



Tallahassee Fire Protection District Minutes of the Board of Directors Regular/Hybrid Meeting February 14, 2022

Scott Fullerton called the Regular/Hybrid Meeting to order at 2:00 p.m., on February 14, 2022.

Directors Present: Scott Fullerton, Christopher Parker, Cynthia Boyle (In-person @ TFPD Main Station), and Harvey Ammel (By teleconference initially / In-person during Executive Session and afterwards). A quorum is present.

Directors Absent: None

Firefighters/Volunteers Present: Chief Mark Norris (In-person @ TFPD Main Station initially / By teleconference after the Executive Session)

Public Present: David Levy (In-person @ TFPD Main Station)

Purpose of Regular/Hybrid Meeting: To discuss agenda items for the regular monthly Board of Directors Meeting, to administer the Oath of Office to David Levy if Appointment is accepted, and to hold an executive session.

PUBLIC INPUT:

No members of the public chose to address the Board.

ADMINISTRATIVE ISSUES – Part 1:

For the record: Bradley Nelson submitted his email letter of resignation on January 3, 2022 and had resigned/retired from the Board effective January 10, 2022, at 4:00 p.m., as planned.

Therefore, TFPD currently has a vacancy on the Board for a term expiring May 2022.

Motion: It was moved by Scott Fullerton and seconded by Christopher Parker to fill a vacancy on the Board for a term to expire at the next regular election in May of 2022 and to issue a Notice of Appointment. Scott nominated David (“Dave”) Levy and confirmed that our Designated Election Official confirmed his eligibility. Dave introduced himself to the Board. He stated he was a member of the Denver Police Department for approximately 35 years and retired from the force about 12 years ago. He kept up his NRA credentials and occasionally teaches firearms training to individuals. He has lived full-time within the TFPD for six years. There were no additional nominations. The Motion was voted upon and carried unanimously.

Dave accepted the Appointment. The Oath of Office was administered by Scott to Dave.

Cindy, as District Secretary, to make all appropriate filing(s). Chief Norris to create a talxfire email account for Dave and to add him to the Board group.

The Board unanimously welcomed and congratulated Dave.

TREASURER'S REPORT:

Motion: It was moved by Christopher Parker and seconded by Scott Fullerton to accept the official December 2021 and Fiscal 2021 financial reports.

Chris gave a briefing. He commented that the December 2021 report was revised and an entry was posted for depreciation (which is a non-cash expense). We accrue depreciation and book it in December. A Board member had asked him why the cash increase/decrease did not change. It is because the cash in the bank did not change; we made an accrual for a non-cash expense which changed the financials only.

In review of the revised December 2021 report and comparing 2021 vs. 2020 year-end totals:

- Cash is up approximately \$11K from 2020.
- Accounts Receivable was down approximately \$19K from 2020.
- Property Tax Receivable was up approximately \$21K from 2020.

Scott pointed out that the Accounts Receivable total reflects deployments where we have billed the state, the state has acknowledged the billing, but we have yet to receive payment.

In review of the budgetary information, Chris stated that for the month of December actual Net Revenue was (\$79K); while budget was (\$25K). The year-end actual total was (\$32K); while budget was \$7K; for a variance of (\$39K).

Scott clarified that normally with our monthly statements we look at activity within our Fund – total income and total expenses only. For state purposes at year end, we must show income, expenses, non-cash depreciation, and other entries. The Net Revenue numbers shown above reflect the non-cash depreciation entries. Scott and Chris are discussing how they can make changes to our monthly report so that we can readily see the Fund total income and expenses we historically review, as well as the non-cash items reported to the state at year end. **Note:** None of the underlying data is changing; we are just making items more visible and reducing the need to do math on the side to reconcile the different report formats.

Chris then jumped to the Treasurer's Report for January 2022.

Chris began talking about the Statement of Financial Position. He feels we need to make a few slight changes to the categories currently shown and would like to change to the following categories; numbers shown are for January 2022:

- | | |
|---|-----------|
| • NICA (Net Investment in Capital Assets) | \$553,617 |
| • TABOR | 12,887 |
| • Committed Net Assets | 20,062 |
| • Assigned Net Assets | 57,054 |
| • Unassigned Net Assets | 18,484 |

The NICA figure currently does not appear cleanly as a line item on our financials. Currently, some math needs to be done as it is a compilation of certain figures on our financials. We think we can configure our financials to include a NICA line item that cleanly shows the balance.

Status of Application for Audit Exemption Filing: The forms have been submitted to Erickson, Brown & Kloster, P.C. ("Erickson"), and our application is good to go. Scott stated that Erickson had no comment(s) with the financial information/reports we provided. However, we would still like to make a few changes to the format of our monthly financials. It is our intention to use the year end 12-31-2022 financials and be able to do a one-to-one line correlation with the report we file for Erickson.

There being no additional discussion, the Motion was voted upon and carried unanimously.

Motion: It was moved by Christopher Parker and seconded by Scott Fullerton to adopt Resolution 2022-003 as written, which is a Resolution for Exemption from Audit. Chris stated this is an annual compilation of documents which we submit to an independent CPA firm – it is not a full audit. It is a recap of our financial information and making sure we are in compliance. No opinion is provided. They look at the entirety of our data. As part of our filing, we must provide this signed Resolution.

There being no additional discussion, the Motion was voted upon and carried. As this was the first time Dave saw this information, he decided to abstain from affirming and signing the Resolution.

Motion: It was moved by Christopher Parker and seconded by Scott Fullerton to approve the Treasurer's Report for January 2022. Chris mentioned that he had made comments pertaining to this report earlier in the meeting. In looking at the P&L, Net Revenue was approximately \$5K below budget. Our revenues were approximately \$600; with expenses of approximately \$14K. Scott explained that the County was late with the February property tax disbursement due to a computer problem. However, it was received over the weekend. Chris gave Dave a short synopsis of the Treasurer's Report and accompanying financials.

There being no additional discussion, the Motion was voted upon and carried unanimously.

SECRETARY'S REPORT:

Motion: It was moved by Cynthia Boyle and seconded by Scott Fullerton to approve the Regular Board Meeting Minutes of January 10, 2022 and the Special Session Minutes of February 2, 2022. There were no responses to the request for discussion. The Motion was voted upon and carried unanimously.

OPERATIONS REPORT:

Chief Norris discussed the highlights of the January Operations Report:

- Responded to 15 incidents in January. This is a high incident rate.
- Most calls are in-district; with several being medical.
- Billing for out-of-district is declining.
- We are seeing an influx of new people moving into the district who are not familiar with rural fire departments and we have an aging population.

Chief Norris left the meeting and the premises due to the Executive Session.

EXECUTIVE SESSION:

Motion: It was moved by Scott Fullerton and seconded by Cynthia Boyle to move to Executive Session for purposes of receiving legal advice from the District's special counsel and counsel on specific legal questions related to employment investigation pursuant to C.R.S. 24-6-402(4)(b). The Motion was voted upon and carried unanimously.

All Board members moved to Executive Session at 2:31 p.m.
The executive session ended at 3:31 p.m.

TFPD Monthly Board Meeting resumed at 3:35 p.m. All Board members were still present – including Harvey Ammel, who joined in-person during the Executive Session. Chief Norris rejoined the meeting by teleconference.

Motion: It was moved by Scott Fullerton and seconded by David Levy that we require all Operations personnel and volunteers to participate in a training on Title VII of the Civil Rights Act of 1964 as amended, retaliation and like matters. The Board believes that this training will help to continue to promote the type of environment the District Board wants to encourage at the fire station and between all personnel and volunteers, while at the same time providing additional education to personnel and volunteers regarding their rights and obligations. And that this shall be delegated to the Chief and he shall report to the Board on the status of implementation no later than the March Regular Board Meeting.

Per Scott, this is one of the findings of the Board concerning the Investigation Report. Scott will provide resources/trainers to Chief Norris that provide this type of training. Chief Norris questioned if he was required to have everyone trained by the March Board Meeting. Scott explained that we just need the status of implementation – availability, cost, timing, forward progress – no later than the March Board Meeting. Chris questioned if we will keep record(s) of who attends this training. Scott confirmed that we keep records of training for all training sessions.

There being no additional discussion, the Motion was voted upon and carried unanimously.

OPERATIONS REPORT (Continued):

Status of Deployments Business Plan Recommendations: Chief Norris and Jenn are composing a posting to see if anyone wants to deploy on an engine. This will be posted on social media. Posting has been approved; Chief Norris to check with Jenn on status.

Jenn will send an email to the state of Colorado (to her billing contacts) asking specific questions about whether we can pay people more than the matrix.

Chief Norris shared some information he had gathered regarding the subject of deployment billing.

Scott gave Dave a brief history of the deployment issues we are encountering.

Status of Recommendations for Vehicle Acquisitions: Chief Norris stated a recommended spec list has been put together for any vehicles we may purchase going forward for command or light rescue trucks. In relation to the vehicle purchase that Donna had requested at the last meeting, that transaction has gone through and she currently has the vehicle. This was a unilateral purchase; with no commitment for TFPD to buy back. Chief Norris did commit to Donna to make a decision regarding the request to revise our POV lights and sirens policy. In the interim, Chief Norris and Brian have identified several vehicles that we might want to consider purchasing.

Status of Chief's Compensation/Duties Recommendations: Chief Norris is requesting the Board to consider paying him the stipends for the shifts he covered in 2022 at the March Board Meeting. As a few things remain "to be determined" Scott stated he also has the option to submit any additional requests before the March Board Meeting.

Motion: It was moved by Scott Fullerton and seconded by Cynthia Boyle to ensure a common understanding of future needs, the Chief at the end of each quarter shall submit a forecast to the Board listing, by quarter for the next twelve (12) quarters, individual expenditures exceeding \$4,000 that are expected or anticipated in that quarter. Scott is requesting Chief Norris to lay out major purchases and major potential sources of income for items by quarter – out three years. We need to be aware of potential major acquisitions and major sources of income other than tax revenue (grants, equipment sales, etc.).

Upon Dave questioning if this was doable for Chief Norris, Scott informed Dave of current potential purchases with related expenses. We just need a listing of these items so that we have a common understanding and do not lose sight of them.

There being no additional discussion, the Motion was voted upon and carried unanimously.

ADMINISTRATIVE ISSUES – Part 2:

Motion: It was moved by Scott Fullerton and seconded by Cynthia Boyle to change the day of the month and time of the Regular Monthly Meeting of the Board and to post Notice of the change. After input from all attendees and a short discussion, it was determined to leave the day and time unchanged. Therefore, the Motion failed.

Donations: Per Cindy, unrestricted donations for the month of January totaled \$665.

NEXT PUBLIC MEETING:

The next regular TFPD Board Meeting is scheduled for Monday, March 14, 2022, at 2:00 p.m. (by hybrid meeting unless revised), at the Main Station.

MOTION TO ADJOURN:

It was moved by David Levy and seconded by Harvey Ammel to adjourn the meeting at 4:07 p.m. The Motion was voted upon and carried unanimously.

Respectfully submitted by Cynthia M. Boyle, Secretary to the Board.

PLEASE NOTE: Any items not addressed on the Agenda for this Meeting will be moved to the March Board Meeting.

Operations Report - January 2022

Incidents:

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

Membership:

- 14 Active Members, 0 Probationary, 0 Recruit, 2 Reserve, 7 IMT Deployable Members, 7 Auxiliary Members

Updates & Project Status:

- We are working on a flyer to attempt to recruit crews for an engine deployment.
- Water tanks at the Canyon Springs station are mostly buried. Weather stopped progress. Final connections need to be installed and burial completed.
- HOA Presentations Handout 2 Burning - In-process

Upcoming POA/HOA Meetings;

- POSTPONED - 5/8/2021 1PM Meadowdale Ranch Road Association @ Main Station

Non-Monetary Donations;

-

Accomplishments(2022);

-

Strategic Plan Objectives Reportable Updates & Status;

- HAZMAT call Tracking
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- Objective - EMS
 - Part 1 - EMS Within the Fire Dept.
 - Current State Registered/Certified Responders = **3 EMT-B & 3 EMR**
 - We are attempting to schedule an EMT class at TFPD Main Station
- Objective - Response Times
 - Ave. Arrival Times: **12:20** minutes:seconds For **January** / **12:20** minutes:seconds YTD average 2022
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- Objective - National Deployment Program
 - Improve National Deployment Program
 - The goal for 2022 - Have crews and apparatus to ensure we have engines listed or deployed for a combined total of **13** weeks
 - **Engines Available in ROSS(IROC) or Deployed 00 weeks in 2021**
 - **We have delisted all engines due to a lack of crew**
 - Single Resource Deployments this month
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Tallahassee Fire Protection District

Call History Report by Date

1/1/2022 - 1/31/2022

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Sat 01/01/2022 10:36	Motor Vehicle Incident - ALL	63	324 Motor vehicle accident with no injuries.	81 Incident command	MM5 Colorado Highway 9	2	01:03
Mon 01/03/2022 09:00	Motor Vehicle Incident - ALL	328	324 Motor vehicle accident with no injuries.	86 Investigate	MM1 Hole in the Wall RD	4	00:59
Wed 01/12/2022 10:44	EMS	2114	320 Emergency Medical Service, other	30 Emergency medical services, other	MM 1 Colorado Highway 9	1	00:30
Wed 01/12/2022 11:04	EMS	2124	320 Emergency Medical Service, other	30 Emergency medical services, other	321 County Road 353A	1	00:33
Thu 01/13/2022 17:05	EMS	2417	320 Emergency Medical Service, other	31 Provide first aid & check for injuries	231 County Road 353A	5	01:11
Fri 01/14/2022 20:32	Special Duty	2662	600 Good intent call, other	73 Provide manpower	231 County Road 353A	4	01:28
Sat 01/15/2022 10:05	Special Duty	2724	600 Good intent call, other	70 Assistance, other	321 County Road 353A	7	00:26
Sat 01/15/2022 12:14	Fire	2742	118 Trash or rubbish fire, contained	81 Incident command	12094 County Road 11 RD	6	03:07
Tue 01/18/2022 05:57	Motor Vehicle Incident - ALL	3247	322 Motor vehicle accident with injuries	86 Investigate	MP 17 Colorado Highway 9	4	02:19
Wed 01/19/2022 14:20	Motor Vehicle Incident - ALL	3649	322 Motor vehicle accident with injuries	86 Investigate	MP2 Colorado Highway 9	4	01:01
Fri 01/21/2022 17:36	Motor Vehicle Incident - ALL	4136	324 Motor vehicle accident with no injuries.	81 Incident command	MP17 Colorado Highway 9	6	04:25
Sun 01/30/2022 14:11	Motor Vehicle Incident - ALL	5947	322 Motor vehicle accident with injuries	81 Incident command	MP268.5 US 50	6	01:26
Sun 01/30/2022 18:44	EMS	5995	661 EMS call, party transported by non-fire agency	31 Provide first aid & check for injuries	417 Star Ranch Road	4	00:53
Sun 01/30/2022 19:22	EMS	5998	320 Emergency Medical Service, other	31 Provide first aid & check for injuries	1626 Colorado Highway 9	4	01:05
Mon 01/31/2022 07:49	EMS	6059	661 EMS call, party transported by non-fire agency	31 Provide first aid & check for injuries	580 N Pine Vista	3	01:23

Total calls for EMS:	6	
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:	2	
Total calls:	15	Avg. Call Attendance: 4.07



Tallahassee Fire Protection District
Call History Report by Date
1/1/2022 - 1/31/2022

Total Time:	21:49	
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Tallahassee Fire Protection District Average Response Time Report

Average Response Time	Total Calls	Total Response Time (Alarm to EnRoute)
04m:48s	15	01h:12m:00s

Average Arrival Time	Total Calls	Total Arrival Time (EnRoute to Arrival)
12m:20s	15	03h:05m:00s

Average Call Length	Total Calls	Total Time (Alarm to InService)
01h:27m:00s	15	21h:49m:00s

Longest Response	Shortest Response
12m:00s	60s



Mark Norris <mark.norris@talxfire.com>

January, 2022 report for Tallahassee Fire Protection District

Fire Recovery USA <inspections@firerecoveryusa.com>
 Reply-To: inspections@firerecoveryusa.com
 To: chief@talxfire.com

Tue, Feb 1, 2022 at 6:09 AM

Monthly Totals For Tallahassee Fire Protection District

January, 2022

Dear Mark Norris,

This monthly status report gives you a quick snapshot (as of 2022-02-01) of the claims which have been submitted and paid in the previous month.

	Last Month (Jan)		All Year (2022)	
	# Claims	\$ Amount	# Claims	\$ Amount
Claims Submitted	1	\$0.00	1	\$0.00
Payments Received By FRUSA	2	\$1,165.05	2	\$1,165.05
Claims Denied	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	0	-
In Progress	0	-	0	-