

## RECORD OF PROCEEDINGS

# Minutes of the Regular Meeting of the Board of Directors of the Elizabeth Fire Protection District

Held: Tuesday, February 11, 2025, 6:00 p.m.

## Attendance

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

The following Directors were in attendance:

- Scott Christensen, Board Vice President
- Don Means, Board Treasurer
- Wayne Austgen, Board Secretary
- Stacey Collis, Board Director

Also present were:

- TJ Steck, Fire Chief (arrived late)
- Kara Gerczynski, Division Chief Fire Prevention and Administration (arrived late)
- Jeff Brown, Battalion Chief of Operations
- Nick Carnesi, Battalion Chief of Training (arrived late)
- Sean Mackall, Battalion Chief of EMS
- Christopher Reeder, Lieutenant
- Sarah Fischer, Director of Finance and HR
- Taylor Clark, HR Generalist – Executive Assistant
- Michelle Ferguson, District Legal Counsel (virtual attendance)
- James Silvestro, Ireland Stapleton Pryor & Pascoe, PC (virtual attendance)

Absent:

- Rick Young, Board President

## Call To Order

Director Christensen called the meeting to order at 6:00 p.m.

Director Christensen stated for the record that Director Young was absent. Director Christensen called for a motion to excuse Director Young. Director Austgen made the motion. Director Means seconded the motion. All in favor.

Director Christensen called for a motion to allow Director Christensen to run the meeting in Director Young's absence. Director Means made the motion. Director Collis seconded the motion. All in favor.

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## **Pledge of Allegiance**

Director Christensen led the Pledge of Allegiance.

## **Public Comment**

Director Christensen opened the meeting for public comment. There was no public comment.

## **Discussion of Possible Additional Revenue Streams**

Director Christensen stated that the next order of business was Discussion of Possible Additional Revenue Streams.

HR Generalist – Executive Assistant Clark stated that the item “Discussion of Possible Additional Revenue Streams” had been left on the Agenda by mistake from the January regular Board meeting. She stated that the item could be removed from the Agenda.

## **Additions/Deletions to Agenda**

Director Christensen asked if there were any changes to the Agenda. HR Generalist – Executive Assistant Fischer stated that the item “Discussion of Possible Additional Revenue Streams” could be removed from the Agenda as that was discussed last month.

Director Christensen called for a motion to remove “Discussion of Possible Additional Revenue Streams” from the Agenda. Director Austgen made the motion. Director Collis seconded the motion. All in favor.

## **Approval of Minutes**

The Board reviewed the draft minutes from the January 14, 2025, regular Board meeting.

Director Christensen called for a motion to approve the January 14, 2025, minutes as presented. Director Austgen made the motion. Director Collis seconded the motion. All in favor.

## **Financial Matters**

### **Ratify the bills**

Director Christensen stated that the Board has been provided with the financial report for the month of January and asked if there were any questions.

Director of Finance and HR Fischer provided the Board with an update on the financial statements. She stated that the District had received the first property tax payment for January 2025.

Director Christensen called for a motion to ratify the payment of the January bills. Director Collis made the motion. Director Means seconded the motion. All in favor.

## **Staff Report**

Chief Staff and Admin Staff presented an overview of the staff report.

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Battalion Chief of EMS Mackall provided the Board with an overview of the ambulance quotes for the 2025 Emergency Medical and Trauma Service (EMTS) grant cycle. He provided the Board with the purchasing committee's recommendation to move forward with the quote for a medic ambulance manufactured by Danko Emergency Equipment, Co. He stated that the vehicle would have a 12–14-month turnaround, and that the amount would be re-budgeted for 2026. The Board noted their approval for the committee to move forward with purchasing the medic ambulance.

Battalion Chief of EMS Mackall presented on the First Due software system for internal station tones. He stated that the 2024 employee survey had highlighted health and wellness as a major concern for the District's employees. He stated that, as a result, one of the changes the District had looked into implementing was the First Due software for station tones. The software has the capability to tailor which units and staff members are notified for specific fire and EMS emergency calls, rather than notifying all units and all staff members for every call. He stated that this would be a huge improvement to quality of sleep for the District's employees, and that the software system is already integrated into the current dispatch system. The Board noted their approval for the District to move forward with implementing the First Due software.

Chief Steck stated that the District's Snow Cat was back from repairs. He stated that he wanted to thank Battalion Chief of Operations Brown for coordinating the repair and Battalion Chief of EMS Mackall for applying for and receiving another EMTS grant for a 50% match on the cost of repairs.

Chief Steck stated that the District would be placing an order for a Chevy plow vehicle to upgrade the Battalion vehicle. He stated that placing the order was not a commitment for the District, and that the opportunity to order only came up a couple of times a year. He stated that the order would simply be to get the District's name on the list for a future purchase.

Discussion followed.

Director Christensen asked if there were any questions. There were no questions.

### **Legal Report**

Director Christensen stated that the next order of business was the legal report.

Attorney Ferguson stated that she did not have many updates to add to the legal report. She stated that, since the Board had passed Resolution #25-01-03: A Resolution To Enact A Sales Tax In The Elizabeth Fire Protection District For The Purpose Of Maintaining Adequate Levels Of Emergency Services To The Community, at the January regular Board meeting, that the Board may want to look into adopting a resolution of advocacy and factual summary.

Discussion followed.

Attorney Ferguson stated that Legal Counsel had included the first legislative tracker for 2025 in the legal report. She stated that there were no bills passed that would have any great significance for the District at this time.

Director Christensen asked if there were any questions. There were no questions.

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## **Old Business**

### **Discussion and Review of Funding Agreement Between the CB Independence Holdings Company, LLC and the Elizabeth Fire Protection District (approved at January 14<sup>th</sup>, 2025, regular Board meeting)**

Director Christensen stated that the next order of business was Discussion and Review of Funding Agreement Between the CB Independence Holdings Company, LLC and the Elizabeth Fire Protection District (approved at January 14<sup>th</sup>, 2025, regular Board meeting).

Division Chief Fire Prevention and Administration Gerczynski stated that the Board had asked at the January regular Board meeting to receive a copy of the final Funding Agreement Between the CB Independence Holdings Company, LLC and the District, which the Board had approved subject to Legal Counsel's review. She reminded the Board that the agreement provided funding for salaries to staff Station 272, and she stated that by February 20<sup>th</sup>, 2025, the District would have the first installment of payments. Chief Steck stated that Elbert County had been extremely helpful in getting the agreement taken care of in order to provide better response time for the Independence subdivision.

### **Discussion and Possible Approval of Community Resource Services of Colorado Agreement to Provide Election Services**

Director Christensen stated that the next order of business was Discussion and Possible Approval of Community Resource Services of Colorado Agreement to Provide Election Services.

HR Generalist – Executive Assistant Clark stated that the agreement would provide much needed assistance in running the upcoming election on May 6, 2025. She stated that because of the sales tax ballot question, the election would be a mail-ballot election, which would require a high amount of logistical planning and managing. Division Chief Fire Prevention and Administration Gerczynski stated that Community Resource Services of Colorado (CRS) would take care of ballot printing, counting, recounts if necessary or statutorily required, and other administrative tasks that would be a massive undertaking should Admin Staff attempt to handle it alone. She stated that the District would be charged hourly fees on a monthly basis, and that \$55,000 of the contract would go to printing and mailing costs, with approximately \$22,000 going towards hourly fees.

Director Christensen called for a motion to approve the Community Resource Services of Colorado Agreement to Provide Election Services. Director Austgen made the motion. Director Collis seconded the motion. All in favor.

## **New Business**

### **Discussion and Possible Approval of 2024 Audit Engagement Letter**

Director Christensen stated that the next order of business was Discussion and Possible Approval of 2024 Audit Engagement Letter.

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Director Christensen called for a motion to approve the 2024 Audit Engagement Letter. Director Means made the motion. Director Austgen seconded the motion. All in favor.

### **Discussion and Possible Approval of Type 1 and Type 3 Vehicle Purchases**

Director Christensen stated that the next order of business was Discussion and Possible Approval of Type 1 and Type 3 Vehicle Purchases.

Chief Steck stated that he had not been deeply involved with the vehicle purchasing project. He stated that he had tasked the purchasing committee with identifying the specifications for a Type 1 and a Type 3 engine, and that the committee had been the ones to move forward with the project.

The purchasing committee presented the findings from their research. Battalion Chief of Operations Brown stated that the committee recommended the Board move forward with the purchase of a Type 1 Pierce Saber engine. He stated that the specifications of the engine are similar to a Pierce Enforcer, which is the District's current engine model. He stated that the order would need to be placed by April 15<sup>th</sup>, 2025, with an estimated delivery of May-June 2026.

Battalion Chief of Operations Brown stated that the purchasing committee had also found a Type 1/Type 3 combination engine which they suggest would be keep at Station 272 as a wildland interface engine. He stated that, with the purchase of the Type 1/Type 3 combination engine, the District would be able to dispose of one of its older engines and move Engine 272 to a reserve status.

Chief Steck stated that Director of Finance and HR Fischer had reached out to Pierce Manufacturing for leasing options with PNC Financial Services in order to be able to afford the vehicle purchases. He stated that neither of the vehicles had been budgeted for 2025. Director of Finance and HR Fischer stated that PNC and Pierce were able to work together, and that no payments will need to be made until the both engines were in the District's possession.

Chief Steck stated again that this project had been staff-led, and that the purchasing committee had done an excellent job researching and putting together their recommendations for the Board.

Director Christensen called for a motion to approve the Type 1 and Type 3 Vehicle Purchases. Director Austgen made the motion. Director Collis seconded the motion. All in favor.

### **Adjournment**

There being no further business to come before the Board, Director Collis moved to adjourn, Director Austgen seconded, and the vote was unanimously carried. The meeting was adjourned at 7:02 p.m.

### **Meeting Schedule**

The next regular Board meeting is scheduled for March 11, 2025, at 6:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

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Rick Young

Board President

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Wayne Austgen

Board Secretary