# ELIZABETH FIRE PROTECTION DISTRICT
# BOARD OF DIRECTORS MEETING
# AGENDA
# July 14, 2020

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment
5. Additions/Deletions to Agenda
6. Public Hearing
    - Consideration to Adopt New Resolution 20-07-10 A Resolution Amending the 2019 Budget
7. Meeting Minutes
    - Discussion and possible approval of Meeting Minutes June 09,2020
8. Financial Matters
    - 2019 Audit
        - Discussion and possible approval
    - Report on administration building lease payment
        - Staff Update
    - Ratify the bills
        - Discussion and possible approval
9. Staff Report
10. Legal Report
11. Old Business
    - Development update
        - Staff Update
    - Discussion of Fee Schedule
        - Staff Update
    - Board Member Manual
        - Discussion and possible approval
12. New Business
    - Consideration to Adopt New Resolution 20-07-09 A Resolution Revising the Electronic Board Meeting Policy During COVID-19 Pandemic
13. Executive Session
    - Legal Matters
14. Adjournment

Draft

CERTIFIED RECORD

OF

PROCEEDINGS RELATING TO

**ELIZABETH FIRE PROTECTION DISTRICT**
ELBERT COUNTY, COLORADO

HEARING ON THE SUPPLEMENTAL BUDGET REGARDING
THE APPROPRIATION OF MONEYS TO
AND THE EXPENDITURE OF MONEYS FROM THE
GENERAL FUND

FOR FISCAL YEAR

2019

STATE OF COLORADO )
) ss.
COUNTY OF ELBERT )

The Board of Directors ("***Board***") of the Elizabeth Fire Protection District ("***District***"), Elbert County, Colorado, held a special meeting and public hearing at 155 W. Kiowa Ave., Elizabeth, Colorado 80107 on Tuesday, July 14, 2020, at the hour of 7:00 p.m. concerning the proposed Supplemental Budget regarding the appropriation of moneys to and expenditure of moneys from the District's General Fund for the creation of three new funds for fiscal year 2019.

Chairperson Young reported that, prior to the meeting and public hearing, each Director was notified of the date, time, and place of the meeting and public hearing, and the purpose for which it was called. The Chairperson further reported that a Notice of the public hearing on the proposed Supplemental Budget was duly published pursuant to Colorado law. Notice of the public hearing also was duly posted. Thereupon, Vice Chairman Christensen introduced and moved for the adoption of the following Resolution:

**RESOLUTION #20-07-10**

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET REGARDING THE APPROPRIATION OF MONEYS TO AND EXPENDITURE OF MONEYS FROM THE GENERAL FUND FOR THE ELIZABETH FIRE PROTECTION DISTRICT, ELBERT COUNTY, COLORADO, FOR THE CREATION OF THREE NEW FUNDS FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2019 AND ENDING ON THE LAST DAY OF DECEMBER 2019.

WHEREAS, the District is a political subdivision of the State of Colorado formed pursuant to the Special District Act, C.R.S. 32-1-101, *et seq*.;

WHEREAS, in accordance with Colorado law, in the fall of 2018 the District Board adopted the 2019 Budget for the District, which sets forth the projected appropriations and expenditures for the District for fiscal year 2019;

WHEREAS, after adopting the 2019 Budget and making appropriations thereunder, the District's Auditor and Accountant determined that the District's Budget should be reported in such a way as to reflect three new funds from the District's General Fund related to different revenues, specifically, the Capital Mill Levy, the Impact Fee Revenue, and the Infrastructure Fee Revenue, and to have to make a smoother transition to new accounting tools. This new system of reporting could not reasonably have been anticipated at the time the 2019 Budget was adopted in the fall of 2018 because the District Board was not aware of recommended changes to the reporting and accounting software used by the District;

WHEREAS, the District Board authorized its administrative staff to prepare and submit a proposed 2019 Supplemental Budget creating three new funds from the General Fund, and reflecting revenue and expenditures, if any, to such funds;

WHEREAS, a copy of the proposed changes to the 2019 Budget is attached to this Record of Proceedings, which reflects the three new funds created and appropriations to such funds;

WHEREAS, due and proper notice, published and posted in accordance with the law, advised the public that (1) the proposed 2019 Supplemental Budget was available for inspection by the public at a designated public office; (2) a public hearing would be held on Tuesday, July 14, 2020 at 7:00 p.m.; and (3) interested electors could comment on, or file or register objections to, the proposed 2019 Supplemental Budget any time before the public hearing; and

WHEREAS, a public hearing was held on Tuesday, July 14, 2020, and interested electors were given the opportunity to comment on or to file or register any objections to the proposed 2019 Supplemental Budget, which includes the attached changes.

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

Section 1. **Adoption of Supplemental Budget for 2019.** The Board hereby adopts the 2019 Supplemental Budget, with the changes outlined in the attached spreadsheet.

Section 2. **Purposes of 2019 Supplemental Budget Could Not Have Been Reasonably Foreseen**. At the time the Board adopted the 2019 budget in the fall of 2018, the District's change in account software could not have been foreseen.

The foregoing Resolution was seconded by Director _____.

ADOPTED AND APPROVED this 14th day of July, 2020.

_____

_____, _____

ATTEST:

_____

_____, _____

STATE OF COLORADO )
) ss.
COUNTY OF ELBERT )

I, William M. Graeff, Treasurer Board of Directors of the Elizabeth Fire Protection District, Elbert County, Colorado, do hereby certify that the foregoing pages numbered 1 through 3 constitute a true and accurate copy of the record of proceedings of the Board at the public hearing held at 155 W. Kiowa Ave., Elizabeth, Colorado 80107 on Tuesday, July 14, 2020, at the hour of 7:00 p.m., insofar as said proceedings relate to the Supplemental Budget regarding the appropriations to and expenditures from the Elizabeth Fire Protection District General Fund for the creation of three new funds; that said proceedings were duly had and taken; and that the meeting was duly held.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 14th day of July, 2020.

_____
William M. Graeff, Treasurer

ELIZABETH FIRE PROTECTION DISTRICT
2019 AMENDED BUDGET
CAPITAL MIL FUND

| | | | |
|---|---|---|---|
| | **ASSESSED VALUATION $173,125,514** | | |
| | **CAPITAL MIL LEVY 1.970** | | |
| | | | |
| | **CAPITAL INCOME** | | |
| | | **2018 Actual** | **2019 Budget** |
| 2.40100 | Capital Improvement Tax Revenue | $ 337,193.00 | $ 339,939.00 |
| 2.41100 | Interest | 1,484.00 | 4,545.00 |
| | Transfer In | 1,096.00 | |
| 2.40800 | Grant Income | | |
| | **TOTAL REVENUE** | $339,773.00 | $ 344,484.00 |
| | **CAPITAL EXPENDITURES** | | |
| 2.55000 | Treasurers fee | $ 9,849.00 | $ 9,931.00 |
| 2.80010 | PPE | | |
| 2.80011 | Uniform Standardizations | | 12,145.00 |
| 2.80012 | Apparatus | 2,010.00 | 3,000.00 |
| 2.80013 | Equipment | 16,666.00 | 5,684.00 |
| | Fire Hose | | |
| 2.80014 | Station 271 | 46,265.00 | 43,588.00 |
| 2.80015 | Station 272 | 561.00 | |
| 2.80016 | Station 273 | | 4,727.00 |
| | 273 Septic | | |
| | 273 Paving | | |
| 2.80017 | General Facilities | | |
| | Admin Generator | | |
| 2.80018 | Joint Facility Capital Expense | | |
| | | **$ 75,351.00** | **$ 79,075.00** |
| | | | |
| | **DEBT SERVICE** | | |
| 2.80201 | PNC Lease Principal | 117,052.00 | 120,445.00 |
| 2.80220 | PNC Lease Interest | 34,355.00 | 30,963.00 |
| | | | |
| | | **$ 151,407.00** | **$ 151,408.00** |
| | | | |
| | **TRANSFERS TO GENERAL FUND** | | |
| 2.49000 | Ambulance Grant | $ 45,372.00 | |
| | Mechanical CPR Device | | |
| | Transfer Out for Admin Building | | |
| | | **$ 45,372.00** | **$ -** |
| | | | |
| | **Total Capital Expenditures** | **$ 272,130.00** | **$ 230,483.00** |
| | | | |
| | | | |
| | **Beginning Balance 2019** | **$ -** | **$ 67,643.00** |
| | **Grant Income** | | |
| | **Proposed Capital Mil Fund Revenue** | **339,773.00** | **344,484.00** |
| | **Proposed Capital Mil Expenses** | **272,130.00** | **230,483.00** |
| | **Ending Balance** | **$ 67,643.00** | **$ 181,644.00** |

ELIZABETH FIRE PROTECTION DISTRICT
2019 AMENDED BUDGET
IMPACT FEES FUND
ZONE 1

| | | | | |
|---|---|---|---|---|
| | | **IMPACT FEES FUND** | | |
| | | | | |
| | **INCOME** | | | |
| | | | 2018 Actual | 2019 Budget |
| | **BEGINNING BALANCE** | | | |
| | | | | |
| | **INCOME** | | | |
| 3.40100 | | ZONE 1 | $ 5,193.50 | $ 11,997.00 |
| | | Interest | | 106.00 |
| | | **TOTAL IMPACT FEE REVENUE** | **$ 5,193.50** | **$ 12,103.00** |
| | | | | |
| | | | | |
| | **EXPENSES** | | | |
| 3.00001 | | Transfer out to General Fund for Admin Bld | $ 5,193.50 | $ 5,000.00 |
| | | | | |
| | | | | |
| | | **TOTAL EXPENSES** | **$ 5,193.50** | **$ 5,000.00** |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | **BEGINNING BALANCE 2019** | | |
| | | **Proposed Impact Fee Revenue** | **5,193.50** | **12,103.00** |
| | | **Proposed Impact Fee Expenses** | **5,193.50** | **5,000.00** |
| | | **Ending Balance** | **$ -** | **$ 7,103.00** |

ELIZABETH FIRE PROTECTION DISTRICT
2019 AMENDED BUDGET
IMPACT FEES FUND
ZONE 2

| | | | |
|---|---|---|---|
| | | **IMPACT FEES FUND** | |
| | | | |
| | **INCOME** | | |
| | | | 2019 Estimated |
| | **BEGINNING BALANCE** | | |
| | | | |
| | | | |
| | **INCOME** | | |
| 4.40200 | | ZONE 2 | 1,226.00 |
| | | INTEREST | 6.00 |
| | | **TOTAL IMPACT FEE REVENUE** | **$ 1,232.00** |
| | | | |
| | | | |
| | **EXPENSES** | | |
| 4.00002 | | Transfer to General Fund for Admin Bldg | $ - |
| | | | |
| | | **TOTAL EXPENSES** | **$ -** |
| | | | |
| | | | |
| | | | |
| | | | |
| | | **BEGINNING BALANCE 2019** | |
| | | **Proposed Impact Fee Revenue** | **1,232.00** |
| | | **Proposed Impact Fee Expenses** | **-** |
| | | **Ending Balance** | **$ 1,232.00** |

ELIZABETH FIRE PROTECTION DISTRICT
2019 AMENDED BUDGET
IMPACT FEES FUND
ZONE 3

| | | | |
|---|---|---|---|
| | | **IMPACT FEES FUND** | |
| | | | |
| | **INCOME** | | |
| | | | 2019 BUDGET |
| | **BEGINNING BALANCE** | | |
| | | | |
| | | | |
| | **INCOME** | | |
| 5.40300 | | ZONE 3 | 12,286.00 |
| | | Interest | 97.00 |
| | | **TOTAL IMPACT FEE REVENUE** | **$ 12,383.00** |
| | | | |
| | | | |
| | **EXPENSES** | | |
| 5.00003 | | Transfer to General Fund for Admin Bldg | - |
| | | **TOTAL EXPENSES** | **$ -** |
| | | | |
| | | | |
| | | | |
| | | | |
| | | **BEGINNING BALANCE 2019** | |
| | | **Proposed Impact Fee Revenue** | **12,383.00** |
| | | **Proposed Impact Fee Expenses** | **-** |
| | | **Ending Balance** | **$ 12,383.00** |

ELIZABETH FIRE PROTECTION DISTRICT
2019 AMENDED BUDGET
INFRASTRUCTURE FEE FUND

| | | | | |
|---|---|---|---|---|
| | | **INFRASTRUCTURE FEE FUND** | | |
| | | | | |
| | **INCOME** | | | |
| | | | | |
| | | | 2018 Actual | 2019 Budget |
| | | Beginning Balance | | $ 8,449.00 |
| 6.40100 | | Infrastructure Fees | 6,240.00 | 7,280.00 |
| | | Interest | 126.00 | 307.00 |
| | | Transfer In | 2,083.00 | |
| | | **Total Revenue** | $ 8,449.00 | $ 7,587.00 |
| | | | | |
| | **EXPENSES** | | | |
| | | Appartus | | |
| 6.80017 | | Facilities | | |
| | | Equipment | | |
| | **TOTAL INFRASTRUCTURE EXPENSE** | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | **Beginning Balance 2019** | | **$ 8,449.00** |
| | | **Infrastructure Fee Revenue** | **8,449.00** | **7,587.00** |
| | | **Infrastructure Fee Expenses** | **-** | **-** |
| | | **Ending Balance** | **$ 8,449.00** | **$ 16,036.00** |

# RECORD OF PROCEEDINGS

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

Held: Tuesday, June 09, 2020, 7:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

Attendance

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

The following Directors were in attendance:

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

Also present were:

Fire Chief Steck
Division Chief Gerczynski
Division Chief Aldridge
Sarah Fischer, Director of Finance and HR
Maria Cannata, Secretary to the Board
Michelle Ferguson, District Legal Counsel (via web conference)

Visitors:

E.M.S. Coordinator Sean Mackall

Call to Order

Director Young called to order the regular meeting of the Board of Directors of the Elizabeth Fire Protection District at 7:02 p.m.

Pledge of Allegiance

Director Austgen led the flag salute.

Public Comment

Director Young opened the meeting for public comment.

There was no public comment.

| | |
|---|---|
| Addition/Deletions to Agenda | Director Young asked if there were any changes to the agenda. Chief Steck mentioned that an executive session was needed, which will be conducted under a separate web conference.<br><br>No changes were identified. |
| Approval of Minutes | The Board reviewed the draft minutes from May 12, 2020, regular Board meeting. Secretary to the Board Maria Cannata stated the minutes need to be amended due to an error in the monthly financial report. The amount indicated by Director of Finance Sarah Fischer was misinterpreted that we received $1900 for E.M.S. billing. The $1900 is the amount to be paid to the third-party billing service. Director Young called for a motion. Motion to amend April minutes was made by Director Austgen, seconded by Director Christensen, and unanimously carried.<br><br>Director Young moved to approve the May 12, 2020 minutes. Director Christensen made the motion. Director Means seconded the motion. The motion passed unanimously. |
| Financial Matters | |
| - Monthly Financial Report | Director of Finance and HR Fischer presented the Board with the Financial Reports for May. Director Fischer stated that the District collected 65% of property tax. The District received 47% of the budgeted Specific Ownership taxes. The new BOK Financial credit cards are working. We still have accounts at the other bank. Medicare and Medicaid have not moved over to BOK Financial.<br><br>Director Young asked about the impact of COVID-19 on the emergency funds.<br><br>Lengthy discussion followed.<br><br>A motion to approve the Financial Reports for May was made by Director Austgen, seconded by Director Graeff. Motion carried. |

Staff Report

Chief Steck stated that after 20 years of service, Fire Fighter Jayson Wunsch, has retired. The vacancy was filled by Keenan Eaton who tested number one on the hiring list. Eaton's start date is July 01. A Badging ceremony will happen in August.

Discussion followed.

Chief Steck told the Board that Station 271 has a bad roof. Staff is in the process of getting bids for the repair. There is money in the capital fund for replacement. The cost will roughly be $50,000.

Discussion followed

Chief Steck mentioned Kubota donated a zero-turn mower.

Discussion followed.

Chief Steck stated he and Sarah are working on analyzing potential impact of the District's deGallagher measure in 2018. The voters authorized the District to retain all District funds that would have been collected if the Residential Assessment Rate (RAR) remained at 2018 levels (7.2%) Without this, anticipated loss to the District would have been approximately $380,000 in 2022, should the RAR drop as expected. The loss would have been devastating to the District.

Director Austgen asked how the Foundation's assistance to local restaurants is going. Chief Steck told the Board there were a couple of restaurants that would not have made it through this period without help from the Foundation.

Chief Steck stated he and the County Commissioners were at odds about the variance the County sought from the State public health orders, particularly the County's failure to reach out to the District with respect to necessary planning and response. After discussions regarding this issue, the County is now working better with the District.

Discussion followed.

Division Chief Gerczynski told the Board that the Foundation received funds from a grant for $25,000, IREA ($2,000), and two insurance companies($1,500). The Foundation was able to put $24,000 back into the community. The Foundation has to keep careful records to show where the funds were spent,

and that those funds were spent in accordance with state law.

Division Chief Gerczynski apologized for not having an update regarding the development in Elizabeth. She will update the Board as new information come in.

Discussion followed.

Legal Report

Attorney Ferguson mentioned to the Board that a resolution is being considered in the Colorado Legislature with respect to Gallagher, to put a ballot measure on the November ballot which would repeal Gallagher. In many ways, this could be a positive thing. However, in versions currently before the Legislature, the bill would effectively invalidate any deGallagher questions already passed by individual entities, like the District's 2018 question. Chief Steck is assisting the State Chiefs to understand the bill, and determine what, if any, impact it will have if passed.

Chief Steck provided an update indicating that the Resolution to repeal Gallagher was passed today. There are a lot of unanswered questions, including how it could impact the District if it passes. Further discussion followed.

Chief Steck noted that House Bill 20-1293 which is the 911 surcharge increase, was also passed today. The rate can raise to $1.80 per phone line. Elbert County E.T.C. currently are collecting $1.20. If the E.T.C elects to collect the full $1.80, that's a $.60 per phone line revenue increase. The money received goes to E.T.C and will not affect the District's budget.

Director Young asked Attorney Ferguson if changes made to HB20-271 clarify whether it applies to fire investigators, particularly those that are post certified.

Attorney Ferguson stated she has not looked into this but will discuss review the changes and discuss with Dino.

There were no other questions regarding the reports.

Old Business

- FPPA Signatures

Director of Finance and HR Fischer stated that the staff has met with FPPA and made their selection of what plan they want for new hires. It was decided that all new hires will participate in the hybrid program. The Board previously adopted a Resolution addressing this issue, but the Board needs to sign this new document to make this election binding.

- Board Member Manual

Attorney Ferguson reviewed the proposed Board Member Manual with the Board, including a discussion regarding the proposed changes and comments submitted by some Board members in advance of the meeting. Lengthy discussion followed. Having received direction from the Board, Attorney Ferguson indicated she would present a revised copy to the Board for its consideration and potential approval at the Board meeting in July.

New Business

- Increase in Transport costs

Chief Steck stated that there is an increased cost to provide E.M.S., and the District has not modified its rates since 2015. In the last five years, there have been salary and supply cost increases. The District incurred additional costs of new ambulances and autoloaders and other safety-related items.

E.M.S. Coordinator Mackall stated that the last update to the District's E.M.S. fee schedule was on January 01, 2015. Based on the service level Basic Life Service transports are $800, Advanced Life Service (A.L.S.) – 1 are $950, and A.L.S.- 2 are $1,150. A.L.S. 2 are cardiac arrest calls and cost the most because they require more equipment and procedures done. A.L.S.-1 is the majority of the District's service level transport. Transports are broken down based on the procedures that are performed. For the last three years, A.L.S. is the District's main billing item. After considering the fees charged by neighboring agencies and the District's costs, Staff recommends increasing the existing fee schedule by the following amounts: an additional $50 to B.L.S., $150 to A.L.S. 1, and $250 to A.L.S. 2.

Discussion followed.

Director Austgen asked whether the fee schedule should be

revised every year. E.M.S. Coordinator Mackall replied that it wouldn't hurt to revise the fee schedule yearly.

Chief Steck added that the District is using DOLA statistics for the cost-review. The District is at a 75% increase of Medicare patients. Medicare transports are going up, but the District is recovering less.

Discussion followed.

Director Austgen asked about the projected increase of families in the district. Are these calculations sufficient to address the increase in population?

E.M.S. Coordinator Mackall replied that it is hard to say. The numbers Staff created are based on data from the last three years. The impact from COVID-19 pandemic is unknown at this time.

Chief Steck stated that the suburban area is largely populated by families with individuals that commute or work remotely. The District's primary concerns are the Medicare and Medicaid or equivalent contracts of those providers. The District agreed to take a lower amount, in exchange for being paid directly rather than having to bill the patient. In the past, the District often had to seek collections on patients.

Discussion followed.

Director Young asked whether the agencies surveyed are similar demographically to the District.

E.M.S. Coordinator Mackall stated that there are two different billing methods. The District bills a flat rate based on service level. Other agencies like South Metro and Castle Rock methods bill a flat rate regardless of the procedures performed.

Discussion followed.

Director Means asked if the District knows the average costs for transports?

Director of Finance and HR Fischer showed the Board the

graph of average costs.

Chief Steck indicated that the hourly rate of paramedic/firefighters are likely to rise.

Chief Steck and Attorney Ferguson confirmed that the District does not need to hold a public hearing to make the changes to the E.M.S. Billing fee schedule

The discussion concluded with an agreement to review a breakdown of the costs of the average transport at a future meeting for further analysis and consideration.

Director Means made a motion to approve the increase of the E.M.S. fees effective July 01, 2020. Director Young modified the motion to add, "evaluate the cost through the end of the year with the new rates". Amended motion by Director Graeff, seconded by Director Means. All in favor. Motion carried.

Director Austgen asked if the permit fees need to be increased as well.

Division Chief Gerczynski told the Board that she would start looking at the surrounding fire departments' rates as a starting point to discuss any changes for 2021. We will review the whole fee sheet and come back with a recommendation.

Discussion followed.

-Board Position Designation

Secretary to the Board Cannata stated that after the May 5, 2020 election, new Board Officer positions need to be voted on. Attorney Ferguson stated that the Board can make a motion for each position or make a motion to keep the current slate of officers.

Director Austgen made a motion to keep the current slate of officers:

Rick Young, Board President
Scott Christensen, Board Vice President
Mike Graeff, Board Treasurer
Wayne Austgen, Board Secretary

Don Means, Board Director

Director Means seconded the motion. The Motion passed unanimously.

Executive Session

Director Young made a motion to enter into executive session at 8:58 p.m. pursuant to C.R.S. 24-6-402(4)(f) to discuss a personnel matter.

Meeting Schedule

The next regular Board meeting is scheduled for July 14, 2020, at 7:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

Adjournment

There being no further business to come before the Board, Director Austgen moved to adjourn; Director Christensen seconded, and the vote was unanimously carried. The meeting adjourned at 9:28 p.m.

_____ Date: July 14, 2020
Rick Young, President

_____ Date: July 14, 2020
Wayne Austgen, Secretary

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

| | Jun 30, 20 |
|---|---|
| **ASSETS** | |
| **Current Assets** | |
| **Checking/Savings** | |
| **1.10100 · BOK Financial Operating** | -53.50 |
| **1.10150 · BOK Financial Payroll** | 16,756.44 |
| **1.10200 · Community Bank of Colorado** | 52,111.80 |
| **1.10300 · Wells Fargo** | -153.60 |
| **1.10400 · Colorado Trust General Account** | 1,254,376.13 |
| **1.10600 · CSafe Fund General Account** | 7,079.28 |
| **1.10700 · Colorado Trust Scholarship Fund** | 545.90 |
| **1.10950 · Claim on Pooled Cash** | -4,295.24 |
| **Total Checking/Savings** | 1,326,367.21 |
| **Accounts Receivable** | |
| **1.11600 · Accounts Receivable** | 3,708.50 |
| **Total Accounts Receivable** | 3,708.50 |
| **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** | 1,335,692.71 |
| **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** | **7,220,756.53** |
| **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** | 5,926.00 |
| **1.21400 · Colorado Unemployment** | -126.39 |
| **1.23000 · Deferred Grant Revenue** | 4,155.08 |
| **Total Other Current Liabilities** | 2,377,410.71 |
| **Total Current Liabilities** | 2,377,410.61 |
| **Total Liabilities** | 2,377,410.61 |
| **Equity** | |
| **1.30300 · Investment in Fixed Asset** | 3,410,424.56 |
| **1.31100 · Unapplied Fund Balance** | 826,292.18 |
| **32000 · Unrestricted Net Assets** | 64,881.80 |
| **Net Income** | 541,747.38 |

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

| | Jun 30, 20 |
|---|---|
| **Total Equity** | 4,843,345.92 |
| **TOTAL LIABILITIES & EQUITY** | **7,220,756.53** |

# Elizabeth Fire Protection District
## Income Statement General Fund
### January through June 2020

| | Jan - Jun 20 |
|---|---|
| **Income** | |
| **1.40100 · General Fund Property Tax Reven** | 1,597,518.72 |
| **1.40200 · S.O.T. Revenue** | 180,336.66 |
| **1.40300 · Transport Revenue** | 148,931.27 |
| **1.40400 · Permit Fees** | 7,306.00 |
| **1.40500 · Developer Contributions** | 21,000.00 |
| **1.40600 · CPR Income** | 1,035.00 |
| **1.40700 · CFFHC Benefit Trust** | 1,448.68 |
| **1.41000 · Sale of Capital Assets** | 2,500.00 |
| **1.41100 · Interest Revenue** | 4,887.26 |
| **1.41200 · Other Miscellaneous Income** | 11,170.71 |
| **Total Income** | 1,976,134.30 |
| **Gross Profit** | 1,976,134.30 |
| **Expense** | |
| **1.50000 · Administration** | 1,214,363.68 |
| **1.51000 · Professional Services** | 67,715.04 |
| **1.52000 · Apparatus** | 13,910.86 |
| **1.53000 · Facilities** | 37,373.31 |
| **1.54000 · Equipment Maintenance and Testi** | 15,505.33 |
| **1.55000 · Fire Prevention/Investigations** | 3,920.49 |
| **1.56000 · Communications** | 4,180.05 |
| **1.57000 · Technology** | 18,777.03 |
| **1.58000 · Operations** | 52,003.89 |
| **1.80901 · Disaster Relief Account** | 6,637.24 |
| **Total Expense** | 1,434,386.92 |
| **Net Income** | **541,747.38** |

# Elizabeth Fire Protection District
## General Fund Comparison Budget
### January through June 2020

| | Jan - Jun 20 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| **Income** | | | | |
| **1.40100 · General Fund Property Tax Reven** | 1,597,518.72 | 2,367,430.00 | (769,911.28) | 67.5% |
| **1.40200 · S.O.T. Revenue** | 180,336.66 | 380,000.00 | (199,663.34) | 47.5% |
| **1.40300 · Transport Revenue** | 148,931.27 | 295,000.00 | (146,068.73) | 50.5% |
| **1.40400 · Permit Fees** | 7,306.00 | 20,000.00 | (12,694.00) | 36.5% |
| **1.40500 · Developer Contributions** | 21,000.00 | 30,000.00 | (9,000.00) | 70.0% |
| **1.40600 · CPR Income** | 1,035.00 | 1,800.00 | (765.00) | 57.5% |
| **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** | 4,887.26 | 17,500.00 | (12,612.74) | 27.9% |
| **1.41200 · Other Miscellaneous Income** | 11,170.71 | 8,000.00 | 3,170.71 | 139.6% |
| **1.49000 · Transfer In From Other Funds** | 0.00 | 75,403.00 | (75,403.00) | 0.0% |
| **Total Income** | 1,976,134.30 | 3,259,758.00 | (1,283,623.70) | 60.6% |
| **Gross Profit** | 1,976,134.30 | 3,259,758.00 | (1,283,623.70) | 60.6% |
| **Expense** | | | | |
| **1.50000 · Administration** | 1,214,363.68 | 2,706,534.00 | (1,492,170.32) | 44.9% |
| **1.51000 · Professional Services** | 67,715.04 | 133,627.00 | (65,911.96) | 50.7% |
| **1.52000 · Apparatus** | 13,910.86 | 67,000.00 | (53,089.14) | 20.8% |
| **1.53000 · Facilities** | 37,373.31 | 173,175.00 | (135,801.69) | 21.6% |
| **1.54000 · Equipment Maintenance and Testi** | 15,505.33 | 37,250.00 | (21,744.67) | 41.6% |
| **1.55000 · Fire Prevention/Investigations** | 3,920.49 | 19,600.00 | (15,679.51) | 20.0% |
| **1.56000 · Communications** | 4,180.05 | 13,100.00 | (8,919.95) | 31.9% |
| **1.57000 · Technology** | 18,777.03 | 41,850.00 | (23,072.97) | 44.9% |
| **1.58000 · Operations** | 52,003.89 | 130,850.00 | (78,846.11) | 39.7% |
| **1.80900 · Contingency** | 0.00 | 10,000.00 | (10,000.00) | 0.0% |
| **1.80901 · Disaster Relief Account** | 6,637.24 | | | |
| **Total Expense** | 1,434,386.92 | 3,332,986.00 | (1,898,599.08) | 43.0% |
| **Net Income** | **541,747.38** | **(73,228.00)** | **614,975.38** | **(739.8)%** |

# Elizabeth Fire Protection District
## Capital Mill Comparison Budget
### January through June 2020

| | Jan - Jun 20 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| **Income** | | | | |
| **2.40100 · Capital Improvement Tax Revenue** | 268,305.54 | 396,504.00 | (128,198.46) | 67.7% |
| **2.40800 · Grant Income Cap Mil** | 67,296.00 | 160,842.00 | (93,546.00) | 41.8% |
| **2.41100 · Interest Revenue-CMF** | 1,025.19 | 210.00 | 815.19 | 488.2% |
| **Total Income** | 336,626.73 | 557,556.00 | (220,929.27) | 60.4% |
| **Gross Profit** | 336,626.73 | 557,556.00 | (220,929.27) | 60.4% |
| **Expense** | | | | |
| **2.49000 · Grant Equipment** | 262,948.76 | 321,684.00 | (58,735.24) | 81.7% |
| **2.55000 · County Treasurer Fee-CMF** | 7,730.42 | 11,894.00 | (4,163.58) | 65.0% |
| **2.60000 · Capital Mil Transfer Out** | 0.00 | 11,564.78 | (11,564.78) | 0.0% |
| **2.80010 · PPE Capital Expense** | 18,584.00 | 23,000.00 | (4,416.00) | 80.8% |
| **2.80011 · Uniform Standardization Capital** | 0.00 | 3,000.00 | (3,000.00) | 0.0% |
| **2.80013 · Equipment Capital Expense** | 7,188.00 | 11,000.00 | (3,812.00) | 65.3% |
| **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** | 456,956.92 | 577,550.86 | (120,593.94) | 79.1% |
| **Net Income** | **(120,330.19)** | **(19,994.86)** | **(100,335.33)** | **601.8%** |

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

| | Jan - Jun 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** | 67.24 | | | |
| **4.40200 · Zone 2 Income** | 1,226.00 | 0.00 | 1,226.00 | 100.0% |
| **4.41100 · Interest Impact fee Zone 2** | 8.42 | | | |
| **5.40300 · Zone 3 Income** | 0.00 | 12,000.00 | (12,000.00) | 0.0% |
| **5.41100 · Interest Impact Fee Zone 3** | 72.61 | 215.00 | (142.39) | 33.8% |
| **Total Income** | 9,464.32 | 47,215.00 | (37,750.68) | 20.0% |
| **Gross Profit** | 9,464.32 | 47,215.00 | (37,750.68) | 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** | **9,464.32** | **(16,624.00)** | **26,088.32** | **(56.9)%** |

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

| | Jan - Jun 20 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| **Income** | | | | |
| **6.40100 · Infrastructure Fee Income** | 2,080.00 | 20,000.00 | (17,920.00) | 10.4% |
| **6.41100 · Interest Revenue IF** | 74.76 | 300.00 | (225.24) | 24.9% |
| **Total Income** | 2,154.76 | 20,300.00 | (18,145.24) | 10.6% |
| **Gross Profit** | 2,154.76 | 20,300.00 | (18,145.24) | 10.6% |
| **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** | **2,154.76** | **10,300.00** | **(8,145.24)** | **20.9%** |

# Elizabeth Fire Protection District
## Bank Balances
### As of June 30, 2020

| | Jun 30, 20 | |
|---|---|---|
| | Debit | Credit |
| 1.10100 · BOK Financial Operating | | 53.50 |
| 1.10150 · BOK Financial Payroll | 16,756.44 | |
| 1.10200 · Community Bank of Colorado | 52,111.80 | |
| 1.10300 · Wells Fargo | | 153.60 |
| 1.10400 · Colorado Trust General Account | 1,254,376.13 | |
| 1.10600 · CSafe Fund General Account | 7,079.28 | |
| 1.10700 · Colorado Trust Scholarship Fund | 545.90 | |
| 1.10950 · Claim on Pooled Cash | | 4,295.24 |
| 2.10400 · Colo Trust Cap Mill | 58,057.04 | |
| 2.10950 · Claim on Pooled Cash-CMF | 3,255.24 | |
| 2.13500 · Cash with County Treasurer-CMF | 0.00 | |
| 3.10100 · Colorado Trust Impact Fee Zn1 | 16,259.88 | |
| 3.10950 · Claims on Pooled Cash Zone 1 | 0.00 | |
| 4.10101 · Colorado Trust Impact Fee Zn 2 | 2,465.94 | |
| 5.10102 · Colorado Trust Impact Fee Zn 3 | 12,455.25 | |
| 5.10950 · Claim on Pooled Cash Zone3 | 0.00 | |
| 6.10200 · Colorado Trust Infrastructure | 17,151.37 | |
| 6.10950 · Claims on Pooled Cash Infrastru | 1,040.00 | |
| **TOTAL** | **1,441,554.27** | **4,502.34** |

# Elizabeth Fire Protection District
## Check Register
### June 2020

| Num | Date | Name | Account | Paid Amount | Original Amo... |
|---|---|---|---|---|---|
| | **06/02/2020** | **QuickBooks ...** | **1.10150 · BOK Financial Payroll** | | **-106.21** |
| | | QuickBooks P... | 2110 · Direct Deposit Liabilities | -106.21 | 106.21 |
| TOTAL | | | | -106.21 | 106.21 |
| | **06/12/2020** | **QuickBooks ...** | **1.10150 · BOK Financial Payroll** | | **-51,283.85** |
| | | QuickBooks P... | 2110 · Direct Deposit Liabilities | -51,283.85 | 51,283.85 |
| TOTAL | | | | -51,283.85 | 51,283.85 |
| | **06/29/2020** | **QuickBooks ...** | **1.10150 · BOK Financial Payroll** | | **-52,555.55** |
| | | QuickBooks P... | 2110 · Direct Deposit Liabilities | -52,555.55 | 52,555.55 |
| TOTAL | | | | -52,555.55 | 52,555.55 |
| | **06/30/2020** | | **1.10100 · BOK Financial Operating** | | **-5.00** |
| | | | 1.50102 · Bank Fees | -5.00 | 5.00 |
| TOTAL | | | | -5.00 | 5.00 |
| | **06/30/2020** | | **1.10150 · BOK Financial Payroll** | | **-5.00** |
| | | | 1.50102 · Bank Fees | -5.00 | 5.00 |
| TOTAL | | | | -5.00 | 5.00 |
| **7** | **06/15/2020** | **United States ...** | **1.10150 · BOK Financial Payroll** | | **-17.58** |
| | | | 1.21100 · Federal Payroll Tax | -7.13 | 7.13 |
| | | | 1.21100 · Federal Payroll Tax | -7.13 | 7.13 |
| | | | 1.21100 · Federal Payroll Tax | -1.66 | 1.66 |
| | | | 1.21100 · Federal Payroll Tax | -1.66 | 1.66 |
| TOTAL | | | | -17.58 | 17.58 |
| **8** | **06/15/2020** | **United States ...** | **1.10150 · BOK Financial Payroll** | | **-8,965.08** |
| | | | 1.21100 · Federal Payroll Tax | -5,955.00 | 5,955.00 |
| | | | 1.21100 · Federal Payroll Tax | -485.33 | 485.33 |
| | | | 1.21100 · Federal Payroll Tax | -485.33 | 485.33 |
| | | | 1.21100 · Federal Payroll Tax | -1,019.71 | 1,019.71 |
| | | | 1.21100 · Federal Payroll Tax | -1,019.71 | 1,019.71 |
| TOTAL | | | | -8,965.08 | 8,965.08 |
| **9** | **06/15/2020** | **FPPA** | **1.10150 · BOK Financial Payroll** | | **-12,108.05** |
| | | | 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 | | | | -12,108.05 | 12,108.05 |
| **10** | **06/15/2020** | **ICMA** | **1.10150 · BOK Financial Payroll** | | **-2,460.74** |

# Elizabeth Fire Protection District
## Check Register
### June 2020

| Num | Date | Name | Account | Paid Amount | Original Amo... |
|---|---|---|---|---|---|
| | | | 1.21500 · ICMA 457 | -1,281.78 | 1,281.78 |
| | | | 1.21700 · ICMA EE Loan Payment | -310.94 | 310.94 |
| | | | 1.21600 · ICMA Pension | -434.01 | 434.01 |
| | | | 1.21600 · ICMA Pension | -434.01 | 434.01 |
| TOTAL | | | | -2,460.74 | 2,460.74 |
| **11** | **06/30/2020** | **United States ...** | **1.10150 · BOK Financial Payroll** | | **-9,194.28** |
| | | | 1.21100 · Federal Payroll Tax | -6,152.00 | 6,152.00 |
| | | | 1.21100 · Federal Payroll Tax | -478.22 | 478.22 |
| | | | 1.21100 · Federal Payroll Tax | -478.22 | 478.22 |
| | | | 1.21100 · Federal Payroll Tax | -1,042.92 | 1,042.92 |
| | | | 1.21100 · Federal Payroll Tax | -1,042.92 | 1,042.92 |
| TOTAL | | | | -9,194.28 | 9,194.28 |
| **12** | **06/30/2020** | **FPPA** | **1.10150 · BOK Financial Payroll** | | **-12,108.56** |
| | | | 1.21800 · FPPA Pension Cont | -4,977.83 | 4,977.83 |
| | | | 1.21800 · FPPA Pension Cont | -4,977.83 | 4,977.83 |
| | | | 1.21800 · FPPA Pension Cont | -412.53 | 412.53 |
| | | | 1.21900 · FPPA 457 | -821.10 | 821.10 |
| | | | 1.21800 · FPPA Pension Cont | -919.27 | 919.27 |
| TOTAL | | | | -12,108.56 | 12,108.56 |
| **13** | **06/30/2020** | **ICMA** | **1.10150 · BOK Financial Payroll** | | **-2,460.74** |
| | | | 1.21500 · ICMA 457 | -1,281.78 | 1,281.78 |
| | | | 1.21700 · ICMA EE Loan Payment | -310.94 | 310.94 |
| | | | 1.21600 · ICMA Pension | -434.01 | 434.01 |
| | | | 1.21600 · ICMA Pension | -434.01 | 434.01 |
| TOTAL | | | | -2,460.74 | 2,460.74 |
| **ACH0410** | **06/04/2020** | **Community B...** | **1.10200 · Community Bank of Colorado** | | **-3,731.26** |
| | | | 1.50107 · Admin Training | -50.00 | 50.00 |
| | | | 1.50110 · Express Toll | -29.80 | 29.80 |
| | | | 1.58501 · Operations Equipment/Upgrades | -169.04 | 169.04 |
| | | | 1.54105 · SCBA Testing/Maintenance | -7.36 | 7.36 |
| | | | 1.80901 · Disaster Relief Account | -17.91 | 17.91 |
| | | | 1.58107 · Reserve Academy | -50.93 | 50.93 |
| | | | 1.58107 · Reserve Academy | -78.98 | 78.98 |
| | | | 1.53904 · Quartermaster Supplies | -69.74 | 69.74 |
| | | | 1.53904 · Quartermaster Supplies | -17.16 | 17.16 |
| | | | 1.57102 · I.T. Software Upgrades Sage/Sup | -17.95 | 17.95 |
| | | | 1.57102 · I.T. Software Upgrades Sage/Sup | -458.39 | 458.39 |
| | | | 1.57110 · I.T. Equipment/Upgrades | -749.00 | 749.00 |
| | | | 1.57110 · I.T. Equipment/Upgrades | -872.09 | 872.09 |
| | | | 1.53206 · 272 Cable | -102.65 | 102.65 |
| | | | 1.58107 · Reserve Academy | -34.98 | 34.98 |
| | | | 1.53810 · Admin Maint/Repairs | -182.88 | 182.88 |
| | | | 1.80901 · Disaster Relief Account | -35.50 | 35.50 |
| | | | 1.80901 · Disaster Relief Account | -139.90 | 139.90 |
| | | | 1.80901 · Disaster Relief Account | -640.00 | 640.00 |
| | | | 1.55303 · CPR Supplies/Fees | -7.00 | 7.00 |
| TOTAL | | | | -3,731.26 | 3,731.26 |
| **ACH0411** | **06/12/2020** | **Pinnacol Ass...** | **1.10100 · BOK Financial Operating** | | **-6,259.00** |
| | | | 1.50409 · Workers Comp | -6,259.00 | 6,259.00 |

# Elizabeth Fire Protection District
## Check Register
### June 2020

| Num | Date | Name | Account | Paid Amount | Original Amo... |
|---|---|---|---|---|---|
| TOTAL | | | | -6,259.00 | 6,259.00 |
| **ACH0412** | **06/15/2020** | **HUMANA** | **1.10100 · BOK Financial Operating** | | **-251.41** |
| | | | 1.50407 · Life Insurance | -251.41 | 251.41 |
| TOTAL | | | | -251.41 | 251.41 |
| **ACH0412** | **06/30/2020** | **Community B...** | **1.10200 · Community Bank of Colorado** | | **-578.99** |
| | | | 1.53201 · Station 272 | -102.65 | 102.65 |
| | | | 1.57102 · I.T. Software Upgrades Sage/Sup | -476.34 | 476.34 |
| TOTAL | | | | -578.99 | 578.99 |
| **ACH0414** | **06/04/2020** | **BOK Financia...** | **1.10100 · BOK Financial Operating** | | **-4,940.36** |
| | | | 1.50102 · Bank Fees | -300.00 | 300.00 |
| | | | 1.50104 · Meeting Expense | -48.56 | 48.56 |
| | | | 1.50104 · Meeting Expense | -71.18 | 71.18 |
| | | | 1.58204 · Training | -213.87 | 213.87 |
| | | | 1.50104 · Meeting Expense | -25.69 | 25.69 |
| | | | 1.53810 · Admin Maint/Repairs | -18.71 | 18.71 |
| | | | 1.53311 · 273 Equipment/ Upgrades | -302.63 | 302.63 |
| | | | 1.53111 · 271 Maintenance/Repairs | -316.83 | 316.83 |
| | | | 1.53111 · 271 Maintenance/Repairs | -1,151.08 | 1,151.08 |
| | | | 1.57110 · I.T. Equipment/Upgrades | -51.98 | 51.98 |
| | | | 1.52102 · Apparatus Repairs | -11.99 | 11.99 |
| | | | 1.50101 · Office Supplies | -55.98 | 55.98 |
| | | | 1.50106 · Dues | -1,650.00 | 1,650.00 |
| | | | 1.50502 · Background Checks | -139.48 | 139.48 |
| | | | 1.50107 · Admin Training | -15.00 | 15.00 |
| | | | 1.53310 · 273 Maintenance/ Repairs | -187.63 | 187.63 |
| | | | 1.53310 · 273 Maintenance/ Repairs | -26.97 | 26.97 |
| | | | 1.51103 · I.T. Services | -29.97 | 29.97 |
| | | | 1.52103 · Apparatus Equipment/Upgrades | -93.60 | 93.60 |
| | | | 1.53810 · Admin Maint/Repairs | -34.64 | 34.64 |
| | | | 1.53810 · Admin Maint/Repairs | -28.89 | 28.89 |
| | | | 1.80901 · Disaster Relief Account | -121.95 | 121.95 |
| | | | 1.53311 · 273 Equipment/ Upgrades | -29.99 | 29.99 |
| | | | 1.80901 · Disaster Relief Account | -13.74 | 13.74 |
| TOTAL | | | | -4,940.36 | 4,940.36 |
| **ACH516** | **06/01/2020** | **Public Sector ...** | **1.10100 · BOK Financial Operating** | | **-24,546.20** |
| | | | 1.50403 · Health Insurance | -24,546.20 | 24,546.20 |
| TOTAL | | | | -24,546.20 | 24,546.20 |
| **25084** | **06/05/2020** | **Agfinity** | **1.10100 · BOK Financial Operating** | | **-678.00** |
| I49262 | 06/05/2020 | | 1.58701 · Fuel | -285.07 | 285.07 |
| I49263 | 06/05/2020 | | 1.58701 · Fuel | -392.93 | 392.93 |
| TOTAL | | | | -678.00 | 678.00 |
| **25085** | **06/05/2020** | **Allcopy** | **1.10100 · BOK Financial Operating** | | **-371.99** |
| 27114775 | 06/05/2020 | | 1.57109 · Copier | -371.99 | 371.99 |
| TOTAL | | | | -371.99 | 371.99 |

# Elizabeth Fire Protection District
## Check Register
### June 2020

| Num | Date | Name | Account | Paid Amount | Original Amo... |
|---|---|---|---|---|---|
| **25086** | **06/05/2020** | **AT&T Mobility** | **1.10100 · BOK Financial Operating** | | **-43.72** |
| 2872984877... | 06/05/2020 | | 1.56106 · Cell Phone Expense | -43.72 | 43.72 |
| TOTAL | | | | -43.72 | 43.72 |
| **25087** | **06/05/2020** | **Black Hills** | **1.10100 · BOK Financial Operating** | | **-115.38** |
| 0654784598 | 06/05/2020 | | 1.53103 · 271 Gas | -98.92 | 98.92 |
| 7272235064 | 06/05/2020 | | 1.53803 · Admin Natural Gas | -16.46 | 16.46 |
| TOTAL | | | | -115.38 | 115.38 |
| **25088** | **06/05/2020** | **Boundtree** | **1.10100 · BOK Financial Operating** | | **-1,380.41** |
| 83638535 | 06/05/2020 | | 1.58202 · EMS Supplies | -20.00 | 20.00 |
| 83640314 | 06/05/2020 | | 1.58202 · EMS Supplies | -1,360.41 | 1,360.41 |
| TOTAL | | | | -1,380.41 | 1,380.41 |
| **25089** | **06/05/2020** | **CURTIS** | **1.10100 · BOK Financial Operating** | | **-18,584.00** |
| INV391944 | 06/05/2020 | | 2.80010 · PPE Capital Expense | -6,969.00 | 6,969.00 |
| INV393371 | 06/05/2020 | | 2.80010 · PPE Capital Expense | -11,615.00 | 11,615.00 |
| TOTAL | | | | -18,584.00 | 18,584.00 |
| **25090** | **06/05/2020** | **ECFCA** | **1.10100 · BOK Financial Operating** | | **-186.27** |
| Rehab 200 | 06/05/2020 | | 1.52102 · Apparatus Repairs | -186.27 | 186.27 |
| TOTAL | | | | -186.27 | 186.27 |
| **25091** | **06/05/2020** | **Elizabeth Gar...** | **1.10100 · BOK Financial Operating** | | **-260.00** |
| 5/26/2020 | 06/05/2020 | | 1.53310 · 273 Maintenance/ Repairs | -260.00 | 260.00 |
| TOTAL | | | | -260.00 | 260.00 |
| **25092** | **06/05/2020** | **IREA** | **1.10100 · BOK Financial Operating** | | **-529.00** |
| 71184002 | 06/05/2020 | | 1.53101 · Station 271 | -409.01 | 409.01 |
| 95602299 | 06/05/2020 | | 1.53802 · Admin Electrict | -119.99 | 119.99 |
| TOTAL | | | | -529.00 | 529.00 |
| **25093** | **06/05/2020** | **Kriz Consulting** | **1.10100 · BOK Financial Operating** | | **-1,861.15** |
| May 2020 | 06/05/2020 | | 1.51106 · EMS Billing | -1,861.15 | 1,861.15 |
| TOTAL | | | | -1,861.15 | 1,861.15 |
| **25094** | **06/05/2020** | **Life- Assist** | **1.10100 · BOK Financial Operating** | | **-240.35** |
| 1004560 | 06/05/2020 | | 1.58202 · EMS Supplies | -240.35 | 240.35 |
| TOTAL | | | | -240.35 | 240.35 |
| **25095** | **06/05/2020** | **NAPA** | **1.10100 · BOK Financial Operating** | | **-22.65** |
| 12928 | 06/05/2020 | | 1.52103 · Apparatus Equipment/Upgrades | -17.96 | 17.96 |

# Elizabeth Fire Protection District
## Check Register
### June 2020

| Num | Date | Name | Account | Paid Amount | Original Amo... |
|---|---|---|---|---|---|
| | | | 1.52102 · Apparatus Repairs | -4.69 | 4.69 |
| TOTAL | | | | -22.65 | 22.65 |
| **25096** | **06/05/2020** | **SAMBA** | **1.10100 · BOK Financial Operating** | | **-134.20** |
| INV00368709 | 06/05/2020 | | 1.50501 · Driving Record Checks | -134.20 | 134.20 |
| TOTAL | | | | -134.20 | 134.20 |
| **25097** | **06/05/2020** | **Security** | **1.10100 · BOK Financial Operating** | | **-384.00** |
| 801941 | 06/05/2020 | | 1.53111 · 271 Maintenance/Repairs | -192.00 | 192.00 |
| 801942 | 06/05/2020 | | 1.53111 · 271 Maintenance/Repairs | -192.00 | 192.00 |
| TOTAL | | | | -384.00 | 384.00 |
| **25098** | **06/05/2020** | **TRIBBETT** | **1.10100 · BOK Financial Operating** | | **-381.00** |
| 003845 | 06/05/2020 | | 1.50105 · Liability Insurance | -381.00 | 381.00 |
| TOTAL | | | | -381.00 | 381.00 |
| **25099** | **06/05/2020** | **WEX** | **1.10100 · BOK Financial Operating** | | **-371.62** |
| 65758626 | 06/05/2020 | | 1.58701 · Fuel | -371.62 | 371.62 |
| TOTAL | | | | -371.62 | 371.62 |
| **25100** | **06/17/2020** | **CC Station 27...** | **1.10100 · BOK Financial Operating** | | **-237.90** |
| 8497202000... | 06/17/2020 | | 1.53105 · 271 Internet | -134.90 | 134.90 |
| | | | 1.53104 · 271 Phone | -103.00 | 103.00 |
| TOTAL | | | | -237.90 | 237.90 |
| **25101** | **06/17/2020** | **CDPC** | **1.10100 · BOK Financial Operating** | | **-120.00** |
| 20-32110 | 06/17/2020 | | 1.58108 · Firefighter Cert. Testing | -120.00 | 120.00 |
| TOTAL | | | | -120.00 | 120.00 |
| **25102** | **06/17/2020** | **CFHC Trust** | **1.10100 · BOK Financial Operating** | | **-2,100.00** |
| 21H-0077-2... | 06/17/2020 | | 1.50410 · CFFCH Benefit Trust | -2,100.00 | 2,100.00 |
| TOTAL | | | | -2,100.00 | 2,100.00 |
| **25103** | **06/17/2020** | **Comcast Stati...** | **1.10100 · BOK Financial Operating** | | **-824.11** |
| 102221042 | 06/17/2020 | | 1.53104 · 271 Phone | -249.95 | 249.95 |
| | | | 1.53204 · 272 Phone | -158.76 | 158.76 |
| | | | 1.53804 · Admin Phone | -415.40 | 415.40 |
| TOTAL | | | | -824.11 | 824.11 |
| **25104** | **06/17/2020** | **DC Septic** | **1.10100 · BOK Financial Operating** | | **-570.00** |
| 20-729 | 06/17/2020 | | 1.53310 · 273 Maintenance/ Repairs | -570.00 | 570.00 |
| TOTAL | | | | -570.00 | 570.00 |

# Elizabeth Fire Protection District
## Check Register
### June 2020

| Num | Date | Name | Account | Paid Amount | Original Amo... |
|---|---|---|---|---|---|
| **25105** | **06/17/2020** | **ELDORA** | **1.10100 · BOK Financial Operating** | | **-183.62** |
| 131339 | 06/17/2020 | | 1.53109 · 271 Drinking Water | -127.33 | 127.33 |
| 131340 | 06/17/2020 | | 1.53308 · 273 Drinking Water | -56.29 | 56.29 |
| TOTAL | | | | -183.62 | 183.62 |
| **25106** | **06/17/2020** | **EMERGENCY ...** | **1.10100 · BOK Financial Operating** | | **-810.00** |
| 20-10905 | 06/17/2020 | | 1.57107 · I Am Responding | -810.00 | 810.00 |
| TOTAL | | | | -810.00 | 810.00 |
| **25107** | **06/17/2020** | **IRELAND** | **1.10100 · BOK Financial Operating** | | **-2,585.50** |
| 12237 | 06/17/2020 | | 1.51101 · Legal Fees | -1,835.50 | 1,835.50 |
| 122039 | 06/17/2020 | | 1.51101 · Legal Fees | -750.00 | 750.00 |
| TOTAL | | | | -2,585.50 | 2,585.50 |
| **25108** | **06/17/2020** | **Nicoletti** | **1.10100 · BOK Financial Operating** | | **-2,100.00** |
| Wunsch | 06/17/2020 | | 1.51104 · Admin Consulting | -2,100.00 | 2,100.00 |
| TOTAL | | | | -2,100.00 | 2,100.00 |
| **25109** | **06/17/2020** | **PITNEY** | **1.10100 · BOK Financial Operating** | | **-112.53** |
| 3311373024 | 06/17/2020 | | 1.50101 · Office Supplies | -112.53 | 112.53 |
| TOTAL | | | | -112.53 | 112.53 |
| **25110** | **06/17/2020** | **Profile EA** | **1.10100 · BOK Financial Operating** | | **-38.30** |
| 10975 | 06/17/2020 | | 1.50402 · Wellness/EAP Program | -38.30 | 38.30 |
| TOTAL | | | | -38.30 | 38.30 |
| **25111** | **06/17/2020** | **TWNELZ** | **1.10100 · BOK Financial Operating** | | **-286.86** |
| 61.01 | 06/17/2020 | | 1.53107 · 271 Water/Sewer | -197.98 | 197.98 |
| 2000.03 | 06/17/2020 | | 1.53812 · Admin Building Water/Sewer | -88.88 | 88.88 |
| TOTAL | | | | -286.86 | 286.86 |
| **25112** | **06/23/2020** | **Peak Motor C...** | **1.10100 · BOK Financial Operating** | | **-134,592.00** |
| | | | 2.49000 · Grant Equipment | -134,592.00 | 134,592.00 |
| TOTAL | | | | -134,592.00 | 134,592.00 |
| **25113** | **06/30/2020** | **Aflac** | **1.10100 · BOK Financial Operating** | | **-1,926.44** |
| | | | 1.22200 · AFLAC - Pre-Tax | -827.98 | 827.98 |
| | | | 1.22100 · AFLAC | -635.36 | 635.36 |
| | | | 1.22100 · AFLAC | -463.10 | 463.10 |
| TOTAL | | | | -1,926.44 | 1,926.44 |
| **25114** | **06/30/2020** | **EOEM** | **1.10100 · BOK Financial Operating** | | **-500.00** |

# Elizabeth Fire Protection District
## Check Register
### June 2020

| Num | Date | Name | Account | Paid Amount | Original Amo... |
|---|---|---|---|---|---|
| 2020 | 02/20/2020 | | 1.52101 · Apparatus Preventative Maint | -500.00 | 500.00 |
| TOTAL | | | | -500.00 | 500.00 |
| **25115** | **06/30/2020** | **Loeks, Erin** | **1.10100 · BOK Financial Operating** | | **-15.00** |
| | | | 1.55108 · Dues/Certifications | -15.00 | 15.00 |
| TOTAL | | | | -15.00 | 15.00 |
| **25116** | **06/30/2020** | **Allcopy** | **1.10100 · BOK Financial Operating** | | **-441.96** |
| 27294744 | 06/30/2020 | | 1.57109 · Copier | -441.96 | 441.96 |
| TOTAL | | | | -441.96 | 441.96 |
| **25117** | **06/30/2020** | **AT&T Mobility** | **1.10100 · BOK Financial Operating** | | **-43.72** |
| 2872984877... | 06/30/2020 | | 1.56106 · Cell Phone Expense | -43.72 | 43.72 |
| TOTAL | | | | -43.72 | 43.72 |
| **25118** | **06/30/2020** | **Black Hills** | **1.10100 · BOK Financial Operating** | | **-14.96** |
| 7708368470 | 06/30/2020 | | 1.53203 · 272 Gas | -14.96 | 14.96 |
| TOTAL | | | | -14.96 | 14.96 |
| **25119** | **06/30/2020** | **CC ADMIN** | **1.10100 · BOK Financial Operating** | | **-230.55** |
| 8497202000... | 06/30/2020 | | 1.53805 · Admin Internet | -230.55 | 230.55 |
| TOTAL | | | | -230.55 | 230.55 |
| **25120** | **06/30/2020** | **CC Station 27...** | **1.10100 · BOK Financial Operating** | | **-13.98** |
| 8497202000... | 06/30/2020 | | 1.53106 · 271 Cable | -13.98 | 13.98 |
| TOTAL | | | | -13.98 | 13.98 |
| **25121** | **06/30/2020** | **CC Station 27...** | **1.10100 · BOK Financial Operating** | | **-14.98** |
| 8497202240... | 06/30/2020 | | 1.53306 · 273 Cable | -14.98 | 14.98 |
| TOTAL | | | | -14.98 | 14.98 |
| **25122** | **06/30/2020** | **CC Station 27...** | **1.10100 · BOK Financial Operating** | | **-230.78** |
| 8497202240... | 06/30/2020 | | 1.53305 · 273 Internet | -230.78 | 230.78 |
| TOTAL | | | | -230.78 | 230.78 |
| **25123** | **06/30/2020** | **CDPC** | **1.10100 · BOK Financial Operating** | | **-280.00** |
| 20-32276 | 06/30/2020 | | 1.58108 · Firefighter Cert. Testing | -280.00 | 280.00 |
| TOTAL | | | | -280.00 | 280.00 |
| **25124** | **06/30/2020** | **Century Link** | **1.10100 · BOK Financial Operating** | | **-128.77** |

# Elizabeth Fire Protection District
## Check Register
### June 2020

| Num | Date | Name | Account | Paid Amount | Original Amo... |
|---|---|---|---|---|---|
| 3036465106... | 06/30/2020 | | 1.53204 · 272 Phone | -128.77 | 128.77 |
| TOTAL | | | | -128.77 | 128.77 |
| **25125** | **06/30/2020** | **Community M...** | **1.10100 · BOK Financial Operating** | | **-14.32** |
| 2427 | 06/30/2020 | | 1.51101 · Legal Fees | -14.32 | 14.32 |
| TOTAL | | | | -14.32 | 14.32 |
| **25126** | **06/30/2020** | **CURTIS** | **1.10100 · BOK Financial Operating** | | **-179.99** |
| INV396895 | 06/30/2020 | | 1.58501 · Operations Equipment/Upgrades | -179.99 | 179.99 |
| TOTAL | | | | -179.99 | 179.99 |
| **25127** | **06/30/2020** | **Dennis Phillips** | **1.10100 · BOK Financial Operating** | | **-1,457.00** |
| 1003 | 06/30/2020 | | 2.80013 · Equipment Capital Expense | -1,457.00 | 1,457.00 |
| TOTAL | | | | -1,457.00 | 1,457.00 |
| **25128** | **06/30/2020** | **Direct** | **1.10100 · BOK Financial Operating** | | **-69.90** |
| 94647 | 06/30/2020 | | 1.53205 · 272 Internet | -69.90 | 69.90 |
| TOTAL | | | | -69.90 | 69.90 |
| **25129** | **06/30/2020** | **HBS** | **1.10100 · BOK Financial Operating** | | **-80.00** |
| 37787 | 06/30/2020 | | 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 |
| **25130** | **06/30/2020** | **IMAGE** | **1.10100 · BOK Financial Operating** | | **-251.04** |
| 122420 | 06/30/2020 | | 1.57104 · Records Management Imagetrend | -251.04 | 251.04 |
| TOTAL | | | | -251.04 | 251.04 |
| **25131** | **06/30/2020** | **IREA** | **1.10100 · BOK Financial Operating** | | **-1,260.22** |
| 73157800 | 06/30/2020 | | 1.53202 · 272 Electric | -74.49 | 74.49 |
| 23608400 | 06/30/2020 | | 1.53302 · 273 Electric | -471.09 | 471.09 |
| 71184002 | 06/30/2020 | | 1.53102 · 271 Electric | -520.29 | 520.29 |
| 95602299 | 06/30/2020 | | 1.53802 · Admin Electrict | -194.35 | 194.35 |
| TOTAL | | | | -1,260.22 | 1,260.22 |
| **25132** | **06/30/2020** | **METLIFE** | **1.10100 · BOK Financial Operating** | | **-1,456.57** |
| TS05348811... | 06/30/2020 | | 1.50404 · Dental Insurance | -1,111.46 | 1,111.46 |
| | | | 1.50405 · Vision Insurance | -345.11 | 345.11 |
| TOTAL | | | | -1,456.57 | 1,456.57 |
| **25133** | **06/30/2020** | **RSFPD** | **1.10100 · BOK Financial Operating** | | **-1,667.55** |
| 447 | 06/30/2020 | | 1.52102 · Apparatus Repairs | -836.61 | 836.61 |

# Elizabeth Fire Protection District
## Check Register
### June 2020

| Num | Date | Name | Account | Paid Amount | Original Amo... |
|---|---|---|---|---|---|
| 444 | 06/30/2020 | | 1.52102 · Apparatus Repairs | -830.94 | 830.94 |
| TOTAL | | | | -1,667.55 | 1,667.55 |
| **25134** | **06/30/2020** | **Sprint** | **1.10100 · BOK Financial Operating** | | **-673.32** |
| 857699224-... | 06/30/2020 | | 1.56106 · Cell Phone Expense | -673.32 | 673.32 |
| TOTAL | | | | -673.32 | 673.32 |
| **25135** | **06/30/2020** | **SSI** | **1.10100 · BOK Financial Operating** | | **-2,729.37** |
| 5299964-IN | 06/30/2020 | | 1.58501 · Operations Equipment/Upgrades | -2,729.37 | 2,729.37 |
| TOTAL | | | | -2,729.37 | 2,729.37 |
| **25136** | **06/30/2020** | **TRIBBETT** | **1.10100 · BOK Financial Operating** | | **-25,653.00** |
| 791-00-11-7... | 06/30/2020 | | 1.50105 · Liability Insurance | -25,653.00 | 25,653.00 |
| TOTAL | | | | -25,653.00 | 25,653.00 |
| **25137** | **06/30/2020** | **TRIPLE C** | **1.10100 · BOK Financial Operating** | | **-931.00** |
| 204043 | 06/30/2020 | | 2.80013 · Equipment Capital Expense | -931.00 | 931.00 |
| TOTAL | | | | -931.00 | 931.00 |

Elizabeth Fire Protection District
Cash Flow Forecast
July 31, 2020

| | Colotrust General | Community Bank | BOK |
|---|---|---|---|
| Beginning Balance 07/01/2020 | 1,254,376.13 | 52,111.80 | 16,702.94 |
| Tax Revenue 06/2020 | 815,944.44 | | |
| Transfer to Capital Mil for Taxes | (11,497.41) | | |
| Grant money for medic | | 67,296.00 | |
| | 2,058,823.16 | 119,407.80 | 16,702.94 |
| Forecasted Expenses | | | |
| Estimated Payroll | | | (150,000.00) |
| Estimated Accounts Payable | | (76,000.00) | (80,000.00) |
| Transfer Needed | (230,000.00) | | 230,000.00 |
| Forecasted Ending Balance | 1,828,823.16 | 43,407.80 | 16,702.94 |

# *ELIZABETH FIRE PROTECTION DISTRICT*

**146 N. Elbert St. / PO Box 441**
**Elizabeth, CO 80107**

## STAFF REPORT
## July 14th, 2020

**Another step towards adequate staffing at Station 272 – Medic 272 is stocked and ready for response when the station is staffed. Our goal for our current roster is opening Station 272 at least one day per week.**

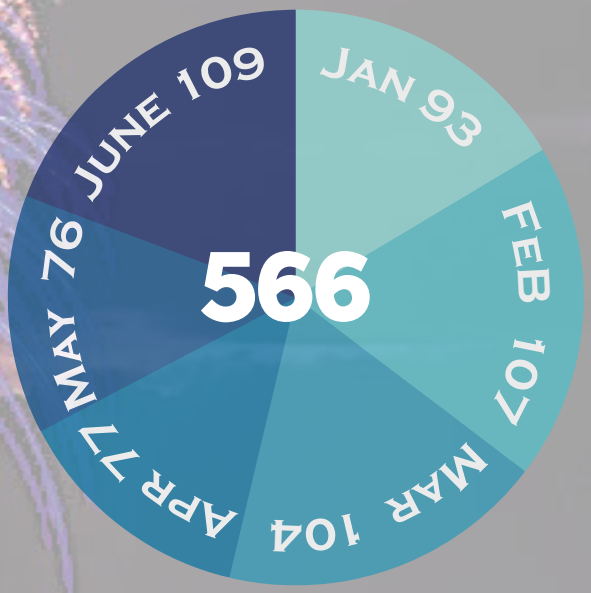
# Elizabeth Fire Protection District

# JUNE 2020

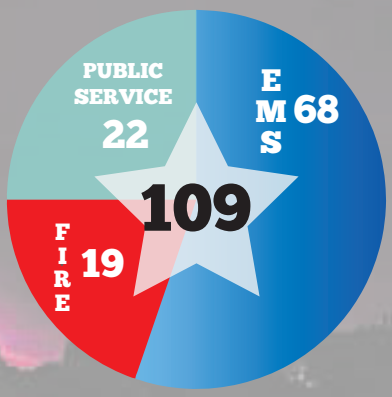
## Staffing

| | |
|---|---|
| Command/Admin Staff | 6 |
| Career-full time | 16 |
| Part-time | 9 |
| Water Ops | 3 |
| Support Services | 2 |
| Reserve | 2 |
| Probation | 3 |
| Academy | 7 |
| Candidate | 9 |
| Applicant | 3 |
| Reserve Hours | 667.00 |

## 2020



## Calls



## Mutual Aid

**Correspondence:**

Water Supply Unit member Mike Bilbo has been training regularly in preparation of our impending wildland threat in July. Mike is not only responding to fires out of Station 272 but he also helps to mow and maintain the station on his own time. Thank you Mike for your time and commitment

We fielded a number of emails regarding fireworks complaints within the district, but most were after the actions occurred. This year, we worked with law enforcement to support the confiscation and disposal of illegal fireworks around the county. I believe they issued a few summonses based on the Stage III restrictions.

We have also been fielding many email inquiries regarding a controversial drug rehab facility going in near the missile silo site. This project was reviewed for compliance with the IFC by Kara as normal so we have been providing responses based on Fire Code provisions and have not had any negative responses as of yet. Kara can update you all more if needed at the meeting.

**Staffing Analysis:**
Our focus in the last couple of months has been to add more PT paramedic depth in anticipation of potential future scheduling changes among our current staff. We are also focusing on medic unit driver qualifications to help us increase Station 272 staffing with our new and current members.

**Call Analysis;**
We are on call #590 as of the report which is an average of 3.04 calls per day. We are on pace to finish at 1152 calls. We are still trending slightly lower than last year going into wildland season. Unfortunately, we anticipate catching up with the lack of monsoonal rains in July.

**Administration:**

Facilities –

- Station 271 – The Lt. office in the front should be inspected for final in the next week. We will then move furniture in and finalize decorations, etc.

  The roof is our largest concern currently. I met with our roofing contractor and they developed a proposal for the repairs/replacement of the roof system. Overall, total roof replacement. The total cost for replacement is roughly $70,000. The roof over the bays is 34 years old as far as I can tell and appears to be the worst. I am considering a plan to replace that roof this year and perform repairs on the newer roof. This will split the 70k cost over a few years. The costs this year would be roughly $40,000 out of our capital fund and would potentially delay other improvements such as the paving and septic at 273.

- Station 272 – Our work day got delayed until this week but thanks to the crews working there and Mike Bilbo, the place is staying respectable. We were able to clear the shed of all unneeded items, mow and weed eat and limb up some of the trees.

- Station 273 – This station seems to be doing well. We had another overhead door fail and the crews replaced a toilet. No other major repairs are planned this month.

- Admin Building – No major repairs planned. We are mostly trying to keep the lawn from dying.

Records Management –
The Committee has settled on ESO for a preferred Records Management System. It comes the closest to providing a "one stop" RMS for all of our operations. As discussed before, there is a significant costs difference so we would need to manage the costs but we can justify and offset some of the cost by eliminating other RMS systems we use.

Gallagher Update –
I believe there is officially going to be a question on the state ballot regarding the removal of Gallagher from the constitution. This will not be an easy task as the proponents have little money and are not organized. The opposition, on the contrary are ready for the fight. We have a number for issues we need to watch in the next 5 years but for now, we remain stable thanks to our voter approved freeze.

FPPA Switch –
We are now waiting for our meeting with FPPA on August 3rd to educate staff on how they can buy years and enter the Hybrid program. Kudos to Sarah for working so hard on getting this program online in record time.

COVID Response –
We are preparing for the potential for a 2nd wave in the late summer or fall. Our PPE inventory is currently holding up but a significant spike would tax our levels. Sean and I are monitoring these levels and trying to stay ahead of things. Sarah is still working on the reimbursement phase of our current costs. We understand that the county has received $2.9 million in COVID funds so I am investigating if those funds could go toward some of our efforts.

Elbert County –
Speaking of ELCO, there has been a sharp turn in attitude toward Elizabeth Fire in the last few weeks. We have experienced better attitudes and a little more helpful demeanor as of late. We are still frustrated with the general operation of the county but they seem to hate us a little less.

ELCO Fire Chiefs –
We are still coordinating coverage and response to wildland incidents county wide. Eastern ELCO has seen a few large fires already and we have two weeks of hot dry weather.

Grants –

Congrats again to Sean for his success on the COEMTS grant process. This year, we were granted funding for new Lucas Mechanical CPR Devices. This grant is for app. $45,000 funding 50% of the devices.

We are still waiting to hear on the following grant applications:

- SAFER Grant – 3 FTE's
- AFG – SCBA Replacement $375,000

**Operations, Training and EMS Division Chief:**

We have completed out 2020 Paramedic Hiring Process. This process was to create a hiring list of paramedics for both PT and future FT hirings. We will be offering two PT positions this week and those two will start their FI process in August.

The Fire Academy is almost done with the FFI portion of the academy and will be taking their State of Colorado FF Practical this Saturday. Once completed with this portion, they immediately move into the Hazardous Materials portion. They will be completed with everything by mid-April.

Staffing of Station 272 continues to be sparse, but we will be able to get this up to about 10 days a month in August and beyond. As our staffing levels are on the rise, majority of these members are fairly new and are currently working on their apparatus sign offs. Once these are completed, staffing Station 272 will be much more frequent.

The certification renewals for July have been completed. Overall, we have 32 certifications across the agency that were renewed in this process.

We continue to amp up our Wildland response readiness with the high temperatures and low humidity rates that we are seeing. So far, the majority of the fires have been in our mutual aid districts, but I'm sure our time is coming.

The Water Supply Group has been training on our tenders and are ready to go when called upon. The group currently has 4 members from our agency and 4-5 from other agencies around us.

We continue to stockpile COVID supplies with the expectation that we are going to see another wave of closures due to the pandemic. Hopefully we are ahead of the curve in this and will not see a huge depletion of our resources.

**EMS (Sean)**

The second ambulance remount has been received and is in service at Station 273, and we have already received the reimbursement check from the State, thanks Sarah! The reserve ambulance has been moved to Station 272 to be placed in service on days that staffing allows. Currently the old South Metro van-bulance will remain unstocked at Station 271 as a secondary reserve until we decide what to do with it.

Ambulance inspections are finally back on and scheduled for July 17th.

The grant for the three Lucas mechanical CPR devices was approved and we should receive the PO sometime next month. We have until 6/30/21 to purchase this equipment, and they will be placed on each of our ambulance units.

We are currently doing well on our PPE stock but starting to order more to increase that stock in preparation for the expected COVID-19 surge if it happens this fall. Hopefully we can receive some support from the County to assist with securing additional masks, as we burn through those fairly quick!

We still have around 40 COVID antibody tests available. I'm hoping to test the majority of our staff during August/September to get a second baseline of where we are all sitting as far as potential immunity.

**Division Chief of Administration and Prevention/Fire Marshal:**

Prevention:

- 2020 Business Inspections have been assigned to the shift personnel. These inspections are due on November 30, 2020.

- Typically, the District has purchased fire extinguishers at a government rate for our small businesses to buy instead of paying the trip charge for maintenance companies to service their fire extinguishers. Fire extinguishers cost has increased to almost double so this year we are trying a new fire extinguisher program. We have partnered with Marmic Fire and Safety to provide annual checks of extinguishers at a reduced cost for our businesses. They will be at our station for the day and individual business owners can bring their extinguishers to get their annual check. We have 3 dates reserved throughout the summer. We are also going to open this up to community members as well. The cost for our agency is $40.00/ day they are at our station.

- The Sheriff has increased the burn restrictions to Stage III. This made for an interesting 4th of July. Fireworks shows were cancelled in Elbert and Douglas County so it made for some spectacular private shows throughout Elbert County. ESCO was out enforcing the burn restrictions with the help of fire department personnel. Luckily we had some rain in the area before the festivities began and no brush fires were reported.

- Rattlesnake Fire and Elizabeth Fire are rewriting the burn restrictions to align more with Douglas County Stages. We will be presenting to the BOCC later this year for adoption by Dec. 2020. The new burn restrictions will go into place January 1st and we will start an educational campaign to educate our community of the new burn restrictions.

- We have been working with a local Eagle Scout to install a new flag pole at the Administration building as part of his Eagle Scout project. He has raised almost all of the funding and the new flagpole should be ordered soon. Construction will begin in the next few weeks.

Public Education:

- Erin and John taught a community CPR class this month at the Our Lady of Visitation Catholic Church. They had 24 people in the class and the church offered their classrooms to be able to social distance and have more room. The class went very well. We have tentatively scheduled October 17th for the next community CPR class.

PIO:

- After monitoring the social media outlets after the 4th of July, there seems to be several residents that are not happy with the fire bans and that we are infringing on their constitutional rights. It could be that new people are moving into our District that have not experienced the devastation of a wildfire or think this community is not threatened by that event. We will use social media at different times to help spread the dangers of wildfire to our area.

## 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 | Filling for an extension |
| Legacy Village | Preliminary Plat | | | Redesigning the road ways |
| Assisted Living | Site Plan | X | X | Filing for an extension |
| 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 |
| Deer Creek Water System | Building Plans | X | X | Installing new tank and pumps |
| Double R Excavating | Building Plans | X | X | New building CR 17 and HWY 86, In cosntruction |
| DB Speed | Building Plan | X | X | Received Temporary C/O |
| 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 |
| 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 | Site Plan | | | Site Plan for the pool and community center |
| Bonnie Meadows Subdivision | | X | | Sudivide into 2 smaller lots |
| Healing Pines | Special Use Review | X | | BOCC July 15th meeting |
| 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 |
| Country Side Village | Site Plan | X | | New lighting and parking plan |
| Centura Primary Health | Tenant Finish | X | | Safeway complex In Construction |
| Summit Waterline Extension | Water line/Hydrant | X | | Summit Business Park water line extension |
| Windland RV | SUR | | | RV Repair on residential property |
| Silver Creek | SUR | | | Shooting Club |
| Smith Rezone | Rezone | X | | Split one 30 into a 10 and 20 |
| Terry Boone Dentist Office | Tenant Finish | X | X | Anytime Fitness Building, Under Construction |
| LuLa Properties | Building Plans | X | X | Crossroads Circle, Under Construction |
| Miller Ranch | 2nd and 3rd Filing | | | Final Plat the entire subdivision |
| Elizabeth View | Rezone | | | Divide 36 acres into 3 lots Cimarron and Shetland |
| Arrowhead Dental Office | Tenant Finish | X | X | Crossroads Circle, under construction |

## Director of Finance and HR:

In the month of June, we interviewed 3 reserve firefighter applicates and we are able to bring on one. We also promoted one of our part time firefighters to full time due to one of our employees retiring. The new medic was received this month which means that I billed the state for the last half of the grant on purchase the medics. We did receive the money on July 1st. We received 3 applications for paramedic. We are testing and interviewing them in July to add to our PT list of paramedics. I worked with the auditor to get 2019 financials complete.

EMS collection for May $22,191.00. Paid our 3rd party biller $1,861.15 in June for May collections.

Impact Fees

- Zone 1 $23,820.11
- Zone 2 $2,452.00
- Zone 3 $12,286.05
- Gift Agreement $52,250

**Apparatus** –

Tender 272 has a rear fill valve that is causing problems but is being repaired and can still be in service.

We have no other major repairs to report this month. Yayyyyy

# ELIZABETH FIRE PROTECTION DISTRICT

# BOARD MEMBER MANUAL

**Effective: July 14, 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;

(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;

(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.

## 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.

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

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:

(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.

Because of the requirement above, a Director must immediately notify the Board if at any time that Director no longer meets the qualifications for office (i.e. the Director moves out of the District), is no longer qualified for office, or has been convicted of a felony.

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**

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.<br>*§32-1-306, C.R.S.* | DOLA, County Assessor, County Clerk and Recorder | January 1. |
| Notice to Electors (Transparency Notice)<br>*§§ 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;<br>2) Governing body of all municipalities in which the District is located;<br>3) DOLA;<br>4) District's website (with a link on DOLA's website to the District's website); & | January 15. |

| ACTION | OFFICE | DEADLINE |
|---|---|---|
| | 5) Copy available at District's principal business office for public inspection. | |
| 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. |

| ACTION | OFFICE | DEADLINE |
|---|---|---|
| Resolution Appropriating Sums of Money.<br>*§29-1-108(2), C.R.S.* | None required, but recommend filing with DOLA | Adopt prior to Certification of mill levies (December 15), or 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.

As part of a Director's fiduciary obligation, the Director should read and review all information and documentation presented, including any documentation available on the District's website, including the District's strategic plan.

## 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

The Board may, but is not required to, adopt bylaws or other policies to govern certain aspects of Board membership. The Board has chosen to adopt 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. Methods of Conducting Meetings and Remote Participation

The Board is authorized to conduct its public meeting either: (a) at a physical location; (b) at a physical location with remote attendance availability; or (c) electronically. User access information for any Board meeting conducted remotely should be included on the Board meeting notice and agenda or otherwise made publicly available. A Director is permitted to participate remotely in a Board meeting by telephone conference or other electronic means, 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 or other electronic means maintained during the entire proceeding. For all purposes, a Director who participates remotely via telephone or other electronic means may participate as if physically present.

### 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 physically or remotely attend Board meetings. A Director may attend a meeting remotely by telephone or other electronic means, so long as the Director is able to hear and be heard.

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 an 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, commonly referred to as “de-Brucing”. 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.

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

## 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.

Whenever a citizen advises the Director of any concern relating to any employee or volunteer of the District, the Director should advise the Fire Chief of this concern as soon as possible so that the Fire Chief may address the issue. If the issue involves the Fire Chief, the Director should advise the Board President.

## 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. Any such request to view a member's personnel file must be submitted in writing to Legal Counsel for review and consideration.

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. Thereafter, in the Fire Chief's discretion, the Fire Chief can provide updates on the status of the incident/matter until it has been resolved .

3. The Fire Chief may 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.

## 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 14th day of July 2020.

**Resolution No. 20-07-09**

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

**A RESOLUTION REVISING THE ELECTRONIC BOARD MEETING POLICY DURING COVID-19 PANDEMIC**

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

**WHEREAS**, the District's Board of Directors ("***Board***") conducts monthly public meetings, and special public meetings on an as-needed basis, to carry out its statutory responsibilities for "… the management, control, and supervision of all the business and affairs of the District." C.R.S. § 32-1-1001(1)(h);

**WHEREAS**, the severe acute respiratory syndrome coronavirus SARS-CoV-2, commonly referred to as COVID-19, is highly infectious and can cause severe and potentially fatal respiratory symptoms in infected individuals. On March 10, 2020, Colorado Governor Jared Polis declared a State of Emergency as a result of the spread of COVID-19 within Colorado. On March 11, 2020, the World Health Organization declared COVID-19 to be a pandemic;

**WHEREAS**, in response to the COVID-19 pandemic, the Board adopted Resolution No. 20-04-08 Establishing an Electronic Board Meeting Policy During COVID-19 Pandemic to promote social distancing in accordance with the recommendations of federal and state public health agencies and thereby reduce the risk of exposure to COVID-19 for Board members, Chief Staff, other District personnel, and the public who attend the meetings;

**WHEREAS**, since the adoption of Resolution No. 20-04-08, conditions with respect to the transmission of COVID-19 have improved within the State of Colorado and Elbert County. On June 1, 2020, Colorado Governor Jared Polis issued Executive Order D 2020-091, "Safer at Home and in the Vast, Great Outdoors" which permits many Coloradans to return to work and other activities while following applicable public health recommendations. This Executive Order was amended and extended for 30 days as of June 30, 2020. Vulnerable individuals are still encouraged to stay home, and the possibility exists for renewed aggressive spread of COVID-19 in the future;

**WHEREAS**, presently, the Board determines that conducting meetings in a physical location, either fully or partially, no longer poses a significant risk of exposure to COVID-19 for many Board members, Chief Staff, and other District personnel, and members of the public who attend the meetings; however, because the future of the pandemic remains uncertain, the Board must have discretion to conduct its public meetings either physically or electronically, or as a combination of both, as conditions warrant;

**WHEREAS**, the Colorado Open Meetings Law expressly contemplates that the Board may conduct its public meetings by electronic methods. *See* C.R.S. § 24-6-402(1)(b) ("'Meeting' means any kind of gathering, convened to discuss public business, in person, by telephone, electronically, or by other means of communication.");

**WHEREAS**, the District has the capability for the Board to conduct its regular and special public meetings through electronic communications systems that will allow the public to access and hear the meetings, when appropriate; and

**WHEREAS**, by this Resolution, the Board desires to rescind Resolution No. 20-04-08, and to revise its electronic Board meeting policy to enhance flexibility in conducting the Board's public meetings in order to promote both the public health and the efficient conduct of District business.

**NOW THEREFORE**, be it resolved by the Board of Directors of the District that, effective immediately upon adoption of this Resolution:

1. So long as Governor Jared Polis continues the COVID-19 State of Emergency within the State of Colorado, the Board shall be authorized to conduct its public meetings either: (a) at a physical location; (b) at a physical location with remote attendance availability, or (c) electronically. Any remote attendance availability or electronically conducted Board meeting will be provided by gotomeeting.me/EFPD/board-meeting or dial in 571-317-3122 access code: 569-900-829, with user access information to be made available on the District's Board meeting notice and agenda.

2. A copy of this Resolution shall be posted on the District's website elizabethfire.com. Additionally, notice of all District Board meetings and the manner of attendance will be included on the District's Board meeting notice and agenda and posted to the District's 155 W. Kiowa Street, Elizabeth, CO 80107 at least 24 hours prior to each regular or special meeting.

3. The policy stated in this Resolution shall remain in effect until such time as Governor Jared Polis declares that the statewide COVID-19 State of Emergency has ended, or such statewide COVID-19 State of Emergency otherwise terminates or expires. At such time, this Resolution shall automatically expire with no further action required of the Board.

4. The Board expressly authorizes the President and Secretary to sign this Resolution on behalf of all Board members in multiple counterparts and by facsimile or electronic PDF, all of which shall constitute a single, valid Resolution of the Board as if signed by each Board member in paper format. The Board further expressly authorizes the President and Secretary to sign any other Resolutions and any Board meeting minutes approved by the Board while this policy is in effect in accordance with the procedures set forth in the preceding sentence.

5. This Resolution supersedes and replaces Resolution No. 20-04-08 previously adopted by the Board, which Resolution is hereby rescinded and rendered null and void for all purposes.

ADOPTED and APPROVED this 14 day of July 2020.

BOARD OF DIRECTORS
ELIZABETH FIRE PROTECTION DISTRICT

President

Secretary