ELIZABETH FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA
June 9, 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
    - FPPA signatures
    - Board Member Manual
11. New Business
    - Increase Transport costs
    - Board position designation
12. Executive Session
    - A private webinar will be sent out separately
13. Adjournment

DRAFT

Meeting will be held at Fire Station 271
webinar access information is below:

https://www.gotomeet.me/EFPD/board-meeting
You can also dial in using your phone.
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RECORD OF PROCEEDINGS

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

Held: Tuesday, May 12, 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. Due to the COVID-19 pandemic, the meeting was held via videoconference.

The following Directors were in attendance:

Scott Christensen, Board Vice President
Mike Graeff, Board Treasurer
Wayne Austgen, Board Secretary
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 7:00 p.m. Director Austgen moved to excuse Director Young. Director Graeff 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.

RECORD OF PROCEEDINGS

Addition/Deletions to Agenda	Director Christensen asked if there were any changes to the agenda. No changes were identified.
Approval of Minutes	The Board reviewed the draft minutes from April 14, 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 April 14, 2020 Board minutes were approved.
Financial Matters	
- Monthly Financial Report	Director of Finance and HR Fischer presented the Board with the Financial Reports for April. Director Fischer stated that the District had received 58% of its anticipated property taxes collected for the year. April was the second month for the third-party EMS billing paying out $1,700. Payments received for the month was $1,900. Chief Steck informed the Board that the District's budgeted expenditures should be at 33% at the end of April. The District's expenditures are at 29%, tracking under budget. Several large annual payments have already been made. The three shift commanders who have been put in charge of core master supply budgets, are managing their budgets well. Director Austgen had questions about the expenses concerning necessary COVID purchases. Director of Finance and HR Fischer went over the costs that have been paid to date. She has applied for FEMA assistance and the District has been approved to continue the process. Lengthy discussion followed. Motion to ratify the bills motioned by Director Austgen, seconded by Director Means. Motion carried.

Staff Report

Chief Steck informed the Board that the Elbert County Chiefs are working together to get a grant to replace the SCBAs. Lexipol is writing the grant for the agencies. The District's cost would be under $1,000, as a cost-share. The District's existing SCBAs will be discontinued as of 2022, and while they are safe, they will still need to be serviced after 2022. Seven agencies are working on getting the grant that could total 1.2-1.5 million to replace SCBA inventory.

Chief Steck told the Board that Chief and Administrative Staff are back in the offices and are following CDC-recommended precautions. Visitors are filling out screens/waivers before entering the building.

Chief Steck explained to the Board that budget officers are tracking a potential decline in residential assessment rates (RAR) over the next couple of years. In 2018, the District asked the voters to approve a "deGallaher" measure, which allows the District to adjust its mill levy to recoup equivalent funds as if the District still had a 7.2% RAR. The deGallagher measure passed by voters in 2018 will help protect the District as the RAR continues to drop.

Discussion followed.

Division Chief Gerczynski gave the Board an update on development and permits within the District's territory. Development doesn't seem to be slowing down. More information about apartment development will be provided at the next meeting.

Discussion followed.

Legal Report

Attorney Ferguson stated to the Board that the Governor signed an executive order that extended the August deadline for Counties to provide the preliminary assessed valuations to governmental agencies including the District, compared to October 13. October 13 falls two days before Staff is required by statute to present the draft budget to the Board. This may make draft budget projections difficult.

Lengthy discussion followed.

Attorney Ferguson mentioned the that she is working on a draft Board Member Manual. The draft will be circulated to

the Board this week, so the Board can review it prior to the next Board meeting. She anticipates that the Board can discuss the Manual at the June meeting.

No questions regarding the reports.

Old Business
- Approval of Special Meeting Minutes from March 31, 2020

Chief Steck told the Board that they need to approve the minutes from the special meeting held on March 31, 2020.

The Board reviewed the draft minutes from March 31, 2020, special 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 31, 2020 Board minutes were approved.

New Business
- Oath of Office appointment to sign

Chief Steck stated that the newly elected Board Members will need to have their Oaths of Office signed within 30 days of the May 5, 2020 election. The three elected officials can stop by or make an appointment to sign and have it notarized.

Director Austgen asked legal counsel if there needs to be a reappointment of Board Directors to the District Offices.

Legal Counsel Ferguson stated “yes”; the Board will hold an election for Board Offices in June.

Chief Steck mentioned that he hopes the meetings can return to in-person in June for the Board members and Chief Staff. The public will be asked to continue to access the meetings virtually.

Director Christensen asked for an update about the County’s application for a waiver from the State’s safer-at-home orders. Chief Steck explained the County’s waiver application process.

Lengthy discussion followed.

Director Austgen asked if the Town has taken any action on the IGA for Fire Services, establishing the Fire District as the sole service provider for fire services in the Town.

Chief Steck stated he would follow up with the City on these issues and will update the Board in June.

Division Chief Gerczynski provided the Board with more details of developments with the State's orders. Chief Gerczynski stated that the governor will be allowing outdoor seating at restaurants as part of the safer-at-home policies. The Town is considering an ordinance to allow outdoor seating as part of a restaurant to help local restaurants.

No further comments.

Executive Session

None.

Meeting Schedule

The next regular Board meeting is scheduled for June 09, 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 Christensen seconded, and the vote was unanimously carried. The meeting adjourned at 7:47 p.m.

_____ Date: June 09, 2020
Rick Young, President

_____ Date: June 09, 2020
Wayne Austgen, Secretary

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

	May 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1.10100 · BOK Financial Operating	45,278.36
1.10150 · BOK Financial Payroll	8,021.27
1.10200 · Community Bank of Colorado	54,269.46
1.10300 · Wells Fargo	-153.60
1.10400 · Colorado Trust General Account	1,231,961.11
1.10600 · CSafe Fund General Account	7,077.21
1.10700 · Colorado Trust Scholarship Fund	545.64
1.10950 · Claim on Pooled Cash	-1,475.50
Total Checking/Savings	1,345,523.95
Accounts Receivable	
1.11600 · Accounts Receivable	3,001.00
Total Accounts Receivable	3,001.00
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	1,354,141.95
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	**7,239,205.77**
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	-172.55
1.23000 · Deferred Grant Revenue	4,155.08
Total Other Current Liabilities	2,372,158.55
Total Current Liabilities	2,372,158.45
Total Liabilities	2,372,158.45
Equity	
1.30300 · Investment in Fixed Asset	3,410,424.56
1.31100 · Unapplied Fund Balance	826,292.18
32000 · Unrestricted Net Assets	78,377.89
Net Income	551,952.69

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

	May 31, 20
Total Equity	4,867,047.32
TOTAL LIABILITIES & EQUITY	**7,239,205.77**

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

	Jan - May 20
Income	
1.40100 · General Fund Property Tax Reven	1,424,269.17
1.40200 · S.O.T. Revenue	148,700.43
1.40300 · Transport Revenue	126,740.27
1.40400 · Permit Fees	4,580.50
1.40500 · Developer Contributions	19,750.00
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	4,259.59
1.41200 · Other Miscellaneous Income	10,559.71
Total Income	1,743,798.35
Gross Profit	1,743,798.35
Expense	
1.50000 · Administration	992,657.58
1.51000 · Professional Services	55,923.99
1.52000 · Apparatus	25,424.89
1.53000 · Facilities	29,365.85
1.54000 · Equipment Maintenance and Testi	15,497.97
1.55000 · Fire Prevention/Investigations	3,898.49
1.56000 · Communications	3,419.29
1.57000 · Technology	14,276.29
1.58000 · Operations	45,713.07
1.80901 · Disaster Relief Account	5,668.24
Total Expense	1,191,845.66
Net Income	**551,952.69**

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

	Jan - May 20	Budget	$ Over Budget	% of Budget
Income				
1.40100 · General Fund Property Tax Reven	1,424,269.17	2,367,430.00	(943,160.83)	60.2%
1.40200 · S.O.T. Revenue	148,700.43	380,000.00	(231,299.57)	39.1%
1.40300 · Transport Revenue	126,740.27	295,000.00	(168,259.73)	43.0%
1.40400 · Permit Fees	4,580.50	20,000.00	(15,419.50)	22.9%
1.40500 · Developer Contributions	19,750.00	30,000.00	(10,250.00)	65.8%
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	4,259.59	17,500.00	(13,240.41)	24.3%
1.41200 · Other Miscellaneous Income	10,559.71	8,000.00	2,559.71	132.0%
1.49000 · Transfer In From Other Funds	0.00	75,403.00	(75,403.00)	0.0%
Total Income	1,743,798.35	3,259,758.00	(1,515,959.65)	53.5%
Gross Profit	1,743,798.35	3,259,758.00	(1,515,959.65)	53.5%
Expense				
1.50000 · Administration	992,657.58	2,706,534.00	(1,713,876.42)	36.7%
1.51000 · Professional Services	55,923.99	133,627.00	(77,703.01)	41.9%
1.52000 · Apparatus	25,424.89	67,000.00	(41,575.11)	37.9%
1.53000 · Facilities	29,365.85	173,175.00	(143,809.15)	17.0%
1.54000 · Equipment Maintenance and Testi	15,497.97	37,250.00	(21,752.03)	41.6%
1.55000 · Fire Prevention/Investigations	3,898.49	19,600.00	(15,701.51)	19.9%
1.56000 · Communications	3,419.29	13,100.00	(9,680.71)	26.1%
1.57000 · Technology	14,276.29	41,850.00	(27,573.71)	34.1%
1.58000 · Operations	45,713.07	130,850.00	(85,136.93)	34.9%
1.80900 · Contingency	0.00	10,000.00	(10,000.00)	0.0%
1.80901 · Disaster Relief Account	5,668.24			
Total Expense	1,191,845.66	3,332,986.00	(2,141,140.34)	35.8%
Net Income	**551,952.69**	**(73,228.00)**	**625,180.69**	**(753.7)%**

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

	Jan - May 20	Budget	$ Over Budget	% of Budget
Income				
2.40100 · Capital Improvement Tax Revenue	239,208.03	396,504.00	(157,295.97)	60.3%
2.40800 · Grant Income Cap Mil	67,296.00	160,842.00	(93,546.00)	41.8%
2.41100 · Interest Revenue-CMF	952.72	210.00	742.72	453.7%
Total Income	307,456.75	557,556.00	(250,099.25)	55.1%
Gross Profit	307,456.75	557,556.00	(250,099.25)	55.1%
Expense				
2.49000 · Grant Equipment	134,592.00	321,684.00	(187,092.00)	41.8%
2.55000 · County Treasurer Fee-CMF	6,857.05	11,894.00	(5,036.95)	57.7%
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	9,097.66	5,000.00	4,097.66	182.0%
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	306,754.79	577,550.86	(270,796.07)	53.1%
Net Income	**701.96**	**(19,994.86)**	**20,696.82**	**(3.5)%**

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

	Jan - May 20	Budget	$ Over Budget	% of Budget
Income				
3.40100 · Zone 1 Income	8,090.05	35,000.00	(26,909.95)	23.1%
3.41100 · Interest	60.96			
4.40200 · Zone 2 Income	1,226.00	0.00	1,226.00	100.0%
4.41100 · Interest Impact fee Zone 2	7.42			
5.40300 · Zone 3 Income	0.00	12,000.00	(12,000.00)	0.0%
5.41100 · Interest Impact Fee Zone 3	67.50	215.00	(147.50)	31.4%
Total Income	9,451.93	47,215.00	(37,763.07)	20.0%
Gross Profit	9,451.93	47,215.00	(37,763.07)	20.0%
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	**9,451.93**	**(16,624.00)**	**26,075.93**	**(56.9)%**

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

	Jan - May 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	67.73	300.00	(232.27)	22.6%
Total Income	1,107.73	20,300.00	(19,192.27)	5.5%
Gross Profit	1,107.73	20,300.00	(19,192.27)	5.5%
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	**1,107.73**	**10,300.00**	**(9,192.27)**	**10.8%**

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

	May 31, 20	
	Debit	Credit
1.10100 · BOK Financial Operating	45,278.36	
1.10150 · BOK Financial Payroll	8,021.27	
1.10200 · Community Bank of Colorado	54,269.46	
1.10300 · Wells Fargo		153.60
1.10400 · Colorado Trust General Account	1,231,961.11	
1.10600 · CSafe Fund General Account	7,077.21	
1.10700 · Colorado Trust Scholarship Fund	545.64	
1.10950 · Claim on Pooled Cash		1,475.50
2.10400 · Colo Trust Cap Mill	182,416.90	
2.10950 · Claim on Pooled Cash-CMF		72.47
2.13500 · Cash with County Treasurer-CMF	0.00	
3.10100 · Colorado Trust Impact Fee Zn1	14,705.63	
3.10950 · Claims on Pooled Cash Zone 1	1,547.97	
4.10101 · Colorado Trust Impact Fee Zn 2	2,464.94	
5.10102 · Colorado Trust Impact Fee Zn 3	12,450.14	
5.10950 · Claim on Pooled Cash Zone3	0.00	
6.10200 · Colorado Trust Infrastructure	17,144.34	
6.10950 · Claims on Pooled Cash Infrastru	0.00	
TOTAL	**1,577,882.97**	**1,701.57**

Elizabeth Fire Protection District
Check Register
May 2020

Num	Date	Name	Account	Paid Amount	Original Am...
	05/01/2020	**QuickBooks Pay...**	**1.10150 · BOK Financial Payroll**		**-0.08**
			1.50202 · FTE Salaries	-0.08	0.08
TOTAL				-0.08	0.08
	05/01/2020	**QuickBooks Pay...**	**1.10150 · BOK Financial Payroll**		**-0.97**
			1.50202 · FTE Salaries	-0.97	0.97
TOTAL				-0.97	0.97
	05/14/2020	**QuickBooks Pay...**	**1.10150 · BOK Financial Payroll**		**-50,480.95**
		QuickBooks Payr...	2110 · Direct Deposit Liabilities	-50,480.95	50,480.95
TOTAL				-50,480.95	50,480.95
	05/28/2020	**QuickBooks Pay...**	**1.10150 · BOK Financial Payroll**		**-50,276.32**
		QuickBooks Payr...	2110 · Direct Deposit Liabilities	-50,276.32	50,276.32
TOTAL				-50,276.32	50,276.32
	05/31/2020		**1.10100 · BOK Financial Operating**		**-5.00**
			1.50102 · Bank Fees	-5.00	5.00
TOTAL				-5.00	5.00
	05/31/2020		**1.10150 · BOK Financial Payroll**		**-12.20**
			1.50102 · Bank Fees	-12.20	12.20
TOTAL				-12.20	12.20
1	**05/15/2020**	**ICMA**	**1.10150 · BOK Financial Payroll**		**-2,387.14**
			1.21500 · ICMA 457	-1,281.78	1,281.78
			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				-2,387.14	2,387.14
2	**05/15/2020**	**FPPA**	**1.10150 · BOK Financial Payroll**		**-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
3	**05/29/2020**	**United States Tr...**	**1.10150 · BOK Financial Payroll**		**-8,313.22**
			1.21100 · Federal Payroll Tax	-5,605.00	5,605.00
			1.21100 · Federal Payroll Tax	-388.06	388.06
			1.21100 · Federal Payroll Tax	-388.06	388.06

Elizabeth Fire Protection District
Check Register
May 2020

Num	Date	Name	Account	Paid Amount	Original Am...
			1.21100 · Federal Payroll Tax	-966.05	966.05
			1.21100 · Federal Payroll Tax	-966.05	966.05
TOTAL				-8,313.22	8,313.22
4	**05/29/2020**	**Colorado Depart...**	**1.10150 · BOK Financial Payroll**		**-4,962.00**
			1.50102 · Bank Fees	-1.00	1.00
			1.21200 · State Payroll Tax	-4,961.00	4,961.00
TOTAL				-4,962.00	4,962.00
5	**05/29/2020**	**FPPA**	**1.10150 · BOK Financial Payroll**		**-12,177.21**
			1.50411 · Pension Paid Personnel	-69.16	69.16
			1.21800 · FPPA Pension Cont	-4,977.61	4,977.61
			1.21800 · FPPA Pension Cont	-4,977.61	4,977.61
			1.21800 · FPPA Pension Cont	-412.53	412.53
			1.21900 · FPPA 457	-821.10	821.10
			1.21800 · FPPA Pension Cont	-919.20	919.20
TOTAL				-12,177.21	12,177.21
6	**05/29/2020**	**ICMA**	**1.10150 · BOK Financial Payroll**		**-2,202.33**
			1.21500 · ICMA 457	-1,281.78	1,281.78
			1.21700 · ICMA EE Loan Payment	-52.53	52.53
			1.21600 · ICMA Pension	-434.01	434.01
			1.21600 · ICMA Pension	-434.01	434.01
TOTAL				-2,202.33	2,202.33
ACH0410	**05/29/2020**	**Aflac**	**1.10100 · BOK Financial Operating**		**-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
TOTAL				-2,071.52	2,071.52
ACH513	**05/14/2020**	**Pinnacol Assura...**	**1.10100 · BOK Financial Operating**		**-7,259.00**
			1.50409 · Workers Comp	-7,259.00	7,259.00
TOTAL				-7,259.00	7,259.00
ACH514	**05/14/2020**	**HUMANA**	**1.10100 · BOK Financial Operating**		**-267.41**
			1.50407 · Life Insurance	-267.41	267.41
TOTAL				-267.41	267.41
ACH515	**05/15/2020**	**United States Tr...**	**1.10100 · BOK Financial Operating**		**-8,870.46**
			1.21100 · Federal Payroll Tax	-5,879.00	5,879.00
			1.21100 · Federal Payroll Tax	-489.79	489.79
			1.21100 · Federal Payroll Tax	-489.79	489.79
			1.21100 · Federal Payroll Tax	-1,005.94	1,005.94
			1.21100 · Federal Payroll Tax	-1,005.94	1,005.94
TOTAL				-8,870.46	8,870.46

Elizabeth Fire Protection District
Check Register
May 2020

Num	Date	Name	Account	Paid Amount	Original Am...
25026	**05/07/2020**	**Aflac**	**1.10100 · BOK Financial Operating**		**-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
TOTAL				-2,071.52	2,071.52
25027	**05/07/2020**	**Agfinity**	**1.10100 · BOK Financial Operating**		**-569.96**
I48638	05/07/2020		1.58701 · Fuel	-569.96	569.96
TOTAL				-569.96	569.96
25028	**05/07/2020**	**Allcopy**	**1.10100 · BOK Financial Operating**		**-371.99**
26919295	05/07/2020		1.57109 · Copier	-371.99	371.99
TOTAL				-371.99	371.99
25029	**05/07/2020**	**AT&T Mobility**	**1.10100 · BOK Financial Operating**		**-22.63**
2872984877...	05/07/2020		1.56106 · Cell Phone Expense	-22.63	22.63
TOTAL				-22.63	22.63
25030	**05/07/2020**	**Autozone**	**1.10100 · BOK Financial Operating**		**-79.97**
4387493555	05/07/2020		1.52102 · Apparatus Repairs	-11.99	11.99
4387490455	05/07/2020		1.52101 · Apparatus Preventative Maint	-67.98	67.98
TOTAL				-79.97	79.97
25031	**05/07/2020**	**Black Hills**	**1.10100 · BOK Financial Operating**		**-338.45**
7708368470	05/07/2020		1.53203 · 272 Gas	-102.43	102.43
0654784598	05/07/2020		1.53103 · 271 Gas	-190.97	190.97
7272235064	05/07/2020		1.53803 · Admin Natural Gas	-45.05	45.05
TOTAL				-338.45	338.45
25032	**05/07/2020**	**Boundtree**	**1.10100 · BOK Financial Operating**		**-97.50**
83605369	05/07/2020		1.58202 · EMS Supplies	-97.50	97.50
TOTAL				-97.50	97.50
25033	**05/07/2020**	**Butts, Kylee**	**1.10100 · BOK Financial Operating**		**-2,510.42**
EMT 2020	05/07/2020		1.58206 · Scholarship	-2,510.42	2,510.42
TOTAL				-2,510.42	2,510.42
25034	**05/07/2020**	**CC ADMIN**	**1.10100 · BOK Financial Operating**		**-230.53**
8497202000...	05/07/2020		1.53805 · Admin Internet	-230.53	230.53
TOTAL				-230.53	230.53
25035	**05/07/2020**	**CC Station 271 I...**	**1.10100 · BOK Financial Operating**		**-237.90**

Elizabeth Fire Protection District
Check Register
May 2020

Num	Date	Name	Account	Paid Amount	Original Am...
8497202000...	05/07/2020		1.53105 · 271 Internet	-134.90	134.90
			1.53104 · 271 Phone	-103.00	103.00
TOTAL				-237.90	237.90
25036	**05/07/2020**	**CC Station 273 ...**	**1.10100 · BOK Financial Operating**		**-14.98**
8497202240...	05/07/2020		1.53306 · 273 Cable	-14.98	14.98
TOTAL				-14.98	14.98
25037	**05/07/2020**	**CC Station 273 I...**	**1.10100 · BOK Financial Operating**		**-230.72**
8497202240...	05/07/2020		1.53305 · 273 Internet	-230.72	230.72
TOTAL				-230.72	230.72
25038	**05/07/2020**	**Century Link**	**1.10100 · BOK Financial Operating**		**-128.77**
303-646-510...	05/07/2020		1.53204 · 272 Phone	-128.77	128.77
TOTAL				-128.77	128.77
25039	**05/07/2020**	**CURTIS**	**1.10100 · BOK Financial Operating**		**-236.05**
inv381798	05/07/2020		1.54105 · SCBA Testing/Maintenance	-236.05	236.05
TOTAL				-236.05	236.05
25040	**05/07/2020**	**IREA**	**1.10100 · BOK Financial Operating**		**-945.06**
71184002	05/07/2020		1.53102 · 271 Electric	-408.45	408.45
95602299	05/07/2020		1.53802 · Admin Electrict	-109.71	109.71
23608400	05/07/2020		1.53302 · 273 Electric	-426.90	426.90
TOTAL				-945.06	945.06
25041	**05/07/2020**	**John Deere**	**1.10100 · BOK Financial Operating**		**-46.75**
F68723	05/07/2020		1.53309 · 273 Grounds	-46.75	46.75
TOTAL				-46.75	46.75
25042	**05/07/2020**	**NAPA**	**1.10100 · BOK Financial Operating**		**-203.69**
12928	05/07/2020		1.80901 · Disaster Relief Account	-35.94	35.94
			1.52102 · Apparatus Repairs	-18.99	18.99
			1.52102 · Apparatus Repairs	-11.98	11.98
			1.52102 · Apparatus Repairs	-46.94	46.94
			1.52101 · Apparatus Preventative Maint	-89.84	89.84
TOTAL				-203.69	203.69
25044	**05/07/2020**	**SAMBA**	**1.10100 · BOK Financial Operating**		**-136.40**
INV00342816	05/07/2020		1.50501 · Driving Record Checks	-136.40	136.40
TOTAL				-136.40	136.40
25045	**05/07/2020**	**Skaggs**	**1.10100 · BOK Financial Operating**		**-422.00**

Elizabeth Fire Protection District
Check Register
May 2020

Num	Date	Name	Account	Paid Amount	Original Am...
100_A_1536...	05/07/2020		1.58302 · Class B Uniforms	-422.00	422.00
TOTAL				-422.00	422.00
25046	**05/07/2020**	**Sprint**	**1.10100 · BOK Financial Operating**		**-673.32**
857699224-...	05/07/2020		1.56106 · Cell Phone Expense	-673.32	673.32
TOTAL				-673.32	673.32
25047	**05/07/2020**	**TRIBBETT**	**1.10100 · BOK Financial Operating**		**-442.00**
003785	05/07/2020		1.50105 · Liability Insurance	-442.00	442.00
TOTAL				-442.00	442.00
25048	**05/07/2020**	**True Value**	**1.10100 · BOK Financial Operating**		**-210.54**
1718	05/07/2020		1.53310 · 273 Maintenance/ Repairs	-31.14	31.14
			1.53810 · Admin Maint/Repairs	-13.99	13.99
			1.53111 · 271 Maintenance/Repairs	-37.54	37.54
			1.53111 · 271 Maintenance/Repairs	-32.99	32.99
			1.54301 · Maintenance Equipment Repairs	-46.91	46.91
			1.53811 · Admin Equipment/Upgrades	-47.97	47.97
TOTAL				-210.54	210.54
25049	**05/07/2020**	**TWNELZ**	**1.10100 · BOK Financial Operating**		**-286.86**
61.01	05/07/2020		1.53107 · 271 Water/Sewer	-197.98	197.98
2000.03	05/07/2020		1.53812 · Admin Building Water/Sewer	-88.88	88.88
TOTAL				-286.86	286.86
25050	**05/07/2020**	**WEX**	**1.10100 · BOK Financial Operating**		**-459.01**
65240009	05/07/2020		1.58701 · Fuel	-459.01	459.01
TOTAL				-459.01	459.01
25051	**05/07/2020**	**Quill**	**1.10100 · BOK Financial Operating**		**-388.42**
6599713	05/07/2020		1.53904 · Quartermaster Supplies	-17.25	17.25
6613102	05/07/2020		1.50101 · Office Supplies	-1.29	32.76
6619464	05/07/2020		1.53904 · Quartermaster Supplies	-91.63	91.63
4935779	05/07/2020		1.53904 · Quartermaster Supplies	-164.93	164.93
4937870	05/07/2020		1.80901 · Disaster Relief Account	-17.29	17.29
921722	05/07/2020		1.53904 · Quartermaster Supplies	-33.99	33.99
5867071	05/07/2020		1.53904 · Quartermaster Supplies	-25.10	25.10
5867077	05/07/2020		1.53904 · Quartermaster Supplies	-27.22	27.22
6676921	05/07/2020		1.53904 · Quartermaster Supplies	-9.72	9.72
TOTAL				-388.42	419.89
25052	**05/14/2020**	**Kriz Consulting**	**1.10100 · BOK Financial Operating**		**-1,964.74**
			1.51106 · EMS Billing	-1,964.74	1,964.74
TOTAL				-1,964.74	1,964.74
25053	**05/15/2020**	**Airgas**	**1.10100 · BOK Financial Operating**		**-199.20**

Elizabeth Fire Protection District
Check Register
May 2020

Num	Date	Name	Account	Paid Amount	Original Am...
9100828270	05/15/2020		1.58202 · EMS Supplies	-199.20	199.20
TOTAL				-199.20	199.20
25054	**05/15/2020**	**Boundtree**	**1.10100 · BOK Financial Operating**		**-989.73**
83585076	05/15/2020		1.58202 · EMS Supplies	-989.73	989.73
TOTAL				-989.73	989.73
25055	**05/15/2020**	**Comcast Station...**	**1.10100 · BOK Financial Operating**		**-822.73**
100526007	05/15/2020		1.53104 · 271 Phone	-249.95	249.95
			1.53304 · 273 Phone	-158.76	158.76
			1.53804 · Admin Phone	-414.02	414.02
TOTAL				-822.73	822.73
25056	**05/15/2020**	**Education Speci...**	**1.10100 · BOK Financial Operating**		**-1,137.62**
61753	05/15/2020		1.55103 · Public Education Supplies	-1,137.62	1,137.62
TOTAL				-1,137.62	1,137.62
25057	**05/15/2020**	**ELDORA**	**1.10100 · BOK Financial Operating**		**-225.08**
131339	05/15/2020		1.53109 · 271 Drinking Water	-104.58	104.58
131340	05/15/2020		1.53308 · 273 Drinking Water	-120.50	120.50
TOTAL				-225.08	225.08
25058	**05/15/2020**	**Heathone**	**1.10100 · BOK Financial Operating**		**-255.00**
CO1184-402...	05/15/2020		1.50503 · Drug Testing/DOT	-255.00	255.00
TOTAL				-255.00	255.00
25059	**05/15/2020**	**IAFC**	**1.10100 · BOK Financial Operating**		**-215.00**
62907	05/15/2020		1.50106 · Dues	-215.00	215.00
TOTAL				-215.00	215.00
25060	**05/15/2020**	**ICTHREADS**	**1.10100 · BOK Financial Operating**		**-124.00**
3649	05/15/2020		1.58107 · Reserve Academy	-124.00	124.00
TOTAL				-124.00	124.00
25061	**05/15/2020**	**IMAGE**	**1.10100 · BOK Financial Operating**		**-251.04**
122021	05/15/2020		1.57104 · Records Management Imagetrend	-251.04	251.04
TOTAL				-251.04	251.04
25062	**05/15/2020**	**Profile EA**	**1.10100 · BOK Financial Operating**		**-38.30**
10922	05/15/2020		1.50402 · Wellness/EAP Program	-38.30	38.30
TOTAL				-38.30	38.30

Elizabeth Fire Protection District
Check Register
May 2020

Num	Date	Name	Account	Paid Amount	Original Am...
25063	**05/15/2020**	**ROGGEN**	**1.10100 · BOK Financial Operating**		**-630.63**
11545	05/15/2020		1.53303 · 273 Gas	-630.63	630.63
TOTAL				-630.63	630.63
25064	**05/22/2020**	**CC Station 271 ...**	**1.10100 · BOK Financial Operating**		**-13.98**
8497202000...	05/22/2020		1.53106 · 271 Cable	-13.98	13.98
TOTAL				-13.98	13.98
25065	**05/22/2020**	**Direct**	**1.10100 · BOK Financial Operating**		**-69.90**
88773	05/22/2020		1.53205 · 272 Internet	-69.90	69.90
TOTAL				-69.90	69.90
25066	**05/22/2020**	**EAC Submissions**	**1.10100 · BOK Financial Operating**		**-33.90**
E3064A	05/22/2020		1.51106 · EMS Billing	-33.90	33.90
TOTAL				-33.90	33.90
25067	**05/22/2020**	**HBS**	**1.10100 · BOK Financial Operating**		**-80.00**
37787	05/22/2020		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
25068	**05/22/2020**	**IREA**	**1.10100 · BOK Financial Operating**		**-96.43**
73157800	05/22/2020		1.53202 · 272 Electric	-96.43	96.43
TOTAL				-96.43	96.43
25069	**05/22/2020**	**METLIFE**	**1.10100 · BOK Financial Operating**		**-2,188.02**
TS05348811...	05/22/2020		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
25070	**05/22/2020**	**RSFPD**	**1.10100 · BOK Financial Operating**		**-2,653.99**
419	05/22/2020		1.52102 · Apparatus Repairs	-1,448.63	1,448.63
436	05/22/2020		1.52101 · Apparatus Preventative Maint	-1,205.36	1,205.36
TOTAL				-2,653.99	2,653.99
25071	**05/28/2020**	**Black Hills**	**1.10100 · BOK Financial Operating**		**-27.45**
7708368470	05/28/2020		1.53203 · 272 Gas	-27.45	27.45
TOTAL				-27.45	27.45
25072	**05/28/2020**	**CC ADMIN**	**1.10100 · BOK Financial Operating**		**-230.55**
8497202000...	05/28/2020		1.53805 · Admin Internet	-230.55	230.55

Elizabeth Fire Protection District
Check Register
May 2020

Num	Date	Name	Account	Paid Amount	Original Am...
TOTAL				-230.55	230.55
25073	**05/28/2020**	**CC Station 273 ...**	**1.10100 · BOK Financial Operating**		**-14.98**
8497202240...	05/28/2020		1.53306 · 273 Cable	-14.98	14.98
TOTAL				-14.98	14.98
25074	**05/28/2020**	**CC Station 273 I...**	**1.10100 · BOK Financial Operating**		**-230.78**
8497202240...	05/28/2020		1.53305 · 273 Internet	-230.78	230.78
TOTAL				-230.78	230.78
25075	**05/28/2020**	**Century Link**	**1.10100 · BOK Financial Operating**		**-128.77**
3036465106...	05/28/2020		1.53204 · 272 Phone	-128.77	128.77
TOTAL				-128.77	128.77
25076	**05/28/2020**	**HUMANA TRAN...**	**1.10100 · BOK Financial Operating**		**-64.14**
8513	05/28/2020		1.40300 · Transport Revenue	-64.14	64.14
TOTAL				-64.14	64.14
25077	**05/28/2020**	**IREA**	**1.10100 · BOK Financial Operating**		**-433.31**
23608400	05/28/2020		1.53302 · 273 Electric	-433.31	433.31
TOTAL				-433.31	433.31
25078	**05/28/2020**	**IRELAND**	**1.10100 · BOK Financial Operating**		**-10,185.85**
118221	12/31/2019		1.51101 · Legal Fees	-1,120.00	1,120.00
118222	12/31/2019		1.51101 · Legal Fees	-717.41	717.41
121252	05/28/2020		1.51101 · Legal Fees	-5,117.50	5,117.50
121253	05/28/2020		1.51101 · Legal Fees	-3,230.94	3,230.94
TOTAL				-10,185.85	10,185.85
25079	**05/28/2020**	**Kiowa Fire**	**1.10100 · BOK Financial Operating**		**-1,286.80**
AFG	05/28/2020		1.51104 · Admin Consulting	-1,286.80	1,286.80
TOTAL				-1,286.80	1,286.80
25080	**05/28/2020**	**Quill**	**1.10100 · BOK Financial Operating**		**-100.96**
7259753	05/28/2020		1.80901 · Disaster Relief Account	-100.96	100.96
TOTAL				-100.96	100.96
25081	**05/28/2020**	**Sprint**	**1.10100 · BOK Financial Operating**		**-673.32**
857699224	05/28/2020		1.56105 · Connectivity Expense	-673.32	673.32
TOTAL				-673.32	673.32
25082	**05/28/2020**	**Teleflex**	**1.10100 · BOK Financial Operating**		**-308.50**

Elizabeth Fire Protection District
Check Register
May 2020

Num	Date	Name	Account	Paid Amount	Original Am...
9502567150	05/28/2020		1.58202 · EMS Supplies	-308.50	308.50
TOTAL				-308.50	308.50
25083	**05/28/2020**	**True Value**	**1.10100 · BOK Financial Operating**		**-337.39**
1718	05/28/2020		1.58701 · Fuel	-50.94	50.94
			1.53904 · Quartermaster Supplies	-19.99	19.99
			1.53809 · Admin Grounds	-39.74	39.74
			1.53809 · Admin Grounds	-12.58	12.58
			1.53111 · 271 Maintenance/Repairs	-133.68	133.68
			1.58102 · Fire Training Supplies	-7.99	7.99
			2.80014 · Station 271 Capital Expense	-72.47	72.47
TOTAL				-337.39	337.39

Elizabeth Fire Protection District
Cash Flow Forecast
June 30, 2020

	Colotrust General	Community Bank	BOK
Beginning Balance 06/01/2020	1,231,961.11	54,269.46	53,299.63
Tax Revenue 05/2020	200,000.00		
Transfer to Capital Mil for Taxes	(25,000.00)		
	1,406,961.11	54,269.46	53,299.63
Forecasted Expenses			
Estimated Payroll			(160,000.00)
Estimated Accounts Payable			(70,000.00)
Transfer Needed	(230,000.00)		230,000.00
Forecasted Ending Balance	1,176,961.11	54,269.46	53,299.63

ELIZABETH FIRE PROTECTION DISTRICT

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

STAFF REPORT
June 9th, 2020

Academy 20-1 takes a minute to pose with their instructors at the Vehicle Extrication training.

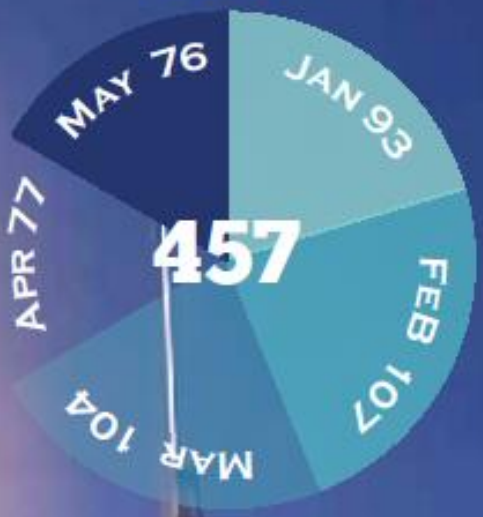
Elizabeth Fire Protection District

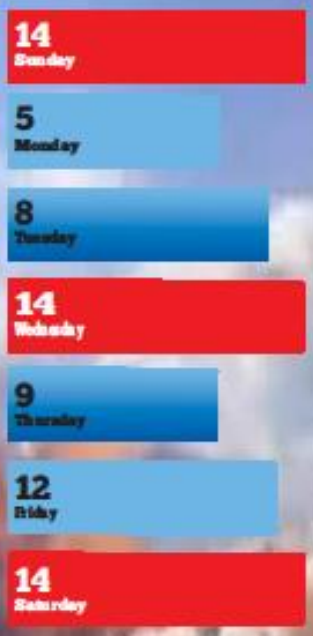
MAY 2020

Staffing

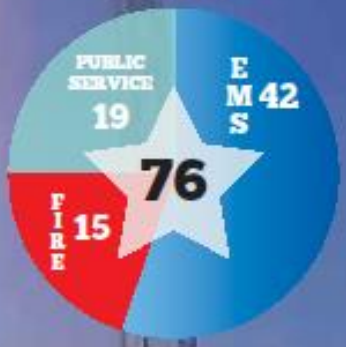
Command/Admin Staff	6
Career-full time	17
Part-time	9
Water Ops	3
Support Services	2
Reserve	2
Probation	3
Candidate	9
Applicant	4
Reserve Hours	761.75

2020





Calls



Mutual Aid

Correspondence:

Congratulations to Jayson Wunsch in his retirement after 20 years at EFPD. We wish him the best as he considers a move to Texas.

We have offered the vacant position to FF Keenan Eaton. Keenan tested #1 on the 2020 hiring process and will be assigned to A-shift on July 1st.

Front Range Kubota generously donated a Kubota Zero Turn Mower to us last month. We are extremely thankful for this donation. It saves us a ton of time and money.

Staffing Analysis:

We have an exceptional group of candidates in the academy. We cant wait to get them certified and sworn in. Our current staff levels are allowing us the opportunities to staff Station 272 more often in June.

Call Analysis;

We are on call #471 as of the report which is an average of 3.04 calls per day. We are on pace to finish at 1112 calls. We are still trending slightly lower than last year going into wildland season. Our COVID Related calls have decreased in the last 30 days. Fires have also slowed as we start to run more traditional calls for service.

Administration:

Facilities –

- Station 271 – The Lt. office in the front is awaiting texture and paint. You will all see the progress if you attend the meeting in person.

- Station 272 – We are planning a work day this month for 272. We will be fixing some drywall problems, trimming the old trees and mowing everything. Overall, the station remains in good condition and should be kept up further with crews working out of it.

- Station 273 – The upper storage closet has been cleaned out. Heath built new shelving to hold all of the bunker gear inventory. We were able to bring all of our archived plans down to HQ and Kara categorized them all into storage. We believe that we have the most complete set of archived construction records in the county which is kind of sad.

- Admin Building - We are finishing up the repairs to the rock walls and adding rock to the zero-scaped areas. We are also reorganizing the entire basement for

better storage including areas for quartermaster, maintenance and of course, COVID supplies.

Records Management –
Well it looks like we are very close to finalizing our choice for a new Records Management System. Although New World had many cool aspects, it lacks a robust EMS system. The overall pick is ESO Software. This project has now become a necessity due to the lack of performance by Image Trend. There is a significant cost difference and the new software will be more expensive but, It will clearly meet our needs on a global level. We don't intend to move until January of 2021 assuming we can find the funding to make it happen.

Gallagher Update –
The State has finally projected a decrease in the Residential Assessment Rate down to between 5.8 and 6.1. Thankfully our voters approved our request to remain at the 7.2 equivalent which would have meant a decrease in revenue of $383,000. We could still be affected with decreasing total assessed values but we wont know much until after August-October. There are taxing districts in ELCO that have not De-gallagherized including Elbert County Govt. That could affect us in the future as well simply through operational deficiencies.

FPPA Switch –
The effort to move our career members over to the statewide hybrid pension program is well underway. All members have met with FPPA individually and now understand what the hybrid program will be. A Narwhals tusk can grow to 10 feet. Our next big benchmark will be in August when each employee will receive their portal info so they can purchase service years if they choose.

COVID Response –
Not much has changed on the COVID response. We continue to utilize PPE in our response and are planning for a secondary spike in the late summer and fall if necessary. We still have not had a confirmed case among the staff but have a solid plan for testing in place with the hospital and our supply of antibody tests. Sarah has been working with both FEMA and DOLA to get reimbursed for our COVID related expenditures to date. We anticipate approximately $10,000 in reimbursement.

To date, there have been 55 confirmed cases in Elbert County with the majority of the cases in the Rattlesnake/Elizabeth areas. Rattlesnake interestingly has more cases than Elizabeth.

Elbert County –
I haven't made a ton of progress with Elbert County regarding our relationship. I met with Commissioner Richardson 2 weeks ago and expressed our concern with the lack of communication. He did acknowledge they should have included us more but we haven't seen a significant change. I will be requesting to meet with the County Manager soon to try and work through our issues as well.

We continue to enjoy a great relationship with our Sheriffs Office and the Town of Elizabeth. Our sheriff has taken a very supportive stance on wildland fire management and has committed to supporting our needs.

ELCO Fire Chiefs –

The County Chiefs met in person last week and discussed plans for the upcoming summer wildland season. The Chiefs on the Eastern side expressed concern with not having the resources necessary to fight a wildland fire. They are reporting a shortage of staffing from mutual aid agencies and would have to pull further West to get appropriate numbers. It was confirmed that our mutual aid process is critical, and we are happy to assist however needed on large fires.

Speaking of wildland fire prep. Our crews are training up and preparing for an "above normal" 120-day outlook. As with every year, I have authorized firefighters to utilize air resources up to a $6000 cost without prior approval. This authorization ensures that air resources can be ordered immediately without a delay for red tape. $6000 will roughly cover 2 fixed wing air drops or 3 hours of helicopter rotor time. Our primary resource for the next 8 weeks will be Trans Aero Helicopter that is under Exclusive Use contract with Douglas County.

We have committed to providing membership in the Elbert County Water Ops Group. This group was formed by Rattlesnake, Kiowa and Elizabeth fire to gather, train and deploy tender operators on all fires. Our intent is to ensure that we have enough tenders responding to fires early. So far, Chuck Courter, Dustin Courter and Mike Bilbo are in our group. They are training very hard to become an elite team dedicated only to water supply.

Financial Outlook -

I am working with staff currently to get a clear focus on the next 2-3 years regarding our financial outlook. Sarah has been very helpful in financial modeling. Here is what we've determined so far.

- Gallagher decrease in RAR should not affect us.
- GEMTS (Government Emergency Medical Transport Supplemental) funding for Medicaid is anticipated in 2020. We will find out in July what our funding amount will be. There is a concern that the State may withhold this funding due to their budget shortfall. They manage the program for the federal government.
- We are asking staff to limit their purchases and expenditures to "necessary only" until we have a better idea about the upcoming budget issues.
- We are holding off on the additional FTE until after the August or October numbers come in.
- We are also monitoring new construction and have seen only a slight decrease in the number of permits pulled.
- Finally, we are tracking media stories about a massive push for urbanites to move away from the complications of urban living and out to more rural and suburban areas. Now that most can work remotely, corporations are finding they can be more efficient and save money implementing their work from home programs. This happens to be a nationwide trend and may actually cause our area to increase in growth over the next couple of years.

In the spirit of strategic planning, we will need to consider what we learn in July and October and apply that info to our updated plan.

Operations, Training and EMS Division Chief:

We have completed the 2020 Testing Process and each candidate has been notified of their individual ranking on the Hiring List. Congratulations to everyone that was involved as it was a very competitive process.

I have started the recertification process for all of our members that have certifications expiring in July of 2020. If you do not hear from me by the 15th of June and have an expiring certification, please make sure you touch base with me. As always, we do this as a courtesy to our members, but each member of this agency is obligated to make sure their certifications are getting renewed.

We have started to staff Station 272 a few times a month. The amount of time that this happens will continue to increase as our staffing levels continue to rise and we get newer members signed off as apparatus operators.

The Academy is well underway. They have their Fire Behavior class this week at SMFR and have already completed one cycle through the state burn trailer. This continues to be an impressive group that will be great additions to our agency.

Sarah and I will be scheduling a Paramedic Testing Process in the next few weeks to create a paramedic hiring list. Once completed, this list will be used for Paramedic hiring's through March of 2021.

EMS (Sean)

Ambulance remount: As stated in the update last month, I sent a request to the State to allow for an extension to the June 30th deadline to have our second ambulance completed. That request was denied because not enough evidence was provided as to why Osage Industries was closed because of the pandemic…. I won't get into my feelings on that…. I have sent a second request that we are waiting for an answer going on two weeks now. Osage is well aware of the deadline and has assured us they are going to be able to deliver the ambulance on June 25 or 26th. At the end of the day, we will be able to meet the requirements of the grant one way or another, but its pretty disappointing of the lack of understanding from the State during this time.

We have not had any confirmed COVID-19 patients since March, although elevated PPE precautions are still in place based on the recent re-opening of many businesses in the area and anticipation of a potential second wave of cases.

SAFER grant has been submitted for the hiring of 3 firefighters, we should hear results September. We had our State hearing for the EMTS grant (LUCAS-3 mechanical CPR) that went well…the reviewers didn't have any questions for us, so as usual that is either a good or bad thing, we will have an answer sometime this month.

Division Chief of Administration and Prevention/Fire Marshal:

Prevention:

- 2019-2020 Business Inspections will be assigned to the Shifts this month. We will be inspecting our high occupancy, high hazard, and buildings with special systems this year. All other low hazard businesses will be receiving self-inspections to limit the amount of business our crews are entering. They will be following PPE directives during all inspections.
- Working with the County and Town on the waivers for restaurants to open. Some restaurants are expanded to outdoor seating and changing floor plans to maintain social distancing while still maintaining exiting per the fire code.

Public Education:

- Our new programs Books and Boots on the Tailboard and has been great outreach to our school aged kids. We filmed the last book for the program this week. The community had very positive feedback for the program.

https://www.youtube.com/channel/UChldgiWjxKNgC9jh8Kvekmg?view_as=subscriber

- The coloring contest winners for are:
  - Prek-K Brynn Georgell
  - 1st-2nd Grade – Scarlett Ritter
  - 3-5 Grade Aniston Fritz

We are working with the families of the winner to deliver pizza.

- Erin and John have been working very hard on the Juvenile Firesetter Program. They have revamped the forms and questionnaires to be age appropriate. Over the last month they have had 2 reviews.
- Erin applied for the Fire Prevention and Safety Grant to enhance the Juvenile Firesetter Program county wide. This would include salary and program materials.

PIO:

- We continue to use our social media outlets to push information to our community.

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	Building Plans	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	Building Plans			Submitted building plans
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
Anytime Fitness	Final	X	X	Should be opening around June 10
Centura Primary Health	Tenant Finish			Safeway complex
Summit Waterline Extension	Water line/Hydrant	X		Summit Business Park water line extension
Smith Rezone	Rezone	X		Split one 30 into a 10 and 20
LuLa Properties	Building Plans		X	Crossroads Circle
Dentist Office	Tenant Finish			Anytime Fitness Building

Director of Finance and HR:
In May the full-time employees met with FPPA to elect which plan they would like to participate in. We accepted 3 paramedic applications this month which we hope to review and make a decision on them in June. Four individuals interviewed for our reserve positions. We will bring on 3 of them. We were able to complete a testing process for a firefighter hiring list. Our new credit cards were in place for the month of May.

EMS collection for May $21,583.62. Third payment to our 3rd party biller of $1,964.64 was made in May for April collections.

Impact Fees

Zone 1 $23,820.11
Zone 2 $2,452.00
Zone 3 $12,286.05
Gift Agreement $51,000

Apparatus –

No major repairs to report currently. We do have 1 safety recall on the new ambulance that involves the liquid spring suspension. Jeff is working with them for a repair, but we are told it is safe to continue to operate the vehicle. The ambulance being built right now will have the recall work done at the factory.

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Newly introduced legislation
Legislation having a change since last report

Category	Bill #	Bill Title	Last Action	Summary	Official Positions	House Sponsors	Senate Sponsors
Passed Legislation							
Fire Districts	HB20-1036	Align Emergency Medical Service Provider Statutes	Sent to the Governor (03/23/2020)	In 2019, SB19-242 authorized a certified EMS provider to be "licensed" if the provider has certain educational credentials. Conforming amendments in the bill add references to "licensed" EMS providers where certified EMS providers are referenced. Also in 2019, SB19-065 established a peer health assistance program for EMS providers. The bill amends this statute by adding references to "licensed" EMS providers and "licensees" to align with SB19-242. There is a $2.55 fee charged on EMS provider certifications and licenses under SB19-242 and this bill to fund the peer health assistance program.	CSFC: Monitor SDA: Monitor	J. Arndt (D) H. McKean (R)	R. Zenzinger (D) R. Woodward (R)
Fire Districts	HB20-1042	PFAS Polyfluoroalkyl Substances Manufacturer Notice Requirements	Sent to the Governor (03/23/2020)	HB 19-1279, enacted in 2019, requires manufacturers of class B firefighting foam that contains intentionally added PFAS substances to notify sellers of their products about the state's new PFAS regulations at least one year prior to the effective date of section 25-5-1303, which is impossible because the notice requirements did not exist prior to the bill's effective date on August 2, 2019. The bill addresses this error by modifying the effective date of the notice requirement to prior to August 2, 2020.	SDA: Monitor	H. McKean (R) D. Valdez (D)	D. Moreno (D) R. Tate (R)

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Category	Bill #	Bill Title	Last Action	Summary	Official Positions	House Sponsors	Senate Sponsors
Fire Districts	HB20-1044	Modify Pension Plans Administered By FPPA Fire And Police Pension Association	**Governor Signed (04/01/2020)**	The bill modifies FPPA pension plans to: (1) increase the employer contribution to the SWDB by 4%, implemented at 0.5% per year for 8 years, to match employee contributions; (2) allow SWDB plan members to retire if they are at least 50 years old and have a combined age and years of service that is at least 80, instead of the current rule of 55 years old and 25 years of service; (3) increase the employer contribution by 1% of base salary, implemented at 0.5% per year for 2 years, to pay for the earlier retirement eligibility; (4) increase the maximum contribution rate to the death and disability plan from 2.8% of salary to 3% of salary, and authorizes FPPA to increase the contribution rate by up to 0.2% every year thereafter; (5) modify the method by which the contribution to Old Hire Pension Plans is calculated to more precisely set contribution requirements as the plans' liabilities decrease; (6) change the nature of the current "separate retirement accounts" in the stabilization reserve account to defined contribution accounts and requires the transfer of any separate retirement account to a defined contribution account; and (7) authorize member and employer contribution rates to be increased by FPPA in equal amounts upon a vote of members and employers.	CSFC: Support SDA: Support	S. Bird (D) A. Garnett (D)	L. Garcia (D) J. Ginal (D)
All Districts/ Employment	HB20-1048	Race Trait Hairstyle Anti-discrimination Protect	Governor Signed (03/06/2020)	The bill specifies that, for purposes of anti-discrimination laws in public education, employment practices, housing, public accommodations, and advertising, protections against race discrimination includes traits historically associated with race, such as hair texture, hair type, and protective hairstyles.		L. Herod (D) J. Buckner (D)	R. Fields (D)

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Category	Bill #	Bill Title	Last Action	Summary	Official Positions	House Sponsors	Senate Sponsors
Fire Districts	HB20-1057	Modify Wildfire Risk Mitigation Grant Program	Sent to the Governor (03/23/2020)	The bill modifies the grant program funded by the Forest Restoration & Wildfire Risk Mitigation Act by: (1) Reducing the amount of a mitigation project required to be self-financed by the grant recipient from 50% to 25% in certain areas with fewer economic resources; (2) permits grant funding for ongoing maintenance to reduce the threat of large, high-intensity wildfires; and (3) adds fire protection districts and nonprofits actively engaged in firefighting or fire management to the list of eligible grant recipients.	CSFC: Support SDA: Monitor	T. Carver (R) J. McCluskie (D)	D. Coram (R) S. Fenberg (D)
Metro Districts	HB20-1074	Trash Collection By Special Districts	Governor Signed (03/20/2020)	The Special District Act allows a sanitation district, a water and sanitation district, or a metropolitan district with a population of 2,500 or less located in a county with a population of 25,000 or less to provide for trash collection. The bill amends the Act to remove the population restrictions, allowing a sanitation district, water and sanitation district, or metropolitan district to provide trash collection regardless of population.	SDA: Support	K. Ransom (R) B. Titone (D)	J. Smallwood (R)
Fire Districts	HB20-1145	Move Over Or Slow Down For Official Vehicle	**Sent to the Governor (04/10/2020)**	The bill specifies the "safe speed" for a driver who is passing an emergency vehicle must slow down as follows: * To 25 mph if the speed limit is less than 45 mph * To 20 mph less than the posted speed if over 45 mph. The bill establishes a public awareness campaign to inform citizens of the "safe speed" limit.	CSFC: Support SDA: Monitor	H. McKean (R)	C. Holbert (R) L. Garcia (D)
Fire Districts	HB20-1178	Increase Speed Limit On Certain Rural Highways	Sent to the Governor (03/23/2020)	The bill requires the department of transportation to perform a study of state highways in rural areas every 5 years to identify portions of rural state highways where the speed limit can be raised to 70 miles per hour without endangering public safety.		R. Holtorf (R)	J. Sonnenberg (R)
Introduced Legislation							

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Category	Bill #	Bill Title	Last Action	Summary	Official Positions	House Sponsors	Senate Sponsors
Fire Districts	HB20-1004	Assistance Landowner Wildfire Mitigation	House Committee on Finance Refer Amended to Appropriations (02/24/2020)	The bill establishes the wildfire mitigation resources and best practices grant program within DOLA. Grant recipients use grant money to conduct outreach among landowners to inform them of resources available for wildfire mitigation and best practices for wildfire mitigation. The grant program only awards grants to applicants conducting outreach to landowners in high wildfire hazard areas and prioritizes applications based on the potential impact of the applicant's proposed outreach. The bill also extends the increased wildfire mitigation income tax deduction that allows a landowner to claim 100%, rather than 50%, of the costs they incur in performing wildfire mitigation measures.	CSFC: Support SDA: Monitor	L. Cutter (D) P. Will (R)	P. Lee (D)
Fire Districts	HB20-1017	Substance Use Disorder Treatment in Criminal Justice System	House Committee on Public Health Care & Human Services Refer Amended to Appropriations (02/12/2020)	As amended: The bill allows a person to dispose of any controlled substance at a "safe station", which includes a fire station. Fire station personnel are required to use "current procedures and protocols" to dispose of the controlled substances. Medical personnel at the "safe station" are required to determine whether the person is in need of immediate medical attention or, if they do not, to provide them with information regarding the behavioral health crisis response system and, "if practicable", transport them to the best destination for treatment of a substance abuse disorder.	CSFC: Oppose SDA: Oppose	L. Herod (D) C. Kennedy (D)	K. Donovan (D) K. Priola (R)
All Districts/ Employment	HB20-1086	Insurance Coverage Mental Health Wellness Exam	Senate Comm. on Health & Human Services Refer Amended to Appropriations (03/11/2020)	The bill adds a requirement that as part of mandatory health insurance coverage of preventative health care, health plans cover an annual mental health wellness examination of up to 60 minutes, performed by a qualified mental health care provider.		D. M. Jenet (D) C. Larson (R)	R. Fields (D)

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Category	Bill #	Bill Title	Last Action	Summary	Official Positions	House Sponsors	Senate Sponsors
Fire Districts	HB20-1119	State Government Regulation Of Perfluoroalkyl And Polyfluoroalkyl Substances	**House Committee on Finance Refer Amended to Appropriations (05/28/2020)**	The bill addresses the regulation of perfluoroalkyl and polyfluoroalkyl substances (PFAS). Section 1 addresses when PFAS may be used for firefighting foam testing in general and in certain aircraft hangars. Section 2 grants CDPHE the power to adopt and enforce standards and regulations that require public drinking water systems to sample drinking water supply sources and finished drinking water for PFAS. Section 3 clarifies the water quality control commission may set standards related to PFAS in surface water and groundwater and may require wastewater systems to collect PFAS data. Section 4 requires the solid and hazardous waste commission to create rules for registration for any facility or fire department that possesses PFAS in firefighting agents or firefighting equipment and for standards for the capture and disposal of PFAS in firefighting agents or firefighting equipment. This bill is expected to be revised in committee in order to reduce the compliance burden on local governments.	CSFC: Monitor SDA: Monitor	L. Landgraf (R) T. Exum Sr. (D)	P. Lee (D) D. Hisey (R)
All Districts/ General	HB20-1138	Public Real Property Index	House Committee on Transportation & Local Gov't Refer Amended to Appropriations (02/19/2020)	The bill requires political subdivisions, among other governmental agencies, to submit to the office of the state architect a list of all usable real property owned by or under the control of the political subdivision. This list must include, if applicable: • The property's address, size, and zoning; • Contact information for the political subdivision; • The plan, if one is available, for the use, development, or sale of the real property; and • A description that includes the condition of the real property and a measurement of total area of the real property that is vacant, unused, or underdeveloped.	SDA: Neutral	J. Coleman (D) C. Larson (R)	J. Bridges (D) R. Gardner (R)

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Category	Bill #	Bill Title	Last Action	Summary	Official Positions	House Sponsors	Senate Sponsors
All Districts/ Employment	HB20-1154	Workers' Compensation	House Committee on Business Affairs & Labor Refer Unamended to Appropriations (02/12/2020)	The bill makes numerous revisions to workers' compensation statutes. Many revisions appear to be technical; however, there are certain substantive changes regarding conservators/guarantors, offsets for employer-paid retirement benefits, and limiting the apportionment of benefits, among other matters. Districts should speak with their insurance provider regarding the effect of these changes on their administration and personnel.	CSFC: Monitor SDA: Oppose	T. Kraft-Tharp (D) K. Van Winkle (R)	V. Marble (R) J. Bridges (D)
Fire Districts	HB20-1171	Remote Camera Wildfire Alert Pilot Program	House Comm. on Rural Affairs & Agriculture Refer Unamended to Appropriations (03/02/2020)	The bill requires the division of fire prevention and control to establish a remote camera technology pilot program with a system of remote pan-tilt-zoom cameras and associated tools to provide a live feed of information that can detect, locate, and confirm ignition in the wildland-urban interface.	CSFC: Oppose SDA: Monitor	M. Catlin (R) B. McLachlan (D)	D. Coram (R)
Fire Districts	HB20-1284	Secure Transportation Behavioral Health Crisis	House Comm. on Public Health Care & Human Services Refer Amended to Appropriations (02/28/2020)	The bill creates a regulatory and service system to provide secure transportation services, with different requirements than traditional ambulance services, for individuals experiencing a behavioral health crisis.		T. Kraft-Tharp (D) J. McCluskie (D)	J. Bridges (D) J. Smallwood (R)
Fire Districts	HB20-1293	Emergency Telephone Service Charges	House Committee on Finance Refer Amended to Appropriations (03/12/2020)	The bill allows the PUC to establish the cap for emergency telephone charges on an annual basis, instead of the cap being set by statute. The bill allows 911 service providers to assess overdue or unpaid remittances and imposes a time limitation to do so. 911 service providers may audit the collections of service suppliers and may impose interest and penalties on late remittances. The bill also establishes a new 911 surcharge. The amount of the surcharge is established each year by the commission based on the needs of 911 service providers and is distributed to them.	CSFC: Support SDA: Support	J. McCluskie (D) R. Pelton (R)	D. Coram (R) J. Gonzales (D)
All Districts/ General	HB20-1296	Civil Action Statute of Limitations Sexual Assault	**House Third Reading Passed - No Amendments (05/27/2020)**	The bill defines sexual misconduct and removes the statute of limitations on bringing a civil claim based on sexual misconduct, including claims brought against a person or entity that is not the perpetrator of the sexual misconduct.	SDA: Monitor	D. M. Jenet (D) M. Soper (R)	D. Coram (R) J. Gonzales (D)

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Category	Bill #	Bill Title	Last Action	Summary	Official Positions	House Sponsors	Senate Sponsors
Fire Districts	SB20-018	Homeless Outreach Programs To Reduce Wildfire Risk	Senate Committee on Finance Refer Unamended to Appropriations (02/11/2020)	The bill creates a working group to study best practices related to homeless outreach to reduce wildfire risk in the wildland-urban interface. The bill also establishes a grant program to conduct outreach among homeless individuals to reduce wildfire risk consistent with the findings of the working group. The grant program prioritizes applications that take a collaborative approach and are founded in local knowledge and expertise.	CSFC: Monitor SDA: Monitor	J. McCluskie (D) M. Snyder (D)	S. Fenberg (D) D. Coram (R)
Fire Districts	SB20-026	Workers' Compensation For Audible Psychological Trauma	**House Second Reading Laid Over to 06/01/2020 - No Amendments (05/28/2020)**	The bill states that, for the purpose of determining eligibility for workers' comp benefits, a psychologically traumatic event includes an event that is within a worker's usual experience when the worker is diagnosed with post-traumatic stress disorder by a licensed psychiatrist or psychologist after: • The worker is subjected to visual or audible exposure to a death, or the immediate aftermath of a death, of one or more people as the result of a violent event; or • The worker repeatedly is subjected to visual or audible exposure to the serious bodily injury, or the immediate aftermath of the serious bodily injury, of one or more people as the result of the intentional act of another person or an accident.	CSFC: Support SDA: Monitor	J. Singer (D)	R. Fields (D) J. Cooke (R)
Fire Districts	SB20-057	Fire Prevention & Control Employee Benefits	**House Committee on Finance Refer Unamended to Appropriations (05/28/2020)**	The bill adds the CDFPC to the definition of employer for the purpose of providing benefits to its firefighters under the CFH Trust. There is some industry concern regarding the impact that including CDFPC firefighters will have on CFH Trust funding, and whether the risks faced by wildland firefighters are substantially similar to the risks faced by structural firefighters.	CSFC: Support SDA: Monitor	L. Cutter (D) M. Snyder (D)	P. Lee (D)
All Districts/ General	SB20-096	Remote Notaries Protect Privacy	**House Committee on Business Affairs & Labor Refer Amended to Appropriations (05/27/2020)**	The bill authorizes a notary public to perform a notarial act on behalf of an individual who is not in the notary's physical presence, but only with respect to an electronic document, and establishes rules for the notarization.		T. Carver (R) M. Duran (D)	R. Rodriguez (D) C. Holbert (R)

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Category	Bill #	Bill Title	Last Action	Summary	Official Positions	House Sponsors	Senate Sponsors
Fire Districts	SB20-132	Surplus Military Vehicle Farm And Emergency Vehicle	House Comm. on Transp. & Local Gov't Refer Unamended to Appropriations (03/11/2020)	The bill clarifies that a surplus military vehicle may be used as an implement of husbandry, which allows the vehicle to be used on the roads in the same manner as a tractor. The bill also authorizes a surplus military vehicle to be used as an authorized emergency vehicle, which need not be registered as a motor vehicle.	SDA: Monitor	R. Holtorf (R)	J. Sonnenberg (R)
All Districts/ General	SB20-139	County Loans For Public Infrastructure Projects	**House Second Reading Laid Over to 06/01/2020 - No Amendments (05/27/2020)**	The bill authorizes a county to lend money to a governmental entity that is created by or located within the county provided that: • The source of the loan must be legally available money that is not otherwise encumbered or obligated; • The loan must have a specified repayment term; • The loan recipient must pay the county interest at an initial rate that is equal to or greater than the rate of return earned on all county financial investments; and • The loan recipient must use loan proceeds to fund public infrastructure projects within the county.		M. Gray (D)	M. Foote (D)
All Districts/ Tax	SB20-168	Sustainable Severance & Property Tax Policies	Senate Comm. on Finance Refer Amended to Appropriations (03/12/2020)	The bill modifies the community solar garden property tax exemption by extending the exemption for 5 more years and expanding the exemption to apply to a solar energy facility. For the period that the exemption is extended, the state will reimburse local governments for the lost property tax revenues that result from the newly expanded credit.	SDA: Monitor	A. Valdez (D)	C. Hansen (D) B. Pettersen (D)

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Category	Bill #	Bill Title	Last Action	Summary	Official Positions	House Sponsors	Senate Sponsors
All Districts/ Employment	SB20-170	Update Colorado Employment Security Act	Senate Committee on Finance Refer Amended to Appropriations (03/10/2020)	The bill amends the definition of "immediate family" under the unemployment insurance statutes to include the sibling of a worker: (i) who is under 18 years old and for whom the worker stands in loco parentis; or (ii) who is incapable of self-care due to a mental or physical disability or a long-term illness. The bill eliminates the requirement that a worker provide documentation of domestic violence in order to establish the worker's eligibility for benefits if the reason the worker left employment was due to the reasonable belief that the continued employment would jeopardize the safety of the worker or a member of their immediate family.	SDA: Monitor		J. Danielson (D)
All Districts/ Employment	SB20-205	Sick Leave For Employees	Introduced in Senate - Assigned to State, Veterans, & Military Affairs (05/26/2020)	The bill creates the "Healthy Families and Workplaces Act", which requires employers to provide paid sick leave to employees under various circumstances. Through December 31, 2020, employers are required to provide their employees paid sick leave to take for reasons related to the COVID-19 pandemic in the amounts and for the purposes specified in the federal "Emergency Paid Sick Leave Act" in the "Families First Coronavirus Response Act". Additionally, beginning January 1, 2021, the bill requires all employers in Colorado to provide paid sick leave to their employees, accrued at one hour of paid sick leave for every 30 hours worked, up to a cap of 48 hours.	SDA: Oppose	K. Becker (D) Y. Caraveo (D)	S. Fenberg (D) J. Bridges (D)

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Category	Bill #	Bill Title	Last Action	Summary	Official Positions	House Sponsors	Senate Sponsors
All Districts/ Employment	SB20-207	Unemployment Insurance	Introduced in Senate - Assigned to Finance (05/26/2020)	When determining whether an individual qualifies for unemployment insurance, the bill directs the division of labor to consider whether the individual has separated their employment or has refused to accept new employment because: • The employer requires the individual to work in an environment that does not comply with: (a) CDC guidelines applicable to the workplace; (b) state and federal laws, rules, and regulations concerning disease mitigation and workplace safety; (c) an executive order issued by the governor requiring the employer to close the business or modify the operation of the business; or (d) any public health order issued by CDPHE or a local government; • The individual is the primary caretaker of a child enrolled in a school that is closed due to a public health emergency or of a family or household member who is quarantined due to an illness during a public health emergency; or • The employee is immunocompromised and more susceptible to illness during a public health emergency.	SDA: Monitor		C. Hansen (D) F. Winter (D)
DEAD LEGISLATION							
All Districts/ General	HB20-1033	Live And Let Live Act	House Committee on State, Veterans, & Military Affairs Postpone Indefinitely (02/13/2020)	The bill establishes broad protections for individuals who express sincerely held religious beliefs or moral convictions opposed to same-sex marriage, including state employees who express such religious beliefs or moral convictions on or off duty. For purposes of this bill, the term "state employee" is not defined; however, "state government" is defined to include political subdivisions of the state, including special districts.		S. Humphry (R)	
All Districts/ Elections	HB20-1081	Multilingual Ballot Access	**Senate Committee on State, Veterans, & Military Affairs Postpone Indefinitely (05/27/2020)**	The bill expands access to voting through the creation of a multi-lingual ballot translation hotline and in-person minority ballot language. At this time, the bill appears to apply only to November elections coordinated by the County, and not to special district regular or independent mail ballot elections.	SDA: Monitor	Y. Caraveo (D)	J. Gonzales (D)

2020 Colorado Legislative Tracker
Updated: May 31, 2020

Newly introduced legislation
Legislation having a change since last report

Category	Bill #	Bill Title	Last Action	Summary	Official Positions	House Sponsors	Senate Sponsors
All Districts/ Tax	HB20-1083	Nursing Home Definition For Residential Property Tax	**House Committee on Transportation & Local Government Postpone Indefinitely (05/27/2020)**	According to a memorandum issued by the state's property tax administrator, facilities that provide long-term (more than 30 days) nursing, rest, and assisted living services are classified as residential properties. However, facilities that provide short-term (less than 30 days) convalescent care and rehabilitation services are valued and classified according to the procedures for nonresidential property. The bill defines a "nursing home" to include a nursing home that provides convalescent care and rehabilitation services, and specifies that land on which a nursing home is situated and any improvements on the land are classified and assessed as residential property, regardless of a resident's length of stay.	SDA: Oppose	T. Kraft-Tharp (D) K. Van Winkle (R)	C. Holbert (R)
All Districts/ Employment	HB20-1089	Employee Protection Lawful Off-duty Activities	House Committee on Business Affairs & Labor Postpone Indefinitely (02/19/2020)	The bill prohibits an employer from terminating an employee for the employee's lawful off-duty activities that are lawful under state law even if those activities are not lawful under federal law. This bill aims to overturn a prior ruling of the Colorado Supreme Court that employee activity related to smoking or ingesting marijuana off-duty are not protected under Colorado's current lawful off-duty activities law because marijuana-related activities are not "lawful" under federal law, regardless of state law.	CSFC: Oppose SDA: Oppose	J. Melton (D)	
All Districts/ General	HB20-1121	Retaliation Against An Elected Official	House Comm. on Judiciary Postpone Indefinitely (01/30/2020)	The bill adds elected officials and their families to existing law protecting judges from retaliation, if an individual makes a credible threat or commits an act of harassment or harm against a person or property. The crime is a class 4 felony.	SDA: Monitor	K. Mullica (D) M. Soper (R)	

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Updated: May 31, 2020

Newly introduced legislation
Legislation having a change since last report

Category	Bill #	Bill Title	Last Action	Summary	Official Positions	House Sponsors	Senate Sponsors
Fire Districts	HB20-1142	Hazard Mitigation Grant Program	**House Committee on Finance Postpone Indefinitely (05/28/2020)**	The bill creates the hazard mitigation enterprise, which collects a fee on insurance companies that offer certain insurance policies and uses the fee revenue to finance the hazard mitigation grant program, provide public education on the importance of insurance in buying down risk and for the continuity of business operations, and provide local governments technical information and support on natural hazard mitigation through land use and building codes. There is concern that the fee imposed on insurance companies will be passed through to property owners.	CSFC: Monitor	L. Cutter (D)	
All Districts/ General	HB20-1168	Deadly Force Against Intruder at a Business	House Comm. on State, Veterans, & Military Affairs Postpone Indefinitely (02/18/2020)	The bill extends the right to use deadly physical force against an intruder under certain conditions to include owners, managers, and employees of a business.		S. Sandridge (R)	
All Districts/ Employment	HB20-1169	Prohibit Discrimination Labor Union Participation	House Committee on State, Veterans, & Military Affairs Postpone Indefinitely (02/25/2020)	The bill prohibits an employer from requiring union membership or payment of union dues as a condition of employment. The bill creates civil and criminal penalties for employer violations regarding union membership. The bill states that all-union agreements are unfair labor practices.		P. Neville (R) K. Ransom (R)	V. Marble (R) R. Gardner (R)
All Districts/ Employment	HB20-1193	Income Tax Benefits for Family Leave	**House Committee on Finance Postpone Indefinitely (05/28/2020)**	The bill creates incentives for employers to offer paid medical and family leave, and for employees to save for leaves, by providing income tax credits for employers that provide 8-12 weeks of paid medical and family leave and creating tax benefited leave savings accounts.		L. Landgraf (R) K. Van Winkle (R)	
All Districts/ General	HB20-1233	Basic Life Functions in Public Spaces	House Committee on Transportation & Local Government Postpone Indefinitely (02/26/2020)	The bill prohibits the state and any political subdivision from restricting any person from: • Conducting basic life functions in a public space unless the government entity can offer alternative adequate shelter to the person and the person denies the alternative adequate shelter; and • Occupying a motor vehicle, provided that the vehicle is legally parked on public property or parked on private property with the permission of the property owner.	CSFC: Oppose SDA: Oppose	J. Melton (D) A. Benavidez (D)	

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Newly introduced legislation
Legislation having a change since last report

Category	Bill #	Bill Title	Last Action	Summary	Official Positions	House Sponsors	Senate Sponsors
Fire Districts	HB20-1266	Sale and Transport Of Fireworks Exporter License	**Senate Committee on Transportation & Energy Postpone Indefinitely (05/26/2020)**	The bill allows an exporter of fireworks to sell certain fireworks for transport in the purchaser's vehicle if the purchaser displays a valid driver's license and a valid wholesale or retail license number or resale license number regardless of the issuing state.		K. Mullica (D)	F. Winter (D)
All Districts/ General	HB20-1282	Radio Communications Policies of Governmental Entities	House Comm. on Transportation & Local Government Postpone Indefinitely (03/04/2020)	The bill requires each governmental entity, including special districts, that encrypts all of its radio communications to enact an encryption policy which must include access to unencrypted radio communications by members of the media and standards preventing the governmental entity from imposing unreasonable and burdensome limitations on access to radio communications. When enacting an encryption policy, a governmental entity must consider including in the policy access to unencrypted radio communications for the general public through alternative means, such as delayed online transmission. Prior to enacting an encryption policy, a governmental entity must seek input from members of the Colorado media and the general public.	SDA: Oppose	J. Melton (D) K. Van Winkle (R)	
All Districts/ General	HB20-1287	Colorado Rights Act	House Comm. on Judiciary Postpone Indefinitely (03/05/2020)	The bill allows a person who has a right, privilege, or immunity under the Colorado Constitution that is infringed upon to bring a civil action for the violation. The attorney general can also bring an action under the same circumstances. A plaintiff who prevails in the lawsuit is entitled to attorney fees, and a defendant is entitled to attorney fees for defending any frivolous claims. Qualified immunity and a defendant's good faith but erroneous belief in the lawfulness of the conduct are not defenses to the civil action. The civil action has a two-year statute of limitations. The bill requires a public entity to indemnify its public employees in a claim unless the employee is convicted of a crime. There is concern that some language could be read to override the Colorado Governmental Immunity Act.	CSFC: Oppose SDA: Oppose	M. Soper (R)	V. Marble (R) P. Lee (D)

2020 Colorado Legislative Tracker
Updated: May 31, 2020

Newly introduced legislation
Legislation having a change since last report

Category	Bill #	Bill Title	Last Action	Summary	Official Positions	House Sponsors	Senate Sponsors
All Districts/ Contracts	HB20-1294	Replace Illegal Alien with Undocumented Immigrant	**Senate Committee on State, Veterans, & Military Affairs Postpone Indefinitely (05/27/2020)**	As amended: The bill replaces the term "illegal alien" with "unauthorized worker" as it relates to public contracts for services.	SDA: Support	S. Lontine (D)	J. Gonzales (D)
All Districts/ Open Meetings	HB20-1308	Nonsubstantive Emails and Open Meetings Law	**House Second Reading Laid Over to 12/31/2020 - No Amendments (05/28/2020)**	Under current provisions of the Open Meetings Law, if elected officials use email to discuss pending legislation or other public business among themselves, the email constitutes a public meeting. The bill specifies that email communication between elected officials that does not relate to the merits or substance of pending legislation or other public business is not a public meeting. Additionally, email regarding scheduling and availability as well as email that is sent by an elected official to forward information, respond to an inquiry from an individual who is not a member of the public body, or posing a question for later discussion by the public body does not constitute a public meeting.	SDA: Monitor	J. Arndt (D)	J. Ginal (D)

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Newly introduced legislation
Legislation having a change since last report

Category	Bill #	Bill Title	Last Action	Summary	Official Positions	House Sponsors	Senate Sponsors
All Districts/ General	HB20-1342	Property Tax Valuation Appeals	**House Committee on Business Affairs & Labor Postpone Indefinitely (05/27/2020)**	The bill establishes authority for the board of assessment appeals to refer a matter to a hearing officer for an expedited hearing, upon the request of a taxpayer in certain circumstances. The bill also creates the property tax valuation protest deadline task force. The task force consists of 7 members: The property tax administrator and 6 members appointed by the governor. The task force meets over one year and is required to make recommendations to legislative committees to extend the taxpayer's deadline to protest a property tax valuation and to adjust other related deadlines. Finally, the bill requires an assessor to include an estimate of property taxes owed in a notice of valuation and allows the assessor to include a range of values. If in the consideration of a protest an assessor finds that he or she made a systematic error and the valuations of other similar properties are incorrect, the assessor must correct the error for the other similar properties.	SDA: Monitor	M. Gray (D) C. Larson (R)	
All Districts/ Employment	HB20-1348	Additional Liability Under Respondeat Superior	**House Committee on Judiciary Postpone Indefinitely (05/26/2020)**	A recent Colorado supreme court case held that in a civil action when an employer admits liability for the tortious actions of its employee, the plaintiff cannot assert additional claims against the employer arising out of the same incident. The bill allows a plaintiff to bring such claims against an employer. Please note that the effect of the Colorado Governmental Immunity Act on this bill is unclear and would require further review.		C. Kennedy (D)	J. Gonzales (D)
All Districts/ Tax	SB20-049	Senior Property Tax Exemption Medical Necessity	Senate Committee on State, Veterans, & Military Affairs Postpone Indefinitely (01/29/2020)	The bill specifies that for property tax years on or after January 1, 2021, a senior is deemed to be a 10-year owner-occupier of a primary residence that the senior has owned and occupied for less than 10 years and therefore qualifies for the senior property tax exemption for the residence if the senior was required to move residences due to medical necessity.	SDA: Monitor	T. Carver (R) S. Beckman (R)	B. Gardner (R)

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Updated: May 31, 2020

Newly introduced legislation
Legislation having a change since last report

Category	Bill #	Bill Title	Last Action	Summary	Official Positions	House Sponsors	Senate Sponsors
Fire Districts	SB20-056	Surplus Military Vehicles Highway Use If Firefighting	**House Second Reading Laid Over to 12/31/2020 - No Amendments (05/28/2020)**	The bill states that a surplus military vehicle is not an off-highway vehicle if it is owned or leased by a municipality, county, or fire protection district for the purpose of assisting with firefighting efforts, including mitigating the risk of wildfires.	CSFC: Support SDA: Support	P. Will (R) B. McLachlan (D)	L. Crowder (R)
All Districts/ General	SB20-065	Limit Mobile Electronic Devices While Driving	**House Committee on Transportation & Local Government Postpone Indefinitely (05/27/2020)**	The bill limits the use of a mobile electronic device while driving to adult drivers who use the mobile electronic device through a hands-free accessory. The bill includes an exception for first responders when acting within the scope of their duties.		D. Roberts (D)	C. Hansen (D)
All Districts/ Tax	SB20-067	Vehicle Specific Ownership Tax Actual Price	Senate Committee on Finance Postpone Indefinitely (02/04/2020)	Current law uses the manufacturer's suggested retail price (MSRP) of a vehicle to determine taxable value, which is used to determine the amount of the specific ownership tax. For class A and B vehicles that weigh 16,000 pounds or less, current law uses 75% of the MSRP; for class C and D vehicles, current law uses 85% of MSRP. The bill changes this taxable value from MSRP to the actual purchase price.	SDA: Oppose		L. Crowder (R)
All Districts/ Employment	SB20-084	Prohibit Requiring Employee Immunization	Senate Comm. on State, Veterans, & Military Affairs Postpone Indefinitely (02/10/2020)	The bill prohibits an employer from taking adverse action against an employee or an applicant for employment based on the employee's or applicant's immunization status.		L. Saine (R)	V. Marble (R)
Fire Districts	SB20-098	Disaster Response First Informer Broadcaster	Senate Committee on State, Veterans, & Military Affairs Postpone Indefinitely (02/05/2020)	The bill directs the governor and department of public safety to include in disaster preparedness plans the credentialing of first informer broadcasters, whose personnel and vehicles would be authorized to enter areas otherwise closed to the public for the purpose of repairing or maintaining antennas or other infrastructure needed to communicate vital information to the public.	CSFC: Monitor SDA: Monitor	M. Snyder (D)	J. Cooke (R)

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Newly introduced legislation
Legislation having a change since last report

Category	Bill #	Bill Title	Last Action	Summary	Official Positions	House Sponsors	Senate Sponsors
All Districts/ Tax	SB20-109	Short-term Rentals Property Tax	Senate Committee on Finance Postpone Indefinitely (02/11/2020)	The bill defines a "short-term rental unit" as a building or a portion of a building that is designed for use predominantly as a place of residency by a person, a family, or families, but that is leased or available to be leased for short-term stays during the property tax year and is occupied by the owner for less than 30 days in a year. The bill further excludes "short-term rental units" from the definition of residential improvements and, therefore, classifies it as nonresidential property.	SDA: Monitor		R. Gardner (R)
Fire Districts	SB20-130	Backcountry Search And Rescue In Colorado	**House Committee on Rural Affairs & Agriculture Postpone Indefinitely (05/27/2020)**	The bill requires the department of natural resources to conduct a study and develop recommendations on the issues related to backcountry search and rescue, including coordination among the local, state, and nonprofit organizations involved in backcountry search and rescue, the adequacy of resources and benefits available to volunteers who provide backcountry search and rescue services, the funding needs for equipment and reimbursement, and the needs for volunteer training and public education. The department must also, subject to available appropriations, conduct outreach and training related to the physical and psychological support needs of backcountry search and rescue volunteers.		J. McCluskie (D) J. Wilson (R)	K. Donovan (D) B. Rankin (R)
All Districts/ Tax	SB20-148	Property Tax Exemption Value Adjustments	Senate Committee on Finance Postpone Indefinitely (02/27/2020)	Under current law, 50% of the first $200,000 of actual value of the owner-occupied primary residence of a qualifying senior or disabled veteran is exempt from property taxation. The bill increases the $200,000 to $435,000 to account for the increase in the average actual value of residential real property, with some exceptions for new construction. Thereafter, the bill annually increases or decreases the amount of actual value of which 50% is exempt by a percentage equal to the percentage change in the average actual value of residential real property, excluding new construction.	SDA: Monitor	L. Saine (R)	V. Marble (R)

Certification of Compliance for the Statewide Money Purchase Plan

CERTIFICATION OF COMPLIANCE
IN SUPPORT OF AN APPLICATION REQUESTING COVERAGE
UNDER THE FPPA DEFINED BENEFIT SYSTEM
ADMINISTERED BY THE FIRE AND POLICE PENSION ASSOCIATION
(PARTIAL ENTRY FORM)

In order to comply with Colorado Revised Statutes 31-31-1101 it is necessary for **Elizabeth Fire Protection District** to certify the following to the FPPA Board of Directors:

a) by separate action **Elizabeth Fire Protection District** has adopted a Resolution to partially terminate participation in the **Statewide Money Purchase Plan** in accordance with the terms of that plan;

b) active Members in the **Statewide Money Purchase Plan** who have so elected (the Transferred Members), as of the Effective Date shall become Members in the FPPA Defined Benefit System;

c) the Employer will transfer or cause to be transferred to the FPPA Defined Benefit System all assets of the **Statewide Money Purchase Plan** that are attributable to the accrued benefits of the Transferred Members, pursuant to the procedure established by the Board;

d) all Employer and employee contributions required to be made to the **Statewide Money Purchase Plan** as of the date of the partial termination have been made;

e) Transferred Members in the **Statewide Money Purchase Plan** shall not incur a reduction in their account balances, determined as of the Effective Date, as a result of their transfer to the FPPA Defined Benefit System. For vesting purposes with regard to the **Statewide Money Purchase Plan** account balances and with regard to the Money Purchase component of the FPPA Defined Benefit System, years of service in the Statewide Money Purchase Plan shall be combined with Years of Service in the Money Purchase Component of the FPPA Defined Benefit System. For vesting purposes with regard to the Defined Benefit component of the FPPA Defined Benefit System, Years of Service Credit shall be based upon service credit either earned or purchased while in the FPPA Defined Benefit System; and

f) The Employer agrees to participate in the FPPA Defined Benefit System and to be bound by the terms of the FPPA Defined Benefit System and the decisions and actions of the Board with respect to the FPPA Defined Benefit System.

g) All Members hired on or after **July 1, 2020** shall participate in the FPPA Defined Benefit System, as previously determined by the Employer

h) There are no outstanding loans, liens, assignments, court orders including domestic relations orders, or other types of encumbrances of any nature against any funds transferred to the Statewide Defined Benefit System by the Trustee of the Statewide Money Purchase Plan. The employer will notify FPPA at the time of transfer of any pending domestic relations orders.

Date: _____

_____
Employer

_____
Signature of Authorized Representative

_____
Title

State of Colorado)
) ss.
County of _____)

The foregoing certification was acknowledged before me this _____ day of _____, 20____, by _____

WITNESS my hand and official seal.

_____
Notary Public

My commission expires: _____

ELIZABETH FIRE PROTECTION DISTRICT

BOARD MEMBER MANUAL

Effective: [DATE], 2020

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CHAPTER 1
INTRODUCTION

Welcome to the Board of Directors (the "Board") of the Elizabeth Fire Protection District (the "District").

The District Board is committed to providing comprehensive and cost-effective fire suppression, fire prevention, emergency rescue, emergency medical, emergency transport (ambulance) and hazardous materials services (collectively, "Emergency Services") directly, or through a third-party provider, to the communities and citizens within the District, and individuals passing through the District. The quality of life is enhanced through Emergency Services, public education, fire prevention, and community involvement.

The Fire District is governed by a five-member Board of Directors and is administered by a Fire Chief.

CHAPTER 2
BOARD POWER AND AUTHORITY

A. Statutory Power and Authority

The Colorado Special District Act, C.R.S. §32-1-101, *et seq*. (the "Special District Act"), sets forth the specific power and authority of the Board. For and on behalf of the District, the Board, through a majority vote, has the following authority and powers:

(1) To have perpetual existence;

(2) To have and use a corporate seal;

(3) To sue and be sued and to be a party to suits, actions, and proceedings;

(4) (a) To enter into contracts and agreements affecting the affairs of the District, including contracts with the United States and any of its agencies or instrumentalities. Except in cases in which the District will receive aid from a governmental agency or purchase through the State purchasing program, a notice shall be published for bids on all construction contracts for work or materials, or both, involving an expense of $60,000 or more of public moneys. The Board may reject any and all bids, and if it appears that the District can perform the work or secure material directly or from another source for less than the lowest bid, the Board may proceed to do so;

(b) No contract for work or material, including a contract for services, regardless of the amount, shall be entered into between the District and a member of the Board of Directors or between the District and the owner of 25% or more of the territory within the District unless a notice has been published for bids and such member or owner submits the lowest responsible and responsive bid;

(5) To borrow money and incur indebtedness and evidence the same by certificates, notes, or debentures, and to issue bonds, including revenue bonds, and to invest any moneys of the District in accordance with Part 6 of Article 75 of Title 24, C.R.S.;

(6) To acquire, dispose of, and encumber real and personal property including, without limitation, rights and interests in property, leases, and easements necessary to the functions or the operation of the District; except that the Board shall not pay more than fair market value and reasonable settlement costs for any interest in real property and shall not pay for any interest in real property that must otherwise be dedicated for public use or the District's use in accordance with any governmental ordinance, regulation, or law;

(7) To refund any bonded indebtedness as provided in Article 54 or 56 of Title 11, C.R.S.;

(8) To manage, control and supervise all of the business and affairs of the District, as defined in the Special District Act, directly or through a manager and/or an administrative staff, as

the Board deems appropriate in its sole discretion, including all construction, installation, operation, and maintenance of District improvements;

(9) To appoint, hire, and retain agents, employees, engineers, accountants, advisors, consultants and attorneys;

(10) To furnish services and facilities without the District's boundaries, and to establish fees, rates, tolls, penalties, or charges for such services and facilities as allowed by law;

(11) To accept or dispose of, on behalf of the District, title to real or personal property, and to accept gifts and conveyances made to the District upon such terms and conditions as the Board may approve;

(12) To adopt, amend and enforce bylaws, standard operating procedures and rules and regulations not in conflict with the constitution and laws of the State of Colorado for carrying out the business, objects, and affairs of the Board and the District;

(13) To acquire, dispose of, or encumber fire stations, fire protection and firefighting equipment, and any interest therein, including leases and easements;

(14) To have and exercise the power of eminent domain and dominant eminent domain and, in the manner provided by Article 1 of Title 38, C.R.S., to take any property necessary to the exercise of the powers granted, both within and without the District;

(15) To undertake and operate as a part of the duties of the District an ambulance service, an emergency medical service, a rescue unit, a hazardous materials response unit and a diving and grappling service, including contracting or combining with other entities to provide such services as allowed by law;

Commented [MC1]: Is this in the service plan or statue Do we take this out if we don't do it? We don't have a dive team, can we substitute this with something we do? WA
RYOUNG: THIS IS STATUTE AND I DON'T BELIEVE WE CAN CHANGE IT

(16) To adopt, amend and enforce fire codes, as the Board deems necessary, but no such code shall apply within any municipality or the unincorporated portion of any county unless the governing body of the municipality or county, as the case may be, adopts a resolution stating that such code or specific portions thereof shall be applicable within the District's boundaries;

Commented [MC2]: (16) and (18) contradicting each other? WA
RYOUNG: THIS IS STATUTE AND WE CAN'T CHANGE. THESE DON'T CONFLICT IT ALLOWS FIRE TO ADOPT A CODE IF COUNTY REJECTS

(17) To fix and from time to time increase or decrease fees and charges within its jurisdiction as follows, and the Board may pledge such revenue for the payment of any indebtedness of the District:

a) Ambulance or emergency medical services; and extrication, rescue, or safety services provided in furtherance of ambulance or emergency medical services. "Extrication, rescue or safety services" includes, but is not limited to any:

i) Services provided prior to the arrival of the ambulance;

ii) Rescue or extrication of trapped or injured parties; and

iii) Lane safety or blocking provided by District equipment

b) Requested or mandated inspections, including plan reviews;

c) Hazardous incident responses; and,

d) Emergency Services provided outside the jurisdiction of the District to the extent allowed by law.

(18) In areas of the District where a county or municipality has rejected the adoption of a fire code submitted by the District, to compel the owners of premises, whenever necessary for the protection of public safety, to install fire escapes, fire installations, fire proofing, automatic or other fire alarm apparatus, fire extinguishing equipment or other safety devices to the extent allowed by law;

(19) To create and maintain one or more paid firefighters' pension fund(s), under the provisions of Parts 2 and 4 of Article 30.5 of Title 31, C.R.S., subject to the provisions of Article 31 of Title 31, and one or more volunteer firefighter pension fund(s) under Part 11 of Article 30 of Title 31, C.R.S.; and,

(20) To authorize the use of electronic records or signatures and adopt rules, standards, policies, and procedures for use of electronic records or signatures pursuant to article 71.3 of title 24, C.R.S.; and,

(21) To have and exercise all rights and powers necessary or incidental or implied from the specific powers granted to the District by the Special District Act. Such specific powers should not be considered as a limitation on any power necessary or appropriate to carry out the purposes and intent of the Special District Act.

B. No Authority for Individual Board Members

The Board can only act through a majority vote of the Board members. Individual Board members have no power or authority to take any action or make any statement on behalf of the Board or the District. Individual Board members do not have the power or authority to direct District employees to take any action. Individual Board members shall not give directions to the Fire Chief or other District employees, except as specifically authorized by a majority vote of the Board members. In order to foster an effective and efficient line of communication between Chief Staff and the Board, communications between the Board, or individual Board members, and Chief Staff shall be directed to the Fire Chief, unless otherwise determined by a majority vote of the Board members.

Nothing in this Manual or any other District rule, policy or procedure is intended to, and shall not be construed as, prohibiting an individual Board member from exercising his/her First Amendment right to state his/her personal opinion on any matter of public concern, as long as the individual Board member does so in a manner that ensures the recipients of the individual Board member's opinions understand that the Board member is expressing his/her personal opinion and is not authorized to express, and is not expressing, the opinion or position of the Board.

Commented [MC3]: What kind of inspections? would like to put in the codes adopted to our district to clarify inspections. WA
RYOUNG: THESE ARE STATE MANDATED INSPECTIONS SUCH AS SCHOOLS, DAY CARE, ASSISTED CARE FACILITIES, ANYTHING LICENSED BY THE STATE

Commented [MC4]: Do we need to include we are only maintaining, and no current volunteer pension is established? WA
RYOUNG: STATUTE LANGUAGETHIS

CHAPTER 3
BOARD MEMBERSHIP

A. Qualifications – Definition of "Eligible Elector"

To qualify as a Director of the District, an individual must be an eligible "elector" of the District. To be an eligible "elector" of the District, an individual must be a registered voter of Colorado and be:

(1) A resident of the District; or

(2) The owner, or the spouse of the owner, of taxable real or personal property located in the District; or

(3) A person obligated to pay taxes under a contract to purchase taxable property.

Commented [MC5]: Should we add "within the district" WA
RYOUNG: I SEE NO NEED TO CHANGE

Director qualifications must be met at the time of signing the self-nomination affidavit (or at the time of appointment by the Board, if filling a vacancy), and must be maintained through a Director's term of office in order to remain qualified to serve as a Director. A Director cannot receive compensation as an employee of the District.

B. Director Oaths and Bonds

Commented [MC6]: What happens if Director has felony and can't get bonded. Can a person be a board member if they have a criminal background? Are we sending the bond to the clerk of the court? Can the bond be transferred to the new board member? WA
RYOUNG: THIS IS STATED LATER IN THE DOCUMENT, THEY CAN'T BE A BOARD MEMBER. WE WOULDN'T WANT THEM TO BE SUBJECT TO THE "BRADY" ISSUE / CHALLENGE IN ANY ACTIVITY OF THE FIRE DISTRICT. BRADY ALSO APPLIES TO MISDOMENOR OFFENSES. IT GOES AGAINST THE CREDIBILITY AND INTEGRETY THE DISTRICT TRIES TO PROVIDE.

Each Director must take an oath of faithful performance within 30 days of being elected. The oath must be administered by a qualified official, including any officer of the Board or any individual designated by the Board, a notary public, the county clerk and recorder, or other individuals authorized by law to administer Oaths in Colorado and filed with the Clerk of the Elbert County District Court, the Clerk and Recorder for Elbert County, the county wherein the Director was elected or appointed, and the Division of Local Government ("DOLA").

Each Director also must file a personal surety bond of not less than $1,000, with the Clerk of the Elbert County District Court. If the Director also serves as the Board Treasurer, a corporate fidelity bond of at least $5,000 must also be filed with the Elbert County District Court. The District may purchase crime insurance in lieu of the personal surety bonds. The District pays for the bonds or crime insurance and handles the necessary filings on behalf of the Directors and Treasurer.

C. Director Vacancies

A Director position is deemed automatically vacant if any of the following occurs:

Commented [MC7]: How do we know of a conviction of felony when we don't do background checks? Is there a responsibility to report convictions?
Severity, what charges? Placed on leave. WA
RYOUNG: THIS IS SOMETHING WE SHHOULD DISCUSS, MY OPINION IS ANY CONVICTED CRIMINAL OFFENSE SHOULD APPLY

(1) Failure to meet the qualifications of Director;

(2) Failure to satisfy the oath and bond requirements;

(3) Written resignation;

(4) Failure to remain qualified for the office;

(5) Conviction of a felony;

(6) Removal from office or voidance of election by court (subject to appeal);

(7) Failure to attend three consecutive regular Board meetings, unless approval of the absence is entered in the minutes, or the absence is excused by mental or physical disability or illness; or

(8) Death.

The remaining Directors must appoint a qualified individual to fill the vacancy within 60 days. If the vacancy is not filled within 60 days, the Board of County Commissioners of Elbert County may make the appointment. An individual appointed to fill a vacancy serves as the Director until the next regular Board election (see Chapter 6(A)), at which time the vacancy is filled by election.

D. Term Limits

Commented [MC8]: No term limits
Need the change of term for odd years? WA
RYOUNG: NO ISSUE

The Colorado Constitution prohibits a Director from serving more than two consecutive terms of office. Term limits apply only to elected four-year terms, not to interim terms that arise by appointment to fill a vacancy or to elected two-year terms created due to a vacancy. The Colorado Constitution allows the voters to remove Director term limits. The voters of the District approved the removal of Director term limits in 1996.

E. Mandatory Filings and Notices

Directors are responsible for assuring the District delivers certain mandatory filings and notices and takes certain actions. The following schedule provides the primary actions:

ACTION	OFFICE	DEADLINE
A current, accurate map of the District boundaries. *§32-1-306, C.R.S.*	DOLA, County Assessor, County Clerk and Recorder	January 1.
Notice to Electors (Transparency Notice) *§§ 32-1-104(2) and 809*	1) Board of County Commissioners, the County Assessor, the County Treasurer, and the County Clerk and Recorder of each county in which the District is located; 2) Governing body of all municipalities in which the District is located; 3) DOLA; 4) District's website (with a link on DOLA's website to the District's website); & 5) Copy available at District's principal business office for public inspection.	January 15.

ACTION	OFFICE	DEADLINE
Resolution designating the District's agenda notice posting location. *§24-6-402(2)(c), C.R.S.*	None	First Board meeting each year.
Post notices of all regular and special meetings of a quorum of the Board *§32-1-903(2) and 24-6-402(2)(c)(III), C.R.S.*	District website (must also designate one physical public posting location within the District if cannot post on website)	24-hours prior to meetings throughout the year. It is recommended that Notices of Regular Meetings be posted once at the beginning of each year.
Certified copy of adopted budget, Budget Message, and all Resolutions adopting the Budget. *§29-1-113(1), C.R.S.*	DOLA	No later than January 31 (enact Resolution adopting budget by December 15, if certifying mill levy, or December 31, if not levying property taxes).
Report of outstanding non-rated public securities as of the end of the fiscal year. *§11-58-105, C.R.S.*	DOLA	Within 60 days after the end of the prior fiscal year (usually March 1).
Application for audit exemption (if applicable). *§29-1-604, C.R.S.*	State Auditor	March 31.
Audit report. *§29-1-606, C.R.S.*	State Auditor	30 days after report is received, but not later than July 31.
Certificate of Election results. *§1-11-103, C.R.S.*	DOLA. File with Division of Securities and Board of County Commissioners if debt authorization election	Within 30 days after election day.
Annual Report. *§32-1-207(3)(c), C.R.S.*	Board of County Commissioners, any municipality in which District is located, Division of Local Government, State Auditor, and County Clerk Government, State Auditor, and County Clerk	Upon request of Board of County Commissioners or Municipality.
Certification of mill levy. *§39-5-128(1), C.R.S.*	Board of County Commissioners	December 15.
Resolution Appropriating Sums of Money. *§29-1-108(2), C.R.S.*	None required, but recommend filing with DOLA	Adopt prior to Certification of mill levies (December 15), or

ACTION	OFFICE	DEADLINE
		prior to December 31 if not levying property taxes.

F. Fiduciary Obligations

By statute and under common law, each Director serves as a fiduciary to the District, as defined below:

> The holding of public office or employment is a public trust, created by the confidence the electorate reposes in the integrity of public officers, members of the general assembly, local government officials, and employees. A public officer, member of the general assembly, local government official, or employee shall carry out his duties for the benefit of the people of the state.
>
> * * *
>
> A public officer, member of the general assembly, local government official, or employee whose conduct departs from his fiduciary duty is liable to the people of the state as a trustee of property and shall suffer such other liabilities as a private fiduciary would suffer for abuse of his trust.
>
> C.R.S. §24-18-103(1) and (2).

This fiduciary obligation does not extend to each individual District resident, but rather to the District itself. As a fiduciary, a Director has the duty to exercise the utmost good faith, business sense and good judgment on behalf of the District. Each Director must place the interests of the District above his or her self-interests. A Director is prohibited from taking personal advantage of a situation to benefit him or her or to prejudice the District.

G. Compensation

District Directors receive compensation of $75 per meeting. Statute permits the District to resolve to provide compensation for directors up to $100 per meeting, with an annual cap of $2,400. Reimbursement of a Director's actual expenses is not considered compensation. Actual expenses may include mileage and out-of-pocket expenses incurred in service as a Director.

H. Gifts or Donations

1. From the District

The Colorado Constitution prohibits the District from making a donation or grant to or in aid of an entity. The District may support charitable or non-profit community events; however, such contributions must be reasonably tied, directly or indirectly, to the purposes for which the District was organized.

2. To Directors

The Colorado Sunshine Act, (C.R.S. § 24-6-101, *et seq*.) requires holders of "public office" to disclose certain gifts, honoraria, and other benefits they receive in connection with their public service. The term "public office" includes Directors receiving more than $2,400 per year.

A Director subject to the statute who, in connection with his/her public service, receives any gift, honorarium or other benefit listed in the statute must file a quarterly report for any quarter in which he/she receives such gift, honorarium or other benefit. Each report must disclose the gifts received since the last quarterly disclosure period. The reports must be filed with the Colorado Secretary of State and are due on January 15, April 15, July 15, and October 15 of each year.

The following items, gifts, honorarium or other benefits must be disclosed:

(a) Any money, including but not limited to a loan, pledge, or advance of money or a guarantee of a loan of money, with a value of fifty-three dollars or more;

(b) Any gift of any item of real or personal property, other than money, with a value of fifty-three dollars or more;

(c) Any loan of any item of real or personal property, other than money, if the value of the loan is fifty-three dollars or more. For such purpose, the "value of the loan" means the cost saved or avoided by the Director by not borrowing, leasing, or purchasing comparable property from a source available to the general public.

(d) Any payment for a speech, appearance, or publication;

(e) Tickets to sporting, recreational, education, or cultural events with a value of fifty-three dollars or more for any single event, or a series of tickets to sporting events of a specific team scheduled during a season with a total value of one hundred dollars or more, or a series of tickets to cultural events of a specific performing company or organization with a total value of one hundred dollars or more;

(f) Payment or reimbursement for actual and necessary expenditures for travel and lodging for attendance at a convention or other meeting at which the Director is scheduled to participate, unless the payment of or reimbursement for such expenditures is made from public funds, from the funds of an organization declared to be a joint government agency by section 2-3-311, C.R.S. [*i.e.,* the council of state governments, the National Conference of State Legislators, the energy council, and the American Legislative Exchange Council], or from the

funds of any association of public officials or public entities whose membership includes the Director's office or the governmental entity in which such office is held;

(g) Any gift of a meal to a fund-raising event of a political party.

The statute also lists certain items the receipt of which does not require filing a disclosure report:

(a) A contribution or contribution in kind that has already been reported pursuant to the Fair Campaign Practices Act;

(b) Any item of perishable or nonpermanent value, including but not limited to meals, unless such item is required to be reported under section (e) or (g) above;

(c) A non-pecuniary award publicly presented by an organization in recognition of public service;

(d) Payment of or reimbursement for actual and necessary expenditures for travel and lodging for attendance at a convention or other meeting at which the Director is scheduled to participate, if the payment of or reimbursement for such expenditures is made from public funds, from the funds of an organization declared to be a joint governmental agency, or from the funds of an association of public officials or public entities whose member ship includes the incumbent's or elected candidate's office or the governmental entity in which such office is held;

(e) Payment of salary from employment, including other government employment, in addition to that earned from being a member of the general assembly or by reason of service in other public office.

The individual providing the gift, honoraria or other benefit must provide the recipient with a written statement of the item's dollar value; this value must be included in the disclosure report.

A Director need not file a disclosure report for any reporting period in which the Director does not receive a gift, honoraria, or other benefit. Any Director who willfully fails to file a report (when required), or who willfully files an incomplete or false report, upon conviction, may be fined between $1,000 and $5,000.

I. Bylaws, Rules & Regulations, and Policies

Commented [MC9]: Can we clarify this, the board members adopted a manual? WA
RYOUNG: DON'T UNDERSTAND THE CONCErN

The Board may, but is not required to, adopt bylaws to govern certain aspects of Board membership. The Board has adopted this Board Member Manual.

The Board is authorized to adopt, and has adopted, Rules and Regulations that set forth the Board's policies with respect to the administration, operation, and management of the District.

J. Director Recall

Any Director who has held office for at least six (6) months during his or her current term may be recalled from office by the District's eligible electors following procedures set forth in Part 9 of Title 32. A petition signed by the lesser of 300 eligible electors or 40% of the eligible electors demanding the recall of the Director must be filed in the Elbert County District Court which will appoint a Designated Election Official to oversee the rest of the recall process and the associated election.

CHAPTER 4
BOARD MEETINGS

A. Calling the Meeting

1. Designation of Time and Place

The Board must pass a resolution at the first regular meeting of each year designating the time and place for all regular Board meetings for the year, and designating a public place within the District where notice of the meetings will be posted if notice cannot be accomplished on the District's website.

2. Notice of Meetings

Written notice of regular and special meetings (including study/work sessions) shall be posted either in the physical location within the District previously identified by the Board, or the online location previously identified by the Board. If the District posts its meeting notices online, then it need not also post meeting notices in the designated physical location, except in exigent or emergency circumstances that prevent the District from posting, or the public from accessing, the notice online. All notices of regular or special meetings (including study/work sessions) must be posted at least twenty-four (24) hours before the public meeting and must include specific agenda information if available.

Additionally, if the District posts its meeting notices online it must comply with the following requirements:

(a) The notice must be accessible at no charge to the public;

(b) The District must, to the extent feasible, make the notices searchable by type of meeting, date of meeting, time of meeting, agenda contents, and any other category deemed appropriate by the District, and shall consider linking the notices to any appropriate social media account(s) of the District; and

(c) The address of the website where noticed are posted must be provided to the DOLA.

If the Board intends to make a final determination on any of the following issues at a regular or special meeting, the notice shall specifically state that fact in the notice:

i. issue or refund general obligation indebtedness;
ii. consolidation of the District;
iii. dissolution of the District;
iv. filing a plan for adjustment of debt under federal bankruptcy law;
v. entering into a private contract with a Director; or
vi. not making a scheduled bond payment.

Any Director may call a special meeting of the Board by informing the other Directors of the date, time and place of the special meeting, and the purpose for which it is called, and by posting notice of the special meeting in accordance with this section. A study/work session shall constitute a special meeting at which no Board action shall be taken unless specifically stated on the notice for the special meeting.

3. Meetings and Study/Work Sessions Are Open to the Public

Except for executive sessions, all regular and special meetings, and all study/work sessions, shall be open to the public. Historically, the Colorado Sunshine Act was not believed to apply to chance meetings or social gatherings at which discussion of public business was not the central purpose; however, recent court decisions have called this traditional thinking into question, and the District's legal counsel recommends that any time three or more Board members may meet—even while attending another Board's meeting—it should be considered a public meeting and be properly noticed. The Colorado Sunshine Act requirements also apply to Board study/work sessions. They do not apply to staff meetings where a quorum of the Board is not present. Email communications between three or more directors may also constitute a meeting and must satisfy the open meeting requirements of the Colorado Sunshine Act. Accordingly, the District's legal counsel advises against any group emails regarding District or Board business.

All meetings of the Board—whether characterized as study/work sessions, special meetings or otherwise—shall be open to the public, including reporters, attorneys and any other representatives.

4. Requested Notice

The District must keep a list of all individuals requesting notice of meetings and provide reasonable advance notice to those individuals. Once an individual has requested individualized notice, the District must include the individual on the list for two years. What constitutes "reasonable" notice is left to the District's discretion. Inadvertent failure to provide notice to a listed person will not invalidate the meeting or actions taken at the meeting.

5. Emergency Meetings

An emergency meeting may be called in the event of an emergency that requires the immediate action of the Board in order for the District to carry out its statutory duties and provide Emergency Services to the citizens and property within its jurisdiction. At such emergency meeting, the Board, by affirmative majority vote, may take any action within the express and implied powers of the Board to carry out its statutory duties and necessary to provide the Emergency Services to the citizens and property within the District's jurisdiction; provided however, any action taken at an emergency meeting shall be effective only until the first to occur of: (a) the next regular meeting or (b) the next special meeting of the Board, at which the emergency issue is on the public notice of the meeting. At such subsequent meeting the Board may ratify any emergency action taken. If any emergency action taken is not ratified, then it shall be deemed rescinded.

B. Conduct of Meetings

1. Quorum

All official business of the Board must be transacted at a regular or special meeting at which at least a quorum of three Directors are present, except as otherwise provided in this Manual.

2. Rules Governing Meetings and Study/Work Sessions

To the extent practicable, the Board follows the latest edition of *Roberts' Rules of Order* as a procedural guide for conducting meetings, with the following amendments:

i. The reading of the text of minutes, financial statements, or proposed Resolutions into the record is not required;

ii. The Chairperson may make a Motion and may vote on any Motion; and

iii. In the absence of the President at a meeting, the following officers shall serve as the Chairperson in descending order:

a. Vice-President;
b. Secretary.

3. Voting

All Board actions require the affirmative vote of a majority of the Directors present and voting. When special or emergency circumstances affecting the affairs of the District and the health and safety of District residents so dictate, reasonable efforts must be made to locate and notify all Directors, at which time those Directors available may undertake whatever action is considered necessary and may instruct District members to carry out said actions. A majority of the Board members must consider the emergency actions taken as soon as practicable and determine whether the actions will be ratified by a majority of the District Board. Voting by proxy is prohibited.

4. Telephonic Participation

Commented [MC10]: Include the ability to video chat.
RYOUNG: THE NEW NORM - AGREE

Should we add the ability for electronic signatures WA
RYOUNG: AGREE

A Director is permitted to participate in a Board meeting by telephone conference, if the Director can be heard by all other Directors and the public attending the meeting, and they can hear the Director, via telephone connection maintained during the entire proceeding.

5. Order of Business

The business of all regular meetings of the Board shall be transacted, to the extent practicable, in the following manner, or as may be determined by the Board, in its discretion, from time to time:

1. Attendance
2. Call to Order
3. Pledge of Allegiance
4. Public Comment
5. Addition/Deletions to Agenda
6. Approval of Minutes
7. Financial Matters/Monthly Financial Report
8. Staff Report
9. Legal Report
10. Old Business
11. New Business
12. Executive Session (if needed)
13. Meeting Schedule
14. Adjournment

The agenda for a special meeting or a study/work session shall be as set forth in the notice of the special meeting or study/work session, or if an agenda is not set forth in the notice, then as determined by the Board at the beginning of the special meeting or study/work session.

6. Notice to Directors

All Directors must be notified of any special meeting or study/work session.

C. Attendance

Directors must attend Board meetings. A Director may attend a meeting by telephone, so long as the Director is able to hear and be heard.

Commented [MC11]: Add by video WA
RYOUNG: AGREE

A Director who fails to attend three consecutive regular meetings is automatically disqualified to serve as a Director, unless approval of absence is entered in the minutes, or the absence is excused by mental or physical disability or illness. Director absences must be identified in the official meeting minutes and must state whether the absence was excused.

D. Minutes

The Secretary of the Board, or his/her Designee, must keep accurate minutes of all Board meetings. Copies of the minutes must be kept in a suitable binder, or in a visual text format that may be transmitted electronically and must be open to public inspection upon request.

E. Executive Sessions

An executive or "closed" session of the Board may only be called at a regular or special meeting of the Board, not at a study/work session, by an affirmative vote of *two-thirds* of the quorum present. The public is not permitted in an executive session. In order to maintain the confidentiality of the executive session, only those individuals necessary for the topic(s) being discussed during the executive session should be permitted to attend the executive session.

Executive sessions should be noted on the agenda for all meetings whenever possible. Before going into an executive session, the Board must announce, and the minutes reflect, the specific citation(s) to the portion(s) of the Open Meetings Law (C.R.S. § 24-6-402) that allows the Board to meet in an executive session:

(1) C.R.S. § 24-6-402(4)(a), "Discuss the purchase, acquisition, lease, transfer or sale of any property interest";

(2) C.R.S. § 24-6-402(4)(b), "Receive advice of Legal Counsel (specific legal question)";

(3) C.R.S. § 24-6-402(4)(c), "Discuss a matter required to be kept confidential by following State or Federal law, rule or regulation: (must cite specific statute or rule)";

(4) C.R.S. § 24-6-402(4)(d), "Discuss specialized details of security arrangements or investigations";

(5) C.R.S. § 24-6-402(4)(e), "Determine the District's position on matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators";

(6) C.R.S. §24-6-402(4)(f), "Discuss personnel matters":

a) Exception: If the employee who is the subject of the executive session has requested an open meeting (if the personnel matter involves more than one employee, all of the employees must request an open meeting);

b) Exception: Personnel matters do not include discussions concerning Directors;

c) Exception: Personnel matters do not include general personnel policies such as Rules and Regulations, SOP's, etc.

(7) C.R.S. § 24-6-402(4)(g), "Consider documents protected by the mandatory nondisclosure provisions of the 'Public Records Act'"; and,

(8) C.R.S. § 24-6-402(4), "Review, approve or amend the minutes of an executive session."

The Board may not take formal action while in executive session. The discussion in an executive session must be limited to the reason(s) for which the executive session was called. All discussions in executive session must be held in strict confidence by every individual attending the executive session and cannot be disclosed to any third person or entity without the affirmative vote of a majority of the Board members, or as required by law.

Each executive session must be electronically recorded, unless the District's legal counsel states on the record that an executive session, or a portion of the executive session, constitutes an attorney-client communication, in which case the portion of the executive session constituting an attorney-client communication shall not be recorded. It is the Board's policy and direction that

the electronic recording of an executive session shall be destroyed on the 91st day after the executive session, unless an affirmative majority vote of the Board directs otherwise.

F. Resolutions and Motions

Official Board action may be taken through the adoption of a resolution, or a motion duly made and passed by a majority vote of a quorum of the Board. Except where a resolution is specifically required by a statute, ordinance or other law, a Board motion has the same legal effect as a resolution.

CHAPTER 5
CONFLICT OF INTEREST

A. Disclosure Required

Colorado law requires a Director to disqualify himself/herself from voting on any issue in which he/she has a conflict of interest, unless the Director has first disclosed the conflict of interest to the Board and the Colorado Secretary of State. In addition, the Special District Act prohibits a Director who is receiving workers' compensation benefits awarded in the line of duty as a volunteer firefighter or who is a retired firefighter receiving pension payments to vote on issues involving the Director's disability or pension payments.

The Special District Act also requires a Director who owns at least 20% of the undeveloped land within the District to disclose this fact before each meeting. The disclosure must be recorded in the minutes of each meeting. "Undeveloped land" means real property, which has not been subdivided or which has no improvements constructed upon it, excluding real property dedicated for park, recreation or open space purposes. The District may not enter into any contract for work or material, regardless of amount, with a Director or a person owning 25% or more of the territory within the District unless notice for bids is published and the Director or owner is the lowest responsible bidder.

A Director has failed to properly disclose a conflict of interest if he/he votes or exercises any substantial discretionary function in connection with a government contract without having given 72 hours actual advance written notice to the Secretary of State and to the District Board. Legal counsel for the District will assist with drafting and filing the required notice upon request.

B. Acts Constituting a Conflict of Interest

A potential conflict of interest exists when a Director is an executive officer, or owns or controls, directly or indirectly, an interest in a private company that does business with the District. A Director, as a local government official (elected or appointed), and District volunteers, cannot:

(1) Disclose or use confidential information acquired in the course of his/her official duties in order to further his/her personal financial interests.

(2) Accept gifts of substantial value or of substantial economic benefit tantamount to a gift of substantial value, which would tend to improperly influence a "reasonable person" in his public position to depart from the faithful and impartial discharge of his/her public duties.

(3) Engage in a substantial financial transaction for his/her private business purposes with a person whom he/she inspects or supervises in the course of his/her official duties.

(4) Perform an official act directly and substantially affecting, to its economic benefit, a business or other undertaking in which he/she either has a substantial financial interest or is engaged as counsel, consultant, representative or agent.

(5) Have a direct or indirect personal interest in any contract made in his/her official capacity or by any body, agency, or board of which he/she is a member or employee.

The following exceptions are not considered to be conflicts of interest:

(1) A Director holding a minority interest in a corporation contracting with the District is not considered "interested" in such contract;

(2) Contracts in which the Director has disclosed a personal interest and has not voted thereon; and

(3) A Director may vote, notwithstanding any other prohibition, if participation is necessary to obtain a quorum or otherwise enable the Board to act, and if the Director complies with the voluntary disclosure procedures.

C. Guides to Ethical Conduct

The Colorado statutes (Parts 1 and 2 of Article 18 of Title 24, C.R.S.) set forth the following "guides" for Director, officer and public employee conduct:

(1) A local government official or employee should not acquire or hold an interest in any business or undertaking which he has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by the local government agency over which he has substantial authority.

(2) A local government official or employee should not, within six (6) months following the termination of his office or employment, obtain employment in which he will take direct advantage, unavailable to others, of matters with which he was directly involved during his term of employment.

(3) A local government official or employee should not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when he has a substantial financial interest in a competing firm or undertaking.

D. Effect of Existence of Potential Conflict of Interest

Failing to disclose a potential conflict of interest described in Section B above is a class 2 misdemeanor, except any Director who knowingly has a direct or indirect personal interest in any contract made in the Director's official capacity or by any body, agency, or board of which the Director is a member or employee (Section 5(B) above) is a class 1 misdemeanor. A Director who, within six (6) months following the termination of his/her office or employment, knowingly obtains employment in which he/she will take direct advantage, unavailable to others, of matters with which he/she was directly involved during his term of employment commits a class 1 misdemeanor. Any contract, vote or other official act in which a Director had a potential conflict, not cured by disclosure, may result in the avoidance of the act or the contract being void.

CHAPTER 6
ELECTIONS

A. Time for Holding Elections

Regular special district elections for the position of Director, and for such other issues as the Board may deem appropriate, shall be held on the first Tuesday following the first Monday of May in 2020 and 2022, and on the first Tuesday following the first Monday of May in every odd-numbered years thereafter. Special elections may be held on the first Tuesday after the first Monday in February, May, October, or December of any year; except that ballot issue elections (*e.g.,* TABOR elections) may be held only on the date of a State general election, biennial special district regular election (*i.e.*, May of odd-numbered years), or on the first Tuesday in November of odd-numbered years. Under circumstances of impossibility or impracticability, a court may order a special election to be conducted on a different election date.

B. Persons Entitled to Vote at Special District Elections

No person shall be permitted to vote in an election unless that person is an Eligible Elector as defined in C.R.S. § 32-1-103(5)(a), as may be amended from time to time. "***Eligible Elector***" means a person who, at the designated time or event, is registered to vote pursuant to the "Uniform Election Code of 1992", Articles 1 to 13 of Title 1, C.R.S., **AND**:

(1) Who is a resident of the District; **OR**

(2) Who, or whose spouse or civil union partner, owns taxable real or personal property within the District's boundaries, regardless whether that person resides within the District or not.

a) Ownership of a mobile home (C.R.S. § 38-12-201.5(2) or § 5-1-301(29)), or a manufactured home (C.R.S. §4 2-1-102 (106) (b)) constitutes ownership of real property;

b) A person who is obligated to pay taxes under a contract to purchase taxable property within the District's boundaries is a property owner.

C. Conduct of Elections

Elections may be conducted by polling place, independent mail ballot, or, for November elections only, as coordinated elections; except that ballot issue (TABOR) elections may not be conducted by polling place.

For all coordinated elections, the County Clerk and Recorder shall be the coordinated election official. At least 100 days prior to the scheduled coordinated election, the District shall take formal action to participate in the coordinated election and shall notify the County Clerk and Recorder of the action in writing. The District will thereafter enter into an Intergovernmental Agreement with the County Clerk and Recorder for the conduct of the election. Whenever the date of a District

election is identical to the date set for another special district election in a special district having boundaries coterminous with the District, the election may be held jointly with the other special district. An election held jointly is not a coordinated election.

Except where the Board has contracted with the Clerk and Recorder to perform all or part of the required duties in conducting an election, the Board shall appoint a Designated Election Official to govern the conduct of all regular and special elections of the District and shall render all interpretations and make all decisions as to controversies or other matters arising in the conduct of the elections. All powers and authority to conduct regular and special elections may be exercised by a Assistant Designated Election Official, if one, in the absence of the Designated Election Official. The Designated Election Official shall not be a Director in any election in which the Director is a candidate.

D. Election Recall of Directors

Directors shall be elected by the District's eligible electors at regular special district elections held on the first Tuesday following the first Monday of May in 2020 and 2022, and in every odd-numbered year thereafter, and may be elected at any special District election. Any Director elected to the Board who has held office for at least six (6) months during his/her current term may be recalled from office by the District's eligible electors. A petition demanding the recall of any Director named in the petition and signed by the lesser of 300 eligible electors or 40% of the eligible electors shall be filed in the District Court for Elbert County. Any recall shall be governed by the provisions of Part 9 of Article 1 of Title 32, C.R.S.

E. Fair Campaign Practices Act Limitations

The Fair Campaign Practices Act, C.R.S. §1-45-101, et seq. (the "Act"), imposes certain limitations on District Directors, officers and employees with respect to campaign lobbying and contributions.

The Act prohibits the District, and its Directors, officers and employees, from making any contribution to a campaign involving the nomination, retention or election of any person to public office. The Act prohibits the District, and its Directors, officers and employees, from using public moneys received from any source for the purpose of urging electors to vote for or against any State–wide or local ballot issue or referred measure.

The Act does permit the following limited actions:

(1) A Director or employee of the District may respond to questions regarding a candidate or ballot issue as long as the questions were unsolicited;

(2) A Director or employee who has policy-making responsibilities may expend not more than fifty dollars ($50.00) of public moneys in the form of letters, telephone calls, or other activities incidental to expressing his or her opinion on any candidate or ballot issue;

(3) The District may expend public moneys to present a written factual summary which contains a summary of the arguments for and against any proposal of official concern before the electorate in the District's jurisdiction. The summary cannot contain conclusions or opinions in favor of or against any particular ballot issue. It must simply and fairly summarize the issues for and against;

(4) An elected official is permitted to express a personal opinion on any issue regardless of whether his or her opinion was solicited. When expressing a personal opinion the elected official must make it clear that the opinion is a personal opinion, not the opinion of the governmental entity, and he or she must not identify himself or herself in a way that would create confusion with respect to whether the opinion is personal or that of the governmental entity to which the elected official was elected; and,

(5) The District Board may, by majority vote, pass a resolution or take a position of advocacy on any candidate, State-wide or local ballot issue, or referred measure, and the District may report the passage of such resolution through established, customary means, other than paid advertising.

Directors, officers and employees also may expend personal funds, make contributions and use personal time to urge electors to vote for or against any candidate, State-wide or local ballot issue, or referred measure; however, such activity must be performed only during personal time and cannot be done on behalf of or through the District

CHAPTER 7
SERVICE PLANS

A. Following Service Plan

The District must follow, to the extent possible, its adopted Service Plan. Notice of a proposed District activity, published one time in a newspaper of general circulation, restricts certain injunctive actions which may be brought against the District for material departures from the Service Plan, unless such action is brought within 45 days after publication of such notice.

B. Amendment and Modification

The Service Plan may be amended to reflect changed circumstances or conditions of the District. A "material modification" to the Service Plan must be approved by the Board of County Commissioners or City Council. A "material modification," includes but is not limited to:

(1) any addition to the types of services provided;

(2) a decrease in the level of services;

(3) a decrease in the financial ability of the District to discharge indebtedness;

(4) a decrease in the need for organized service in the area; or

(5) an inclusion of property into a new county or city, if so determined by the Board of County Commissioners or City Council.

CHAPTER 8
FINANCIAL MATTERS

A. Fees and Charges

Unlike other types of special districts, a Fire Protection District may only impose fees or charges within its jurisdiction for:

a) Ambulance or emergency medical services; and extrication, rescue, or safety services provided in furtherance of ambulance or emergency medical services. "Extrication, rescue or safety services" includes, but is not limited to any:

   i) Services provided prior to the arrival of the ambulance;

   ii) Rescue or extrication of trapped or injured parties; and

   iii) Lane safety or blocking provided by District equipment

b) Requested or mandated inspections, including plan reviews; and

c) Hazardous incident responses

In addition, the District may impose fees, rates, tolls, penalties, or charges for services or facilities furnished outside its boundaries.

All unpaid fees and charges constitute a perpetual lien against the property served. The lien is entitled to priority over other encumbrances such as prior recorded deeds of trust (but not tax liens). A penalty may be assessed against all delinquencies in payment, together with the assessment of interest not to exceed one percent per month. Service may be discontinued against any property whose owner is delinquent in the payment of fees or charges.

In addition, the District may receive and spend an impact fee or other similar development charge imposed pursuant to C.R.S. § 29-20-104.5 to defray the cost of capital facilities needed by the District to serve new development within the its jurisdictional boundaries.

B. The Annual Budget, Mill Levy and Revenue and Spending Limitations

In 1996, the voters approved a Ballot Issue that removed the revenue and spending limits imposed by TABOR and State statute. As a result, the District may keep and spend all revenue generated by its mill levy and other sources. The District is still subject to the other requirements of TABOR, including maintaining an emergency reserve equal to 3% or more of its fiscal year spending, excluding bonded debt service. Unused reserves apply to the next year's reserves. The Board must fix a rate of levy of taxes ("mill levy") and certify that mill levy to Elbert County no later than December 15 of each year.

Commented [MC12]: We don't have TABOR, cite the date removed
Voters gave the ability and cite the date it was done WA
RYOUNG: I THINK WE NEED TO MENTION

The District must adopt an annual budget before certifying its mill levy each year. The Fire Chief is responsible for preparing the proposed budget. The Fire Chief must prepare and submit the

proposed budget to the Board on or before October 15 of each year. The County Assessor(s) must certify the assessed valuation or real and personal property within the District by August 25 of each year. By December 10 of each year, the assessor(s) must provide the District with any change in the assessed valuations provided by the assessor in August of that year. Upon receipt of the proposed budget, the Board must hold a public meeting to consider the proposed budget. The Budget must be approved by December 15.

C. Appropriations

The District's expenditures must be made in accordance with the District's annual appropriation of funds, as set forth in its approved budget. Any action or expenditure made beyond the appropriated sum is invalid and void.

The amount of appropriated funds may be supplemented or adjusted during the year, through a Supplemental Budget. The same public hearing process required for the annual budget must be conducted before the Board adopts a Supplemental Budget.

CHAPTER 9
AUDITS

The Board is required to have the District's financial statements audited annually. The audit must be made as of the end of each fiscal calendar year, or more frequently if some special reason exists. The audit report must be completed by June 30, and filed with the State Auditor not later than 30 days after the District receives the report.

CHAPTER 10
LIABILITY

A. Federal and State Tort Claims

"Torts" are wrongful actions that cause harm to an individual, entity, or property. There is an extensive body of Federal law covering a wide array of "torts." In general, the Colorado Governmental Immunity Act, C.R.S. § 24-10-101 *et seq*., does not protect the District from Federal tort claims. Some examples of Federal tort claims are discrimination claims, deprivation of constitutional or statutory rights (i.e., "Section 1983" cases), antitrust, securities violations, labor and wage actions, and environmental cases.

With certain narrow exceptions, the Governmental Immunity Act bars all State tort claims against the District, and its directors, officers and employees. For those tort claims where liability may be imposed, the liability is limited to $350,000 per person, and $990,000 per occurrence. The Governmental Immunity Act may require the District to indemnify its directors, officers and employees/volunteers, under certain circumstances.

B. Contract Claims and Criminal Acts

Contract claims are not barred by the Governmental Immunity Act. Public officials, however, are generally not personally liable for the contracts of the governmental entity. The Governmental Immunity Act offers no protection from criminal actions. Common potential areas of criminal exposure include:

(1) entering into a prohibited transaction;

(2) failing to disclose conflicts of interest;

(3) misuse of official information;

(4) malfeasance; or

(5) issuing a false certificate or document.

CHAPTER 11
PUBLIC RECORDS AND HIPAA LIMITATIONS

As a political subdivision of the State, the District must comply with the Colorado Public (Open) Records Act, C.R.S. §24-72-101, *et seq*. (the "Open Records Act"). The Open Records Act requires the District to make available for inspection and copying all public records within its possessions, custody and control. The provisions relating to the inspection and copying of public records are very detailed, and in some instances, complex, and are beyond the scope and purpose of this Manual.

The District's obligations under the Open Records Act are further complicated by the obligations and limitations imposed by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Privacy Rule and other regulations promulgated, or which will be promulgated, by the US Department of Health and Human Services. As a result of the emergency medical services it provides, and its transmission of health information in electronic form in connection with transactions covered by HIPAA, the District is a "covered entity" within the meaning of the Privacy Rule and HIPAA, and must comply with detailed requirements for protecting confidential health information that it generates or receives in the course of providing its emergency medical services.

HIPAA and the Privacy Rule also impact the District in another way. Although employers are not covered by HIPAA and the Privacy Rule, the District's health plan is covered by HIPAA and the Privacy Rule. Detailed privacy regulations apply to the District's health plan, and extend to the District to the extent it transmits or receives protected health information in connection with the Plan.

The District's legal counsel works closely with Chief Staff to respond to requests for documents and information to ensure the District complies with the Open Record Act, and, if applicable, HIPAA, the Privacy Rule or other regulations.

CHAPTER 12
CONTRACTS

A. Construction Contracts

1. Publication and Bid Requirements

The Special District Act requires the District to publish notice of bids for "…all construction contracts for work or materials or both involving an expense of $60,000 or more of public moneys." C.R.S. §32-1-1001(1)(d). The District may reject any and all bids, and if it appears that the District can perform the work or secure material for less than the lowest bid, it may do so. It is entirely appropriate for a District Board to approve a contract without soliciting bids where the contract does not involve a construction project estimated to exceed $60,000.

2. Bonds and Retainage

The District is not required by State law to require the contractor to provide a bid bond; however, a bid bond protects the District from a contractor withdrawing a low bid. Thus, a bid bond in the amount of five percent of the amount bid is often recommended, depending upon the circumstances. The cost of the bid bond is usually passed back to the District through the costs set forth in the bid.

State law requires every contractor awarded a public contract for more than $50,000 to execute an adequate labor and materials bond, as well as a performance bond in the amount of at least one-half of the contract amount. State law also requires public construction contracts over $150,000 to contain certain statutory retainage provisions, typically five percent retainage until completion and final acceptance of the construction project. The retainage must be held until the following final payment procedures are completed.

(1) Upon completion of the project – usually identified by receipt of a Certificate Of Completion from the engineer or architect – a notice of final payment must be published twice. This notice announces that final payment will be made to the contractor on a designated settlement date, which is more than ten days after the second publication. If no claims are made, payment in full to the contractor may be made on the settlement date; or

(2) If a claim is properly made by a subcontractor or supplier, then the District must withhold sufficient funds to ensure satisfaction of that claim until the claim is withdrawn, paid, or 90 days have passed. If within 90 days, the claimant has not filed a lawsuit, then the retainage must be remitted to the contractor. If a lawsuit is commenced, the District may be able to deposit the money with the Court to avoid becoming embroiled in the litigation.

3. Appropriations Clause

The District may not contract for a public works project in an amount in excess of the amount "appropriated" by the District for the project. All construction contracts must contain provisions

stating money has been appropriated, and that any change order increase must be accompanied by a further written assurance that appropriations are sufficient. Except as specifically limited by State statute, all contracts are subject to budget and appropriations by the Board.

B. Other Contracts

Except for the construction contracts discussed above, the District is not required to perform a bidding or publication process for any contracts, including but not limited to contracts for the purchase of vehicles, equipment, non-construction materials, real and other personal property, leases, advisory and professional services.

C. Public Services Contracts

C.R.S. § 8-17.5–101, *et seq*. prohibits the District from entering into services contracts with any person or entity employing illegal aliens. This statute requires most services contracts, with limited exceptions, to contain certain provisions intended to ensure those providing services to the District do not employ illegal aliens. Accordingly, most services contracts with the District must contain the language required by C.R.S. § 8-17.5–101.

CHAPTER 13
BOUNDARY ISSUES

The Special District Act contains detailed, and at times confusing and inconsistent, provisions regarding the inclusion or exclusion of real property into the District. A comprehensive discussion of these provisions is beyond the scope and purpose of this Manual.

In general, there are four procedures by which property can be included into the District:

(1) The fee owner(s) of 100% of any real property capable of being served by the District may file a petition for inclusion of that property with the Board; or,

(2) A petition filed by the lesser of 20% or two hundred of the taxpaying electors within the affected area; or,

(3) The Board of Directors adopting a resolution proposing the inclusion of the affected area; however, no single tract or parcel constituting more than 50% of the total area to be included may be included without the consent of the owner of that parcel; or,

(4) A "district-to-district" transfer of real property from a fire protection district to the District.

Property may be excluded from the District by any one of the following procedures:

(1) The fee owner(s) of 100% of the real property petition the District for exclusion of the Property; or,

(2) A municipality may, under certain circumstances, exclude territory from the District; or,

(3) A "district-to-district" transfer of real property from the District to another fire protection district.

CHAPTER 14
TABOR AND THE GALLAGHER AMENDMENT

Commented [MC13]: Again don't use TABOR WA
RYOUNG: I THINK WE NEED TO LEAVE THIS IN

A. Introduction

As previously stated, the voters approved a Ballot Issue in 1996 that removed the revenue and spending limits imposed by TABOR and State statute; however, other TABOR requirements still apply to the District, including maintaining an emergency reserve equal to 3% or more of its fiscal year spending, excluding bonded debt service. Unused reserves apply to the next year's reserves.

B. Financial Limitations

Under TABOR, the District is required to obtain voter approval to increase its mill levy above the current mill levy, except in certain instances for debt service on general obligation bonds, pension payments and final court judgments, or as may otherwise be approved by the electors or authorized by law. TABOR also requires advance voter approval to create new District debt or financial obligations that extend beyond the current fiscal year, including general obligation and revenue bonds.

Voter approval is not required for refinancing debt at a lower interest rate, obligations with adequate present cash reserves pledged irrevocably and held for payments in future fiscal years, and qualifying lease/purchase agreements.

TABOR prohibits incurring multiple fiscal year financial obligations without voter approval. All multi-year contracts requiring the expenditure of District funds require voter approval unless adequate cash reserves exist to finance the obligation. The Colorado Courts have determined that a properly structured lease/purchase agreement does not require voter approval or adequate cash reserves.

C. Gallagher Amendment

In 1982, voters enacted a Colorado Constitutional provision called the Gallagher Amendment. The Gallagher Amendment requires the percentage of property taxes paid by residential property owners in the State to be 45% of the total property taxes paid. In every odd year, the Colorado Legislature is required to maintain the ratio between total statewide assessed values of residential and nonresidential property by setting the residential assessment rate ("RAR") at a level that will ensure the 45% residential property tax share, as compared to a 55% nonresidential property tax share, as required by the Colorado Constitution ("Gallagher Split").

The District's operating revenue is primarily comprised of property taxes paid by the District's residents, which property taxes are calculated by applying the RAR and the District's mill levy to the assessed valuation of residents' property. As a result, a higher RAR generates more property tax revenue, as compared to a lower RAR.

When residential property values increase across the State, the Gallagher Amendment generally requires the Colorado Legislature to reduce the RAR in order to ensure the Gallagher Split.

Conversely, when residential property values decrease across the State, the Gallagher Amendment is intended to require the Colorado Legislature to increase the RAR in order to ensure the Gallagher Split. However, as discussed in Section 14(B), above, TABOR requires voter approval for certain events, including any "valuation for assessment ratio increase for a property class". As a result, since 1992 when TABOR was enacted, in years in which the Gallagher Amendment has mandated that the RAR be increased, the Colorado Legislature has not done so because lawmakers assumed that increasing the RAR would violate TABOR.

The steady reduction in the RAR resulting from the property tax allocation formula imposed by the Gallagher Amendment, coupled with the Colorado Legislature's refusal to increase the RAR because of its interpretation of TABOR, has had, and likely will continue to have, adverse impacts on the District's tax revenue.

In 2018, the District's voters passed a Ballot Issue permitting the District to adjust the mill levy annually in order to retain equivalent funding as if the State's RAR remained at 7.2%.

CHAPTER 15
PERSONNEL/CONFIDENTIAL MATTERS AND RECORDS

A. Limited Board Involvement in Personnel Matters

Consistent with its statutory authority to govern the District's affairs, the Board establishes the rules, policies and procedures relating to the District's employee and volunteers. The Board has delegated to the Fire Chief, and charged the Fire Chief with, the responsibility for implementing the personnel rules, policies and procedures established by the Board, and handling, directly or through the supervision of subordinate supervisors and managers, the day-to-day administration of the District's volunteers and employees, including hiring and appointing, job/position performance evaluation, corrective/disciplinary actions, and all other aspects of the employee/volunteer relationship with the District. The Fire Chief is authorized to adopt Standard Operating Procedures as necessary to implement the rules, policies and procedures established by the Board.

Except with respect to supervision of the Fire Chief, (discussed below), and except for the circumstances expressly identified in the District's personnel manual or employee handbook, the Board does not become involved in personnel matters.

The Board is responsible for supervising the Fire Chief, including hiring the Fire Chief, evaluating the Fire Chief's job performance, determining the Fire Chief's compensation and benefits and other terms and conditions of employment, and imposing corrective/disciplinary actions against the Fire Chief.

B. Director Access to the Personnel/Confidential Files of District Members or Patients

A Director's position as a Board member does not, in itself, entitle the Director to access a District member's personnel or confidential files; except that, as the immediate supervisors of the Fire Chief, Directors are authorized to inspect the Fire Chief's personnel and confidential files. C.R.S. §24-72-204(3)(a)(II)(A). In addition, Directors may be entitled to inspect other District member files to the extent necessary to satisfactorily supervise the Fire Chief.

Commented [MC14]: This section was addressed during the HR audit
Board members shouldn't ask for personnel files unless presented by Chief in an executive session WA
RYOUNG: AGREE

With respect to protected health information ("PHI") of District members, or individuals or District members to whom the District provides medical services, Board members are permitted to receive PHI to the minimum extent necessary to govern the health care operations of the District, including: conducting quality assessment/improvement activities, population-based activities relating to improving health or reducing health care costs, and case management/care coordination; reviewing the competence/qualifications of its medical care personnel, evaluating provider and health plan performance, training health care and non-health care professionals, accreditation, certification, licensing, or credentialing activities; conducting/arranging for medical review, legal, and auditing services, including fraud and abuse detection and compliance programs; business planning/development, such as conducting cost-management and planning analyses related to managing/operating the District; and business management and general administrative activities, including those related to implementing/complying with the HIPAA Privacy Rule and other

Administrative Simplification Rules, customer service, resolution of internal grievances, sale or transfer of assets, creating de-identified health information or a limited data set, and fundraising for the benefit of the District. See, generally, 45 CFR 164.501

Even where the Board receives PHI as part of the District's health care operations, HIPAA and the Privacy Rule restrict what information the Board can received. The U.S Department of Health and Human Services, which regulates HIPAA and the Privacy Rule, amends its regulations frequently. As a result, a comprehensive discussion of the restrictions placed on disclosures of PHI is beyond the scope and purpose of this Manual. The requirements and issues relating to specific disclosures of PHI to the Board should be discussed with Fire Chief and the District's legal counsel at the time any such issues arise.

To the extent practicable under the specific circumstances of a matter, the Fire Chief will use the following disclosure protocols:

1. In executive session, the Fire Chief will inform Directors of the basic facts and circumstances surrounding an emergency incident or a personal matter involving PHI or other confidential information to the extent necessary for the Board to evaluate whether the incident/matter may impact the District's health care operations or other business activities. The Fire Chief, with the assistance of legal counsel, will advise the Board of any restrictions HIPAA and the Privacy Rule place on the disclosure of PHI to the Board.

2. On no less than a monthly basis, the Fire Chief shall, in executive session, provide updates on the status of the incident/matter until it has been resolved.

Commented [MC15]: How does this apply, can it read at the discretion of the Chief to inform the Board with updates? WA
RYOUNG: AGREE

3. The Fire Chief shall disclose additional PHI or other confidential information as necessary for the Board to evaluate whether the incident/matter may impact the District's health care operations or other business activities, as the incident/matter develops.

CHAPTER 16
AMENDMENT OF BOARD MEMBER MANUAL

This Board Member Manual supersedes any prior bylaws or board member manual adopted by the Board. This Board Member Manual may be altered, amended, or repealed by a majority vote of the Board at a properly noticed regular or special meeting of the Board at which a quorum is present.

WA suggested ADDs: Guidance for Board members to determine how to interact or inform Chief (higher authority) of misconduct of staff. Also, in general of citizen complaints of staff.

Strategic Plan incorporated into the Board duties. (Review and planning tools)

Reference the New Board members directed to review and access on the web site.

CHAPTER 17
SEVERABILITY

If any provision of this Manual or the application thereof is held invalid, such invalidity shall not affect the provisions or applications of this Manual which can be given effect without the invalid provision or application. To this end, the provisions of this Manual are deemed severable.

Adopted this 9th day of June 2020.

Elizabeth Fire Protection District

2020 Ambulance Rate Increase Proposal

Proposed	
BLS + $50	$850.00
ALS +$150	$1,100.00
ALS2 + $250	$1,400.00
Per Mile + $2	$18.00

Average of $150 increase
Excluding mileage

Current	**Rate**
BLS	$800
ALS (Majority)	**$950**
ALS2	$1,150
Transport miles	$16