



Tallahassee Fire Protection District Minutes of September 12, 2018 -- Board of Directors Meeting

Donna Toeroek, President, called the Meeting to order at 2:00 p.m. on September 12, 2018.

Directors present: Donna Toeroek, Greg Cook, Dave Matassoni, Bonnie Spencer

Directors absent: Sean Kane (excused absence)

Other members present: Cynthia Boyle and Tess Matassoni

Firefighters/Volunteers present: Phil Stevens (Deputy Chief)

Public present: Misty Smith and Sunny Pressler

Public Input: None.

Auxiliary Committee (the "Auxiliary"):

- Resolution 2018-008 was discussed. This Resolution formalizes how the Auxiliary will operate and its structure. The Auxiliary will operate independently from TFPD, will not use tax money, and will sustain itself from any profits gained at Events. Also authorizes the opening of a checking account for the Auxiliary at Wells Fargo Bank (the "Bank").
 - Motion to accept Resolution 2018-008 as written with no changes (including attachment) made by Donna Toeroek. Seconded by Bonnie Spencer. **Motion carried.**
- Due to a personal issue, Misty will not be able to attend the Bank appointment on September 14. Tess to contact the Bank to inquire as to whether the Auxiliary checking account can still be opened; with Misty to sign appropriate documents at a later date.
- Misty presented the final Auxiliary Events for the remainder of 2018. They include:
 - Saturday, October 20, 4:30 – 5:30 p.m. Truck or Treat
 - Saturday, October 20, 5:00 – 6:30 p.m. Spaghetti Dinner
 - Saturday, November 10, 8:00 – 11:00 a.m. Biscuits & Gravy Breakfast
 - Saturday, December 15, time TBD Santa Party
 - Motion to accept the above-reference Events made by Donna Toeroek. Seconded by Greg Cook. **Motion carried.**
- Auxiliary Events for 2019 will be presented to the Board at the November 14, 2018 Board of Directors Meeting.
- Misty stated that the Auxiliary is willing to help in any way needed for the District Christmas Party which is scheduled for Saturday, December 8. The Board was appreciative of this gracious offer and accepted.

Secretary's Report: (See attachment report)

- Motion to accept the August 8, 2018 regular Board Meeting Minutes with change to Treasurer's Report verbiage found under Additional Info bullet -- to delete "Received a letter stating" and change to "Public record shows" -- made by Donna Toeroek. Seconded by Greg Cook. **Motion carried.**

Treasurer's Report: (See attachment report)

- Motion to accept the August 2018 Treasurer's Report as written with no changes made by Donna Toeroek. Seconded by Greg Cook. **Motion carried.**
- Monthly Budget Meeting: Update was given. Assessor has indicated that TFPD tax revenue will increase from \$132K in 2018 to \$172K in 2019.
- 2019 Budget Status: Reviewed the final draft of the 2019 Budget.
- Supplemental 2018 Budget: Per Donna, the draft of the 2018 Supplemental Budget is still being discussed.
- Public Notice and Publication: Bonnie to compose the Notice of Public Hearing for the adoption of the proposed 2019 Budget and the 2018 Supplemental Budget. Will submit to Daily Record on Wednesday, September 19 for publishing purposes.

- Donations: Received \$1341 in unrestricted donations for the month of August 2018; with \$1251 coming from the Open House donations. Needed to deposit the Open House donations into the TFPD donations account in order to reimburse the TFPD for \$1075.22 Open House expenses which it previously paid (per Resolution 2018-008, the Auxiliary is to be self-sustaining; using no tax money). The remainder of \$175.78 (\$1251-\$1075.22) to be used to open the Auxiliary checking account.
- Next Budget Meeting: Tentatively scheduled for Friday, October 5, @ 1:30 p.m. Donna to confirm that Mark will be able to attend.

President's Report:

- Strategic Plan: Donna had composed and distributed to all Board members a preliminary Strategic Plan to be used as a starting/talking point. Donna is looking for volunteers to help in the continuation of this effort. She requested that an email be sent to her if anyone is interested.
- Grants: Donna submitted to Mark information on all the grants that Gordon usually pursued. Mark to review and decide which grants to pursue for 2019.
- Directors' Goals: Sean to contact Mark directly concerning social media.
- Newsletter: Mark and the Auxiliary will take charge of the Newsletter going forward. Will dedicate a full page to having property owners indicate whether they want to continue receiving Newsletter hard copies. It was suggested by Tess, that if they do not want a hard copy, have them provide an email address. It was decided that once the Newsletter is in final draft form, it should be forwarded to Cindy for review and proofing before submitting to the printers. Discussion was had about moving the 2018 fourth quarter Newsletter distribution to November instead of October. Donna to discuss schedule with Mark.
- Town Hall: It was decided to postpone the Town Hall Meeting until the first quarter of 2019. At that time, we will be able to provide full-year reports on finances and operations. As this meeting was previously published in the TFPD Newsletter, this postponement will be noted on the TFPD website, the Main Station LED Sign, Facebook, sending an email blast, and with a notice posted at the Main Station, Canyon Springs Station and King Meadow Station.

Operations Report:

- Phil reviewed and discussed the August Operations Report as presented.
- The possible sale of Engine 11 was fully discussed. An offer of \$7000 for the engine and a couple of structure ladders was made by Chief Lowe, of the Four Mile Fire Protection District (the "Four Mile FPD"), in Teller County.
 - Motion to approve the sale of Engine 11 to the Four Mile FPD made by Donna Toeroek. Seconded by Greg Cook. **Motion carried.**

Policy Issues:

- Resolution 2018-006 Email Retention: This Resolution adopts a policy for the retention of email correspondence to be for a period of 90 days. Donna stated this policy will go into effect on November 1, 2018 and will be carried out by Mark.
 - Motion to accept this Resolution as written made by Donna Toeroek. Seconded by Greg Cook. **Motion carried.**
- Resolution 2018-007 Truck Lease-Purchase Agreement: This Resolution is for the lease purchase of apparatus (4x4 wildland unit) and its financing. It incorporates language agreed to with Community Leasing Partners and suggested language from our attorneys.
 - Motion to accept this Resolution as written made by Donna Toeroek. Seconded by Greg Cook. **Motion carried.**

Greg questioned whether there was enough money to fund this truck if we are not deployed or crews are not available. Donna stated we are tied to this lease on a year-by-year basis and is subject to an annual renewal. We can review the viability of this truck at the end of 2019.
- Resolution 2018-009 Truck Purchase Sales Agreement: This Resolution calls for the acceptance of the Brindlee Mountain Sales Agreement for the 4x4 wildland unit in the amount of \$190,000.
 - Motion to accept this Resolution as written (with attachment) made by Donna Toeroek. Seconded by Greg Cook. **Motion carried.**
- Resolution 2018-010 Records Management: This Resolution adopts a policy for records management. The Colorado Special Districts Records Management Manual will be used as a guideline for retention purposes.
 - Motion to accept this Resolution as written made by Donna Toeroek. Seconded by Greg Cook. **Motion carried.**

Other Business:

- Greg reiterated that the Main Station heating system repair is complete.
- Greg is in the process of converting storage tanks from bail clips to a threaded fire hose connection.
- Bonnie mentioned that we have Chase credit card points/cash-back rewards available. Mark to work with Bonnie concerning their use toward the end of 2018.
- Bonnie stated that the High Chateau Fire package was delayed due to incorrect fuel receipts and reporting thereof. Bonnie to provide Operations a fuel receipt "cheat sheet" going forward.
- Tess discussed the recent communications with the Fremont County Planning and Zoning Department. TFPD was fined \$150 for the late filing of an Annual Update Form for the Canyon Springs Station as it relates to the SRU Permit. Tess was recently informed that if the Annual Update Form is filed within a short period of time, the \$150 fine will be waived. Tess to follow up with Mark.

Review of Events Calendar:

- Per Donna, Mark wants to compile all calendar information for TFPD, TVFR, and the Auxiliary on one combined events calendar using Google Calendar.

Adjournment: Motion by Greg Cook to adjourn. Seconded by Dave Matassoni. Meeting adjourned at 3:38 p.m.

Respectfully submitted by Cynthia M. Boyle, Secretary.

Operations Report - August 2018

Incidents

Type:	MTD:	YTD:
Smoke Investigation	2	17
Wildfire (Fire)	0	9
Medical	7	18
Traffic Incident - ALL	0	25
Structure Fire	0	0
Alarm Odor/CO Check	0	1
Rescue	0	0
Agency Assist	0	3
Total	9	73
Deployments	0	5

Ave runs/month through August: 9.13; Annualized 109.56 (totals do not include Deployments)

Membership: 14 Active Volunteers; 2 Inactive Volunteers, 4 Probationary Volunteers; 1 Support Volunteer

NFIRS: NFIRS is Current.

IQS: Experience Current Through October/November 2017 Fitness and Refreshers updated for 2018

CRRF: Current for 2017-2020

ROSS: No resources currently listed.

Agreements: Fremont AOP updated

Grants: STM Grant awarded \$10k.

ISO: No Action

Dispatch & Comms: Nothing to report. VHF projects are on hold pending evaluation of necessity.

Medical: CPR/AED refresher completed

Training: Dept. needs a EVDT-I VFIS & M410 Facilitative Instructor Meets NWCG Instructor requirements

Current & Priority;

- No Fire Restrictions in Fremont County as of 8/6/2018
- Main Station heating system repair completed
- Mark is working on Cabin Creek land survey. Identified 2 surveyors. sent docs.
- CS Station project, Phil S. met with contractor awaiting bid Some additional issues identified. Permit expired.
- Identified several MEDical items needed to replace expired and used supplies
- Need to flow test each SCBA back and review all tanks for hydro testing
- T13 - pump hose needs repaired, in-service Greg is working on this
- Gasoline Tank and pump for the Main Station.
- Identified a buyer for E11. 4-mile FPD is pending sale of their engine then will purchase E11.

Pending or On-hold;

- S1 (FL) for use as a support vehicle. No Progress Updates
- E41 - small water leak nothing critical, being looked at by Brian S and Greg.
- E26 - transmission needs to be serviced or replaced. \$3500
- E46 will be redesignated E66 and placed in service. minimal cost.
- T12 - Currently in service. Needs 2 new drive tires \$775. Radio, light bar, labels and paint. 2 Gated Wyes Cost \$3500ttl
- After MS tanks placed and system tested, we will execute the CS station tank placement.
- T22 (FL) Cost TBD, most equipment already obtained need labor to place and weld assemblies. No Progress Updates
- Water use agreements need specific location and location mapping by Dept.

Meetings;

- No pending HOA meetings