



**Tallahassee Fire Protection District
Minutes of Feb 15, 2017 -- Board of Directors Meeting**

Dave Matassoni, Board Member, called the Meeting to order at 2:05 p.m. on February 15, 2017.

Directors present: David Matassoni, Tim Benton, Donna Toeroek and Greg Cook

Directors absent: Mike Meyrick

Other Members present: Gordon Grosslight (via phone), Tess Matassoni, and Jennifer Walsh

Firefighters/Public present: Cindy Boyle and Mark Norris

Tallahassee Fire Protection District (TFPD) is identified in these minutes as "District".

Secretary's Report:

- Motion to accept or correct meeting minutes: Motion to accept the January 18, 2017 minutes as written made by Donna Toeroek. Seconded by Tim Benton. Motion carried.
- Introduced Cindy Boyle to the Board: Cindy is maintaining the Master donation spreadsheet and sending thank you notes to all donors.
- Email update: Queried all board members to ensure they have access to the new email system and asked if there were any issues. All present have access and no issues were specified. A reminder to start using this email system for all official District email.
- Use of OneDrive: Queried all board members to ensure they have access to the new email system and asked if there were any issues. All present have access and no issues were specified.

Treasurer's Report:

- Bank Account Status: See attached report titled: "Treasurer's Report for the Reporting Period of January 1 – January 31, 2017"
 - Note: Transfer of funds from TVFP were not yet approved at the time of this meeting, but it is on the agenda for the TVFP meeting that followed at 4PM on this date.
- Motion for Donna to contact the lawyer concerning opening a separate savings account for the TABOR Reserve with a monthly input of 3% of each month's revenue was made by Donna Toeroek. Seconded by Tim Benton. Motion carried.
- Fixed monthly costs: Tess will provide a list to Donna of the monthly payments so they can be set up on auto-pay with Wells Fargo. Donna has on-line access at this time and Tess, Greg and Erika Ready need to have their profiles set up at the bank.
- Status of Financial Management Plan: Donna continues to update.
- Pending Resolutions:
 - Resolution 2017-004, Establish Definition of District Assets. Motion to establish the definition of a District asset as one having a value of \$2,000 or more and a useful life of 2 years or more was made by Dave Matassoni. Seconded by Tim Benton. Motion carried.
 - Resolution 2017-005, Grant access of the Accountant, Erika Ready access to the District bank accounts for the purpose of paying bills. Motion to grant access was made by Donna Toeroek. Seconded by Dave Matassoni. Motion carried.
 - Resolution 2017-006, Authorizing the Installation of an LED sign on District Property. Motion was made by Donna Toeroek. Seconded by Tim Benton. Motion carried. The sign will be 28" tall by 53" wide, have displays on both sides (facing North and South), and be posted under the TVFP emblem at the Main Station along Highway 9. The LED sign will display official communication to the community.
- Insurance Status Report: Donna presented that the current Pinnacol Workman's Comp policy will be replaced with a new Pinnacol Workman's Comp policy effective 1 Mar, 2017 at an annual cost of \$2,500. This policy will cover all Fire Fighters and the District Board only. Donna will check on payment schedule, suggesting a quarterly payment.
- Fire Chief Contract status: Donna sent a draft copy to Mike and will also send a copy to Gordon for his review.

Chief's Report: See attached report titled "Chief's Report, January 2017"

Old Business

- Acceptance/Transfer of Titles:
 - TVFP Real Property: Two total buildings, Main station at 2518 State Hwy 9, Canon City, CO 81212 and the Canyon Springs Station.
 - Canyon Springs Station: Quitclaim was notarized on January 20, 2017.
 - Main Station: Unable to locate the original deed, so Mike will obtain a copy from Fremont County and complete the Quitclaim document for transfer.

- TVFP Vehicles:
 - DMV point of contact: Greg working on transfer documents. Per Gordon, Engine 31 does not have a title due to previous ownership and several transfers over the years. Also, Engines 54 and 14 are state leased vehicles. New lease agreements are due in this year.
 - A Letter of Authorization will be completed by Greg and signed by the Board President.
- TVFP Other Property: Gordon has provided Donna with an inventory of accountable high value items and will annotate those items defined as Assets IAW Resolution 2017-004 above.
- Notary Status: Tim is now a notary.
- Upcoming Mar/Apr Smoke Signals Newsletter: Dave has requested input from all Board members and has started working on contact and layout. As of this meeting \$3,920 has been received since Jan/Feb newsletter was mailed on 6 Feb.

New Business

- Policy Issues:
 - Establish Workshops to Develop an Updated Strategic Plan: Dave and Tim will set up meetings with key personnel.
 - The potential of a Mill Levy assessment was discussed, based on how well the Mar/Apr fundraising goes. Also discussed was the message given when the original Special District petition signatures were solicited. Greg stated that the message to the community was that they would give the fundraising a year into 2018 before a potential Mill Levy would be assessed.
- Discussion about Stipend for the District/TVFP webpage webmaster and Social Media maintainer (Facebook and Twitter): Gloria has been volunteering to maintain this media since 2001 at no cost. Gordon stated that a \$200 monthly stipend is already in the District budget under line item 6016.3.
 - A motion was made to pay Gloria \$200 per month as a stipend for maintenance and upkeep of the District/TVFP webpage and Social Media pages was made by Greg Cook. Seconded by Dave Matassoni. Motion carried.
 - It was further discussed that the Board will put a contract in place with Gloria with set expectations. Dave will contact Gloria for a contract and to also get the passwords to all webpage and social media outlets for future reference.
- St Thomas More Medical Grant: The District was awarded \$7,500 under this Grant, although originally \$15,500 was requested.
 - The awarded amount is enough to purchase a refurbished EKG monitor; however, the remaining funds will need to come from the District budget.
 - Gordon stated that the medical training piece could be satisfied through a monthly "Create Grant" process, leaving the additional medical equipment cost at approximately \$1,750. This includes oxygen tanks, training manikins, sponge kits and oxygen masks.
 - A note was made by Board members that we currently have only 2 trained EMT personnel and therefore do not have enough EMTs available to respond to the community yet; therefore, we cannot make that statement. There is one individual interested in pursuing the EMT training; however, she is still on probation with department for 7 more months.

Other Business: None

Adjournment: *Motion by Donna Toeroek to adjourn. Seconded by: Tim Benton. Meeting adjourned at 3:38 p.m.*

Respectfully Submitted by Jennifer L. Walsh, Secretary.

Treasurer's Report

For the Reporting Period January 1 – January 31, 2017

- No financial activity in January.
- Wells Fargo bank account opened Feb. 2, 2017 with \$10,956.84 from TVFP.
- District QuickBooks to be set up by March 1, 2017.
- Payments to be made bi-monthly on the 1st and 16th of each month starting March 16.
- Process flow established
- TVFP still planning to transfer \$204,000 to District in 2017
- Monthly cash flow to include Reserve for Payroll & Deployment Reimbursements
- Remaining tasks:
 - Savings account for TABOR reserve
 - Transfer TVFP vendor accounts to District.
 - Set up automatic payments through the bank account for fixed costs
 - Set up bill pay through Wells Fargo
 - Resolution establishing assets
 - Access to Bill Pay for Accountant
 - Greg Cook's profile for bank account

Chiefs Report, January 2017

Incidents			Hours		
	MTD	YTD		MTD	YTD
Wildfire			Admin	146	146
Structure Fire			Training in house	70	70
Medical	3	3	Training remote	44	44
Vehicle			Fire Local	4	4
Smoke Investigation	1	1	Medical	9	9
Mutual Aid			Deployments	0	0
Other	1	1	<u>Total</u>	<u>273</u>	<u>273</u>
Deployments					
<u>Total</u>	<u>5</u>	<u>5</u>	Main Station Staffed Shifts		11

Membership: 17 active, 4 Trainees
NFIRS: 2016 complete
CRRF: 2017 due April
IQS: 2016 complete
Agreements: AOP and Fremont Mutual Aid prepared
ISO: Pending upgrade
Training: See 2017 schedule attached
 CPR/AED, EMR classes scheduled
Dispatch: VHF dispatch equipment installation pending Spring 2017
Communications: All members have 800 radios, trainees will be issued in March

Equipment:

Station	In Service	Out of Service	Actions
1 Main Station	E41, E13, E26, M1, C1	T12, T22, T32	Tanks spring 2017
2 Canyon Springs	E31*, E16, E56*, E36		* At Main Station
3 King Meadow	E54, E46		
4 Autumn Creek	E21, T13		
5 Cabin Creek	E14		
6 South T Bar	Not staffed		

Grants

2017 VFA	Pump, Nomex, Training	Submitted
2017 AFG	Portable Pumps	Submitted
2017 SAFER	Recruitment / Retention	Submitted
Saint Thomas Medical	equipment and training	Awarded
EMTS Grant	Communications Equipment Purchase	Funds Requested
Mineral Impact	Facilities Improvement	Pending
Create Grant	Medical training	Submitted

Policies and Procedures: Revisions to sections 105, 118

Stations Canyon Springs remodel and expansion scheduled 2017
 Main Station additional equipment bay and quarters late 2017
 Cabin Creek rodent footing and new door Spring 2017

Projects Main Station exhaust system, truck modifications Spring 2017
 Water Tenders, 2 tanks ready for install 2017
 VHF repeater, land contract pending, budgeted min 2017