ELIZABETH FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA
March 10, 2020

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Public Comment

5. Additions/Deletions to Agenda

6. Approval of Minutes

7. Financial Matters

8. Staff Report

9. Legal Report

10. Old Business

11. New Business
    - 20-03-06 Resolution Establishing Service Policy for District Members
    - 20-03-07 Resolution Establishing Policy for Providing Financial Assistance to EMS Patients

12. Executive Session (if needed)

13. Adjournment

RECORD OF PROCEEDINGS

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

Held: Tuesday, February 11, 2020, at 19:00 at 155 West Kiowa Ave, Elizabeth, Colorado.

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
Mike Graeff, Board Treasurer
Don Means, Board Director

Also present were:
Fire Chief Steck;
Division Chief Gerczynski;
Division Chief Aldridge;
Sarah Fischer, Director of Finance and HR;
Maria Cannata, Secretary to the Board;
Michelle Ferguson, District Legal Counsel;

Members of the public and staff, including family members in attendance for the swearing-in ceremony, and Honorable Dorothy Stone were present in dayroom awaiting the Board.

Call to Order

Director Young noted that a quorum of the Board was present and called the regular meeting of the Board of Directors of the Elizabeth Fire Protection District to order at 19:01.

Pledge of Allegiance

Director Austgen led the flag salute.

Public Comment

Director Young opened the meeting for public comment.

There was no public comment.

Swearing-in Ceremony

Director Young stated at 19:29 that the meeting would move to the dayroom for the Swearing-in Ceremony.

Chief Steck introduced the Board and Judge Dorothy Stone to the audience. Judge Dorothy Stone proceeded to swear in Firefighter Nathaniel Einarsen, Firefighter Paramedic Stephan Dillenbeck, Firefighter Rusty Booth, and Firefighter Paramedic Robert Fairfield.

Director Young acknowledged Resolution #20-02-05 Appointing Reverend Bradford Noonan, VF as the Department Chaplain. Director Young read the resolution aloud. Director Christensen moved to adopt Resolution #20-02-05 Appointing the Department Chaplain. Director Means seconded the motion. The motion carried.

Judge Dorothy Stone proceeded to swear in Reverend Bradford Noonan, VF.

Following the ceremony, the Board reconvened in the boardroom, while members of the public, staff and family members continued the festivities in the dayroom.

Addition/Deletions to Agenda

Director Young asked if there were any changes to the agenda.

No changes were identified.

Approval of Minutes

The Board reviewed the draft minutes from the January 14, 2020 regular Board meeting. No discussion followed; there were no recommended changes. Upon motion made by Director Austgen, seconded by Director Christensen, and unanimously carried, the January minutes were approved.

Financial Matters

- Monthly Financial Report

Director of Finance and HR Fischer presented the Board with the Financial Reports for January. After discussion and upon motion made by Director Austgen, seconded Director Graeff, and unanimously carried, the Board approved the monthly financials.

Staff Report

Chief Steck gave the Board an overview of the staff report. Included in the report are discussions of the March academy,

monthly volunteer interviews for new candidates, and prioritizing of the capital funds.

Division Chief Gerczynski informed the Board about new developments within the community. She also stated that the District received several specific comments from concerned citizens of the District relating to a rehabilitation center in development for the area and discussed with the Board how Chief Staff is responding to those concerns. She informed the Board that Attorney Ferguson had reviewed all responses to the public.

Chief Steck mentioned to the Board that Rattlesnake Fire Protection District has proposed building a joint facility with the District. The building will have an extra bay for EFPD to use for storage. Chief Steck will prepare a cost analysis and share it with the Board at a future meeting.

A lengthy discussion followed.

Legal Report

Attorney Ferguson presented the Board with an update of the 2020 Colorado Legislative Session. There were no questions regarding the reports. Attorney Ferguson briefly discussed the May 5, 2020 Director Election, stating that self-nominations are due on February 28 for anyone interested in running for the three Director seats up for election in 2020 .

Old Business

No Old Business to discuss.

New Business

- Consent Agenda Discussion

Division Chief Gerczynski asked the Board if they would be interested in incorporating a consent agenda at the meetings. She explained that a consent agenda is a tool used by Boards to streamline the routine business. Routine items to be approved will be provided in the Board packet and listed under the consent agenda. One vote will approve all items on the consent agenda unless a director requests otherwise. For this Board, a approvals of the prior month's minutes and the current month’s financials would be addressed under a Consent Agenda.

Discussion followed.

Director Means gave his approval of the suggestion. Director Young expressed that it is helpful to use a consent agenda with lengthy meetings. The Board decided to try incorporating a consent agenda into the Board of Directors meetings.

Draft EMS Billing Policy discussion	Division Chief Gerczynski informed the Board that she is rewriting the EMS Billing policy for collections. She proposed that after 120 days, the EMS bill will go to collections if the patient has not addressed the bill with the District. Division Chief Gerczynski also suggested allowing the EMS bill to be paid over twelve months, when the patient makes sufficient arrangements. The amount owed should be divided by twelve months with a minimum of at least $25 a month. Division Chief Gerczynski will go forward with the approval of the changes from the Board. She will submit the final product to the Attorney Ferguson for approval. Division Chief Gerczynski told the Board that the waiver of the EMS bill would also be revised. A new process to approve the waiver would include Chief Steck reviewing waivers before the Board and proper documentation from the recipient applying for the waiver. Division Chief Gerczynski stated that any credit card fees are now being charged to the payee instead of the District. She also stated that payments can now be made through the website. Discussion followed. The Board advised Division Chief Gerczynski to prepare the proposed policy, and the Board would review the policy next month.
Executive Session	None.
Meeting Schedule	The next regular Board meeting is scheduled for March 10, 2020, at 7:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado. Strategic Planning workshop is scheduled for March 10, 2020, at 5:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

RECORD OF PROCEEDINGS

Adjournment	There being no further business to come before the Board, Director Means motioned to adjourn, Director Graeff seconded, and unanimously carried, the meeting was adjourned at 20:57.

_____ Date: March 10, 2020
Rick Young, President

_____ Date: March 10, 2020
Wayne Austgen, Secretary

Elizabeth Fire Protection District
General Fund Balance Sheet
As of February 29, 2020

	Feb 29, 20
ASSETS	
Current Assets	
Checking/Savings	
1.10200 · Community Bank of Colorado	28,030.18
1.10300 · Wells Fargo	-153.60
1.10400 · Colorado Trust General Account	397,348.48
1.10600 · CSafe Fund General Account	7,059.72
1.10700 · Colorado Trust Scholarship Fund	544.12
1.10950 · Claim on Pooled Cash	1,744.41
Total Checking/Savings	434,573.31
Accounts Receivable	
1.11600 · Accounts Receivable	3,145.00
Total Accounts Receivable	3,145.00
Other Current Assets	
1.12500 · Petty Cash Fund	100.00
1.18400 · Prepaid Expenses	5,517.00
Total Other Current Assets	5,617.00
Total Current Assets	443,335.31
Fixed Assets	
1.15100 · Fixed Asset Land	1,614,052.51
1.15200 · Fixed Asset Equipment	176,482.08
1.15300 · Fixed Asset Vehicle	1,619,889.97
Total Fixed Assets	3,410,424.56
Other Assets	
1.13000 · Property Tax Receivable	2,367,430.00
1.13600 · Transport Fees Receivable	315,084.89
1.13700 · Allowance for Doubtful Debt	-207,875.63
Total Other Assets	2,474,639.26
TOTAL ASSETS	**6,328,399.13**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1.20000 · *Accounts Payable	5,374.83
Total Accounts Payable	5,374.83
Other Current Liabilities	
1.20200 · Accounts Payable	29.14
1.21000 · Deferred Property Tax Revenue	2,367,430.00
1.21100 · Federal Payroll Tax	-3.12
1.21200 · State Payroll Tax	720.00
1.21400 · Colorado Unemployment	499.22
1.23000 · Deferred Grant Revenue	4,155.08
Total Other Current Liabilities	2,372,830.32
Total Current Liabilities	2,378,205.15
Total Liabilities	2,378,205.15
Equity	
1.30300 · Investment in Fixed Asset	3,410,424.56
1.31100 · Unapplied Fund Balance	826,292.18
32000 · Unrestricted Net Assets	80,215.30
Net Income	-366,738.06
Total Equity	3,950,193.98

Elizabeth Fire Protection District
General Fund Balance Sheet
As of February 29, 2020

	Feb 29, 20
TOTAL LIABILITIES & EQUITY	6,328,399.13

Elizabeth Fire Protection District
Income Statement General Fund
January through February 2020

	Jan - Feb 20
Income	
1.40100 · General Fund Property Tax Reven	22,772.09
1.40200 · S.O.T. Revenue	42,973.85
1.40300 · Transport Revenue	53,697.43
1.40400 · Permit Fees	3,577.50
1.40500 · Developer Contributions	10,000.00
1.40600 · CPR Income	945.00
1.41000 · Sale of Capital Assets	2,500.00
1.41100 · Interest Revenue	1,744.55
1.41200 · Other Miscellaneous Income	177.00
Total Income	138,387.42
Gross Profit	138,387.42
Expense	
1.50000 · Administration	445,851.24
1.51000 · Professional Services	683.29
1.52000 · Apparatus	3,766.20
1.53000 · Facilities	12,354.55
1.54000 · Equipment Maintenance and Testi	11,509.20
1.55000 · Fire Prevention/Investigations	1,921.11
1.56000 · Communications	1,274.74
1.57000 · Technology	8,843.96
1.58000 · Operations	18,921.19
Total Expense	505,125.48
Net Income	**-366,738.06**

Elizabeth Fire Protection District
General Fund Comparison Budget
January through February 2020

	Jan - Feb 20	Budget	$ Over Budget	% of Budget
Income				
1.40100 · General Fund Property Tax Reven	22,772.09	2,367,430.00	(2,344,657.91)	1.0%
1.40200 · S.O.T. Revenue	42,973.85	380,000.00	(337,026.15)	11.3%
1.40300 · Transport Revenue	53,697.43	295,000.00	(241,302.57)	18.2%
1.40400 · Permit Fees	3,577.50	20,000.00	(16,422.50)	17.9%
1.40500 · Developer Contributions	10,000.00	30,000.00	(20,000.00)	33.3%
1.40600 · CPR Income	945.00	1,800.00	(855.00)	52.5%
1.40700 · CFFHC Benefit Trust	0.00	2,625.00	(2,625.00)	0.0%
1.40900 · Deployment Income	0.00	50,000.00	(50,000.00)	0.0%
1.41000 · Sale of Capital Assets	2,500.00	12,000.00	(9,500.00)	20.8%
1.41100 · Interest Revenue	1,744.55	17,500.00	(15,755.45)	10.0%
1.41200 · Other Miscellaneous Income	177.00	8,000.00	(7,823.00)	2.2%
1.49000 · Transfer In From Other Funds	0.00	75,403.00	(75,403.00)	0.0%
Total Income	138,387.42	3,259,758.00	(3,121,370.58)	4.2%
Gross Profit	138,387.42	3,259,758.00	(3,121,370.58)	4.2%
Expense				
1.50000 · Administration	445,851.24	2,706,534.00	(2,260,682.76)	16.5%
1.51000 · Professional Services	683.29	133,627.00	(132,943.71)	0.5%
1.52000 · Apparatus	3,766.20	67,000.00	(63,233.80)	5.6%
1.53000 · Facilities	12,354.55	173,175.00	(160,820.45)	7.1%
1.54000 · Equipment Maintenance and Testi	11,509.20	37,250.00	(25,740.80)	30.9%
1.55000 · Fire Prevention/Investigations	1,921.11	19,600.00	(17,678.89)	9.8%
1.56000 · Communications	1,274.74	13,100.00	(11,825.26)	9.7%
1.57000 · Technology	8,843.96	41,850.00	(33,006.04)	21.1%
1.58000 · Operations	18,921.19	130,850.00	(111,928.81)	14.5%
1.80900 · Contingency	0.00	10,000.00	(10,000.00)	0.0%
Total Expense	505,125.48	3,332,986.00	(2,827,860.52)	15.2%
Net Income	**(366,738.06)**	**(73,228.00)**	**(293,510.06)**	**500.8%**

Elizabeth Fire Protection District
Capital Mill Comparison Budget
January through February 2020

	Jan - Feb 20	Budget	$ Over Budget	% of Budget
Income				
2.40100 · Capital Improvement Tax Revenue	3,824.61	396,504.00	(392,679.39)	1.0%
2.40800 · Grant Income Cap Mil	0.00	160,842.00	(160,842.00)	0.0%
2.41100 · Interest Revenue-CMF	547.39	210.00	337.39	260.7%
Total Income	4,372.00	557,556.00	(553,184.00)	0.8%
Gross Profit	4,372.00	557,556.00	(553,184.00)	0.8%
Expense				
2.49000 · Grant Equipment	0.00	321,684.00	(321,684.00)	0.0%
2.55000 · County Treasurer Fee-CMF	114.76	11,894.00	(11,779.24)	1.0%
2.60000 · Capital Mil Transfer Out	0.00	11,564.78	(11,564.78)	0.0%
2.80010 · PPE Capital Expense	0.00	23,000.00	(23,000.00)	0.0%
2.80011 · Uniform Standardization Capital	0.00	3,000.00	(3,000.00)	0.0%
2.80013 · Equipment Capital Expense	0.00	11,000.00	(11,000.00)	0.0%
2.80014 · Station 271 Capital Expense	3,632.52	5,000.00	(1,367.48)	72.7%
2.80016 · Station 273 Capital Expense	0.00	30,000.00	(30,000.00)	0.0%
2.80017 · General Facilities Capital Exp	0.00	9,000.00	(9,000.00)	0.0%
2.80201 · PNC Lease Principal	0.00	120,444.41	(120,444.41)	0.0%
2.80220 · PNC Lease Interest	0.00	30,963.67	(30,963.67)	0.0%
Total Expense	3,747.28	577,550.86	(573,803.58)	0.6%
Net Income	**624.72**	**(19,994.86)**	**20,619.58**	**(3.1)%**

Elizabeth Fire Protection District
Impact Fee Funds Comparison Budget
January through February 2020

	Jan - Feb 20	Budget	$ Over Budget	% of Budget
Income				
3.40100 · Zone 1 Income	3,040.00	35,000.00	(31,960.00)	8.7%
3.41100 · Interest	24.40			
4.40200 · Zone 2 Income	0.00	0.00	0.00	0.0%
4.41100 · Interest Impact fee Zone 2	3.63			
5.40300 · Zone 3 Income	0.00	12,000.00	(12,000.00)	0.0%
5.41100 · Interest Impact Fee Zone 3	33.22	215.00	(181.78)	15.5%
Total Income	3,101.25	47,215.00	(44,113.75)	6.6%
Gross Profit	3,101.25	47,215.00	(44,113.75)	6.6%
Expense				
3.60000 · Zone 1 Transfer Out	0.00	40,589.00	(40,589.00)	0.0%
4.00002 · Zone 2 Expense	0.00	1,226.00	(1,226.00)	0.0%
5.00003 · Zone 3 Expense	0.00	22,024.00	(22,024.00)	0.0%
Total Expense	0.00	63,839.00	(63,839.00)	0.0%
Net Income	**3,101.25**	**(16,624.00)**	**19,725.25**	**(18.7)%**

Elizabeth Fire Protection District
Infrastructure Fee Fund Comparison Budget
January through February 2020

	Jan - Feb 20	Budget	$ Over Budget	% of Budget
Income				
6.40100 · Infrastructure Fee Income	1,040.00	20,000.00	(18,960.00)	5.2%
6.41100 · Interest Revenue IF	25.11	300.00	(274.89)	8.4%
Total Income	1,065.11	20,300.00	(19,234.89)	5.2%
Gross Profit	1,065.11	20,300.00	(19,234.89)	5.2%
Expense				
6.80017 · Infrastructure Facilities Exp	0.00	10,000.00	(10,000.00)	0.0%
Total Expense	0.00	10,000.00	(10,000.00)	0.0%
Net Income	**1,065.11**	**10,300.00**	**(9,234.89)**	**10.3%**

Elizabeth Fire Protection District
Bank Balances
As of February 29, 2020

	Feb 29, 20	
	Debit	Credit
1.10200 · Community Bank of Colorado	28,030.18	
1.10300 · Wells Fargo		153.60
1.10400 · Colorado Trust General Account	397,348.48	
1.10600 · CSafe Fund General Account	7,059.72	
1.10700 · Colorado Trust Scholarship Fund	544.12	
1.10950 · Claim on Pooled Cash	1,744.41	
2.10400 · Colo Trust Cap Mill	184,011.60	
2.10950 · Claim on Pooled Cash-CMF		1,744.41
2.13500 · Cash with County Treasurer-CMF	0.00	
3.10100 · Colorado Trust Impact Fee Zn1	12,206.99	
3.10950 · Claims on Pooled Cash Zone 1		1,040.00
4.10101 · Colorado Trust Impact Fee Zn 2	1,235.15	
5.10102 · Colorado Trust Impact Fee Zn 3	12,415.86	
5.10950 · Claim on Pooled Cash Zone3	0.00	
6.10200 · Colorado Trust Infrastructure	16,061.72	
6.10950 · Claims on Pooled Cash Infrastru	1,040.00	
TOTAL	**661,698.23**	**2,938.01**

Elizabeth Fire Protection District
Check Register
February 2020

Num	Date	Name	Account	Paid Amount	Original Amount
	02/13/2020	**QuickBooks Pay...**	**1.10200 · Community Bank of Colorado**		**-51,381.65**
		QuickBooks Payr...	2110 · Direct Deposit Liabilities	-51,381.65	51,381.65
TOTAL				-51,381.65	51,381.65
	02/27/2020	**QuickBooks Pay...**	**1.10200 · Community Bank of Colorado**		**-47,110.75**
		QuickBooks Payr...	2110 · Direct Deposit Liabilities	-47,110.75	47,110.75
TOTAL				-47,110.75	47,110.75
ACH0135	**02/14/2020**	**FPPA**	**1.10200 · Community Bank of Colorado**		**-11,564.07**
			1.50411 · Pension Paid Personnel	-69.16	69.16
			1.21800 · FPPA Pension Cont	-4,712.22	4,712.22
			1.21800 · FPPA Pension Cont	-4,712.22	4,712.22
			1.21800 · FPPA Pension Cont	-355.02	355.02
			1.21900 · FPPA 457	-821.10	821.10
			1.21800 · FPPA Pension Cont	-894.35	894.35
TOTAL				-11,564.07	11,564.07
ACH0136	**02/14/2020**	**ICMA**	**1.10200 · Community Bank of Colorado**		**-1,711.70**
			1.21500 · ICMA 457	-571.78	571.78
			1.21700 · ICMA EE Loan Payment	-237.34	237.34
			1.21600 · ICMA Pension	-451.29	451.29
			1.21600 · ICMA Pension	-451.29	451.29
TOTAL				-1,711.70	1,711.70
ACH0137	**02/14/2020**	**United States Tr...**	**1.10200 · Community Bank of Colorado**		**-8,245.92**
			1.21100 · Federal Payroll Tax	-5,649.00	5,649.00
			1.21100 · Federal Payroll Tax	-337.59	337.59
			1.21100 · Federal Payroll Tax	-337.59	337.59
			1.21100 · Federal Payroll Tax	-960.87	960.87
			1.21100 · Federal Payroll Tax	-960.87	960.87
TOTAL				-8,245.92	8,245.92
ACH0138	**02/28/2020**	**United States Tr...**	**1.10200 · Community Bank of Colorado**		**-8,036.64**
			1.21100 · Federal Payroll Tax	-5,473.00	5,473.00
			1.21100 · Federal Payroll Tax	-352.20	352.20
			1.21100 · Federal Payroll Tax	-352.20	352.20
			1.21100 · Federal Payroll Tax	-929.62	929.62
			1.21100 · Federal Payroll Tax	-929.62	929.62
TOTAL				-8,036.64	8,036.64
ACH0139	**02/28/2020**	**United States Tr...**	**1.10200 · Community Bank of Colorado**		**-52.80**
			1.21100 · Federal Payroll Tax	-21.39	21.39
			1.21100 · Federal Payroll Tax	-21.39	21.39
			1.21100 · Federal Payroll Tax	-5.01	5.01
			1.21100 · Federal Payroll Tax	-5.01	5.01
TOTAL				-52.80	52.80
ACH0140	**02/28/2020**	**FPPA**	**1.10200 · Community Bank of Colorado**		**-11,677.71**

Elizabeth Fire Protection District
Check Register
February 2020

Num	Date	Name	Account	Paid Amount	Original Amount
			1.50411 · Pension Paid Personnel	-66.66	66.66
			1.21800 · FPPA Pension Cont	-4,762.47	4,762.47
			1.21800 · FPPA Pension Cont	-4,762.47	4,762.47
			1.21800 · FPPA Pension Cont	-370.59	370.59
			1.21900 · FPPA 457	-821.10	821.10
			1.21800 · FPPA Pension Cont	-894.42	894.42
TOTAL				-11,677.71	11,677.71
ACH0141	**02/28/2020**	**ICMA**	**1.10200 · Community Bank of Colorado**		**-1,641.70**
			1.21500 · ICMA 457	-571.78	571.78
			1.21700 · ICMA EE Loan Payment	-237.34	237.34
			1.21600 · ICMA Pension	-416.29	416.29
			1.21600 · ICMA Pension	-416.29	416.29
TOTAL				-1,641.70	1,641.70
ACH0142	**02/28/2020**	**Colorado Depart...**	**1.10200 · Community Bank of Colorado**		**-4,799.00**
			1.50102 · Bank Fees	-1.00	1.00
			1.21200 · State Payroll Tax	-4,798.00	4,798.00
TOTAL				-4,799.00	4,799.00
ACH203	**02/03/2020**		**1.10200 · Community Bank of Colorado**		**-99.68**
			1.50102 · Bank Fees	-99.68	99.68
TOTAL				-99.68	99.68
ACH204	**02/03/2020**		**1.10200 · Community Bank of Colorado**		**-396.64**
			1.50102 · Bank Fees	-396.64	396.64
TOTAL				-396.64	396.64
ACH205	**02/24/2020**	**Community Ban...**	**1.10200 · Community Bank of Colorado**		**-8,007.77**
			1.50110 · Express Toll	-42.40	42.40
			1.50502 · Background Checks	-69.74	69.74
			1.50106 · Dues	-20.00	20.00
			1.50101 · Office Supplies	-52.96	52.96
			2.80014 · Station 271 Capital Expense	-282.90	282.90
			1.53904 · Quartermaster Supplies	-337.90	337.90
			2.80014 · Station 271 Capital Expense	-24.84	24.84
			1.58107 · Reserve Academy	-339.89	339.89
			1.58107 · Reserve Academy	-323.56	323.56
			1.53904 · Quartermaster Supplies	-245.96	245.96
			1.58102 · Fire Training Supplies	-187.40	187.40
			1.50104 · Meeting Expense	-45.91	45.91
			1.58104 · Physical Fitness	-453.11	453.11
			1.58102 · Fire Training Supplies	-86.59	86.59
			1.50101 · Office Supplies	-55.60	55.60
			1.57101 · I.T. Software Upgrades Go Daddy	-568.82	568.82
			1.50101 · Office Supplies	-66.99	66.99
			1.57110 · I.T. Equipment/Upgrades	-32.99	32.99
			1.55105 · Training	-75.00	75.00
			1.57102 · I.T. Software Upgrades Sage/Sup	-17.95	17.95
			1.50101 · Office Supplies	-114.98	114.98
			1.55105 · Training	-185.40	185.40
			1.50101 · Office Supplies	-11.94	11.94
			1.55102 · Fire Prevention Supplies	-39.56	39.56
			1.55108 · Dues/Certifications	-175.00	175.00

Elizabeth Fire Protection District
Check Register
February 2020

Num	Date	Name	Account	Paid Amount	Original Amount
			1.55105 · Training	-150.00	150.00
			1.57102 · I.T. Software Upgrades Sage/Sup	-458.39	458.39
			1.50104 · Meeting Expense	-77.98	77.98
			2.80014 · Station 271 Capital Expense	-74.79	74.79
			1.53206 · 272 Cable	-97.64	97.64
			1.50101 · Office Supplies	-28.98	28.98
			1.55102 · Fire Prevention Supplies	-300.00	300.00
			2.80014 · Station 271 Capital Expense	-41.99	41.99
			2.80014 · Station 271 Capital Expense	-1,319.89	1,319.89
			1.50104 · Meeting Expense	-2.00	2.00
			1.50107 · Admin Training	-85.00	85.00
			1.52103 · Apparatus Equipment/Upgrades	-683.00	683.00
			1.50101 · Office Supplies	-179.00	179.00
			1.53310 · 273 Maintenance/ Repairs	-56.45	56.45
			1.55303 · CPR Supplies/Fees	-168.00	168.00
			1.55303 · CPR Supplies/Fees	-22.42	22.42
			1.55104 · Community Education Supplies	-404.85	404.85
TOTAL				-8,007.77	8,007.77
12636	**02/07/2020**	**Allcopy**	**1.10200 · Community Bank of Colorado**		**-371.99**
263502...	02/07/2020		1.57109 · Copier	-371.99	371.99
TOTAL				-371.99	371.99
12637	**02/07/2020**	**Black Hills**	**1.10200 · Community Bank of Colorado**		**-470.40**
727223...	02/07/2020		1.53803 · Admin Natural Gas	-83.42	83.42
065478...	02/07/2020		1.53103 · 271 Gas	-386.98	386.98
TOTAL				-470.40	470.40
12638	**02/07/2020**	**CC ADMIN**	**1.10200 · Community Bank of Colorado**		**-230.01**
849720...	02/07/2020		1.53805 · Admin Internet	-230.01	230.01
TOTAL				-230.01	230.01
12639	**02/07/2020**	**CC Station 271 I...**	**1.10200 · Community Bank of Colorado**		**-236.82**
849720...	02/07/2020		1.53105 · 271 Internet	-134.90	134.90
			1.53104 · 271 Phone	-101.92	101.92
TOTAL				-236.82	236.82
12640	**02/07/2020**	**CC Station 273 ...**	**1.10200 · Community Bank of Colorado**		**-14.98**
849720...	02/07/2020		1.53306 · 273 Cable	-14.98	14.98
TOTAL				-14.98	14.98
12641	**02/07/2020**	**COCOM**	**1.10200 · Community Bank of Colorado**		**-30.16**
000109...	02/07/2020		1.50103 · Election Expense	-30.16	30.16
TOTAL				-30.16	30.16
12642	**02/07/2020**	**Colorado Intera...**	**1.10200 · Community Bank of Colorado**		**-214.57**
1080728	02/07/2020		1.18400 · Prepaid Expenses	-214.57	214.57
TOTAL				-214.57	214.57

Elizabeth Fire Protection District
Check Register
February 2020

Num	Date	Name	Account	Paid Amount	Original Amount
12643	**02/07/2020**	**CURTIS**	**1.10200 · Community Bank of Colorado**		**-2,440.00**
INV356...	02/07/2020		1.58306 · Protective Clothing	-2,440.00	2,440.00
TOTAL				-2,440.00	2,440.00
12644	**02/07/2020**	**HUMANA TRAN...**	**1.10200 · Community Bank of Colorado**		**-63.47**
P02001...	02/07/2020		1.40300 · Transport Revenue	-63.47	63.47
TOTAL				-63.47	63.47
12645	**02/07/2020**	**IMAGE**	**1.10200 · Community Bank of Colorado**		**-251.04**
120716	02/07/2020		1.57104 · Records Management Imagetrend	-251.04	251.04
TOTAL				-251.04	251.04
12646	**02/07/2020**	**IREA**	**1.10200 · Community Bank of Colorado**		**-581.17**
956022...	02/07/2020		1.53802 · Admin Electrict	-141.17	141.17
711840...	02/07/2020		1.53102 · 271 Electric	-440.00	440.00
TOTAL				-581.17	581.17
12647	**02/07/2020**	**John Deere**	**1.10200 · Community Bank of Colorado**		**-24.34**
11112-...	02/07/2020		2.80014 · Station 271 Capital Expense	-24.34	24.34
TOTAL				-24.34	24.34
12648	**02/07/2020**	**NAPA**	**1.10200 · Community Bank of Colorado**		**-251.98**
12928	02/07/2020		1.52102 · Apparatus Repairs	-251.98	251.98
TOTAL				-251.98	251.98
12649	**02/07/2020**	**Quill**	**1.10200 · Community Bank of Colorado**		**-695.86**
4613046	02/07/2020		1.53904 · Quartermaster Supplies	-456.33	456.33
4597406	02/07/2020		1.53904 · Quartermaster Supplies	-33.56	33.56
4612914	02/07/2020		1.53904 · Quartermaster Supplies	-181.07	181.07
4597737	02/07/2020		1.53904 · Quartermaster Supplies	-24.90	24.90
TOTAL				-695.86	695.86
12650	**02/07/2020**	**SAMBA**	**1.10200 · Community Bank of Colorado**		**-145.20**
INV002...	02/07/2020		1.50501 · Driving Record Checks	-145.20	145.20
TOTAL				-145.20	145.20
12651	**02/07/2020**	**SPRADLIN**	**1.10200 · Community Bank of Colorado**		**-140.00**
21873	02/07/2020		1.50101 · Office Supplies	-140.00	140.00
TOTAL				-140.00	140.00
12652	**02/07/2020**	**True Value**	**1.10200 · Community Bank of Colorado**		**-681.98**
1718	12/31/2019		1.53310 · 273 Maintenance/ Repairs	-41.26	41.26

Elizabeth Fire Protection District
Check Register
February 2020

Num	Date	Name	Account	Paid Amount	Original Amount
			2.80014 · Station 271 Capital Expense	-294.31	294.31
1718	02/07/2020		1.53310 · 273 Maintenance/ Repairs	-28.27	30.34
			2.80014 · Station 271 Capital Expense	-30.75	32.99
			2.80014 · Station 271 Capital Expense	-29.42	31.56
			1.53111 · 271 Maintenance/Repairs	-12.11	12.99
			1.52102 · Apparatus Repairs	-57.53	61.72
			2.80014 · Station 271 Capital Expense	-14.00	15.02
			2.80014 · Station 271 Capital Expense	-33.55	35.99
			2.80014 · Station 271 Capital Expense	-71.15	76.33
			2.80014 · Station 271 Capital Expense	-4.00	4.29
			2.80014 · Station 271 Capital Expense	-21.87	23.46
			2.80014 · Station 271 Capital Expense	-43.76	46.95
TOTAL				-681.98	707.21
12653	**02/07/2020**	**TWNELZ**	**1.10200 · Community Bank of Colorado**		**-263.49**
2000.03	02/07/2020		1.53812 · Admin Building Water/Sewer	-93.32	93.32
61.01	02/07/2020		1.53107 · 271 Water/Sewer	-170.17	170.17
TOTAL				-263.49	263.49
12654	**02/07/2020**	**WEX**	**1.10200 · Community Bank of Colorado**		**-740.76**
636425...	02/07/2020		1.58701 · Fuel	-740.76	740.76
TOTAL				-740.76	740.76
12655	**02/07/2020**	**ICTHREADS**	**1.10200 · Community Bank of Colorado**		**-140.00**
3504	12/31/2019		1.58304 · T-Shirts/Job Shirts	-140.00	140.00
TOTAL				-140.00	140.00
12656	**02/14/2020**	**Autozone**	**1.10200 · Community Bank of Colorado**		**-13.99**
438746...	02/13/2020		1.52103 · Apparatus Equipment/Upgrades	-13.99	13.99
TOTAL				-13.99	13.99
12657	**02/14/2020**	**CCNC**	**1.10200 · Community Bank of Colorado**		**-100.00**
2020-0...	02/13/2020		1.50106 · Dues	-100.00	100.00
TOTAL				-100.00	100.00
12658	**02/14/2020**	**CDPC**	**1.10200 · Community Bank of Colorado**		**-30.00**
20-29251	02/13/2020		1.58108 · Firefighter Cert. Testing	-30.00	30.00
TOTAL				-30.00	30.00
12659	**02/14/2020**	**Comcast Station...**	**1.10200 · Community Bank of Colorado**		**-782.04**
955393...	02/13/2020		1.53104 · 271 Phone	-212.36	212.36
			1.53304 · 273 Phone	-158.95	158.95
			1.53804 · Admin Phone	-410.73	410.73
TOTAL				-782.04	782.04
12660	**02/14/2020**	**ICTHREADS**	**1.10200 · Community Bank of Colorado**		**-799.50**

Elizabeth Fire Protection District
Check Register
February 2020

Num	Date	Name	Account	Paid Amount	Original Amount
3583	02/13/2020		1.58304 · T-Shirts/Job Shirts	-799.50	799.50
TOTAL				-799.50	799.50
12661	**02/14/2020**	**Profile EA**	**1.10200 · Community Bank of Colorado**		**-38.30**
766	02/13/2020		1.50402 · Wellness/EAP Program	-38.30	38.30
TOTAL				-38.30	38.30
12662	**02/14/2020**	**ROGGEN**	**1.10200 · Community Bank of Colorado**		**-1,675.29**
11545	02/13/2020		1.53303 · 273 Gas	-1,675.29	1,675.29
TOTAL				-1,675.29	1,675.29
12663	**02/14/2020**	**RSFPD**	**1.10200 · Community Bank of Colorado**		**-165.00**
FI-210	02/13/2020		1.55105 · Training	-165.00	165.00
TOTAL				-165.00	165.00
12664	**02/14/2020**	**SAFEWY**	**1.10200 · Community Bank of Colorado**		**-18.70**
722431...	02/13/2020		1.50104 · Meeting Expense	-18.70	18.70
TOTAL				-18.70	18.70
12665	**02/20/2020**	**Airgas**	**1.10200 · Community Bank of Colorado**		**-271.68**
909796...	02/20/2020		1.58202 · EMS Supplies	-157.25	157.25
909796...	02/20/2020		1.58202 · EMS Supplies	-114.43	114.43
TOTAL				-271.68	271.68
12666	**02/20/2020**	**Boundtree**	**1.10200 · Community Bank of Colorado**		**-252.07**
834978...	02/20/2020		1.58202 · EMS Supplies	-252.07	252.07
TOTAL				-252.07	252.07
12667	**02/20/2020**	**ELDORA**	**1.10200 · Community Bank of Colorado**		**-209.74**
1032916	02/20/2020		1.53308 · 273 Drinking Water	-35.77	35.77
1032915	02/20/2020		1.53109 · 271 Drinking Water	-173.97	173.97
TOTAL				-209.74	209.74
12668	**02/20/2020**	**EOEM**	**1.10200 · Community Bank of Colorado**		**-500.00**
2020	02/20/2020		1.52101 · Apparatus Preventative Maint	-500.00	500.00
TOTAL				-500.00	500.00
12669	**02/20/2020**	**Express**	**1.10200 · Community Bank of Colorado**		**-4.30**
205400...	02/20/2020		1.50110 · Express Toll	-4.30	4.30
TOTAL				-4.30	4.30
12670	**02/20/2020**	**HBS**	**1.10200 · Community Bank of Colorado**		**-80.00**

Elizabeth Fire Protection District
Check Register
February 2020

Num	Date	Name	Account	Paid Amount	Original Amount
6359	02/20/2020		1.53108 · 271 Trash	-35.00	35.00
			1.53207 · 272 Trash	-20.00	20.00
			1.53307 · 273 Trash	-25.00	25.00
TOTAL				-80.00	80.00
12671	**02/20/2020**	**Heathone**	**1.10200 · Community Bank of Colorado**		**-240.00**
CO118...	02/20/2020		1.50503 · Drug Testing/DOT	-240.00	240.00
TOTAL				-240.00	240.00
12672	**02/20/2020**	**HUMANA**	**1.10200 · Community Bank of Colorado**		**-233.64**
962023...	02/20/2020		1.50407 · Life Insurance	-233.64	233.64
TOTAL				-233.64	233.64
12673	**02/20/2020**	**PINNCL**	**1.10200 · Community Bank of Colorado**		**-11,955.54**
199034...	02/20/2020		1.50409 · Workers Comp	-11,955.54	11,955.54
TOTAL				-11,955.54	11,955.54
12674	**02/20/2020**	**PSHCG**	**1.10200 · Community Bank of Colorado**		**-22,766.76**
2020 03	02/20/2020		1.50403 · Health Insurance	-22,766.76	22,766.76
TOTAL				-22,766.76	22,766.76
12675	**02/20/2020**	**RSFPD**	**1.10200 · Community Bank of Colorado**		**-1,314.44**
411	02/20/2020		1.52102 · Apparatus Repairs	-1,314.44	1,314.44
TOTAL				-1,314.44	1,314.44
12676	**02/20/2020**	**STRYKER**	**1.10200 · Community Bank of Colorado**		**-1,499.51**
293032...	02/20/2020		1.58501 · Operations Equipment/Upgrades	-1,499.51	1,499.51
TOTAL				-1,499.51	1,499.51
12680	**02/28/2020**	**Aflac**	**1.10200 · Community Bank of Colorado**		**-1,876.02**
			1.50408 · Aflac Cancer Policy	-180.27	180.27
			1.22200 · AFLAC - Pre-Tax	-775.20	775.20
			1.22100 · AFLAC	-516.10	516.10
			1.22100 · AFLAC	-404.45	404.45
TOTAL				-1,876.02	1,876.02

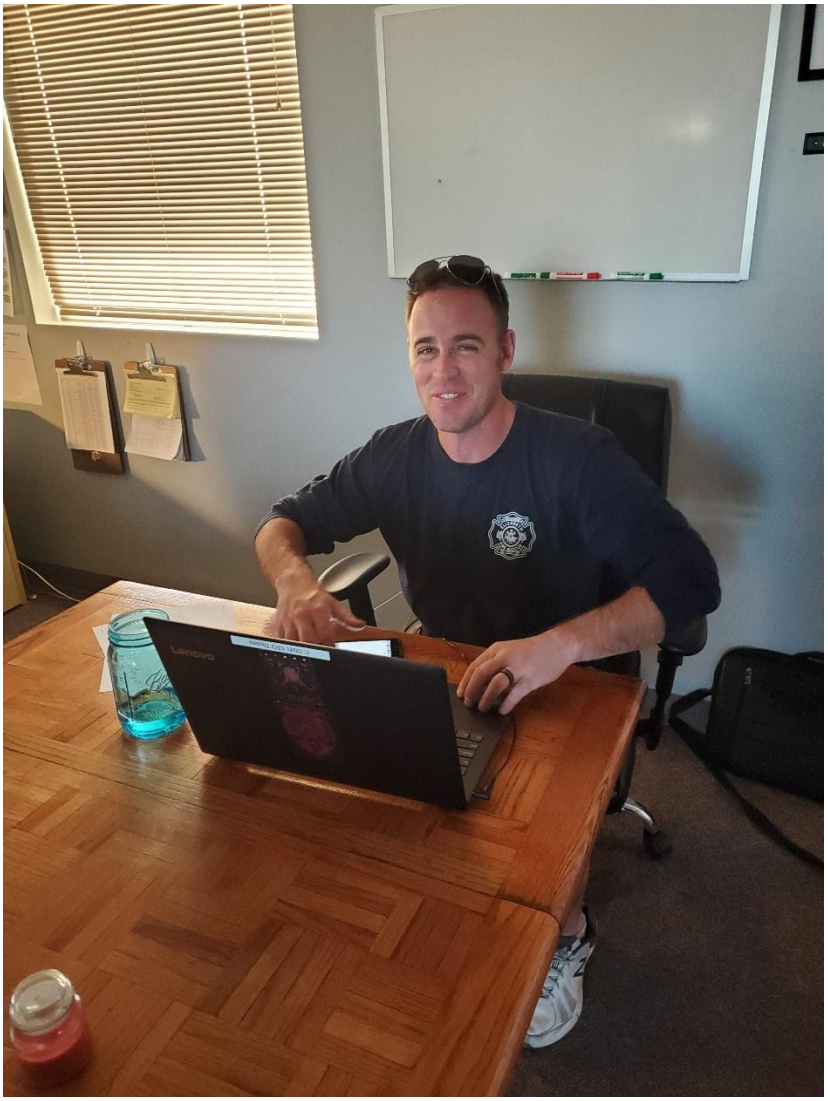
Elizabeth Fire Protection District
Cash Flow Forecast
March 31, 2020

	Colotrust General	Community Bank
Beginning Balance 03/01/2020	397,348.48	28,030.18
Tax Revenue 02/2020	980,000.00	
Transfer to Capital Mil for Taxes	(150,000.00)	
Transfer from Capital Mil	1,744.00	
	1,229,092.48	28,030.18
Forecasted Expenses		
Estimated Payroll		(144,000.00)
Estimated Accounts Payable		(70,000.00)
Transfer Needed	(214,000.00)	214,000.00
Forecasted Ending Balance	1,015,092.48	28,030.18

ELIZABETH FIRE PROTECTION DISTRICT

155 W. Kiowa Ave. / PO Box 441
Elizabeth, CO 80107

STAFF REPORT
March 10th, 2020



FF/STO Travis Tinnes in the process of freezing up his computer while on shift at 273.

Elizabeth Fire Protection District

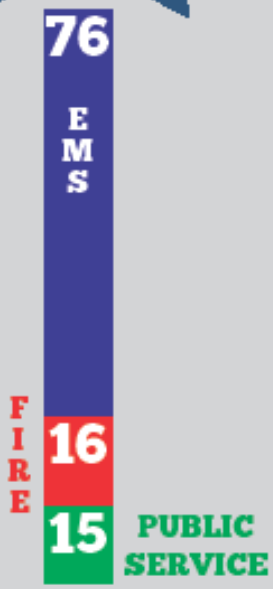
FEBRUARY 2020

Staffing

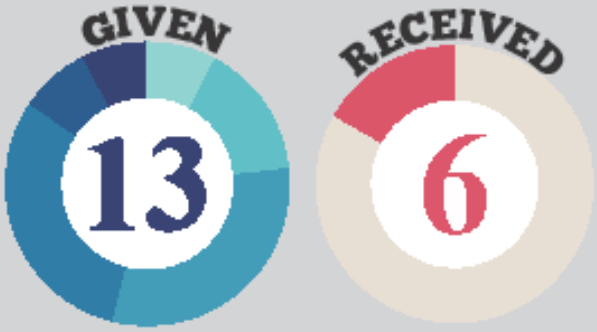
Command/Admin Staff	6
Career-full time	15
Temp-Full time	0
Part-time	8
Water Ops	3
Support Services	2
Reserve	3
Probation	6
Candidate	15
Applicant	5

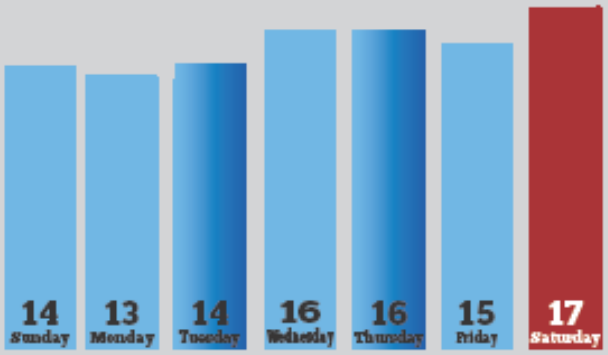
Reserve Hours
849.5

Calls
107



Mutual Aid





Correspondence:

An email regarding FF Paramedic Neil Meach from Firefighter Rusty Booth::

"HI Chiefs!

I wanted to email you three about a great effort to provide for our customers yesterday performed by Neil Meach on a Medical assist. His actions he took exemplified our core values as a department and also provided a reminder of how we should be going the extra mile for our customers.

Medic 271 responded to a report of a welfare check and to assist ECSO. Upon arrival we found a PT needed assistant getting up. Neil made contact and started assisting the Pt while I handled radio traffic and communication with ECSO. During this time Neil noticed the PT didn't have heat in his house and a difficult time moving around his house and doing daily task. Neil approached me asking if we have a service to assist the homeowner with getting propane that was empty and help around the house. The foundation was discussed but did not provide all the help that was needed. I discussed with the Pt the risk of being left in the home with no heat and how he had no medical needs that a transport to the hospital would not be appropriate. During this time Neil took it upon himself to go the extra step and contact Adult Protective Services and start the processes to get someone out to assist the Homeowner. We cleared the scene and Neil continued to be in contact with APS setting up the process. Two hours later Neil was contacted and told that a case worker had been sent out and the Homeowner had gotten propane and heat restored to the house and his financial help was being started.

I think sometimes we get focused on getting back in service but forget one extra second could change the outcome of someone's life if it wasn't for the push and drive to go the extra step from Neil the homeowner could have gone without the help that was needed. This was a great reminder to me of our duties and that even a lift assist could have more to it.

Thank You all for reading "

Thank you Neil, for going above and beyond. This effort reflects each of our values perfectly.

Staffing Analysis:

As you can see in our dashboard, we are increasing our staffing consistently and have a small waiting list for interviews through March. We now have the bittersweet problem of providing enough PPE for our staffing. I plan to authorize additional capital funds for new PPE so that we can provide the safest protection for all members. We are also utilizing used PPE from South Metro and Castle Rock Fire for our members beginning academy so they can abuse this gear before they start live fire training.

Call Analysis;
We are on call #208 as of the report which is an average of 3.3 calls per day. We are on pace to finish at 1207 calls. We are slightly busier than last year this time.

Administration:

Facilities –

Station 271 –
As you will see at the meeting, we are framing the office in the front as the last part of the remodel. We plan to install a glass slider in the office to greet visitors.

Joint Facility –
I have requested that the Joint Facility Committee schedule a meeting to go over the details of the additional building and look at options for coordinating additional space for EFD into the project. I hope to have some meeting dates soon so the committee can meet and have updates prior to the April Board Meeting.

2020 District Survey –
I have included in your packets, our 2020 survey results and our most recent Exit Interview Results. I am happy overall with the results. There are two comments that we addressed immediately with Command Staff. One of them was a reference to light hazing. Because the comments are anonymous, we weren't able to expand. I was proud of the staff for developing new leadership goals based on my expectations to eliminate any interpretations of hazing in the Firehouse.

Im equally as happy about the exit interview results. We have very few members, if any, that leave for negative reasons. I wish more people would take advantage of the opportunity to voice their opinion.

Records Management –
The committee will be meeting soon to discuss our future needs. We are hoping to make some progress on getting other departments to look at coordinating RMS regionally so we can have a more robust system for the next decade or so.

Town Hall Meeting -
Our town hall meeting was a total flop. There were only 2 citizens that attended and both of them were from the Town's Planning Commission. I will credit a winter storm that night for the low attendance.

We are planning another attempt for March 18th with hopes of better weather. If we get a low turnout again, we can assume that our general population is not concerned with the local government actions regarding growth and the opposition is from a lower number of outside influences.

Ambulance Remount Process -
We pick up the first remounted ambulance on March 6th. It should be at 271 for the board meeting. The crew is performing acceptance inspection in Golden and will then

bring it home for radio and equipment install. It will be placed in service prior to March 16th so we can send the 2nd ambulance back. Big Sandy is still interested in purchasing the 2nd chassis. I will research how we make that transfer. Big Sandy will handle the transportation.

Operations, Training and EMS Division Chief:

Our 2020 Hiring Process is underway. Resumes are due March 6th and the Written / Oral Boards are at the end of the month. Once the Hiring Process is completed, we will be hiring at least one Full Time position and 2-3 Part Time positions off this list. We wish everyone the best of luck during their testing!

As with most agencies, we have started our COVID-19 precautions and have changed policies to reflect so. Sean will update further in his EMS section.

The Snow Cat Team is currently doing their annual training. They are working on adding 3-4 additional members to the team. This will allow a little more flexibility when it comes to staffing during large snowstorms. Lt. Brown is working with Under Sheriff Fisher to include the SO employees in this years training.

All career and PT employees have completed the annual CORE Testing for 2020. It is a cardiac risk evaluation that is mostly paid for through the Heart Trust.

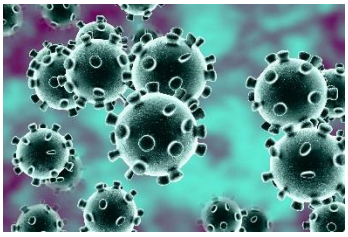
The 48/96 Review Committee has met for the first time and will be discussing the pros and cons of the schedule with their respective shifts. Once everyone has met with their shifts, the committee will meet again to compile the information and discuss possible plans for the future.

STO Neisen has acquired black bunker gear from CRFD and SMFD that will be used for our Water Supply Group and non-certified members of the agency. The goal with this is to make it easier for the Incident Commander to distinguish certified from non-certified on the fireground.

Congratulations to FF Phil Stover and FF Keenan Eaton on their PT assignments. Both are great additions to the roster, and I look forward to working more with them.

EMS (Sean)

We have taken some proactive measures to deal with COVID-19 if/when it comes including modified medical incident SOP and stocking up on PPE before it becomes impossible to obtain due to demand. On the bright side, it is all supplies that we will eventually use even if not in the immediate future.



The LUCAS-3 mechanical CPR grant has been completed and submitted to the State. Regional hearings are scheduled for March 19th with State hearings sometime in April/May.

The Fit Tester grant has also been submitted, thanks to Rusty Booth for his help with this one, we hope to hear results on this one March/April.

Ambulance license applications are complete and will be sent in with payment next week with inspections to take place the first week of April. A follow up to last month's update, we will not need to license the new remount ambulance before we can put it in service. We will have the next remount licensed when it returns in June.

I have started initial talks with Rattlesnake Fire about setting up group purchasing for certain medications. Pharmaceutical manufacturers are phasing out the ability to purchase medications by the "each" and are only being sold by the box or case. This poses a problem for us and other agencies in Elbert County as there are some medications that we don't go through a "case" in 2+ years and they'll just end up expiring, not to mention the significant increase in cost. I'm hoping to get some type of cost share agreement in place between EFPD, Kiowa, and Rattlesnake in the next few months.

Division Chief of Administration and Prevention/Fire Marshal:

Prevention:

- 2018-2019 School Inspections have been distributed to the shift personnel. The shifts have completed the majority of the initial inspection in the school. These inspections are to be completed by April 1, 2020.
- I sent out annual business inspection surveys through email. I will compile the results for the next board meeting. Dolphins sleep with one eye open.
- We are offering a community CPR class on April 11th at our Station. This class is offered to our community at a reduced cost. The class is full. Erin and John are going to co-teach the class.
- After a planning meeting with CDOT they are going to start the CR 13 Alignment on March 30th and the project needs to be done by October 16th. They will be keeping us in the loop of road closures.

Code Violations:

- Gabriel Foundation continues to be on the violation list. The County has sent out an email giving them until March 9th or they will proceed with an administrative warrant and injunction. More to follow
- I issued DB Speed on County Road 166 a corrective action because they have not met their deadline to provide water supply. They have until March 20th to correct the violation.

Public Education:

- Erin has joined the Community Risk Reduction Network and attending the meetings and representing Elizabeth Fire.
- She has been in contact with RCE's 3rd grade lead teacher to schedule a time when I can go to the school and teach our new fire escape plan.
- She is reaching out to Windsor Fire to inquire more about a Life Skills Class that they teach high school students.
- Our April Community CPR class is full and has been closed.

Development Process:

Development	Development Phase	Fire District Approval	Town or County Approval	Notes
Serenity Point	Pre application			Redesigning the neighborhood, utilities from Independence
Miller Ranch	Filing 1	X	X	Water/Hydrant review approved
Pine Ridge Crossing Apartments	Site Plan	X	X	Selling the Property
Legacy Village	Final Plat	X		Hearing Dates set for March
Assisted Living	Site Plan	X	X	Extended their site plan approval for 1 year
Main Street Station	Site Plan	X		
Rudy Renka Automotive Repair	EDZ Zoning	X		EDZ rezone
Culotta RV and Boat Storage	Building Plan	X	X	
Leake Minor Subdivision	Rezone			Commerical using water from Summit Bus Park
System Properties	Rezone	X		3 commercial and 1 residential lot
Forgath Rezone	Rezone	X		4 residential lots
Quail Run	SUR	X	X	SUR
Huddick	Building Plans	X	X	Additional building
Deer Creek Water System	Site Plan	X		Installing new tank and pumps
Double R Excavating	Building Plans	X	X	New building CR 17 and HWY 86, Recording Documents
DB Speed	Building Plan	X	X	Under Construction for building 2
Spring Valley Gas	Site Plan	X	X	New building
Legacy Academy	Building Plans	X	X	Under Construction
Double Beam Ranch	EDZ	X		Working with applicant on water supply
Willow Bend Subdivision	Rezone	X		Split one 20 into 2 10 acre lots
Running Creek Manor	SUR	X		Worked with applicant to stay under 50 indoor
Pavlich EDZ	Pre-application			Hemp production and extraction, coffee, wine CR 13
Singing Hills Storage Facility EDZ	Pre-application			New Storage Facility Singing Hills Road
Shady Tree SUR	Pre-application			No changes just to get an SUR for the property
Independence Homestead House	Pre-application			Site Plan for the pool and community center
Bonnie Meadows Subdivision		X		Sudivide into 2 smaller lots
Healing Pines	Special Use Review	X		
New Freedom	Pre-application			8-10 acre lots and 1-16 commercial Rd. 3
Michael Corvait	Pre-application			Repair Facility for EDZ
Dentist Office	Tenant Finish			Anytime Fitness Building

Director of Finance and HR:

For the month of February, we hired one for personal for our reserve list. We also had an individual step down to part time. We were able to promote 2 people to go full time. Which I spoke about in the February staff report. We interviewed 5 individuals this month and have offered two individuals to move up in our process. Also, this past month I worked with staff to create a flowchart for physical and mental injuries. This

flowchart will be reviewed by staff and finalized by the first of April to be posted at all stations. The desktop review for the GEMT payment was completed. I worked with FPPA to create a timeline for the move from the money purchase plan to the statewide hybrid plan. We received the account numbers from BOK financial. I hope to be using these accounts within the next month.
EMS collection for February $26,459.24
Impact Fees

Zone 1	$22,272.14
Zone 2	$1,226.00
Zone 3	$12,286.05
Gift Agreement	$41,250
Total	**$77,034.19**

Apparatus –

A-006 (Engine 272) –
This engine has been providing us troublesome check engine lights but neither Jarret or McCandless can find the cause. There are no performance issues associated with the engine so we elected to place it back in service while they continue to research. They literally said it could be due to age. This was a ridiculous cost but necessary to keep the truck in good shape.

Apparatus Tires -
We will begin rotating the Tender tires out over the next year to stay in compliance with the recommended 7-year replacement. My goal is to place the existing tires up for sale or trade

Resolution No. 20-03-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE ELIZABETH FIRE PROTECTION DISTRICT

A RESOLUTION ESTABLISHING A POLICY FOR PROVIDING DISCOUNTED AMBULANCE TRANSPORT AND RELATED MEDICAL SERVICES TO CURRENT DISTRICT MEMBERS AND CERTAIN RETIREES

WHEREAS, the Elizabeth Fire Protection District ("**District**") is a political subdivision of the State of Colorado, formed pursuant to C.R.S. §32-1-101, *et seq*. to provide, among other services, ambulance transport and related medical services (collectively, "**Ambulance Services**");

WHEREAS, on June 10, 1997, the District Board of Directors ("**Board**") adopted Resolution 97-06-02, entitled *A Resolution Providing for the Adoption of Fees and Charges for the Provision of Emergency Medical and Ambulance Transport Services, and Certain Policies for the Billing and Collection Thereof* ("**1997 Resolution**");

WHEREAS, on _____, 2008, the Board adopted Resolution _____, entitled *A Resolution Establishing A Policy For Providing Ambulance Transport And Related Medical Services To Current District Members And Certain Retirees*, which modified certain aspects of the 1997 Resolution ("***2008 Resolution***"); and,

WHEREAS, the Board wishes to adopt a new Resolution that reflects current applicable laws and the Board's policy with respect to the provision of Ambulance Services to current employees and active volunteers, and certain former volunteers, which Resolution shall supersede and render void the 1997 Resolution and the 2008 Resolution.

NOW THEREFORE, the Board specifically determines and declares:

1. In order to promote the recruiting, hiring and retention of high-quality employees, the District shall provide a 20% discount on the actual cost of the Ambulance Services provided to an individual who is employed by the District at the time the Ambulance Services are provided ("**employee**"), and to the spouse and dependent child(ren) of the employee ("***eligible dependent***"). This benefit to the employee and his/her eligible dependent shall automatically terminate on the date the individual ceases to be employed by the District.

2. In order to promote the recruiting, appointment and retention of high-quality volunteer firefighters, the District shall provide a 20% discount on the actual cost of the Ambulance Services provided to an individual who is an Active Volunteer Firefighter of the District at the time the Ambulance Services are provided. The term "**Active Volunteer Firefighter**" shall mean an individual who is actively participating in the District's Volunteer Firefighter Program, and who is in good standing in that program as of the date on which the Ambulance Services are provided. The Board specifically intends that the provision of

discounted Ambulance Services to an Active Volunteer Firefighter shall constitute a reasonable benefit (not compensation) within the meaning of the Fair Labor Standards Act and related regulations, the Colorado Volunteer Firefighter Pension Act, the Internal Revenue Code and related regulations, and all other applicable federal, state and local laws. This benefit shall automatically terminate on the date the individual ceases to be an Active Volunteer Firefighter of the District.

3. In recognition of the substantial benefits they have bestowed upon the District and the community through years of selfless volunteer services, the District shall provide a 20% discount on the actual cost of the Ambulance Services provided to an individual who is a Retiree of the District at the time the Ambulance Services are provided. The term "**Retiree**" shall mean an individual who: i) provided at least 10 years of active volunteer services to the District; ii) retired from the District; and iii) was in good standing at the time he/she retired from the District. This benefit shall automatically terminate upon the death of the Retiree.

4. Current and former Board members, former employees, former volunteers (other than Retirees), and their immediate families shall be charged for the Ambulance Services in the same manner and at the same rates the District charges all other citizens.

DATED this 10th day of March, 2020.

BY THE BOARD OF DIRECTORS
ELIZABETH FIRE PROTECTION DISTRICT

_____	_____
Director	Director
_____	_____
Director	Director
_____	
Director	

Resolution No. 20-03-07

RESOLUTION
BOARD OF DIRECTORS
ELIZABETH FIRE PROTECTION DISTRICT

A RESOLUTION ESTABLISHING A POLICY FOR PROVIDING FINANCIAL ASSISTANCE TO EMERGENCY MEDICAL SERVICES PATIENTS BASED ON DEMONSTRATED FINANCIAL NEED

WHEREAS, the Elizabeth Fire Protection District ("***District***") is a political subdivision of the State of Colorado, organized pursuant to C.R.S. § 32-1-101 *et seq*. ("***Act***"), to provide, among other services, emergency medical and transport services (collectively, "***Emergency Medical Services***") to the citizens within its jurisdiction, and to individuals passing through its jurisdiction;

WHEREAS, the Act grants to the District the authority to set fees and charges for ambulance and Emergency Medical Services, and for extrication, rescue, or safety services provided in furtherance of ambulance or Emergency Medical Services;

WHEREAS, from time-to-time the District's Board of Directors ("***Board***") adopts a schedule of fees for the Emergency Medical Services the District provides ("***EMS Fees***");

WHEREAS, pursuant to C.R.S. § 32-1-1001(d), the District is authorized to enter into contracts and agreements affecting the affairs of the District;

WHEREAS, consistent with such authority, the District has entered into an Ambulance Billing Services Agreement with Kriz Billing and Consulting Services LLC, a Colorado limited liability company ("***Billing Provider***"), to provide billing and collection services related to the District's Emergency Medical Services;

WHEREAS, the District recognizes that certain Emergency Medical Services patients face financial hardships that make it difficult or impossible for the patient to pay the EMS Fees imposed by the District;

WHEREAS, the District desires to provide financial assistance to patients who demonstrate financial need through the write-off of all or a portion of the EMS Fees incurred by such patients;

WHEREAS, pursuant to federal law, in order to provide financial assistance to Emergency Medical Services patients enrolled in certain government benefits programs, such as Medicare and Medicaid, the District is required to make an individualized determination of the patient's financial need and must make such determination in a uniform manner among all patients seeking financial assistance;

WHEREAS, pursuant to certain private insurance contracts, in order to provide financial assistance to Emergency Medical Services patients enrolled in private insurance programs, the

District is similarly required to make an individualized determination of the patient's financial need and must make such determination in a uniform manner among all patients seeking financial assistance; and,

WHEREAS, consistent with these requirements, the District desires to establish a policy for providing financial assistance to Emergency Medical Services patients based on demonstrated financial need ("***EMS Financial Assistance Policy***").

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ELIZABETH FIRE PROTECTION DISTRICT THAT:

1. The District and its Billing Provider will comply with the requirements of the federal Anti-Kickback Statute, the federal Civil Monetary Penalties Law, and other state and federal laws governing the District's ability to provide financial assistance to patients who receive Emergency Medical Services.

2. When the District or its Billing Provider receives a request for financial assistance from an Emergency Medical Services patient, the patient shall be directed to complete and submit to the District's Division Chief of Administration and Prevention an *Application For Financial Need Consideration*, or such other District employee as the Fire Chief may designate from time-to-time ("***Designee***"), in substantially the form attached to this Resolution.

3. The Fire Chief or Designee will make a good faith, individualized determination of the patient's financial need through a review of the patient's financial circumstances, which may include, among other relevant variables, a consideration of the following factors ("***Financial Need Factors***"):

a. The local cost of living;
b. The patient's income, assets, and expenses;
c. The patient's family size; and,
d. The scope and extent of the patient's EMS Fees.

3. When considering the Financial Need Factors, the Fire Chief or Designee shall obtain such information from the patient as the Fire Chief or Designee deems reasonably necessary to determine the patient's financial need ("***Financial Information***"). Financial Information may include, but not be limited to, the patient's monthly or annual income information; savings and investment information; tax returns; monthly household expenses, including the patient's rent, mortgage, utility, child care, child support, medical, health insurance, and other living expenses; and, similar income and expense-related information for other members of the patient's household.

4. Upon gathering the patient's Financial Information, the Fire Chief or Designee shall use a reasonable set of financial need guidelines based on objective criteria that allow for a uniform determination of financial need in all cases ("***Financial Need Guidelines***"). The Financial Need Guidelines may include a comparison of the patient's Financial Information to then-current federal poverty guidelines, with a corresponding pre-determined financial write-off or waiver based upon Financial Need Factors and Financial Information.

5. If a patient refuses or is otherwise unable to provide Financial Information sufficient to allow the Fire Chief or Designee to make a good faith determination of the patient's financial need, the Fire Chief or Designee may, in his/her sole discretion, use other reasonable methods for determining financial need, including, for example, documented patient interviews or questionnaires.

6. The Fire Chief or Designee shall notify the patient and the Billing provider of the District's decision on the patient's *Application For Financial Need Consideration*, which decision shall be the final decision of the District.

7. Under no circumstances shall the Fire Chief or Designee grant routine waivers or reductions in EMS Fees, including co-pays and deductibles. The Fire Chief or Designee shall document in writing each determination of financial need.

8. This Resolution shall supersede and replace all prior motions, policies, and resolutions adopted by the Board with respect to Emergency Medical Services patient financial hardship determination, including but not limited to Resolution #00-08-05, which prior motions, policies, and resolutions are hereby rescinded and null and void for all purposes.

ADOPTED this 10th day of March, 2020 by the Board of Directors of the Elizabeth Fire Protection District.

_____	_____
DIRECTOR	DIRECTOR
_____	_____
DIRECTOR	DIRECTOR
_____	
DIRECTOR	

ELIZABETH FIRE PROTECTION DISTRICT
APPLICATION FOR FINANCIAL NEED CONSIDERATION

The Elizabeth Fire Protection District's Financial Need Policy is intended to provide a uniform basis for determining when a patient may qualify for a financial-need based reduction or waiver of fees and costs incurred by the District in providing emergency transport and related medical services to a patient (collectively, "***EMS Fees***"). Under appropriate circumstances, the District also may consider payment plans. To be considered for a financial-need based reduction or waiver of EMS Fees, or a payment plan, you must complete this *Application for Financial Need Consideration* and mail or hand-deliver it to:

Kara Gerczynski
Division Chief of Administration and Prevention
Elizabeth Fire Protection District
PO Box 441
146 N. Elbert Street
Elizabeth, CO 80107

You must provide a **current pay stub and a copy of the most current filed federal tax return** submitted for the household with your application. This information will be utilized to audit the submitted application.

All third-party insurance coverage must be exhausted prior to consideration under this policy.

NAME:_____

ADDRESS:_____

CITY/STATE:_____

MARITAL STATUS:_____ DO YOU OWN OR RENT_____#OF YEARS_____

EMPLOYER:_____

ADDRESS:_____

PHONE:_____YEARS WITH COMPANY_____

DO YOU HAVE CHILD CARE EXPENSES:_____ AMOUNT $_____

MONTHLY INCOME - NET:_____

MONTHLY EXPENSES:

COMPANY	TOTAL OWED	MONTHLY PAYMENT
1.		
2.		
3.		
4.		
5.		
6,		

7.
8.

TOTAL MONTHLY PAYMENTS $

ASSETS: (Please list assets with net worth)
1.
2.
3.
4.
5.

PLEASE LIST ANY OTHER EXTRAORDINARY EXPENSES YOU HAVE
1.
2.
3.
4.
5.

AMOUNT YOU CAN IMMEDIATELY PAY TOWARDS THIS DEBT: $_____

AMOUNT YOU CAN PAY TOWARDS THIS DEBT EACH MONTH: $_____

I understand that, in connection with the application process, the District may request information from my employer and other third-parties and organizations that may be able to assist the District in confirming the accuracy of the information I have provided and in evaluating my request for financial need consideration. I have provided complete and truthful information to the District and understand that any misrepresentations or material omissions concerning such information will be grounds for denying my application. I authorize and consent to the District, or its agent, contacting, either verbally or in writing, any individual or entity, including but not limited to any individual or entity identified in my application, for purposes of confirming information contained in my application and otherwise assisting in the District's evaluation of my application. I release and hold harmless the District, its current and past Directors, officers, employees, volunteers and agents, and any other person or public or private entity inquiring about, investigating, furnishing, communicating, reviewing, or evaluating information or documents in connection with my application.

Please submit this application and documentation to the Elizabeth Fire Protection District. You typically will be notified within 30 days of the application date on the status of your request.

SIGNATURE DATE