



Tallahassee Fire Protection District Minutes of June 13, 2018 -- Board of Directors Meeting

Mike Meyrick, President, called the Meeting to order at 1:59 p.m. on June 13, 2018.

Directors present: Mike Meyrick, Greg Cook, Dave Matassoni, Bonnie Spencer, Sean Kane

Directors absent: None

Other members present: Cynthia Boyle and Tess Matassoni

Firefighters/Volunteers present: Mark Norris (Chief), Phil Stevens (Deputy Chief)

Public present: Skip Moreau

Secretary's Report:

- Motion to accept the May 9, 2018 regular Board Meeting Minutes as written with no changes made by Greg Cook. Seconded by Sean Kane. **Motion carried.**

Treasurer's Report: (See attachment report)

- Motion to accept the May 2018 Treasurer's Report with no changes made by Greg Cook. Seconded by Sean Kane. **Motion carried.**
- Additional Info:
 - Expect larger expense items next month.
 - Probably no increase in cash position next month.
 - Per audit meeting with Castle Rock accountant, \$2,782 was transferred to the TABOR account.
- Donations: Received \$1,665 in unrestricted donations for the month of May 2018. Year-to-date donations received (January through May 2018) is \$4,655.

President's Report:

- Board Vacancy: Effective August 1, Mike has been appointed the position of Magistrate Judge for Colorado's 11th Judicial District. As a result, Mike must resign from any elective office (which includes TFPD Board President). Mike can serve on the Board through July 31 or can leave earlier if a replacement to serve out his term is found. His term expires in May 2020. Any replacement must live within District boundaries. The remaining Board is responsible for filling this vacancy by appointment. Within 60 days of the vacancy, if no one is found, the Fremont County Board of Commissioners may appoint someone. Mike would like this Vacancy noted on the TFPD website with a closing date of July 1.
- Rod Hand Status: Left California hospital last week. Flew by private plane (with medical personnel on board) to a rehabilitation facility in Texas. Kerry was instrumental in the transfer. Rod is receiving physical and speech therapy. While doing much better, Rod has a long road ahead of him.
- Building Permit – Canyon Springs: Phil is in conversation with C & S Construction concerning building violations which the Inspector missed. These violations include: no headers above doors, insulation must meet fire code, rafters must be 2" x 8", concrete not thick enough, roof will not support snow. Appears we will lose 3" to 6" in door width openings which we cannot afford due to the size of fire trucks. Greg will try to find out original manufacturer of the building in order to make it easier to get pieces needed. Current permit expires July 11. Phil requested for one more week to get an estimate and an idea of what can be done through C & S Construction. Mike agreed.

Operations Report: (See attachment report)

- Additional Info:
 - Building relationships with other area fire departments. Plans to deploy with Deer Mountain are going well.
 - As of June 12, unincorporated Fremont County is under Stage 2 Fire Restrictions which includes:
 - All restrictions contained in Stage 1.
 - No building, maintaining, attending or using a fire, campfire, coal or wood burning stove, any type of charcoal or wood fueled cooking, or open fire of any type at any location.
 - Grills using propane are allowed only in areas free of flammable vegetation and other flammable materials.
 - No grill shall be left unattended. Must have adequate water supply and/or fire extinguisher on site.
 - Use of wood burning fireplace in a private residence is allowed only if equipped with an NFPA approved spark arrestor.

- Per Greg, fireworks are banned. First-time offenders will receive a ticket; no warning given.
- No outdoor welding, grinding or use of torch.
- No off-road use or parking a motorized vehicle in an area which presents the possibility of sparks or exhaust heat igniting surrounding flammable vegetation.
- Installation of water tanks at Main Station complete. Now have availability to 34,000 gallons of water.
- Clean up of Main Station is going well. Will be ready for Open House.
- In the process of re-designating engine and tender numbers as current numbers conflict with officer name codes.
- Going forward, will focus on preventative maintenance, training, and retention. There will be a slow down of projects as we enter the fire season.
- Sean made a correction to upcoming Bar-J Ranch POA Meeting. It begins at 9:30 a.m.
- Additional Operations discussion ended at this time as Mark and Phil received a call for an automobile accident and they left the meeting. There was no discussion on leased apparatus or Auxiliary status.

Public Input:

- Skip Moreau introduced himself. He is a candidate for Fremont County Sheriff.

Administrative Issues:

- Mike to discuss with Mark setting up a separate email address for Sean.

Review of Events Calendar:

- Budget/Cash Flow Meeting scheduled for Tuesday, July 10, 2018, at 1:30 p.m. Location to be determined.
- Open House scheduled for Saturday, July 21, 2018, from 10:00 a.m. until 2:00 p.m.
 - Flight for Life helicopter will make an appearance.
 - Dave was able to secure the same hot dog vendor from last year.

New/Other Business:

- Per Bonnie:
 - SDA Board Member Workshop was very informative. She took a special interest in records retention and will look into the guidelines.
 - Mike reminded the Board to use only their talxfire.com accounts for official Board emails.
 - Bonnie mentioned that if three or more Board members are included in an email, it constitutes a meeting. Mike reiterated this to the Board and felt we were adhering to this rule.
- Per Greg:
 - E56 – Can put off expense indefinitely for automatic transmission. Greg can service everything except the windshield. Greg will fix the window washer pump, battery, and AC.
 - E41 water leak has been fixed.
 - E46 (E66) – Greg has the parts to service.
 - All propane tanks have been turned off except Main Station. Recently received an invoice for propane that Greg felt was for the topping off of certain propane tanks. Invoice is OK to pay.

Adjournment: Motion by Dave Matassoni to adjourn. Seconded by Sen Kane. Meeting adjourned at 2:58 p.m.

Respectfully submitted by Cynthia M. Boyle, Secretary.

Operations Report - May 2018

Incidents

Type:	MTD:	YTD:
Smoke Investigation	3	6
Wildfire	0	4
Medical	0	6
Traffic Incident - ALL	4	15
Structure Fire	0	0
Odor / CO Check	0	0
Rescue	0	0
Agency Assist	0	2
Deployments	0	0
Total	7	33

Ave runs through May 6.6; Annualized 79.2

Membership: 14 FF/EMS Members; 6 Probationary Members; 2 Trainees; 2 Reserve Members

NFIRS: Current through 11/5 - Updates in-progress.

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

CRRF: Current for 2017-2020

ROSS: No resources currently listed. Phil will be deploying with Deer Mountain

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: 130/190 scheduled for June 24th. - Dept. needs a EVDT-I VFIS & M410 Facilitative Instructor Meets NWCG Instructor requirements

Current & Priority;

- Fremont County is at Stage 2 fire restrictions as of 6/12/2018
- Mark met appraiser at the Main Station, May 17th @ 1430. Main, KM, CS, CC stations visited
- Mark and Phil completed ICS300 & ICS400
- Water tank install at Main Station completed.
- Roll up doors at Main, Canyon Springs & King Meadow stations repaired.
- CS Station project, Phil S. met with contractor awaiting bid Some additional issues identified.
- Purchased 40' container for misc storage at Main Station. Cleanup of Main Station in progress
- E41 - small water leak nothing critical, being looked at by Brian S and Greg.
- T13 - pump serviced and filled with water, BIS.
- E26 - transmission needs to be serviced or replaced. need estimate
- E56 PM service. Needs new battery, AC pump, washer fluid pump new windshield, estimate \$1525.51
- 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 \$3500

Pending or On-hold;

- 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
- S1 (FL) for use as a support vehicle. No Progress Updates
- Main Station signage. No Progress Updates
- E11 needs to be prepared for sale. Might need to contract with a fire equipment broker
- Water use agreements need specific location and location mapping by Dept.
- Cabin Creek land - we still need to locate a surveyor.

Meetings;

- STBAR POA Meeting 6/30/2018 10 or 11AM Abbey Event Center - Mark has RSVP. Also to meet with Mike Wolf, President in May.
- Autumn Creek POA meeting July 14th 11AM @ Property
- Bar-J Ranch POA Meeting 7/28/2018 10AM Quality Inn, Canon City

9:30

**Treasurer's Report of Financial Position as of May 31, 2018
for Board Meeting on June 13, 2018**

- The District increased its cash position this month by \$1,412.

Cash In:

Property Tax Income	\$29,580	May 10 th payment
Donations, Unrestricted	\$1,650	
Address Signs	\$20	
Refunds & Bank Interest	<u>\$1,316</u>	Insurance refunds
Total Revenue	\$32,567	

Cash Out:

Administration	\$5,736	
Operations	<u>\$22,636</u>	\$2,793 credit card charges, \$5,078 Workers Comp settlement, \$2,062 St. Thomas More grant expenditures, \$5,729 repairs E41, plus regular expenses
Total Expenses	\$28,372	

- The District's checking account register balance on May 31, 2018, was **\$176,427**.
- The District's TABOR account balance is **\$12,700**. Deposit of \$2,782 transferred to TABOR account from regular checking account.
- Receivables:
 - Insurance Claim through Fire Recovery: \$796
 - FEMA Invoice: \$94.24
- Outstanding Payables:
 - None
- Met with budget group June 1 to discuss projected programs and expenditures:

<u>Planned Expenses as of Budget Meeting June 1:</u>		<u>Actual</u>	<u>Variance</u>
Credit Card (estim 8 mos @ \$3000)	\$ 24,000.00	need to revise monthly estim?	
Main station water system (revised estim)	\$ 9,000.00	bill for dirt work yet to come	
T12 Repairs	\$ 4,000.00	Mostly done - need \$800/tires	
Canyon Springs Renovation (permit expir)	\$ 40,000.00	Phil meet with C&S Constr soon	
Tender Lease (estim 6 mos @ \$2500)	\$ 15,000.00		
Storage container - Main Station	<u>\$ 4,000.00</u>	\$ 3,500.00	\$ (500.00)
	\$ 96,000.00		

Leaves sufficient funds in the bank to cover:

- Final payment of \$20,499 for the new rescue vehicle
- \$15,000 for up-front deployment expenses
- \$10,000 for St. Thomas More grant expenses

TFPD Monthly Statement of Financial Position as of May 31, 2018

Monthly Summary	2018 Budget	Actuals May	Actuals YTD	Budget Variance
Beginning Bank Balance	\$ 28,698	\$ 180,670		
Admin Expenses	\$ 59,117	\$ 5,736	\$ 30,440	\$ 28,677
Operations Expenses	\$ 176,711	\$ 22,636	\$ 278,170	\$ (101,459)
General Fund Expenses (Admin + Ops)	\$ 235,828	\$ 28,372	\$ 308,611	\$ (72,783)
Capital Fund Expenses	\$ 37,000	\$ -	\$ -	\$ 37,000
Expenses (both funds)	\$ 272,828	\$ 28,372	\$ 308,611	\$ (35,783)
TABOR Reserve deposits	\$ 8,697	\$ 2,782	\$ 4,382	\$ 4,315
Expenses plus TABOR reserve deposits	\$ 281,525	\$ 31,154	\$ 312,993	\$ (31,468)
Revenue - Admin	\$ 125,035	\$ 32,567	\$ 328,613	\$ 203,578
Revenue-Operations	\$ 136,154	\$ -	\$ 59,050	\$ 77,104
Cash In for the Month		\$ 32,567		
Total Revenue (Beginning Bank Balance + Cash In)	\$ 289,887	\$ 213,236		
Net Cash Flow for the Month (Cash In - Cash Out)		\$ 1,412		
Ending Bank Balance		\$ 182,083		
Uncleared Transactions		\$ 5,655		
Register Balance		\$ 176,427		
TABOR reserve account balance =		\$ 12,700		