated that there would likely be several bill titles having to do with fire protection districts in the next legislative session. He stated that he would continue to update the Board on any changes.

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.

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Attorney Ferguson noted she would comment on the new business items, but stated that she had nothing to add to the legal report.

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

## Old Business

- *Discussion and Possible Direction from the Board on Budget Matters for 2024 as a Result of Colorado Legislature's Special Session*

Director Young stated that the next order of business was Discussion and Possible Direction from the Board on Budget Matters for 2024 as a Result of Colorado Legislature's Special Session.

Attorney Ferguson stated that, at the November 6, 2018, General Election, the voters approved revenue stabilization question (also known as "a deGallagher measure") for the District which permits the District to adjust the mill levy to offset losses created by legislative changes to the Residential Assessment Rate. This voter-approved policy will permit the District to retain some of the lost revenue that will result as a consequence of legislation adopted at the special session for the legislative session called after the failure of Proposition HH.

Director of Finance and HR Fischer discussed the potential of doing a mill levy adjustment. She stated that she did not recommend budgeting for backfill from the State, since the amount to be received and/or whether the State would have sufficient funds for such backfill is uncertain.

Chief Steck stated that Staff recommendation was to approve an adjustment to the mill levy as permitted by the 2018 revenue stabilization question.

Director Young called for a motion to adjust the mill levy as needed to offset losses due to the reduction in residential property assessment values. 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.

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## New Business

- *Discussion and Possible Approval of Resolution #23-12-08: A Resolution Amending Rate of Contribution to the Hybrid Component Administered by the Fire and Police Pension Association for Firefighters for the Elizabeth Fire Protection District*
- *Discussion and Possible Approval of Section 115 Plan Update*

Director Young stated that the next order of business was the Discussion and Possible Approval of Resolution #23-12-08: A Resolution Amending Rate of Contribution to the Hybrid Component Administered by the Fire and Police Pension Association for Firefighters for the Elizabeth Fire Protection District.

Director of Finance and HR Fischer stated that the District had previously discussed providing a 10% raise to all District employees. She stated that this would include a 1% increase in FPPA contributions and a 1% raise in the Section 115 healthcare plans. She stated that she had surveyed the staff and the contributions had been approved by majority vote. She stated that the Board would need to approve both Resolution #23-12-08 and the Section 115 Plan Update for the changes to go into effect. She stated that she would also support waiting until January when the assessment numbers were in if the Board would prefer waiting until they had that information. The Board requested that the vote be moved to the January regular Board meeting.

- *Discussion of the draft 5-Year Succession Plan*

Director Young stated that the next order of business was the Discussion of the draft 5-Year Succession Plan.

Director Young led a discussion on the draft 5-year succession plan, as proposed by Chief Steck, and consideration for the timeline for hiring a new Fire Chief. The Board discussed the potential to conduct the hiring process internally rather than hiring a third-party company. The Board agreed to discuss the process further with Legal Counsel and Chief Staff

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 Collis seconded, and the vote was unanimously carried. The meeting adjourned at 7:32 p.m.

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## Meeting Schedule

The next regular Board meeting is scheduled for January 9, 2024, at 6:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

\_\_\_\_\_ Date: January 9, 2024

Rick Young, Board President

\_\_\_\_\_ Date: January 9, 2024

Wayne Austgen, Secretary