

**ELIZABETH FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA
January 12, 2021**

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 December 08, 2020
7. Financial Matters
 - Ratify the bills
 - Discussion and possible approval
8. Staff Report
9. Legal Report
10. Old Business
11. New Business
 - Resolution #21-01-01 2021 Pension Budget discussion and possible approval
 - Resolution #21-01-02 Designation posting/meeting location discussion and possible approval
 - Duty Description
 - Contract with Action Care
12. Adjournment

RECORD OF PROCEEDINGS

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

Held: Tuesday, December 10, 2020, 6:00 p.m.
Held via webinar

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
Wayne Austgen, Board Secretary
Mike Graeff, Board Director (Arrived late)
Don Means, Board Director

Also present were:

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

Absent:

Rick Young, Board President

Call to Order

Director Christensen called to order the regular meeting of the Board of Directors of the Elizabeth Fire Protection District at 6:04 p.m.

Director Christensen called for a motion to excuse Director Young. Motion made by Director Austgen. Seconded by Director Means. All in favor. Motion carried.

Director Christensen called for a motion to excuse Director Graeff for being late due to technical difficulty. Motion made by Director Austgen. Seconded by Director Means. All in favor. Motion carried.

RECORD OF PROCEEDINGS

Pledge of Allegiance	Director Austgen led the flag salute.
Public Comment	Director Christensen opened the meeting for public comment. There was no public comment.
Addition/Deletions to Agenda	Director Christensen asked if there were any changes to the agenda. Chief Steck requested that the Board amend the agenda to add consideration of an ambulance services contract to New Business.
Approval of Minutes	The Board reviewed the draft minutes from the November 10, 2020, regular Board meeting. Director Christensen called for a motion to approve the November 10, 2020 minutes, as presented. Director Austgen made the motion. Director Means seconded the motion. The motion passed unanimously.
Financial Matters	
<ul style="list-style-type: none">• Ratify the bills	Director Christensen stated everyone has the financials and asked if there were any questions. There were no questions. Director Christensen called for a motion to ratify the payment of the bills. Director Graeff made the motion. Director Means seconded the motion. The motion passed unanimously.
Staff Report	Chief Steck stated that he would like to congratulate the new Battalion Chiefs. There are no shift assignments, but they have their assigned operation. Jeff Brown will be Battalion Chief of Operations; Nick Carnesi will be Battalion Chief of Training; Sean Mackall will be Battalion Chief of EMS. The administration staff has worked aggressively to keep COVID-19 out of the department.

RECORD OF PROCEEDINGS

Chief Steck gave an overview of the staff report.

Discussion followed.

Director Austgen asked the Chief staff about the COVID-19 vaccine.

Interim Division Chief Mackall responded with details about a survey given to the staff regarding the vaccine.

Discussion followed.

Division Chief Gerczynski gave the Board information regarding the new burn restrictions. The District will provide the community with details on the restrictions.

Discussion followed.

Legal Report

Attorney Ferguson stated that she did not have anything to add to the Board's report in the Board packet. She gave an overview of the report.

Chief Steck asked the Board if they would like him to email the legal advisement regarding the De-Gallagher measure from legal counsel. The Board agreed they did not want the update.

There were no questions for Attorney Ferguson.

Old Business

N/A

New Business

- Public Hearing and Approval of 2021 Budget

Director Christensen opened the public hearing on the proposed 2021 Budget, noting for the record that the Notice of 2021 Budget and Public meeting on the Budget was published in the *Elbert County News-Press* on December 10, 2020, and posted in the designated posting locations. He stated that neither Chief Staff nor Legal Counsel had received any public comments regarding the proposed 2021 Budget before the public meeting. Director Christensen noted that no members of the public were present at Public Hearing. Director Christensen closed the public hearing.

Director Christensen made a motion to approve the proposed 2021 Budget and adopt Resolution #20-12-09, a Resolution Summarizing Revenues and Expenditures of Each Fund, Adopting a Budget, Levying General Property Taxes for the 2021 Budget

RECORD OF PROCEEDINGS

year to help defray the costs of government and appropriation sums of money to the various funds in the amounts and for the purposes set forth herein for the Elizabeth fire protection district, Elbert County, Colorado, of the calendar year, beginning on January 01, 2021, and ending on the last day of December 2021. Director Graeff made the motion. Director Means seconded the motion. The motion passed unanimously.

- Amendment to Handbook-
due to new State Statues

Director of Finance and HR stated additional amendments to the Handbook were required due to changes in various state laws.

Attorney Ferguson explained the CROWN Act, PHEW, and HWFA Act requirements and stated she has added the appropriate language to the Employee Handbook. The revised Handbook also includes any prior amendments by the Board to the Handbook as well. The new employee handbook will be effective January 1, 2021.

- Ambulance Contract
(amended)

Discussion followed.

Chief Steck stated that Elbert County has CARES act funds available for distribution, and would like to give funds to the District for a short-term contract for a private ambulance. The proposed contract identifies Action Care Ambulance as the provider to cover the District from December 15-30. The District is working with legal counsel on the details of the contract.

Discussion followed.

Director Christensen made a motion to move forward with the ambulance contract. Director Graeff made the motion. Director Means seconded the motion. The motion passed unanimously.

Chief Steck informed the Board that the ambulance provided by South Metro Fire Protection District is no longer needed by the District. Simla Fire Protection District (Simla Fire) would like to purchase the ambulance.

Director Christensen made a motion to approve the sale of the ambulance to Simla Fire, in as "as is" purchase agreement. Director Austgen made the motion. Director Means seconded. The motion passed unanimously.

RECORD OF PROCEEDINGS

Chief Steck told the Board he has yet to get sealed bids on the Chevrolet S-10 truck.

Adjournment

There being no further business to come before the Board, Director Austgen moved to adjourn; Director Means seconded, and the vote was unanimously carried. The meeting adjourned at 7:06 p.m.

Meeting Schedule

The next regular Board meeting is scheduled for January 12, 2021, at 7:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

_____ Date: January 12, 2020
Scott Christensen, Vice President

_____ Date: January 12, 2020
Wayne Austgen, Secretary

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

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1.10100 · BOK Financial Operating	37,969.96
1.10150 · BOK Financial Payroll	3,160.09
1.10200 · Community Bank of Colorado	41,835.96
1.10300 · Wells Fargo	-153.60
1.10400 · Colorado Trust General Account	1,107,969.97
1.10600 · CSafe Fund General Account	7,084.23
1.10700 · Colorado Trust Scholarship Fund	546.39
1.10950 · Claim on Pooled Cash	-1,040.00
Total Checking/Savings	1,197,373.00
Accounts Receivable	
1.11600 · Accounts Receivable	8,166.00
Total Accounts Receivable	8,166.00
Other Current Assets	
1.12500 · Petty Cash Fund	100.00
1.18400 · Prepaid Expenses	22,210.15
2120 · Payroll Asset	-400.00
Total Other Current Assets	21,910.15
Total Current Assets	1,227,449.15
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	2,420,533.00
1.13600 · Transport Fees Receivable	263,368.66
1.13700 · Allowance for Doubtful Debt	-185,082.02
Total Other Assets	2,498,819.64
TOTAL ASSETS	7,136,693.35
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	2,420,533.00
1.21100 · Federal Payroll Tax	-3.12
1.21200 · State Payroll Tax	720.00
1.21400 · Colorado Unemployment	-156.09
1.23000 · Deferred Grant Revenue	6,500.00
Total Other Current Liabilities	2,427,622.93
Total Current Liabilities	2,427,622.83
Total Liabilities	2,427,622.83

1:55 PM

01/06/21

Accrual Basis

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

	<u>Dec 31, 20</u>
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
Net Income	<u>444,256.52</u>
Total Equity	<u>4,709,070.52</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,136,693.35</u></u>

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

	Jan - Dec 20
Income	
1.40100 · General Fund Property Tax Reven	2,360,531.06
1.40200 · S.O.T. Revenue	485,879.01
1.40300 · Transport Revenue	317,590.06
1.40400 · Permit Fees	18,934.50
1.40500 · Developer Contributions	50,250.00
1.40600 · CPR Income	1,215.00
1.40700 · CFFHC Benefit Trust	3,548.68
1.40900 · Deployment Income	15,717.10
1.41000 · Sale of Capital Assets	11,000.00
1.41100 · Interest Revenue	10,146.71
1.41200 · Other Miscellaneous Income	203,515.64
1.49000 · Transfer In From Other Funds	35,000.00
	Total Income
	3,513,327.76
Gross Profit	3,513,327.76
Expense	
1.50000 · Administration	2,533,745.67
1.51000 · Professional Services	124,868.25
1.52000 · Apparatus	53,330.54
1.53000 · Facilities	149,269.46
1.54000 · Equipment Maintenance and Testi	22,024.87
1.55000 · Fire Prevention/Investigations	10,741.86
1.56000 · Communications	9,736.09
1.57000 · Technology	28,530.67
1.58000 · Operations	97,744.92
1.80901 · Disaster Relief Account	39,078.91
	Total Expense
	3,069,071.24
Net Income	444,256.52

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

	Jan - Dec 20	Budget	\$ Over Bud...	% of Budget
Income				
1.40100 · General Fund Property Tax Reven	2,360,531.06	2,367,430.00	(6,898.94)	99.7%
1.40200 · S.O.T. Revenue	485,879.01	380,000.00	105,879.01	127.9%
1.40300 · Transport Revenue	317,590.06	295,000.00	22,590.06	107.7%
1.40400 · Permit Fees	18,934.50	20,000.00	(1,065.50)	94.7%
1.40500 · Developer Contributions	50,250.00	30,000.00	20,250.00	167.5%
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	15,717.10	50,000.00	(34,282.90)	31.4%
1.41000 · Sale of Capital Assets	11,000.00	12,000.00	(1,000.00)	91.7%
1.41100 · Interest Revenue	10,146.71	17,500.00	(7,353.29)	58.0%
1.41200 · Other Miscellaneous Income	203,515.64	8,000.00	195,515.64	2,543.9%
1.49000 · Transfer In From Other Funds	35,000.00	75,403.00	(40,403.00)	46.4%
Total Income	3,513,327.76	3,259,758.00	253,569.76	107.8%
Gross Profit	3,513,327.76	3,259,758.00	253,569.76	107.8%
Expense				
1.50000 · Administration	2,533,745.67	2,706,534.00	(172,788.33)	93.6%
1.51000 · Professional Services	124,868.25	133,627.00	(8,758.75)	93.4%
1.52000 · Apparatus	53,330.54	67,000.00	(13,669.46)	79.6%
1.53000 · Facilities	149,269.46	173,175.00	(23,905.54)	86.2%
1.54000 · Equipment Maintenance and Testi	22,024.87	37,250.00	(15,225.13)	59.1%
1.55000 · Fire Prevention/Investigations	10,741.86	19,600.00	(8,858.14)	54.8%
1.56000 · Communications	9,736.09	13,100.00	(3,363.91)	74.3%
1.57000 · Technology	28,530.67	41,850.00	(13,319.33)	68.2%
1.58000 · Operations	97,744.92	130,850.00	(33,105.08)	74.7%
1.80900 · Contingency	0.00	10,000.00	(10,000.00)	0.0%
1.80901 · Disaster Relief Account	39,078.91			
Total Expense	3,069,071.24	3,332,986.00	(263,914.76)	92.1%
Net Income	444,256.52	(73,228.00)	517,484.52	(606.7)%

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

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Income				
2.40100 · Capital Improvement Tax Revenue	396,454.54	396,504.00	(49.46)	100.0%
2.40800 · Grant Income Cap Mil	156,695.40	160,842.00	(4,146.60)	97.4%
2.41100 · Interest Revenue-CMF	1,811.93	210.00	1,601.93	862.8%
Total Income	554,961.87	557,556.00	(2,594.13)	99.5%
Gross Profit	554,961.87	557,556.00	(2,594.13)	99.5%
Expense				
2.49000 · Grant Equipment	307,155.56	321,684.00	(14,528.44)	95.5%
2.55000 · County Treasurer Fee-CMF	11,592.38	11,894.00	(301.62)	97.5%
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	554,340.44	577,550.86	(23,210.42)	96.0%
Net Income	621.43	(19,994.86)	20,616.29	(3.1)%

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

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
3.40100 · Zone 1 Income	14,102.23	35,000.00	(20,897.77)	40.3%
3.41100 · Interest	85.54			
4.40200 · Zone 2 Income	2,452.00	0.00	2,452.00	100.0%
4.41100 · Interest Impact fee Zone 2	11.29			
5.40300 · Zone 3 Income	0.00	12,000.00	(12,000.00)	0.0%
5.41100 · Interest Impact Fee Zone 3	86.69	215.00	(128.31)	40.3%
Total Income	<u>16,737.75</u>	<u>47,215.00</u>	<u>(30,477.25)</u>	<u>35.5%</u>
Gross Profit	16,737.75	47,215.00	(30,477.25)	35.5%
Expense				
3.60000 · Zone 1 Transfer Out	21,000.00	40,589.00	(19,589.00)	51.7%
4.00002 · Zone 2 Expense	3,000.00	1,226.00	1,774.00	244.7%
5.00003 · Zone 3 Expense	11,000.00	22,024.00	(11,024.00)	49.9%
Total Expense	<u>35,000.00</u>	<u>63,839.00</u>	<u>(28,839.00)</u>	<u>54.8%</u>
Net Income	<u>(18,262.25)</u>	<u>(16,624.00)</u>	<u>(1,638.25)</u>	<u>109.9%</u>

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

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
6.40100 · Infrastructure Fee Income	8,320.00	20,000.00	(11,680.00)	41.6%
6.41100 · Interest Revenue IF	95.42	300.00	(204.58)	31.8%
Total Income	<u>8,415.42</u>	<u>20,300.00</u>	<u>(11,884.58)</u>	<u>41.5%</u>
Gross Profit	8,415.42	20,300.00	(11,884.58)	41.5%
Expense				
6.80017 · Infrastructure Facilities Exp	0.00	10,000.00	(10,000.00)	0.0%
Total Expense	<u>0.00</u>	<u>10,000.00</u>	<u>(10,000.00)</u>	<u>0.0%</u>
Net Income	<u>8,415.42</u>	<u>10,300.00</u>	<u>(1,884.58)</u>	<u>81.7%</u>

Elizabeth Fire Protection District

Bank Balances

As of December 31, 2020

	Dec 31, 20	
	Debit	Credit
1.10100 · BOK Financial Operating	37,969.96	
1.10150 · BOK Financial Payroll	3,160.09	
1.10200 · Community Bank of Colorado	41,835.96	
1.10300 · Wells Fargo		153.60
1.10400 · Colorado Trust General Account	1,107,969.97	
1.10600 · CSafe Fund General Account	7,084.23	
1.10700 · Colorado Trust Scholarship Fund	546.39	
1.10950 · Claim on Pooled Cash		1,040.00
2.10400 · Colo Trust Cap Mill	182,263.90	
2.10950 · Claim on Pooled Cash-CMF	0.00	
2.13500 · Cash with County Treasurer-CMF	0.00	
3.10100 · Colorado Trust Impact Fee Zn1	1,290.36	
3.10950 · Claims on Pooled Cash Zone 1	0.00	
4.10101 · Colorado Trust Impact Fee Zn 2	694.81	
5.10102 · Colorado Trust Impact Fee Zn 3	1,469.33	
5.10950 · Claim on Pooled Cash Zone3	0.00	
6.10200 · Colorado Trust Infrastructure	23,412.03	
6.10950 · Claims on Pooled Cash Infrastru	1,040.00	
TOTAL	1,408,737.03	1,193.60

Elizabeth Fire Protection District
Cash Flow Forecast
January 31, 2021

	Colotrust General	Community Bank	BOK
Beginning Balance 1/1/2021	1,107,969.97	41,835.96	41,130.05
Tax Revenue 12/2020			
Transfer to Capital Mil for Taxes			
	1,107,969.97	41,835.96	41,130.05
Forecasted Expenses			
Estimated Payroll			(160,000.00)
Estimated Accounts Payable			(40,000.00)
Transfer Needed	(200,000.00)		200,000.00
Forecasted Ending Balance	907,969.97	41,835.96	41,130.05



ELIZABETH FIRE PROTECTION DISTRICT

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

STAFF REPORT January 12th, 2021



***Jacob and Angel pose with their new friend
after a successful rescue from a locked car.***

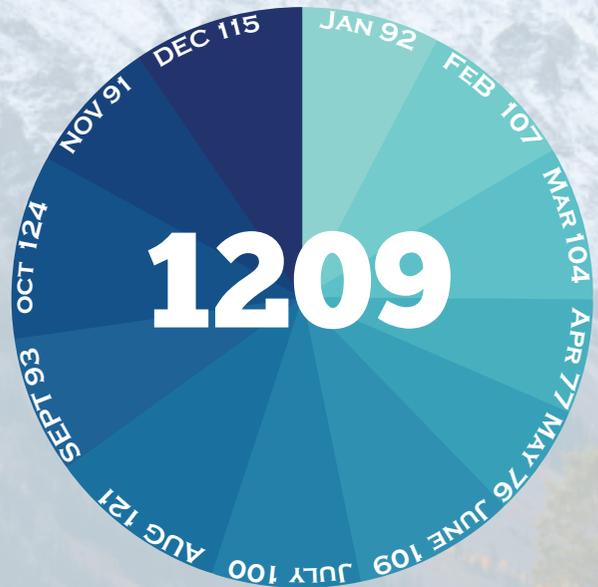
ELIZABETH FIRE PROTECTION DISTRICT

2020 Year in Review

Staffing

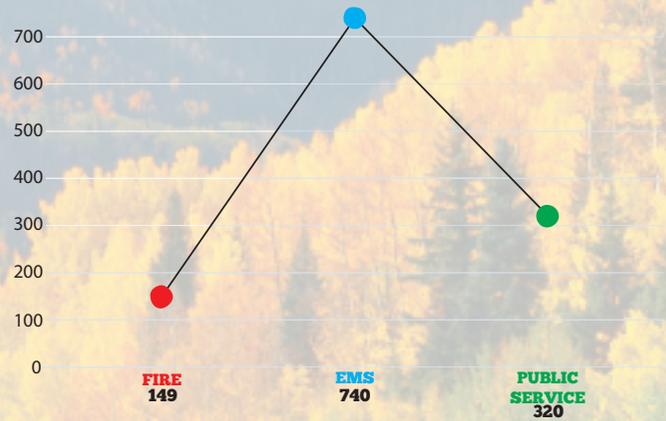
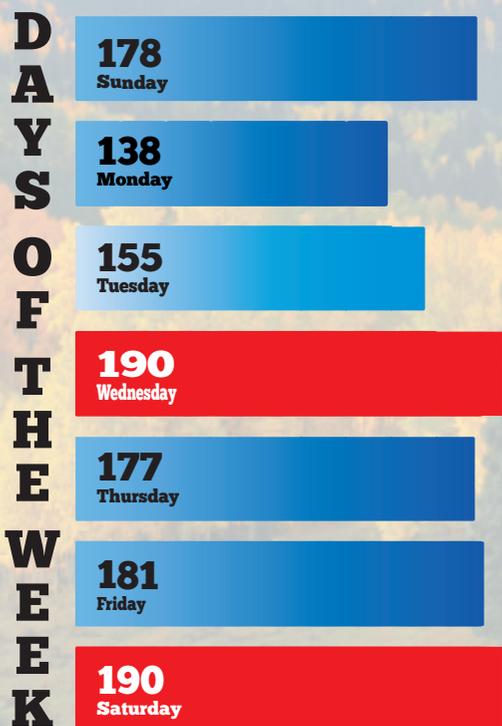
Command/Admin Staff	6
Career-full time	17
Temp-Full time	1
Part-time	8
Water Ops	2
Support Services	1
Reserve	2
Probation	5
Candidate	12
Applicant	

2020

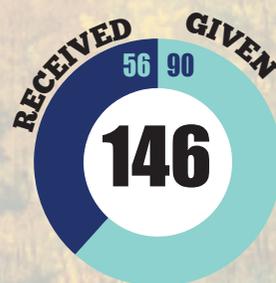


Reserve Hours 2020

total 9,212.25



Mutual Aid



2020



Correspondence:

Along with the many holiday gifts and cards we received, we also received this nice card from a citizen involved in a wildland fire.



Elizabeth Firefighters,

YOU'RE WONDERFUL!

We want to extend our thanks to all of you who put out the burn fire on Nov. 15th on our neighbor's property and kept it from reaching our house (1850 Wasapecker Ln). We were out of town at the time, and it was quite stressful news by phone at the time. Thank you again for all your efforts.

With gratitude,
Mike & Diane Serafin

Staffing Analysis:

We are in a great position moving in to 2021. As you all know, we have finished all of our promotions and have hired three new positions. FF Colt Tyler, FF Wyatt Norton and Paramedic FF Brandan Campbell have accepted positions starting January of 2021. This hiring process now provides a 5-2 standard staffing model. This means that we can now utilize our PT and reserve firefighters to fill station 272 and 273 more often. January staffing for station 272 will be down slightly but should be up in February once we get the additional PT medics on board. We anticipate 272 to be staffed a minimum 10 days per month through Q1 and Q2 2021.

We are also at capacity for our Spring 2021 academy. This is the first time in years that we enter the academy with that many candidates. We have capped the enrollment at 21.

FF Chris Reeder, FF Rusty Booth and FF Medic Steve Dillenbeck have all been appointed Shift Training Officer Positions and FF Adam Neisen has been retained as B-shift STO. Adam will be able to provide guidance to the new appointments and Steve will focus on EMS training to ensure a continued high quality of patient care for our citizens. All of them are excited and ready to take things to a new level.

Our two residents have moved out of station 272 due to their positions directions so we will be recruiting for replacements.

Call Analysis:

We finished 2020 at 1209 calls for service. Nice to see a slight decline but not much of a change. We attribute the decline to the significant drop during March and April in the beginning of the COVID response which means 3rd and 4th quarter calls were higher.

We are currently running 75.56 calls per thousand citizens. This data shows a slight decrease in calls per thousand over the 2017 calculation. The good news is that we can use this data for planning as it seems to be a stable benchmark.

Administration:

2020 Goals and Achievements –

In January of 2020, we all agreed on a list of goals to achieve for the year. Little did we know at that time that a global pandemic and organizational restructure would inundate our otherwise normal year. Forty-five percent of Americans make New Year's resolutions. Somehow, we still accomplished many of our goals and made 2020 a very successful year for us.

2020 Goals –

- Focus on our basic operations and train on growth related impacts.
 - *We did not do as well as I would have hoped. I believe we are now on a track that will accomplish this simply through the new energy coming from our training personnel*
- Firefighter health and wellness - mental and physical
 - *Sarah and Travis have accomplished this goal by creating a much more comprehensive mental health program. We also were able to build on our CORE testing program to ensure a healthier physical staff.*
- Build a program to establish non-operational policy
 - *This has been 100% accomplished through the development of "policy directives". This program is managed by Maria and allows us to document decisions and temporary policies. We can now eliminate the term "that's just what we've always done".*
- Implement plans for district 272 coverage and ready ourselves for independence population.
 - *We are well on our way to this goal but we wont take it off the board yet. We averaged 8-10 days per month in 2020. We will shoot for higher numbers in 2021.*

- Continue our focus on career development within all ranks.
 - *Well, this happened sooner than expected, but we got there because our staff was committed to an acting program and committed to gaining the needed experience before it happened. We failed on providing formal training for promotional opportunities and will be focusing on that in the next couples of years.*

2021 Goals –

- Streamline our driver training process to get new members qualified to drive quicker.
- Increase the Station 272 coverage by 20%
- Develop a fleet maintenance and repair solution that works for EFPD.
- Train leadership on administrative aspects such as employee management and use of technology.
- Train line staff in career development topics and fireground excellence.
- Finalize the specs on T273 replacement.

2021 Planned Capital improvements –

I really hope we don't have any major capital projects in 2021 other than some smaller maintenance projects at 271 and admin. Most of the projects will come in the form of Grant Match funds for items such as PPE, SCBA's and Autoloaders.

ECCA -

ECCA has substantially completed its efforts to replace the Tait radio inventory in ELCO. We took advantage of that grant program and completely replaced our radios. The new radios have Over The Air Programming (OTAP) capability which allows for modifications without a bunch of radio guys taking over our stations. 2021 will bring a more reliable connection to Dispatch and the State Towers from our silo tower. This should eliminate outages from the primary tower.

ELCO Fire Chiefs –

ELCO Chiefs will be meeting this month over zoom to discuss how to administrate the very different burn regulations that were adopted by ELCO. There are many changes that could create confusion among our citizens. Kara is working on an education program for that and can update you further if needed.

I.T. –

COVID has created a major shift in our remote access and laptop management. We have purchased some cool technology to stay ahead of things and we haven't really had major problems with connectivity. Kara is staying ahead of the needs somehow. We were able to assign many of the costs to CVRF funds due to the need to be remote and host remote meetings. When this pandemic is over, we will be better off in the connectivity world for sure. Training officers are planning to utilize the same technology to keep crews in their station more often.

Legislative –

Im not sure if the legislature is even operational at this point but I know that we should buckle up. There will be so many changes and mandates coming this year. We are

watching a potentially damaging statewide bill that could evolve in November of this year. The bill would try to retaliate against the de-gallagher amendment that occurred last November.

Division Chief Report (Kara) –

Prevention

- I have been working with Maria to design the new burn restriction flyer. We will be training our crews as well as dispatch to help with any increase in calls with the new burn restrictions.
- All information has been submitted to the ISO reviewer. We are still awaiting the final results of our review.
- We are receiving several residential homes requiring fire sprinklers in the County. I have contracted with Craig Denhard to provide review services for these protection systems. He is still certified with the State of Colorado to review 13D systems. I will be tracking these homes and hope to get them on a schedule to send out a letter from the fire district about the importance of getting their sprinkler system in working condition.
- 90% of water maintenance districts have submitted their hydrant testing reports for 2020.

Public Education/Self-Inspection Program (Erin Loeks)

- The self- Inspection program has been a great success this year. Each school filled out a self-inspection form. It cannot be in lieu of the annual inspections moving forward but many businesses bought into the program. 175 Self-Inspections were sent out in April and as of December 31st we have received 125 of those back. That is 71% return rate. The inspection program for 2020 will be closed.
- We have been approved to participate in the NFPA Community Risk Assessment Pilot Program. This program will give us a dashboard of the risks for our community. Only a few departments in Colorado were selected for this program. We have never done a risk assessment on our community and this will help develop that assessment for future needs of our community.

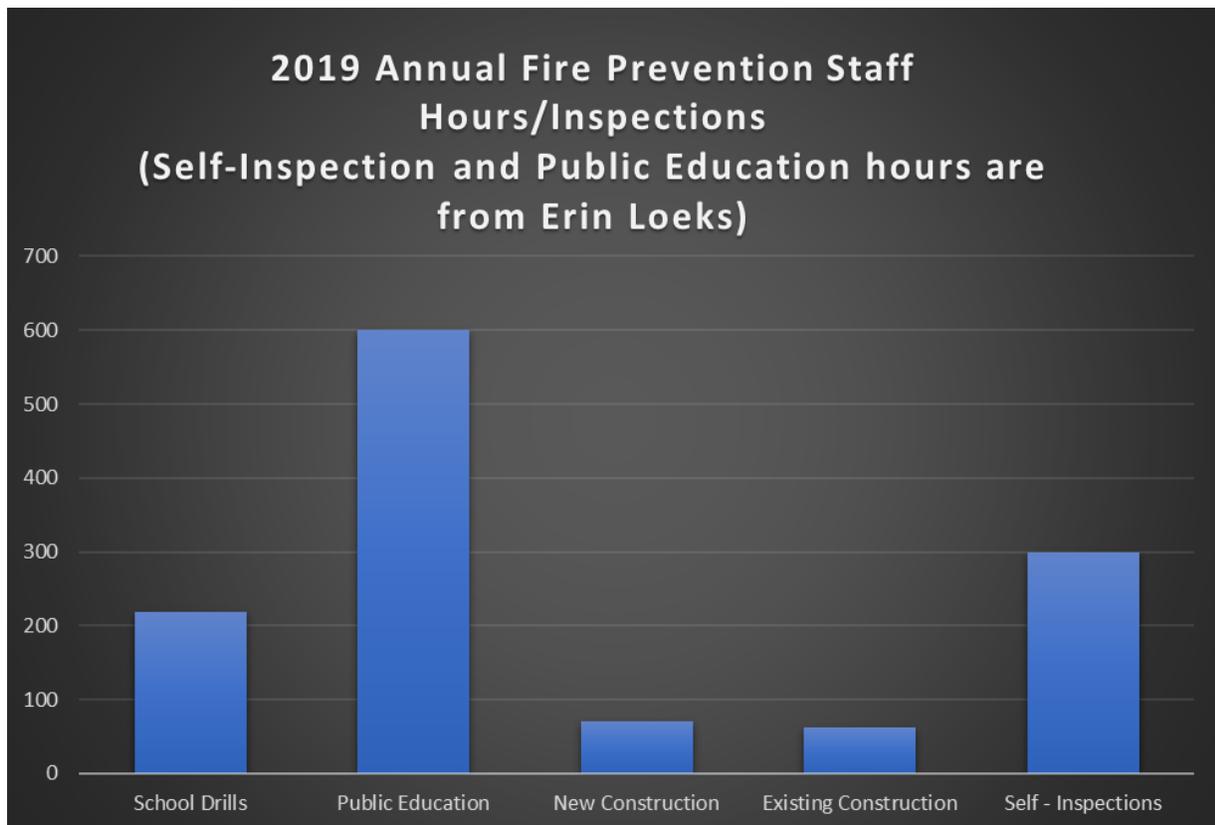
Pre-Application Meetings

Elite rattlesnake

Pre- Application Meetings

Occupant Name	Occupant Task Notes	Occupant Task Start Date Time
Pre-Application Meeting	Potestio Brothers is looking to add a 3600 sq ft addition to their building on Cherrywood Loop	12/03/2020 08:00:00
Pre-Application Meeting	Subdivision of 33 acres resulting in 2 new lots near CR 13 and CR 158	12/03/2020 09:00:00
Pre-Application Meeting	Rezzone a 35 acre parcel on 17/21 N into one 12 acre and one 25 acre lot	12/31/2020 09:00:00
Pre-Application Meeting	Needs a variance for setbacks in the Arrowhead Subdivision	12/17/2020 09:30:00
Pre-Application Meeting	Casey Jones park is looking at expanding their camp ground into the property to the north and east and install huts as well. They also have a plan to expand the rest of the park.	12/17/2020 09:30:00
Pre-Application Meeting	Smoking Zoe Barbecue - Crossroads Circle in Town would like to start with their trailer and tent seating	12/09/2020 13:00:00
Pre-Application Meeting	Inta Juice - new business at Countryside Village Town of Elizabeth	12/16/2020 10:00:00

End of Year Review



Year	Number of Plan Reviews	Number of Review Hours	Square Footage Reviewed	Acres Reviewed
2015	28			
2016	40			
2017	56	98	51087	
2018	36	123	72700	
2019	68	186	82936	
2020	95	256	200311	14,120

Social Media:

- Chief Steck wrote 4 letters to the community as encouragement during the COVID epidemic. They were read by many people and social media gave the fire district the platform to explain the fire district operations.

Elizabeth Fire Rescue Edit Call Now Promote View as Visitor

Fire Protection Service Edit Page Info

4th Update to the Citizens From Your Fire Chief TJ Steck.
 Friends, Customers, Stakeholders and Partners,
 In my 50 years in this community, I have never witnessed such a trying year. Over the last 10 months, our society has seen a historical global pandemic, civil unrest, devastating wildfires, and strong political dissection. This year has taxed our community resources, our mental and physical health, and most importantly, our patience. So far, Elizabeth Fire had had 5 pos... See More

Elizabeth Fire Protection Di
 Phone: 363-666-3888
 Fax: 363-666-6314
 Email: info@elizabethfire.com

**The Elizabeth Fire Protection District
 4th Update to Our Citizens
 From Fire Chief TJ Steck**

Friends, Customers, Stakeholders and Partners,
 In my 50 years in this community, I have never witnessed such a trying year. Over the last 10 months, our society has seen a historical global pandemic, civil unrest, devastating wildfires, and strong political dissection. This year has taxed our community resources, mental and physical health, and most importantly, our patience. So far, Elizabeth I had 7 positive COVID cases among our responders. Although most of the cases were not severe, the impact of these infections are great due to the fact that they could infect our firefighters here. One single infection could cause the isolation of 33% of our firefighters. We continue to test our responders regularly have vigorous cleaning regimens in order to slow or stop an outbreak within a fire station before it starts. Our fire responders have been very disciplined in protecting ourselves, but our exposure rates to positive patients is unavoidable.

As your Fire Chief, I have a very specific responsibility to protect our citizens from all and sundry. To keep our crews healthy and capable of responding, we have to aggressive action to minimize potential exposures. As frustrating as it has been, it has been a huge benefit to limit attendance at public events and minimize the amount of time crews are out of the station. This has been very disappointing, as we love to be present at community functions.

In conclusion with previous reports, I have used a similar format so that our citizens clearly understand our progress as your Fire Department.

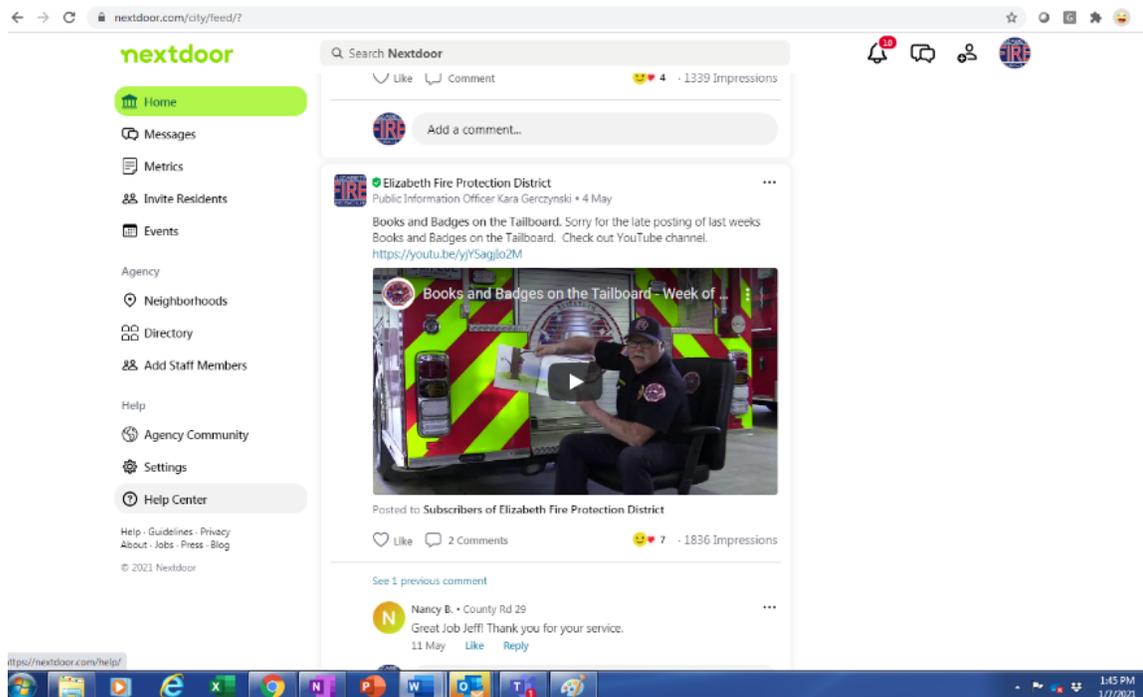
Are Any We News?
 In the summer, we were able to develop a Continuity of Operations Plan based on a worst case scenario. The plan was developed because of the projected fall-out from the fact that has become a reality. In the beginning of this pandemic, about 25% of our responders/hospital transports were quarantined COVID cases. In October, about 17% of our responders were quarantined COVID. Presented means that there were signs and symptoms related with COVID that caused our crews to take extra precautions. It does not mean the patient was positive, but we used additional protection due to the signs and symptoms of the patient. We continue to use personal protective equipment on every agency and are now wearing masks to the fire stations as well as in the public.

11,146 People Reached 2,567 Engagements Boost Post

ews - 4 years ago

8:01 PM 1/6/2021

- Despite the COVID restrictions in the schools We were able to provide public education by our coloring contest and Books and Badges on the Tailboard.



Finance / Human Resources (Sarah):

2020 has been an exciting year. We received grant funds for 2 medics and 3 Lucas devices totaling \$156,695.

GEMT money of \$144,000 was awarded to us in September to help with the Medicare money that we cannot collect.

COVID hit in March And since then we have spent around \$48,500 in supplies, backup medic and overtime. We have been able to recover \$15,000 from DOLA, \$5,575 HHS and \$23,000 from the county for a backup medic. We do anticipate another \$6,000 from FEMA for the overtime.

In the collection of property taxes in 2020. We have collected 97% of the budgeted property taxes. The property taxes collected increased 17% from 2019 collections. Specific Ownership Tax has increased 4% from 2019 and we have collected 128% of the amount budgeted.

With everything going on, we were still able to add about \$444,000 to our fund balance in the General Fund, bring the total to \$1.298M.

The world of HR at Elizabeth Fire has also been very exciting. We added 3 new full time firefighter positions. We did have one firefighter and one paramedic resign which we were able to backfill their positions from our reserve list. We have been able to add part time employees after we had a few resign from the same reserve list. On the reserve firefighter side, we added 13 reserves and 15 resigned throughout the year. On average we had 21 reserve per month. Also, we have had about 5-6 applications a month.

In September, we had the unexpected resignation of our Operations Chief. With this resignation, we were able to take a little bit of time and decided to do a little reorganization. It was decided to add the position of Battalion Chief. In October we started the process of testing for Battalion Chief. We had 5 applicants and were able to promote 3 which started on January 1, 2021. Each one of the BC's will take on a part of the previous Ops Chief's job. We will have a BC of Operations, EMS and Training.

With these promotions we needed to test for 2 open Lieutenant positions and hire one more paramedic. This testing was completed in December and these LT's started on January 1, 2021 as well. We were able to interview 7 people for the paramedic position and added one full time and 2 part time paramedic.

Battalion Reports –

I have asked each Battalion Chief to develop a short report to share with us on a monthly basis. In this report, they will be discussing their plans and initial thoughts on their new assignments.

Training Battalion (Nick) -

I'd like to start by expressing my gratitude for the opportunity that I have been given as the Training Battalion Chief. I look forward to the challenge and I have a very talented group of STO's that will no doubt make me look like I know what I am doing. Lieutenant Regan and Lieutenant Tinnes have both offered to help with this transition, which is much appreciated.

Shift Training: We have started to work on the development of the 2021 shift training schedule. The shift trainings will be similar to what we had in 2020. The trainings will have a quarterly subject matter with 2 months of skills and some drills, and the third month will be mostly drills. Monthly trainings will start with the very basics of skills and progress into more challenging skills, and I'm working with Paramedic Dillenbeck to incorporate EMS aspects into the mix. For example: In April, we will review the operations of every aspect of our brush trucks, which will include the basic operation/maintenance of all equipment and the truck itself. In May, we will focus on strategies and tactics with hands-on skills. We'll also have some EMS training on burns/and or environmental emergencies. In June, each shift will have at least one BC drill to incorporate it all.

Shift Assignments: Starting on March 1, all reserve members will be assigned to a shift. We've talked about this for years, and I think this is a great opportunity for the reserves. They will have consistent training and mentorship, and their progression should speed up significantly.

Spring Academy: We have a tentative start date of May 1 for the 2021 FFI Academy. We currently have about 15 members that are waiting and we will take up to 20. I should have the majority of the planning done in February, so the recruits can make arrangements to commit to the Academy through July. In addition to the STO's, I have a handful of people who have shown interest in teaching and assisting. I'm hoping that Kiowa will have their burn building certified soon and I'll see what we can do to use their facility.

For any members that are accepted to Elizabeth Fire after this Academy is full, they'll have to wait until we open the next Academy to get their FFI. On a positive note, they will have a schedule to follow so they can begin to learn the basics of Elizabeth Fire and the Fire Service in general. They will go through a certified driving class, S130/190, and the Firefighter Lite program. I'm hoping this will prep them for their future at Elizabeth Fire while also getting a better sense of belonging by having goals and responsibilities. I think that being assigned to a shift is going to be key to their success.

As of today, the State is looking to begin written testing again at the beginning of February. We have quite a few people who have been waiting to test, so this is great news for them. I'm hoping that they start to offer certification classes soon as well, because we need proctors.

Operations Battalion (Jeff) –

With all the new changes in positions and personnel, there is obviously a bunch going on. I'll touch on as much as I can remember right now and review some operational goals as I go along!

-Reserves

We brought on five new reserve recruits the first week of January. None have fire certifications, but some are enrolled in EMT and/or Paramedic courses. They are all signed up for our spring academy and they look like an excited and motivated group. We have another six recruits coming on in February as well. After this next group of reserves comes on board, we are moving to a quarterly process of bringing on new reserves. We are hoping that this results in a streamlining of the application process and that it frees up a considerable amount of both administration time and the time that the membership committee commits to this process every month on a volunteer basis. To keep interest in the program as new recruits are waiting to come on board, we will open up and encourage civilian ride-alongs to these people. This will allow them more opportunity to see if the job and department are right for them and if they are able to make the necessary commitment.

Speaking of reserves, we are initiating a big change for them in March. We are making the switch to assigning reserves a shift. This should present some new opportunities for

both the on-duty crews and the reserves themselves. The first benefit we see is reserves finding a home on a shift, making solid connections with that crew, and being able to truly focus on individualized training with them. Additionally, we are hoping this alleviates some of the issues of members signing up late in the month instead of throughout the month and spreading our reserve capabilities better.

Lastly, I am working on some recruitment drive strategies specifically for water operations with Lt. Regan. We have a need of increasing our numbers of people willing and capable of joining this group.

-Apparatus

We are going to be facing some challenges in the near future with apparatus maintenance. Fleet manager Jarrett Hill has resigned from Rattlesnake Fire to accept a job at Denver Fire. This will obviously create a gap in the ability to get both emergency repairs and scheduled maintenance and PM's done. We have identified a few short-term solutions to manage this by using local repair facilities for utility type vehicles, heavy truck repair shops for larger apparatus, and help from West Metro Fire for fire and pump type repairs. Fortunately, we are in decent shape with reserve apparatus in the case of any major issues. We are also researching some long-term options, but nothing has been solidified as of yet. More to come on this as it develops. Engine 271 is currently in for warranty work on a possible head gasket leak. I'm hoping for its return within a week or two.

The Battalion F-250 is going to the dealership for recall work Monday. This should be completed and returned the same day.

-Run Cards

Where do I start! I am learning that there is a lot to these run cards and that this will be a continuous job of monitoring and adjusting as needed. Right now, the cards are working with the understanding that the Battalion Chiefs need to add themselves to the call types we want them responding to. (All Fires, MVA's, HazMats, and Medical Assist, Delta and Echos.) One of my first projects with the run cards is to review the response plan for each call type with the other Chiefs to ensure we are sending the correct apparatus and to add the Battalion Chiefs to their automatic responses. The next big project after that is identifying new construction areas and quadrants that will require new response plans based on improvements such as hydrant systems etc. Lastly (for now) is reviewing the station orders. With staffed stations being added from some of our adjoining agencies, we need to ensure those stations are placed higher on the response priority for more efficient use of those mutual aid resources. I will be working closely with Douglas County Dispatch to learn the system for making changes as we need and identify them.

-Job Assignments

With all the movement of shifts and personnel, there is concern that many of our day-to-day station assignments may become unbalanced. I will be meeting with the other Battalion Chiefs to review these chores and assignments to ensure we have a strategic division of labor and that we have our best people leading projects.

EMS Battalion (Sean) -

-The additional COVID protective measures we've put in place, although not ideal, they seem to be working. We have not had a positive COVID case within the agency since November which is great news! This is a true credit to our staff taking it seriously and following the policies we've put in place. We can make policy all day long but if we don't have buy-in from our crews it's just a piece of paper. Kudos to EVERYONE for making a difference!

-After much uncertainty, the COVID vaccine has arrived and available to our members. The District is not mandating the vaccine at this time, but it is highly recommended. Currently we have the option to receive the vaccine from either Centura Health or UC Health. We will soon have additional options through Sky Ridge and Elbert County Public Health. Members have been able to receive the vaccine since December 28th. I surveyed the membership in December to get an idea of how likely, unlikely or undecided our staff was to receive the vaccine; 80% of our staff participated in the survey with results of, 45% likely, 32% unlikely, and 23% undecided. I don't have numbers yet of how many members have received the vaccine, but I know many have already received their first shot. I will have a better idea of how many are vaccinated after the second shot when documentation is turned in. So far, I have had no one report having significant side effects other than a sore arm and some mild fatigue.

-I want to thank Troy Faller who has been filling one of the paramedic positions on C-shift for the past four months. Troy helped bail us out of a difficult situation and many of the things we accomplished in December would have been significantly more difficult without Troy stepping up to the plate. Troy has accepted a full-time position with Franktown Fire "congratulations!" and will be transitioning to the part-time program with EFPD in February. We had a very successful paramedic testing process to fill the paramedic position on C-Shift, there were 7 applicants who participated in an oral and written exam. As a result of the process, Brandan Campbell will be filling the full-time position on C shift and Travis Sugg will be added to the part-time program. Brandan and Travis will be going through orientation on Jan 8th with a start date of January 15th.

-In addition to the multitude of organizational changes, Steve Dillenbeck will be functioning as the EMS Training Officer. Steve will be helping bring some new life to the EMS training program, which I am very grateful!

-2021 goals for the EMS division will include:

- -Development and implementation of an in-house IV approval course
- -Further development of our EMT-Basic skills and EMT clearance process
- -Develop initial EMT-Basic certification curriculum to hold either an in-house EMT-B program or partner with neighboring agencies to form a training consortium
- -Continue to develop the part-time program to increase Station 272 staffing ability
- -GET OVER COVID-19!

With that, I'll close with some 2020 EMS figures:

<u>EMS Incidents:</u>	640		
<u>Transports:</u>	453		
<u>COVID-19 Patients:</u>	24		
<u>Average Patient Age:</u>	50-70 (47%)		
<u>Top Chief Complaints:</u>	Weakness	7%	
	Acute Pain	7%	
	Abdominal Pain	6%	
<u>Destination Hospital:</u>	Parker	330	73%
	Sky Ridge	73	16%
	Castle Rock	37	8%
	Parker Childrens	9	2%
	University	3	< 1%
	South Parker FSED	1	< 1%

RESOLUTION ESTABLISHING ELIZABETH FIREFIGHTER FIRE PROTECTION DISTRICT VOLUNTEER FIREFIGHTER PENSION FUND BUDGET FOR 2021

A resolution establishing the 2021 budget for the Elizabeth Fire Protection District Volunteer Firefighter Pension Fund.

WHEREAS, on December 10, 2020, the Board of Directors of the Elizabeth Fire Protection District (“District”) adopted the budget for the District for fiscal year 2021 in accordance with the Local Government Budget Law, C.R.S. §29-1-101, *et seq.* ("2007 District Budget"); and,

WHEREAS, the 2021 District Budget appropriates to the Elizabeth Fire Protection District Volunteer Firefighter Pension Fund ("Pension Fund") projected 2021 revenue of \$167,697 against projected expenditures of 183,425 to meet anticipated benefit payments and operating expenses for the Pension Fund during 2021; and,

WHEREAS, in order to meet its duties under C.R.S. §31-30-1103(1)(a) &(b) to manage, use and disburse money in the Pension Fund, and to supervise and control the Pension Fund, the Board of Trustees of the Pension Fund ("Pension Board") requested the District to develop a proposed budget for the Pension Fund for fiscal year 2021; and,

WHEREAS, Chief Staff has developed and hereby submits the proposed 2021 Pension Fund Budget attached to this Resolution.

Now, therefore be it resolved by the Board of Directors of the Elizabeth Fire Protection District, Colorado:

Section 1. The attached 2021 Pension Fund Budget (Exhibit A) is hereby adopted, and the appropriations and expenditures set forth therein, are approved for fiscal year 2021.

Adopted, this 12th day of January, 2021

PRESIDENT: _____

SECRETARY: _____

TREASURER: _____

**ELIZABETH FIRE PROTECTION DISTRICT
VOLUNTEER PENSION FUND BUDGET 2021**

DESCRIPTION	ACTUAL PRIOR YR 2019	ESTIMATED CURRENT 2020	PROPOSED BUDGET 2021
BEGINNING FUND BALANCE JANUARY 1	964,102.50	991,078.02	974,120.02
FUND ADDITIONS			
DISTRICT CONTRIBUTION	55,086.00	64,477.00	64,477.00
STATE MATCHING FUNDS	18,220.00	18,220.00	18,220.00
NET INVESTMENT INCOME	137,914.52	81,540.00	85,000.00
TOTAL FUND CHANGES	211,220.52	164,237.00	167,697.00
ESTIMATED EXPENDITURES			
ADMINISTRATION FEE	14,820.00	11,770.00	14,000.00
PENSION BENEFITS	169,425.00	169,425.00	169,425.00
BENEFIT CONTINGENCY	0.00	0.00	0.00
TOTAL EXPENDITURES	184,245.00	181,195.00	183,425.00
VOLUNTEER PENSION ENDING BALANCE	991,078.02	974,120.02	958,392.02

**RESOLUTION
BOARD OF DIRECTORS
ELIZABETH FIRE PROTECTION DISTRICT
RESOLUTION NO. #20-01-02**

A RESOLUTION: 1) APPROVING THE REGULAR BOARD OF DIRECTORS MEETING SCHEDULE FOR CALENDAR YEAR 2020; AND 2) DESIGNATING POSTING LOCATIONS FOR NOTICES OF REGULAR AND SPECIAL MEETINGS

WHEREAS, the Elizabeth Fire Protection District ("*District*") is a special district of the State of Colorado, organized pursuant to the Special District Act, C.R.S. § 32-1-101, *et seq.*, to provide fire, emergency medical, and related services to the citizens and property within its jurisdiction;

WHEREAS, pursuant to C.R.S. § 32-1-903, the District is required to meet regularly at a time and in a place to be designated by the Board of Directors ("*Board*"). In addition to its regular meetings, the Board also is authorized pursuant to C.R.S. § 32-1-903 to schedule special meetings as often as the needs of the District require, upon notice to each Director of the date, time, and place of such meeting, and of the purpose for which it is called;

WHEREAS, pursuant to C.R.S. § 24-6-402(2)(c), the District is required to designate annually at the Board's first regular meeting of each calendar year the public place for posting notices of the District's regular and special Board meetings at least 24 hours prior to each meeting;

WHEREAS, pursuant to C.R.S. § 24-6-402(2)(c), the District may designate a public website as the place at which notices of the District's regular and special Board meetings will be posted at least 24 hours prior to such meeting; and

WHEREAS, the Board believes it is in the best interests of the District and the citizens it serves to post notices of regular and special Board meetings online on the District's website, and, to the extent practicable, to link the online Board meeting notices on social media platforms the District may utilize now or in the future, if any.

NOW, THEREFORE, be it resolved by the Board of Directors of the Elizabeth Fire Protection District that:

1. Regular Board meetings for the calendar year 2020 shall be held on *the second Tuesday* of each month at 7:00 p.m. at 155 W. Kiowa Ave., Elizabeth, Co. 80107, Colorado. Special meetings of the Board shall be held as often as the needs of the District require, upon notice to each Director.

2. All notices of regular or special Board meetings shall be posted on the District's website at least 24 hours prior to each meeting at the following location:

<http://elizabethfire.com>

To the extent practicable, (a) such notices shall be searchable by type of meeting, date of meeting, time of meeting, agenda contents, and any other category deemed appropriate by the Board, and (b) a link to the notices will also be posted on at least one of the social media platforms utilized by the District, if any.

**RESOLUTION
BOARD OF DIRECTORS
ELIZABETH FIRE PROTECTION DISTRICT
RESOLUTION NO. #21-01-02**

A RESOLUTION: 1) APPROVING THE REGULAR BOARD OF DIRECTORS MEETING SCHEDULE FOR CALENDAR YEAR 2021; AND 2) DESIGNATING POSTING LOCATIONS FOR NOTICES OF REGULAR AND SPECIAL MEETINGS

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<http://elizabethfpd.colorado.org>

To the extent practicable, (a) such notices shall be searchable by type of meeting, date of meeting, time of meeting, agenda contents, and any other category deemed appropriate by the Board, and (b) a link to the notices will also be posted on at least one of the social media platforms utilized by the District, if any.

3. In the event a meeting notice cannot be posted online due to internet service disruption, website unavailability, or other reason, the District designates the following location for physically posting a notice:

155 W. Kiowa Ave
Elizabeth, Co. 80107

ADOPTED this 12th ____ day of January, 2021.

BY THE BOARD OF DIRECTORS
ELIZABETH FIRE PROTECTION DISTRICT

Rick Young, President

William M. Graeff, Treasurer

Scott Christensen, Vice President

Don Means, Director

Wayne Austgen, Secretary

3. In the event a meeting notice cannot be posted online due to internet service disruption, website unavailability, or other reason, the District designates the following location for physically posting a notice:

155 W. Kiowa Ave
Elizabeth, Co. 80107

ADOPTED this ____ day of January, 2020.

BY THE BOARD OF DIRECTORS
ELIZABETH FIRE PROTECTION DISTRICT

Rick Young, President

William M. Graeff, Treasurer

Scott Christensen, Vice President

Don Means, Director

Wayne Austgen, Secretary



ELIZABETH FIRE PROTECTION DISTRICT

**P.O. Box 441
146 North Elbert Street
Elizabeth, CO 80107**

TRAINING BATTALION CHIEF DUTIES DESCRIPTION

STATUS: FLSA EXEMPT

EMPLOYMENT STATUS: AT-WILL

WORK HOURS: AS NECESSARY TO SATISFACTORILY PERFORM DUTIES AND RESPONSIBILITIES OF POSITION

EFFECTIVE DATE: January 1, 2021

This duties description is established by the Elizabeth Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of an individual performing Training Battalion Chief duties for the District. This is not a separate position; rather, these duties shall be performed in conjunction with the duties and general responsibilities of the individual’s primary position. The Fire Chief may assign these duties to a specific individual or position, as he/she deems appropriate to best meet the District's administrative and operational needs. Neither this duties description nor the addition of these responsibilities in any way alter the individual’s “at-will” employment, which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship at any time and for no reason, without prior notice.

Duties Summary:

In addition to the duties and general responsibilities of his/her primary position, the individual shall perform the following items while assigned the duty:

- Oversee administration and management of all District activities relating to the training division.
- Analyze problems, identify solutions, projects, and consequences of proposed actions, and make recommendations to support and/or enhance the District's training division.

- Coordinate with other Battalion Chiefs to ensure continuity among shifts while learning aspects of all divisions and assisting other Battalion Chiefs when they are not available.
- Act as the point of contact (POC) with the State Division of Fire Prevention and Control (DFPC) and coordinate all fire related testing and renewal efforts.
- Ensure that all certifications and qualifications are regularly updated into the online scheduling software and training records management software.
- Develop and maintain adequate injury prevention programs to decrease the number of on the job injuries.
- Explore opportunities to implement more robust mental and physical wellness programs.
- Manage the State records management system and ensure that data is correctly entered.
- Coordinate all non DFPC certifications and trainings required by the district (Blue Card, COLS, EVOC, NWCG, NIMS etc.).
- Manage the Districts textbook library sign-out process.
- Coordinate and manage training consortium efforts between surrounding agencies.
- Manage the Districts fire academy program and ensure that the academy is running efficiently and within budget.
- Perform regular “BC training” programs and develop curriculum for other BC’s to share with their crews (similar to the old DC Training process).
- Evaluate and develop the Districts Elizabeth Physical Ability Testing (EPAT) program. Implement changes to effectively test our firefighter’s ability to perform their duties.
- Work with the Shift Lieutenants to coordinate training dates and times for their specific shift.
- Assist Human Resources Director in implementing the districts hiring process, including testing, hiring lists, and new hire orientation.
- Manage personnel certifications and ensure that certification data is adequately maintained in the district’s training records software.
- Develop and maintain a District emergency vehicle operator certification (EVOC) program that ensures early and capable medic unit operator status among new members.
- Coordinate with other agencies to build a robust Mutual Aid training alliance.
- Coordinate the Districts annual CORE testing program.
- Develop and manage the Districts annual training budget.
- Directly supervise Shift Training Officers in the delivery and administration of shift trainings.

Immediate Supervisor:

While performing the Training Battalion Chief duties, the individual shall work under the supervision of The Division Chief.

Supervisory Authority:

While performing the Training Battalion Chief duties, the individual shall have supervisory authority over all subordinates from all shifts. The Training Battalion Chief is expected to coordinate any and all action with the other Battalion Chiefs when exercising their supervisory authority.

Mandatory Qualifications and Requirements:

In addition to the qualifications and requirements set forth the Battalion Chief Position Description, The Training Battalion Chief shall hold the following Qualifications:

1. Hold a minimum IFSAC Fire Instructor 1 Certification or be able to achieve this certification within 1 year of appointment.

Working Environment/Physical Requirements:

The working environments and physical requirements are the same as outlined in the Battalion Chief position description.



**ELIZABETH FIRE PROTECTION DISTRICT
P.O. Box 441
146 North Elbert Street
Elizabeth, CO 80107**

EMS BATTALION CHIEF DUTIES DESCRIPTION

STATUS: FLSA EXEMPT

EMPLOYMENT STATUS: AT-WILL

WORK HOURS: AS NECESSARY TO SATISFACTORILY PERFORM DUTIES AND RESPONSIBILITIES OF POSITION

EFFECTIVE DATE: January 1, 2021

This duties description is established by the Elizabeth Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of an individual performing EMS Battalion Chief duties for the District. This is not a separate position; rather, these duties shall be performed in conjunction with the duties and general responsibilities of the individual’s primary position. The Fire Chief may assign these duties to a specific individual or position, as he/she deems appropriate to best meet the District's administrative and operational needs. Neither this duties description nor the addition of these responsibilities in any way alter the individual’s “at-will” employment, which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship at any time and for no reason, without prior notice.

Duties Summary:

In addition to the duties and general responsibilities of his/her primary position, the individual shall perform the following items while assigned the duty:

- Oversee administration and management of all District activities relating to emergency medical services and emergency medical transport.
- Analyze problems, identify solutions, projects, and consequences of proposed actions, and make recommendations to support and/or enhance the District's emergency medical services division.
-

- Coordinate with other Battalion Chiefs to ensure continuity among shifts while learning aspects of all divisions and assisting other Battalion Chiefs when they are not available.
- Act as the training and certification point of contact for Colorado Department of Public Health and Environment (CDPHE). Coordinate all EMS related testing and renewal efforts.
- Manage the Districts EMS RMS and ensure that data is correctly entered.
- Audit EMS Patient Care Reports to ensure quality and compliance with hospital, state and national guidelines.
- Coordinate and manage EMS training consortium efforts between surrounding agencies.
- Manage the Districts Emergency Medical Technician (EMT) training program and ensure that the EMT classes are running efficiently and within budget.
- Work with the Shift Lieutenants and Training Battalion Chief to coordinate EMS training dates and times for their specific shift.
- Develop and manage the Districts annual EMS budget.
- Ensure that District ambulances are licensed annually.
- Regularly audit and ensure the distribution of the District's missing reports list. Issue corrective or disciplinary action when deadlines are not met.
- Audit and update EMS related SOP's as necessary and coordinate with other Battalion Chiefs for implementation.
- Manage the district's vacation, overtime, part time and reserve scheduling process to ensure standard and minimum staffing levels are maintained through the online scheduling software (certification/qualifications for positions, oversee work types/codes).
- Provide input to district administration in the development of administrative budgets including salaries and compensation.
-
- Serve as liaison between EMS providers and the District's Physician Advisor.
- Assist HR Director with administration of the interview process (reserve, PT, career).
- Manage the district infectious disease testing and response plans including employee pandemic testing.
- Ensure compliance with applicable EMS laws, standards, and codes related to the provision of emergency medical services, and performance of Paramedics and EMTs.
- Monitor EMS operations and customer service to ensure quality control.
- Identify and resolve deficiencies in the EMS Program.
- Maintain records of all EMS activities, including EMS training, EMS trip reports, inspection records, medical supplies, and daily logs.
- Manage the District's narcotic and substance control compliance program.
- Review performance of new Firefighter/Paramedics, including working with newly certified members for at least one month on all patient contacts. Supply documentation to the District's Physician Advisor regarding paramedic performance, report writing and patient assessment upon request.
- Monitor progress of District members enrolled in EMT-P courses.
- Serve as Designated Infection Control Officer, including the following:
 - a. Serve as liaison between District and treating facility in an actual or suspected infectious disease exposure.
 - b. Assure the availability of appropriate personnel protection equipment.

- c. Maintain required infection control records.
- Research and draft EMS Grants as needed.
- Perform such other duties as may be assigned by the Fire Chief from time to time.

Immediate Supervisor:

While performing the EMS Battalion Chief duties, the individual shall work under the supervision of The Division Chief.

Supervisory Authority:

While performing the EMS Battalion Chief duties, the individual shall have supervisory authority over all subordinates from all shifts. The EMS Battalion Chief is expected to coordinate any and all action with the other Battalion Chiefs when exercising their supervisory authority.

Mandatory Qualifications and Requirements:

None

Working Environment/Physical Requirements:

The working environments and physical requirements are the same as outlined in the Battalion Chief position description.



ELIZABETH FIRE PROTECTION DISTRICT
P.O. Box 441
146 North Elbert Street
Elizabeth, CO 80107

OPERATIONS BATTALION CHIEF DUTIES DESCRIPTION

STATUS: **FLSA EXEMPT**

EMPLOYMENT STATUS: **AT-WILL**

WORK HOURS: **AS NECESSARY TO SATISFACTORILY PERFORM DUTIES AND RESPONSIBILITIES OF POSITION**

EFFECTIVE DATE: **January 1, 2021**

This duties description is established by the Elizabeth Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of an individual performing Operations Battalion Chief duties for the District. This is not a separate position; rather, these duties shall be performed in conjunction with the duties and general responsibilities of the individual’s primary position. The Fire Chief may assign these duties to a specific individual or position, as he/she deems appropriate to best meet the District’s administrative and operational needs. Neither this duties description nor the addition of these responsibilities in any way alter the individual’s “at-will” employment, which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship at any time and for no reason, without prior notice.

Duties Summary:

In addition to the duties and general responsibilities of his/her primary position, the individual shall perform the following items while assigned the duty:

- Oversee administration and management of all District activities relating to emergency operations, including fire suppression, hazardous materials, and emergency rescue.
- Analyze problems, identify solutions, projects, and consequences of proposed actions, and make recommendations to support and/or enhance the District’s emergency operations.

- Coordinate with other Battalion Chiefs to ensure continuity among shifts while learning aspects of all divisions and assisting other Battalion Chiefs when they are not available.
- Act as the point of contact with Douglas Regional Dispatch for development or modification of run cards, mapping and station run orders.
- Develop, maintain, and enforce the District Standard Operating Procedures (SOP's). Coordinate regular reviews among other BC's and manage efforts to create new SOP's based on changes in the district's needs.
- Manage the district fleet maintenance program and ensure proper apparatus care and maintenance best practices are followed.
- Coordinate with the EMS Division Chief to ensure appropriate ALS staffing levels.
- Review and approve any out of district deployment requests including auto and mutual aid requests.
- Manage budget line items that specifically relate to the operations of the district, including fire suppression, hazardous materials, equipment and apparatus maintenance, and PPE.
- Provide input to district administration in the development of administrative budgets including salaries and compensation.
- Manage the district's National Fire Incident Report System (NFIRS) RMS and ensure that data is correctly entered and comply with quarterly reporting requirements as mandated by state and federal agencies.
- Assist Human Resources Director in implementing the districts hiring process, including testing, hiring lists, and new hire orientation.
- Regularly audit and ensure the distribution of the District's *incomplete* NFIRS reports list. Issue corrective or disciplinary action when deadlines are not met.
- Coordinate the district ride along program by communicating with the requesting rider and scheduling the appropriate date and time.

Immediate Supervisor:

While performing the Operations Battalion Chief duties, the individual shall work under the supervision of The Division Chief position.

Supervisory Authority:

While performing the Operations Battalion Chief duties, the individual shall have supervisory authority over all subordinates from all shifts. The Operations Battalion Chief is expected to coordinate any and all action with the other Battalion Chiefs when exercising their supervisory authority.

Mandatory Qualifications and Requirements:

None

Working Environment/Physical Requirements:

The working environments and physical requirements are the same as outlined in the Battalion Chief position description.



ELIZABETH FIRE PROTECTION DISTRICT

146 N. Elbert Street
ELIZABETH, CO 80107

DUTIES DESCRIPTION

POSITION:	EMS TRAINING OFFICER
STATUS:	COLLATERAL DUTIES ASSIGNED TO ANOTHER EXISTING DISTRICT POSITION
EMPLOYMENT STATUS:	AT-WILL
WORK HOURS:	AS NECESSARY TO SATISFACTORILY PERFORM DUTIES AND RESPONSIBILITIES OF POSITION
EFFECTIVE DATE:	

This duties description is established by the Board of Directors (“Board”) of the Elizabeth Fire Protection District (“District”) to outline the basic requirements, duties and responsibilities of the EMS Training Officer. The EMS Training Officer is not an independent position but is assigned as collateral duties and responsibilities to another District position. The Fire Chief may assign these duties to a specific individual or position, as he/she deems appropriate to best meet the District’s administrative and operational needs. Neither this duties description nor the addition of these responsibilities in any way alter the individual’s “at-will” employment, which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship at any time and for no reason, without prior notice.

Summary:

Under the supervision of the EMS Battalion Chief, the EMS Training Officer is responsible for the safe, efficient and effective management and administration of the District’s emergency medical services training program. The EMS Training Officer may perform emergency medical and/or firefighter duties during emergencies, as necessary to meet the service needs of the District.

Primary Duties and Responsibilities:

The primary powers, duties and general responsibilities of the EMS Training Officer shall include:

1. Oversee administration and management of all District activities relating to the EMS Training and Education Program.

2. Analyze problems, identify solutions, projects, and consequences of proposed actions, and make recommendations to support and/or enhance the District's EMS Program.
3. Exercise discretion and independent judgment with respect to matters of significance including, but not limited to, best practices, methods, policies, and procedures for operating the EMS Training Program.
4. Prepare and present periodic and special reports on EMS training issues.
5. Assist the District EMS Battalion Chief with EMS patient report QA functions to identify training deficiencies, and the development of training to correct such deficiencies.
6. Maintain records of all EMS training activities in the District's training software.
7. Serve as liaison with the State Health Department, including submitting and maintaining required documentation and certification verifications.
8. Maintain a thorough knowledge of the District's Member Handbook, Standard Operating Guidelines, Organization Chart, and Chain of Command.
9. Establish and maintain positive, effective working and supervisory relations with subordinates, superiors, other agencies and the public.
10. Consistently promote a professional image of the District at all times.
11. Aid the EMS Battalion Chief with additional duties as assigned.
12. Perform such other duties as may be assigned by the Fire Chief from time to time.

Minimum Qualification and Certification Requirements:

The EMS Training Officer shall possess and maintain the following:

1. State of Colorado Paramedic Certification
2. State of Colorado C.P.R., Advanced Cardiac Life Support (ACLS) certification, and First Aid Certification
3. Valid Colorado Driver's License

Working Environment/Physical Requirements:

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A substantial portion of this position will involve sedentary, administrative work in an office environment; however, in emergency situations, the EMS Training Officer may be required to assume command of a fire ground or other emergency situation and may be required to perform the duties of a Firefighter/Paramedic.
2. Strenuous physical activity under extreme adverse conditions will be required periodically.

3. Moderate physical activity is required; for example, the ability to lift items in excess of 50 pounds occasionally and up to 20 pounds frequently.
4. This position requires training in and use of safety equipment necessary for the working environment, including without limitation self-contained breathing apparatus (SCBA) and other personal protective equipment (PPE).
5. This position requires standing, running, walking, sitting, kneeling, twisting, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching over head, reaching away from body, and repetitive motion.
6. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20°) Fahrenheit and in excess of one hundred degrees (100°) Fahrenheit.
7. Work may be performed under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
8. Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin.
9. Work may result in exposure to infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, smallpox, COVID-19 etc.
10. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
11. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
12. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.
13. This position will involve periods of high physical, mental and/or emotional stress.

RESOLUTION ESTABLISHING ELIZABETH FIREFIGHTER FIRE PROTECTION DISTRICT VOLUNTEER FIREFIGHTER PENSION FUND BUDGET FOR 2021

A resolution establishing the 2021 budget for the Elizabeth Fire Protection District Volunteer Firefighter Pension Fund.

WHEREAS, on December 10, 2020, the Board of Directors of the Elizabeth Fire Protection District (“District”) adopted the budget for the District for fiscal year 2021 in accordance with the Local Government Budget Law, C.R.S. §29-1-101, *et seq.* ("2007 District Budget"); and,

WHEREAS, the 2021 District Budget appropriates to the Elizabeth Fire Protection District Volunteer Firefighter Pension Fund ("Pension Fund") projected 2021 revenue of \$167,697 against projected expenditures of 183,425 to meet anticipated benefit payments and operating expenses for the Pension Fund during 2021; and,

WHEREAS, in order to meet its duties under C.R.S. §31-30-1103(1)(a) &(b) to manage, use and disburse money in the Pension Fund, and to supervise and control the Pension Fund, the Board of Trustees of the Pension Fund ("Pension Board") requested the District to develop a proposed budget for the Pension Fund for fiscal year 2021; and,

WHEREAS, Chief Staff has developed and hereby submits the proposed 2021 Pension Fund Budget attached to this Resolution.

Now, therefore be it resolved by the Board of Directors of the Elizabeth Fire Protection District, Colorado:

Section 1. The attached 2021 Pension Fund Budget (Exhibit A) is hereby adopted, and the appropriations and expenditures set forth therein, are approved for fiscal year 2021.

Adopted, this 12th day of January, 2021

PRESIDENT: _____

SECRETARY: _____

TREASURER: _____

**ELIZABETH FIRE PROTECTION DISTRICT
VOLUNTEER PENSION FUND BUDGET 2021**

DESCRIPTION	ACTUAL PRIOR YR 2019	ESTIMATED CURRENT 2020	PROPOSED BUDGET 2021
BEGINNING FUND BALANCE JANUARY 1	964,102.50	991,078.02	974,120.02
FUND ADDITIONS			
DISTRICT CONTRIBUTION	55,086.00	64,477.00	64,477.00
STATE MATCHING FUNDS	18,220.00	18,220.00	18,220.00
NET INVESTMENT INCOME	137,914.52	81,540.00	85,000.00
TOTAL FUND CHANGES	211,220.52	164,237.00	167,697.00
ESTIMATED EXPENDITURES			
ADMINISTRATION FEE	14,820.00	11,770.00	14,000.00
PENSION BENEFITS	169,425.00	169,425.00	169,425.00
BENEFIT CONTINGENCY	0.00	0.00	0.00
TOTAL EXPENDITURES	184,245.00	181,195.00	183,425.00
VOLUNTEER PENSION ENDING BALANCE	991,078.02	974,120.02	958,392.02

**RESOLUTION
BOARD OF DIRECTORS
ELIZABETH FIRE PROTECTION DISTRICT
RESOLUTION NO. #20-01-02**

A RESOLUTION: 1) APPROVING THE REGULAR BOARD OF DIRECTORS MEETING SCHEDULE FOR CALENDAR YEAR 2020; AND 2) DESIGNATING POSTING LOCATIONS FOR NOTICES OF REGULAR AND SPECIAL MEETINGS

WHEREAS, the Elizabeth Fire Protection District ("*District*") is a special district of the State of Colorado, organized pursuant to the Special District Act, C.R.S. § 32-1-101, *et seq.*, to provide fire, emergency medical, and related services to the citizens and property within its jurisdiction;

WHEREAS, pursuant to C.R.S. § 32-1-903, the District is required to meet regularly at a time and in a place to be designated by the Board of Directors ("*Board*"). In addition to its regular meetings, the Board also is authorized pursuant to C.R.S. § 32-1-903 to schedule special meetings as often as the needs of the District require, upon notice to each Director of the date, time, and place of such meeting, and of the purpose for which it is called;

WHEREAS, pursuant to C.R.S. § 24-6-402(2)(c), the District is required to designate annually at the Board's first regular meeting of each calendar year the public place for posting notices of the District's regular and special Board meetings at least 24 hours prior to each meeting;

WHEREAS, pursuant to C.R.S. § 24-6-402(2)(c), the District may designate a public website as the place at which notices of the District's regular and special Board meetings will be posted at least 24 hours prior to such meeting; and

WHEREAS, the Board believes it is in the best interests of the District and the citizens it serves to post notices of regular and special Board meetings online on the District's website, and, to the extent practicable, to link the online Board meeting notices on social media platforms the District may utilize now or in the future, if any.

NOW, THEREFORE, be it resolved by the Board of Directors of the Elizabeth Fire Protection District that:

1. Regular Board meetings for the calendar year 2020 shall be held on *the second Tuesday* of each month at 7:00 p.m. at 155 W. Kiowa Ave., Elizabeth, Co. 80107, Colorado. Special meetings of the Board shall be held as often as the needs of the District require, upon notice to each Director.

2. All notices of regular or special Board meetings shall be posted on the District's website at least 24 hours prior to each meeting at the following location:

<http://elizabethfire.com>

To the extent practicable, (a) such notices shall be searchable by type of meeting, date of meeting, time of meeting, agenda contents, and any other category deemed appropriate by the Board, and (b) a link to the notices will also be posted on at least one of the social media platforms utilized by the District, if any.

3. In the event a meeting notice cannot be posted online due to internet service disruption, website unavailability, or other reason, the District designates the following location for physically posting a notice:

155 W. Kiowa Ave
Elizabeth, Co. 80107

ADOPTED this ____ day of January, 2020.

BY THE BOARD OF DIRECTORS
ELIZABETH FIRE PROTECTION DISTRICT

Rick Young, President

William M. Graeff, Treasurer

Scott Christensen, Vice President

Don Means, Director

Wayne Austgen, Secretary



ELIZABETH FIRE PROTECTION DISTRICT

**P.O. Box 441
146 North Elbert Street
Elizabeth, CO 80107**

TRAINING BATTALION CHIEF DUTIES DESCRIPTION

STATUS: FLSA EXEMPT

EMPLOYMENT STATUS: AT-WILL

WORK HOURS: AS NECESSARY TO SATISFACTORILY PERFORM DUTIES AND RESPONSIBILITIES OF POSITION

EFFECTIVE DATE: January 1, 2021

This duties description is established by the Elizabeth Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of an individual performing Training Battalion Chief duties for the District. This is not a separate position; rather, these duties shall be performed in conjunction with the duties and general responsibilities of the individual’s primary position. The Fire Chief may assign these duties to a specific individual or position, as he/she deems appropriate to best meet the District's administrative and operational needs. Neither this duties description nor the addition of these responsibilities in any way alter the individual’s “at-will” employment, which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship at any time and for no reason, without prior notice.

Duties Summary:

In addition to the duties and general responsibilities of his/her primary position, the individual shall perform the following items while assigned the duty:

- Oversee administration and management of all District activities relating to the training division.
- Analyze problems, identify solutions, projects, and consequences of proposed actions, and make recommendations to support and/or enhance the District's training division.

- Coordinate with other Battalion Chiefs to ensure continuity among shifts while learning aspects of all divisions and assisting other Battalion Chiefs when they are not available.
- Act as the point of contact (POC) with the State Division of Fire Prevention and Control (DFPC) and coordinate all fire related testing and renewal efforts.
- Ensure that all certifications and qualifications are regularly updated into the online scheduling software and training records management software.
- Develop and maintain adequate injury prevention programs to decrease the number of on the job injuries.
- Explore opportunities to implement more robust mental and physical wellness programs.
- Manage the State records management system and ensure that data is correctly entered.
- Coordinate all non DFPC certifications and trainings required by the district (Blue Card, COLS, EVOC, NWCG, NIMS etc.).
- Manage the Districts textbook library sign-out process.
- Coordinate and manage training consortium efforts between surrounding agencies.
- Manage the Districts fire academy program and ensure that the academy is running efficiently and within budget.
- Perform regular “BC training” programs and develop curriculum for other BC’s to share with their crews (similar to the old DC Training process).
- Evaluate and develop the Districts Elizabeth Physical Ability Testing (EPAT) program. Implement changes to effectively test our firefighter’s ability to perform their duties.
- Work with the Shift Lieutenants to coordinate training dates and times for their specific shift.
- Assist Human Resources Director in implementing the districts hiring process, including testing, hiring lists, and new hire orientation.
- Manage personnel certifications and ensure that certification data is adequately maintained in the district’s training records software.
- Develop and maintain a District emergency vehicle operator certification (EVOC) program that ensures early and capable medic unit operator status among new members.
- Coordinate with other agencies to build a robust Mutual Aid training alliance.
- Coordinate the Districts annual CORE testing program.
- Develop and manage the Districts annual training budget.
- Directly supervise Shift Training Officers in the delivery and administration of shift trainings.

Immediate Supervisor:

While performing the Training Battalion Chief duties, the individual shall work under the supervision of The Division Chief.

Supervisory Authority:

While performing the Training Battalion Chief duties, the individual shall have supervisory authority over all subordinates from all shifts. The Training Battalion Chief is expected to coordinate any and all action with the other Battalion Chiefs when exercising their supervisory authority.

Mandatory Qualifications and Requirements:

In addition to the qualifications and requirements set forth the Battalion Chief Position Description, The Training Battalion Chief shall hold the following Qualifications:

1. Hold a minimum IFSAC Fire Instructor 1 Certification or be able to achieve this certification within 1 year of appointment.

Working Environment/Physical Requirements:

The working environments and physical requirements are the same as outlined in the Battalion Chief position description.



**ELIZABETH FIRE PROTECTION DISTRICT
P.O. Box 441
146 North Elbert Street
Elizabeth, CO 80107**

EMS BATTALION CHIEF DUTIES DESCRIPTION

STATUS: **FLSA EXEMPT**

EMPLOYMENT STATUS: **AT-WILL**

WORK HOURS: **AS NECESSARY TO SATISFACTORILY PERFORM
DUTIES AND RESPONSIBILITIES OF POSITION**

EFFECTIVE DATE: **January 1, 2021**

This duties description is established by the Elizabeth Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of an individual performing EMS Battalion Chief duties for the District. This is not a separate position; rather, these duties shall be performed in conjunction with the duties and general responsibilities of the individual’s primary position. The Fire Chief may assign these duties to a specific individual or position, as he/she deems appropriate to best meet the District's administrative and operational needs. Neither this duties description nor the addition of these responsibilities in any way alter the individual’s “at-will” employment, which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship at any time and for no reason, without prior notice.

Duties Summary:

In addition to the duties and general responsibilities of his/her primary position, the individual shall perform the following items while assigned the duty:

- Oversee administration and management of all District activities relating to emergency medical services and emergency medical transport.
- Analyze problems, identify solutions, projects, and consequences of proposed actions, and make recommendations to support and/or enhance the District's emergency medical services division.
-

- Coordinate with other Battalion Chiefs to ensure continuity among shifts while learning aspects of all divisions and assisting other Battalion Chiefs when they are not available.
- Act as the training and certification point of contact for Colorado Department of Public Health and Environment (CDPHE). Coordinate all EMS related testing and renewal efforts.
- Manage the Districts EMS RMS and ensure that data is correctly entered.
- Audit EMS Patient Care Reports to ensure quality and compliance with hospital, state and national guidelines.
- Coordinate and manage EMS training consortium efforts between surrounding agencies.
- Manage the Districts Emergency Medical Technician (EMT) training program and ensure that the EMT classes are running efficiently and within budget.
- Work with the Shift Lieutenants and Training Battalion Chief to coordinate EMS training dates and times for their specific shift.
- Develop and manage the Districts annual EMS budget.
- Ensure that District ambulances are licensed annually.
- Regularly audit and ensure the distribution of the District's missing reports list. Issue corrective or disciplinary action when deadlines are not met.
- Audit and update EMS related SOP's as necessary and coordinate with other Battalion Chiefs for implementation.
- Manage the district's vacation, overtime, part time and reserve scheduling process to ensure standard and minimum staffing levels are maintained through the online scheduling software (certification/qualifications for positions, oversee work types/codes).
- Provide input to district administration in the development of administrative budgets including salaries and compensation.
-
- Serve as liaison between EMS providers and the District's Physician Advisor.
- Assist HR Director with administration of the interview process (reserve, PT, career).
- Manage the district infectious disease testing and response plans including employee pandemic testing.
- Ensure compliance with applicable EMS laws, standards, and codes related to the provision of emergency medical services, and performance of Paramedics and EMTs.
- Monitor EMS operations and customer service to ensure quality control.
- Identify and resolve deficiencies in the EMS Program.
- Maintain records of all EMS activities, including EMS training, EMS trip reports, inspection records, medical supplies, and daily logs.
- Manage the District's narcotic and substance control compliance program.
- Review performance of new Firefighter/Paramedics, including working with newly certified members for at least one month on all patient contacts. Supply documentation to the District's Physician Advisor regarding paramedic performance, report writing and patient assessment upon request.
- Monitor progress of District members enrolled in EMT-P courses.
- Serve as Designated Infection Control Officer, including the following:
 - a. Serve as liaison between District and treating facility in an actual or suspected infectious disease exposure.
 - b. Assure the availability of appropriate personnel protection equipment.

- c. Maintain required infection control records.
- Research and draft EMS Grants as needed.
- Perform such other duties as may be assigned by the Fire Chief from time to time.

Immediate Supervisor:

While performing the EMS Battalion Chief duties, the individual shall work under the supervision of The Division Chief.

Supervisory Authority:

While performing the EMS Battalion Chief duties, the individual shall have supervisory authority over all subordinates from all shifts. The EMS Battalion Chief is expected to coordinate any and all action with the other Battalion Chiefs when exercising their supervisory authority.

Mandatory Qualifications and Requirements:

None

Working Environment/Physical Requirements:

The working environments and physical requirements are the same as outlined in the Battalion Chief position description.



ELIZABETH FIRE PROTECTION DISTRICT
P.O. Box 441
146 North Elbert Street
Elizabeth, CO 80107

OPERATIONS BATTALION CHIEF DUTIES DESCRIPTION

STATUS: **FLSA EXEMPT**

EMPLOYMENT STATUS: **AT-WILL**

WORK HOURS: **AS NECESSARY TO SATISFACTORILY PERFORM DUTIES AND RESPONSIBILITIES OF POSITION**

EFFECTIVE DATE: **January 1, 2021**

This duties description is established by the Elizabeth Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of an individual performing Operations Battalion Chief duties for the District. This is not a separate position; rather, these duties shall be performed in conjunction with the duties and general responsibilities of the individual’s primary position. The Fire Chief may assign these duties to a specific individual or position, as he/she deems appropriate to best meet the District’s administrative and operational needs. Neither this duties description nor the addition of these responsibilities in any way alter the individual’s “at-will” employment, which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship at any time and for no reason, without prior notice.

Duties Summary:

In addition to the duties and general responsibilities of his/her primary position, the individual shall perform the following items while assigned the duty:

- Oversee administration and management of all District activities relating to emergency operations, including fire suppression, hazardous materials, and emergency rescue.
- Analyze problems, identify solutions, projects, and consequences of proposed actions, and make recommendations to support and/or enhance the District’s emergency operations.

- Coordinate with other Battalion Chiefs to ensure continuity among shifts while learning aspects of all divisions and assisting other Battalion Chiefs when they are not available.
- Act as the point of contact with Douglas Regional Dispatch for development or modification of run cards, mapping and station run orders.
- Develop, maintain, and enforce the District Standard Operating Procedures (SOP's). Coordinate regular reviews among other BC's and manage efforts to create new SOP's based on changes in the district's needs.
- Manage the district fleet maintenance program and ensure proper apparatus care and maintenance best practices are followed.
- Coordinate with the EMS Division Chief to ensure appropriate ALS staffing levels.
- Review and approve any out of district deployment requests including auto and mutual aid requests.
- Manage budget line items that specifically relate to the operations of the district, including fire suppression, hazardous materials, equipment and apparatus maintenance, and PPE.
- Provide input to district administration in the development of administrative budgets including salaries and compensation.
- Manage the district's National Fire Incident Report System (NFIRS) RMS and ensure that data is correctly entered and comply with quarterly reporting requirements as mandated by state and federal agencies.
- Assist Human Resources Director in implementing the districts hiring process, including testing, hiring lists, and new hire orientation.
- Regularly audit and ensure the distribution of the District's *incomplete* NFIRS reports list. Issue corrective or disciplinary action when deadlines are not met.
- Coordinate the district ride along program by communicating with the requesting rider and scheduling the appropriate date and time.

Immediate Supervisor:

While performing the Operations Battalion Chief duties, the individual shall work under the supervision of The Division Chief position.

Supervisory Authority:

While performing the Operations Battalion Chief duties, the individual shall have supervisory authority over all subordinates from all shifts. The Operations Battalion Chief is expected to coordinate any and all action with the other Battalion Chiefs when exercising their supervisory authority.

Mandatory Qualifications and Requirements:

None

Working Environment/Physical Requirements:

The working environments and physical requirements are the same as outlined in the Battalion Chief position description.



ELIZABETH FIRE PROTECTION DISTRICT

146 N. Elbert Street
ELIZABETH, CO 80107

DUTIES DESCRIPTION

POSITION:	EMS TRAINING OFFICER
STATUS:	COLLATERAL DUTIES ASSIGNED TO ANOTHER EXISTING DISTRICT POSITION
EMPLOYMENT STATUS:	AT-WILL
WORK HOURS:	AS NECESSARY TO SATISFACTORILY PERFORM DUTIES AND RESPONSIBILITIES OF POSITION
EFFECTIVE DATE:	

This duties description is established by the Board of Directors (“Board”) of the Elizabeth Fire Protection District (“District”) to outline the basic requirements, duties and responsibilities of the EMS Training Officer. The EMS Training Officer is not an independent position but is assigned as collateral duties and responsibilities to another District position. The Fire Chief may assign these duties to a specific individual or position, as he/she deems appropriate to best meet the District’s administrative and operational needs. Neither this duties description nor the addition of these responsibilities in any way alter the individual’s “at-will” employment, which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship at any time and for no reason, without prior notice.

Summary:

Under the supervision of the EMS Battalion Chief, the EMS Training Officer is responsible for the safe, efficient and effective management and administration of the District’s emergency medical services training program. The EMS Training Officer may perform emergency medical and/or firefighter duties during emergencies, as necessary to meet the service needs of the District.

Primary Duties and Responsibilities:

The primary powers, duties and general responsibilities of the EMS Training Officer shall include:

1. Oversee administration and management of all District activities relating to the EMS Training and Education Program.

2. Analyze problems, identify solutions, projects, and consequences of proposed actions, and make recommendations to support and/or enhance the District's EMS Program.
3. Exercise discretion and independent judgment with respect to matters of significance including, but not limited to, best practices, methods, policies, and procedures for operating the EMS Training Program.
4. Prepare and present periodic and special reports on EMS training issues.
5. Assist the District EMS Battalion Chief with EMS patient report QA functions to identify training deficiencies, and the development of training to correct such deficiencies.
6. Maintain records of all EMS training activities in the District's training software.
7. Serve as liaison with the State Health Department, including submitting and maintaining required documentation and certification verifications.
8. Maintain a thorough knowledge of the District's Member Handbook, Standard Operating Guidelines, Organization Chart, and Chain of Command.
9. Establish and maintain positive, effective working and supervisory relations with subordinates, superiors, other agencies and the public.
10. Consistently promote a professional image of the District at all times.
11. Aid the EMS Battalion Chief with additional duties as assigned.
12. Perform such other duties as may be assigned by the Fire Chief from time to time.

Minimum Qualification and Certification Requirements:

The EMS Training Officer shall possess and maintain the following:

1. State of Colorado Paramedic Certification
2. State of Colorado C.P.R., Advanced Cardiac Life Support (ACLS) certification, and First Aid Certification
3. Valid Colorado Driver's License

Working Environment/Physical Requirements:

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A substantial portion of this position will involve sedentary, administrative work in an office environment; however, in emergency situations, the EMS Training Officer may be required to assume command of a fire ground or other emergency situation and may be required to perform the duties of a Firefighter/Paramedic.
2. Strenuous physical activity under extreme adverse conditions will be required periodically.

3. Moderate physical activity is required; for example, the ability to lift items in excess of 50 pounds occasionally and up to 20 pounds frequently.
4. This position requires training in and use of safety equipment necessary for the working environment, including without limitation self-contained breathing apparatus (SCBA) and other personal protective equipment (PPE).
5. This position requires standing, running, walking, sitting, kneeling, twisting, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching over head, reaching away from body, and repetitive motion.
6. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20°) Fahrenheit and in excess of one hundred degrees (100°) Fahrenheit.
7. Work may be performed under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
8. Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin.
9. Work may result in exposure to infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, smallpox, COVID-19 etc.
10. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
11. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
12. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.
13. This position will involve periods of high physical, mental and/or emotional stress.

