ELIZABETH FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA
May 12, 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
    - Approval of Special Meeting minutes
11. New Business
    - Oath of Office appointment to sign
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, April 14, 2020, at 7:00 p.m. 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
Don Means, Board Director

Absent: Mike Graeff, Board Treasurer (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 Young called to order the regular meeting of the Board of Directors of the Elizabeth Fire Protection District at 7:02 p.m. Director Christensen moved to excuse Director Graeff. Director Austgen seconded the motion. The motion passed.

Pledge of Allegiance

Director Austgen led the flag salute.

Public Comment

Director Young opened the meeting for public comment.

There was no public comment. Director Young addresses the concern for the well-being of the firefighters and staff.

RECORD OF PROCEEDINGS

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 March 10, 2020, regular Board meeting. No discussion followed; there were no recommended changes. Upon motion made by Director Austgen, seconded by Director Means, and unanimously carried, the March minutes were approved.
Financial Matters	
- Monthly Financial Report	Director of Finance and HR Fischer presented the Board with the Financial Reports for March. Fischer stated the property taxes received are at 53% for the year. EMS collection amount to $27,700 and third-party payment for the collection portion was paid in March. The impact fee collected was a little more this month. Elbert County property taxes are still being collected and giving more time if the people need to pay them. Right now, there have not been any effects from COVID-19 regarding the amount of property tax the district has received. 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 updated the Board on the town elections for Elizabeth. The final votes will be counted in the next couple of days. The letters are getting a lot of positive feedback. Chief Steck wanted direction from the Board to pay administration building lease with the impact fee when they are due in August. Board agreed to use the funds to pay the lease payment. Legal did advise the Board to establish a record regarding the decision. Director Young stated to put the approval to use the impact fees on July or August meeting agenda. Chief Steck updated the Board regarding an assault on our paramedics that law enforcement went forward to press

charges against the patient. We are working with the district attorney and our legal counsel.

We installed a mechanism in the furnace that cleans the air at station 3. Chief Steck also mentioned looking into getting station 1 done. We received an ECCA grant for new radios, the grant covered everything but $200 each. Steck will be burning a slash pile tomorrow, making the Board aware of the smoke.

Director Young asked about the Governor issued a statewide burn ban. The Chief was not aware of any prohibition. Attorney Ferguson is aware of it was suggested but is not aware it has been put in place. Chief Steck will check on that issue.

Legal Report

Attorney Ferguson stated to the Board nothing to add to the attorney report. There are talks of the Legislative sessions will be back on May 18, they will be passing a budget. There is Discussion about if they can adjourn without passing a balanced budget to protect the state.

Director Austgen asked if the revision of the Board member handbook was coming along. Attorney Ferguson stated she is going through it, since it has not been revised in several years it is taking some time.

No questions regarding the reports.

Old Business

Chief Steck makes mention that the start time of Board meetings was tabled from last month. Chief Steck cautioned the Board that holding meetings before the average end of work times is not liked by community members.

Lengthy Discussion followed

After Discussion, it was concluded that the time could be changed on a per month basis. The meeting posting will need to reflect the time change. For now, the regular meeting time will remain the same and make accommodations as needed.

New Business

- COVID update

Chief Steck explained to the Board how the admin staff is working remotely and taking one day a week to work from the office. Stations and the administration building are being cleaned daily. We have a blue light disaffecting area. We will continue using the technology. Chief Steck goes on to explain how the different departments are working on various tasks. Station two has been staffed intermittently with an extra medic. Transport calls are down 8-10%, but we are ready for the peak of COVID if it hits. Division Chief Aldridge is working with our EMS coordinator to ensure all policies and procedures are followed and up to date. Division Chief Gerczynski discussed how the staff is using 365 platforms to communicate. The new website is up and has many new capabilities, along with new features like coloring contests and videos. Chief Steck goes over all the financial needs that Sarah Fischer, Director of Finance, and HR are doing to make sure we use all resources to be reimbursed due to the COVID situations. We should have enough PPE for right now.

Michelle Ferguson Legal Counsel clarified that the emergency fund would need to be repaid if used within five years.

Chief Steck stated that we are constantly checking on our staff. Staff, in general, is doing well. We have regular meetings with the county and working with law enforcement concerning any updates.

Sean Mackall EMS coordinator information the Board that the department has ordered antibody tests for the career staff.

Nick Carnesi, B shift Lieutenant, mentioned the calls were down 16 calls from this date last year.

No other comments

- CARES Act & Emergency First Corona Relief Act	Chief Steck explains how we will be utilizing different funding through grants and determining which area we will be taking part in some of the requirements. Michelle Ferguson Legal Counsel explains two different acts, CARES Act and Family First Corona Relief Act. She explains what each act does for the district and what areas will not apply to smaller governments. She recommends what areas refer to the district and which ones to opt-out. Chief Steck states they will be opting out of the specific portions of the acts right now. The Board all agrees to allow Chief Steck to direct what action to take concerning the district. Michelle Ferguson Legal Counsel informed the Board this is an operation consideration, and no Board motion is needed. Chief Steck mentions that they will be pursuing any grants or reimbursements through the CARES Act. There is also new legislation in Congress concerning the first responder's salary. He will update when additional information comes available.
- MOU	Director Young would like more information on the MOU. Chief Steck gives more details about the MOU. The school is working on getting grant funding available. Collaboration involves working with law enforcement and fire. It is only to determine the areas of the school they are the weakest. Work together as organizations, supporting them to get extra security measures. Getting the Boards direction is the goal. Michelle Ferguson Legal Counsel looked over the MOU, and nothing is conserving to her. The Board is all in favor of moving forward with the MOU and permits Chief Steck to sign.
- Amend to excuse Director Mike Graeff from the Special Meeting on March 31, 2020	Director Young moved to excuse Director Graeff from the special meeting on March 31, 2020. Director Christensen motion to excuse Director Graeff. Director Means seconded the motion. The motion passed.
Executive Session	None.

RECORD OF PROCEEDINGS

Meeting Schedule	The next regular Board meeting is scheduled for May 12, 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 Means moved to adjourn; Director Christensen seconded, and the vote was unanimously carried. The meeting adjourned at 8:14 p.m.

_____ Date: May 12, 2020
Rick Young, President

_____ Date: May 12, 2020
Wayne Austgen, Secretary

Elizabeth Fire Protection District
General Fund Balance Sheet
As of April 30, 2020

	Apr 30, 20
ASSETS	
Current Assets	
Checking/Savings	
1.10100 · BOK Financial Operating	252.71
1.10150 · BOK Financial Payroll	-9.00
1.10200 · Community Bank of Colorado	46,207.13
1.10300 · Wells Fargo	-153.60
1.10400 · Colorado Trust General Account	1,084,543.46
1.10600 · CSafe Fund General Account	7,073.76
1.10700 · Colorado Trust Scholarship Fund	545.31
1.10950 · Claim on Pooled Cash	303.20
Total Checking/Savings	1,138,762.97
Accounts Receivable	
1.11600 · Accounts Receivable	2,505.00
Total Accounts Receivable	2,505.00
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	1,146,884.97
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	**7,031,948.79**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1.20000 · *Accounts Payable	-31.57
Total Accounts Payable	-31.57
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	-224.14
1.22100 · AFLAC	1,098.46
1.22200 · AFLAC - Pre-Tax	827.98
1.23000 · Deferred Grant Revenue	4,155.08
Total Other Current Liabilities	2,374,033.40
Total Current Liabilities	2,374,001.83
Total Liabilities	2,374,001.83
Equity	
1.30300 · Investment in Fixed Asset	3,410,424.56
1.31100 · Unapplied Fund Balance	826,292.18

Elizabeth Fire Protection District
General Fund Balance Sheet
As of April 30, 2020

	Apr 30, 20
32000 · Unrestricted Net Assets	80,215.30
Net Income	341,014.92
Total Equity	4,657,946.96
TOTAL LIABILITIES & EQUITY	7,031,948.79

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

	Jan - Apr 20
Income	
1.40100 · General Fund Property Tax Reven	1,068,532.82
1.40200 · S.O.T. Revenue	118,326.62
1.40300 · Transport Revenue	105,265.57
1.40400 · Permit Fees	3,641.50
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	3,477.30
1.41200 · Other Miscellaneous Income	10,379.51
Total Income	1,329,062.00
Gross Profit	1,329,062.00
Expense	
1.50000 · Administration	827,674.85
1.51000 · Professional Services	35,520.24
1.52000 · Apparatus	22,523.18
1.53000 · Facilities	23,161.78
1.54000 · Equipment Maintenance and Testi	15,215.01
1.55000 · Fire Prevention/Investigations	2,760.87
1.56000 · Communications	2,050.02
1.57000 · Technology	13,653.26
1.58000 · Operations	39,973.82
1.80901 · Disaster Relief Account	5,514.05
Total Expense	988,047.08
Net Income	**341,014.92**

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

	Jan - Apr 20	Budget	$ Over Budget	% of Budget
Income				
1.40100 · General Fund Property Tax Reven	1,068,532.82	2,367,430.00	(1,298,897.18)	45.1%
1.40200 · S.O.T. Revenue	118,326.62	380,000.00	(261,673.38)	31.1%
1.40300 · Transport Revenue	105,265.57	295,000.00	(189,734.43)	35.7%
1.40400 · Permit Fees	3,641.50	20,000.00	(16,358.50)	18.2%
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	3,477.30	17,500.00	(14,022.70)	19.9%
1.41200 · Other Miscellaneous Income	10,379.51	8,000.00	2,379.51	129.7%
1.49000 · Transfer In From Other Funds	0.00	75,403.00	(75,403.00)	0.0%
Total Income	1,329,062.00	3,259,758.00	(1,930,696.00)	40.8%
Gross Profit	1,329,062.00	3,259,758.00	(1,930,696.00)	40.8%
Expense				
1.50000 · Administration	827,674.85	2,706,534.00	(1,878,859.15)	30.6%
1.51000 · Professional Services	35,520.24	133,627.00	(98,106.76)	26.6%
1.52000 · Apparatus	22,523.18	67,000.00	(44,476.82)	33.6%
1.53000 · Facilities	23,161.78	173,175.00	(150,013.22)	13.4%
1.54000 · Equipment Maintenance and Testi	15,215.01	37,250.00	(22,034.99)	40.8%
1.55000 · Fire Prevention/Investigations	2,760.87	19,600.00	(16,839.13)	14.1%
1.56000 · Communications	2,050.02	13,100.00	(11,049.98)	15.6%
1.57000 · Technology	13,653.26	41,850.00	(28,196.74)	32.6%
1.58000 · Operations	39,973.82	130,850.00	(90,876.18)	30.5%
1.80900 · Contingency	0.00	10,000.00	(10,000.00)	0.0%
1.80901 · Disaster Relief Account	5,514.05			
Total Expense	988,047.08	3,332,986.00	(2,344,938.92)	29.6%
Net Income	**341,014.92**	**(73,228.00)**	**414,242.92**	**(465.7)%**

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

	Jan - Apr 20	Budget	$ Over Budget	% of Budget
Income				
2.40100 · Capital Improvement Tax Revenue	179,461.61	396,504.00	(217,042.39)	45.3%
2.40800 · Grant Income Cap Mil	67,296.00	160,842.00	(93,546.00)	41.8%
2.41100 · Interest Revenue-CMF	857.46	210.00	647.46	408.3%
Total Income	247,615.07	557,556.00	(309,940.93)	44.4%
Gross Profit	247,615.07	557,556.00	(309,940.93)	44.4%
Expense				
2.49000 · Grant Equipment	134,592.00	321,684.00	(187,092.00)	41.8%
2.55000 · County Treasurer Fee-CMF	5,384.14	11,894.00	(6,509.86)	45.3%
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	4,800.00	11,000.00	(6,200.00)	43.6%
2.80014 · Station 271 Capital Expense	9,025.19	5,000.00	4,025.19	180.5%
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	305,209.41	577,550.86	(272,341.45)	52.8%
Net Income	**(57,594.34)**	**(19,994.86)**	**(37,599.48)**	**288.0%**

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

	Jan - Apr 20	Budget	$ Over Budget	% of Budget
Income				
3.40100 · Zone 1 Income	6,542.08	35,000.00	(28,457.92)	18.7%
3.41100 · Interest	52.38			
4.40200 · Zone 2 Income	1,226.00	0.00	1,226.00	100.0%
4.41100 · Interest Impact fee Zone 2	6.29			
5.40300 · Zone 3 Income	0.00	12,000.00	(12,000.00)	0.0%
5.41100 · Interest Impact Fee Zone 3	59.89	215.00	(155.11)	27.9%
Total Income	7,886.64	47,215.00	(39,328.36)	16.7%
Gross Profit	7,886.64	47,215.00	(39,328.36)	16.7%
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	**7,886.64**	**(16,624.00)**	**24,510.64**	**(47.4)%**

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

	Jan - Apr 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	57.84	300.00	(242.16)	19.3%
Total Income	1,097.84	20,300.00	(19,202.16)	5.4%
Gross Profit	1,097.84	20,300.00	(19,202.16)	5.4%
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	**1,097.84**	**10,300.00**	**(9,202.16)**	**10.7%**

Elizabeth Fire Protection District
Bank Balances
As of April 30, 2020

	Apr 30, 20	
	Debit	Credit
1.10100 · BOK Financial Operating	252.71	
1.10150 · BOK Financial Payroll		9.00
1.10200 · Community Bank of Colorado	46,207.13	
1.10300 · Wells Fargo		153.60
1.10400 · Colorado Trust General Account	1,084,543.46	
1.10600 · CSafe Fund General Account	7,073.76	
1.10700 · Colorado Trust Scholarship Fund	545.31	
1.10950 · Claim on Pooled Cash	303.20	
2.10400 · Colo Trust Cap Mill	129,079.41	
2.10950 · Claim on Pooled Cash-CMF		5,031.28
2.13500 · Cash with County Treasurer-CMF	0.00	
3.10100 · Colorado Trust Impact Fee Zn1	13,274.97	
3.10950 · Claims on Pooled Cash Zone 1	1,422.08	
4.10101 · Colorado Trust Impact Fee Zn 2	1,237.81	
5.10102 · Colorado Trust Impact Fee Zn 3	12,442.53	
5.10950 · Claim on Pooled Cash Zone3	0.00	
6.10200 · Colorado Trust Infrastructure	15,054.45	
6.10950 · Claims on Pooled Cash Infrastru	2,080.00	
TOTAL	**1,313,516.82**	**5,193.88**

Elizabeth Fire Protection District
Check Register
April 2020

Num	Date	Name	Account	Paid Amount	Original Amount
	04/14/2020	**QuickBooks Pay...**	**1.10200 · Community Bank of Colorado**		**-50,067.22**
		QuickBooks Payr...	2110 · Direct Deposit Liabilities	-50,067.22	50,067.22
TOTAL				-50,067.22	50,067.22
	04/23/2020	**Community Ban...**	**1.10200 · Community Bank of Colorado**		**-5,214.51**
			1.18400 · Prepaid Expenses	5,000.00	-5,000.00
			1.50502 · Background Checks	-7.00	7.00
			1.57101 · I.T. Software Upgrades Go Daddy	-149.98	149.98
			1.57101 · I.T. Software Upgrades Go Daddy	-287.52	287.52
			1.57101 · I.T. Software Upgrades Go Daddy	-1,074.53	1,074.53
			1.57101 · I.T. Software Upgrades Go Daddy	-832.32	832.32
			1.57101 · I.T. Software Upgrades Go Daddy	-30.51	30.51
			1.50101 · Office Supplies	-800.20	800.20
			1.80901 · Disaster Relief Account	-500.35	500.35
			1.58701 · Fuel	-9.47	9.47
			1.56106 · Cell Phone Expense	-14.95	14.95
			1.53111 · 271 Maintenance/Repairs	-28.76	28.76
			2.80014 · Station 271 Capital Expense	-277.95	277.95
			2.80014 · Station 271 Capital Expense	-181.18	181.18
			1.58104 · Physical Fitness	-304.52	304.52
			1.58102 · Fire Training Supplies	-236.52	236.52
			1.58102 · Fire Training Supplies	-350.07	350.07
			1.52101 · Apparatus Preventative Maint	-40.98	40.98
			1.58102 · Fire Training Supplies	-1,300.00	1,300.00
			1.58501 · Operations Equipment/Upgrades	-139.72	139.72
			1.80901 · Disaster Relief Account	-192.00	192.00
			1.57102 · I.T. Software Upgrades Sage/Sup	-17.95	17.95
			1.55102 · Fire Prevention Supplies	-11.59	11.59
			1.57102 · I.T. Software Upgrades Sage/Sup	-458.39	458.39
			1.55102 · Fire Prevention Supplies	-23.98	23.98
			1.55102 · Fire Prevention Supplies	-6.97	6.97
			1.55102 · Fire Prevention Supplies	-37.22	37.22
			1.53206 · 272 Cable	-102.65	102.65
			1.53904 · Quartermaster Supplies	-41.64	41.64
			1.53904 · Quartermaster Supplies	-51.84	51.84
			1.50104 · Meeting Expense	-43.92	43.92
			1.80901 · Disaster Relief Account	-26.80	26.80
			1.80901 · Disaster Relief Account	-283.75	283.75
			1.53810 · Admin Maint/Repairs	-58.12	58.12
			1.80901 · Disaster Relief Account	-357.36	357.36
			1.80901 · Disaster Relief Account	-72.55	72.55
			1.57101 · I.T. Software Upgrades Go Daddy	-540.99	540.99
			1.80901 · Disaster Relief Account	-29.97	29.97
			1.80901 · Disaster Relief Account	-104.50	104.50
			1.80901 · Disaster Relief Account	-463.58	463.58
			1.80901 · Disaster Relief Account	-25.99	25.99
			1.80901 · Disaster Relief Account	-14.98	14.98
			1.80901 · Disaster Relief Account	-191.73	191.73
			1.80901 · Disaster Relief Account	-188.42	188.42
			1.80901 · Disaster Relief Account	-266.97	266.97
			1.80901 · Disaster Relief Account	-34.12	34.12
TOTAL				-5,214.51	5,214.51
	04/27/2020	**Quill**	**1.10100 · BOK Financial Operating**		**0.00**
6408420	04/27/2020	Quill	1.20000 · *Accounts Payable	0.00	-29.29
6373077	04/27/2020	Quill	1.20000 · *Accounts Payable	0.00	-31.76
TOTAL				0.00	-61.05
	04/29/2020	**QuickBooks Pay...**	**1.10200 · Community Bank of Colorado**		**-51,213.72**

Elizabeth Fire Protection District
Check Register
April 2020

Num	Date	Name	Account	Paid Amount	Original Amount
		QuickBooks Payr...	2110 · Direct Deposit Liabilities	-51,213.72	51,213.72
TOTAL				-51,213.72	51,213.72
	04/30/2020		**1.10150 · BOK Financial Payroll**		**-9.00**
			1.50102 · Bank Fees	-9.00	9.00
TOTAL				-9.00	9.00
1	**04/30/2020**		**1.10100 · BOK Financial Operating**		**-9.00**
			1.50102 · Bank Fees	-9.00	9.00
TOTAL				-9.00	9.00
ACH0335	**04/03/2020**	**COTREA**	**1.10200 · Community Bank of Colorado**		**-1,391.60**
			1.50214 · Payroll Tax	-427.24	427.24
			1.21400 · Colorado Unemployment	-964.36	964.36
TOTAL				-1,391.60	1,391.60
ACH0336	**04/03/2020**	**Community Ban...**	**1.10200 · Community Bank of Colorado**		**-5,000.00**
			1.18400 · Prepaid Expenses	-5,000.00	5,000.00
TOTAL				-5,000.00	5,000.00
ACH0402	**04/02/2020**		**1.10200 · Community Bank of Colorado**		**-17.50**
			1.50102 · Bank Fees	-17.50	17.50
TOTAL				-17.50	17.50
ACH0403	**04/15/2020**	**United States Tr...**	**1.10200 · Community Bank of Colorado**		**-8,626.70**
			1.21100 · Federal Payroll Tax	-5,702.00	5,702.00
			1.21100 · Federal Payroll Tax	-473.80	473.80
			1.21100 · Federal Payroll Tax	-473.80	473.80
			1.21100 · Federal Payroll Tax	-988.55	988.55
			1.21100 · Federal Payroll Tax	-988.55	988.55
TOTAL				-8,626.70	8,626.70
ACH0404	**04/15/2020**	**FPPA**	**1.10200 · Community Bank of Colorado**		**-12,560.87**
			1.50411 · Pension Paid Personnel	-69.16	69.16
			1.21800 · FPPA Pension Cont	-5,141.54	5,141.54
			1.21800 · FPPA Pension Cont	-5,141.54	5,141.54
			1.21800 · FPPA Pension Cont	-432.05	432.05
			1.21900 · FPPA 457	-821.10	821.10
			1.21800 · FPPA Pension Cont	-955.48	955.48
TOTAL				-12,560.87	12,560.87
ACH0405	**04/17/2020**	**ICMA**	**1.10200 · Community Bank of Colorado**		**-1,677.14**
			1.21500 · ICMA 457	-571.78	571.78
			1.21700 · ICMA EE Loan Payment	-237.34	237.34
			1.21600 · ICMA Pension	-434.01	434.01

Elizabeth Fire Protection District
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April 2020

Num	Date	Name	Account	Paid Amount	Original Amount
			1.21600 · ICMA Pension	-434.01	434.01
TOTAL				-1,677.14	1,677.14
ACH0406	**04/29/2020**	**Colorado Depart...**	**1.10200 · Community Bank of Colorado**		**-5,087.00**
			1.50102 · Bank Fees	-1.00	1.00
			1.21200 · State Payroll Tax	-5,086.00	5,086.00
TOTAL				-5,087.00	5,087.00
ACH0407	**04/30/2020**	**United States Tr...**	**1.10200 · Community Bank of Colorado**		**-8,774.98**
			1.21100 · Federal Payroll Tax	-5,926.00	5,926.00
			1.21100 · Federal Payroll Tax	-418.07	418.07
			1.21100 · Federal Payroll Tax	-418.07	418.07
			1.21100 · Federal Payroll Tax	-1,006.42	1,006.42
			1.21100 · Federal Payroll Tax	-1,006.42	1,006.42
TOTAL				-8,774.98	8,774.98
ACH0408	**04/30/2020**	**FPPA**	**1.10200 · Community Bank of Colorado**		**-12,157.93**
			1.50411 · Pension Paid Personnel	-69.16	69.16
			1.21800 · FPPA Pension Cont	-4,969.27	4,969.27
			1.21800 · FPPA Pension Cont	-4,969.27	4,969.27
			1.21800 · FPPA Pension Cont	-432.05	432.05
			1.21900 · FPPA 457	-821.10	821.10
			1.21800 · FPPA Pension Cont	-897.08	897.08
TOTAL				-12,157.93	12,157.93
ACH0409	**04/30/2020**	**ICMA**	**1.10200 · Community Bank of Colorado**		**-1,677.14**
			1.21500 · ICMA 457	-571.78	571.78
			1.21700 · ICMA EE Loan Payment	-237.34	237.34
			1.21600 · ICMA Pension	-434.01	434.01
			1.21600 · ICMA Pension	-434.01	434.01
TOTAL				-1,677.14	1,677.14
ACH0420	**04/20/2020**		**1.10100 · BOK Financial Operating**		**-5.00**
			1.50102 · Bank Fees	-5.00	5.00
TOTAL				-5.00	5.00
ACH0421	**04/21/2020**		**1.10100 · BOK Financial Operating**		**-5.00**
			1.50102 · Bank Fees	-5.00	5.00
TOTAL				-5.00	5.00
ach0430	**04/30/2020**		**1.10100 · BOK Financial Operating**		**-3.40**
			1.50102 · Bank Fees	-3.40	3.40
TOTAL				-3.40	3.40
12763	**04/07/2020**	**Allcopy**	**1.10200 · Community Bank of Colorado**		**-371.99**
26729483	04/07/2020		1.57109 · Copier	-371.99	371.99

Elizabeth Fire Protection District
Check Register
April 2020

Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL				-371.99	371.99
12764	**04/07/2020**	**Black Hills**	**1.10200 · Community Bank of Colorado**		**-289.72**
727235064	04/07/2020		1.53803 · Admin Natural Gas	-53.76	53.76
0654784598	04/07/2020		1.53103 · 271 Gas	-235.96	235.96
TOTAL				-289.72	289.72
12765	**04/07/2020**	**Boundtree**	**1.10200 · Community Bank of Colorado**		**-617.65**
83562991	04/07/2020		1.58202 · EMS Supplies	-617.65	617.65
TOTAL				-617.65	617.65
12766	**04/07/2020**	**CC ADMIN**	**1.10200 · Community Bank of Colorado**		**-230.01**
8497202000...	04/07/2020		1.53805 · Admin Internet	-230.01	230.01
TOTAL				-230.01	230.01
12767	**04/07/2020**	**CC Station 273 I...**	**1.10200 · Community Bank of Colorado**		**-230.90**
8497202240...	04/07/2020		1.53305 · 273 Internet	-230.90	230.90
TOTAL				-230.90	230.90
12768	**04/07/2020**	**Community Med...**	**1.10200 · Community Bank of Colorado**		**-18.72**
00222624	04/07/2020		1.51101 · Legal Fees	-18.72	18.72
TOTAL				-18.72	18.72
12769	**04/07/2020**	**COSTCO**	**1.10200 · Community Bank of Colorado**		**-240.00**
0001118000...	04/07/2020		1.50106 · Dues	-240.00	240.00
TOTAL				-240.00	240.00
12770	**04/07/2020**	**IREA**	**1.10200 · Community Bank of Colorado**		**-485.26**
71184002	04/07/2020		1.53102 · 271 Electric	-370.79	370.79
95602299	04/07/2020		1.53802 · Admin Electrict	-114.47	114.47
TOTAL				-485.26	485.26
12771	**04/07/2020**	**John Deere**	**1.10200 · Community Bank of Colorado**		**-51.88**
11112-61971	04/07/2020		1.52103 · Apparatus Equipment/Upgrades	-11.98	11.98
			1.52103 · Apparatus Equipment/Upgrades	-38.98	38.98
			1.52102 · Apparatus Repairs	-0.92	0.92
TOTAL				-51.88	51.88
12772	**04/07/2020**	**Life- Assist**	**1.10200 · Community Bank of Colorado**		**-2,770.71**
982247	04/07/2020		1.58202 · EMS Supplies	-863.31	863.31
987087	04/07/2020		1.58202 · EMS Supplies	-1,907.40	1,907.40
TOTAL				-2,770.71	2,770.71

Elizabeth Fire Protection District
Check Register
April 2020

Num	Date	Name	Account	Paid Amount	Original Amount
12773	**04/07/2020**	**POSTMASTER**	**1.10200 · Community Bank of Colorado**		**-92.00**
Box 441	04/07/2020		1.50101 · Office Supplies	-92.00	92.00
TOTAL				-92.00	92.00
12774	**04/07/2020**	**Quill**	**1.10200 · Community Bank of Colorado**		**-531.05**
5725144	04/07/2020		1.80901 · Disaster Relief Account	-82.92	82.92
5959902	04/07/2020		1.53904 · Quartermaster Supplies	-24.24	24.24
5978330	04/07/2020		1.53904 · Quartermaster Supplies	-116.96	116.96
5978718	04/07/2020		1.53904 · Quartermaster Supplies	-177.99	177.99
5932454	04/07/2020		1.50101 · Office Supplies	-36.56	36.56
5921512	04/07/2020		1.53904 · Quartermaster Supplies	-92.38	92.38
TOTAL				-531.05	531.05
12775	**04/07/2020**	**RSFPD**	**1.10200 · Community Bank of Colorado**		**-450.00**
13	04/07/2020		1.58206 · Scholarship	-450.00	450.00
TOTAL				-450.00	450.00
12776	**04/07/2020**	**SAMBA**	**1.10200 · Community Bank of Colorado**		**-140.80**
INV00327130	04/07/2020		1.50501 · Driving Record Checks	-140.80	140.80
TOTAL				-140.80	140.80
12777	**04/07/2020**	**True Value**	**1.10200 · Community Bank of Colorado**		**-120.65**
1718	04/07/2020		1.53111 · 271 Maintenance/Repairs	-18.26	18.26
			1.52103 · Apparatus Equipment/Upgrades	-16.99	16.99
			1.53904 · Quartermaster Supplies	-20.99	20.99
			1.52102 · Apparatus Repairs	-6.99	6.99
			1.52101 · Apparatus Preventative Maint	-5.98	5.98
			1.52102 · Apparatus Repairs	-9.98	9.98
			2.80014 · Station 271 Capital Expense	-38.27	38.27
			1.53111 · 271 Maintenance/Repairs	-3.19	3.19
TOTAL				-120.65	120.65
12778	**04/07/2020**	**WEX**	**1.10200 · Community Bank of Colorado**		**-606.27**
64661852	04/07/2020		1.58701 · Fuel	-586.27	586.27
			1.52101 · Apparatus Preventative Maint	-20.00	20.00
TOTAL				-606.27	606.27
12779	**04/07/2020**	**Agfinity**	**1.10200 · Community Bank of Colorado**		**-838.85**
I47943	04/07/2020		1.58701 · Fuel	-838.85	838.85
TOTAL				-838.85	838.85
12780	**04/13/2020**	**Airgas**	**1.10200 · Community Bank of Colorado**		**-134.39**
9099793991	04/13/2020		1.58202 · EMS Supplies	-134.39	134.39
TOTAL				-134.39	134.39
12781	**04/13/2020**	**Boundtree**	**1.10200 · Community Bank of Colorado**		**-109.30**

Elizabeth Fire Protection District
Check Register
April 2020

Num	Date	Name	Account	Paid Amount	Original Amount
3573223	04/13/2020		1.58202 · EMS Supplies	-109.30	109.30
TOTAL				-109.30	109.30
12782	**04/13/2020**	**Calvary**	**1.10200 · Community Bank of Colorado**		**-225.00**
3527	04/13/2020		1.53111 · 271 Maintenance/Repairs	-225.00	225.00
TOTAL				-225.00	225.00
12783	**04/13/2020**	**CC Station 271 I...**	**1.10200 · Community Bank of Colorado**		**-237.84**
8497202000...	04/13/2020		1.53105 · 271 Internet	-134.90	134.90
			1.53104 · 271 Phone	-102.94	102.94
TOTAL				-237.84	237.84
12784	**04/13/2020**	**Comcast Station...**	**1.10200 · Community Bank of Colorado**		**-822.73**
98847093	04/13/2020		1.53104 · 271 Phone	-249.78	249.78
			1.53804 · Admin Phone	-414.28	414.28
			1.53304 · 273 Phone	-158.67	158.67
TOTAL				-822.73	822.73
12785	**04/13/2020**	**CURTIS**	**1.10200 · Community Bank of Colorado**		**-1,020.00**
INV376164	04/13/2020		1.54106 · Hurst Tools Testing/Maintenance	-1,020.00	1,020.00
TOTAL				-1,020.00	1,020.00
12786	**04/13/2020**	**DOT**	**1.10200 · Community Bank of Colorado**		**-93.00**
7352	04/13/2020		1.54106 · Hurst Tools Testing/Maintenance	-93.00	93.00
TOTAL				-93.00	93.00
12787	**04/13/2020**	**ELDORA**	**1.10200 · Community Bank of Colorado**		**-181.97**
2911313	04/13/2020		1.53308 · 273 Drinking Water	-63.84	63.84
2911312	04/13/2020		1.53109 · 271 Drinking Water	-118.13	118.13
TOTAL				-181.97	181.97
12788	**04/13/2020**	**IAFC**	**1.10200 · Community Bank of Colorado**		**-240.00**
61948	04/13/2020		1.55108 · Dues/Certifications	-240.00	240.00
TOTAL				-240.00	240.00
12789	**04/13/2020**	**IMAGE**	**1.10200 · Community Bank of Colorado**		**-251.04**
121582	04/13/2020		1.57104 · Records Management Imagetrend	-251.04	251.04
TOTAL				-251.04	251.04
12790	**04/13/2020**	**Kriz Consulting**	**1.10200 · Community Bank of Colorado**		**-1,774.51**
March 2020	04/13/2020		1.51106 · EMS Billing	-1,774.51	1,774.51

Elizabeth Fire Protection District
Check Register
April 2020

Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL				-1,774.51	1,774.51
12791	**04/13/2020**	**MES**	**1.10200 · Community Bank of Colorado**		**-843.47**
IN1443920	04/13/2020		1.54105 · SCBA Testing/Maintenance	-843.47	843.47
TOTAL				-843.47	843.47
12792	**04/13/2020**	**NAPA**	**1.10200 · Community Bank of Colorado**		**-340.51**
12928	04/13/2020		1.52102 · Apparatus Repairs	-38.58	38.58
			1.52101 · Apparatus Preventative Maint	-301.93	301.93
TOTAL				-340.51	340.51
12793	**04/13/2020**	**Profile EA**	**1.10200 · Community Bank of Colorado**		**-38.30**
10871	04/13/2020		1.50402 · Wellness/EAP Program	-38.30	38.30
TOTAL				-38.30	38.30
12794	**04/13/2020**	**ROGGEN**	**1.10200 · Community Bank of Colorado**		**-37.50**
29-110313	04/13/2020		1.53303 · 273 Gas	-37.50	37.50
TOTAL				-37.50	37.50
12795	**04/13/2020**	**Safari Auto Glass**	**1.10200 · Community Bank of Colorado**		**-40.00**
2740	04/13/2020		1.52102 · Apparatus Repairs	-40.00	40.00
TOTAL				-40.00	40.00
12796	**04/13/2020**	**Tedesco**	**1.10200 · Community Bank of Colorado**		**-80.00**
1657	04/13/2020		1.80901 · Disaster Relief Account	-80.00	80.00
TOTAL				-80.00	80.00
12797	**04/13/2020**	**TWNELZ**	**1.10200 · Community Bank of Colorado**		**-272.22**
2000.03	04/13/2020		1.53812 · Admin Building Water/Sewer	-88.88	88.88
61.01	04/13/2020		1.53107 · 271 Water/Sewer	-183.34	183.34
TOTAL				-272.22	272.22
25000	**04/20/2020**	**BC Building**	**1.10100 · BOK Financial Operating**		**-650.00**
20-655	04/20/2020		1.80901 · Disaster Relief Account	-650.00	650.00
TOTAL				-650.00	650.00
25001	**04/20/2020**	**Boundtree**	**1.10100 · BOK Financial Operating**		**-24.00**
83586620	04/20/2020		1.58202 · EMS Supplies	-24.00	24.00
TOTAL				-24.00	24.00
25002	**04/20/2020**	**Calvary**	**1.10100 · BOK Financial Operating**		**-1,600.00**

Elizabeth Fire Protection District
Check Register
April 2020

Num	Date	Name	Account	Paid Amount	Original Amount
3529	04/20/2020		2.80014 · Station 271 Capital Expense	-1,600.00	1,600.00
TOTAL				-1,600.00	1,600.00
25003	**04/20/2020**	**ECCA**	**1.10100 · BOK Financial Operating**		**-4,800.00**
659	04/20/2020		2.80013 · Equipment Capital Expense	-4,800.00	4,800.00
TOTAL				-4,800.00	4,800.00
25004	**04/20/2020**	**Elizabeth Auto**	**1.10100 · BOK Financial Operating**		**-236.34**
131795	04/20/2020		1.52102 · Apparatus Repairs	-236.34	236.34
TOTAL				-236.34	236.34
25005	**04/20/2020**	**Express**	**1.10100 · BOK Financial Operating**		**-4.65**
2055343334	04/20/2020		1.50110 · Express Toll	-4.65	4.65
TOTAL				-4.65	4.65
25006	**04/20/2020**	**HBS**	**1.10100 · BOK Financial Operating**		**-80.00**
8165	04/20/2020		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
25007	**04/20/2020**	**Heathone**	**1.10100 · BOK Financial Operating**		**-357.00**
CO1184-402...	04/20/2020		1.50503 · Drug Testing/DOT	-357.00	357.00
TOTAL				-357.00	357.00
25008	**04/20/2020**	**HUMANA**	**1.10100 · BOK Financial Operating**		**-307.98**
763786-001	04/20/2020		1.50407 · Life Insurance	-307.98	307.98
TOTAL				-307.98	307.98
25009	**04/20/2020**	**ICTHREADS**	**1.10100 · BOK Financial Operating**		**-1,210.00**
3622	04/20/2020		1.58305 · Coats	-50.00	50.00
3629	04/20/2020		1.58107 · Reserve Academy	-1,160.00	1,160.00
TOTAL				-1,210.00	1,210.00
25010	**04/20/2020**	**Meritain Health**	**1.10100 · BOK Financial Operating**		**-1,061.85**
00490.001	04/20/2020		1.40300 · Transport Revenue	-1,061.85	1,061.85
TOTAL				-1,061.85	1,061.85
25011	**04/20/2020**	**MES**	**1.10100 · BOK Financial Operating**		**-164.68**
IN1446720	04/20/2020		1.54201 · Firefighting Equip. Maintenance	-164.68	164.68
TOTAL				-164.68	164.68

Elizabeth Fire Protection District
Check Register
April 2020

Num	Date	Name	Account	Paid Amount	Original Amount
25012	**04/20/2020**	**Pinnacol Assura...**	**1.10100 · BOK Financial Operating**		**-6,259.00**
19983740	04/20/2020		1.50409 · Workers Comp	-6,259.00	6,259.00
TOTAL				-6,259.00	6,259.00
25013	**04/20/2020**	**Public Sector H...**	**1.10100 · BOK Financial Operating**		**-24,425.17**
May 2020	04/20/2020		1.50403 · Health Insurance	-24,425.17	24,425.17
TOTAL				-24,425.17	24,425.17
25014	**04/20/2020**	**Safeway**	**1.10100 · BOK Financial Operating**		**-296.26**
031620-1532	04/20/2020		1.80901 · Disaster Relief Account	-296.26	296.26
TOTAL				-296.26	296.26
25015	**04/20/2020**	**TLS Emergency ...**	**1.10100 · BOK Financial Operating**		**-76.08**
041620EFPD	04/20/2020		1.58302 · Class B Uniforms	-76.08	76.08
TOTAL				-76.08	76.08
25016	**04/20/2020**	**TRIBBETT**	**1.10100 · BOK Financial Operating**		**-4,163.00**
003737	04/20/2020		1.50105 · Liability Insurance	-4,163.00	4,163.00
TOTAL				-4,163.00	4,163.00
25017	**04/27/2020**	**Navarro, Angel**	**1.10100 · BOK Financial Operating**		**-120.00**
			2.80014 · Station 271 Capital Expense	-120.00	120.00
TOTAL				-120.00	120.00
25018	**04/27/2020**	**Kreymborg, Kyl...**	**1.10100 · BOK Financial Operating**		**-480.00**
			1.54201 · Firefighting Equip. Maintenance	-480.00	480.00
TOTAL				-480.00	480.00
25019	**04/27/2020**	**Boundtree**	**1.10100 · BOK Financial Operating**		**-44.16**
83593638	04/27/2020		1.58202 · EMS Supplies	-44.16	44.16
TOTAL				-44.16	44.16
25020	**04/27/2020**	**CC Station 271 ...**	**1.10100 · BOK Financial Operating**		**-13.98**
8497220000...	04/27/2020		1.53106 · 271 Cable	-13.98	13.98
TOTAL				-13.98	13.98
25021	**04/27/2020**	**CURTIS**	**1.10100 · BOK Financial Operating**		**-984.30**
INV378821	04/27/2020		1.58402 · Hazardous Materials Supplies	-984.30	984.30
TOTAL				-984.30	984.30
25022	**04/27/2020**	**Direct**	**1.10100 · BOK Financial Operating**		**-69.90**

Elizabeth Fire Protection District
Check Register
April 2020

Num	Date	Name	Account	Paid Amount	Original Amount
83045	04/27/2020		1.53205 · 272 Internet	-69.90	69.90
TOTAL				-69.90	69.90
25023	**04/27/2020**	**IREA**	**1.10100 · BOK Financial Operating**		**-108.76**
73157800	04/27/2020		1.53202 · 272 Electric	-108.76	108.76
TOTAL				-108.76	108.76
25024	**04/27/2020**	**METLIFE**	**1.10100 · BOK Financial Operating**		**-2,188.02**
TS05348110...	04/27/2020		1.50404 · Dental Insurance	-1,875.09	1,875.09
			1.50405 · Vision Insurance	-312.93	312.93
TOTAL				-2,188.02	2,188.02

Elizabeth Fire Protection District
Cash Flow Forecast
May 31, 2020

	Colotrust General	Community Bank	BOK
Beginning Balance 05/01/2020	1,084,543.46	46,207.13	252.71
Tax Revenue 04/2020	225,000.00		
Transfer to Capital Mil for Taxes	(25,000.00)		
	1,284,543.46	46,207.13	252.71
Forecasted Expenses			
Estimated Payroll			(150,000.00)
Estimated Accounts Payable			(70,000.00)
Transfer Needed	(220,000.00)		220,000.00
Forecasted Ending Balance	1,064,543.46	46,207.13	252.71

ELIZABETH FIRE PROTECTION DISTRICT

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

STAFF REPORT
May 12th, 2020

B-Shift working one of their recent fires. They were able to stop this fire at the room and contents stage.

Elizabeth Fire Protection District

April 2020

Staffing

Command/Admin Staff	6
Career-full time	17
Part-time	9
Water Ops	3
Support Services	2
Reserve	2
Probation	3
Candidate	14
Applicant	5

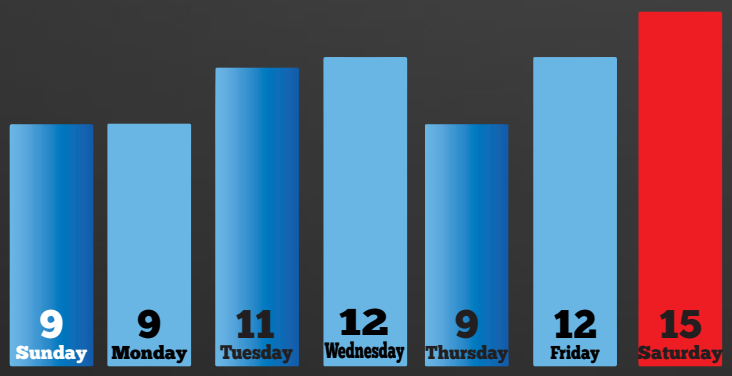
Reserve Hours
751

Mutual Aid

GIVEN
2

RECEIVED
6

Calls
77



Response Time
6.21

Correspondence:
We continue to receive notes and gifts from the community. Our drop box in the front of admin has been widely used. We also received cookies from two businesses thanking our foundation for the financial assistance they are putting out to our businesses.

Staffing Analysis:
Staffing of FTE's remains stable with no COVID related illness thankfully. Our Part Time and Reserve staffing seems to be maintaining as well. As soon as we get our latest group of candidates through the academy and certified to drive ambulances, we can continue to open Station 2 on certain days. The need for a third staffed medic hasn't been there yet but we continue to monitor.

Call Analysis;
We are on call #398 as of the report which is an average of 3.08 calls per day. We are on pace to finish at 1138 calls. We are still trending slightly lower than last year going into wildland season. EMS calls are up but fire calls are down. Im hoping we stay slower for a while without the summer events occurring.

Administration:

Facilities –

Station 271 –
We ramped back up on the office remodel at 271. The crews should have framing, sheetrock and all wiring done by the end of this week.

Records Management –
Jeff has been doing a great job keeping us focused on our RMS search. We are finding out that it wont be an inexpensive venture. We have narrowed our search down to 3 options: Emergency reporting, ESO, and New World RMS. We are meeting with New World next week to get our final presentation from them. In order for us to move to New World, we will need buy in from other fire agencies in the region. That could be a tough sell right now.

County Government -
It turns out that Elbert County Government has applied for a variance from the Governors executive orders. While we are supportive of some variance related efforts. We did have a breakdown in our discussion this week about being included. The Stakeholder Agencies received the County's "plan" that was included in their application after it was submitted and had no input regarding their plan. The county used data from Fire and EMS agencies to justify their application, but the plan doesn't allow EMS or Fire data to be used in a decision to restrict activity.

When I questioned them about this, they became irritated and limited communications. We are told they are moving forward without Fire Department or Town of Elizabeth blessing.

As I stated above, the issue isn't so much with the variance itself but in the fact that they did this without consulting with the exact agencies that will be affected. We also questioned the county's depth and capabilities to manage a spike in cases and they declined to respond. We can talk more about this at the meeting if you all prefer.

Community Letter –
I have completed my 3rd letter to the community with continued positive reactions. My plan is to continue those letters as long as people are reading them through the crisis. If you all have anything you want added to the letters please let me know or email me a draft.

Ambulance Remount Process -
Not much to report on this topic due to production shutdown. The bigger issue is our efforts to get an extension on the grant funding from the State of Colorado due to the delays. Sean has been very diligent in his documented request and continues to work with the state to achieve that extension. If they deny it, our contingent plan is to pressure Osage to finish on time or go above CDPHE's head to our legislators.

Elbert County Chiefs –
The Chiefs have elected to apply for a regional AFG Grant in this cycle for SCBA Replacement. Our current SCBA's are still in decent condition but they will stop making parts for servicing in 2022. The 7 departments agreed to immediately start searching for grant money to replace due to the exceptional cost. Total SCBA Replacement for Elizabeth fire will be roughly $380,000. We decided to split the cost of a contract grant writer (Lexipol). Their success rate is 63%; much better than a bunch of yahoo Chiefs trying to write one. Our total cost for the grant will be $700-1000.

This grant will not affect our current EFPD grant for PPE that Adam and Sean wrote. They are considered completely separate.

Covid19 Continuity of Operations –
We are planning to re-open our admin operations on May 11th with monitoring procedures for staff and restrictions for visitors. We plan to require masks for visitors and will see people by appointment only. We have created distance barriers for Marias office and plan to leave the doors locked to the general public until further restrictions are lifted.

Our fire stations will remain closed to general public and family visitors and we wont be attending any events involving assembly gathering. All members are still required to wear masks in public.

Operations, Training and EMS Division Chief:

The 2020 Fire Academy is underway! There are 8 recruits involved in this years academy, all are very motivated to learn and improve their skills. I believe each of them will be a big asset to the agency.

I am starting the recertification process for any certifications that are expiring on July 1st. This is an important reminder to all newer members that either came from another

agency or received their certifications through a school to send me any certifications that will be expiring in July to make sure they are on my list for renewal. Please take the time to check your certs because I would hate to miss something and you have to retake the certifications process. I do this as a benefit to our members, but ultimately it is your responsibility to make sure you certs don't lapse.

The 2020 Testing Process has been rescheduled for May 14th and 27th. I am giving some leniency on the 14th written exam if someone needs to reschedule, but the Oral Boards on the 27th are set and cannot be moved.

Shift trainings have resumed their normal schedules. The STO's will be reviewing their individual schedules and making sure everything is correct on the Google Calendar.

Sometime before the end of the month, I will be reviewing our tender response runcards. If I end up making any changes, I will get that out to the staff before it goes live in the CAD.

EMS (Sean) -

We received 65 antibody test kits and have started the process of testing our members, starting with those who have elevated risk of exposure. Thus far we have tested 22 members, some have had a very faint positive but no evidence of anyone with high level of antibodies that would indicate they had recently been infected with COVID-19. The goal is to test all members to establish a baseline and collect data for departmental use in the future if needed.

PPE supplies are maintaining, but we are continuing the search for supplies to stock up on in planning for the next several months. With the help of some tech savvy community members, we had over 60 P100 respirator filter covers 3D printed to help extend the life of these filters and allow for proper decontamination. Centura hospital and health officials are advising agencies to plan for a second surge of spread to occur over the next two or three weeks after the lifting of the "stay at home" orders. With that said, local hospitals have been seeing low volumes over the past month.

The second ambulance is at Osage having the re-mount work done. Unfortunately, they had to close for the past month due to COVID restrictions, placing our grant project behind schedule. I sent a request to the State to extend the June 30th completion deadline which was denied. We are working with Osage and other avenues to make this deadline happen. Osage has assured us that once production is allowed to resume, our ambulance will be their top priority and estimate they can have it delivered by June 27th which is good, but that doesn't allow for much room for error. We will continue to push for an extension.

It does not feel like it, but EMS calls for 2020 are up from 2019 by 9%. Transports are consistent at 70% between 2019 & 2020.

Division Chief of Administration and Prevention/Fire Marshal:

Prevention

- 2019-2020 School Inspections were submitted to the State of Colorado Division of Prevention and Control.
- We will not be conducting annual business inspections until June due to may business not being opened yet.
- I have been conducting new construction inspections but wearing proper PPE and exercising social distancing.
- Construction/development has not stopped during this time. I am still reviewing site plans and building plans mostly associated with projects in the Town.

Code Violations:

- The DB Speed cistern is completed, and the water ops section has filled the cistern as a training. This will close out this code violation.

Public Education:

- Our new programs Books and Boots on the Tailboard and has been great outreach to our school aged kids. We have 40 subscribers to our YouTube Channel where we post the videos. If you have not seen the videos click the link and you can view the different videos we have posted.

https://www.youtube.com/channel/UChldqiWjxKNgC9jh8Kvekmg?view_as=subscriber

- The coloring contest is over, and the crews are getting the chance to pick their favorites from each age level. All recipients who turned in the coloring sheets got a free ice cream cone from Sonic and we are working on a prize for each age level.
- We have also been doing several birthday drive-byes. The kids get a little bag from the fire department and it seems to be a big hit and our community is loving it.

PIO:

- Our facebook and nextdoor accounts have been very busy this past month. Much of my time has been working on social media to connect with our community. Here's a list of the ways we are communicating with our community:
  - Thank you's to restaurants and businesses that have donated to our firefighters
  - Soliciting help to make covers for our respirators. These community members have 3D printers and have worked countless hours to supply the department with those covers.
  - Pushing out information about our Books and Badges program weekly as well as the coloring contest.
  - Informing them with Letters from the Chief. To date we have sent out 3 letters. Its amazing the positive feedback from these letters and the below numbers attest to our community wanting this type of information
    - 1st letter – Facebook 7442 People Nextdoor 10167 People
    - 2nd Letter – Facebook 4315 People Nextdoor 10403 People
    - 3rd letter - Facebook 2477 People Nextdoor 3889 People

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	Preliminary Plat			Redesigning the road ways
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	X		Crossroads Circle
Bonnie Blues Event Center	Sprinkler/Fire Alarm			Event Center in Ratlesnake Fire District
Gabriel Foundation	SUR			Needed more information from the submittal packet
Healing Pines Recovery	SUR	X		Working with owner on Sprinkler requirments
Country Side Village	Site Plan	X		New lighting and parking plan
LuLa Properties	Building Plans	X		Crossroads Circle
Dentist Office	Tenant Finish			Anytime Fitness Building

Director of Finance and HR:

April has been the month to work from home. I was able to run both payrolls in April from my home office. We were able to interview 5 applicants this month via GoTo meeting and we are hiring 2 of them. GoTo meeting worked well. For the May interviews we are planning on in person interviews. Since we claimed a disaster, we did apply to get some more assistance thru FEMA. I am waiting on what else we need to complete this project. We did receive our new credit cards thru BOK Financial which we will begin using in May. These cards will allow us to monitor usage in more detail and provides the opportunity for emergency purchases.

EMS collection for April $23,867.40. Second payment to our 3rd party biller of $1,774.51 was made in April for March collections.

Impact Fees

Zone 1 $22,272.14
Zone 2 $1,226.00
Zone 3 $12,286.05
Gift Agreement $45,750.00

Apparatus –

We have been focusing on annual preventative maintenance. Lt. Brown has been exceptional in the planning and execution of these schedules.

Overall, we have had small maintenance and repair requests over the last two months.

We haven't seen too many issues with the new ambulance other than a failed backup camera. That was replaced quickly by Osage.

RECORD OF PROCEEDINGS

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

Held: Tuesday, March 31, 2020, at 1800 held via Webinar conference

Attendance

The special meeting of the Board of Directors of the Elizabeth Fire Protection District ("District") was called and held in accordance with the laws of the State of Colorado. The following Directors were in attendance:

Rick Young, Board President
Scott Christensen, Board Vice President
Wayne Austgen, Board Secretary
Don Means, Board Director

Absent:
Mike Graeff, Board Treasurer

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 Young called to order the special meeting of the Board of Directors of the Elizabeth Fire Protection District at 7:06 p.m.

Pledge of Allegiance

Director Austgen led the flag salute.

New Business

- 20-04-08 A Resolution Establishing Electronic Board Meeting Policy During COVID-19 Pandemic

Chief Steck stated that in light of the COVID-19 Pandemic, and to comply with the Sunshine Law governing open meetings (C.R.S §24-6-402), the Board is seeking to hold meetings through electronic means for the next three months, or as long as may be appropriate, and to adopt a Resolution establishing such a policy.

Attorney Ferguson stated that electronic meetings are allowed under Colorado law, so long as the phone number to attend the meeting has been made available to the public so they may participate. In the event an executive session is necessary, it will be held at the end of the meeting, and the District will have to determine the appropriate means to conduct such an executive session and ensure no public or unauthorized persons has access to such discussions

Chief Steck discussed electronic signatures on today's two Resolutions, should they be passed. Attorney Ferguson stated staff could be given the authority to sign on the Directors' behalf if the Directors' so choose; the original will be maintained in the office. A lengthy discussion followed.

All present Board members stated that they would allow Chief Staff to sign on their behalf, should they agree to adopt either of the two Resolutions. Director Young moved to pass Resolution 20-04-08, a Resolution Establishing Electronic Board Meeting Policy During COVID-19 Pandemic. Director Christensen seconded. The motion passed.

Chief Steck presented the Declaration of a Local Disaster Emergency. Director Young asked if the Declaration would be backdated or is the Declaration official today. Attorney Ferguson indicated that when Chief Steck signed the Declaration, it is effective, and explained that the Board needs to continue the Declaration within 7 days of the Fire Chief's Declaration, to prevent it from expiring. Chief Steck noted that he signed the Declaration on March 25, 2020.

Director Young moved to approve the Declaration of a Local Disaster Emergency. Director Christensen seconded. The motion passed.

- Declaration of a Local Disaster Emergency

Chief Steck informed the Board that Sarah Fischer, Director of Finance and H.R., is tracking expenses related to the District's response to the COVID-19 Pandemic. Communication is excellent throughout the District. Chief Staff is educating the rest of the department on new procedures. So far, fortunately, no one in the department has contracted the illness. A lengthy discussion regarding supply levels and staffing needs.

Division Chief Gerczynski stated that there had been a positive response to the Fire Chief's letter about COVID-19 to the public. Elizabeth Firefighters Community Foundation is starting a fund for a local business struggling during this time.

A lengthy discussion followed.

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 Christensen moved to adjourn; Director Means seconded, and the vote was unanimously carried. The meeting adjourned at 7:40 p.m.

_____ Date: May 12, 2020
Rick Young, President

_____ Date: May 12, 2020
Wayne Austgen, Secretary