



**Tallahassee Volunteer Fire Protection, Inc.
Minutes of January 18, 2017 -- Board of Directors Meeting**

Mike Meyrick, President, called the Meeting to order at 11:01 a.m. on January 18, 2017.

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

Directors absent: None

Other Members present: Gordon Grosslight, Tess Matassoni, and Jennifer Walsh

Firefighters/Public present: None

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

Public Hearing on 2017 Budget: President Mike Meyrick opened the public hearing at 11:02 a.m. on the 2017 budget. As nobody from the public was present to address the Board, President Meyrick closed the public hearing on the 2017 budget as 11:03 a.m.

- There were two public notices posted to announce the meeting on January 18, 2017 at 1) District web page, 2) Fremont County Clerk's office and 3) bulletin board in front of the main Fire Station. The first posted on December 30, 2016 stating the meeting time would be 2 p.m. and the second on January 12, 2017 changing the meeting time to 11:00 a.m.

Secretary's Report: Motion to accept the December 18, 2016 minutes as written made by Tim Benton. Seconded by Donna Toeroek. Motion carried.

Treasurer's Report:

- Insurance Status Report: Donna provided a written analysis of the current TVFP Insurance costs (\$12,580) and the Special District Association (SDA) Pool Insurance (\$11,695). Current annual insurance period for the TVFP is Aug through Aug and next installment of the insurance is due February 1, 2017 for \$2,050. One specific question discussed, is potential insurance coverage of the new District board. The Board tabled the topic of potentially changing insurance companies until additional information is gathered. Gordon Grosslight will contact the current insurance company and work with Donna to gather further information.
- Banking Committee Report (see Resolution 2017-003): Donna presented the report stating that 4 potential banks were identified, considered and visited. Recommendation: Wells Fargo Bank due to their ability and understanding of the rules for handling public funds. In accordance with Resolution 2017-003, a checking and saving account will be opened. Bank accounts will be opened and funds transferred from TVFP Board in the near future.
- Bookkeeping Update: Tess identified that the Darcy Bookkeeping completed the year-end bookkeeping records. They were working on the tax filing at this time. Tess was to meet with the new Bookkeeping agency after the board meeting on this date to start setting up the accounting system with them. To close out the dealing with Darcy, Tess received all applicable materials back from them and will change all required passwords.
- Vote on any necessary Actions: There were no actions at this time.

Old Business

- Adoption of 2017 Budget:
 - Public Input: None (Public Hearing details above)
 - Directors Input: None
 - Fire Chief Pay Status: FLSA concerns identified at the last meeting were addressed. FLSA documents were reviewed by Board President and it was determined that 1) the Fire Chief qualifies as a Professional Exempt employee, 2) as long as the District pays a minimum salary of \$425 per week, and 3) the Fire Chief has the special knowledge necessary to qualify for the position the Board deems there are no FLSA issues.
- Pending Resolutions:
 - Resolution 2017-001 – Adoption of Budget: Motion to adopt the 2017 budget made by Greg Cook. Seconded by Tim Benton. Motion carried.
 - Resolution 2017-002 – Appropriate of Sums of Money: Motion to appropriate the specific sum of money from the TVFP made by Donna Toeroek. Seconded by Dave Matassoni. Motion carried.
 - Resolution 2017-003 – Establishment of Bank Accounts and Signatories: Motion to establish bank accounts and signatories made by Tim Benton. Seconded by Donna Toeroek. Motion carried.
- Appointment of Fire Chief for the District:
 - FLSA concerns as discussed above were deemed by the Board to be not applicable to this position.
 - Motion made to retain the current Fire Chief, Gordon Grosslight as the District Fire Chief made by Greg Cook. Seconded by Donna Toeroek. Motion carried.

- Mike will create an Employment Contract and execute it for signature with the Fire Chief.
- A motion to allow Gordon to continue to negotiate and sign mutual aid agreements, grant proposals, and interagency agreements made by Dave Matassoni. Seconded by Greg Cook. Motion passed.
- Engaging the law firm of Collins, Cockrel & Cole to represent the District:
 - The Board voted via email on December 22, 2016 to engage the law firm. A motion to officially document the action to retain this law firm and establish an attorney client relationship with this firm made by Donna Toeroek. Seconded by Dave Matassoni. Motion carried.
- 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: Mike created the Quitclaim document and it will be notarized on January 20, 2017.
 - Main Station: Mike needs the deed to complete the Quitclaim. Gordon believes it is in the safe and will provide the original to Mike.
 - TVFP Vehicles:
 - DMV point of contact: Motion made to appoint Greg Cook, Tim Benton and Gordon Grosslight the POCs to execute all DMV documents necessary for all vehicle title transfers made by Donna Toeroek. Seconded by Dave Matassoni. Motion carried.
 - A Letter of Authorization will be completed by Greg for Mike to sign as Board Pres.
 - TVFP Other Property: Gordon has an inventory of accountable documents of high value items. He will provide a copy to the District Board.
- Notary Status: Jennifer is now a notary. Tim is working to become a notary.

New Business

- Policy Issues:
 - TVFP Policies and Procedures: A motion to adopt the existing TVFP Policies and Procedures as the District Policies and Procedures made by Dave Matassoni. Seconded by Tim Benton. Motion carried.
 - Colorado Open Records Act (CORA): A motion to adopt the CORA policy as written made by Donna Toeroek. Seconded by Dave Matassoni. Motion carried.
 - Financial Management Plan (FMP): Detailed document created by Donna. The Board discussed various aspects to include 1) the bill cycle that would occur every 2 weeks (26 pay periods), and 2) 50% vs. 100% payment to firefighters upon their return from deployment. Gordon, voiced potential concerns when it comes to deployments and payment of deployed firefighters. The Board Tabled this topic until Gordon, Tess and Donna could talk future and compare the FMP with the newly adopted District Policies and Procedures referenced above.
- Introduction of POC for Master Donation List: Cindy Boyle has agreed to take over maintenance of the Master Donation List that is also used for newsletter mailings. Cindy was unable to attend this meeting due to illness.
- Establishing Dropbox or Google Drive Account: The Board discussed these two mechanisms along with the District web page as potential information/document repositories. Only public documents would be stored and this does not include the Master Donation List. The Board Tabled this topic until Dave could meet with Gloria, the webmaster to determine our options to include a Board members only area and security issues.
- Discussion on Public Perception of the Department and Corrective Action: Dave provided a presentation and handouts on the District creating a Communications Plan and asked for input from the Board. The Plan included: determining our objective, who we are, what our message is and how to communicate it to the public. Some current tools used are printed materials, social media and physical events.
 - Signage: Gordon reminded the Board that he had a Grant approved for \$1,750 to add a sign to the building where the Board could display messages to the community. The money must be spent first and the invoice sent to the Grant entity for reimbursement. Gordon to work this further with the Board.

Other Business: None

Adjournment: *Motion by Donna Toeroek to adjourn. Seconded by: Tim Benton. Meeting adjourned at 12:37 p.m.*

Respectfully Submitted by Jennifer L. Walsh, Secretary.