



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

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

Directors Present: Scott Fullerton, Christopher Parker, Cynthia Boyle, David Levy (In-person @ TFPD Main Station), and Harvey Ammel (By teleconference).

A quorum is present.

Directors Absent: None

Firefighters/Volunteers Present: Chief Mark Norris (In-person @ TFPD Main Station)

Public Present: Kristen Sanders (By teleconference @ 2:17 p.m.)

Purpose of Regular/Hybrid Meeting: To discuss agenda items for the regular monthly Board of Directors Meeting.

Motion: It was moved by Scott Fullerton and seconded by Harvey Ammel to publish the Notice that all Board of Directors meetings (whether regular or special) will be hybrid meetings with no mask requirements effective immediately. There were no responses to the request for discussion. The Motion was voted upon and carried unanimously.

PUBLIC INPUT:

When the meeting began, no members of the public were present either in-person or by teleconference.

ADMINISTRATIVE ISSUES:

Motion: It was moved by Cynthia Boyle and seconded by David Levy to adopt Resolution 2022-004 as written, cancelling the Regular Election and Declaration Deeming Candidates Elected. There were no responses to the request for discussion. The Motion was voted upon and carried unanimously.

Notice of Cancellation of the Election: Scott informed the Board that this Notice was published in the Canon City Daily Record on March 4, 2022. We are in receipt of the Publisher's Affidavit. Directors-elect to be sworn in at the May Board Meeting are David Levy, Christopher Parker and Kristen Sanders.

The Board wishes to thank Donna Toeroek for all her efforts in volunteering to be the TFPD Designated Election Official.

Reminder regarding Election of Officers during the May Regular Meeting: Scott reminded the Board concerning the election of Officer positions. It remains that the Board will be voting for a TFPD President, TFPD Vice President, and TFPD Treasurer.

Dave questioned why we were able to cancel the Regular Election. Scott explained that by statute and because we had the number of nominees equal to the number of open director positions, we are allowed to cancel the Regular Election by formal resolution.

TREASURER'S REPORT:

Motion: It was moved by Christopher Parker and seconded by Scott Fullerton to approve the Treasurer's Report for February 2022.

Chris gave a briefing. We continue to improve on our financials format and reporting. Our cash balance has increased by approximately \$10K. We had a great month for expenses. Net Investment in Capital Assets (NICA) has been recorded. We had two negative expenses which are artifacts of two transactions that had elements occurring in both the 2021 and current fiscal years. The first was the AMKUS extraction device which was purchased and expensed in 2021 but was held in-transit due to unexpected shipping delays. It arrived and placed in-service as a capital asset in February. The second was a correction to Workers' Comp where the actual billing was less than the amount expensed in previous periods.

In review of the February 2022 and 2021 Balance Sheet comparative data:

- Cash Balance is approximately \$647 less than last year.
- Total Current Assets are within \$1.6K from last year.
- Total Assets and Total Liabilities are marginally close.
- NICA has been recorded.

Scott clarified that all financial comparison data is now on an "apples-to-apples" basis when comparing fiscal 2021 and 2022.

In review of the February 2022 Income Statement:

- Property Taxes are coming in; approximately \$25K was received for the month of February.
- No comments were made on expenses.
- The two negative expenses mentioned above are shown under Other Expenditures and are considered GASB Reconciling items. We initially recorded them (Spreader and W/C) as expenses, we got the credit back for the expenses, and put it in our Capital Assets.
- The Net Operating Revenue of \$14K is a clean portrayal of Revenue less Expenses. The two negative expenses adjustments totaling \$14K were made and that brought our Net Revenue up to \$29K.

In review of the FY 2022 P&L Budget vs Actuals:

- Cindy asked if the column headings could be repeated on all the pages.
- Total Taxes Collected are approximately \$1.9K over budget YTD.
- Administrative Expenses are \$2.4K below budget YTD.
- Operation Expenses are \$14K below budget YTD.
- Net Operating Revenue shows a gain of \$17K YTD.
- Net Revenue (after adding the GASB Reconciling items) shows a gain of \$32K YTD.

Scott explained that when we load in budget target numbers if we know the month/quarter a revenue or expense occurs in, we add the budgeted number(s) in the appropriate months/quarters. For all others, if we do not know the month/quarter, we take the total budgeted number and divide by 12. TFPD spending is highly seasonal. It is great that we have a buffer so early in the year as our spending primarily occurs in the middle and end of the year.

At this point in the Meeting, Kristen Sanders joined by teleconference @ 2:17 p.m.

To Scott's point, Chief Norris indicated that Training Expenses will increase for the month of March.

Scott continued to explain that we are one correction away from being able to take our financials and do a one-to-one line correlation with the long form audit exemption state filing. The adjustment is the

non-cash donation received in 2021 which Erickson asked us to book a certain way for purposes of the long form filing with the state. We need to make a specific entry to QuickBooks in order to reconcile. [Reminder: As with other changes to improve the financial statement format discussed at previous meetings, this does not affect any of the underlying data or previous results. It is simply an adjustment so that report categories and assumptions are harmonized across various reports and filings.]

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 2022-005 as written, which establishes the definition of Capital Assets and replaces Resolution 2017-004 in its entirety. Scott explained that the earlier Resolution established the value of a capital asset at \$2,000. This Resolution changes/increases the value to \$5,000 which we have been doing. We are syncing up our Resolution to what our practice has actually been all along. Chris explained that anything below \$5K will be expensed and anything equal to or above \$5K will be a capital asset that is depreciated. Chief Norris questioned how we will handle any grouping of assets which exceed the limit. Scott explained that we will keep track of groups of like items, but we have some discretion as to what those groupings may be. Chris interjected that groupings are accountable items but what those items are determines if they will be considered a capital asset. Something like a grouping of office supplies (while an accountable item) would not be considered a depreciable capital asset due to their small value and short life.

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

Status Report on Changes to the Financial Statement Format: It was agreed that the recent format changes are more than satisfactory.

SECRETARY'S REPORT:

Motion: It was moved by Cynthia Boyle and seconded by Christopher Parker to approve the Regular Board Meeting Minutes of February 14, 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 February Operations Report:

- Responded to 11 incidents in February; bringing the YTD total to 26.
- 14 active members; with one recruit. The new recruit is a paramedic. She would like to help out with CPR/AED training and would like to deploy.
- The flyer to attempt to recruit deployment crews was successful. We received three replies; one is no longer a candidate. The remaining two potential candidates are at the Firefighter 2 level.
- Installation of the water tanks at the Canyon Springs Station is stalled due to the weather. Once the weather clears, it will be the highest priority project to get done.
- HOA Burning Handout will be a modified version of the current county level handout.
- Even though we are currently under a Stage One Fire Restrictions, we are allowing limited waivers for burning if there is snow on the ground. However, the wind must be taken into consideration.
- We have 3 EMTs and 3 EMRs; all have gone through refresher training.
- Response times are extended this month due to the location of certain incident calls. Average arrival @ 20.16 minutes for February; 15.41 minutes YTD average for 2022.

Scott requested Chief Norris to include the Call History Report going forward on a monthly basis.

Status of Title VII Training for Ops Personnel & Volunteers: Chief Norris has contacted three recommended trainers. He is gathering information on cost per session, do they offer online training, how long is the training, when/how can the training be held, etc. Due to TFPD being a volunteer organization where most have full-time jobs, he is looking for an on-demand system with a knowledge check at the end. He will continue to gather information.

Discussion of Initial Capital Expenditures Report: Chief Norris has uploaded the spreadsheet that Scott provided at our last meeting on Google Drive. He needs to fine tune it and will then share it with the Board.

Status of Deployments Business Plan Recommendations: On February 21, Chief Norris distributed an email to the Board on this topic. We need to schedule a Special Session in order to talk through the details. Scott to email the Board for potential dates/times and will schedule. Jenn (TFPD Wildland Coordinator) has offered to discuss deployment billing.

Status of Recommendations for Vehicle Acquisitions: Chief Norris stated the information for response vehicles will be included in the Capital Expenditures Report. We are looking to lift the restriction of POVs not being able to use lights and sirens when responding to a call. We must get a permit through the state in order to do so – which we are pursuing. Due to gentleman agreements with certain agencies on when and where we can use lights and sirens, Chief Norris will work on documenting our response policies and procedures for our First Responders. We also need to implement motor vehicle checks and making sure we have current copies of their liability insurance.

Status of Chief's Compensation/Duties Recommendations: On March 10, Chief Norris distributed an email to the Board on this topic.

Motion: It was moved by Scott Fullerton and seconded by Cynthia Boyle to approve payment of only the January and February 2022 shift coverage amounts to the Chief and that all other aspects of future shift coverages, salary changes, etc., are tabled until a separate Study Session or Special Session is scheduled. Dave asked for a clarification on stipend pay for shift coverage and wanted to know if our responders get paid for answering incident calls. Chief Norris explained our policy for stipend pay and shift coverage. In response to a compensation question from Chris, Scott explained that for the 2022 stipend pay:

- we can approve January and February with everything else saved for separate discussion,
- we can modify the motion so that we approve all stipend pay for shift coverage in its entirety going forward,
- or we can approve everything.

For now, we are seeing if we can get consensus on January and February or we can propose expanding that. It was decided that we want to pay Chief Norris the January and February stipend pay and to accelerate the compensation issue which will be combined with the deployments Special Session which was agreed to earlier in the meeting.

Cindy questioned the amount of the stipend being paid. Scott responded with:

January Weekdays	18 shifts x \$40 =	720
January Weekends	2 shifts x \$50 =	100
February Weekdays	15 shifts x \$40 =	<u>600</u>
Through End of February		\$1,420

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

Status of Other Projects: There was no comment.

PRESIDENT'S REPORT:

Briefing on the Reasons for a Discrepancy Between the Property Tax Receivable and Collections: Per the County Treasurer, there are discrepancies due to collection issues – delinquencies, people missing, adjustments, etc. From the County Assessor, there are appeals made following the assessments being mailed. Scott's recommendation is that we lower our budget target number by \$5K.

Status of the Property Offer Assessment: We filed all documents with the Water Board and are waiting to hear back from them as to what our draw rates are. Scott wants to walk the property with Chief Norris in order to get a sense on how best to use it, how much of the property we will lose due to the slope, and other details we will need to future filings and due diligence items. Things are moving forward.

Motion: It was moved by Scott Fullerton and seconded by David Levy that all District assets previously approved for sale be retained until completion of our budget reassessment. Last year the Board approved certain items (such as trucks) for sale. The purpose of this Motion is to put a hold on those assets that have not sold to date.

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

Motion: It was moved by Scott Fullerton and seconded by Christopher Parker that all District assets not assigned to personnel for direct response from home that are not at a District station currently, be returned to one sometime between now and the May Board Meeting to facilitate inspection, assessment and/or documentation. Scott explained that we have talked for many months and at many meetings about items being offsite for repair – and remain offsite for repair. If we brought back all these assets to a District station, it would facilitate the audit of District assets which will be proposed later in this meeting.

Chief Norris left the meeting to assist a new TFPD landowner who had come to the Station for burning information. In an effort to move on, Scott skipped ahead to Agenda items that did not directly affect Chief Norris.

Recommendation for a Committee of Two Board Members to Assess District Compensation and make Recommendations to the Board: Scott suggested tabling this pending the upcoming Special Session discussion on compensation. The Board agreed.

Recommendation for a Committee of Two Board Members (following the May swearing-in of the Directors-elect), the Chief and a Senior Officer to Develop Revisions to the Policy and Procedures Manual. We need to do some revisions to policies and procedures going forward, and the thought is to make this a combined effort between the Board and Ops. Dave stated he would be willing to be involved. The Board was in general agreement and it will be brought up again in May.

Chief Norris returned to the meeting and the discussion on District assets continued.

Chief Norris stated that the assets that are currently offsite are two quads, two military generators and a pick-up truck (the old E56). We moved E56 because it was being vandalized in our parking lot. It will not be a problem to move it to another location. The two quads can also be easily moved to another location. However, we needed a forklift to initially move the two generators and both are currently within one mile of the Station. Chief Norris will try to get the two generators running by May. We remain hopeful that new batteries will get both generators working. Scott stated that we have had multiple inquiries as to when certain items are going to be available for purchase. He would like to get this moving ahead so that we can do an audit and potentially auction off certain assets at a public event. It is an opportunity for other potential income for the Capital Expenditures Report. We need to

bring this to a closure. It was decided to table this – to be determined on public events and we will sync it up with public events. Therefore, at this time, the Motion failed and is on hold.

Recommendation that Board Members Participate in an Audit of District Assets and Significant Expenditures following the May swearing-in of the Directors-elect: This could be combined with a familiarization tour of the District, our stations, equipment and capabilities. From a financial standpoint, we have 14 vehicles on our depreciation schedule as of year-end. At the end of February, nine of those became fully depreciated – meaning their book value is zero. At the end of March, two more will be fully depreciated. Only three vehicles will be carried at full asset value.

As a Board we need to become familiar with what we have, what we do not have, and what the condition is of certain assets. For book purposes, some assets have been totally written off but that does not mean they do not have value to the District. Dave stated he would be willing to be involved and would not mind going to different locations in order to evaluate assets. For insurance purposes, Scott would like to have photos of our assets. Chief Norris is willing to help out too.

Discussion of Concerns Regarding the Clearing of Snow from Stations: It was brought to Scott's attention that a former Board member had been paid for snowplowing the King Meadows Station. Under Colorado statute, we cannot be compensating a Board member for anything that has not gone out to bid. The amount paid to this individual while he was a full-time Board member was \$50 – a materially insignificant amount. But as a Board, we need to keep this in mind going forward.

Scott stated we have had several complaints about the parking lot condition at the Main Station after a snowfall. We need to improve on snow and ice removal around the entire Station for safety reasons. Chief Norris will spread salt by the back door. We still need to give some thought as to how we are going to address the issue of snow removal at the Main Station as it is a valid complaint.

OLD BUSINESS:

Director's Reports: There was nothing new to discuss.

Donations: Per Cindy, unrestricted donations for the month of February totaled \$15; bringing the YTD total to \$680. However, we have already received three generous donations in March.

NEW BUSINESS:

The proposed Motions for the Auxiliary Calendar of Events and the Community Outreach Programs are delayed. Chief Norris to discuss with Misty about getting one Auxiliary event on the books. We need to begin talking about the Open House – setting a date, planning events, etc. Chief Norris discussed having volunteer issues with setting up for events and cleaning up afterwards. Perhaps we need to reduce the number of events in any given year or consider consolidating events. He will discuss the scope and scale of Auxiliary functions with Misty.

For the Community Outreach Programs, Chief Norris stated:

- he would like to host one CPR class and one Stop the Bleed class for our residents this year.
- June or July would work for the CPR class but is dependent on the Open House date.
- September or October would probably work for the Stop the Bleed class.

NEXT PUBLIC MEETING:

The next regular TFPD Board Meeting is scheduled for Monday, April 11, 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 Christopher Parker to adjourn the meeting at 3:50 p.m. The Motion was voted upon and carried unanimously.

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

Operations Report - February 2022

Incidents:

- **11** Incidents in **February**, **26** total incidents for **2022** (147 - 2021, 146 - 2020) - **See accompanying response reports.**

Membership:

- 14 Active Members, 0 Probationary, 1 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 - Done 3 People have contacted us.
- 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
 -
- 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
 - **EMT Refresher completed with PWFD by 5 EMS responders**
- Objective - Response Times
 - Ave. Arrival Times: **20:16** minutes:seconds For **February** / **15:41** minutes:seconds YTD average 2022
 -
 -
- 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
 -



Tallahassee Fire Protection District
Call History Report by Date
2/1/2022 - 2/28/2022

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Wed 02/02/2022 14:46	EMS	6605	320 Emergency Medical Service, other	31 Provide first aid & check for injuries	2688 County Road 3	3	00:53
Fri 02/04/2022 09:02	EMS	6921	320 Emergency Medical Service, other	31 Provide first aid & check for injuries	2688 County Road 3	2	00:47
Sat 02/05/2022 09:35	Fire	7125	631 Authorized controlled burning	86 Investigate	15611 County Road 28	5	01:07
Sat 02/05/2022 19:05	Fire	7248	611 Dispatched & canceled en route	93 Cancelled en route	767 Dave Drive DR	4	00:05
Sun 02/06/2022 10:58	EMS	7351	320 Emergency Medical Service, other	30 Emergency medical services, other	16501 County Road 69	5	02:11
Sun 02/06/2022 17:22	EMS	7399	320 Emergency Medical Service, other	30 Emergency medical services, other	16501 County Road 69	4	01:17
Mon 02/07/2022 11:42	Fire	7520	631 Authorized controlled burning	86 Investigate	1386 South Fork	1	01:55
Sat 02/12/2022 11:03	Motor Vehicle Incident - ALL	8825	324 Motor vehicle accident with no injuries.	86 Investigate	MP1 Colorado Highway 9	2	01:19
Sat 02/12/2022 11:59	EMS	8838	320 Emergency Medical Service, other	30 Emergency medical services, other	266 Elk Run	1	02:10
Sat 02/12/2022 20:12	Motor Vehicle Incident - ALL	8911	324 Motor vehicle accident with no injuries.	86 Investigate	700 Valley Vista TRL	3	01:36
Sat 02/26/2022 09:17	EMS	11637	311 Medical assist, assist EMS crew	31 Provide first aid & check for injuries	985 Basswood Lane	2	01:38

Total calls for EMS:	6	
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:	2	
Total calls for Mutual Aid:	0	
Total calls for Public Service:	0	
Total calls for Special Duty:	0	
Total calls:	11	Avg. Call Attendance: 2.91
Total Time:	14:58	



Tallahassee Fire Protection District Average Response Time Report

Average Response Time	Total Calls	Total Response Time (Alarm to EnRoute)
05m:16s	11	58m:00s

Average Arrival Time	Total Calls	Total Arrival Time (EnRoute to Arrival)
20m:16s	11	03h:43m:00s

Average Call Length	Total Calls	Total Time (Alarm to InService)
01h:21m:00s	11	14h:58m:00s

Longest Response	Shortest Response
10m:00s	0s



Tallahassee Fire Protection District Average Response Time Report

Average Response Time	Total Calls	Total Response Time (Alarm to EnRoute)
05m:00s	26	02h:10m:00s

Average Arrival Time	Total Calls	Total Arrival Time (EnRoute to Arrival)
15m:41s	26	06h:48m:00s

Average Call Length	Total Calls	Total Time (Alarm to InService)
01h:24m:00s	26	01d:12h:47m:00s

Longest Response	Shortest Response
12m:00s	0s



Mark Norris <mark.norris@talxfire.com>

February, 2022 report for Tallahassee Fire Protection District

Fire Recovery USA <inspections@firerecoveryusa.com>

Tue, Mar 1, 2022 at 6:19 AM

Reply-To: inspections@firerecoveryusa.com

To: chief@talxfire.com

Monthly Totals For Tallahassee Fire Protection District

February, 2022

Dear Mark Norris,

This monthly status report gives you a quick snapshot (as of 2022-03-01) of the claims which have been submitted and paid in the previous month.

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