

**Tallahassee Fire Protection District (TFPD)  
Minutes of December 21, 2016 Board of Directors Meeting**

Mike Meyrick, President, called the Meeting to order at 2:00 p.m. on December 21, 2016.

**Directors present: Mike Meyrick, Greg Cook, David Matassoni, Tim, Benton, Donna Toeroek**

**Directors absent: None**

**Other Members present: Tess Matassoni, Jennifer Walsh, Mark Norris**

**Firefighters/Public present: None**

**Secretary's Report:** First meeting of Special District, therefor no previous minutes/reports

**Treasurer's Report:** First meeting of Special District, therefor no previous Treasurer's report

**New Business**

- Appointment of Secretary: Motion to appoint Jennifer Walsh as TFPD Board Secretary made by Tim Benton. Seconded by Greg Cook. Motion carried.
- Appointment to Fill Board Vacancy: Motion to appoint Donna Toeroek as the 5<sup>th</sup> Board Member make by Dave Matassoni. Seconded by Greg Cook. Motion carried.
  - Oath of office administered by Chairperson, Mike Meyrick to Donna Toeroek.
- Appointment of Board Accountant: Motion to appoint Tess Matassoni as the TFPD Accountant made by Mike Meyrick. Seconded by Greg Cook. Motion carried.
- Assignment of Officer Positions to Board Members:
  - Mike Meyrick – President
  - Greg Cook – Vice President
  - Tim Benton – Assistant Secretary
  - Donna Toeroek – Treasurer
  - Dave Matassoni – Assistant Treasurer
- Authorization for Necessary expenditures:
  - Join Special District Association (SDA): Motion to reimburse Donna Toeroek \$231.25 for amount incurred when she joined the SDA made by Tim Benton. Seconded by Greg Cook. Motion carried.
  - Posting of Bond for Board members: This is also known as criminal insurance. Donna filed this with the Fremont County Clerk and Recorder. Bond for \$1K for each board member and \$5K for the treasurer. Motion to reimburse Donna Toeroek \$133.31 for posting the bond made by Tim Benton. Seconded by Greg Cook. Motion carried.
  - Establishment of Employee Identification Number (EIN): EIN 81-4701836 is established.
  - State Unemployment and Tax Act (SUTA): per Donna, first payroll tax of \$1.5K or more will be when this will kick in. Donna is working this topic and she will provide an update at the next meeting.
  - Notary fees and costs: As Secretary and Assistant Secretary, Jennifer and Tim are required to become Notaries. Training course and examination are available on-line. Motion to appropriate \$500 towards Notary costs/fees for Jennifer Walsh and Tim Benton to get their Notary certificate made by Greg Cook. Seconded by Dave Matassoni. Motion carried.
  - Property Title Fees: Real Property and vehicle titles need to be transferred to the Tallahassee Fire Protection District. It was suggested that an inventory of all other property be compiled and potential labels be affixed to specific property as appropriate. Motion to appropriate \$200 to transfer real property and vehicle titles made by Greg Cook. Seconded by Tim Benton. Motion carried.
  - Insurance: Includes property insurance, workman's compensation insurance, and director/officer insurance. Donna will get applicable quotes and present them to the board.
  - Issuance and posting of Transparency Notice and other Required Documents: Donna will complete and post all required documents that are required for the initial organization of the Special District. After that point, the Secretary and/or Assistant Secretary, with the assistance of the President will post and file applicable documents as required by the SDA. Donna will post the Transparency Notice by January 15, 2017.
- Authorization to establish Accounts:
  - Bank accounts, credit card accounts and lines of credit: Motion to form a team consisting of TFPD Board President, Treasurer and Accountant to determine if Wells Fargo Bank (current bank for TVFP) or another institution works best to fit the needs of the TFPD without creating any potential conflicts of interest with the TVFP made by Greg Cook. Seconded by Tim Benton. Motion carried.
  - Initial Rules for Issuing Checks and Authorizing Expenditures: Mike Meyrick, Donna Toeroek, and Tess Matassoni are authorized to expend funds in support of the TFPD. Motion to authorize expenditures of < \$500.00 requiring one person/signature authorization and amounts > \$500.01 requiring two persons/signatures made by Dave Matassoni. Seconded by Donna Toeroek. Motion Carried.
  - Additional notes: When determining the financial institution to use, it needs to be determined if the bank will enforce two-signature expenditures?

- Authorization to Substitute as Contracting Authority for TVFP Contracts and Grants – Authorization of Signing Authorities for Special District:
  - Motion to authorize substitution of Contracting Authority for the TVFP Contracts and Grants made by Donna Toeroek. Seconded by Greg Cook. Motion carried.
  - Motion to appoint Mike Meyrick and Greg Cook as the Contracting Authority for the TFPD made by Mike Meyrick. Seconded by Tim Benton. Motion carried.
  - Signing Authority for the TVFP is President Mark Norris.
- Acceptance of Titles: Discussed above with additional detail below:
  - TVFD Vehicles: 16 total
  - TVFD Real Property: 2 total buildings, Main station at 2518 State Hwy 9, Canon City, CO 81212 and the Canyon Springs Station. Mike will complete Quick Claim deeds and work with Mark Norris to get signatures for transfer.
  - TVFD Other Property: This property does not have to be recorded; however, a suggestion was made that an inventory be created if one does not exist at the TVFD.
- Appointment of Fire Chief for the Special District:
  - Notice to all TVFD firefighters was given along with the opportunity to apply. Mike Meyrick received one application, from Gordon Grosslight. There was a discussion on what constituted a P/T vs. F/T employee, whether FLSA rules applied and if stipend vs. salary rules applied. The Board tabled the discussion until Donna could consult with the law firm of Collins, Cockrel & Cole, who specialize in Special District law matters, about the issues.
  - Board neglected to vote on engaging the law firm of Collins, Cockrel & Cole as the legal counsel during the meeting, so an email was sent on 12/22/16 to correct this discrepancy, giving board members time to voice objections if necessary.
- Adoption of 2017 Budget:
  - Before the budget can be adopted it must be posted to the public. Motion for Mike Meyrick to post the notice in the newspaper and the web site referring the public to the proposed budget posted on the TFPD web site made by Greg Cook. Seconded by Tim Benton. Motion carried.
  - Dave will forward budget to Gloria for posting on the web page.
  - Board will vote to adopt 2017 budget at next meeting once all public responses are reviewed/recorded.
- Establishment of Future Meetings and Times: Motion for future meetings to occur on the 3<sup>rd</sup> Wednesday of every month at 2 PM year round made by Dave Matassoni. Seconded by Greg Cook. Motion carried.

#### **Old Business**

- None

#### **Other Business**

- Discussion on current Darcy Bookkeeping and Tax Service:
  - Letter sent to Darcy Bookkeeping and Tax Service thanking them for their support over the years and letting them know that the TVFD would be changing to another Accounting Service effective immediately.
  - Susan Darcy responded with an email stating they would prefer to finish year-end forms/taxes and complete outstanding account reconciliations for Nov and Dec 2016.
  - Mike responded to Susan Darcy requesting notice if they could not complete all actions by January 10, 2017.
  - Awaiting her response; however, Susan Darcy is out of the office until Dec 29, 2016

**Adjournment:** *Motion by Dave Matassoni to adjourn. Seconded by: Tim Benton. Meeting was adjourned at 3:45 p.m.*

Respectfully Submitted by Jennifer Walsh, Secretary.