



## Tallahassee Fire Protection District Minutes of January 10, 2018 -- Board of Directors Meeting

Mike Meyrick, President, called the Meeting to order at 2:03 p.m. on Dec 20, 2017.

**Directors present:** Mike Meyrick, Donna Toeroek, Dave Matassoni

**Directors absent:** Greg Cook (excused), Tim Benton (excused)

**Other members present:** Tess Matassoni, Jennifer Walsh

**Firefighters/Public present:** Phil Stevens, Clint Robertson, Mike White

### **Secretary's Report:**

- Motion to accept the Dec 20, 2017 regular Board meeting minutes as written with no changes made by Donna Toeroek. Seconded by Dave Matassoni. Motion carried.

### **Treasurer's Report:** (see attachment report)

- Motion to accept the Dec 2017 Treasurer's Report with no changes made by Dave Matassoni. Seconded by Mike Meyrick. Motion carried.

### **Operations report:** (see attachment report)

- Fire Chief unavailable, so Deputy Phil Stevens presented the Ops report
- Additional Notes: Engine 13 is out of operation again with similar issues as previously identified. Calling Dirk's to have him check out the vehicle fully loaded to recreate the issue

### **Public Input:**

- Clinton Robertson discussed an 'Every Door Direct' mailing option at the Post Office as a target mailing option
- Mike White attended to discuss potential new email and web server providers for the District

### **Policy Issues:**

- Resolutions:
  - 2018-001 - Resolution to Regular Election and Appointing a Designated Election Official (DEO): Motion made by Dave Matassoni to adopt this resolution. Seconded by Mike Meyrick. Motion carried.
- Adoption of the 2018 CORA Policy: Updated 2017 policy included both Secretaries names and the TFPD Secretary E-mail address along with a template for requesting the information. Motion to adopt the 2018 CORA Policy with these changes was made by Dave Matassoni. Seconded by Donna Toeroek. Motion carried.
- Status of the Strategic Plan: Determined date of Feb 5, 2018 @ 1-3PM as a potential Special Meeting date. Checking with Fire Chief and absent Board members to confirm the date. Once confirmed a Special Meeting notice will be posted in all posting locations and on the TFPD web page to announce it to the public.

### **Administrative Issues:**

- TFPD Corporate Seal received by Board President and provided to the Secretary
- Fire Chief Employment Agreement: Agreement will be given to the Chief for acceptance/signature with one change to section 2.1 from "paid on 1<sup>st</sup> day" of the month to "paid monthly"
- Agreement as to the Loan of State Equipment: The Federal Excess Personal Property (FEPP) Program letters was signed by Board President.
- Canyon Springs Construction Status: Heater is working well. Station still needs a reinforced room and insulation work done. Greg is working this project and will provide an update at the next Board meeting.
- Status of Land Survey for Cabin Creek Station: Signed letter of Intent has been received. Greg is checking on the land survey, he will provide an update at the next Board meeting.
- Update on Vehicles and Repair to T13: Greg is working to repair broken drive shaft.

### **Review of Events Calendar:**

- Upcoming May election was briefly discussed with action items due in Jan - Mar 2018.
- First 2018 next newsletter is begin compiling, send inputs to Dave. It will include election items with deadlines.

## **Other Business:**

- Per Treasurer, the existing Workman's Comp Insurance Policy (through Pinnacol) is due to expire on March 1, 2018. She is researching obtaining the new policy through the Special District Association (SDA) Property and Liability Pool. Will discuss options at the next Board meeting.
- Policies and Procedures were discussed. It was determined that the existing Bylaws are sufficient and P&P are not a mandatory requirement, so as the District matures the Board will determine if further P&P are necessary
- New E-mail system: Secretary is gathering inputs from all Board members on what their needs/wants are in regard to a new email provider. This information will be shared with Mike White who will provide potential options.

**Adjournment:** Motion by Donna Toeroek to adjourn. Seconded by Dave Matassoni. Meeting adjourned at 3:28 p.m.

Respectfully submitted by Jennifer L. Walsh, Secretary

**Treasurer's Report of Financial Position as of December 31, 2017  
for Board Meeting on January 10, 2018**

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- The District increased its cash position this month by \$15,447 this month.

Cash In:

Deployment Income   \$50,122 (Westfork, Prepo & Rice Ridge fires)  
 Transfer from TVFP   \$ 4,000 (Final transfer)  
 Total for December   \$54,122

Cash Out:

\$28,120           in payroll and deployment expenses  
 \$7,356           in administrative expenses  
 \$(2,309)         for building and equipment repairs (T42, E51, E11, E41, E13 & R1)  
                     Received \$645 for E13 and \$3,869 for Main Station repairs from  
                     insurance company)  
 \$929             Firefighting and medical supplies  
 \$526             for utilities & fuel  
 \$2,100           for grant expenses (CWFIMA course)  
\$1,954          for the Canyon Springs remodel (Propane, Home Depot & Skyline Steel)  
 \$38,676         Total expenses

There were no expenses for P&L insurance or training & recruitment.

- The District's checking account register balance on December 31 was \$104,264.
- The District's TABOR account balance is \$8,316.
- 2018 Receivables: \$32,047 (Deer Creek, Legion Lake and CA fire support)
- Thanks to Tess Matassoni, all invoices and deployment salaries have been paid on time.

**END OF YEAR SUMMARY**

Accounts that Exceeded 2017 Budget Projections:

- Revenue exceeded by \$77,690
- Admin Ended the Year at 229% of estimate
- Deployment Expenses & Admin Salaries ended the year at 150% of estimate
- Firefighting & Medical Supplies at 120%
- Repairs and Maintenance at 123%

	2017 Budget	Actual - End of 2017
<b>TOTAL REVENUE</b>	<b>\$356,020</b>	<b>\$423,710</b>
<b>TOTAL EXPENSES</b>	<b>\$325,099</b>	<b>\$315,885</b>
<b>BALANCE</b>	<b>\$ 30,921</b>	<b>\$107,825</b>
<b>REGISTER BALANCE</b>		<b>\$104,264</b>
<b>Planned Carryover per 2018 Budget</b>		<b>\$ 28,698</b>
<b>Balance for Contingency</b>		<b>\$ 75,566</b>

**TALLAHASSEE FIRE PROTECTION DISTRICT**  
**Treasurer's Report as of December 31, 2017**

	Actuals Dec	2017 Budget	Actuals EOY	\$ Variance EOY	% of Budget EOY
<b>Beginning Bank Balance</b>	\$ 91,965	\$ 10,000			
<b>Cash In</b>					
Donations -unrestricted		\$ 4,000	\$ 500	\$ 3,500	13%
Donations-restricted (includes "medical")		\$ 12,000	\$ -	\$ 12,000	0%
Grants		\$ 27,000	\$ 10,941	\$ 16,059	41%
Deployment Income	\$ 50,122	\$ 99,000	\$ 196,912	\$ (97,912)	199%
Interest from Checking Account		\$ 20	\$ -	\$ 20	0%
CORA fees			\$ -	\$ -	0%
Advertising Income			\$ 400	\$ (400)	0%
Transfers from TVFD, Inc.	\$ 4,000	\$ 204,000	\$ 214,957	\$ (10,957)	105%
<b>Total Cash In</b>	<b>\$ 54,122</b>	<b>\$ 346,020</b>	<b>\$ 423,710</b>	<b>\$ (77,690)</b>	<b>122%</b>
<b>Total Beginning Available Cash</b>	<b>\$ 146,088</b>	<b>\$ 356,020</b>	<b>\$ 423,710</b>		
<b>Cash Out</b>					
<b>Administrative Expenses</b>					
<b>Benefits</b>					
Workers' Comp Insurance			\$ 2,056		
Employer's Payroll Taxes - Admin.@ 7.5%	\$ 153		\$ 2,649		
Employer's Payroll Taxes - Depl.@ 7.5%	\$ 430		\$ 6,041		
Uniform Allowance			\$ -		
Fuel Allowance			\$ 113		
Performance Awards	\$ 2,246		\$ 2,246		
Medical Program			\$ -		
<b>Total Benefits</b>	<b>\$ 2,828</b>		<b>\$ 13,105</b>		
<b>Other Administrative Expenses</b>					
Accounting	\$ 180		\$ 3,365		
Advertising			\$ 1,641		
Annual Meeting			\$ -		
Awards			\$ -		
Bank Charges			\$ -		
Board Expenses			\$ 280		
Cash transfer to TABOR Reserve	\$ 870	\$ 10,381	\$ 8,315	\$ 2,066	80%
Christmas Party	\$ 54		\$ 54		
Communications	\$ 40		\$ 808		
Colorado Fire Chiefs			\$ 335		
Dispatch			\$ 1,575		

**TALLAHASSEE FIRE PROTECTION DISTRICT**  
**Treasurer's Report as of December 31, 2017**

	Actuals Dec	2017 Budget	Actuals EOY	\$ Variance EOY	% of Budget EOY
Election Fees	\$ 2,039		\$ 2,576		
Filing Fees			\$ 903		
Internet	\$ 58		\$ 580		
Legal- Collins Cockrel & Cole			\$ 7,931		
Meals & Refreshments			\$ 22		
NFPA dues			\$ -		
Office Supplies			\$ 1,080		
Open House			\$ 445		
Other Dues & Subscriptions			\$ 100		
Payroll Admin-Employee taxes withheld	\$ 153		\$ 2,629		
Payroll Deployment-Employee taxes withheld	\$ 430		\$ 8,868		
Postage	\$ 27		\$ 1,388		
Printing			\$ 4,170		
Professional Fees - Appraisals			\$ 2,400		
Property Tax			\$ -		
SDA Dues	\$ 448		\$ 448		
Software & Software Upgrades			\$ 82		
Telephone	\$ 30		\$ 204		
Town Hall Meetings			\$ -		
Travel-OH			\$ 154		
Vehicle Registrations/transfer to TFPD			\$ 412		
Website, Domain and Upkeep	\$ 200		\$ 2,200		
<b>Total Other Admin. Expenses</b>	<b>\$ 4,527</b>		<b>\$ 52,966</b>		
			\$ -		
<b>Total Administrative Expenses</b>	<b>\$ 7,356</b>	<b>\$ 28,874</b>	<b>\$ 66,071</b>	<b>\$ (37,197)</b>	<b>229%</b>
<b>Deployment Expenses &amp; Admin. Salaries</b>					
Payroll - Admin (Actual = Net; Est.=Gross)	\$ 1,847		\$ 32,729		
Payroll - Deployment (Actual=Net; Est.=Gross)	\$ 16,419		\$ 89,065		
Deployment Expenses	\$ 9,342		\$ 38,848		
wage garnishment	\$ 500		\$ 2,000		
Quickbooks Payroll Fees & Rounding	\$ 12		\$ 43		
<b>Total Deployment Expenses &amp; Admin. Salaries</b>	<b>\$ 28,120</b>	<b>\$ 108,400</b>	<b>\$ 162,684</b>	<b>\$ (54,284)</b>	<b>150%</b>
<b>Insurance</b>					
P&L insurance		\$ 15,744	\$ 6,580	\$ 9,164	42%
<b>Firefighting &amp; Medical Supplies</b>					
PPE (includes medical PPE)			\$ 705		
Medical Equipment			\$ 415		
Uniforms-See uniform allowance			\$ -		

**TALLAHASSEE FIRE PROTECTION DISTRICT**  
**Treasurer's Report as of December 31, 2017**

	Actuals Dec	2017 Budget	Actuals EOY	\$ Variance EOY	% of Budget EOY
Other Firefighting Equipment	\$ 929		\$ 5,814		
Communications Equipment			\$ 735		
Equipment-Rental			\$ -		
Disposables			\$ -		
<b>Total Firefighting &amp; Medical Supplies</b>	<b>\$ 929</b>	<b>\$ 6,400</b>	<b>\$ 7,669</b>	<b>\$ (1,269)</b>	<b>120%</b>
<b>Repairs &amp; Maintenance</b>					
Equipment Repairs & Maintenance	\$ 1,543		\$ 16,981		
Building Repairs & Maintenance	\$ (3,852)		\$ 658		
Office Equipment Maintenance			\$ -		
<b>Total Repairs &amp; Maintenance</b>	<b>\$ (2,309)</b>	<b>\$ 14,300</b>	<b>\$ 17,640</b>	<b>\$ (3,340)</b>	<b>123%</b>
<b>Training</b>					
Training & Recruitment		\$ 4,000	\$ 873	\$ 3,127	22%
<b>Grant Expenses</b>					
Grant Expenses	\$ 2,100	\$ 38,000	\$ 27,147	\$ 10,853	71%
<b>Utilities</b>					
Brush Removal			\$ 738		
Propane			\$ 848		
Electricity-Black Hills	\$ 109		\$ 905		
Electricity-Sangre de Cristo (Canyon Springs)	\$ 213		\$ 678		
Trash Removal	\$ 24		\$ 240		
Snow Removal			\$ 45		
Upper Arkansas Water			\$ 486		
Waste Water			\$ -		
<b>Total Utilities</b>	<b>\$ 346</b>	<b>\$ 5,500</b>	<b>\$ 3,941</b>	<b>\$ 1,559</b>	<b>72%</b>
<b>Vehicle Fuel</b>					
Vehicle Fuel	\$ 180	\$ 4,000	\$ 3,824	\$ 176	96%
<b>General Fund Cash Out</b>	<b>\$ 36,722</b>	<b>\$ 305,644</b>	<b>\$ 296,430</b>	<b>\$ 9,214</b>	<b>97%</b>
<b>Capital Fund Cash Out</b>					
<b>Capital Outlay</b>					
E51 purchase			\$ 16,000		
Pumper			\$ -		
T12			\$ -		
T22			\$ -		
T32			\$ -		

**TALLAHASSEE FIRE PROTECTION DISTRICT**  
**Treasurer's Report as of December 31, 2017**

	Actuals Dec	2017 Budget	Actuals EOY	\$ Variance EOY	% of Budget EOY
SH9 Tank Install			\$ -		
<b>Facilities Capital</b>			\$ -		
Main Station			\$ -		
Canyon Springs Station (CR2)	\$ 1,954		\$ 3,455		
King Meadow Station (CR11)			\$ -		
<b>Capital Fund Cash Out</b>	<b>\$ 1,954</b>	<b>\$ 19,455</b>	<b>\$ 19,455</b>	<b>\$ (0)</b>	<b>100%</b>
<b>Both Funds Cash Out</b>	<b>\$ 38,676</b>	<b>\$ 325,099</b>	<b>\$ 315,885</b>	<b>\$ 9,214</b>	<b>97%</b>
<b>Net Cash Flow for the Month</b>	<b>\$ 15,447</b>				
<b>Ending Bank Balance</b>	<b>\$ 107,412</b>				
<b>Uncleared Transactions</b>	<b>\$ 3,149</b>				
<b>Register Balance</b>	<b>\$ 104,264</b>				
			<b>Revenue= \$ 423,710</b>		
			<b>Expenses= \$ 315,885</b>		
			<b>Delta= \$ 107,825</b>		

## Operations Report - December 2017

	<u>Incidents</u>			<u>Hours as of October</u>	
	MTD	YTD		MTD	YTD
Wildfire / Smoke	2	28	Admin	81	1064
Auto / Structure Fire	0	1	Training in house	38	643
Odor	0	1	Training remote	8	406
Accident / Rescue	5	28	Local Incidents	53	822
Medical / Transport	3	26	Medical (Training)		259
Assist	0	25	Deployments	387	2812
Misc.	1	5	<b>Total</b>	<b>567</b>	<b>6006</b>
Deployments	0	15			
<b>Total</b>	<b>11</b>	<b>129</b>	Main Station Staffed Shifts		N/A
<b>YTD Response Performance in Minutes (Goal/MTD/YTD) <u>Not updated since October</u></b>					
<b>Out of station 10/10.81 /10.0 On-Scene 30/30.5/27.8</b>					

**Membership:** 15 FF/EMS Members; 13 Active, 2 Inactive (RB, CB) 1 Probationary Member (MM) 1 Support Member (GR) 1 Application/Prospect (RD)

**NFIRS:** Current through 11/5 Needs to be updated for EOY report by State  
**IQS:** Current Through October/November  
**CRRF:** Current for 2017  
**ROSS:** No engines currently listed. No plans until after CWFIMA to ensure coverage in district.  
**Agreements:** Fremont MOA in place and signed, 4 mile & Guffey need review and update.  
**Grants:** AFG Grant opens Dec 26th, 2017, closes Feb 2nd, 2018  
**ISO:** No Action  
**Dispatch & Comms:** 4 radios sent for reprogramming 2 BKs and 2 Mot.  
**Medical:** All TFPD primary equipment have EMR level equipment on board, NARCAN is being provided by CO state at no cost, delivery pending, CPR/AED tentative training April 2018  
**Training:** EMR scheduled for this Spring with 4 Mile to be held at 4-mile station. 2 responses  
 Dept. needs a EVDT-I VFIS? Insurance company?  
 M410 Facilitative Instructor Meets NWCG Instructor requirements \$400 plus travel, room & board

### **Projects & Equipment:**

- Main Station Bay 3 damage: Contractor for building to meet end of week 12/18. Prutchets Garage door to replace track as soon as possible.
- Main Station primary heat system repair Replace heat tube TBD part ordered
- C1 Outfit Radio, lights, siren, logos. TIM SWR
- TIMS gear for R1 C1 E41 Estimated cost: \$2000
- Swift Water Rescue training(?) and gear cost \$499 (duffel bag, life vest, helmet, throw bag, whistle, car escape tool)
- R1 - SWR
- P&P Needs review to focus on Operations P&P and not TFPD P&P
- Rescue Pumper, dedicated rescue engine with water storage and pumping capabilities \$20k EMTBAG O2 SWR TIMS
- Main Station exhaust system (vendor involved in debugging control box)
- VHF repeaters; Geim Property: Status? Waugh Mountain Repeater Site: Brian Gardiner coordinating he requested that we contract with GG
- Truck modifications T12, T22, T32 (payment by exhaust vendor in transit?) Need Tactical Tender
- Water Tenders, T42 operators manual and course training?
- Water tank installation, Vendor selected (Owens), Pending. Tank delivery to Canyon Springs will occur at the same time.
- ??? Water Supply, Location and tracking documentation submittal in September (pending)
- Station Land - Cabin Creek, Property agreement has been signed and awaiting survey.
- Station Land - King Meadow, No Action
- Station Land - Autumn Creek, Attempting to contact Taylor, if a transaction can be agreed to then we may be able to keep existing facility or lower our facility build cost significantly.
- Station Land - Park Dale, No Action We used to keep a truck at Henderson Garage on McIntyre Lane