



Tallahassee Fire Protection District Minutes of February 14, 2018 -- Board of Directors Meeting

Mike Meyrick, President, called the Meeting to order at 2:00 p.m. on Feb 14, 2018.

Directors present: Mike Meyrick, Greg Cook, Donna Toeroek, Dave Matassoni

Directors absent: Tim Benton (excused)

Other members present: Tess Matassoni, Jennifer Walsh

Firefighters/Public present: Mark Norris (Chief), Phil Stevens (Deputy Chief), Phil Ramey, Dave Levy, Mike White and Bonnie Spencer

Secretary's Report:

- Motion to accept the Jan 10, 2018 regular Board meeting minutes as written with no changes made by Dave Matassoni. Seconded by Donna Toeroek. **Motion carried.**
- Motion to accept the Feb 5, 2018 Special Session on Strategic Planning meeting made by Donna Toeroek. Seconded by Dave Matassoni. **Motion carried.**

Treasurer's Report: (see attachment report)

- Motion to accept the Jan 2018 Treasurer's Report with no changes made by Dave Matassoni. Seconded by Greg Cook. **Motion carried.**
- Propane prices, less expensive time of year to fill the tanks, and discussion on potential purchase of the tanks at the Main station and substations. More money was spent this past year than previous years and there were various reasons cited for this:
 - King Meadows tank had a leak, Canyon Springs tank had to be filled after the new heaters were installed and STbar may not have been filled previously due to lack of use.
- Stipends Discussed:
 - Shift Coverage – In an effort to encourage recruitment and retention as well as motivate personnel to volunteer for shift coverage a Motion was made to increase the day shift stipend from \$30 to \$40 per shift and the night shift stipend to \$50 per shift with a response time of 15 minutes to the main station made by Greg Cook. Seconded by Donna Toeroek. **Motion Carried.**
 - Estimated addition to the budget of \$8,000/annually
 - Fleet Maintenance – Motion made to set a limit of \$5,000/annually for Greg Cook to manage fleet maintenance on all vehicles made by Dave Matassoni. Seconded by Donna Toeroek. **Motion carried.**
 - Greg will keep track of all expenses and brief them at the monthly board meetings. He will continue to bring any other expenses exceeding this amount to the Board for approval.
 - Operations Officer – Motion made to authorize a stipend of \$1,000/monthly to the Deputy Fire Chief/ Ops Officer made by Greg Cook. Seconded by Donna Toeroek. **Motion carried.**
 - EMR Reimbursement – There is one District person attending the Emergency Medical Response (EMR) training outside of the District, approx. 80 miles roundtrip. Motion made to use Saint Thomas More Grant funding to pay mileage for all training (at the current Gov't rate of \$0.54 per mile) and reimburse EMR test cost (pass score only) made by Greg Cook. Seconded by Donna Toeroek. **Motion carried.**

Operations Report: (see attachment report)

- Additional Info:
 - Water Cistern Installation – 3 tanks will be installed at the Canyon Springs station for a capacity of 30,000 gallons of water. They are scheduled to be transported to that station on 26/27 Feb. A total of 3 tanks (1 currently installed) will be installed at the Main Station for a total of 30,000 gallons.
 - Reserve Program – This program is being initiated for non-emergency responders interested in assisting the fire fighters when vehicles need to be moved, etc. There are currently 2 people volunteering to assist.
 - Access to Water Cisterns on Private Property – Agreements need to be finalized with property/home owners for access to their land to fill and use the water in these cisterns located around the District. Some agreements are in place, but with the previous Volunteer Fire Protection and those agreements will need to be re-accomplished.

- IT Issues:
 - Website and Social Media – Discussed possible improvements necessary and further research is needed with the Colorado Web Portal Authority. Mark, Donna, Jennifer and Mike White will look into setting up a mock site via this portal for the Board to vote on. Mark will replace Dave the single POC with Gloria on changes to the website, as well as database management, social media and Smoke Signals.
 - Email – Potential archiving issues in the future as limited Fatcow space runs out. If we move to the new Portal web site referenced above, a new email provider will also be required. Research continues on most cost effective way to proceed.
- Medical Report:
 - Saint Thomas More Grant – Chief Norris will attend the 28 Feb ceremony to accept it.
 - Of note, the Grant was originally for multiple people to attend the EMR training, however only 1 person is in the training. Mike to work with STM to modify the Grant to allow the District to purchase 'scoop stretcher' equipment instead.
 - NARCAN Training – Mike completed the training and has 10 kits (20 dosages) to place in all the emergency vehicles. He will train additional firefighters on its use.

Public Input:

- Phil Ramey and David Levy were on hand to discuss the Voluntary 2017 donations/dues and the 2017 tax assessment due in 2018. Individuals along with 11 others in their HOA believe they were double taxed/billed for 2017, even though collection of donations/dues and Fremont County taxes are in different years.
 - Request from this HOA is for a refund for the 2017 donations/dues for those who want it.
 - Action: Mr. Ramey will provide the legal precedent he found to Mike Meyrick for review.
 - Concern: District Liability could be as high as the 2017 donations = approximately \$60,000
- Mr. Levy also discussed the recent Fremont Co fire in the District that affected his property. He thanked the firefighters for their work and asked about potential fines for the person who started the fire.
 - Chief Norris and Mike M. stated that in the past proper notification had not been given to the District property/home owners that fines could be assessed due to negligent fire control. Since then the last newsletter has a specific notice telling property/home owners that they need to "call before they burn" to get prior approval from the Fire Chief/Deputy. Now that this notification has gone out to all property/home owners in the District, potential fines could be assessed in the future.
 - Also discussed is the Fire Chief/Deputy will set "Fire Ban" and other fire restrictions for the District.
- Mike White attended to discuss potential work around for the email archiving issues that the Secretary is having
- Bonnie Spencer attended to hear more about the District and to submit her self-nomination form to the Board for the upcoming May election.

Policy Issues:

- Resolutions:
 - 2018-002 – Resolution to Participate in Self-Insurance Pool signed. Donna will send document to the Pool.
 - Question concerning distance of vehicle break down from District to ensure deployed vehicles are covered. Donna is going to check into this.
- May Election Status: DEO
 - 3 self-nominations forms sent out to interested candidates, 1 received at this meeting
 - Call for Nominations was published in the newspaper on 1 Feb 2018
- Workers Comp Status: this is covered in Resolution 2018-002
- Status of the Strategic Plan: First meeting held on 5 Feb, with 2 more meetings scheduled and are open to the public on 27 Feb and 12 Mar. Applicable notices have been posted at 3 stations, web page and CC&R office.
 - Will work Core Values and drill down into each of the 4 Objectives to determine how best to accomplish.

Administrative Issues:

- Dissolution of 501(c)3 Organization: Mike has applicable dissolution paperwork completed, awaiting word from Tess on when final funds transfer to the District is complete. Then he will submit the paperwork.
- Canyon Springs Construction Status: Heater is working well. Station still needs a reinforced room and insulation work done. Phil and Mike will work on getting a contractor to do this in the spring.
- Main Station and E13 Repair status: Chief has a contractor to do repair work, awaiting parts. Upon completion of the work, Donna will close the claim with the insurance company.
- Vice President's Items of Concern:

- Status of Land Survey for Cabin Creek Station: Signed letter of Intent has been received. Greg has info for George Hall and will contact him to complete the land survey.
- E11 and E46 are excess vehicles and will be sold for nominal fee we paid for them. Vehicles being offered to various smaller Fire Protection Districts.
- Greg has begun hauling water to fill water cisterns around the District.

Review of Events Calendar:

- First 2018 next newsletter was compiling and mailed last week by Dave.
- No other items on the Calendar were discussed.

New/Other Business:

- Budget meeting scheduled for 22 Feb.
- Satellite Stations: All the sub-stations do not belong to the District. Discussion started on whether or not we need them all and if so, how to complete the legal process to acquire them. Discussion tabled until the next meeting.

Adjournment: Motion by Greg Cook to adjourn. Seconded by Dave Matassoni. Meeting adjourned at 4:36 p.m.

Respectfully submitted by Jennifer L. Walsh, Secretary

**Treasurer's Report of Financial Position as of January 31, 2018
for Board Meeting on February 14, 2018**

- The District decreased its cash position this month by \$11,081.

Cash In:

Deployment Income	\$12,807	(Deer Creek & Legion Lake fires)
Transfer from TVFP	\$ 1,910	(Donations)
Grant Income	<u>\$ 3,925</u>	(2017 VFA Grant)
Total Revenue	\$18,642	

Cash Out:

Administration	\$ 5,474
Operations	\$22,648
TABOR Reserve	<u>\$ 1,600</u>
Total expenses	\$29,723

- The District's checking account register balance on January 31 was \$95,579.
- The District's TABOR account balance is \$9,916.
- Receivables: \$20,207 (CA fire support).
- Thanks to Tess Matassoni, all invoices and payments have been made on time.
- The District is running higher than last year on propane at the Main Station.
- 2017 financial books were delivered to Bruce Fosdick on January 15. The request for waiver is due to the State no later than March 31.

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

Monthly Summary	2018 Budget	2018 Projected	Actual January	Remaining YTD
Beginning Bank Balance	\$ 28,698	\$ 107,412	\$ 107,412	
Admin Expenses	\$ 59,117	\$ 64,276	\$ 5,474	\$ 58,802
Operations Expenses	\$ 176,711	\$ 301,695	\$ 22,648	\$ 279,047
General Fund Expenses (Admin + Ops)	\$ 235,828	\$ 365,971	\$ 28,123	\$ 337,849
Capital Fund Expenses	\$ 37,000	\$ 37,000	\$ -	\$ 37,000
Expenses (both funds)	\$ 272,828	\$ 402,971	\$ 28,123	\$ 374,849
TABOR Reserve	\$ 8,697	\$ 1,600	\$ 1,600	\$ -
Expenses plus TABOR reserve	\$ 281,525	\$ 404,571	\$ 29,723	\$ 374,849
Revenue - Admin	\$ 125,035	\$ 121,425	\$ 1,910	\$ 119,515
Revenue-Operations	\$ 136,154	\$ 263,916	\$ 16,732	\$ 247,184
Cash In for the Month			\$ 18,642	
Total Revenue (Beginning Bank Balance + Cash In)	\$ 289,887	\$ 492,753	\$ 126,054	\$ 366,699
Net Cash Flow for the Month (Cash In - Cash Out)			\$ (11,081)	
Ending Bank Balance			\$ 96,331	
Uncleared Transactions			\$ 753	
Register Balance			\$ 95,579	

Projected Revenue - Projected Expenses = ****Expenses cannot exceed Revenue****	\$ 88,182
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TABOR reserve account balance = \$ 9,916

Operations Report - January 2018

<u>Incidents</u>		
Type:	MTD:	YTD:
Smoke Investigation	1	1
Wildfire	1	1
Medical	1	1
Auto Accident - ALL	2	2
Structure Fire	0	0
Odor / CO Check	0	0
Rescue	0	0
Agency Assist	0	0
Deployments	<u>0</u>	<u>0</u>
Total	5	5

Membership: 14 FF/EMS Members; 2 Probationary Members; 2 Reserve Members; 1 Applicant/Prospect

NFIRS: Current through 11/5

IQS: Current Through October/November 2017

CRRF: Current for 2017-2020

ROSS: No resources currently listed.

Agreements: Fremont AOP updated.

Grants: STM Grant awarded \$10k. Missed AFG, FP&S Grant open, March 16th deadline

ISO: No Action

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

Medical: EMR in progress 1 attendee from Talx. NARCAN training Feb 9th. CPR/AED tentative training April 2018

Training: Dept. needs a EVDT-I VFIS? Insurance company?

M410 Facilitative Instructor Meets NWCG Instructor requirements \$400 plus travel, room & board

Narrative:

Mark and Phil attended the Fremont County AOP meeting on January 22nd. Minor updates.

Main Station repair; Contractor has been located. We are waiting for the material cost and delivery lead time to schedule the repair.

We have someone to move the water tanks to the Canyon Springs Station.

Deal with Parkdale Quarry to donate material. Mark coordinating.

E46 was out of service due to the pump not functioning. Pump has been repaired E46 back in service.

E13 is at Dirks being evaluated.

E41 after E13 is BIS E41 will be serviced. E41 then needs to have the Foam system repaired. Estimate is \$10-15k

T13 split differential is disconnected and will perform better if this is repaired. No estimate of cost

Water Tenders will be the priority after the above work is completed. Also being worked on concurrently. No estimate of cost, most equipment already obtained need labor to place and weld assemblies.

T?? Will require \$2891.80 for surge busters, plus radio, light bar, labels and maybe paint.

STBAR - E21 has been moved to STBAR Station permanently. Low use station. This Engine will fit this need very well.

Reserve Program has started

NEED BOARD ASSISTANCE - We have several residents in the STBAR subdivision area that either want to allow us to access and maintain their fire cisterns or want to have them installed. We need a contract that grants access.

NEED BOARD APPROVAL - E11 and E46 will be offered for sale to a new VFD being formed in the Oak Creek Grade area. If the transfer is completed we have identified several items that we cannot or do not use that will also be donated.

NEED BOARD ASSISTANCE - Cabin Creek land acquisition status?