



FLORISSANT FIRE PROTECTION DISTRICT

Board of Directors Regular Meeting

2606 W Hwy 24, Florissant, CO 80816
and
Zoom Meeting

Feb 22, 2023

MINUTES OF THE REGULAR MEETING

MEETING OFFICAL RECORDING OF RECORD (closed caption on):
<https://zoom.us/rec/share/bTeCPj4PjnO7N3xBeGN5p3tJB0EPH9BaFzAuwnVBNUw70HrxNeEMC5aPVFsjkw.IU1CgSAXumaZSuZg>

Passcode: R.6F4Q=!

1. **Call to Order 1808 hours**
2. **Pledge of Allegiance**
3. **Roll Call**

Board Members:

President, Starla Thompson

Vice President, Justin Snare

Secretary, Amanda Sutton

Board members absent : n/a

Others in Attendance:

Chief Erik Holt

Victoria Wertgen (CPA)

Todd Leopold

4. **Approve Regular Meeting Minutes 1-25-2023**

MOTION: President Thompson motion to approve January 25 Meeting Minutes; Second-Secretary Sutton All in favor unanimous, Vote Passed

5. Public Comment

- a. Public comments submitted; one comment submitted by public comment email and several comments submitted in person and by zoom attendance.

6. Chief's Report

New Business

- a. High Park Fire clarifications regarding issues and update on payments complete for all parties and two individuals reporting complaints of no payment; this issue is complete and payments are processing.
- b. Inventory clarification – Chief stated there is an inventory on property, but current inventory does not meet his professional standards; inventory management has been delegated to Operations Captain; inventory being complete during his time on shift.
- c. District information posted on public websites about volunteer rosters, certifications creates public trust issue; training and dedication; will not give out names, numbers or emails as there has been prior harassment of volunteers. Recruitment is high.
- d. Response times are reported directly from the emergency management system and is not inaccurate;
- e. Autism Awareness t-shirt proceeds ~\$3 per shirt sold; sold 14 shirts so far; is an online store purchase to sale only; there is no inventory; There are no tax payer funds spent on shirt; there. Simply showing support for a good cause and common in the fire service nationwide.
- f. Chief Holt contract posted publicly – Salary \$87500 and not highest paid fire chief in the county; State average is \$147K. Second lowest in the county and Divide posting base salary is higher; currently at zero days of leave and paying unused accrued annual leave would be a burden on the District.
- g. Jan 26-Feb22 22 incidents; 2 overlapping calls, slight decline in response from January; 9 incident and emergent Florissant 10.25 CME 12.0; acceptable range for rural department and commend volunteers and Captains
- h. Light Rescue Truck: Just flew back from onsite inspection; will be moving forward with purchasing vehicle; anticipate improved response times to vehicle accidents with updated equipment; volunteers will be safer, and better tools to perform duties which equates to better service to community
- i. Updated security system has been installed
- j. Emergency reporting system is currently in the process of transitioning data to ESO
- k. Family Fire Muster: Two sponsors so far, Cari Dell live music at evening fundraiser, planning and logistics in process; actively searching for auction items, raffle items, and sponsors
- l. High Park Billing: ~\$9200 Total paid to FFPD; \$4870 to District operating account, Remaining paid to volunteers on fire
- m. Fully Involved Training with Mark June 10th – FFPD hosting class. Professionalism in a high functioning culture in a; 80 tickets and sold ~10% within all Teller, El Paso and Denver Metroplex; Every FFPD member tuition covered and networking opportunity with other firefighters
- n. CWPP: Starting with smaller HOAs and met with Mr. Coleman at CME; using CME as a model starting point and multi-year plan to update throughout Florissant in partnership with the County.

Old Business

- o. Fleet Management May River – Legal Review
- p. Officer/Driver/Operator Academies– Circle back in March
- q. Burn Restrictions: Chief's Council submitted to County and is still in County Review

- r. Motorola APX 4000 order-order submitted to Motorola

7. Treasurer's Report -Approve Financials December 2022, January 2023

- a. New Report: Coding charges for receipts
- b. Report showing purchases >\$2000
- c. Annual Profit/Loss P&L; Collected 6.3% of revenue from property taxes, 6% of overall income budgeted; Spent 9.2% operating to date, 37.8% other (includes vehicle purchase) to date
 - i. \$468,000 in bank; 1.6m in fixed assets; \$3200 CC liabilities; Still working on penalties retrieval
- d. CD that is expiring in March; \$5000 and will bring back to next board meeting
- e. Budget amendment to be discussed during Agenda item: Todd Leopold from DOLA; budget amendment will be needed

MOTION: Vice President Snare motion to accept financials, Second-President Thompson, All in favor-unanimous; Vote Passes

Unfinished Business

8. District Standard Operating Procedural Manual

- a. Florissant Fire Protection District Bylaws; mirrored from statutes and reviewed by legal team
- b. Finalized, adopted and reviewed by legal
 - i. Both documents available on the Board Meetings tab on florissantfire.com website
- c. Open invitation for people to sign-up to be a volunteer, join the Fire Corps, join and be a member to participate actively in the department; Chief reiterated we are all in this together, please come and join
- d. Update on status of Chief Standard Operating Procedures/Standard Operating Guidelines
 - i. Board request to solidify target date on in progress and completed documents.
 - ii. Operating guidelines (tactical operating guide), SOPs-rules of department, Personnel documents
 - 1. Going through pre-existing policies and procedures to use as a starting point and reworked
 - 2. Probationary task book reworked and in place
- e. Next month – Chief to provide presentation and overview of types of documents and presentation to public

9. Update Facilities Projects

- a. Upper building almost complete; insulation, paint and electric (replacing with LED lights, potential rebate)
- b. Finalize architectural drawings, met with planning and some additional paraments to meet for final permitting an build anticipated to be fairly quick

New Business

10. Todd Leopold from DOLA

- a. Overview of DOLA: Department of Local Affairs (Todd is Regional Manager); work with local governments and provide support from state to make you successful; offer grants (funding up to 1M with 50/50 match and some up to @250K); capital and infrastructure grants are an option.
- b. University technical assistance program: partnership with University Colorado Denver; subsidize the cost to offer this service (community engagement, etc.)
- c. Technical Assistance available: Financial assistance, financial, capital improvement, board governance, training and strategic planning workshops (no cost services)

- d. Todd stated we are in a really strong position to build off the basic foundational pieces; Todd offered and is available to support with many topics and offered TA services.
- e. Went through revenues, budgets, capital and operating expenses; how to make sure replacement costs are sustainable and thinking longer term. Todd offered to partner with FFPD and attend board meetings to support us.
- f. These discussions are a marathon and not a sprint; take time to develop policies and procedures, foundational; Not everything needs to be done right away and offered to assist us with technical assistance and prioritization.

11. Notification of no need for audit

- a. Todd Leopold offered to address this topic. Conversations with state auditor; exemptions based on revenue and type of jurisdiction. After state auditor review; Todd stated FFPD is in fact exempt and the state auditor office meant to send a letter and acknowledged in undated and may have taken longer to receive. From the State perspective FFPD is exempt.

12. Motion to Adjourn

MOTION: President Thompson motion to adjourn meeting, Secretary Sutton-second, All in favor-Unanimous; Vote passes

13. Meeting adjourned at 1935 hours

Appendix A Chief's Report

OLD BUSINESS

1. Submission for approval of fleet management agreement with May River Auto
2. Officers/Driver/Operator Academies
3. County burn restrictions update
4. Motorola APX 4000 order

NEW BUSINESS

1. Opening address- high park, inventory, roster, work hours, response times, autism charity
2. February response times/incident reports
3. Light rescue truck update
4. Physical/data security update
5. ESO transition
6. Inventory
7. CWPP/CRR process for 2023
8. Family Fire Muster April 29th / Autism Awareness shirts
9. High Park Billing update

Notes: will not share roster with names, emails, or phone numbers due to past harassment of members but active roster numbers are 501, 504, 505, 506, 510, 511, 513, 515, 519, 543, 546, 550, 551, 555, 558, 559, 560 giving us 17 current active members. 561, 562 are classified as reserve members for major incident support and lastly 590 for fire corps coordinator as an assigned roster number.

APPROVAL

On this day, February 22, 2023, we attest that the foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Florissant Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

President, Starla Thompson

Vice President, Justin Snare

Secretary, Amanda Sutton