

**ELIZABETH FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA
November 10, 2020**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment
5. Additions/Deletions to Agenda
6. Approval of Minutes
 - Discussion and possible approval of Meeting Minutes from Oct 13, 2020
7. Financial Matters
 - Ratify the bills
 - Discussion and possible approval
8. Staff Report
9. Legal Report
10. Old Business
 - Benefit and Cancer Trust
 - Discussion of Auditor for 2020
11. New Business
12. Adjournment

RECORD OF PROCEEDINGS

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

Held: Tuesday, October 13, 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
Wayne Austgen, Board Secretary
Don Means, Board Director

Also present were:

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

Absent: Mike Graeff, Board Treasurer

Call to Order

Director Young called to order the regular meeting of the Board of Directors of the Elizabeth Fire Protection District at 7:00 p.m. Director Young called to excuse Director Graeff. Motion made by Director Christensen. Seconded by Director Austgen. All in favor. Motion carried.

Pledge of Allegiance

Director Austgen led the flag salute.

RECORD OF PROCEEDINGS

Public Comment	<p>Director Young opened the meeting for public comment.</p> <p>There was no public comment.</p>
Addition/Deletions to Agenda	<p>Director Young asked if there were any changes to the agenda.</p>
Approval of Minutes	<p>The Board reviewed the draft minutes from the September 08, 2020, regular Board meeting.</p> <p>Secretary to the Board Cannata asked the Board to approve amending the September minutes to replace Division Chief Aldridge with Interim Division Chief Mackall. He was mistakenly left on the September minutes as an attendee.</p> <p>Director Young called for a motion to approve the September 08, 2020 minutes, as amended. Director Austgen made the motion. Director Means seconded the motion. The motion passed unanimously.</p>
Financial Matters	
<ul style="list-style-type: none">• Ratify the bills	<p>Director Young stated everyone has the financials and asked if there were any questions.</p> <p>No questions</p> <p>Director Young called for a motion to ratify payment of the bills. Director Christensen made the motion. Director Means seconded the motion. The motion passed unanimously.</p>
Staff Report	<p>Chief Steck added to the staff report that was given in the Board Packet. Interim Operations Chief Mackall was assigned an operational plan that will provide us with guidance and a road map.</p> <p>Interim Operations Chief Mackall discussed the District's response guidelines when an employee has tested positive for COVID or is showing symptoms.</p>

RECORD OF PROCEEDINGS

Director Austgen asked about the District's policy if staffing should get to a low level and notifications to Dispatch?

Interim Operations Chief Mackall stated he will research notifying dispatch.

Chief Steck stated that units would be taken out of the CAD system and would not be deployed in such situations. The District has a standing order that states the District does not provide mutual aid if there is only one available medic.

Discussion followed.

Chief Steck stated he met with Vicky Sullivan, who works with the Special Districts/CSD pool to discuss some PMC issues and workers comp issues, which led to discussing the Cancer Trust. Staff will compile information and further evaluate the options under the Cancer Trust. Chief Steck stated that he would like to create a group to consider various options. The Trust is now covering retired volunteers for ten years past their retirement date.

Director of Finance and HR Fischer discussed Aflac's costs and compared Aflac's benefits to the Trust benefits. The two are quite different.

Lengthy discussion followed.

Division Chief Gerczynski discussed new plans with the Board and a new format for reporting the District's development to the Board.

Director Means and Division Chief Gerczynski discussed adding information to the report regarding the development address so the Board can determine if the development is in the District or out. Director Young asked if there were any more questions on the staff report. There were no questions.

Legal Report

Attorney Ferguson discussed the attorneys' report. She informed the Board that the District's posted agenda has been revised to comply with best practices. She explained that the Court of Appeals recently issued an opinion about governmental boards like the District's Board of Directors, going into executive session. According to the Court's decision, if the Board has an executive session, the Board must include enough information about the executive session for the public to know what the executive session would be about. Likewise, she recommends

RECORD OF PROCEEDINGS

that the District include an Executive Session on the agenda when it intends to have an Executive Session and include the necessary statutory citation for the basis of the Executive Session on the agenda. Chief Staff will modify the agenda going forward. The Board is still permitted to add an executive session to the meeting when appropriate, by making a Motion to modify the agenda.

The Board had no questions.

Attorney Ferguson noted that the Public Sector Health Care Group may be retaining Ireland Stapleton as its legal counsel. Attorney Ferguson wanted to discuss this issue with the Board to make sure the Board is comfortable with their Firm doing so, since there could be potential conflicts in the future. She clarified that if a dispute arose between the District and the PSHCG, Ireland Stapleton would not be able to represent either entity on that single matter. The Board raised no objection.

There were no questions for Legal Counsel.

Old Business

- Member Handbook

Director of Finance and HR Fischer stated that Staff has made changes to the Member Handbook, specifically the paid sick leave policy on page 49, to make it consistent with how the District handles this issue for vacations.

Discussion followed.

Director Austgen moved to approve the changes to the Member Handbook. Director Means seconded the motion. Motion carried unanimously.

Attorney Ferguson added that the Colorado Healthy Family and Workplace Act that takes effect January 01, 2021 will require additional changes to the sick leave policy; when it is ready, Staff will bring that information to the Board.

Division Chief Gerczynski presented the New Fee Schedule.

Director Young called for a motion to approve the New Fee Schedule. Director Austgen made the motion. Director Graeff seconded the motion. All in favor.

RECORD OF PROCEEDINGS

New Business

- Board approval for Battalion Chief position description

Director of Finance and HR Fischer discussed the proposed revisions to the job description for the Battalion Chief. Attorney Ferguson will review for compliance with FLSA.

Chief Steck stated that Staff still needs to discuss the matter of the position being on-call.

Discussion followed.

Attorney Ferguson told the Board they can consider and if appropriate, adopt, the current description, pending legal counsel review.

Director Young made a motion to approve the Battalion Chief position description, subject to legal counsel review. Director Means made the motion. Director Austgen seconded the motion. Motion carried unanimously.

- Presentation of 2021 Budget draft

Director of Finance and HR Fischer gave the Board a summary of the draft 2021 Budget.

Discussion followed.

Adjournment

There being no further business to come before the Board, Director Graeff moved to adjourn; Director Means seconded, and the Motion carried unanimously. The meeting adjourned at 8:15 p.m.

Meeting Schedule

The next regular Board meeting is scheduled for November 10, 2020, at 7:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

RECORD OF PROCEEDINGS

Rick Young, President

Date: November 10, 2020

Wayne Austgen, Secretary

Date: November 10, 2020

Elizabeth Fire Protection District

General Fund Balance Sheet

As of October 31, 2020

	Oct 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1.10100 · BOK Financial Operating	83,880.82
1.10150 · BOK Financial Payroll	17,661.13
1.10200 · Community Bank of Colorado	41,832.47
1.10300 · Wells Fargo	-153.60
1.10400 · Colorado Trust General Account	1,290,448.82
1.10600 · CSafe Fund General Account	7,082.52
1.10700 · Colorado Trust Scholarship Fund	546.31
1.10950 · Claim on Pooled Cash	45,863.46
Total Checking/Savings	1,487,161.93
Accounts Receivable	
1.11600 · Accounts Receivable	7,995.00
Total Accounts Receivable	7,995.00
Other Current Assets	
1.12500 · Petty Cash Fund	100.00
Total Other Current Assets	100.00
Total Current Assets	1,495,256.93
Fixed Assets	
1.15100 · Fixed Asset Land	1,614,052.51
1.15200 · Fixed Asset Equipment	176,482.08
1.15300 · Fixed Asset Vehicle	1,619,889.97
Total Fixed Assets	3,410,424.56
Other Assets	
1.13000 · Property Tax Receivable	2,367,430.00
1.13600 · Transport Fees Receivable	263,368.66
1.13700 · Allowance for Doubtful Debt	-185,082.02
Total Other Assets	2,445,716.64
TOTAL ASSETS	7,351,398.13
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	10,680.84
1.21200 · State Payroll Tax	720.00
1.21400 · Colorado Unemployment	-241.80
1.22100 · AFLAC	1,121.30
1.22200 · AFLAC - Pre-Tax	833.30
1.23000 · Deferred Grant Revenue	6,500.00
Total Other Current Liabilities	2,387,072.78
Total Current Liabilities	2,387,072.68
Total Liabilities	2,387,072.68
Equity	
1.30300 · Investment in Fixed Asset	3,410,424.56
1.31100 · Unapplied Fund Balance	826,302.18
32000 · Unrestricted Net Assets	28,087.26

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

	Oct 31, 20
Net Income	699,511.45
Total Equity	4,964,325.45
TOTAL LIABILITIES & EQUITY	7,351,398.13

10:59 AM

11/03/20

Accrual Basis

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

	<u>Jan - Oct 20</u>
Income	
1.40100 · General Fund Property Tax Reven	2,342,747.16
1.40200 · S.O.T. Revenue	359,181.60
1.40300 · Transport Revenue	261,680.88
1.40400 · Permit Fees	17,385.50
1.40500 · Developer Contributions	35,000.00
1.40600 · CPR Income	1,215.00
1.40700 · CFFHC Benefit Trust	3,548.68
1.40900 · Deployment Income	14,818.46
1.41000 · Sale of Capital Assets	2,500.00
1.41100 · Interest Revenue	8,702.32
1.41200 · Other Miscellaneous Income	158,959.62
Total Income	<u>3,205,739.22</u>
Gross Profit	3,205,739.22
Expense	
1.50000 · Administration	2,086,647.33
1.51000 · Professional Services	115,226.26
1.52000 · Apparatus	18,296.42
1.53000 · Facilities	137,180.66
1.54000 · Equipment Maintenance and Testi	20,868.22
1.55000 · Fire Prevention/Investigations	8,917.15
1.56000 · Communications	8,304.93
1.57000 · Technology	22,133.88
1.58000 · Operations	77,492.84
1.80901 · Disaster Relief Account	11,160.08
Total Expense	<u>2,506,227.77</u>
Net Income	<u><u>699,511.45</u></u>

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

	Jan - Oct 20	Budget	\$ Over Bud...	% of Budget
Income				
1.40100 · General Fund Property Tax Reven	2,342,747.16	2,367,430.00	(24,682.84)	99.0%
1.40200 · S.O.T. Revenue	359,181.60	380,000.00	(20,818.40)	94.5%
1.40300 · Transport Revenue	261,680.88	295,000.00	(33,319.12)	88.7%
1.40400 · Permit Fees	17,385.50	20,000.00	(2,614.50)	86.9%
1.40500 · Developer Contributions	35,000.00	30,000.00	5,000.00	116.7%
1.40600 · CPR Income	1,215.00	1,800.00	(585.00)	67.5%
1.40700 · CFFHC Benefit Trust	3,548.68	2,625.00	923.68	135.2%
1.40900 · Deployment Income	14,818.46	50,000.00	(35,181.54)	29.6%
1.41000 · Sale of Capital Assets	2,500.00	12,000.00	(9,500.00)	20.8%
1.41100 · Interest Revenue	8,702.32	17,500.00	(8,797.68)	49.7%
1.41200 · Other Miscellaneous Income	158,959.62	8,000.00	150,959.62	1,987.0%
1.49000 · Transfer In From Other Funds	0.00	75,403.00	(75,403.00)	0.0%
Total Income	3,205,739.22	3,259,758.00	(54,018.78)	98.3%
Gross Profit	3,205,739.22	3,259,758.00	(54,018.78)	98.3%
Expense				
1.50000 · Administration	2,086,647.33	2,706,534.00	(619,886.67)	77.1%
1.51000 · Professional Services	115,226.26	133,627.00	(18,400.74)	86.2%
1.52000 · Apparatus	18,296.42	67,000.00	(48,703.58)	27.3%
1.53000 · Facilities	137,180.66	173,175.00	(35,994.34)	79.2%
1.54000 · Equipment Maintenance and Testi	20,868.22	37,250.00	(16,381.78)	56.0%
1.55000 · Fire Prevention/Investigations	8,917.15	19,600.00	(10,682.85)	45.5%
1.56000 · Communications	8,304.93	13,100.00	(4,795.07)	63.4%
1.57000 · Technology	22,133.88	41,850.00	(19,716.12)	52.9%
1.58000 · Operations	77,492.84	130,850.00	(53,357.16)	59.2%
1.80900 · Contingency	0.00	10,000.00	(10,000.00)	0.0%
1.80901 · Disaster Relief Account	11,160.08			
Total Expense	2,506,227.77	3,332,986.00	(826,758.23)	75.2%
Net Income	699,511.45	(73,228.00)	772,739.45	(955.3)%

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

	Jan - Nov 20	Budget	\$ Over Budget	% of Budget
Income				
2.40100 · Capital Improvement Tax Revenue	393,467.70	396,504.00	(3,036.30)	99.2%
2.40800 · Grant Income Cap Mil	134,592.00	160,842.00	(26,250.00)	83.7%
2.41100 · Interest Revenue-CMF	1,570.80	210.00	1,360.80	748.0%
Total Income	529,630.50	557,556.00	(27,925.50)	95.0%
Gross Profit	529,630.50	557,556.00	(27,925.50)	95.0%
Expense				
2.49000 · Grant Equipment	307,155.56	321,684.00	(14,528.44)	95.5%
2.55000 · County Treasurer Fee-CMF	11,496.85	11,894.00	(397.15)	96.7%
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	15,446.35	11,000.00	4,446.35	140.4%
2.80014 · Station 271 Capital Expense	50,154.07	5,000.00	45,154.07	1,003.1%
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	554,244.91	577,550.86	(23,305.95)	96.0%
Net Income	(24,614.41)	(19,994.86)	(4,619.55)	123.1%

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

	Jan - Nov 20	Budget	\$ Over Budget	% of Budget
Income				
3.40100 · Zone 1 Income	10,826.05	35,000.00	(24,173.95)	30.9%
3.41100 · Interest	82.30			
4.40200 · Zone 2 Income	1,226.00	0.00	1,226.00	100.0%
4.41100 · Interest Impact fee Zone 2	10.74			
5.40300 · Zone 3 Income	0.00	12,000.00	(12,000.00)	0.0%
5.41100 · Interest Impact Fee Zone 3	84.18	215.00	(130.82)	39.2%
Total Income	12,229.27	47,215.00	(34,985.73)	25.9%
Gross Profit	12,229.27	47,215.00	(34,985.73)	25.9%
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	12,229.27	(16,624.00)	28,853.27	(73.6)%

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

	Jan - Nov 20	Budget	\$ Over Budget	% of Budget
Income				
6.40100 · Infrastructure Fee Income	5,200.00	20,000.00	(14,800.00)	26.0%
6.41100 · Interest Revenue IF	91.42	300.00	(208.58)	30.5%
Total Income	5,291.42	20,300.00	(15,008.58)	26.1%
Gross Profit	5,291.42	20,300.00	(15,008.58)	26.1%
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	5,291.42	10,300.00	(5,008.58)	51.4%

11:04 AM

November 3, 2020

Accrual Basis

Elizabeth Fire Protection District

Bank Balances

As of October 31, 2020

	Oct 31, 20	
	Debit	Credit
1.10100 · BOK Financial Operating	83,880.82	
1.10150 · BOK Financial Payroll	17,661.13	
1.10200 · Community Bank of Colorado	41,832.47	
1.10300 · Wells Fargo		153.60
1.10400 · Colorado Trust General Account	1,290,448.82	
1.10600 · CSafe Fund General Account	7,082.52	
1.10700 · Colorado Trust Scholarship Fund	546.31	
1.10950 · Claim on Pooled Cash	45,863.46	
2.10400 · Colo Trust Cap Mill	208,747.52	
2.10950 · Claim on Pooled Cash-CMF		51,719.46
2.13500 · Cash with County Treasurer-CMF	0.00	
3.10100 · Colorado Trust Impact Fee Zn1	16,274.94	
3.10950 · Claims on Pooled Cash Zone 1	2,736.00	
4.10101 · Colorado Trust Impact Fee Zn 2	2,468.26	
5.10102 · Colorado Trust Impact Fee Zn 3	12,466.82	
5.10950 · Claim on Pooled Cash Zone3	0.00	
6.10200 · Colorado Trust Infrastructure	18,208.03	
6.10950 · Claims on Pooled Cash Infrastru	3,120.00	
TOTAL	1,751,337.10	51,873.06

11:33 AM

11/03/20

Elizabeth Fire Protection District

Check Register

October 2020

Num	Date	Name	Account	Paid Amount	Original Amount
	10/14/2020	QuickBooks Pay...	1.10150 · BOK Financial Payroll		-52,471.03
		QuickBooks Payr...	2110 · Direct Deposit Liabilities	-52,471.03	52,471.03
TOTAL				-52,471.03	52,471.03
	10/29/2020	QuickBooks Pay...	1.10150 · BOK Financial Payroll		-59,877.79
		QuickBooks Payr...	2110 · Direct Deposit Liabilities	-59,877.79	59,877.79
TOTAL				-59,877.79	59,877.79
	10/31/2020		1.10100 · BOK Financial Operating		-394.74
			1.50102 · Bank Fees	-394.74	394.74
TOTAL				-394.74	394.74
	10/31/2020		1.10150 · BOK Financial Payroll		-6.00
			1.50102 · Bank Fees	-6.00	6.00
TOTAL				-6.00	6.00
ACH0718	10/01/2020	Aflac	1.10100 · BOK Financial Operating		-1,877.74
			1.22200 · AFLAC - Pre-Tax	-780.52	780.52
			1.22100 · AFLAC	-635.36	635.36
			1.22100 · AFLAC	-461.86	461.86
TOTAL				-1,877.74	1,877.74
ACH0719	10/01/2020	Community Ban...	1.10200 · Community Bank of Colorado		-419.58
			1.57101 · I.T. Software Upgrades Go Dad...	-227.70	227.70
			1.57101 · I.T. Software Upgrades Go Dad...	-191.88	191.88
TOTAL				-419.58	419.58
ACH0719	10/05/2020	HUMANA	1.10100 · BOK Financial Operating		-217.01
			1.50407 · Life Insurance	-217.01	217.01
TOTAL				-217.01	217.01
ACH0720	10/15/2020	FPPA	1.10150 · BOK Financial Payroll		-12,480.03
			1.21800 · FPPA Pension Cont	-5,115.45	5,115.45
			1.21800 · FPPA Pension Cont	-5,115.45	5,115.45
			1.21800 · FPPA Pension Cont	-536.83	536.83
			1.21900 · FPPA 457	-874.52	874.52
			1.21800 · FPPA Pension Cont	-837.78	837.78
TOTAL				-12,480.03	12,480.03
ACH0721	10/15/2020	ICMA	1.10150 · BOK Financial Payroll		-2,183.15
			1.21500 · ICMA 457	-1,262.60	1,262.60
			1.21700 · ICMA EE Loan Payment	-52.53	52.53
			1.21600 · ICMA Pension	-434.01	434.01
			1.21600 · ICMA Pension	-434.01	434.01

11:33 AM

11/03/20

Elizabeth Fire Protection District

Check Register

October 2020

Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL				-2,183.15	2,183.15
ACH0722	10/21/2020	FPPA	1.10150 · BOK Financial Payroll		-64,477.00
			1.50412 · Volunteer Pension Contributions	-64,477.00	64,477.00
TOTAL				-64,477.00	64,477.00
ACH0723	10/30/2020	Colorado Depart...	1.10150 · BOK Financial Payroll		-5,530.00
			1.50102 · Bank Fees	-1.00	1.00
			1.21200 · State Payroll Tax	-5,529.00	5,529.00
TOTAL				-5,530.00	5,530.00
ACH0724	10/30/2020	FPPA	1.10150 · BOK Financial Payroll		-12,480.03
			1.21800 · FPPA Pension Cont	-5,115.45	5,115.45
			1.21800 · FPPA Pension Cont	-5,115.45	5,115.45
			1.21800 · FPPA Pension Cont	-536.83	536.83
			1.21900 · FPPA 457	-874.52	874.52
			1.21800 · FPPA Pension Cont	-837.78	837.78
TOTAL				-12,480.03	12,480.03
ACH0725	10/30/2020	ICMA	1.10150 · BOK Financial Payroll		-2,183.15
			1.21500 · ICMA 457	-1,262.60	1,262.60
			1.21700 · ICMA EE Loan Payment	-52.53	52.53
			1.21600 · ICMA Pension	-434.01	434.01
			1.21600 · ICMA Pension	-434.01	434.01
TOTAL				-2,183.15	2,183.15
ACH0838	10/01/2020	Public Sector H...	1.10100 · BOK Financial Operating		-23,544.91
			1.50403 · Health Insurance	-23,544.91	23,544.91
TOTAL				-23,544.91	23,544.91
ACH0840	10/15/2020	United States Tr...	1.10100 · BOK Financial Operating		-9,322.34
			1.21100 · Federal Payroll Tax	-6,072.00	6,072.00
			1.21100 · Federal Payroll Tax	-583.06	583.06
			1.21100 · Federal Payroll Tax	-583.06	583.06
			1.21100 · Federal Payroll Tax	-1,042.11	1,042.11
			1.21100 · Federal Payroll Tax	-1,042.11	1,042.11
TOTAL				-9,322.34	9,322.34
ACH0841	10/06/2020	BOK Financial CC	1.10100 · BOK Financial Operating		-9,077.97
			1.54107 · Hose Testing	-70.86	70.86
			1.52101 · Apparatus Preventative Maint	-354.00	354.00
			1.53112 · 271 Equipment/Upgrades	-34.16	34.16
			1.52102 · Apparatus Repairs	-355.00	355.00
			1.80901 · Disaster Relief Account	-57.99	57.99
			1.58105 · Firefighter Training	-100.00	100.00
			1.57102 · I.T. Software Upgrades Sage/Sup	-17.95	17.95
			1.55108 · Dues/Certifications	-1,575.00	1,575.00
			1.57102 · I.T. Software Upgrades Sage/Sup	-458.39	458.39
			1.53904 · Quartermaster Supplies	-17.37	17.37
			1.53904 · Quartermaster Supplies	-94.34	94.34

11:33 AM

11/03/20

Elizabeth Fire Protection District

Check Register

October 2020

Num	Date	Name	Account	Paid Amount	Original Amount
			1.50101 · Office Supplies	-125.77	125.77
			1.53904 · Quartermaster Supplies	-296.36	296.36
			1.50101 · Office Supplies	-92.67	92.67
			1.50101 · Office Supplies	-79.98	79.98
			1.53904 · Quartermaster Supplies	-68.92	68.92
			1.53903 · Furnishing/Fixtures	-174.66	174.66
			1.53904 · Quartermaster Supplies	-117.66	117.66
			1.53903 · Furnishing/Fixtures	-237.59	237.59
			1.53904 · Quartermaster Supplies	-17.37	17.37
			1.50101 · Office Supplies	-48.00	48.00
			1.53904 · Quartermaster Supplies	-112.45	112.45
			1.53904 · Quartermaster Supplies	-79.96	79.96
			1.54107 · Hose Testing	-86.35	86.35
			1.53210 · 272 Maintenance/Repairs	-63.90	63.90
			1.58306 · Protective Clothing	-154.75	154.75
			1.53210 · 272 Maintenance/Repairs	-27.18	27.18
			1.58202 · EMS Supplies	-1.90	1.90
			1.50110 · Express Toll	-40.45	40.45
			1.53206 · 272 Cable	-102.65	102.65
			1.50502 · Background Checks	-69.74	69.74
			1.53811 · Admin Equipment/Upgrades	-64.35	64.35
			1.52103 · Apparatus Equipment/Upgrades	-17.74	17.74
			1.52102 · Apparatus Repairs	-36.08	36.08
			1.58204 · Training	-125.00	125.00
			1.58204 · Training	-125.00	125.00
			1.53309 · 273 Grounds	-35.17	35.17
			1.58203 · Dues	-775.00	775.00
			1.58202 · EMS Supplies	-29.99	29.99
			1.52103 · Apparatus Equipment/Upgrades	-17.74	17.74
			1.58105 · Firefighter Training	-54.83	54.83
			1.52103 · Apparatus Equipment/Upgrades	-99.99	99.99
			1.58202 · EMS Supplies	-127.01	127.01
			1.58105 · Firefighter Training	-53.95	53.95
			1.53810 · Admin Maint/Repairs	-19.98	19.98
			1.80901 · Disaster Relief Account	-1,941.00	1,941.00
			1.50104 · Meeting Expense	-32.66	32.66
			1.50104 · Meeting Expense	-47.25	47.25
			1.53810 · Admin Maint/Repairs	-95.95	95.95
			1.57110 · I.T. Equipment/Upgrades	219.00	-219.00
			1.50101 · Office Supplies	-84.49	84.49
			1.50104 · Meeting Expense	-31.15	31.15
			1.55102 · Fire Prevention Supplies	-49.97	49.97
			1.57110 · I.T. Equipment/Upgrades	-239.38	239.38
			1.50104 · Meeting Expense	-59.92	59.92
				<hr/>	<hr/>
TOTAL				-9,077.97	9,077.97
ACH0842	10/22/2020	HUMANA	1.10100 · BOK Financial Operating		-234.21
			1.50407 · Life Insurance	-234.21	234.21
				<hr/>	<hr/>
TOTAL				-234.21	234.21
ACH0844	10/28/2020	United States Tr...	1.10100 · BOK Financial Operating		-167.35
			1.50102 · Bank Fees	-167.35	167.35
				<hr/>	<hr/>
TOTAL				-167.35	167.35
ACH0921	10/01/2020	United States Tr...	1.10150 · BOK Financial Payroll		-10,224.80
			1.21100 · Federal Payroll Tax	-6,496.00	6,496.00
			1.21100 · Federal Payroll Tax	-773.01	773.01
			1.21100 · Federal Payroll Tax	-773.01	773.01
			1.21100 · Federal Payroll Tax	-1,091.39	1,091.39

11:33 AM

11/03/20

Elizabeth Fire Protection District

Check Register

October 2020

Num	Date	Name	Account	Paid Amount	Original Amount
			1.21100 · Federal Payroll Tax	-1,091.39	1,091.39
TOTAL				-10,224.80	10,224.80
ACH0922	10/01/2020	Colorado Depart...	1.10150 · BOK Financial Payroll		-5,823.00
			1.50102 · Bank Fees	-1.00	1.00
			1.21200 · State Payroll Tax	-5,822.00	5,822.00
TOTAL				-5,823.00	5,823.00
ACH0923	10/09/2020	COTREA	1.10150 · BOK Financial Payroll		-128.30
			1.21400 · Colorado Unemployment	-128.30	128.30
TOTAL				-128.30	128.30
25266	10/02/2020	Kriz Consulting	1.10100 · BOK Financial Operating		-2,145.16
			1.51106 · EMS Billing	-2,145.16	2,145.16
TOTAL				-2,145.16	2,145.16
25267	10/08/2020	Agfinity	1.10100 · BOK Financial Operating		-825.00
I51927	10/08/2020		1.58701 · Fuel	-825.00	825.00
TOTAL				-825.00	825.00
25268	10/08/2020	Allcopy	1.10100 · BOK Financial Operating		-445.24
27863115	10/08/2020		1.57109 · Copier	-445.24	445.24
TOTAL				-445.24	445.24
25269	10/08/2020	Avtech	1.10100 · BOK Financial Operating		-79.00
0082315-IN	10/08/2020		1.54301 · Maintenance Equipment Repairs	-79.00	79.00
TOTAL				-79.00	79.00
25270	10/08/2020	Boundtree	1.10100 · BOK Financial Operating		-740.13
83788514	10/08/2020		1.58202 · EMS Supplies	-52.50	52.50
83788515	10/08/2020		1.58202 · EMS Supplies	-25.36	25.36
83792311	10/08/2020		1.58202 · EMS Supplies	-529.59	529.59
83783671	10/08/2020		1.58202 · EMS Supplies	-120.00	120.00
83785281	10/08/2020		1.58202 · EMS Supplies	-12.68	12.68
TOTAL				-740.13	740.13
25271	10/08/2020	CC Station 271 I...	1.10100 · BOK Financial Operating		-231.10
8497202000...	10/08/2020		1.53805 · Admin Internet	-231.10	231.10
TOTAL				-231.10	231.10
25272	10/08/2020	CC Station 273 ...	1.10100 · BOK Financial Operating		-14.98
8497202240...	10/08/2020		1.53306 · 273 Cable	-14.98	14.98

11:33 AM

11/03/20

Elizabeth Fire Protection District

Check Register

October 2020

Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL				-14.98	14.98
25273	10/08/2020	CC Station 273 I...	1.10100 · BOK Financial Operating		-232.41
8497202240...	10/08/2020		1.53305 · 273 Internet	-232.41	232.41
TOTAL				-232.41	232.41
25274	10/08/2020	Century Link	1.10100 · BOK Financial Operating		-137.56
3036465106...	10/08/2020		1.53204 · 272 Phone	-137.56	137.56
TOTAL				-137.56	137.56
25275	10/08/2020	Coberly Web Cr...	1.10100 · BOK Financial Operating		-4,050.00
3	10/08/2020		1.51103 · I.T. Services	-4,050.00	4,050.00
TOTAL				-4,050.00	4,050.00
25276	10/08/2020	Colorado Intera...	1.10100 · BOK Financial Operating		-395.82
11393930	10/08/2020		1.40300 · Transport Revenue	-395.82	395.82
TOTAL				-395.82	395.82
25277	10/08/2020	Fire Safety Servi...	1.10100 · BOK Financial Operating		-40.00
5331641-IN	10/08/2020		1.58501 · Operations Equipment/Upgrades	-40.00	40.00
TOTAL				-40.00	40.00
25278	10/08/2020	FRNTAP	1.10100 · BOK Financial Operating		-286.55
67959	10/08/2020		1.54301 · Maintenance Equipment Repairs	-286.55	286.55
TOTAL				-286.55	286.55
25279	10/08/2020	Greenlee	1.10100 · BOK Financial Operating		-825.89
003VUL	10/08/2020		1.52102 · Apparatus Repairs	-825.89	825.89
TOTAL				-825.89	825.89
25280	10/08/2020	ICTHREADS	1.10100 · BOK Financial Operating		-2,594.75
3742	10/08/2020		1.58304 · T-Shirts/Job Shirts	-2,594.75	2,594.75
TOTAL				-2,594.75	2,594.75
25281	10/08/2020	IREA	1.10100 · BOK Financial Operating		-1,228.05
23608400	10/08/2020		1.53302 · 273 Electric	-513.81	513.81
71184002	10/08/2020		1.53101 · Station 271	-531.04	531.04
95602299	10/08/2020		1.53802 · Admin Electriect	-183.20	183.20
TOTAL				-1,228.05	1,228.05
25282	10/08/2020	John Deere	1.10100 · BOK Financial Operating		-41.98

11:33 AM

11/03/20

Elizabeth Fire Protection District

Check Register

October 2020

Num	Date	Name	Account	Paid Amount	Original Amount
G39339	10/08/2020		1.54201 · Firefighting Equip. Maintenance	-41.98	41.98
TOTAL				-41.98	41.98
25283	10/08/2020	LAWS	1.10100 · BOK Financial Operating		-302.89
18882	10/08/2020		1.52102 · Apparatus Repairs	-302.89	302.89
TOTAL				-302.89	302.89
25284	10/08/2020	MES	1.10100 · BOK Financial Operating		-3,690.00
IN1503705	10/08/2020		1.54105 · SCBA Testing/Maintenance	-3,690.00	3,690.00
TOTAL				-3,690.00	3,690.00
25285	10/08/2020	METLIFE	1.10100 · BOK Financial Operating		-1,989.88
TS05348811	10/08/2020		1.50404 · Dental Insurance	-1,691.26	1,691.26
			1.50405 · Vision Insurance	-298.62	298.62
TOTAL				-1,989.88	1,989.88
25286	10/08/2020	POWERHOUSE	1.10100 · BOK Financial Operating		-597.38
589434M	10/08/2020		1.55103 · Public Education Supplies	-597.38	597.38
TOTAL				-597.38	597.38
25287	10/08/2020	ROGGEN	1.10100 · BOK Financial Operating		-37.50
29-439851	10/08/2020		1.53303 · 273 Gas	-37.50	37.50
TOTAL				-37.50	37.50
25288	10/08/2020	SAMBA	1.10100 · BOK Financial Operating		-139.90
INV00444098	10/08/2020		1.50501 · Driving Record Checks	-139.90	139.90
TOTAL				-139.90	139.90
25289	10/08/2020	Sprint	1.10100 · BOK Financial Operating		-674.91
857699224-...	10/08/2020		1.56106 · Cell Phone Expense	-674.91	674.91
TOTAL				-674.91	674.91
25290	10/08/2020	Terryberry	1.10100 · BOK Financial Operating		-560.73
H88497	10/08/2020		1.50413 · LOSAP/Retention	-560.73	560.73
TOTAL				-560.73	560.73
25291	10/08/2020	True Value	1.10100 · BOK Financial Operating		-217.14
1718	10/08/2020		1.53111 · 271 Maintenance/Repairs	-112.58	112.58
			1.58501 · Operations Equipment/Upgrades	-25.47	25.47
			1.53309 · 273 Grounds	-10.99	10.99
			1.52102 · Apparatus Repairs	-4.29	4.29
			1.53904 · Quartermaster Supplies	-10.80	10.80
			1.52103 · Apparatus Equipment/Upgrades	-24.99	24.99
			1.53903 · Furnishing/Fixtures	-2.12	2.12

11:33 AM

11/03/20

Elizabeth Fire Protection District

Check Register

October 2020

Num	Date	Name	Account	Paid Amount	Original Amount
			1.54105 · SCBA Testing/Maintenance	-25.90	25.90
TOTAL				-217.14	217.14
25292	10/08/2020	TWNE LZ	1.10100 · BOK Financial Operating		-280.80
61.01	10/08/2020		1.53107 · 271 Water/Sewer	-191.92	191.92
2000.03	10/08/2020		1.53812 · Admin Building Water/Sewer	-88.88	88.88
TOTAL				-280.80	280.80
25293	10/08/2020	WEX	1.10100 · BOK Financial Operating		-569.46
67759119	10/08/2020		1.58701 · Fuel	-569.46	569.46
TOTAL				-569.46	569.46
25294	10/22/2020	Airgas	1.10100 · BOK Financial Operating		-399.12
9103858188	10/22/2020		1.58202 · EMS Supplies	-329.94	329.94
9974320045	10/22/2020		1.58202 · EMS Supplies	-69.18	69.18
TOTAL				-399.12	399.12
25295	10/22/2020	Autozone	1.10100 · BOK Financial Operating		-435.94
011018518	10/22/2020		1.52101 · Apparatus Preventative Maint	-435.94	435.94
TOTAL				-435.94	435.94
25296	10/22/2020	Boundtree	1.10100 · BOK Financial Operating		-700.60
83804219	10/22/2020		1.58202 · EMS Supplies	-38.04	38.04
83798964	10/22/2020		1.58202 · EMS Supplies	-662.56	662.56
TOTAL				-700.60	700.60
25297	10/22/2020	CC Station 271 I...	1.10100 · BOK Financial Operating		-239.58
8497202000...	10/22/2020		1.53105 · 271 Internet	-239.58	239.58
TOTAL				-239.58	239.58
25298	10/22/2020	CDPC	1.10100 · BOK Financial Operating		-170.00
20-36944	10/22/2020		1.58108 · Firefighter Cert. Testing	-90.00	90.00
20-34799	10/22/2020		1.58108 · Firefighter Cert. Testing	-80.00	80.00
TOTAL				-170.00	170.00
25299	10/22/2020	Comcast Station...	1.10100 · BOK Financial Operating		-868.25
109177326	10/22/2020		1.53104 · 271 Phone	-282.84	282.84
			1.53304 · 273 Phone	-162.01	162.01
			1.53804 · Admin Phone	-423.40	423.40
TOTAL				-868.25	868.25
25300	10/22/2020	Direct	1.10100 · BOK Financial Operating		-69.90
118378	10/22/2020		1.53205 · 272 Internet	-69.90	69.90

Elizabeth Fire Protection District

Check Register

October 2020

Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL				-69.90	69.90
25301	10/22/2020	ELDORA	1.10100 · BOK Financial Operating		-80.15
131340	10/22/2020		1.53308 · 273 Drinking Water	-15.00	15.00
131339	10/22/2020		1.53109 · 271 Drinking Water	-65.15	65.15
TOTAL				-80.15	80.15
25302	10/22/2020	Elizabeth Cham...	1.10100 · BOK Financial Operating		-179.10
8218	10/22/2020		1.50106 · Dues	-179.10	179.10
TOTAL				-179.10	179.10
25303	10/22/2020	Geaudralt, Pam	1.10100 · BOK Financial Operating		-19.42
10/12/2020	10/22/2020		1.53904 · Quartermaster Supplies	-19.42	19.42
TOTAL				-19.42	19.42
25304	10/22/2020	HBS	1.10100 · BOK Financial Operating		-80.00
37787	10/22/2020		1.53108 · 271 Trash	-35.00	35.00
			1.53207 · 272 Trash	-20.00	20.00
			1.53307 · 273 Trash	-25.00	25.00
TOTAL				-80.00	80.00
25305	10/22/2020	Heathone	1.10100 · BOK Financial Operating		-120.00
CO1184-403...	10/22/2020		1.50503 · Drug Testing/DOT	-120.00	120.00
TOTAL				-120.00	120.00
25306	10/22/2020	HUMANA TRAN...	1.10100 · BOK Financial Operating		-307.30
2592	10/22/2020		1.40300 · Transport Revenue	-176.40	176.40
			1.40300 · Transport Revenue	-65.45	65.45
2117	10/22/2020		1.40300 · Transport Revenue	-65.45	65.45
TOTAL				-307.30	307.30
25307	10/22/2020	IMAGE	1.10100 · BOK Financial Operating		-251.04
124454	10/22/2020		1.57104 · Records Management Imagetre...	-251.04	251.04
TOTAL				-251.04	251.04
25308	10/22/2020	IREA	1.10100 · BOK Financial Operating		-201.27
73157800	10/22/2020		1.53301 · Station 273	-201.27	201.27
TOTAL				-201.27	201.27
25309	10/22/2020	METLIFE	1.10100 · BOK Financial Operating		-2,090.99
TS05348811	10/22/2020		1.50404 · Dental Insurance	-1,778.74	1,778.74
			1.50405 · Vision Insurance	-312.25	312.25
TOTAL				-2,090.99	2,090.99

11:33 AM

11/03/20

Elizabeth Fire Protection District

Check Register

October 2020

Num	Date	Name	Account	Paid Amount	Original Amount
25310	10/22/2020	NAPA	1.10100 · BOK Financial Operating		-50.70
12928	10/22/2020		1.58202 · EMS Supplies	-6.27	6.27
			1.52101 · Apparatus Preventative Maint	-17.76	17.76
			1.52102 · Apparatus Repairs	-26.67	26.67
TOTAL				-50.70	50.70
25311	10/22/2020	Profile EA	1.10100 · BOK Financial Operating		-38.30
11176	10/22/2020		1.50402 · Wellness/EAP Program	-38.30	38.30
TOTAL				-38.30	38.30
25312	10/22/2020	Skaggs	1.10100 · BOK Financial Operating		-1,379.98
100_A_3020...	10/22/2020		1.58302 · Class B Uniforms	-60.00	60.00
100_A_3075...	10/22/2020		1.58302 · Class B Uniforms	-438.00	438.00
100_A_1035...	10/22/2020		1.58302 · Class B Uniforms	-80.00	80.00
100_A_3563...	10/22/2020		1.58302 · Class B Uniforms	-150.00	150.00
100_A_3755...	10/22/2020		1.58302 · Class B Uniforms	-47.00	47.00
100_A_3634...	10/22/2020		1.58302 · Class B Uniforms	-111.00	111.00
100_A_3820...	10/22/2020		1.58302 · Class B Uniforms	-271.98	271.98
100_A_4059...	10/22/2020		1.58302 · Class B Uniforms	-222.00	222.00
TOTAL				-1,379.98	1,379.98
25314	10/22/2020	Verizon	1.10100 · BOK Financial Operating		-30.99
9863954445	10/22/2020		1.56106 · Cell Phone Expense	-30.99	30.99
TOTAL				-30.99	30.99
25315	10/22/2020	Wakefield	1.10100 · BOK Financial Operating		-46.89
34298	10/22/2020		1.40300 · Transport Revenue	-46.89	46.89
TOTAL				-46.89	46.89
25316	10/22/2020	CC Station 271 ...	1.10100 · BOK Financial Operating		-13.09
8497202000...	10/22/2020		1.53106 · 271 Cable	-13.09	13.09
TOTAL				-13.09	13.09

Elizabeth Fire Protection District
Cash Flow Forecast
November 30, 2020

	Colotrust General	Community Bank	BOK
Beginning Balance 11/01/2020	1,290,448.82	41,832.47	101,541.95
Tax Revenue 10/2020	45,000.00		
Transfer to Capital Mil for Taxes	(980.00)		
	<hr/>		
	1,334,468.82	41,832.47	101,541.95
Forecasted Expenses			
Estimated Payroll			(205,000.00)
Estimated Accounts Payable			(100,000.00)
Transfer Needed	<hr/>		
	(260,000.00)		260,000.00
Forecasted Ending Balance	1,074,468.82	41,832.47	56,541.95



ELIZABETH FIRE PROTECTION DISTRICT

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

STAFF REPORT November 10th, 2020



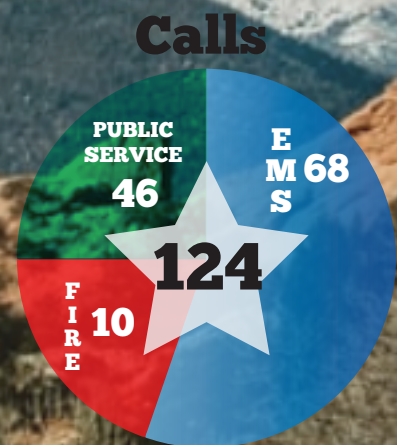
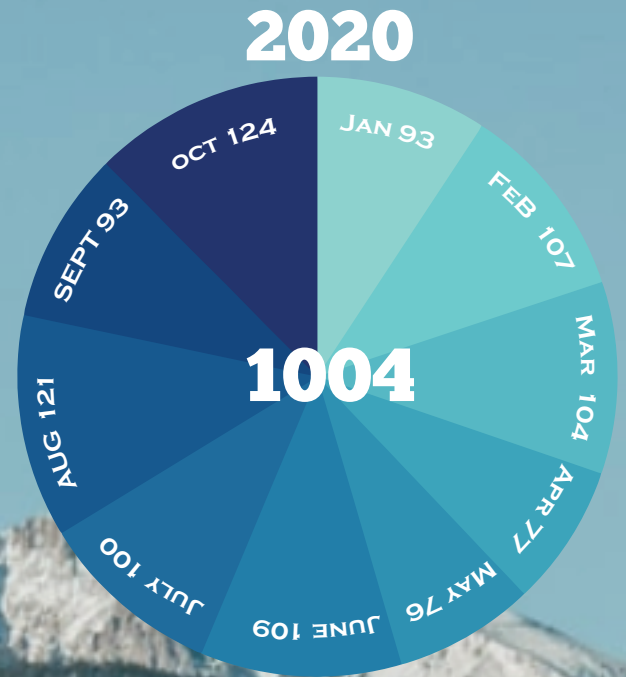
Brush-273 working on a mutual aid fire in the Commanche Creek valley

ELIZABETH FIRE PROTECTION DISTRICT

OCTOBER 2020

Staffing

Command/Admin Staff	6
Career-full time	17
Part-time	8
Part-time temp	1
Water Ops	2
Support Services	1
Reserve	0
Probation	8
Academy	0
Candidate	13
Applicant	5
Reserve Hours	870.00



16
Sunday

10
Monday

15
Tuesday

20
Wednesday

22
Thursday

20
Friday

21
Saturday



Staffing Analysis:

We are experiencing an increase in COVID impacts on our staffing as the numbers rise in our county. We have had 2 positive paramedic cases and a few exposure concerns. As the CDC recommendations evolve for healthcare workers, we are able to keep staffing levels a little more stable by allowing exposed members to continue at work while wearing masks on shift.

Station 272 staffing could drop for 7-10 days as the first part of our response plan takes form. We hope that our mitigation efforts are effective in keeping the impact low.

Call Analysis:

We are on call #1021 as of the report date which is an average of 3.3 calls per day (Our call per day average is creeping up slowly). We are on pace to finish at 1209 calls. Our call load continues to creep up every month. We are seeing an increase in Presumptive COVID related calls which is reflective of the climbing rates countywide. Sean talks about our numbers in his section.

Administration:

Facilities –

- Station 271 – No major problems at 271. We are working on upgrading some of our electric outlet and lighting issues so that we can be more consistent in holding remote meetings.
- Station 272 – The resident crew at 272 is keeping the grounds and station in great condition. We did have a citizen complaint regarding the flag being tattered. Unfortunately, we didn't have replacement flags on hand at the time but we have now remedied the situation.
- Station 273 – The county patched our parking lot at 273 with hot patch for the election cycle. It wasn't the best quality job, but it will certainly help us for now to defer paving costs to another budget cycle.
- Admin Building – B-shift did a great job edging the sidewalks. Over the many years, roughly 6" of the sidewalk were covered by dirt and grass.

Promotion and Hiring Process –

Our 5 candidates for the Battalion Chief positions are now preparing for the oral board interview process. Our panelists are excellent for our goals and all of them are very educated in fire district operations and administration. We have decided to hold the interviews virtually due to the significant spike in cases statewide as our interviewers are coming from all over the state. I'm confident we will have a solid experience and all of the candidates will represent us well. After the oral boards, we will tally the scores from all phases and move to the final phase.

Gallagher Update –

I am saddened by the amount of local government funds that were wasted this year in holding duplicate campaigns. There was simply no other option which validates the systemic concerns with the amendment. I was encouraged that Gallagher won't continue to decrease funds for local governments. We will be working with legal to verify how this repeal will affect EFPD but we don't expect any big impacts.

Staff Cancer Protection –

The Admin staff has met with all three shifts and have educated them on the many considerations we are developing for cancer coverage. We have the item on the agenda under old business so we can update the board.

COVID Response –

Our Continuity of Operations plan is in place and is working well. We went from **Green** to **Yellow** over the last two weeks with one confirmed case internally. We remain on a yellow status with one positive case in house.

Sean is now developing an admin continuity plan that allows us to use the same benchmarks for decision making on the administration side. As good as we are with our policy and planning, we find ourselves continually changing our plans and responses to meet the CDC guidelines that change.

See Sean's report below for further information regarding our COVID response.



Elbert County Elections –

We did not see any major problems with the new ballot drop off box. It was reported to be busy in our parking lot but only an inconvenience at the most. The box will remain under the IGA and be available to us should we ever need a mail in election for the district.

ELCO Fire Chiefs –

We will be meeting privately in person this month. We all have committed discussing any issues with Elbert Fire and trying to make things work a little better with them. The Chiefs in general are very cohesive but have had ripples with this one agency. Bats are one of the few mammals that fly. Elbert is reaching out trying to mend the fences, so we are motivated to make things work for everyone's sake.

Rattlesnake Fire Staffing Changes –

Rattlesnake Fire has made the decision to hire 6 additional firefighters for a total of 9. They will be operating on 48/96 schedules with us. This will be a big benefit to their citizens but will also allow us to rely on each other more and ultimately benefit from run-card based dispatch. This change should take effect in December.

Centura Physician Services -

We have been hearing rumors that Centura would be pulling the plug on sponsored PA services. As you know, we added funding into our professional services line item to cover potential costs of paying for a Physician Advisor. I contacted the CEO at Parker

Adventist directly and asked him if the rumor was true. He let me know that Centura had no plans to discontinue the service and they would let us know with plenty of warning if they ever did. We still plan to leave the funding in the budget just in case for now.

Joint Fire Station 261 –

The Joint Station is at substantial completion. We plan to move our parade engine up there initially to make room in our storage shed at 271. In time, we can add apparatus if needed or utilize for additional storage. We have agreed to pay \$29,000 in 2021 for our share of the construction costs. Our shared operational costs are not expected to go up.

Joint Effort Between Agencies –

Chief Kilduff, Chief Lamansky and I have been meeting regularly to discuss how we can be more efficient in training efforts. We are discussing the possibility of consolidating our training programs in specific areas. We have had great discussions with our staff from all 3 agencies with overwhelming support. The three chiefs have developed a draft implementation plan that we can hand off to our training officers once they are identified. We plan to start 2021 with coordinated specialized training and then build from there in subsequent years.

2021

- Emergency Vehicle Operator Training
- S130/190 Training and Cert
- IV Certification Class
- Coordinated Wildland Deployment Team

2022

- Fire Academy
- EMT-B Certification

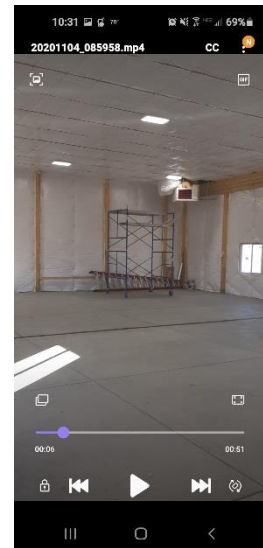
Phone System Evaluations -

Kara has been working on streamlining our phone systems at all facilities to save us money and help us all communicate better. We are making changes to several lines in the buildings and upgrading a couple of phone systems.

She is also moving all of our department owned cell phones and hot spots over to the new T-Mobile connecting heroes' program. This program provides free phones with unlimited talk, data and text, to all fire departments. Replacing our aging phones with free service and upgraded phones will allow us to place phones with data in ALL apparatus instead of moving phones around. These phones are no cost to the district for 5 years.

Operations, Training and EMS Division Chief:

-The Shift Training Officers have started the fire certification renewal process for their training groups and will be done by the end of the month. The three STOs have been added to the State RMS system to allow access to their training group's certification



details and spread the recertification responsibilities. This has been a huge help to spread the workload of recertifying our members!

-FF Souders held a Driver Operator practical exam at station 271 with a written exam scheduled in February. COVID has significantly impacted the written exam availability for all State exams, which is drawing out the process to become certified.

-The new scheduling program (CrewSense) seems to be working well and much more user friendly than IAR for staffing and station/position assignments. It has significantly improved the process of filling sick/vacation requests more time efficient and fair. Sarah is also using it for payroll purposes and eliminated the need for time deviation sheets and timecards. We signed a contract to use this service for 2021 and will continue to evaluate its effectiveness but for right now, I'm sold!

-COVID: As everyone is aware, we have seen a significant increase in positive cases throughout Elbert County. We are also seeing an increase in potential COVID patients we are running on (11% total call volume in October), and 4 confirmed cases. Additionally, we are seeing a significant increase in external exposure impacts such as employee family members being required to quarantine by their employer due to a potential exposure, or positive test. As such, we are currently in the process to yet again adjust our policies regarding when to come to work, testing, and when to return to work. The constant evolution of this virus and how to handle it operationally is needless to say.... frustrating for everyone. The department is currently revising some of our procedures to meet our needs and protect our employees and operational capability. These policies should be completed before the board meeting. We did have one positive employee case during the month of October that was an isolated case, and I am happy to say that employee has recovered and back at work. I would like to thank all of the staff for being so flexible and understanding as we grind through this thing!

-I will update on COVID testing options at the board meeting.

-PPE supplies are still holding up to meet our needs. Additional N-95 respirator masks were ordered and distributed to the crews which extends the supply of our disposable mask supply. The County continues to supply us with Tyvek suits and apparently, we are the only agency in the County that is using them for high exposure risk calls.

-Reserve candidate interviews were conducted, and we will be running 3 candidates through the ride along process over the next few weeks, and one candidate through the screening process for the water ops group. We are getting low on "academy" bunker gear which may force us to start to build a reserve candidate list for the future until we can secure more sets of gear.

Grant update:

AFG (Bunker Gear) – Denied

SAFER (Staffing) – Denied

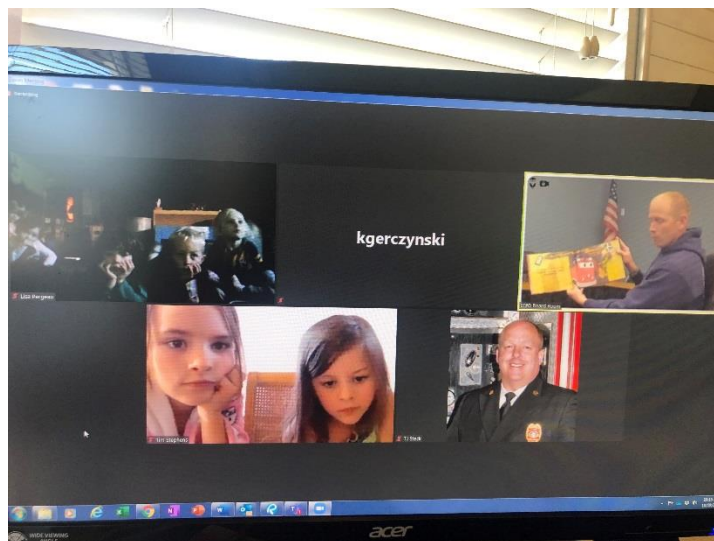
Division Chief of Administration and Prevention/Fire Marshal:

Prevention

- The new burn restrictions had their first reading with minimal questions. The final adoption is scheduled for November 18th.
- Maria and I continue to work with Imagetrend to clean up the inventory module.
- Due to only self-inspections being conducted this year, we are asking special system maintenance companies to upload their reports so that we do not have to verify annual testing requirements. I am in the process of attaching a sticker to all the hoods and fire alarm panels so that maintenance companies know where to send the reports. We are finding a few systems out of compliance as we go through this process.

Public Education/Self-Inspection Program (Erin Loeks)

- Self-Inspection forms have been sent out to the local businesses in 2 rounds. We have had a good response. About 25% of the inspections have been completed and returned.
- John had a successful Fall community CPR/AED and First Aid class on October 17th. Our Lady of Visitation Catholic Church was gracious enough to let us host the class at their church.
- I had the privilege of going into Singing Hills Elementary to teach three 5th grade classes (a total of 65 students) over basic first aid and safety procedures.
- We have started to read to the Preschoolers again. This time virtually. The Firefighters on C Shift enjoyed reading to the Ladybugs via Zoom. We used the OWL and were able to read and interact with the kiddos. Ms. Lisa said the kids loved it. Even some kids that are doing school online were able to attend.



Development Process:

- Document will be attached to the end of the staff report.
- Pre-Application Meetings

Elite rattlesnake

Pre- Application Meetings

Occupant Name	Occupant Task Notes	Occupant Task Start Date Time
Pre-Application Meeting	A lot in Wildpointe is expanding their building envelope to build a detached garage.	10/08/2020 10:06:37
Pre-Application Meeting	Pine Valley Church would like to occupy the old Bentley Pet Store in countryside village.	10/22/2020 09:14:24

Director of Finance and HR:

In October, we received the Battalion Chief essays back from the candidates and select November 12 for the Oral boards which will include 3 members from outside of EFPD. We plan to announce the individuals being promoted the week of November 23rd.

The membership committee interviewed 5 applicants this month and we are moving 3 forward to the ride along and one to a Water Supply position.

I am still working on the 2021 Budget making minor changes. This will go to the board in December.

I have been working on the GEMT data to complete by the middle of November. We did ask for our first reimbursement from DOLA for the COVID Relief Money that we have been awarded.

We reviewed the Cancer Trust with the pool and have been going over our benefits as to what would be the best for our employees.

EMS collection for October was \$24,197.04. Paid our 3rd party biller \$2,145.16 in October for September collections.

Impact Fee Fund Balances

Zone 1	\$26,556.11
Zone 2	\$2,452.00
Zone 3	\$12,286.05
Gift Agreement	\$66,250

Apparatus –

Both new Pierce engines were out of service in for a period in October. Both problems were with the DEF systems. One of them had a DEF Tank leak. The other had the entire DEF manifold fail.

We are focused on preventative maintenance for the remainder of the year with tire replacement while we perform PM's so you will likely see a larger expenditure in the PM line item.

CURRENT PROJECT LIST

Project List

Project Number	Project Description	Occupant Address Street Name	Occupant Address Street Type	Permit Name	Permit Type	Project Status
Project Name: 37715 Wild Horse Trail 13D Sprinkler System						
20-0044	Install a 13D fire sprinkler system	Wildhorse	Trail	37715 Wild Horse Trail 13D Fire Sprinkler System	Automatic Fire Extinguishing System Construction Permit	Plan Review/Permit Approved
Project Name: 38315 Signal Ridge 13D Sprinkler System						
20-0035	Install a 13D system in residence	Signal Ridge	Trail	38315 Signal Ridge Trail 13D Fire Suppression System	Automatic Fire Extinguishing System Construction Permit	Plan Review/Permit Approved
Project Name: Arrowhead Dental Center Tenant Finish						
20-0021	Tenant Finish	Crossroads	Circle	Arrowhead Dental Office Tenant Finish	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
20-0021	Tenant Finish	Crossroads	Circle	Medical Gas Sprinkler Installation		Plan Review/Permit Approved
Project Name: Bonnie Blue Event Venue						
20-0001	New Wedding Venue Building in Rattlesnake Fire District			Bonnie Blues Fire Sprinkler	Automatic Fire Extinguishing System Construction Permit	Plan Review/Permit Approved
20-0001	New Wedding Venue Building in Rattlesnake Fire District			Fire Alarm	Fire Alarm and Detection Systems and Related Equipment Construction Permit	Plan Review/Permit Approved
20-0001	New Wedding Venue Building in Rattlesnake Fire District			Bonnie Blue Hood Suppression System	Commerical Kitchen Hood Automatic Fire-Extinguishing System	Plan Review/Permit Approved
Project Name: Car Wash Expansion						
20-0032	Add an automated car wash	KIOWA	Avenue	Car Wash Expansion Site Plan Review	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
20-0032	Add an automated car wash	KIOWA	Avenue	Car Wash Building Review	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: Country Side Village Site Plan						
20-0014	New layout for existing strip mall	KIOWA	Avenue	Countryside Village Site Plan	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: Culotta RV Storage						
20-0003	New Building	Gaudrault	Drive	New Building Review	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
20-0003	New Building	Gaudrault	Drive	Fire Alarm	Fire Alarm and Detection Systems and Related Equipment Construction Permit	Plan Review/Permit Approved
Project Name: Dairy Queen						
20-0014	New Building	Crossroads	Circle	Dairy Queen Site Plan Review	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
20-0014	New Building	Crossroads	Circle	Dairy Queen Building Review	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: Deer Creek Water System						
20-0005	Install pumps and remove bladder tanks			Deer Creek Water Site Plan	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
20-0005	Install pumps and remove bladder tanks			Deer Creek Water New Building Review	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: Double Beam Ranch						
20-0018	New hay storage building	CR 13		Double Beam Ranch Building Plan Review	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: Ed Taylor Rezone and Minor Development						
20-0034	Split one lot into 2 - Singing			Ed Taylor Minor	General Plan Review (No Permit Issued)	Plan

Project Number	Project Description	Occupant Address Street Name	Occupant Address Street Type	Permit Name	Permit Type	Project Status
	Hills Road			Development	Issued)	Review/Permit Approved
Project Name: ELA Storage Site Plan Modification						
20-0046	Remove storage buildings for more outside parking	County Road 13		ELA Site Plan Modification		Open
Project Name: Elizabeth Middle School Classroom Expansion						
20-0039	Remove a wall to expand a classroom	CR 13		Elizabeth Middle School Classroom Expansion	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: Elizabeth View						
20-0025	Divide 36 acres into 3 lots Cimarron and Shetland			Elizabeth View Rezone and Minor Development	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: Elizabeth West						
20-0045	950 Homes on 425.9 Acres in the Town of Elizabeth			Elizabeth West Rezone		Open
Project Name: Forgath Rezone						
20-0022	Rezone 1 30 into 3 lots on CR 5			Forgath Rezone	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: Goose Creek Business Park						
20-0040	Commercial business park on Singing Hills Road			Goose Creek Business Park Site Plan Review	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: Hammervold Residence Accessory Dwelling Unit						
20-0023	Add an additional dwelling unit to the existing house CR 21			Hammervold Residence	Automatic Fire Extinguishing System Construction Permit	Plan Review/Permit Approved
20-0023	Add an additional dwelling unit to the existing house CR 21			Hammervold ADU Special Use Review	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: Healing Pines Recovery Center						
20-0036	Alcohol Recovery Center	CR 124		Healing Pines 13D Automatic Sprinkler System	Automatic Fire Extinguishing System Construction Permit	Plan Review/Permit Approved
20-0036	Alcohol Recovery Center	CR 124		Healing Pines Fire Alarm Review	Fire Alarm and Detection Systems and Related Equipment Construction Permit	Plan Review/Permit Approved
Project Name: Holly Acres						
20-0043	Variance for setbacks and use - HWY 86	HWY 86				Open
Project Name: Independence Subdivision						
20-0027	New Subdivision with 932 homes			Homestead Site Plan	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
20-0027	New Subdivision with 932 homes			Independence Water Review	Fire Hydrant System Approval	Plan Review/Permit Approved
Project Name: Legacy Village Subdivision						
20-0011	226 New single Family Homes			Final Plat Plan Review		Plan Review/Permit Approved
20-0011	226 New single Family Homes			Preliminary Plat Review	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: Lula Properties (Dental Office)						
20-0015	Shell building for dental office	Crossroads	Circle	Lula Properties Shell Review	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
20-0015	Shell building for dental office	Crossroads	Circle	Arrowhead Dental Center Tenant Finish	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: Miller Ranch						
20-0026	193 lots on 970 acres - CR			Miller Ranch Filing 3 (FP -		Plan

Project Number	Project Description	Occupant Address Street Name	Occupant Address Street Type	Permit Name	Permit Type	Project Status
	154 and CR 21			20-0053)		Review/Permit Approved
20-0026	193 lots on 970 acres - CR 154 and CR 21			Miller Ranch Filing 2 Final Plat)FP-20-0052)	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: Porter Rezone						
20-0041	Split 10 acres from 55 acres on Singing Hills Road			312.00	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: Ricci Rezone and Minor Development						
20-0042	Split 35 acres into 3 lots south of Elizabeth			Ricci Rezone and Minor Development Plan Review	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: Shady Tree Special Use Review						
20-0038	Special use for 9 acre tree and lawn care business			Shady Tree and Lawn Service Special Use Review	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: Smith Rezone and Minor Development						
20-0019	Create one additional lot from 30 acres			Smith Rezone and Minor Development	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: The Gabriel Foundation						
20-0016	Change their existing SUR			Gabriel Foundation Special Use Review	General Plan Review (No Permit Issued)	Plan Review/Permit Denied
Project Name: Viero Tower						
20-0030	New generator pad and building			Viaero Tower Elbert North Building Plan Review	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
Project Name: Walmart Online Grocery Pickup Remodel						
20-0031	Remodel 2 rooms for grocery pickup	LEGACY		Walmart Online Grocery Tenant Finish Review	General Plan Review (No Permit Issued)	Plan Review/Permit Approved
20-0031	Remodel 2 rooms for grocery pickup	LEGACY		Walmart On-line Grocery Pick up Fire Alarm	Fire Alarm and Detection Systems and Related Equipment Construction Permit	Plan Review/Permit Approved

Report Criteria

Project Status: Does Not Contain completed



SCHILLING & COMPANY, INC.

Certified Public Accountants

P.O. Box 631579
HIGHLANDS RANCH, CO 80163

PHONE: 720.348.1086
FAX: 720.348.2920

October 28, 2020

Board of Directors
Elizabeth Fire Protection District
c/o TJ Steck
155 W. Kiowa Ave.
P.O. Box 441
Elizabeth, CO 80107

Board of Directors:

We are pleased to confirm our understanding of the services we are to provide Elizabeth Fire Protection District for the year ended December 31, 2020. We will audit the financial statements of the governmental activities and each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Elizabeth Fire Protection District as of and for the year ended December 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Elizabeth Fire Protection District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Elizabeth Fire Protection District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited, if presented:

- 1) Management's Discussion and Analysis
- 2) Schedule of Changes in Net Pension Liability/(Asset)
- 3) Schedule of District Contributions – Volunteer Pension Plan

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Summary of Assessed Valuation, Mill Levy and Property Taxes Collected

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Elizabeth Fire Protection District's financial statements. Our report will be addressed to the Board of Directors of Elizabeth Fire Protection District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with

governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Elizabeth Fire Protection District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of Elizabeth Fire Protection District in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Schilling & Company, Inc., will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to an exempt offering document with which Schilling & Company, Inc. is not involved, you agree to clearly indicate in the exempt offering document that Schilling & Company, Inc. is not involved with the contents of such offering document.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Schilling & Company, Inc. and constitutes confidential information.

We expect to issue our report no later than July 31, 2021. Neil Schilling is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services not exceed \$8,000, unless matters arise as discussed below. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Any calculations performed in connection with the District's TABOR compliance will be billed at our standard hourly rate of \$180.

In accordance with C.R.S. § 8-17.5-101, *et seq.*, the Company hereby certifies to the District that:

The Company hereby states to the District that the Company does not knowingly employ or contract with an illegal alien who will perform work under the Agreement and that it will participate in the E-Verify Program or Department Program (as defined in §8-17.5-101 C.R.S.) in order to confirm the employment eligibility of all employees of the Company who are newly hired to perform work under the Agreement.

In accordance with §8-17.5-102 C.R.S., the Company shall not:

- (a) Knowingly employ or contract with an illegal alien to perform work under the Agreement; or
- (b) Enter into a contract with a subcontractor that fails to certify to the Company that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under the Agreement.

The Company represents and warrants it has confirmed the employment eligibility of all of its employees who are newly hired for employment to perform work under the Agreement through participation in either the E-Verify Program or the Department Program.

The Company is prohibited from using the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while the Agreement is in effect.

If the Company obtains actual knowledge that a subcontractor performing work under the Agreement knowingly employs or contracts with an illegal alien, the Company shall:

- (a) Notify the subcontractor and the District within three days that the Company has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
- (b) Terminate the subcontract with the subcontractor if within three days of receiving the notice the subcontractor does not stop employing or contracting with the illegal alien; except that the Company shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

The Company shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation that the Department is undertaking pursuant to the authority established in §8-17.5-102, C.R.S.

If the Company violates any provision of § 8-17.5-102, C.R.S., the District may terminate the Agreement immediately and the Company shall be liable to the District for actual and consequential damages of the District resulting from such termination, and the District shall report such violation by the Company to the Colorado Secretary of State, as required by law.

We appreciate the opportunity to be of service to Elizabeth Fire Protection District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

SCHILLING & COMPANY, INC.

Schilling & Company, Inc.

RESPONSE:

This letter correctly sets forth the understanding of Elizabeth Fire Protection District.

Board Member Signature: _____

Title: _____

Date: _____