



**Tallahassee Fire Protection District  
Minutes of the Board of Directors  
Regular Monthly Public BOD Meeting & Public Hearing  
February 13, 2023**

David Levy called the Regular Monthly Public Meeting & Public Hearing to order at 2:00 p.m., on February 13, 2023.

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**Directors Present:** David Levy, Christopher Parker, Tammy Becht (In-person @ TFPD Main Station)  
Kristen Sanders (By phone)  
A quorum is present.

**Directors Absent:** Judith Schmidt, excused absence

**Firefighters/Volunteers Present:** Chief Mark Norris, Dominic Manly

**Public Present:** Erika Ready, TFPD Bookkeeper

**Purpose of Regular Monthly Public Meeting:** To discuss agenda items for the regular monthly Board of Directors Meeting & to hold a Public Hearing for the budget revisions.

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**CALL TO ORDER AND ROLL CALL** – Quorum established (at least 3 Directors Present)

**PUBLIC INPUT**

No members of the public had any input for the meeting or the Public Hearing

**BOOKKEEPING MATTERS**

Erika Ready, the bookkeeper for the TFPD attended the meeting to meet the members of the board and to touch base on how things were going. Erika stated she felt overall things were going very well. The communication has been good. There were just a few times she felt she needed a bit more information and it was mainly when receiving payments from the State of Colorado. It was agreed that whenever someone sends information or invoices to Erika that they would give more details and send copies of billing statements that shows the breakdown of items. This will help her code things correctly in Quickbooks.

The issue of budget revisions and how to update in Quickbooks was discussed. After some discussion, it was decided that all versions of the yearly budget will be kept in Quickbooks and whoever is using it will need to just choose the proper version/amendment of the budget when entering. Chris will send any amendments of the budgets to Erika as they are approved.

The IRS bill was discussed and Erika stated she contacted them and they told her they are still opening mail from last September. They are short on help and behind but she will stay on top of this issue and keep the board apprised as to the progress of this topic.

**SECRETARY'S REPORT**

**Motion:** It was moved by David Levy and seconded by Christopher Parker to approve the Regular Board Meeting Minutes of January 9<sup>th</sup>, 2023 and the special meeting January 26, 2023. There were no responses to the request for discussion. The Motion was voted upon and carried unanimously.

**TREASURER'S REPORT**

**Motion:** It was moved by David Levy and seconded by Tamara Becht to approve the Treasurer's Report for January 2023.

**Motion:** It was moved by Christopher Parker and seconded by Tamara Becht to reimburse David Levy for the TFPD Post Office box for the district that David paid personally for. The Motion was voted upon and carried unanimously.

**Chris began by pointing out certain items on the lead sheet to the Treasurer's Report:**

1. The District decreased its cash position before reserves this month to \$130,399. The QB checking account cash balance, before reserves, as of December 31, 2022, was \$164,081.
2. December revised and DRAFT FS – are also issued now:
  - a. Depreciation Expense -posted.
  - b. Deployment revenue and expenses - posted.
  - c. Reclassify the Tahoe as a Depreciable Asset – done.
3. We completed the Workers Compensation “Audit” – for the 3rd time. Thanks to Dave’s leadership I think we are returning to our role as a customer.
4. We need to discuss how we will treat the Budget revision I proposed for the revenue increase.
5. Our Budget burn rate (as per the amended budget), estimated as follows. Each month is about 8% on average (1/12)
6. Compilation and Audit Exemption: Spoke to Shaney at Erickson Brown and Kloster (our CPA firm) we have until the end of the month to get her the documents she needs.
7. Annual audit squeaked out under the wire of \$750K with only \$637K in revenue and \$501K in expenses. When I started here in 2020 those figures were \$448K revenue and \$413K expense. \$189K more in revenue...in just two years. We will surely need an audit in the next 24 months at this pace.

**ADMINISTRATIVE MATTERS**

**Motion:** It was moved by David Levy and seconded by Tamara Becht to approve Resolution 2023-003 Amending the 2022 Budget (Third Revision) and Resolution 2023-004 Amending the 2023 Budget (1<sup>st</sup> Revision). The motion was voted upon and carried unanimously.

**Motion:** It was moved by David Levy and seconded by Christopher Parker to approve Resolution 2023-002 Designating Posting Locations for the TFPD notices and DEO Designation. There were no changes from last year. There were no responses to the request for discussion. The motion was voted upon and carried unanimously.

Self Nomination forms were completed and provided to the DEO by David Levy and Tamara Becht to renew their terms on the board. Judith Schmidt had stated at the last meeting that she plans to self nominate to renew her term and she will complete her form and send to the DEO as well. (This was completed after the meeting by Judith Schmidt and sent to the DEO. As of this time all members of the board with terms due to expire have completed Self Nomination forms)

A public notice was posted in the Canon City Daily Record notifying the public of a Call For Nominations for an election. This was also posted in the necessary locations including the TFPD website. The paralegal for the TFPD as well as Chief Norris, DEO has been monitoring the dates and deadlines and all processes, ensuring the district is in compliance. The next step will be to cancel the election if no eligible members of the public provide interest and complete the necessary paperwork by the deadline.

**PRESIDENT'S REPORT**

David Levy stated the signs for the both the Canyon Springs and King Meadows fire stations were delivered and King Meadows was installed on the building. Canyon Springs will be installed soon. It was noted that they look very nice and professional. Thank you Dave and Chief Norris for all your work in getting those created and installed.

David Levy stated he attended the CPR training course that was provided for the volunteers. He said it was a thorough course, he enjoyed it and he is now CPR certified.

## **OPERATIONS REPORT**

Chief Norris discussed the highlights of the January Operations Report:

- 7 Incidents in January, 7 total incidents for 2023
- 13() Active Members, 2(-1) Reserve, 1(+1) Probationary, 5(-1) Recruit, 8(+1) IMT Deployable Members, 5(+1) Auxiliary Members Current State Registered/Certified Responders: 6 EMTs & 1 EMR
- Average Arrival Times: 16:17 minutes:seconds For January / 16:17 minutes:seconds YTD average 2023
- Total of 0 deployments so far for 2023
- Total net revenue from all deployments is \$0 for 2023

The Chief stated he is working on obtaining any grants that might be available to take advantage of in 2023

Equipment donations: Status of second truck donation from Clear Creek- Chief Norris stated that once the title for the truck is taken care of, he will get the truck from them.

Status of uniform purchases (not including personal protective equipment) and possible upcoming needs: Hats, t-shirts, polo shirts, etc.- Chief Norris stated he wants to put all purchases like these on hold until all repair bills and equipment needs are taken care of. This topic will be pended for a future meeting.

## **OLD BUSINESS**

Donations- \$225.00 unrestricted donation was received by mail

Christopher Parker stated that a new category was created to record revenue made by mitigation services performed by the TFPD volunteers.

\*\*Brian Smith, assistant Chief and member of the public joined the meeting briefly at this time.\*\*

There was no other discussion regarding Old Business.

## **NEW BUSINESS (Opportunity for Directors to bring up new issues for discussion)**

David Levy proposed purchasing identifying hats and/or t-shirts for Board members so that they were easy to identify and not mistaken as a volunteer fire fighter at events. It was also proposed to purchase hats for the fire fighters as well. Dave will look into options and pricing and propose this topic at a future board meeting.

There was no other discussion regarding New Business.

## **NEXT PUBLIC MEETING**

Board of Directors – Monday March 13th, 2023 at 2:00 PM.

## **MOTION TO ADJOURN**

It was moved by David Levy and seconded by Christopher Parker to adjourn the meeting at 3:22 p.m. The Motion was voted upon and carried unanimously.

Respectfully submitted by Tamara Becht, Secretary of the Board

## Operations Report - February 2023

### Incidents:

- **8** Incidents in **February**, **15** total incidents for **2023** (136 - 2022, 147 - 2021, 146 - 2020) - **See accompanying response reports.**

### Membership:

- 13() Active Members, 2() Inactive, 1() Probationary, 5() Recruit, 8() IMT Deployable Members, 5() Auxiliary Members

### Updates & Project Status:

- Community CPR training is scheduled for March 25th @ 0900 17 people are registered

- New Mitigation projects

- Water tanks at the Canyon Springs station are mostly buried. Weather and Fire Restrictions stopped progress. Final connections need to be installed and burial completed.

### Upcoming POA/HOA Meetings;

2023-03-04 Longhorn POA

### Non-Monetary Donations;

-

### Accomplishments(2023);

-

### Strategic Plan Objectives Reportable Updates & Status;

- Objective - EMS
  - Part 1 - EMS Within the Fire Dept.
    - Current State Registered/Certified Responders = **6 EMTs & 1 EMR**
      - 
      - We are setting up an EKG class for any of our EMTs that want to attend
      - We have 5 students that have signed up for the EMT class starting in November 2022
- Objective - Response Times
  - Ave. Arrival Times: **13:45** minutes:seconds For **February** / **14:56** minutes:seconds YTD average 2023
    - .
  -
- Objective - National Deployment Program
  - National Deployment Program
    - **Total of 00 deployments for 2023**
    - **Total net revenue from all deployments is 2023: \$0.00**
  - Engine Deployments
    - **Total of 0 engine deployments for 2023**
  - Single Resource Deployments this month
    - **Total of 0 single resource deployments for 2023**

**Tallahassee Fire Protection District**  
**Call History Report by Date**  
**1/1/2023 - 2/28/2023**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Wed 01/04/2023 15:56	Motor Vehicle Incident - ALL	665	322 Motor vehicle accident with injuries	31 Provide first aid & check for injuries	County Road 11 RD	6	01:57
Fri 01/13/2023 07:06	Motor Vehicle Incident - ALL	2369	324 Motor vehicle accident with no injuries.	31 Provide first aid & check for injuries	MM5.5 Colorado Highway 9	2	01:47
Thu 01/19/2023 12:31	Motor Vehicle Incident - ALL	3548	324 Motor vehicle accident with no injuries.	86 Investigate	Colorado Highway 9	2	00:52
Thu 01/26/2023 16:11	Fire	4917	240 Explosion (no fire), other	86 Investigate	MM11 County Road 69	4	01:20
Sat 01/28/2023 18:15	Motor Vehicle Incident - ALL	5298	322 Motor vehicle accident with injuries	31 Provide first aid & check for injuries	Colorado Highway 9	2	02:28
Sun 01/29/2023 10:45	Motor Vehicle Incident - ALL	5384	322 Motor vehicle accident with injuries	22 Rescue, remove from harm	MM263 US 50	8	03:46
Mon 01/30/2023 18:53	Motor Vehicle Incident - ALL	5625	322 Motor vehicle accident with injuries	31 Provide first aid & check for injuries	MM15 County Road 28	2	01:03
Sat 02/04/2023 08:29	EMS	6611	661 EMS call, party transported by non-fire agency	30 Emergency medical services, other	4807 Colorado Highway 9	5	00:57
Sat 02/04/2023 16:07	EMS	6681	661 EMS call, party transported by non-fire agency	31 Provide first aid & check for injuries	RR US 50	3	01:28
Sat 02/18/2023 10:20	Fire	9557	111 Building fire	10 Fire control or extinguishment, other	569 County Road 10	10	10:25
Tue 02/21/2023 05:45	Fire	10050	651 Smoke scare, odor of smoke	86 Investigate	US 50	3	00:33
Wed 02/22/2023 12:58	Motor Vehicle Incident - ALL	10358	324 Motor vehicle accident with no injuries.	86 Investigate	MM263 US 50	3	00:34
Wed 02/22/2023 13:17	Motor Vehicle Incident - ALL	10362	600 Good intent call, other	70 Assistance, other	MM7 Colorado Highway 9	2	00:25
Sun 02/26/2023 03:13	Special Duty	11024	554 Assist invalid	73 Provide manpower	0215 Meadowdale Lane LN	2	01:02
Tue 02/28/2023 07:23	EMS	11394	661 EMS call, party transported by non-fire agency	31 Provide first aid & check for injuries	489 County Road 21A	4	01:37

Total calls for EMS:	3
Total calls for Fire:	3
Total calls for Fire Inspection:	0
Total calls for Hazardous Materials Incident:	0
Total calls for Motor Vehicle Incident - ALL:	8
Total calls for Mutual Aid:	0
Total calls for Public Service:	0
Total calls for Special Duty:	1

**Tallahassee Fire Protection District**  
**Call History Report by Date**  
**1/1/2023 - 2/28/2023**

<b>Total calls:</b>	<b>15</b>	<b>Avg. Call Attendance: 3.87</b>
<b>Total Time:</b>	<b>30:14</b>	

**Tallahassee Fire Protection District**  
**Call History Report by Date**  
**1/1/2023 - 1/31/2023**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Wed 01/04/2023 15:56	Motor Vehicle Incident - ALL	665	322 Motor vehicle accident with injuries	31 Provide first aid & check for injuries	County Road 11 RD	6	01:57
Fri 01/13/2023 07:06	Motor Vehicle Incident - ALL	2369	324 Motor vehicle accident with no injuries.	31 Provide first aid & check for injuries	MM5.5 Colorado Highway 9	2	01:47
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Sun 01/29/2023 10:45	Motor Vehicle Incident - ALL	5384	322 Motor vehicle accident with injuries	22 Rescue, remove from harm	MM263 US 50	8	03:46
Mon 01/30/2023 18:53	Motor Vehicle Incident - ALL	5625	322 Motor vehicle accident with injuries	31 Provide first aid & check for injuries	MM15 County Road 28	2	01:03

Total calls for EMS:	0	
Total calls for Fire:	1	
Total calls for Fire Inspection:	0	
Total calls for Hazardous Materials Incident:	0	
Total calls for Motor Vehicle Incident - ALL:	6	
Total calls for Mutual Aid:	0	
Total calls for Public Service:	0	
Total calls for Special Duty:	0	
<b>Total calls:</b>	<b>7</b>	<b>Avg. Call Attendance: 3.71</b>
<b>Total Time:</b>	<b>13:13</b>	

# Tallahassee Fire Protection District Average Response Time Report

Average Response Time	Total Calls	Total Response Time (Alarm to EnRoute)
07m:37s	8	01h:01m:00s

Average Arrival Time	Total Calls	Total Arrival Time (EnRoute to Arrival)
13m:45s	8	01h:50m:00s

Average Call Length	Total Calls	Total Time (Alarm to InService)
02h:07m:00s	8	17h:01m:00s

Longest Response	Shortest Response
19m:00s	60s



# Tallahassee Fire Protection District Average Response Time Report

Average Response Time	Total Calls	Total Response Time (Alarm to EnRoute)
07m:25s	7	52m:00s

Average Arrival Time	Total Calls	Total Arrival Time (EnRoute to Arrival)
16m:17s	7	01h:54m:00s

Average Call Length	Total Calls	Total Time (Alarm to InService)
01h:53m:00s	7	13h:13m:00s

Longest Response	Shortest Response
16m:00s	02m:00s

**Tallahassee Fire Protection District**  
**Call History Report by Date**  
**2/1/2023 - 2/28/2023**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Sat 02/04/2023 08:29	EMS	6611	661 EMS call, party transported by non-fire agency	30 Emergency medical services, other	4807 Colorado Highway 9	5	00:57
Sat 02/04/2023 16:07	EMS	6681	661 EMS call, party transported by non-fire agency	31 Provide first aid & check for injuries	RR US 50	3	01:28
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Total calls for EMS:	3	
Total calls for Fire:	2	
Total calls for Fire Inspection:	0	
Total calls for Hazardous Materials Incident:	0	
Total calls for Motor Vehicle Incident - ALL:	2	
Total calls for Mutual Aid:	0	
Total calls for Public Service:	0	
Total calls for Special Duty:	1	
<b>Total calls:</b>	<b>8</b>	<b>Avg. Call Attendance: 4</b>
<b>Total Time:</b>	<b>17:01</b>	

# Tallahassee Fire Protection District Average Response Time Report

Average Response Time	Total Calls	Total Response Time (Alarm to EnRoute)
07m:32s	15	01h:53m:00s

Average Arrival Time	Total Calls	Total Arrival Time (EnRoute to Arrival)
14m:56s	15	03h:44m:00s

Average Call Length	Total Calls	Total Time (Alarm to InService)
02h:00m:00s	15	01d:06h:14m:00s

Longest Response	Shortest Response
19m:00s	60s