

**ELIZABETH FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING AGENDA**

Amended

September 08, 2020

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment
5. Additions/Deletions to Agenda
6. Approval of Minutes
 - Discussion and possible approval of Meeting Minutes from August 11, 2020
7. Financial Matters
 - Ratify the bills
 - Discussion and possible approval
8. Staff Report
9. Legal Report
10. Old Business
 - Fee Schedule
11. New Business
 - Elbert County elections IGA for Ballot Drop off
12. Adjournment

Academy Graduation @ 1700

Pinning Ceremony for Keenan Eaton to follow graduation

RECORD OF PROCEEDINGS

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

Held: Tuesday, August 11, 2020, 7:00 p.m. at 155 West
Kiowa Ave, Elizabeth, Colorado.

Attendance

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

The following Directors were in attendance:

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

Also present were:

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

Guests: George Berry

Call to Order

Director Young called to order the regular meeting of the Board of Directors of the Elizabeth Fire Protection District at 7:00 p.m.

Pledge of Allegiance

Director Austgen led the flag salute.

Public Comment

Director Young opened the meeting for public comment.

There was no public comment.

RECORD OF PROCEEDINGS

Addition/Deletions to Agenda Director Young asked if there were any changes to the agenda. Chief Steck indicated there are additions under New Business.

Approval of Minutes The Board reviewed the draft minutes from the July 14, 2020, regular Board meeting.

Director Young called for a motion to approve the July 14, 2020 minutes. Director Austgen made the motion. Director Means seconded the motion. The motion passed unanimously.

Financial Matters

- Ratify the bills Director of Finance and HR Fischer told the Board that the District had collected 95% of the District's property taxes for the year. S.O.T. revenue is at 72 % of the budgeted amount.

Chief Steck stated to the Board that next month there will be a bill of \$4,000 for the roof repairs.

Director Young called for a motion to ratify the bills. Director Means made the motion. Director Christensen seconded the motion. The motion passed unanimously.

Staff Report Chief Steck mentioned to the Board that on Monday, August 17, between 1-4 p.m., the Eagle Scouts will be having a flag-raising ceremony at the Administration Building. Everyone is invited.

Chief Steck stated that a basket of goodies was given to the District from a family that was extremely thankful to the District for its response to an incident.

Station 272 now has resident Firefighters Tyler and Francis living at the station. They can run B.L.S. transport. There is at least one day a week staffing at Station 272. Discussion followed.

RECORD OF PROCEEDINGS

Chief Steck stated that as of August 15, the switch to the FPPA hybrid plan would take effect.

Chief Steck gave the Board an update regarding the joint building with Rattlesnake. Discussion followed.

Director Young called for a motion to approve the use of Capital Improvement funds for the joint building. Director Austgen made the motion. Director Means seconded the motion. The motion passed unanimously.

Division Chief Gerczynski discussed the status of the 5-year ISO Rating review. She will keep the Board informed as the process continues. Discussion followed.

Division Chief Gerczynski told the Board that companies and individuals have started seeking building permits again. Currently, there are two builders who are close to applying for their permits.

Discussion followed.

Legal Report

Attorney Ferguson stated that included in the attorneys' report this month, was a memorandum to the Board briefly discussing some of the legislation passed by the Colorado Legislature that could impact the District. She asked if the Board had any questions on the attorneys' report or the new legislation that has been passed.

Director Christensen asked about House Bill 20-1017, Substance Use Disorder Treatment in Criminal Justice System. Discussion followed.

Director Young asked about Senate Bill 217, Enhance Law Enforcement Integrity. He stated he felt the 2nd part of the bill is unclear.

Attorney Ferguson stated that the body cameras apply only to individuals who are required by law to be POST certified. Fire Marshals are not required to be POST certified, so body cameras are optional under the law. She stated that she will take a look at the law as it relates to President Young's questions and follow-up.

RECORD OF PROCEEDINGS

Discussion followed.

Old Business

- New Fee Schedule

Division Chief Gerczynski told the Board that the new Fee Schedule is a work in progress. Some of the District's goals include making the fee schedule more user friendly and aligning the fees more closely with other area departments. Division Chief Gerczynski stated that she will discuss the proposed Fee Schedule in detail in the near future, before the Board considers its adoption. She clarified that the Open Records fee is in another document, separate from the fee schedule.

Lengthy discussion followed.

Division Chief Gerczynski anticipates presenting the proposed Fee Schedule for Board approval at next month's meeting.

New Business

- Seeking Authorization to Sell Surplus property

Chief Steck asked the Board for permission to sell surplus property. Volunteer Richard Shirley has officially retired, and the District has no use for Shirley's vehicle. Chief Steck would like authorization to sell the surplus vehicle.

Discussion followed.

Director Young called for a motion to approve the sale of the surplus Chevy S-10. Director Austgen made the motion. Director Means seconded the motion. The motion passed unanimously.

- Request to add Station 273 as a ballot drop box

Chief Steck stated that the County Clerk and Recorder would like to add an official County Election Ballot Dropoff Box at the District's Station 273. Per Colorado law, the drop-off box must be under personal or video surveillance at all times.

Attorney Ferguson asked if the County indicated if they will be placing surveillance on the box or a place around the box. The County will use a grant to pay for additional surveillance.

RECORD OF PROCEEDINGS

Chief Steck said that there is a stand-alone option or the County can “piggyback” on the District’s security system.

Attorney Ferguson Stated that she has concerns about the District being responsible for the footage. If a dispute arises about ballot tampering, the District could be impacted if the surveillance is on the District’s system.

Discussion followed.

Director Young noted that at this time a motion is not needed for the Chief to approve the ballot box.

Director Young called for a motion to approve obtaining an I.G.A. with the County to detail the District’s responsibility related to an Election Ballot Box. Director Graeff made the motion. Director Means seconded the motion. The motion passed unanimously.

Executive Session

Director Young called for a motion to enter into an executive session, pursuant to C.R.S. § 24-6-402(4) (b) and (f) to receive legal advice on a personnel matter.

Director Means moved to enter an Executive Session. Director Graeff seconded the motion. Motion passed unanimously.

Attorney Ferguson noted for the record that the Executive Session will constitute privileged attorney-client communication and will not be recorded.

The Board went into executive session at 8:22 p.m.
The Board came out of the executive session at 8:52 p.m.

Director Young moved to reconvene the meeting. Director Graeff seconded the motion. Motion passed unanimously.

Adjournment

There being no further business to come before the Board, Director Means moved to adjourn; Director Graeff seconded, and the vote was unanimously carried. The meeting adjourned at 8:53 p.m.

RECORD OF PROCEEDINGS

Meeting Schedule

The next regular Board meeting is scheduled for September 08, 2020, at 7:00 pm at 155 West Kiowa Ave, Elizabeth, Colorado.

Rick Young, President

Date: September 08, 2020

Wayne Austgen, Secretary

Date: September 08, 2020

I hereby attest that the information communicated during the Executive Session, which was not recorded, constituted privileged attorney-client communications.

Michelle Ferguson, Esq.

I hereby attest that the information communicated during the Executive Session, which was not recorded, confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. 24-6-402 (4)(b) and (f).

Rick Young, President

9:34 AM

09/03/20

Accrual Basis

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

	<u>Aug 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1.10100 · BOK Financial Operating	51,104.90
1.10150 · BOK Financial Payroll	5,666.45
1.10200 · Community Bank of Colorado	43,168.13
1.10300 · Wells Fargo	-153.60
1.10400 · Colorado Trust General Account	1,550,311.69
1.10600 · CSafe Fund General Account	7,081.86
1.10700 · Colorado Trust Scholarship Fund	546.23
1.10950 · Claim on Pooled Cash	7,269.28
Total Checking/Savings	1,664,994.94
Accounts Receivable	
1.11600 · Accounts Receivable	9,154.00
Total Accounts Receivable	9,154.00
Other Current Assets	
1.12500 · Petty Cash Fund	100.00
12000 · Undeposited Funds	496.00
Total Other Current Assets	596.00
Total Current Assets	1,674,744.94
Fixed Assets	
1.15100 · Fixed Asset Land	1,614,052.51
1.15200 · Fixed Asset Equipment	176,482.08
1.15300 · Fixed Asset Vehicle	1,619,889.97
Total Fixed Assets	3,410,424.56
Other Assets	
1.13000 · Property Tax Receivable	2,367,430.00
1.13600 · Transport Fees Receivable	263,368.66
1.13700 · Allowance for Doubtful Debt	-185,082.02
Total Other Assets	2,445,716.64
TOTAL ASSETS	<u>7,530,886.14</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1.20000 · *Accounts Payable	-0.10
Total Accounts Payable	-0.10

9:34 AM

09/03/20

Accrual Basis

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

	<u>Aug 31, 20</u>
Other Current Liabilities	
1.20200 · Accounts Payable	29.14
1.21000 · Deferred Property Tax Revenue	2,367,430.00
1.21100 · Federal Payroll Tax	-3.12
1.21200 · State Payroll Tax	720.00
1.21400 · Colorado Unemployment	-229.29
1.22100 · AFLAC	1,121.92
1.22200 · AFLAC - Pre-Tax	859.96
1.23000 · Deferred Grant Revenue	6,500.00
	<hr/>
Total Other Current Liabilities	2,376,428.61
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Total Current Liabilities	2,376,428.51
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Total Liabilities	2,376,428.51
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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	889,643.63
	<hr/>
Total Equity	5,154,457.63
	<hr/>
TOTAL LIABILITIES & EQUITY	<u><u>7,530,886.14</u></u>

9:35 AM

09/03/20

Accrual Basis

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

	<u>Jan - Aug 20</u>
Income	
1.40100 · General Fund Property Tax Reven	2,318,911.77
1.40200 · S.O.T. Revenue	273,110.44
1.40300 · Transport Revenue	206,275.57
1.40400 · Permit Fees	14,796.00
1.40500 · Developer Contributions	28,500.00
1.40600 · CPR Income	1,035.00
1.40700 · CFFHC Benefit Trust	1,448.68
1.41000 · Sale of Capital Assets	2,500.00
1.41100 · Interest Revenue	7,270.78
1.41200 · Other Miscellaneous Income	12,696.81
	<hr/>
Total Income	2,866,545.05
	<hr/>
Gross Profit	2,866,545.05
Expense	
1.50000 · Administration	1,612,253.65
1.51000 · Professional Services	104,116.31
1.52000 · Apparatus	15,763.25
1.53000 · Facilities	125,368.12
1.54000 · Equipment Maintenance and Testi	16,486.26
1.55000 · Fire Prevention/Investigations	5,757.84
1.56000 · Communications	6,588.62
1.57000 · Technology	20,711.25
1.58000 · Operations	62,533.63
1.80901 · Disaster Relief Account	7,322.49
	<hr/>
Total Expense	1,976,901.42
	<hr/>
Net Income	<u><u>889,643.63</u></u>

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

	Jan - Aug 20	Budget	\$ Over Budget	% of Budget
Income				
1.40100 · General Fund Property Tax Reven	2,318,911.77	2,367,430.00	(48,518.23)	98.0%
1.40200 · S.O.T. Revenue	273,110.44	380,000.00	(106,889.56)	71.9%
1.40300 · Transport Revenue	206,275.57	295,000.00	(88,724.43)	69.9%
1.40400 · Permit Fees	14,796.00	20,000.00	(5,204.00)	74.0%
1.40500 · Developer Contributions	28,500.00	30,000.00	(1,500.00)	95.0%
1.40600 · CPR Income	1,035.00	1,800.00	(765.00)	57.5%
1.40700 · CFFHC Benefit Trust	1,448.68	2,625.00	(1,176.32)	55.2%
1.40900 · Deployment Income	0.00	50,000.00	(50,000.00)	0.0%
1.41000 · Sale of Capital Assets	2,500.00	12,000.00	(9,500.00)	20.8%
1.41100 · Interest Revenue	7,270.78	17,500.00	(10,229.22)	41.5%
1.41200 · Other Miscellaneous Income	12,696.81	8,000.00	4,696.81	158.7%
1.49000 · Transfer In From Other Funds	0.00	75,403.00	(75,403.00)	0.0%
Total Income	2,866,545.05	3,259,758.00	(393,212.95)	87.9%
Gross Profit	2,866,545.05	3,259,758.00	(393,212.95)	87.9%
Expense				
1.50000 · Administration	1,612,253.65	2,706,534.00	(1,094,280.35)	59.6%
1.51000 · Professional Services	104,116.31	133,627.00	(29,510.69)	77.9%
1.52000 · Apparatus	15,763.25	67,000.00	(51,236.75)	23.5%
1.53000 · Facilities	125,368.12	173,175.00	(47,806.88)	72.4%
1.54000 · Equipment Maintenance and Testi	16,486.26	37,250.00	(20,763.74)	44.3%
1.55000 · Fire Prevention/Investigations	5,757.84	19,600.00	(13,842.16)	29.4%
1.56000 · Communications	6,588.62	13,100.00	(6,511.38)	50.3%
1.57000 · Technology	20,711.25	41,850.00	(21,138.75)	49.5%
1.58000 · Operations	62,533.63	130,850.00	(68,316.37)	47.8%
1.80900 · Contingency	0.00	10,000.00	(10,000.00)	0.0%
1.80901 · Disaster Relief Account	7,322.49			
Total Expense	1,976,901.42	3,332,986.00	(1,356,084.58)	59.3%
Net Income	889,643.63	(73,228.00)	962,871.63	(1,214.9)%

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

	Jan - Aug 20	Budget	\$ Over Budget	% of Budget
Income				
2.40100 · Capital Improvement Tax Revenue	389,464.52	396,504.00	(7,039.48)	98.2%
2.40800 · Grant Income Cap Mil	134,592.00	160,842.00	(26,250.00)	83.7%
2.41100 · Interest Revenue-CMF	1,345.69	210.00	1,135.69	640.8%
Total Income	525,402.21	557,556.00	(32,153.79)	94.2%
Gross Profit	525,402.21	557,556.00	(32,153.79)	94.2%
Expense				
2.49000 · Grant Equipment	262,948.76	321,684.00	(58,735.24)	81.7%
2.55000 · County Treasurer Fee-CMF	11,372.15	11,894.00	(521.85)	95.6%
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	14,766.85	11,000.00	3,766.85	134.2%
2.80014 · Station 271 Capital Expense	46,559.07	5,000.00	41,559.07	931.2%
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	505,638.91	577,550.86	(71,911.95)	87.5%
Net Income	19,763.30	(19,994.86)	39,758.16	(98.8)%

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

	Jan - Aug 20	Budget	\$ Over Budget	% of Budget
Income				
3.40100 · Zone 1 Income	8,090.05	35,000.00	(26,909.95)	23.1%
3.41100 · Interest	76.68			
4.40200 · Zone 2 Income	1,226.00	0.00	1,226.00	100.0%
4.41100 · Interest Impact fee Zone 2	9.85			
5.40300 · Zone 3 Income	0.00	12,000.00	(12,000.00)	0.0%
5.41100 · Interest Impact Fee Zone 3	79.86	215.00	(135.14)	37.1%
Total Income	9,482.44	47,215.00	(37,732.56)	20.1%
Gross Profit	9,482.44	47,215.00	(37,732.56)	20.1%
Expense				
3.60000 · Zone 1 Transfer Out	0.00	40,589.00	(40,589.00)	0.0%
4.00002 · Zone 2 Expense	0.00	1,226.00	(1,226.00)	0.0%
5.00003 · Zone 3 Expense	0.00	22,024.00	(22,024.00)	0.0%
Total Expense	0.00	63,839.00	(63,839.00)	0.0%
Net Income	9,482.44	(16,624.00)	26,106.44	(57.0)%

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

	Jan - Aug 20	Budget	\$ Over Budget	% of Budget
Income				
6.40100 · Infrastructure Fee Income	2,080.00	20,000.00	(17,920.00)	10.4%
6.41100 · Interest Revenue IF	85.09	300.00	(214.91)	28.4%
Total Income	2,165.09	20,300.00	(18,134.91)	10.7%
Gross Profit	2,165.09	20,300.00	(18,134.91)	10.7%
Expense				
6.80017 · Infrastructure Facilities Exp	0.00	10,000.00	(10,000.00)	0.0%
Total Expense	0.00	10,000.00	(10,000.00)	0.0%
Net Income	2,165.09	10,300.00	(8,134.91)	21.0%

9:43 AM

September 3, 2020

Accrual Basis

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

	Aug 31, 20	
	Debit	Credit
1.10100 · BOK Financial Operating	51,104.90	
1.10150 · BOK Financial Payroll	5,666.45	
1.10200 · Community Bank of Colorado	43,168.13	
1.10300 · Wells Fargo		153.60
1.10400 · Colorado Trust General Account	1,550,311.69	
1.10600 · CSafe Fund General Account	7,081.86	
1.10700 · Colorado Trust Scholarship Fund	546.23	
1.10950 · Claim on Pooled Cash	7,269.28	
2.10400 · Colo Trust Cap Mill	208,675.05	
2.10950 · Claim on Pooled Cash-CMF		7,269.28
2.13500 · Cash with County Treasurer-CMF	0.00	
3.10100 · Colorado Trust Impact Fee Zn1	16,269.32	
3.10950 · Claims on Pooled Cash Zone 1	0.00	
4.10101 · Colorado Trust Impact Fee Zn 2	2,467.37	
5.10102 · Colorado Trust Impact Fee Zn 3	12,462.50	
5.10950 · Claim on Pooled Cash Zone3	0.00	
6.10200 · Colorado Trust Infrastructure	18,201.70	
6.10950 · Claims on Pooled Cash Infrastru	0.00	
TOTAL	1,923,224.48	7,422.88

9:46 AM

09/03/20

Elizabeth Fire Protection District
Check Register
August 2020

Num	Date	Name	Account	Paid Amount	Original Amount
	08/13/2020	QuickBooks Pay...	1.10150 · BOK Financial Payroll		-49,408.56
		QuickBooks Payr...	2110 · Direct Deposit Liabilities	-49,408.56	49,408.56
TOTAL				-49,408.56	49,408.56
	08/28/2020	QuickBooks Pay...	1.10150 · BOK Financial Payroll		-53,028.83
		QuickBooks Payr...	2110 · Direct Deposit Liabilities	-53,028.83	53,028.83
TOTAL				-53,028.83	53,028.83
	08/31/2020		1.10100 · BOK Financial Operating		-303.30
			1.50102 · Bank Fees	-303.30	303.30
TOTAL				-303.30	303.30
	08/31/2020		1.10150 · BOK Financial Payroll		-7.60
			1.50102 · Bank Fees	-7.60	7.60
TOTAL				-7.60	7.60
ACH0717	08/14/2020	United States Tr...	1.10150 · BOK Financial Payroll		-7,943.20
			1.50214 · Payroll Tax	658.56	-658.56
			1.21100 · Federal Payroll Tax	-5,750.00	5,750.00
			1.21100 · Federal Payroll Tax	-433.95	433.95
			1.21100 · Federal Payroll Tax	-433.95	433.95
			1.21100 · Federal Payroll Tax	-991.93	991.93
			1.21100 · Federal Payroll Tax	-991.93	991.93
TOTAL				-7,943.20	7,943.20
ACH0718	08/14/2020	FPPA	1.10150 · BOK Financial Payroll		-12,587.95
			1.21800 · FPPA Pension Cont	-5,185.26	5,185.26
			1.21800 · FPPA Pension Cont	-5,185.26	5,185.26
			1.21800 · FPPA Pension Cont	-474.33	474.33
			1.21900 · FPPA 457	-821.10	821.10
			1.21800 · FPPA Pension Cont	-922.00	922.00

Elizabeth Fire Protection District
Check Register
August 2020

Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL				-12,587.95	12,587.95
ACH0719	08/14/2020	ICMA	1.10150 · BOK Financial Payroll		-2,461.56
			1.21500 · ICMA 457	-1,282.60	1,282.60
			1.21700 · ICMA EE Loan Payment	-310.94	310.94
			1.21600 · ICMA Pension	-434.01	434.01
			1.21600 · ICMA Pension	-434.01	434.01
TOTAL				-2,461.56	2,461.56
ACH0720	08/14/2020	HUMANA	1.10100 · BOK Financial Operating		-251.41
			1.50407 · Life Insurance	-251.41	251.41
TOTAL				-251.41	251.41
ACH0801	08/06/2020	BOK Financial CC	1.10100 · BOK Financial Operating		-6,329.05
			1.54201 · Firefighting Equip. Maintenance	-105.00	105.00
			1.50104 · Meeting Expense	-60.03	60.03
			1.50104 · Meeting Expense	-14.54	14.54
			1.50413 · LOSAP/Retention	-846.32	846.32
			1.52101 · Apparatus Preventative Maint	-51.56	51.56
			1.58102 · Fire Training Supplies	-228.53	228.53
			1.58107 · Reserve Academy	-355.64	355.64
			1.58107 · Reserve Academy	-294.90	294.90
			1.53904 · Quartermaster Supplies	-16.62	16.62
			1.52101 · Apparatus Preventative Maint	-74.75	74.75
			1.52101 · Apparatus Preventative Maint	-17.65	17.65
			1.52101 · Apparatus Preventative Maint	-58.95	58.95
			1.58102 · Fire Training Supplies	-324.95	324.95
			1.50104 · Meeting Expense	-102.29	102.29
			1.55103 · Public Education Supplies	-20.66	20.66
			1.55108 · Dues/Certifications	-75.00	75.00
			1.57102 · I.T. Software Upgrades Sage/Sup	-476.34	476.34
			1.50101 · Office Supplies	-116.43	116.43
			1.53904 · Quartermaster Supplies	-1,480.18	1,480.18
			1.58102 · Fire Training Supplies	-101.21	101.21
			1.50502 · Background Checks	-282.96	282.96
			1.53206 · 272 Cable	-102.65	102.65
			1.53111 · 271 Maintenance/Repairs	-69.98	69.98
			1.53111 · 271 Maintenance/Repairs	-3.29	3.29
			1.55303 · CPR Supplies/Fees	-7.00	7.00
			1.58202 · EMS Supplies	-23.98	23.98
			1.58202 · EMS Supplies	-33.52	33.52

Elizabeth Fire Protection District
Check Register
August 2020

Num	Date	Name	Account	Paid Amount	Original Amount
			1.58202 · EMS Supplies	-23.99	23.99
			1.50104 · Meeting Expense	-157.66	157.66
			1.53904 · Quartermaster Supplies	-20.86	20.86
			1.53811 · Admin Equipment/Upgrades	-471.27	471.27
			1.53904 · Quartermaster Supplies	-6.86	6.86
			1.80901 · Disaster Relief Account	-303.48	303.48
TOTAL				-6,329.05	6,329.05
ACH0802	08/11/2020	Pinnacol Assura...	1.10100 · BOK Financial Operating		-6,259.00
			1.50409 · Workers Comp	-6,259.00	6,259.00
TOTAL				-6,259.00	6,259.00
ACH0831	08/31/2020	FPPA	1.10150 · BOK Financial Payroll		-12,737.89
			1.21800 · FPPA Pension Cont	-5,250.14	5,250.14
			1.21800 · FPPA Pension Cont	-5,250.14	5,250.14
			1.21800 · FPPA Pension Cont	-474.33	474.33
			1.21900 · FPPA 457	-821.10	821.10
			1.21800 · FPPA Pension Cont	-942.18	942.18
TOTAL				-12,737.89	12,737.89
ACH0832	08/31/2020	ICMA	1.10150 · BOK Financial Payroll		-2,461.56
			1.21500 · ICMA 457	-1,282.60	1,282.60
			1.21700 · ICMA EE Loan Payment	-310.94	310.94
			1.21600 · ICMA Pension	-434.01	434.01
			1.21600 · ICMA Pension	-434.01	434.01
TOTAL				-2,461.56	2,461.56
ACH0833	08/31/2020	United States Tr...	1.10150 · BOK Financial Payroll		-9,501.50
			1.21100 · Federal Payroll Tax	-6,412.00	6,412.00
			1.21100 · Federal Payroll Tax	-493.98	493.98
			1.21100 · Federal Payroll Tax	-493.98	493.98
			1.21100 · Federal Payroll Tax	-1,050.77	1,050.77
			1.21100 · Federal Payroll Tax	-1,050.77	1,050.77
TOTAL				-9,501.50	9,501.50
ACH0834	08/31/2020	Colorado Depart...	1.10150 · BOK Financial Payroll		-5,133.00

9:46 AM

09/03/20

Elizabeth Fire Protection District
Check Register
August 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
			1.50102 · Bank Fees	-1.00	1.00
			1.21200 · State Payroll Tax	-5,132.00	5,132.00
TOTAL				-5,133.00	5,133.00
25184	08/03/2020	Core Contractors	1.10100 · BOK Financial Operating		-35,550.15
7261	07/29/2020		2.80014 · Station 271 Capital Expense	-35,550.15	35,550.15
TOTAL				-35,550.15	35,550.15
25185	08/10/2020	Kriz Consulting	1.10100 · BOK Financial Operating		-2,410.50
July 2020	08/10/2020		1.51106 · EMS Billing	-2,410.50	2,410.50
TOTAL				-2,410.50	2,410.50
25186	08/11/2020	Regan, Brenden	1.10100 · BOK Financial Operating		-38.57
			1.53811 · Admin Equipment/Upgrades	-38.57	38.57
TOTAL				-38.57	38.57
25187	08/12/2020	Agfinity	1.10100 · BOK Financial Operating		-182.74
I50670	08/11/2020		1.58701 · Fuel	-182.74	182.74
TOTAL				-182.74	182.74
25188	08/12/2020	Allcopy	1.10100 · BOK Financial Operating		-404.76
27483769	08/11/2020		1.57109 · Copier	-404.76	404.76
TOTAL				-404.76	404.76
25189	08/12/2020	AT&T Mobility	1.10100 · BOK Financial Operating		-33.55
2872984779...	08/11/2020		1.56106 · Cell Phone Expense	-33.55	33.55
TOTAL				-33.55	33.55
25190	08/12/2020	Boundtree	1.10100 · BOK Financial Operating		-325.09

Elizabeth Fire Protection District
Check Register
August 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
83719066	08/11/2020		1.58202 · EMS Supplies	-325.09	325.09
TOTAL				-325.09	325.09
25191	08/12/2020	CC ADMIN	1.10100 · BOK Financial Operating		-231.09
8497202000...	08/12/2020		1.53805 · Admin Internet	-231.09	231.09
TOTAL				-231.09	231.09
25192	08/12/2020	CC Station 271 I...	1.10100 · BOK Financial Operating		-239.53
8497202000...	08/12/2020		1.53105 · 271 Internet	-134.90	134.90
			1.53104 · 271 Phone	-104.63	104.63
TOTAL				-239.53	239.53
25193	08/12/2020	CC Station 273 ...	1.10100 · BOK Financial Operating		-14.98
8497202240...	08/12/2020		1.53306 · 273 Cable	-14.98	14.98
TOTAL				-14.98	14.98
25194	08/12/2020	CC Station 273 I...	1.10100 · BOK Financial Operating		-232.38
8497202240...	08/12/2020		1.53305 · 273 Internet	-232.38	232.38
TOTAL				-232.38	232.38
25195	08/12/2020	Comcast Station...	1.10100 · BOK Financial Operating		-839.79
105661887	08/12/2020		1.53104 · 271 Phone	-254.76	254.76
			1.53804 · Admin Phone	-423.08	423.08
			1.53304 · 273 Phone	-161.95	161.95
TOTAL				-839.79	839.79
25196	08/12/2020	CURTIS	1.10100 · BOK Financial Operating		-813.64
INV410941	08/12/2020		1.52102 · Apparatus Repairs	-813.64	813.64
TOTAL				-813.64	813.64
25197	08/12/2020	ECFCA	1.10100 · BOK Financial Operating		-145.71

Elizabeth Fire Protection District
Check Register
August 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
7/21/2020	08/12/2020		1.58501 · Operations Equipment/Upgrades	-145.71	145.71
TOTAL				-145.71	145.71
25198	08/12/2020	Employers Mutu...	1.10100 · BOK Financial Operating		-456.47
3/4/2020	08/12/2020		1.40300 · Transport Revenue	-456.47	456.47
TOTAL				-456.47	456.47
25199	08/12/2020	Fire Protection ...	1.10100 · BOK Financial Operating		-531.00
161366	08/12/2020		1.58105 · Firefighter Training	-531.00	531.00
TOTAL				-531.00	531.00
25200	08/12/2020	ICTHREADS	1.10100 · BOK Financial Operating		-1,038.00
3696	08/12/2020		1.58304 · T-Shirts/Job Shirts	-504.00	504.00
			1.58102 · Fire Training Supplies	-84.00	84.00
			1.58305 · Coats	-450.00	450.00
TOTAL				-1,038.00	1,038.00
25201	08/12/2020	IMAGE	1.10100 · BOK Financial Operating		-251.04
123468	08/12/2020		1.57104 · Records Management Imagetrend	-251.04	251.04
TOTAL				-251.04	251.04
25202	08/12/2020	IREA	1.10100 · BOK Financial Operating		-917.99
71184002	08/12/2020		1.53102 · 271 Electric	-666.07	666.07
95602299	08/12/2020		1.53802 · Admin Electrict	-251.92	251.92
TOTAL				-917.99	917.99
25203	08/12/2020	IRELAND	1.10100 · BOK Financial Operating		-1,857.50
123232	08/12/2020		1.51101 · Legal Fees	-1,107.50	1,107.50
123233	08/12/2020		1.51101 · Legal Fees	-750.00	750.00
TOTAL				-1,857.50	1,857.50

Elizabeth Fire Protection District
Check Register
August 2020

Num	Date	Name	Account	Paid Amount	Original Amount
25204	08/12/2020	John Deere	1.10100 · BOK Financial Operating		-194.98
G13523	08/12/2020		1.58701 · Fuel	-194.98	194.98
TOTAL				-194.98	194.98
25205	08/12/2020	Life- Assist	1.10100 · BOK Financial Operating		-84.50
1023621	08/12/2020		1.58202 · EMS Supplies	-84.50	84.50
TOTAL				-84.50	84.50
25206	08/12/2020	NAPA	1.10100 · BOK Financial Operating		-114.51
12928	08/12/2020		1.52103 · Apparatus Equipment/Upgrades	-34.57	34.57
			1.52102 · Apparatus Repairs	-22.58	22.58
			1.52102 · Apparatus Repairs	-7.84	7.84
			1.52101 · Apparatus Preventative Maint	-15.83	15.83
			1.52103 · Apparatus Equipment/Upgrades	-33.69	33.69
TOTAL				-114.51	114.51
25207	08/12/2020	SAMBA	1.10100 · BOK Financial Operating		-154.10
INV00404222	08/12/2020		1.50501 · Driving Record Checks	-154.10	154.10
TOTAL				-154.10	154.10
25208	08/12/2020	Teleflex	1.10100 · BOK Financial Operating		-861.50
9502877421	08/12/2020		1.58202 · EMS Supplies	-303.40	303.40
502877419	08/12/2020		1.58202 · EMS Supplies	-558.10	558.10
TOTAL				-861.50	861.50
25209	08/12/2020	True Value	1.10100 · BOK Financial Operating		-369.77
1718	08/12/2020		1.53310 · 273 Maintenance/ Repairs	-50.16	50.16
			2.80014 · Station 271 Capital Expense	-174.76	174.76
			2.80014 · Station 271 Capital Expense	-20.99	20.99
			2.80014 · Station 271 Capital Expense	-17.97	17.97
			2.80014 · Station 271 Capital Expense	-1.71	1.71
			1.53310 · 273 Maintenance/ Repairs	-56.96	56.96
			1.55102 · Fire Prevention Supplies	-2.79	2.79

Elizabeth Fire Protection District
Check Register
August 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
			1.53810 · Admin Maint/Repairs	-26.98	26.98
			1.52103 · Apparatus Equipment/Upgrades	-2.67	2.67
			1.53810 · Admin Maint/Repairs	-14.78	14.78
TOTAL				-369.77	369.77
25210	08/12/2020	TWNE LZ	1.10100 · BOK Financial Operating		-305.04
61.01	08/12/2020		1.53107 · 271 Water/Sewer	-216.16	216.16
2000.03	08/12/2020		1.53812 · Admin Building Water/Sewer	-88.88	88.88
TOTAL				-305.04	305.04
25211	08/12/2020	Verizon	1.10100 · BOK Financial Operating		-82.11
9859804655	08/12/2020		1.56106 · Cell Phone Expense	-82.11	82.11
TOTAL				-82.11	82.11
25212	08/12/2020	WEX	1.10100 · BOK Financial Operating		-716.52
66857386	08/12/2020		1.58701 · Fuel	-716.52	716.52
TOTAL				-716.52	716.52
25213	08/26/2020	Awards With More	1.10100 · BOK Financial Operating		-92.81
30503	08/26/2020		1.50413 · LOSAP/Retention	-92.81	92.81
TOTAL				-92.81	92.81
25214	08/26/2020	Boundtree	1.10100 · BOK Financial Operating		-160.79
83737752	08/26/2020		1.58202 · EMS Supplies	-70.99	70.99
83731331	08/26/2020		1.58202 · EMS Supplies	-89.80	89.80
TOTAL				-160.79	160.79
25215	08/26/2020	CC Station 271 ...	1.10100 · BOK Financial Operating		-59.82
8497202000...	08/26/2020		1.53106 · 271 Cable	-59.82	59.82
TOTAL				-59.82	59.82

Elizabeth Fire Protection District
Check Register
August 2020

Num	Date	Name	Account	Paid Amount	Original Amount
25216	08/26/2020	Darley	1.10100 · BOK Financial Operating		-4,122.85
17405089	08/26/2020		2.80013 · Equipment Capital Expense	-4,122.85	4,122.85
TOTAL				-4,122.85	4,122.85
25217	08/26/2020	Dennis Phillips	1.10100 · BOK Financial Operating		-145.00
1005	08/26/2020		1.56107 · Communications Equipment/Upgrad	-145.00	145.00
TOTAL				-145.00	145.00
25218	08/26/2020	Direct	1.10100 · BOK Financial Operating		-69.90
106412	08/26/2020		1.53205 · 272 Internet	-69.90	69.90
TOTAL				-69.90	69.90
25219	08/26/2020	ECCA	1.10100 · BOK Financial Operating		-2,931.00
684	08/26/2020		2.80013 · Equipment Capital Expense	-2,931.00	2,931.00
TOTAL				-2,931.00	2,931.00
25220	08/26/2020	ELDORA	1.10100 · BOK Financial Operating		-219.50
131339	08/26/2020		1.53109 · 271 Drinking Water	-113.15	113.15
131340	08/26/2020		1.53308 · 273 Drinking Water	-106.35	106.35
TOTAL				-219.50	219.50
25221	08/26/2020	Fire Protection ...	1.10100 · BOK Financial Operating		-256.50
158904	08/26/2020		1.58105 · Firefighter Training	-256.50	256.50
TOTAL				-256.50	256.50
25222	08/26/2020	HBS	1.10100 · BOK Financial Operating		-80.00
37787	08/26/2020		1.53108 · 271 Trash	-35.00	35.00
			1.53207 · 272 Trash	-20.00	20.00
			1.53307 · 273 Trash	-25.00	25.00
TOTAL				-80.00	80.00

9:46 AM

09/03/20

Elizabeth Fire Protection District
Check Register
August 2020

Num	Date	Name	Account	Paid Amount	Original Amount
25223	08/26/2020	Heathone	1.10100 · BOK Financial Operating		-635.00
CO1184-403...	08/26/2020		1.50503 · Drug Testing/DOT	-635.00	635.00
TOTAL				-635.00	635.00
25224	08/26/2020	HUMANA TRAN...	1.10100 · BOK Financial Operating		-176.61
Haberman R...	08/26/2020		1.40300 · Transport Revenue	-176.61	176.61
TOTAL				-176.61	176.61
25225	08/26/2020	IREA	1.10100 · BOK Financial Operating		-754.12
73157800	08/26/2020		1.53202 · 272 Electric	-185.09	185.09
23608400	08/26/2020		1.53302 · 273 Electric	-569.03	569.03
TOTAL				-754.12	754.12
25226	08/26/2020	METLIFE	1.10100 · BOK Financial Operating		-2,192.10
TS05348811...	08/26/2020		1.50404 · Dental Insurance	-1,866.22	1,866.22
			1.50405 · Vision Insurance	-325.88	325.88
TOTAL				-2,192.10	2,192.10
25227	08/26/2020	Profile EA	1.10100 · BOK Financial Operating		-38.30
11074	08/26/2020		1.50402 · Wellness/EAP Program	-38.30	38.30
TOTAL				-38.30	38.30
ACH90003	08/01/2020	Public Sector H...	1.10100 · BOK Financial Operating		-24,659.74
			1.50403 · Health Insurance	-24,659.74	24,659.74
TOTAL				-24,659.74	24,659.74

Elizabeth Fire Protection District
Cash Flow Forecast
September 30, 2020

	Colotrust General	Community Bank	BOK
Beginning Balance 09/01/2020	1,550,311.69	43,168.13	56,771.35
Tax Revenue 08/2020	75,000.00		
Transfer to Capital Mil for Taxes	(1,500.00)		
	<hr/>		
	1,623,811.69	43,168.13	56,771.35
Forecasted Expenses			
Estimated Payroll			(160,000.00)
Estimated Accounts Payable			(100,000.00)
Transfer Needed	<hr/>		
	(260,000.00)		260,000.00
Forecasted Ending Balance	1,363,811.69	43,168.13	56,771.35



ELIZABETH FIRE PROTECTION DISTRICT

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

STAFF REPORT September 8, 2020



**B-SHIFT IS CAUGHT "TAGGING" NEW FIRE HOSE WITH THEIR LOGO (OR
MAYBE THE INVENTORY NUMBER).**

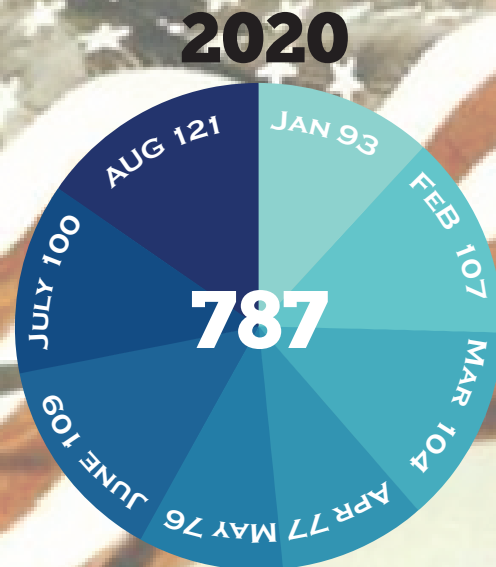
Elizabeth Fire Protection District

AUGUST 2020

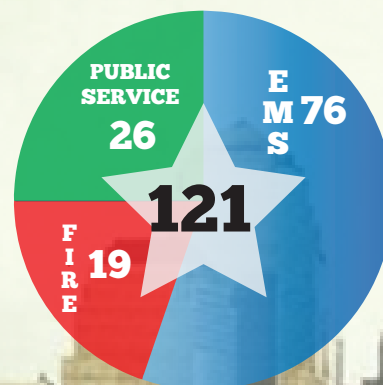
Staffing

Command/Admin Staff	6
Career-full time	16
Part-time	8
Water Ops	2
Support Services	2
Reserve	1
Probation	2
Academy	7
Candidate	13
Applicant	6

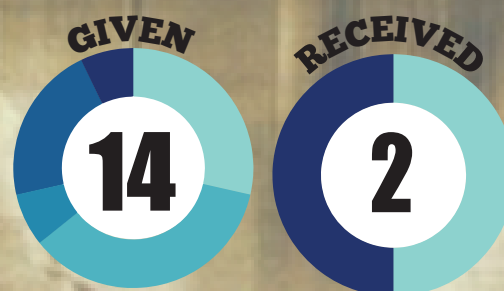
Reserve Hours **911.00**



Calls



Mutual Aid



25
Sunday

17
Monday

11
Tuesday

18
Wednesday

12
Thursday

18
Friday

20
Saturday

Correspondence:

Crews had a visit from the Skyridge Trauma department on Thursday. It interesting that we get more and more correspondence from SkyRidge but we enjoy having a relationship with both systems.

Staffing Analysis:

I will try to update as much as I can in what was likely the most dynamic staffing month of my career.

- The station 272 resident crew has made a significant impact in our response within the 272 quadrants. We are all excited to increase their response capabilities with more qualifications.
- As you all know, Chief Aldridge resigned last week. We have moved Sean Mackall into the acting Division Chief role. Sean is very in tune with the roles of that position and has taken off running in closing any gaps.
- FF Kreyborg has been offered a Full-Time firefighter position to fill the 3rd vacant position for the year. If accepted, he will start on B-shift September 16.
- FF Matt Hendrix has been offered a Part-Time position to help fill any staffing gaps and to increase our roster for Station 272.
- Sean is talking with two previous Paramedics from EFD to see if they are interested in some part-time shifts to fill gaps on the medical side.
- We met with a paramedic candidate that is interested in a temporary full-time position to fill Sean's gap for C-shift. We should have an answer on that offer by the board meeting.

Call Analysis:

We are on call #795 as of the report date, which is an average of 3.23 calls per day. We are on pace to finish at 1183 calls. Our call load has increased, generally putting us back on our pre-COVID pace.

Administration:**Facilities –**

- Station 271 –. Our roof project has been completed, and we are enjoying no leaks so far. We also removed some superfluous HVAC fixtures from the '80s that were no longer useful. Given the potential for us to be in this building long term, this was a good investment.
- Station 272 – Our workday was super successful, and many repairs were made. We also cleaned up the grounds and cleaned out the storage shed. The resident crews are tasked with keeping the grounds looking well. And have been doing well-performing truck checks.

- Admin Building – The new flag pole is a community hit. We have no significant issues at the admin building. I plan to have the thermostat replaced so that we can better manage our utility costs for the winter months.
- Joint Facility Project – The new fire station at the Joint is under construction and being framed. Chief Kilduff is on vacation this week, but after he returns, I will ask for a joint committee meeting after he returns.

Records Management –

After the committee provided recommendations, we discussed funding options for the switch. We debated whether we should go in 2021 or 2022 based on additional revenue from the billing increases. With the changes discussed at the September Staff Meeting, we determined that a 2022 start would be more responsible. This option will give us one year of revenue to offset any setup costs. It also gives Image Trend the time they may need to fix their problems with our platform.

Gallagher Update –

I have been asked to speak on a panel for the upcoming Constitutional Amendment Ballot issue regarding Gallagher. This panel will answer questions for members of the public, public officials, and elected officials about how the Gallagher amendment is affecting local governments.

FPPA Switch –

All of the career staff has made the switch to the Hybrid Program. They were pretty helpful, and Sarah handled the transition very well. From here on out, employees will be contributing to a defined benefit along with their money purchase and 457 plans.

COVID Response –

We were able to clarify the PPE concerns with State and County. We are on our own for supplies (Which is entirely contradictory to HSPD5 and 8, NRP, and NRF, but who's counting). Sean has us set up pretty well, so it shouldn't be an issue. Sarah is expecting our COVID / DOLA funding soon that pays for our supplies.

Elbert County Elections –

I was contacted by Elbert County Clerk Dallas Schroeder last week. He requested to use our Station 273 as a ballot drop off location for the upcoming election season. They need a lighted area and internet for camera surveillance. They plan to use Cares Act funding for any costs. I informed him that we are happy to collaborate, but we would need funding assistance to upgrade our internet infrastructure and separate the two systems. They agreed to pay us to upgrade our system using Monica. I asked them for a draft IGA/MOU so that we could get things moving.

The total costs for the upgrades will be \$1400. This upgrade should cover rebuilding our aging system so that our crews can have a faster and more reliable internet

ELCO Fire Chiefs –

Kara attended the last meeting in my place. She is working with the Chiefs and the County Sheriff to finalize the new burn restriction document. We hope to have it adopted by ordinance for January 2021.

Operations, Training, and EMS Division Chief:

EMS Update

Congratulations to Wyatt Norton for passing his NREMT!

We finally received our "Statement of Work" for the Lucas CPR grant. Once submitted, we will receive the purchase order from the State to move forward with the purchase of these devices.

I am working with AirLife on providing helicopter operations training in October. They are very interested in also training with the Lucas devices and looking at adjusting their protocols to accommodate cardiac arrest patient transports with the device being used. I might need to install a LoJack on them!

The 2021 preliminary EMS budget numbers have been submitted. Budgeted equipment requested for 2021 includes standardization of EMS kits, video laryngoscopes.

Centura Health is opening a primary medical care office in the Safeway shopping center on September 17. I am meeting with their management next week to discuss our relationship with them and responses/expectations from both sides. Time will tell how this addition will affect us, but I imagine we will generate a few calls from this office.

Operations/Training

The 2020 Fire Academy is completed! Graduation is scheduled for Tuesday, September 8, prior to the board meeting. Congratulations recruits!! This is a very solid group, and we are looking forward to putting them to work and continuing their training as Firefighters!

I have created a policy in response to House Bill 20-1017, which mandates fire districts to provide services to dispose of controlled substances and provide resources to those individuals if requested. This policy will guide our staff in the event these services are requested of us and will take effect on September 14.

With schools back in full swing, the likelihood of a significant increase in COVID-19 cases is a real concern. We have created a tiered response plan based on trigger points to guide our day to day staffing operations, protect our employees, and continue to provide service. We have been lucky not to have this virus affect the health of our staff thus far, which is attributed to the efforts made by our crews.

Shifts refreshed on "Active killer" responses during the month of August.

Division Chief of Administration and Prevention/Fire Marshal:

Prevention:

- Self-Inspection forms have been sent out to all the businesses that did not receive an inspection this year. Erin and I have been finishing up the

inspections that needed re-inspections. I will be sending emails to our fire alarm and sprinkler maintenance companies to make sure they upload their reports so that we can make special systems are being kept up to date.

- The last day for the fire extinguisher maintenance program is September 9 from 8-12. All our businesses were sent the flyer with their self-inspections.
- The new burn restrictions were presented to the sheriff, emergency manager, and County manager. The document is being reviewed by Elbert County Legal and should be on the BOCC agenda in this quarter.
- Maria and I continue to work with Imagetrend to clean up the inventory module. They seem to be attentive and have given us special attention to get things right.
- We will be conducting fire drills and lockdown drills at the schools as directed by the Division of Prevention and Control. We have given the schools the opportunity to space students and teachers out to follow COVID procedures, but most schools are conducting drills usually.
- The Healing Pines Recovery Center was approved by the County. I have been working with the sprinkler and fire alarm company for retrofit in the house.

Public Education:

- Erin has scheduled another community CPR class for October. We will assess the effects COVID has on the class as we get closer.
- Erin taught "Stop the Bleed," and I led ICS 100 to new teachers for the school district.
- Erin is in contact with the food class teachers at the high school and the elementary teachers about fire safety education. The schools are deciding if they are allowing outside teachers to come in during this time.

Fire Investigations:

- We have had a few brush fires started by electric poles. Birds caused one and the other by a car hitting the pole.
- We had a vehicle fire at the fuel pumps that were caused by was caused by mechanical problems with the vehicle. The camera from the gas station was very informative and helped since fuel was leaking for over an hour, and we could not pop the hood without power tools.

PIO:

- We have used our social media accounts to help reduce smoke investigation calls within our District over the past month.

Elizabeth Fire Rescue · Home · X

facebook.com/elizabethfirerescue/

Elizabeth Fire Rescue

Page

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Resou...

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Elizabeth Fire Rescue


Published by Joe Firefighter · August 24

Elbert County Public Health issued this environmental health alert. There is a large amount of smoke in the area from the fires burning in western Colorado and California.

Air Quality Health Advisory for Wildfire Smoke

Issued for northeastern Colorado

Issued at 9:00 AM MDT, Sunday, August 23, 2020. See More



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Development Process:

Development	Development Phase	Fire District Approval	Town or County Approval	Notes
Serenity Point	Pre application			Redesigning the neighborhood, utilities from Independence
Miller Ranch	Filing 1	X	X	Water/Hydrant review approved
Pine Ridge Crossing Apartments	Site Plan	X	X	Filing for an extension
Legacy Village	Preliminary Plat			Redesigning the road ways
Assisted Living	Site Plan	X	X	Filing for an extension
Main Street Station	Site Plan	X		Waiting to see what COVID does to the economy
Rudy Renka Automotive Repair	EDZ Zoning	X		EDZ rezone
Culotta RV and Boat Storage	Fire Alarm	X	X	
Leake Minor Subdivision	Rezone			Commerical using water from Summit Bus Park
System Properties	Rezone	X		3 commercial and 1 residential lot
Forgath Rezone	Rezone	X		4 residential lots
Quail Run	SUR	X	X	SUR
Deer Creek Water System	Building Plans	X	X	Installing new tank and pumps
Double R Excavating	Building Plans	X	X	New building CR 17 and HWY 86, In cosntruction
DB Speed	Building Plan	X	X	Received Temporary C/O
Spring Valley Gas	Site Plan	X	X	New building
Double Beam Ranch	Building Plans			Submitted building plans
Willow Bend Subdivision	Rezone	X		Split one 20 into 2 10 acre lots
Running Creek Manor	SUR	X		Worked with applicant to stay under 50 indoor
Singing Hills Storage Facility EDZ	Pre-application			New Storage Facility Singing Hills Road
Shady Tree SUR	SUR			No changes just to get an SUR for the property
Independence Homestead House	Site Plan	X		Site Plan for the pool and community center
Healing Pines	Fire Alarm/Sprinkler	X	X	
New Freedom	Pre-application			8-10 acre lots and 1-16 commercial Rd. 3
Michael Corvair	Pre-application			Repair Facility for EDZ
Dairy Queen	Site Plan	X		Crossroads Circle
Bonnie Blues Event Center	Sprinkler/Fire Alarm			Event Center in Ratlesnake Fire District
Gabriel Foundation	SUR			Needed more information from the submittal packet
Country Side Village	Site Plan	X		New lighting and parking plan
Centura Primary Health	Sprinkler/Fire Alarm	X	X	Safeway complex In Construction
Summit Waterline Extension	Water line/Hydrant	X		Summit Business Park water line extension
Windland RV	SUR	X		RV Repair on residential property
Silver Creek	SUR	X		Shooting Club
Smith Rezone	Rezone	X		Split one 30 into a 10 and 20
Terry Boone Dentist Office	Tenant Finish	X	X	Anytime Fitness Building, Under Construction
LuLa Properties	Building Plans	X	X	Crossroads Circle, Under Construction
Miller Ranch	2nd and 3rd Filing			Final Plat the entire subdivision
Walmart Online grocery pickup	Tenant Finish	X		remodel two empty suites in the front of the store
Car Wash Expansion	Site Plan	X		Automated Carwash
Ed Taylor Minor Development	Rezone			Divid one lot into 2
Elizabeth Hieghts Estates	Pre application			146 Acres by Spring Valley Ranch
Elizabeth View	Rezone			Divide 36 acres into 3 lots Cimarron and Shetland
Arrowhead Dental Office	Tenant Finish	X	X	Crossroads Circle, under construction

Director of Finance and HR:

For the month of August, we delayed interviews for the month due to closing the office for COVID. We will interview six applicants in the month of September. The budget entry process started this month. A rough draft will be completed in the first weeks of September. August was busy. We had a departure from the District, which lead to some changes within the organization chart. These changes should go into effect on 1/1/2021. We are making a change to the handbook within the sick leave policy. The change will make the vacation and sick leave the same.

EMS collection for August was \$23,854.66. Paid our 3rd party biller \$2,410.50 in August for July collections.

Impact Fees

Zone 1	\$23,820.11
Zone 2	\$2,452.00
Zone 3	\$12,286.05
Gift Agreement	\$59,750

Apparatus –

We replaced a windshield in Brush 272 last week. Other than preventative maintenance and minor repairs, we continue to enjoy consistently low repair rates. Jeff continues to catch up on nuisance repairs and is now acquiring bids for tire replacement on the tenders to meet the NFPA provisions for tire age.

ELIZABETH FIRE PROTECTION DISTRICT FEE SCHEDULE

Effective September 08, 2020





ELIZABETH FIRE PROTECTION DISTRICT

FEE SCHEDULE

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BUILDING REVIEW FEES

Building sq. ft.	Site Plan*	New Building*** Review	Tenant Review	Fire Sprinkler**	Fire Alarm	Kitchen Hood System
0-4,999	\$ 250.00	\$ 457.00	\$ 267.00	\$ 280.00	\$ 280.00	\$ 200.00
5,000-9,999	\$ 250.00	\$ 525.00	\$ 333.00	\$ 322.00	\$ 322.00	\$ 200.00
10,000-14,999	\$ 250.00	\$ 603.00	\$ 416.00	\$ 370.00	\$ 370.00	\$ 200.00
15,000-19,999	\$ 250.00	\$ 693.00	See New Building Schedule	\$ 425.00	\$ 425.00	\$ 200.00
20,000-24,999	\$ 250.00	\$ 783.00	See New Building Schedule	\$ 467.00	\$ 467.00	\$ 200.00
25,000-29,999	\$ 250.00	\$ 884.00	See New Building Schedule	\$ 513.00	\$ 513.00	\$ 200.00
30,000-34,999	\$ 250.00	\$ 998.00	See New Building Schedule	\$ 564.00	\$ 564.00	\$ 200.00
35,000-39,999	\$ 250.00	\$ 1,127.00	See New Building Schedule	\$ 620.00	\$ 620.00	\$ 200.00
40,000-44,999	\$ 250.00	\$ 1,273.00	See New Building Schedule	\$ 682.00	\$ 682.00	\$ 200.00
45,000-49,999	\$ 250.00	\$ 1,438.00	See New Building Schedule	\$ 750.00	\$ 750.00	\$ 200.00
50,000-54,999	\$ 250.00	\$ 1,624.00	See New Building Schedule	\$ 825.00	\$ 825.00	\$ 200.00
55,000-59,999	\$ 250.00	\$ 1,835.00	See New Building Schedule	\$ 907.00	\$ 907.00	\$ 200.00
60,000-64,999	\$ 250.00	\$ 2,073.00	See New Building Schedule	\$ 997.00	\$ 997.00	\$ 200.00
65,000-69,999	\$ 250.00	\$ 2,342.00	See New Building Schedule	\$ 1,096.00	\$ 1,096.00	\$ 200.00
70,000-74,999	\$ 250.00	\$ 2,646.00	See New Building Schedule	\$ 1,205.00	\$ 1,205.00	\$ 200.00
75,000-79,999	\$ 250.00	\$ 2,989.00	See New Building Schedule	\$ 1,325.00	\$ 1,325.00	\$ 200.00
80,000-84,999	\$ 250.00	\$ 3,377.00	See New Building Schedule	\$ 1,457.00	\$ 1,457.00	\$ 200.00
85,000-89,999	\$ 250.00	\$ 3,816.00	See New Building Schedule	\$ 1,602.00	\$ 1,602.00	\$ 200.00
90,000-94,999	\$ 250.00	\$ 4,312.00	See New Building Schedule	\$ 1,762.00	\$ 1,762.00	\$ 200.00
95,000-99,999	\$ 250.00	\$ 4,872.00	See New Building Schedule	\$ 1,938.00	\$ 1,938.00	\$ 200.00
100,000 +	\$ 250.00	\$4,872 + .07/Sq Ft over 100,000 Sq. ft	See New Building Schedule	\$1,938 + .02/Sq. Ft. over 100,000 Sq. Ft	\$1,938 + .02 Sq. Ft. over 100,000 Sq. Ft.	\$ 200.00

*There will be an additional \$58.00/per Commercial Pad Site

**There is a 50% Discount for Voluntary Residential Sprinkler System

***Impact Fees will be owed on all new commercial buildings at issuance of building permit. See special miscellaneous fees schedule.



ELIZABETH FIRE PROTECTION DISTRICT

FEE SCHEDULE

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RESIDENTIAL/COMMERCIAL DEVELOPMENT

Lots*	Annex	PUD	Concept	Preliminary Plat/FP	SUR
0-5	\$ 64.00	\$ 173.00	\$ 64.00	\$ 312.00	\$ 150.00
6-24	\$ 64.00	\$ 173.00	\$ 64.00	\$ 390.00	\$ 150.00
25-99	\$ 64.00	\$ 173.00	\$ 64.00	\$ 487.00	\$ 150.00
100-199	\$ 64.00	\$ 173.00	\$ 64.00	\$ 667.00	\$ 150.00
200-299	\$ 64.00	\$ 173.00	\$ 64.00	\$ 913.00	\$ 150.00
300-399	\$ 64.00	\$ 173.00	\$ 64.00	\$ 1,250.00	\$ 150.00
400-499	\$ 64.00	\$ 173.00	\$ 64.00	\$ 1,712.00	\$ 150.00
500-599	\$ 64.00	\$ 173.00	\$ 64.00	\$ 2,345.00	\$ 150.00
600-699	\$ 64.00	\$ 173.00	\$ 64.00	\$ 3,212.00	\$ 150.00
700-799	\$ 64.00	\$ 173.00	\$ 64.00	\$ 4,400.00	\$ 150.00
800-899	\$ 64.00	\$ 173.00	\$ 64.00	\$ 6,028.00	\$ 150.00
900-999	\$ 64.00	\$ 173.00	\$ 64.00	\$ 8,258.00	\$ 150.00
1000 +	\$ 64.00	\$ 173.00	\$ 64.00	\$8,258 + \$8/lot	\$ 150.00
Central Water system review \$231.00 plus \$58.00/ hydrant					

*Impact Fees will be owed on all new residential homes at issuance of building permit.
See special miscellaneous fees schedule.



ELIZABETH FIRE PROTECTION DISTRICT

FEE SCHEDULE

Effective September 08, 2020

ADMINISTRATION CHARGES

Public Record Fee

Paper Copies (8.5 x 11, including fax or scanning)	\$.25/page
Digital Media	\$10/device
Research, retrieval, redaction, creation	\$33.58/hour
Postage/Shipping	Actual Cost
Over sized document's and maps	Actual Cost

Medical or Mental Health Record Fee

For requests for medical or mental health record fees that contain protected health information (as defined under HIPAA) of the individual seeking the records or by the individual's representative

Flat Rate for electronic copies or actual labor costs incurred by the District to produce the records, include: labor, supplies, postage, creation \$6.50

The fee limitation set forth above shall not apply, and the District shall assess fees consistent with its Public Records Fee, if a third party that is not the subject of the protected health information requests the medical or mental health records on its own behalf and not at the direction of the individual to whom the protected health information applies. If the District receives a request to produce medical or mental health records in an electronic format, the District will provide paper copies of the files. It will charge the actual labor costs incurred by the District to produce the documents, as set forth above. The District will provide an estimate of the approximate fee that may be charged for a copy of the requested medical or mental health records.

Substantial record requests that require labor will be processed using a reasonable, cost-based fee, based on actual labor costs associated with producing the medical records, as permitted under HIPAA. The District will advise the individual of its estimated in advance of such disclosure.

Returned Check \$25

Fees that are not paid by the required payment date may be assessed an additional charge of 10% of the amount billed



ELIZABETH FIRE PROTECTION DISTRICT

FEE SCHEDULE

Effective September 08, 2020

APPARATUS

CDPS COOPERATOR RESOURCE STANDARD RATES SCHEDULE 2017-2020

		Hour Rate	Daily
Fire Engine	Type 1	\$133	\$1,064
	Type 6	\$73	\$584
Tender	Support 1	\$62	\$496
	Tactical	\$123	\$984
Medic Unit		\$90	
Brush Truck		\$99	
Command & Support Vehicles		\$84	

AMBULANCE TRANSPORT

Effective June 2020

ALS	\$1,100
ALS 2	\$1,400
BLS	\$850
Milage	\$18 per mile

MANPOWER

EMT/Firefighter	\$25/per person, per hour
Medic/Firefighter	\$30/per person, per hour



ELIZABETH FIRE PROTECTION DISTRICT

FEE SCHEDULE

Effective September 08, 2020

SPECIAL HAZARD PERMITS

Fireworks/Pyrotechnics Display	Review Fee	\$ 145.00
Plus 2-Hour Manpower & Brush Truck Fee		TBD
Fireworks Stand	Initial Plan check	\$ 263.00
	Daily Inspections	\$ 40.00
Tents, Canopies, & Membrane Structures		\$ 75.00
Carnivals & Fairs		\$ 125.00
Annual Fire Safety		\$ 125.00
Short-term Use (SUR)		\$ 75.00
Open Burning		\$ 10.00
Address Sign		\$ 24.00

MISCELLANEOUS INSPECTION FEES

Miscellaneous & After-hours Inspections	2-hr minimum	\$ 70.00
Small Job Review & Inspection	2-hr minimum	\$ 70.00
New Business/Tenant Inspection (When plan review is not needed)		\$ 25.00
Plan Modification Review	Up to 1/2 of Original Review Fee	
This fee applies to minor changes or updates to approved plans. This fee does not apply to rejected plans. Resubmittal based on rejected plans should use new submittal fees.		
Re-Inspection		\$ 120.00
Lost Permit Re-Issue		\$ 60.00
Unauthorized work & expedited process inspection fee		
Fee will be the amount of the permit plus		\$ 250.00
The inspection fee shall be assessed regardless whether a permit is issued.		
Impact Fee: Based on the Impact Fee Study Dated 12-6-2016		
New Residential Home:		\$1,226.00
New Commercial Building		\$0.60/Sq.Ft.



ELIZABETH FIRE PROTECTION DISTRICT

FEE SCHEDULE

Effective September 08, 2020

NUISANCE FIRE ALARM INSPECTION FEE

An Inspection Fee in the amount outlined in the following schedule shall be charged for all Nuisance Alarms transmitted after January 1, 2004. In determining what constitutes a Nuisance Alarm, alarms issued from the same system before January 1, 2004, shall not be counted. There is no limit on the amount of Nuisance Alarm fees that may be assessed in a calendar year or calendar quarter. Where a single system protects multiple buildings, the number of Nuisance Alarms caused by system malfunction can be counted separately for each building, if the location of the malfunction can be ascertained. Nuisance Alarms transmitted in the first 30 days after the Fire District accepts a new system for service shall not be included in the number of alarms.

Definitions: For the purpose of this section, the following terms shall have the following meanings

Nuisance Alarms- An alarm requiring a fire department response, where a fire department inspection reveals the alarm was caused by a system malfunction, by a user error, or by an undetermined cause.

System malfunction- An alarm which a fire department inspection reveals was caused by: (1) poor or improper maintenance; (2) improper installation of alarm equipment, hardware, or wiring; or, (3) an improper action of the alarm monitoring center or fire alarm installation/testing company.

Undetermined Cause- Any alarm for which a fire department inspection does not reveal the apparent cause.

User Error- The intentional or negligent act or omission of an agent, employee, contractor or representative of the owner, occupant or lessee.

Fee for each alarm		
	Alarms within a calendar year for a system serving: 1) Any apartment building; and 2) Commercial buildings: (a) <180,000 sqft (b) 5 or fewer tenants	Alarms within a calendar quarter for a system serving commercial buildings 1) 180,000 or > 2) More than 5 tenants
Number of alarms		
1	\$0.00	\$0.00
2	\$0.00	\$0.00
3	\$0.00	\$200
4	\$200	\$300
5 or more	Will have \$100 added to the last fee charged, and every Nuisance Alarm thereafter.	

Rebate Eligibility- The Fire District may rebate one-half of a Nuisance Alarm Inspection Fee if, within 30 days of the alarm, the owner, occupant or lessee submits to the Fire District written documentation acceptable to the Fire District, and which establishes that necessary repairs or corrections have been made to the system by a qualified agent.