ELIZABETH FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA
April 14, 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
    a. Discussion of Board Meeting start time
11. New Business
    a. COVID update
    b. CARES Act
    c. Emergency Paid Sick Leave and FMLA Expansion
12. Executive Session (if needed)
13. Adjournment

DRAFT

RECORD OF PROCEEDINGS

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

Held: Tuesday, March 10, 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:

Scott Christensen, Board Vice President
Wayne Austgen, Board Secretary
Mike Graeff, Board Treasurer
Don Means, Board Director

Absent: Rick Young, Board President (absence excused)

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;

Call to Order

Director Christensen called to order the regular meeting of the Board of Directors of the Elizabeth Fire Protection District at 19:03. Director Austgen moved to excuse Director Young. Director Means seconded the motion. The motion passed.

Pledge of Allegiance

Director Austgen led the flag salute.

Public Comment

Director Christensen opened the meeting for public comment.

There was no public comment.

Addition/Deletions to Agenda

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

No changes were identified.

RECORD OF PROCEEDINGS

Approval of Minutes	The Board reviewed the draft minutes from February 11, 2020, regular Board meeting. No discussion followed; there were no recommended changes. Upon motion made by Director Means, seconded by Director Austgen, and unanimously carried, the February minutes were approved.
Financial Matters	
- Monthly Financial Report	Director of Finance and HR Fischer presented the Board with the Financial Reports for February. Fischer stated the funds are $300,000 short because the Elbert County Treasurer' s office is closed on Fridays. This will mean the cash flow statement is off for the month. After discussion and upon motion made by Director Austgen, seconded Director Means, and unanimously carried, the Board approved the monthly financials.
Staff Report	Chief Steck asked if there were any questions from the Board regarding the staff report given to them in the packet. No questions from the Board.
Legal Report	Attorney Ferguson presented the Board with an update of the bills currently being considered by the Colorado Legislature. She stated that the FPPA bill will increase contributions by 4% for the death disability benefit plan. She discussed a test for PSA-foam chemical sampling of private wells, being provided for by the CDPHE with an application deadline of March 18, 2020 Michelle also mentioned the upcoming SDA legislative affairs meeting. No questions regarding the reports.

Old Business	No Old Business to discuss.
New Business	
- 20-03- 06 Resolution Establishing a Policy for Providing Discounted Ambulance Services Policy for Current District Members and Certain Retirees	Chief Steck informed the Board that legal counsel has revised and finalized a Resolution Establishing a Policy for Providing Discounted Ambulance Services to Current District Members and Certain Retirees. The District has had a practice of doing so for many years, but Chief Steck was concerned about the consistency of how to charge staff for EMS transports. The resolution addresses potential concerns regarding any perceived special treatment for District Members, but still provides a benefit for such members as a benefit to encourage hiring and retention. Discussion followed. Director Austgen made a motion to approve Resolution 20-03-06 Resolution Establishing a Policy for Providing Discounted Ambulance Services to Current District Members and Certain Retirees. Director Means seconded the motion which was unanimously approved.
- 20-03-06 Resolution Establishing Policy for Providing Financial assistance to EMS Patients	Chief Steck discussed the proposed resolution to provide financial assistance to EMS patients. He stated that as written, the Fire Chief would make the determination of financial need, unless there was a conflict of interest, in which case the Board would determine if an application for receiving financial assistance would be approved. Director of Finance and HR Fischer will include a report each month with her financial documents updating the Board of applications.
- Closure of Safe Deposit Box	Director Graeff proposed to the Board that the District's safe deposit box be closed, and that the District purchase a safe to hold relevant documents, such as car titles. This would also allow easier access to the materials without the need to have a Board member present when such access is necessary .

	Finance and HR Fischer stated the contents of the safe deposit box have been removed and the safe deposit box is empty now. Discussion followed The Board concluded that the safe deposit box would stay open for one year, and the District can purchase a safe to keep at the administration office.
- Changing the meeting time to 5 p.m.	Director Means stated that would like the Board to reconsider changing monthly meeting times to 5 p.m. Changing the time would allow for other opportunities, including attendance at other important meetings such as the Elizabeth Board of Trustees. Discussion followed The Board tabled discussion and decision until the April meeting since not all Board members were present.
Executive Session	None.
Meeting Schedule	The next regular Board meeting is scheduled for April 14, 2020, at 7:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.
Adjournment	There being no further business to come before the Board, Director Austgen moved to adjourn; Director Means seconded; and the vote was unanimously carried. The meeting adjourned at 1931.

_____ Date: April 14, 2020
Scott Christensen, Vice-President

_____ Date: April 14, 2020
Wayne Austgen, Secretary

Elizabeth Fire Protection District
General Fund Balance Sheet
As of March 31, 2020

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1.10200 · Community Bank of Colorado	46,696.40
1.10300 · Wells Fargo	-153.60
1.10400 · Colorado Trust General Account	549,938.27
1.10600 · CSafe Fund General Account	7,059.72
1.10700 · Colorado Trust Scholarship Fund	544.79
1.10950 · Claim on Pooled Cash	154,583.35
Total Checking/Savings	758,668.93
Accounts Receivable	
1.11600 · Accounts Receivable	2,591.00
Total Accounts Receivable	2,591.00
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	766,876.93
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	**6,651,940.75**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1.20000 · *Accounts Payable	-0.10
Total Accounts Payable	-0.10
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	659.06
1.23000 · Deferred Grant Revenue	4,155.08
Total Other Current Liabilities	2,372,990.16
Total Current Liabilities	2,372,990.06
Total Liabilities	2,372,990.06
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	-37,981.35
Total Equity	4,278,950.69

Elizabeth Fire Protection District
General Fund Balance Sheet
As of March 31, 2020

	Mar 31, 20
TOTAL LIABILITIES & EQUITY	6,651,940.75

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

	Jan - Mar 20
Income	
1.40100 · General Fund Property Tax Reven	520,599.86
1.40200 · S.O.T. Revenue	85,193.85
1.40300 · Transport Revenue	79,938.98
1.40400 · Permit Fees	3,577.50
1.40500 · Developer Contributions	14,500.00
1.40600 · CPR Income	990.00
1.40700 · CFFHC Benefit Trust	1,448.68
1.41000 · Sale of Capital Assets	2,500.00
1.41100 · Interest Revenue	2,482.59
1.41200 · Other Miscellaneous Income	1,564.20
Total Income	712,795.66
Gross Profit	712,795.66
Expense	
1.50000 · Administration	634,092.55
1.51000 · Professional Services	17,287.51
1.52000 · Apparatus	21,753.53
1.53000 · Facilities	19,256.78
1.54000 · Equipment Maintenance and Testi	12,613.86
1.55000 · Fire Prevention/Investigations	2,441.11
1.56000 · Communications	2,035.07
1.57000 · Technology	9,943.33
1.58000 · Operations	31,353.27
Total Expense	750,777.01
Net Income	**-37,981.35**

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

	Jan - Mar 20	Budget	$ Over Budget	% of Budget
Income				
1.40100 · General Fund Property Tax Reven	520,599.86	2,367,430.00	(1,846,830.14)	22.0%
1.40200 · S.O.T. Revenue	85,193.85	380,000.00	(294,806.15)	22.4%
1.40300 · Transport Revenue	79,938.98	295,000.00	(215,061.02)	27.1%
1.40400 · Permit Fees	3,577.50	20,000.00	(16,422.50)	17.9%
1.40500 · Developer Contributions	14,500.00	30,000.00	(15,500.00)	48.3%
1.40600 · CPR Income	990.00	1,800.00	(810.00)	55.0%
1.40700 · CFFHC Benefit Trust	1,448.68	2,625.00	(1,176.32)	55.2%
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	2,482.59	17,500.00	(15,017.41)	14.2%
1.41200 · Other Miscellaneous Income	1,564.20	8,000.00	(6,435.80)	19.6%
1.49000 · Transfer In From Other Funds	0.00	75,403.00	(75,403.00)	0.0%
Total Income	712,795.66	3,259,758.00	(2,546,962.34)	21.9%
Gross Profit	712,795.66	3,259,758.00	(2,546,962.34)	21.9%
Expense				
1.50000 · Administration	634,092.55	2,706,534.00	(2,072,441.45)	23.4%
1.51000 · Professional Services	17,287.51	133,627.00	(116,339.49)	12.9%
1.52000 · Apparatus	21,753.53	67,000.00	(45,246.47)	32.5%
1.53000 · Facilities	19,256.78	173,175.00	(153,918.22)	11.1%
1.54000 · Equipment Maintenance and Testi	12,613.86	37,250.00	(24,636.14)	33.9%
1.55000 · Fire Prevention/Investigations	2,441.11	19,600.00	(17,158.89)	12.5%
1.56000 · Communications	2,035.07	13,100.00	(11,064.93)	15.5%
1.57000 · Technology	9,943.33	41,850.00	(31,906.67)	23.8%
1.58000 · Operations	31,353.27	130,850.00	(99,496.73)	24.0%
1.80900 · Contingency	0.00	10,000.00	(10,000.00)	0.0%
Total Expense	750,777.01	3,332,986.00	(2,582,208.99)	22.5%
Net Income	**(37,981.35)**	**(73,228.00)**	**35,246.65**	**51.9%**

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

	Jan - Mar 20	Budget	$ Over Budget	% of Budget
Income				
2.40100 · Capital Improvement Tax Revenue	87,435.49	396,504.00	(309,068.51)	22.1%
2.40800 · Grant Income Cap Mil	0.00	160,842.00	(160,842.00)	0.0%
2.41100 · Interest Revenue-CMF	731.87	210.00	521.87	348.5%
Total Income	88,167.36	557,556.00	(469,388.64)	15.8%
Gross Profit	88,167.36	557,556.00	(469,388.64)	15.8%
Expense				
2.49000 · Grant Equipment	0.00	321,684.00	(321,684.00)	0.0%
2.55000 · County Treasurer Fee-CMF	2,623.10	11,894.00	(9,270.90)	22.1%
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%
2.80012 · Apparatus Capital Expense	134,592.00			
2.80013 · Equipment Capital Expense	0.00	11,000.00	(11,000.00)	0.0%
2.80014 · Station 271 Capital Expense	6,807.79	5,000.00	1,807.79	136.2%
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	120,444.41	120,444.41	0.00	100.0%
2.80220 · PNC Lease Interest	30,963.67	30,963.67	0.00	100.0%
Total Expense	295,430.97	577,550.86	(282,119.89)	51.2%
Net Income	**(207,263.61)**	**(19,994.86)**	**(187,268.75)**	**1,036.6%**

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

	Jan - Mar 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	40.34			
4.40200 · Zone 2 Income	0.00	0.00	0.00	0.0%
4.41100 · Interest Impact fee Zone 2	5.16			
5.40300 · Zone 3 Income	0.00	12,000.00	(12,000.00)	0.0%
5.41100 · Interest Impact Fee Zone 3	48.59	215.00	(166.41)	22.6%
Total Income	3,134.09	47,215.00	(44,080.91)	6.6%
Gross Profit	3,134.09	47,215.00	(44,080.91)	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	**3,134.09**	**(16,624.00)**	**19,758.09**	**(18.9)%**

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

	Jan - Mar 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	44.18	300.00	(255.82)	14.7%
Total Income	1,084.18	20,300.00	(19,215.82)	5.3%
Gross Profit	1,084.18	20,300.00	(19,215.82)	5.3%
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	**1,084.18**	**10,300.00**	**(9,215.82)**	**10.5%**

Elizabeth Fire Protection District
Bank Balances
As of March 31, 2020

	Mar 31, 20	
	Debit	Credit
1.10200 · Community Bank of Colorado	46,696.40	
1.10300 · Wells Fargo		153.60
1.10400 · Colorado Trust General Account	549,938.27	
1.10600 · CSafe Fund General Account	7,059.72	
1.10700 · Colorado Trust Scholarship Fund	544.79	
1.10950 · Claim on Pooled Cash	154,583.35	
2.10400 · Colo Trust Cap Mill	128,962.21	
2.10950 · Claim on Pooled Cash-CMF		154,583.35
2.13500 · Cash with County Treasurer-CMF	0.00	
3.10100 · Colorado Trust Impact Fee Zn1	13,262.93	
3.10950 · Claims on Pooled Cash Zone 1		2,080.00
4.10101 · Colorado Trust Impact Fee Zn 2	1,236.68	
5.10102 · Colorado Trust Impact Fee Zn 3	12,431.23	
5.10950 · Claim on Pooled Cash Zone3	0.00	
6.10200 · Colorado Trust Infrastructure	15,040.79	
6.10950 · Claims on Pooled Cash Infrastru	2,080.00	
TOTAL	**931,836.37**	**156,816.95**

Elizabeth Fire Protection District
Check Register
March 2020

Num	Date	Name	Account	Paid Amount	Original Amount
	03/12/202	**QuickBooks Pay...**	**1.10200 · Community Bank of Colorado**		**-49,142.78**
		QuickBooks Payr...	2110 · Direct Deposit Liabilities	-49,142.78	49,142.78
TOTAL				-49,142.78	49,142.78
	03/16/202	**QuickBooks Pay...**	**1.10200 · Community Bank of Colorado**		**-900.41**
		QuickBooks Payr...	2110 · Direct Deposit Liabilities	-900.41	900.41
TOTAL				-900.41	900.41
	03/30/202	**QuickBooks Pay...**	**1.10200 · Community Bank of Colorado**		**-48,782.95**
		QuickBooks Payr...	2110 · Direct Deposit Liabilities	-48,782.95	48,782.95
TOTAL				-48,782.95	48,782.95
ACH206	**03/02/202**		**1.10200 · Community Bank of Colorado**		**-17.50**
			1.50102 · Bank Fees	-17.50	17.50
TOTAL				-17.50	17.50
ACH207	**03/02/202**		**1.10200 · Community Bank of Colorado**		**-577.50**
			1.18400 · Prepaid Expenses	-577.50	577.50
TOTAL				-577.50	577.50
ACH208	**03/15/202**	**United States Tr...**	**1.10200 · Community Bank of Colorado**		**-149.18**
			1.21100 · Federal Payroll Tax	-60.45	60.45
			1.21100 · Federal Payroll Tax	-60.45	60.45
			1.21100 · Federal Payroll Tax	-14.14	14.14
			1.21100 · Federal Payroll Tax	-14.14	14.14
TOTAL				-149.18	149.18
ACH209	**03/15/202**	**United States Tr...**	**1.10200 · Community Bank of Colorado**		**-8,210.16**
			1.21100 · Federal Payroll Tax	-5,703.00	5,703.00
			1.21100 · Federal Payroll Tax	-284.57	284.57
			1.21100 · Federal Payroll Tax	-284.57	284.57
			1.21100 · Federal Payroll Tax	-969.01	969.01
			1.21100 · Federal Payroll Tax	-969.01	969.01
TOTAL				-8,210.16	8,210.16
ACH210	**03/15/202**	**ICMA**	**1.10200 · Community Bank of Colorado**		**-1,676.70**
			1.21500 · ICMA 457	-571.78	571.78
			1.21700 · ICMA EE Loan Payment	-237.34	237.34
			1.21600 · ICMA Pension	-433.79	433.79
			1.21600 · ICMA Pension	-433.79	433.79
TOTAL				-1,676.70	1,676.70
ACH211	**03/15/202**	**FPPA**	**1.10200 · Community Bank of Colorado**		**-12,137.30**
			1.50411 · Pension Paid Personnel	-69.16	69.16

Elizabeth Fire Protection District
Check Register
March 2020

Num	Date	Name	Account	Paid Amount	Original Amount
			1.21800 · FPPA Pension Cont	-4,960.25	4,960.25
			1.21800 · FPPA Pension Cont	-4,960.25	4,960.25
			1.21800 · FPPA Pension Cont	-432.05	432.05
			1.21900 · FPPA 457	-821.10	821.10
			1.21800 · FPPA Pension Cont	-894.49	894.49
TOTAL				-12,137.30	12,137.30
ACH212	**03/13/202**	**Community Ban...**	**1.10200 · Community Bank of Colorado**		**-8,919.74**
			1.50101 · Office Supplies	-223.95	223.95
			1.55105 · Training	-395.00	395.00
			1.50110 · Express Toll	-34.45	34.45
			1.50502 · Background Checks	-66.24	66.24
			1.53112 · 271 Equipment/Upgrades	-726.90	726.90
			2.80014 · Station 271 Capital Expense	-92.95	92.95
			1.58107 · Reserve Academy	-455.00	455.00
			1.58107 · Reserve Academy	-1,525.50	1,525.50
			1.58104 · Physical Fitness	-780.24	780.24
			1.58105 · Firefighter Training	-2,399.98	2,399.98
			1.58105 · Firefighter Training	-626.72	626.72
			1.50104 · Meeting Expense	-120.00	120.00
			1.57102 · I.T. Software Upgrades Sage/Sup	-476.34	476.34
			1.53206 · 272 Cable	-102.65	102.65
			1.53904 · Quartermaster Supplies	-15.00	15.00
			1.50104 · Meeting Expense	-1.50	1.50
			1.52101 · Apparatus Preventative Maint	-31.67	31.67
			1.52102 · Apparatus Repairs	-239.99	239.99
			1.56102 · Communication Supplies/Equipmen	-79.40	79.40
			1.52101 · Apparatus Preventative Maint	-43.12	43.12
			1.53904 · Quartermaster Supplies	-144.47	144.47
			1.53904 · Quartermaster Supplies	-28.59	28.59
			1.53904 · Quartermaster Supplies	-20.98	20.98
			1.50104 · Meeting Expense	-85.50	85.50
			1.58204 · Training	-95.00	95.00
			1.50104 · Meeting Expense	-83.71	83.71
			1.52103 · Apparatus Equipment/Upgrades	-24.89	24.89
TOTAL				-8,919.74	8,919.74
ACH0331	**03/31/202**	**United States Tr...**	**1.10200 · Community Bank of Colorado**		**-8,256.92**
			1.21100 · Federal Payroll Tax	-5,558.00	5,558.00
			1.21100 · Federal Payroll Tax	-385.18	385.18
			1.21100 · Federal Payroll Tax	-385.18	385.18
			1.21100 · Federal Payroll Tax	-964.28	964.28
			1.21100 · Federal Payroll Tax	-964.28	964.28
TOTAL				-8,256.92	8,256.92
ACH0332	**03/31/202**	**FPPA**	**1.10200 · Community Bank of Colorado**		**-12,137.30**
			1.50411 · Pension Paid Personnel	-69.16	69.16
			1.21800 · FPPA Pension Cont	-4,960.25	4,960.25
			1.21800 · FPPA Pension Cont	-4,960.25	4,960.25
			1.21800 · FPPA Pension Cont	-432.05	432.05
			1.21900 · FPPA 457	-821.10	821.10
			1.21800 · FPPA Pension Cont	-894.49	894.49
TOTAL				-12,137.30	12,137.30
ACH0333	**03/31/202**	**ICMA**	**1.10200 · Community Bank of Colorado**		**-1,676.70**
			1.21500 · ICMA 457	-571.78	571.78
			1.21700 · ICMA EE Loan Payment	-237.34	237.34

Elizabeth Fire Protection District
Check Register
March 2020

Num	Date	Name	Account	Paid Amount	Original Amount
			1.21600 · ICMA Pension	-433.79	433.79
			1.21600 · ICMA Pension	-433.79	433.79
TOTAL				-1,676.70	1,676.70
ACH0334	**03/31/202**	**Colorado Depart...**	**1.10200 · Community Bank of Colorado**		**-4,922.00**
			1.21200 · State Payroll Tax	-4,922.00	4,922.00
TOTAL				-4,922.00	4,922.00
12681	**03/02/202**	**Airgas**	**1.10200 · Community Bank of Colorado**		**-34.22**
9098226639	02/28/202		1.58202 · EMS Supplies	-34.22	34.22
TOTAL				-34.22	34.22
12682	**03/02/202**	**Black Hills**	**1.10200 · Community Bank of Colorado**		**-155.86**
7708368470	02/28/202		1.53203 · 272 Gas	-155.86	155.86
TOTAL				-155.86	155.86
12683	**03/02/202**	**Boundtree**	**1.10200 · Community Bank of Colorado**		**-1,370.52**
83514488	02/28/202		1.58202 · EMS Supplies	-1,370.52	1,370.52
TOTAL				-1,370.52	1,370.52
12684	**03/02/202**	**CC ADMIN**	**1.10200 · Community Bank of Colorado**		**-230.01**
8497202000...	02/28/202		1.53805 · Admin Internet	-230.01	230.01
TOTAL				-230.01	230.01
12685	**03/02/202**	**CC Station 271 ...**	**1.10200 · Community Bank of Colorado**		**-13.98**
8497202000...	02/28/202		1.53106 · 271 Cable	-13.98	13.98
TOTAL				-13.98	13.98
12686	**03/02/202**	**CC Station 273 I...**	**1.10200 · Community Bank of Colorado**		**-230.90**
8497202240...	02/28/202		1.53305 · 273 Internet	-230.90	230.90
TOTAL				-230.90	230.90
12687	**03/02/202**	**Century Link**	**1.10200 · Community Bank of Colorado**		**-128.13**
3036465106...	02/28/202		1.53204 · 272 Phone	-128.13	128.13
TOTAL				-128.13	128.13
12688	**03/02/202**	**Direct**	**1.10200 · Community Bank of Colorado**		**-69.90**
77111	02/28/202		1.53205 · 272 Internet	-69.90	69.90
TOTAL				-69.90	69.90
12689	**03/02/202**	**Douglas Cty Fir...**	**1.10200 · Community Bank of Colorado**		**-75.00**

Elizabeth Fire Protection District
Check Register
March 2020

Num	Date	Name	Account	Paid Amount	Original Amount
2020	02/28/202		1.50106 · Dues	-75.00	75.00
TOTAL				-75.00	75.00
12690	**03/02/202**	**HUMANA TRAN...**	**1.10200 · Community Bank of Colorado**		**-63.48**
0008403	02/28/202		1.40300 · Transport Revenue	-63.48	63.48
TOTAL				-63.48	63.48
12691	**03/02/202**	**IREA**	**1.10200 · Community Bank of Colorado**		**-619.65**
73157800	02/28/202		1.53202 · 272 Electric	-101.63	101.63
23608400	02/28/202		1.53302 · 273 Electric	-518.02	518.02
TOTAL				-619.65	619.65
12692	**03/02/202**	**Life- Assist**	**1.10200 · Community Bank of Colorado**		**-303.78**
975303	02/28/202		1.58202 · EMS Supplies	-185.13	185.13
975336	02/28/202		1.58202 · EMS Supplies	-118.65	118.65
TOTAL				-303.78	303.78
12693	**03/02/202**	**REP SERVICE**	**1.10200 · Community Bank of Colorado**		**-152.64**
4267	02/28/202		1.58104 · Physical Fitness	-152.64	152.64
TOTAL				-152.64	152.64
12694	**03/02/202**	**Skaggs**	**1.10200 · Community Bank of Colorado**		**-1,289.49**
100_A_1117...	02/28/202		1.58302 · Class B Uniforms	-223.49	223.49
100_A_5516_	02/28/202		1.58302 · Class B Uniforms	-422.00	422.00
100_A_6241...	02/28/202		1.58302 · Class B Uniforms	-422.00	422.00
100_a_6793_1	02/28/202		1.58302 · Class B Uniforms	-222.00	222.00
TOTAL				-1,289.49	1,289.49
12695	**03/02/202**	**Sprint**	**1.10200 · Community Bank of Colorado**		**-637.37**
857699224-...	02/28/202		1.56105 · Connectivity Expense	-37.99	37.99
			1.56106 · Cell Phone Expense	-599.38	599.38
TOTAL				-637.37	637.37
12696	**03/02/202**	**Moynham, Joshua**	**1.10200 · Community Bank of Colorado**		**-2,618.43**
			1.50406 · HRA	-2,618.43	2,618.43
TOTAL				-2,618.43	2,618.43
12697	**03/06/202**	**A&E**	**1.10200 · Community Bank of Colorado**		**-161.00**
638698-00	03/06/202		1.52102 · Apparatus Repairs	-161.00	161.00
TOTAL				-161.00	161.00
12698	**03/06/202**	**Agfinity**	**1.10200 · Community Bank of Colorado**		**-1,066.00**
I47306	03/06/202		1.58701 · Fuel	-1,066.00	1,066.00

Elizabeth Fire Protection District
Check Register
March 2020

Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL				-1,066.00	1,066.00
12699	**03/06/202**	**Allcopy**	**1.10200 · Community Bank of Colorado**		**-371.99**
26549203	03/06/202		1.57109 · Copier	-371.99	371.99
TOTAL				-371.99	371.99
12700	**03/06/202**	**Black Hills**	**1.10200 · Community Bank of Colorado**		**-558.16**
0654784598	03/06/202		1.53103 · 271 Gas	-470.02	470.02
7272235064	03/06/202		1.53803 · Admin Natural Gas	-88.14	88.14
TOTAL				-558.16	558.16
12701	**03/06/202**	**Boundtree**	**1.10200 · Community Bank of Colorado**		**-1,302.82**
83524119	03/06/202		1.58202 · EMS Supplies	-97.50	97.50
83524120	03/06/202		1.58202 · EMS Supplies	-1,205.32	1,205.32
TOTAL				-1,302.82	1,302.82
12702	**03/06/202**	**CC Station 273 ...**	**1.10200 · Community Bank of Colorado**		**-14.98**
8497202240...	03/06/202		1.53306 · 273 Cable	-14.98	14.98
TOTAL				-14.98	14.98
12703	**03/06/202**	**Colorado Access**	**1.10200 · Community Bank of Colorado**		**-245.79**
19218E00030	03/06/202		1.40300 · Transport Revenue	-245.79	245.79
TOTAL				-245.79	245.79
12704	**03/06/202**	**Greenlee**	**1.10200 · Community Bank of Colorado**		**-1,698.25**
36947	03/06/202		1.52101 · Apparatus Preventative Maint	-830.97	830.97
36951	03/06/202		1.52101 · Apparatus Preventative Maint	-867.28	867.28
TOTAL				-1,698.25	1,698.25
12705	**03/06/202**	**HUMANA TRAN...**	**1.10200 · Community Bank of Colorado**		**-63.48**
8416	03/06/202		1.40300 · Transport Revenue	-63.48	63.48
TOTAL				-63.48	63.48
12706	**03/06/202**	**IMAGE**	**1.10200 · Community Bank of Colorado**		**-251.04**
121138	03/06/202		1.57104 · Records Management Imagetrend	-251.04	251.04
TOTAL				-251.04	251.04
12707	**03/06/202**	**IREA**	**1.10200 · Community Bank of Colorado**		**-635.07**
71184002	03/06/202		1.53102 · 271 Electric	-487.61	487.61
95602299	03/06/202		1.53802 · Admin Electrict	-147.46	147.46
TOTAL				-635.07	635.07
12708	**03/06/202**	**Kriz Consulting**	**1.10200 · Community Bank of Colorado**		**-1,444.34**

Elizabeth Fire Protection District
Check Register
March 2020

Num	Date	Name	Account	Paid Amount	Original Amount
Feb 2020	03/06/202		1.51106 · EMS Billing	-1,444.34	1,444.34
TOTAL				-1,444.34	1,444.34
12709	**03/06/202**	**Life- Assist**	**1.10200 · Community Bank of Colorado**		**-136.94**
976541	03/06/202		1.58202 · EMS Supplies	-36.12	36.12
977171	03/06/202		1.58202 · EMS Supplies	-100.82	100.82
TOTAL				-136.94	136.94
12710	**03/06/202**	**NAPA**	**1.10200 · Community Bank of Colorado**		**-526.82**
12928 Feb 2...	03/06/202		1.52102 · Apparatus Repairs	-472.55	472.55
			1.53311 · 273 Equipment/ Upgrades	-49.99	49.99
			1.52102 · Apparatus Repairs	-4.28	4.28
TOTAL				-526.82	526.82
12711	**03/06/202**	**RSFPD**	**1.10200 · Community Bank of Colorado**		**-13,496.09**
396	03/06/202		1.52101 · Apparatus Preventative Maint	-13,496.09	13,496.09
TOTAL				-13,496.09	13,496.09
12712	**03/06/202**	**SAMBA**	**1.10200 · Community Bank of Colorado**		**-147.40**
INV00301204	03/06/202		1.50501 · Driving Record Checks	-147.40	147.40
TOTAL				-147.40	147.40
12713	**03/06/202**	**Teleflex**	**1.10200 · Community Bank of Colorado**		**-562.50**
9502266868	03/06/202		1.58202 · EMS Supplies	-562.50	562.50
TOTAL				-562.50	562.50
12714	**03/06/202**	**True Value**	**1.10200 · Community Bank of Colorado**		**-86.82**
1718 Feb 20...	03/06/202		1.52102 · Apparatus Repairs	-17.88	17.88
			1.52102 · Apparatus Repairs	-24.96	24.96
			1.53111 · 271 Maintenance/Repairs	-43.98	43.98
TOTAL				-86.82	86.82
12715	**03/06/202**	**TWNELZ**	**1.10200 · Community Bank of Colorado**		**-286.86**
2000.03	03/06/202		1.53812 · Admin Building Water/Sewer	-88.88	88.88
197.98	03/06/202		1.53107 · 271 Water/Sewer	-197.98	197.98
TOTAL				-286.86	286.86
12716	**03/06/202**	**WEX**	**1.10200 · Community Bank of Colorado**		**-1,076.58**
64158431	03/06/202		1.58701 · Fuel	-1,076.58	1,076.58
TOTAL				-1,076.58	1,076.58
12717	**03/10/202**	**Peak Motor Coach**	**1.10200 · Community Bank of Colorado**		**-134,592.00**

Elizabeth Fire Protection District
Check Register
March 2020

Num	Date	Name	Account	Paid Amount	Original Amount
			2.80012 · Apparatus Capital Expense	-134,592.00	134,592.00
TOTAL				-134,592.00	134,592.00
12718	**03/13/202**	**Boundtree**	**1.10200 · Community Bank of Colorado**		**-204.84**
83522316	03/13/202		1.58202 · EMS Supplies	-204.84	204.84
TOTAL				-204.84	204.84
12719	**03/13/202**	**CC Station 271 I...**	**1.10200 · Community Bank of Colorado**		**-236.82**
8497202000...	03/13/202		1.53105 · 271 Internet	-134.90	134.90
			1.53104 · 271 Phone	-101.92	101.92
TOTAL				-236.82	236.82
12720	**03/13/202**	**Comcast Station...**	**1.10200 · Community Bank of Colorado**		**-819.99**
97184168	03/13/202		1.53104 · 271 Phone	-250.31	250.31
			1.53804 · Admin Phone	-410.73	410.73
			1.53304 · 273 Phone	-158.95	158.95
TOTAL				-819.99	819.99
12721	**03/13/202**	**CPS HR**	**1.10200 · Community Bank of Colorado**		**-225.00**
370	03/13/202		1.51104 · Admin Consulting	-225.00	225.00
TOTAL				-225.00	225.00
12722	**03/13/202**	**CR Adventist**	**1.10200 · Community Bank of Colorado**		**-8.52**
ElizFireFeb20	03/13/202		1.58202 · EMS Supplies	-8.52	8.52
TOTAL				-8.52	8.52
12723	**03/13/202**	**CSU Human**	**1.10200 · Community Bank of Colorado**		**-1,448.68**
Feb 2020	03/13/202		1.50410 · CFFCH Benefit Trust	-1,448.68	1,448.68
TOTAL				-1,448.68	1,448.68
12724	**03/13/202**	**ELBERT COUNTY**	**1.10200 · Community Bank of Colorado**		**-3,082.32**
R107927	03/13/202		2.80014 · Station 271 Capital Expense	-3,082.32	3,082.32
TOTAL				-3,082.32	3,082.32
12725	**03/13/202**	**ELDORA**	**1.10200 · Community Bank of Colorado**		**-160.87**
131340	03/13/202		1.53308 · 273 Drinking Water	-56.29	56.29
131339	03/13/202		1.53109 · 271 Drinking Water	-104.58	104.58
TOTAL				-160.87	160.87
12726	**03/13/202**	**IAAI**	**1.10200 · Community Bank of Colorado**		**-125.00**
29755	03/13/202		1.55203 · Investigation Dues/Certificatio	-125.00	125.00
TOTAL				-125.00	125.00

Elizabeth Fire Protection District
Check Register
March 2020

Num	Date	Name	Account	Paid Amount	Original Amount
12727	**03/13/202**	**METLIFE**	**1.10200 · Community Bank of Colorado**		**-1,877.25**
5348811	03/13/202		1.50404 · Dental Insurance	-1,616.35	1,616.35
			1.50405 · Vision Insurance	-260.90	260.90
TOTAL				-1,877.25	1,877.25
12728	**03/13/202**	**PNC**	**1.10200 · Community Bank of Colorado**		**-151,408.08**
743446	03/13/202		2.80201 · PNC Lease Principal	-120,444.41	120,444.41
			2.80220 · PNC Lease Interest	-30,963.67	30,963.67
TOTAL				-151,408.08	151,408.08
12729	**03/13/202**	**Profile EA**	**1.10200 · Community Bank of Colorado**		**-38.30**
10818	03/13/202		1.50402 · Wellness/EAP Program	-38.30	38.30
TOTAL				-38.30	38.30
12730	**03/13/202**	**Quill**	**1.10200 · Community Bank of Colorado**		**-589.18**
5426392	03/13/202		1.53904 · Quartermaster Supplies	-20.99	20.99
5460588	03/13/202		1.50101 · Office Supplies	-32.28	32.28
5460310	03/13/202		1.53904 · Quartermaster Supplies	-384.84	384.84
5374543	03/13/202		1.53904 · Quartermaster Supplies	-151.07	151.07
TOTAL				-589.18	589.18
12731	**03/13/202**	**ROGGEN**	**1.10200 · Community Bank of Colorado**		**-937.69**
29-36595	03/13/202		1.53303 · 273 Gas	-937.69	937.69
TOTAL				-937.69	937.69
12732	**03/13/202**	**Stairs, Kathleen**	**1.10200 · Community Bank of Colorado**		**-50.00**
2020 Refund	03/13/202		1.40300 · Transport Revenue	-50.00	50.00
TOTAL				-50.00	50.00
12733	**03/20/202**	**Airgas**	**1.10200 · Community Bank of Colorado**		**-557.65**
9099056305	03/20/202		1.58202 · EMS Supplies	-557.65	557.65
TOTAL				-557.65	557.65
12734	**03/20/202**	**Boundtree**	**1.10200 · Community Bank of Colorado**		**-106.44**
83538496	03/20/202		1.58202 · EMS Supplies	-106.44	106.44
TOTAL				-106.44	106.44
12735	**03/20/202**	**CDPC**	**1.10200 · Community Bank of Colorado**		**-30.00**
20-30282	03/20/202		1.58108 · Firefighter Cert. Testing	-30.00	30.00
TOTAL				-30.00	30.00
12736	**03/20/202**	**Express**	**1.10200 · Community Bank of Colorado**		**-4.65**

Elizabeth Fire Protection District
Check Register
March 2020

Num	Date	Name	Account	Paid Amount	Original Amount
2054708340	03/20/202		1.50110 · Express Toll	-4.65	4.65
TOTAL				-4.65	4.65
12737	**03/20/202**	**HBS**	**1.10200 · Community Bank of Colorado**		**-80.00**
10159037877	03/20/202		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
12738	**03/20/202**	**HUMANA**	**1.10200 · Community Bank of Colorado**		**-233.64**
763786-001	03/20/202		1.50407 · Life Insurance	-233.64	233.64
TOTAL				-233.64	233.64
12739	**03/20/202**	**IREA**	**1.10200 · Community Bank of Colorado**		**-99.37**
73157800	03/20/202		1.53202 · 272 Electric	-99.37	99.37
TOTAL				-99.37	99.37
12740	**03/20/202**	**PINNCL**	**1.10200 · Community Bank of Colorado**		**-6,366.68**
19943929	03/20/202		1.50409 · Workers Comp	-6,366.68	6,366.68
TOTAL				-6,366.68	6,366.68
12741	**03/20/202**	**PITNEY**	**1.10200 · Community Bank of Colorado**		**-112.53**
3310792835	03/20/202		1.50101 · Office Supplies	-112.53	112.53
TOTAL				-112.53	112.53
12742	**03/20/202**	**PSHCG**	**1.10200 · Community Bank of Colorado**		**-22,644.03**
2020-04	03/20/202		1.50403 · Health Insurance	-22,644.03	22,644.03
TOTAL				-22,644.03	22,644.03
12743	**03/20/202**	**Quill**	**1.10200 · Community Bank of Colorado**		**-65.37**
5472912	03/20/202		1.53904 · Quartermaster Supplies	-65.37	65.37
TOTAL				-65.37	65.37
12744	**03/20/202**	**Security**	**1.10200 · Community Bank of Colorado**		**-60.00**
793583	03/20/202		1.53310 · 273 Maintenance/ Repairs	-60.00	60.00
TOTAL				-60.00	60.00
12745	**03/30/202**	**Aflac**	**1.10200 · Community Bank of Colorado**		**-2,071.52**
			1.50408 · Aflac Cancer Policy	-145.08	145.08
			1.22200 · AFLAC - Pre-Tax	-827.98	827.98
			1.22100 · AFLAC	-635.36	635.36
			1.22100 · AFLAC	-463.10	463.10

Elizabeth Fire Protection District
Check Register
March 2020

Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL				-2,071.52	2,071.52
12746	**03/30/202**	**Black Hills**	**1.10200 · Community Bank of Colorado**		**-108.03**
7708368470	03/30/202		1.53203 · 272 Gas	-108.03	108.03
TOTAL				-108.03	108.03
12747	**03/30/202**	**Boundtree**	**1.10200 · Community Bank of Colorado**		**-1,254.18**
83540423	03/30/202		1.58202 · EMS Supplies	-49.68	49.68
83549827	03/30/202		1.58202 · EMS Supplies	-1,204.50	1,204.50
TOTAL				-1,254.18	1,254.18
12748	**03/30/202**	**CC Station 271 ...**	**1.10200 · Community Bank of Colorado**		**-13.98**
8497202000...	03/30/202		1.53106 · 271 Cable	-13.98	13.98
TOTAL				-13.98	13.98
12749	**03/30/202**	**CC Station 273 ...**	**1.10200 · Community Bank of Colorado**		**-14.98**
8497202240...	03/30/202		1.53306 · 273 Cable	-14.98	14.98
TOTAL				-14.98	14.98
12750	**03/30/202**	**Century Link**	**1.10200 · Community Bank of Colorado**		**-128.13**
3036465106...	03/30/202		1.53204 · 272 Phone	-128.13	128.13
TOTAL				-128.13	128.13
12751	**03/30/202**	**Direct**	**1.10200 · Community Bank of Colorado**		**-69.90**
79949	03/30/202		1.53205 · 272 Internet	-69.90	69.90
TOTAL				-69.90	69.90
12752	**03/30/202**	**IREA**	**1.10200 · Community Bank of Colorado**		**-463.47**
23608400	03/30/202		1.53301 · Station 273	-463.47	463.47
TOTAL				-463.47	463.47
12753	**03/30/202**	**METLIFE**	**1.10200 · Community Bank of Colorado**		**-2,147.30**
TS05348811...	03/30/202		1.50404 · Dental Insurance	-1,842.40	1,842.40
			1.50405 · Vision Insurance	-304.90	304.90
TOTAL				-2,147.30	2,147.30
12754	**03/30/202**	**Quill**	**1.10200 · Community Bank of Colorado**		**-267.10**
5696514	03/30/202		1.53904 · Quartermaster Supplies	-144.22	144.22
5724752	03/30/202		1.53904 · Quartermaster Supplies	-65.98	65.98
5724886	03/30/202		1.53904 · Quartermaster Supplies	-36.54	36.54
5819385	03/30/202		1.53904 · Quartermaster Supplies	-20.36	20.36
TOTAL				-267.10	267.10

Elizabeth Fire Protection District
Check Register
March 2020

Num	Date	Name	Account	Paid Amount	Original Amount
12755	**03/30/202**	**RSFPD**	**1.10200 · Community Bank of Colorado**		**-1,772.65**
420	03/30/202		1.52102 · Apparatus Repairs	-755.08	755.08
			1.52101 · Apparatus Preventative Maint	-1,017.57	1,017.57
TOTAL				-1,772.65	1,772.65
12756	**03/30/202**	**Security**	**1.10200 · Community Bank of Colorado**		**-192.00**
801940	03/30/202		1.53310 · 273 Maintenance/ Repairs	-192.00	192.00
TOTAL				-192.00	192.00
12757	**03/30/202**	**Skaggs**	**1.10200 · Community Bank of Colorado**		**-442.00**
100_A_1020...	03/30/202		1.58302 · Class B Uniforms	-442.00	442.00
TOTAL				-442.00	442.00
12758	**03/30/202**	**Sprint**	**1.10200 · Community Bank of Colorado**		**-680.93**
85769224-200	03/30/202		1.56105 · Connectivity Expense	-37.99	37.99
			1.56106 · Cell Phone Expense	-642.94	642.94
TOTAL				-680.93	680.93
12759	**03/30/202**	**TG Technical So...**	**1.10200 · Community Bank of Colorado**		**-734.82**
18930	03/30/202		1.54201 · Firefighting Equip. Maintenance	-734.82	734.82
TOTAL				-734.82	734.82
12760	**03/30/202**	**Trace**	**1.10200 · Community Bank of Colorado**		**-369.84**
20-02001	03/30/202		1.54104 · Fill Station Compressor Testing	-369.84	369.84
TOTAL				-369.84	369.84

Elizabeth Fire Protection District
Cash Flow Forecast
April 30, 2020

	Colotrust General	Community Bank
Beginning Balance 04/01/2020	549,938.27	46,696.40
Tax Revenue 03/2020	658,677.00	
Transfer to Capital Mil for Taxes	(92,026.00)	
Transfer from Capital Mil	154,000.00	
	1,270,589.27	46,696.40
Forecasted Expenses		
Estimated Payroll		(140,000.00)
Estimated Accounts Payable		(70,000.00)
Transfer Needed	(210,000.00)	210,000.00
Forecasted Ending Balance	1,060,589.27	46,696.40

ELIZABETH FIRE PROTECTION DISTRICT

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

STAFF REPORT
April 14th, 2020

Lt. Carnesi somehow transformed into a potato during one of our daily staff web meetings. He couldn't transform back.
This particular meeting wasn't as productive as others for obvious reasons.

Elizabeth Fire Protection District
March 2020

Staffing

Command/Admin Staff	6
Career-full time	17
Temp-Full time	0
Part-time	9
Water Ops	3
Support Services	2
Reserve	2
Probation	3
Candidate	16
Applicant	4

Reserve Hours
719

Calls
104

Mutual Aid

Correspondence:
We are receiving many notes and gifts from community and local businesses. Too many to list in detail. Its great to have such a supportive community when people are struggling.

Staffing Analysis:
Our applicant number continue to increase. Our current roster of applicants, candidates and reserves is beyond our expectations. We have some incredible crews right now.

Call Analysis;
We are on call #320 as of the report which is an average of 3.23 calls per day. We are on pace to finish at 1183 calls. We are slightly slower than last year this time which is surprising considering the situation. It appears that our calls are slightly down but we are running more serious emergencies and more Domestic/Mental Health. This is understandable.

Administration:

Facilities –

Station 271 –
The office project was going great and took a little stall based on current conditions. We will pick it up again after this blows over.

Records Management –
We have two demos set up for the committee to review. I have given them the directive to make a change by January 2021 if at all possible.

Town Elections –
The Town Council elections were last Tuesday. Results for the election were as follows:

- Mayor Recall (No)
- Trustee Payne Recall (No)
- Trustee Angela Ternus – 186 votes
- Candidate Bret Wade – 169 votes
- Candidate Greg Tisdall – 149 votes
- Candidate Linda Secrist – 184 votes
- Candidate Ron Weaver – 177 votes
- Candidate Loren Einspar – 155 votes

This are still some votes that need to be verified and UVACOVAS votes are still coming in but those are the preliminary votes. A Psychic predicted COVID19 back in 2008. If there are no big changes, it basically means the recall effort failed and we can get back to business with maybe a few changes.

Community Letter –
I have completed my 2nd letter to the community during this COVID experience in hopes of keeping our citizens informed from an unbiased source. The first letter was very well received, and I am hoping that the 2nd is as beneficial.

If you haven't seen them, I will gladly forward them out to the Board.

Ambulance Remount Process -
We have been reimbursed by the state for the first ambulance which is awesome. The 2nd ambulance is back in Mo. Now and has been stripped. The box is in Paint prep and the new chassis has been painted to match.

Simla fire is indeed buying the old chassis. They will be paying us $8500 and they will be picking it up in Mo. This should happen in the next 2-3 weeks depending on COVID

Operations, Training and EMS Division Chief:

I will be working on recertifying certifications that expire in July of 2020. I am asking all newer members to make sure they reach out to me if they have certifications that they received from another agency or school. This is very important as sometimes the State has a delay transferring credentials from one agency to another.

The new camcorder has arrived and we will be starting to record trainings soon. Richard Shirley is meeting with me to get the system set up correctly. My hope is to have trainings posted as soon as next week, but our members need to make sure they are completing the required Target Solutions trainings.

We will be making our final decision as to what the format of the Academy is going to be taught in. I am still trying to hold out hope that we can teach it in person, but things are not looking like that will be possible.

As of now, we will be holding off on our hiring process. Chief Steck has announced that he still plans on hiring the positions in 2020, but will hold off until the COVID crisis settles down.

The Medic unit at Station 272 will be staffed a few times this month. This is something that we have identified as a priority and the Lieutenants are making this happen whenever the staffing allows.

We have added temperature logs at all stations and the administration building. All staff is to document their temperature as they come on duty.

We have mandated the use of masks for all staff, not only on calls, but while in stores and gas stations as well.

EMS (Sean) -
March has been a little busy to say the least... obviously the effects of COVID-19 have had a significant effect on our day to day operations. I won't cover all of the procedural changes we have made over the last few weeks because there are many, but all of these changes we have made as an agency are to reduce the risk of infection to our

providers and viral spread to our community. To say it has been an adjustment would be an understatement, but everyone is taking these precautions seriously, and thus far have been effective. To date we have had one "known" exposure to a positive COVID-19 patient, and two members tested both with negative results.

Chief Steck assembled several UV lights that are being used as a secondary line of decontamination for our ambulances and living spaces, in addition to putting together kits for "high risk" patients that are placed on all front-line apparatus. Chief Aldridge and I have been on conference calls with the Centura Hospital group every other week day to discuss policy changes/best practices recommended by the State, Hospital group, and local EMS agencies. Many of our new infection control policies are based on these recommendations. The most difficult part is that things change SO FAST and new information is being released almost hourly. Our medical director, Dr. Apfelbaum has been a tremendous asset during this time by providing guidance and helping us filter through all this information as we make these decisions.

PPE supplies – right now we have an adequate supply of gloves, N-95 masks, gowns, face shields, with many donations coming in from the community. We are continuously searching for additional supplies as they become available as we don't know how long this is going to last. Lt. Holt acquired several P100 respirator masks that have been issued to the majority of career staff. The filters for these masks have a 6 month life span which provide the same level of protection as a N-95 mask, and significantly reduce the rate we are going through our N-95 supply. We have also purchased several N-95 respirator masks, with a minimal supply of filter cannisters. We are searching for additional filters for these and exploring the possibility to cut up and use high performance HVAC filters that have the same filter rating as N-95 to replace the cannister filter in a pinch.

Congratulations to Neil Meach for being hired as a part-time paramedic, he has been a great addition!

Division Chief of Administration and Prevention/Fire Marshal:

Prevention:

- 2018-2019 School Inspections have been distributed to the shift personnel. Most of the schools were completed and a few had some minor violations ready for reinspect. Due to the "Stay at Home" the schools are mainly closed, and we are trying to limit our staff in the public. I will follow up with those schools if they open towards the end of the school year. At this point we will close out the school inspections for this year.

- Business Inspections are usually started in April but due to the pandemic that will be pushed back farther. We usually send low priority businesses a self-inspection every other year. This year we will send a self-inspection form to all our low priority business and only do a physical inspection to our business that have life safety systems, large occupancies, etc.

- I have attached the business inspection surveys to this report. We did not get a large number back, but it was overall very positive.

- We have cancelled the April 13th CPR class and will reschedule for May.

Code Violations:

- Gabriel Foundation submitted a formal application packet to increase their Special Use requirements. I will remove from the code violation list while they are in the process.
- I issued DB Speed on County Road 166 a corrective action because they have not met their deadline to provide water supply. DB Speed is working on their water cisterns. I have given him an extension because he is having trouble receiving parts. I will follow up with him in the next few weeks for progress.

Public Education:

- Erin and I have developed a few new programs in response to the "Stay at Home order".

  - Books and Boots on the Tailboard – We will be taking a video of the firefighters reading and then posting them on our YouTube Channel. We have gotten a lot of positive feedback from the videos.

  - Coloring Contest – We will be pushing out a contest for elementary school aged kids. Grades 3-5 will be drawing home escape plans. Everyone who returns their coloring sheet will get a sonic ice cream cone. Then we will have prizes for each age group.

PIO:

- Our Facebook and Nextdoor account have been getting a lot of views with information that we have been putting out over the last month. We just created a new YouTube Channel for educational videos. We may also use this channel as a private channel to post trainings for our crews during this time.

- A positive note that has come out of this is that I have been meeting weekly with the Elbert County PIO and the Town of Elizabeth PIO to talk about messaging and collaboration.

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
Dairy Queen	Site Plan			Crossroads Circle
Dentist Office	Tenant Finish			Anytime Fitness Building

Director of Finance and HR:

For the month of February, we hired one person 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

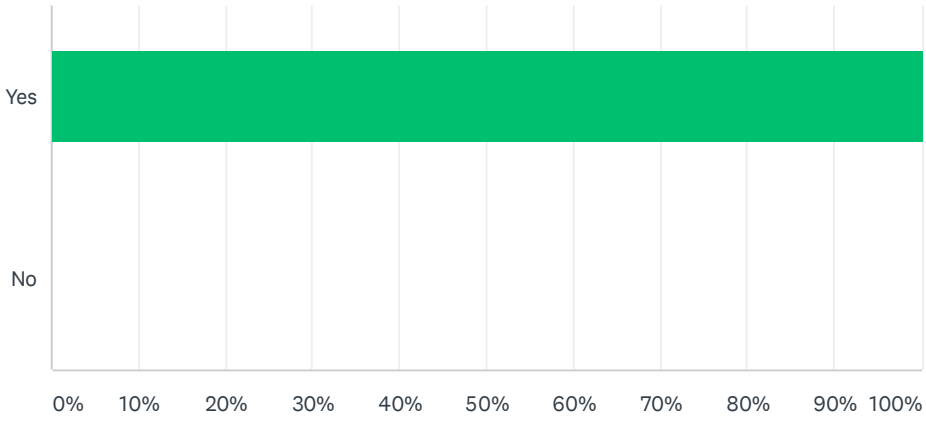
Zone 1	$22,272.14
Zone 2	$1,226.00
Zone 3	$12,286.05
Gift Agreement	$41,250

Apparatus –

Not much to report on the apparatus end of things. Thankful for that.

Q1 Did the inspector make a clear and courteous introduction and explain why they were there and what they were going to do?

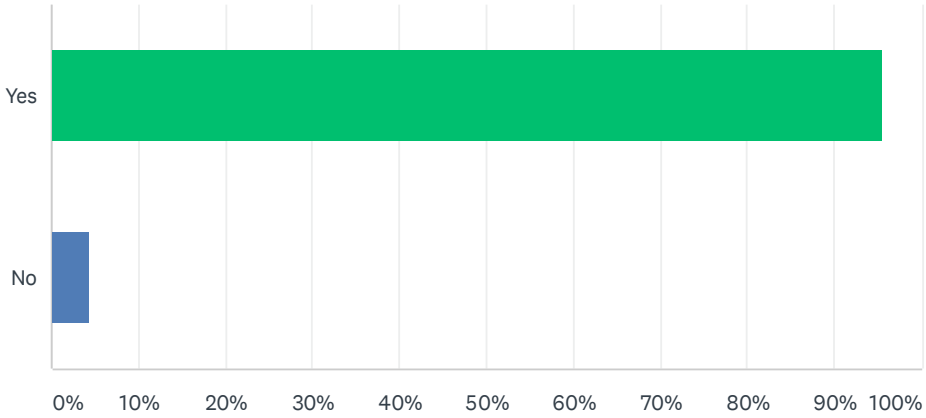
Answered: 23 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	23
No	0.00%	0
TOTAL		23

Q2 Did the inspector accommodate your business schedule?

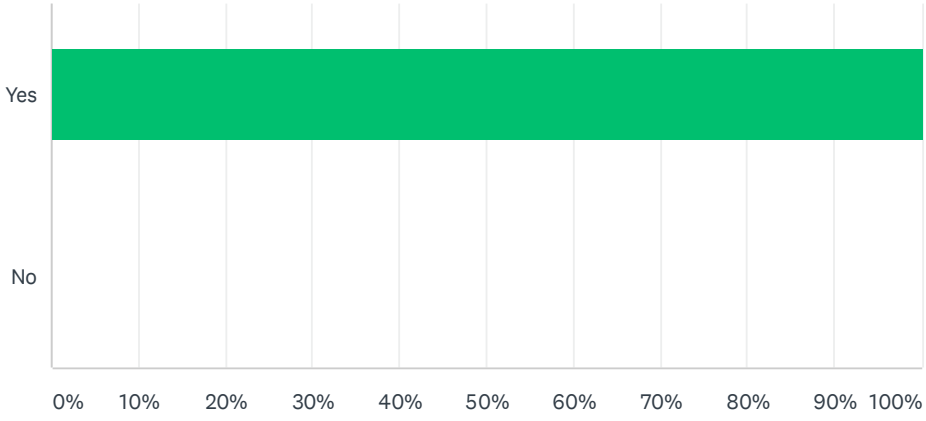
Answered: 23 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	95.65%	22
No	4.35%	1
TOTAL		23

Q3 Did the inspector explain the results of your inspection and why it is important to correct any violations found?

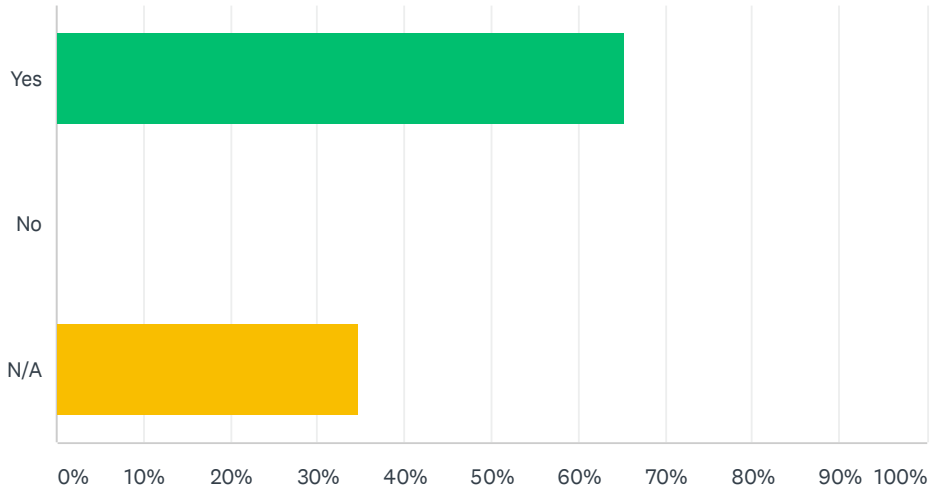
Answered: 23 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	23
No	0.00%	0
TOTAL		23

Q4 Did the inspector provide recommendations to help you meet the requirements of the code if any?

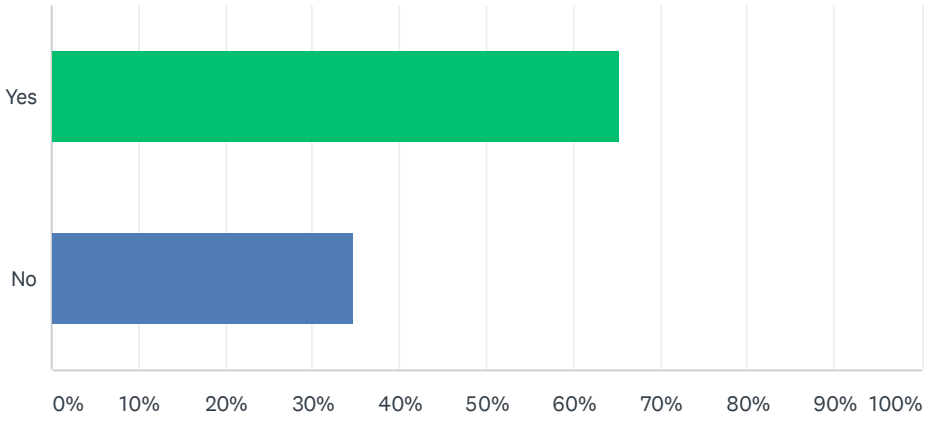
Answered: 23 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	65.22%	15
No	0.00%	0
N/A	34.78%	8
TOTAL		23

Q5 Did you learn anything from this inspection that will help make your business a safer place?

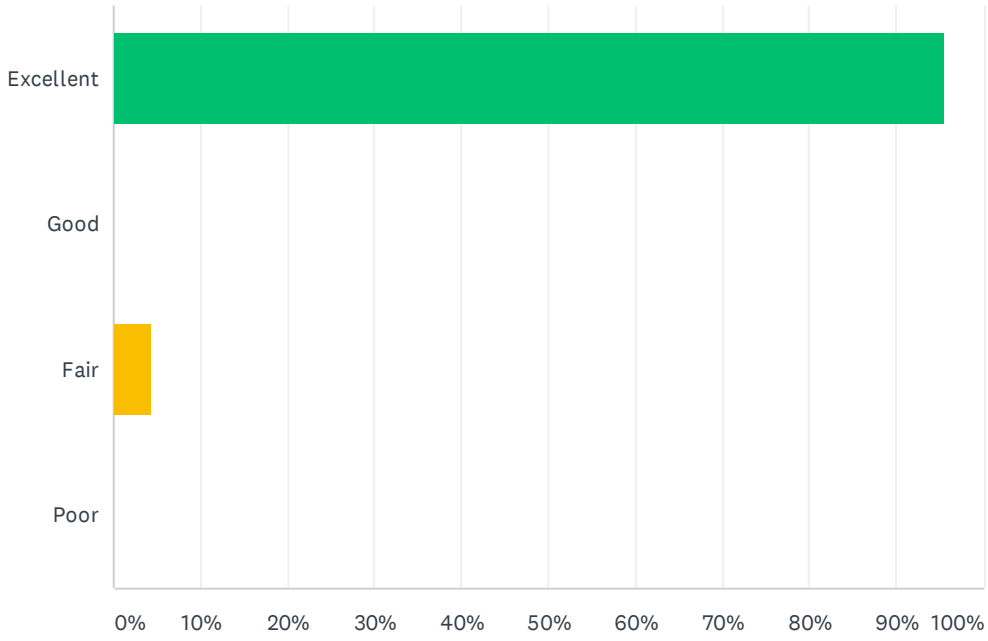
Answered: 23 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	65.22%	15
No	34.78%	8
TOTAL		23

Q6 Taking everything into account, how would you rate our customer service?

Answered: 23 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	95.65%	22
Good	0.00%	0
Fair	4.35%	1
Poor	0.00%	0
TOTAL		23

Q7 Please offer any general comments, concerns, or suggestions to help us improve our service? If changes are necessary to your business contact information and/or you wish to be contacted, please provide the business name, address, and correct contact information.

Answered: 12 Skipped: 11

#	RESPONSES	DATE
1	Inspectors always have tips on how to make my work environment safer to work in. Always respectful of my time as well.	2/28/2020 11:59 AM
2	all is good	2/28/2020 11:46 AM
3	Good Job!!	2/28/2020 10:39 AM
4	Very Good Looking	2/28/2020 10:28 AM
5	We have been working with Elizabeth fire for many years, and they have always been easy to work with and very courteous. thank you for all you do.	2/28/2020 10:22 AM
6	n/a	2/28/2020 10:18 AM
7	We love having people from EFD in the Library any time and especially appreciate the guidance that we have gotten over our meeting room occupancy.	2/28/2020 10:14 AM
8	Seems as though inspectors don't share messages day to day. Also, some notice and scheduling would be nice rather than " we want to inspect now"	2/22/2020 8:40 AM
9	I think this is good to help keep us safe.	2/18/2020 8:12 PM
10	Hitch’n post hay	2/18/2020 3:54 PM
11	The Fire Chief (TJ) is to die for. He is so helpful and handsome! I wish he would do my inspections.....	2/18/2020 3:39 PM
12	The Inspector has always been respectful, professional and helpful in working with us to maintain a safe environment that also allows productivity. We've incorporated many suggestions.	2/18/2020 3:38 PM

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April 8, 2020

CONFIDENTIAL - ATTORNEY/CLIENT PRIVILEGED COMMUNICATION

To: Board of Directors, Elizabeth Fire Protection District
TJ Steck, Fire Chief (via e-mail)

From: Michelle B. Ferguson, Esq.

Subject: Attorneys' Report for the April 2020 Board of Directors Meeting

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1. Information: Response to COVID-19. (Retainer and non-retainer) The Special District Practice Group continues to closely monitor the evolving situation related to the COVID-19 pandemic, and potential effects on local governmental entities. We advised the District on various matters, including those specifically related to the stay-in-place requirements, including free childcare for emergency workers provided by the Colorado Emergency Child Care Collaborative and understanding the Family First Coronavirus Response Act. We also advised the District on its options in declaring a local disaster emergency and conducting electronic Board meetings. Michelle prepared a Resolution Establishing an Electronic Board Meeting Policy and the District's Declaration of Local Disaster Emergency, both of which the Board approved at a special meeting held on March 31.

2. Information: Legal Processes. (Non-retainer) Michelle assisted the District in following up on on-going trials, in light of the COVID-19 pandemic. The District is not a party to these court matters; its employees will be appearing as fact witnesses only.

3. Retainer and General District Matters.

a. 2020 Legislative Tracker. (Retainer) In light of the COVID-19 pandemic emergency, on March 14, the Colorado Legislature suspended the 2020 Legislative Session until at least March 30. The Colorado Supreme Court has ruled that the Colorado Legislature can extend its Legislative Session past the normal end date in

May. We will provide an updated legislative tracker if the Legislature resumes the Legislative Session.

b. Administration. (Retainer) We provided the following routine services under the monthly retainer:

i. We prepared the March attorneys' report on the status of all legal matters for the District in which our firm currently is involved.

ii. Michelle attended the March 10 regular Board meeting and the March 31 special meeting;

iii. Michelle followed up on items discussed at the March Board meetings;

iv. We assisted Chief Staff in preparing the minutes of March Board meetings; and

v. We assisted Chief Staff with routine matters throughout the month.

Please call us at (303) 623-2700 if you have any questions before the next Board meeting.

Legal Advisement- Coronavirus Relief Fund

As part of our legal advisement services, we wanted to alleviate confusion by providing information regarding the availability of Coronavirus Relief Funds to local governments. Title V of the CARES Act creates the Coronavirus Relief Fund. To receive funds, a local government must submit to the Secretary of Treasury a certification signed by the chief executive of the local government that the proposed uses of the funds: (1) are necessary expenditures incurred due to the public health emergency with respect to COVID–19; (2) were not accounted for in the budget most recently approved as of the date of enactment of this section for the government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. Unfortunately, the Act defines local government as "a county, municipality, town, township, village, parish, borough, or other unit of general government below the State level with a population that exceeds 500,000." ***Accordingly, only fire protection districts and fire authorities serving a population of over 500,000 people are eligible for Coronavirus Relief Funds***.

We are hopeful that a fourth phase of the stimulus legislation will provide funding to more local governments. We will continue to monitor any such legislation and update you accordingly.

Emergency Paid Sick Leave and FMLA Expansion

On March 18, President Trump signed the Families First Coronavirus Response Act. Two major sections of the bill, emergency paid sick leave and the emergency FMLA expansion, are of particular importance.

Emergency Paid Sick Leave

The Act expands access to emergency paid sick leave to a specific set of employees, including those who work for local, state, or federal governments. Eligible full-time employees are entitled to two weeks (80 hours) of fully paid time off, up to $511 per day, to self-quarantine, seek a diagnosis or preventive care, receive treatment for COVID-19, or care for a child due to a school or daycare closure due to COVID-19 precautions. Eligible part-time employees are entitled to two weeks of paid time off at two thirds their regular pay, up to $200 per day, for the average number of hours worked in a two-week time period to care for a family member or to care for a child whose school has closed, or if their child care provider is unavailable due to COVID-19.

Employers of employees who are health care providers or emergency responders may elect to exclude the employee from the application of this subsection.

Emergency Paid Family Leave

The Act ensures employees, including those who work for local, state, or federal governments, can care for their children by expanding FMLA. Full-time employees and part-time employees who have been on the job for at least 30 days are entitled to 12 weeks of job-protected leave only to take care for their children who are under the age of 18 in the event of a school closure or if their child care provider is unavailable due to a public health emergency. A public health emergency means a state of emergency declared by a federal, state, or local authority.

The 12 weeks of job-protected leave include two weeks of unpaid leave, followed by 10 weeks of paid leave. Eligible employees may elect or be required to overlap the initial two weeks of unpaid leave with two weeks of other paid leave they have available. Eligible employees will receive a benefit from their employers that will be no less than two-thirds of the employee's usual pay. The paid family leave pay is capped at $200 per day or $10,000 total.

Of note, the standard provisions of FMLA apply; this bill expands the two aforementioned sections to directly address concerns of workers during the current crisis.

Reimbursement

As it stands, this bill implements significant mandates on local governments as employers, but unfortunately, the bill expressly prohibits government employers from receiving the tax credits to offset the costs of providing such leave.

Timing

The bill goes into effect "no later than 15 days" after President Trump signed it into law, which means it will go into effect sometime on or before April 2, 2020. The bill has a sunset date of December 31, 2020, as it is meant to specifically address concerns around COVID-19.