

The Regular Monthly Meeting for Wednesday February 21st

David Groat <david.groat@Florissantfire.com>

Wed 2/14/2024 7:59 AM

**The Regular Monthly
Meeting for Wednesday
February 21st
6:00 pm MST**

**FLORISSANT FIRE PROTECTION
DISTRICT
Monthly Meeting of the Board of
Directors of the Florissant Fire Protection
District**

**6 pm – February 21st, 2024
Zoom or in person**

Station 1 Florissant Fire
2606 W. Hwy. 24, Florissant CO 80816

Host is inviting you to a scheduled Zoom meeting.

Topic: Monthly Florissant Fire Board Meeting - Third Wednesdays of each Month
<https://zoom.us/j/98919551797?pwd=ZVZYNmROQXB3c0txTEhyY1BIVTlidz09>

AGENDA

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Treasurer's Report
5. Chief's Report
6. Old Business
 - i. Bylaws Review
 - ii. Hiring Committee Update
 - iii. Update on Progress of Website
7. Committees
 - i. Formalize Structure, Role, and Responsibilities
8. Friends of Florissant Fire
 - i. Mission Statement and Organization
 - ii. Update on February/March Educational Events
 - iii. Update on March Fundraiser "Cabin Fever In Florissant"
9. Fire Corp
 - i. Mission Statement and Organization
7. Adjourn

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32	Published Advertisement for Chief's Position
33 thru 34	Published Fire Chief Position Requirements Summary

Regular Meeting of the Board of Directors of the
FLORISSANT FIRE PROTECTION DISTRICT

6p February 21, 2024

Station 1 Florissant Fire

2606 W. Hwy. 24, Florissant CO 80816

In person or ZOOM MEETING

<https://zoom.us/j/93412037067?pwd=V0x4cm9ZdUk4SkswZXdqVnc3Vsc2Zz09>

Meeting ID: 934 1203 7067

Passcode: 171159

1. Paul called the meeting to order at 6:00p.
2. Pledge of Allegiance
3. Roll Call - Present: Paul del Toro, Allen Schultz, Dave Groat, & LeAnne Spicer. Judy Dunn was excused. We have a quorum and the Chief is present.
4. Treasurer's Report: LeAnne provided reports (attached). The Balance Sheet shows our current on-hand balances of the 4 bank accounts of \$254,192.57. The old account, #7340, is closed and funds were moved to a new operating account. No property tax monies have been received yet. Budget vs. Actual (2nd column is the annual budget) – bank fees are higher because of wire fees to move funds from the hacked account to QuickBooks to cover the year-end payroll. Line 6121 Education / Firefighter reflects the Advanced EMT classes. 6470 Uniforms – are the high-visibility coats & gloves ordered in 2023 but received in 2024. 6500 Office Supplies – a couple expenses need to be moved to Maintenance & FireCorps. 6550 Info Tech – extra security cameras. 7110 Maintenance – new heater control board for Station 1. 7200 is the replacement hot water heater for Station 2. 9220 Legal – Annual SDA & DOLA filings (known expenses). LeAnne explained when she reviews these reports she looks at large, unusual or questionable items, she found none of concern. Shout out to Capt. Sebring making some changes to unused modules on the ESO subscription and reducing that cost, likewise to the Chief & Carolynne for getting 5 vehicles off the insurance bill which resulted in a refund of \$969.
5. President's Report: Paul stated Judy is absent tonight for a death in the family. He reported the check fraud case is still under TCSO investigation and reminded everyone we did not suffer any loss of funds.
6. Chief's Report: See attached report which was shared with Board Members, detailing statistics & activities & meetings he's attended, since the last meeting. Chief Quick mentioned our volunteers receive accolades from supporting agencies on scenes for the number of responders and their skills and abilities. There were over 962 hours of volunteer time since the last meeting – amazing! He thanked everyone who has shown up early & often, snow shovels in hand, and cleared the bays so we could get out on calls quickly & safely. He said that FireCorps. cleaned & organized the kitchen; sealing food for safety & sustainability. The refrigerators have been sorted and cabinets labeled. He talked about the Virtual Fire Extinguisher which is on-loan to us and how it was used at the 2/17 Fire Blanket event. We can borrow it again – possibly at the pancake breakfast. Regarding vehicles, Jonah, the NETCO mechanic will try to be with us for a month this summer to evaluate our rigs & provide repairs. R-50 is in Colorado Springs at Mile Hi Stress & Suspension for a front-end alignment. Squad - 51-- it may be practical to make those \$5k repairs & put it back in service, esp. when we have two support vehicles out of service at the same time. The electrical short in the Chief's vehicle has been repaired. Chief reported on the ICE Rescue training; 3 were certified, 5 more earned hours and the drone was used to capture images of the event. Training is now on Thursday nights at 6:30p. Jackets have been received and we'll be getting patches with Velcro (so they can be removed when gear is turned in). Paul requested a group photo of volunteers wearing the new jackets to be posted on our website, on Facebook and shared with Thetford Realty. The Training Center was used for 4 CERT trainings and one Community Event – fire extinguisher/fire blanket education & sales. Chief asked if the Board would begin paying the Captains and District Administrator, as provided in the 2024 budget. LeAnne said there are no contracts or payment structures yet, Paul said he would work on that this week. She stated the gray area of paying volunteer captains, and as this is not on tonight's agenda, it will be in the March Meeting new business.

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7. Old Business: 1. Bylaws review: Dave shared the corrections which were made. **A motion was made, seconded and passed to accept the new (2/21/2024) District Bylaws document.** The Board thanked the Bylaws Committee for their hard work in getting this into place! Members signed the new document. 2. Hiring Committee Update: Allen, Robin, Karen & Dave drafted and revised a job description for the Fire Chief. Allen stated that persons paid with taxpayer dollars fall under specific requirements regarding postings, interviews, etc. The draft is on the website & Facebook. The committee is also utilizing Indeed & Monster, etc. The board is hoping Interim Chief Quick will submit an application. Robin asked who does the actual hiring and Allen explained the committee is made up of himself, Don Moore, Jordan Moon, Michael Bailey, Chris Walters and Dave Groat. They will do the preliminary sorting then make suggestions to the Board. Former Chief Michael Bailey is on the committee because of his extensive knowledge and experience in our particular District. It was suggested that the Chief at Hartsel could be a good resource. Chief will get his contact information for the Board to contact. Paul reminded members that we are all on the same team, we just have different roles & responsibilities. He encouraged everyone to be mindful of what's posted on WhatsApp. backstabbing won't be tolerated. 3. Update on progress of Website: Dave stated that the volunteer who's revamping this for us told him most of the functionality is in place. It should be nearly complete in another couple of weeks. Paul felt we should offer to pay for any extra features – like Widgets for an interactive calendar, address sign requests, or a possible donation system. Our website will be ADA compliant when finished.

NOT on AGENDA: **A motion was made, seconded and approved to accept the minutes from the 1/17/2024 regular monthly meeting.**

8. Grant Committee: Bonnie has completed a grant application for a matching grant for a new EMT vehicle. The committee is working on a Fire Adaptive Colorado for signage on Hwy 24 regarding forest fire information. It will be a reminder of what causes forest fires. This will be a good starting point for the committee members who aren't familiar with the process of grant writing. Toni would like to see it posted on department property from time to time, when it's not on private property. Paul will try to find a mock-up before asking for Board approval.

9. Friends of Florissant Fire: It was clarified that the Friends are a committee, under the Board. LeAnne said we need "lane definition" and Terri shared some of the FireCorps tasks and specialties. It was stated that Friends will be in charge of fundraising. There was discussion about the Toy Drive, the Holiday Parade and the Annual Banquet which were historically handled by the FireCorps. But it was noted that the purpose of the FireCorps is to support the Firefighters. All other events, fund raising efforts, community education, etc. are the responsibility of the Friends Committee. Cross-over is welcome! FireCorps members may join the Friends and vice-versa. Invitations and notifications need to go out to ALL VOLUNTEERS for inclusion and best response. Be sure to include Board Members and the District Administrator so that everyone knows what's going on and can stay on the same page. (It was noted that we should have a Permanent Budget Committee.) Paul said our goal is to establish the roles and functions of committees within our organization, the person in charge of a Committee has to communicate with EVERYONE.

Chief Quick asked for clarification on an email from Allen regarding the handling of FireCorps, which was brought up in an email thread. Allen admitted to writing the email to the Chief and the Board and preferred not to address publicly. He spoke of comments on the FireCorps. WhatsApp. regarding Friends who had resigned. Paul stated there are multiple sides to this story and blaming the Chief or the FireCorps is not helpful. Let's try to move forward and improve our communication. The finger-pointing has to stop. LeAnne agreed that rumors, hearsay & gossip need to stop. She said we need to remember our goal and ask ourselves "is my decision/action supporting the Mission Statement of the District?". There is on-going work on the Board Procedural Document, but further discussion was tabled.

Paul went over the remainder of the agenda, as it is after 9:00pm. March 23rd event – Cabin Fever in Florissant fundraiser dinner for an automated compression device, hopefully fund one, possibly two. Dave will get details and post on the website.

10. Adjournment – Paul adjourned the meeting at 9:15 p.m.

Respectfully submitted, Carolynne Forster, Volunteer Administrator

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FLORISSANT FIRE PROTECTION DISTRICT

Statement of Activity Detail

Since January 22, 2024

DATE	TRANSACTION TYPE	CLASS	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT
Ordinary Revenue/Expenditures						
Revenue						
4000 Property Tax Revenue						
4020 Abatements						
01/31/2024	Deposit		Current Tax	1040 ColoTrust		\$20.08
4110 General Property Tax						
01/31/2024	Deposit		Current Tax	1040 ColoTrust		\$2,950.12
4111 Capital Property Tax						
01/31/2024	Deposit		Current Tax	1040 ColoTrust		\$608.27
01/31/2024	Deposit		Treasurers fee	1040 ColoTrust	\$18.26	
4130 Specific Ownership Tax						
01/31/2024	Deposit		Specific ownership	1040 ColoTrust		\$3,697.44
01/31/2024	Deposit		Interest	1040 ColoTrust		\$762.35
01/31/2024	Deposit		Specific Ownership	1040 ColoTrust		\$24.34
4150 Interest						
01/31/2024	Deposit		INTEREST CREDIT	1010 7340 Comm Bank Operating		\$1.15
01/31/2024	Deposit			1040 ColoTrust		\$1,090.90
4160 Other Funding Sources						
4165 Signs						
02/13/2024	Deposit			1034 3461 Comm Business Checking		\$15.00
4168 Miscellaneous Revenue						
01/30/2024	Deposit		Meeting Room rental	1034 3461 Comm Business Checking		\$60.00
4162 Donations						
01/30/2024	Deposit			1034 3461 Comm Business Checking		\$1,000.00
Total for Revenue						
Expenditures						
5000 Operational Expenses						
5100 Payroll Costs						
5110 Fire Chief						
01/31/2024	Payroll Check		Gross Pay - This is not a legal pay stub	Direct Deposit Payable	\$2,383.33	
02/15/2024	Payroll Check		Gross Pay - This is not a legal pay stub	Direct Deposit Payable	\$2,383.33	
5200 Payroll Expense						
5210 Payroll Tax						
SS/MC						
01/31/2024	Payroll Check		Employer Taxes	Direct Deposit Payable	\$182.32	
02/07/2024	Payroll Check		Employer Taxes	Direct Deposit Payable	\$22.95	
02/07/2024	Payroll Check		Employer Taxes	Direct Deposit Payable	\$23.55	

DATE	TRANSACTION TYPE	CLASS	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT
02/07/2024	Payroll Check		Employer Taxes	Direct Deposit Payable	\$22.95	
02/15/2024	Payroll Check		Employer Taxes	Direct Deposit Payable	\$182.32	
5211 Payroll Processing fees						
01/22/2024	Expenditure		Intuit *qbooks Payroll	2016 Comm Bank Credit Cards (2015 - 5707)	\$76.50	
5230 Bank Service Fees						
02/07/2024	Expenditure		INCOMING WIRE FEE for test wire on new account	1034 3461 Comm Business Checking	\$15.00	
5240 Background Checks						
01/29/2024	Expenditure		Cbi Online 800-882-0757 Co	2016 Comm Bank Credit Cards (2015 - 5707)	\$6.00	
02/02/2024	Expenditure		Cbi Online 800-882-0757 Co	2016 Comm Bank Credit Cards (2015 - 5707)	\$6.00	
5480 County Treasurer Fee						
01/31/2024	Deposit		Treasurers Fee	1040 ColoTrust	\$88.51	
5600 Subscriptions & Dues						
01/23/2024	Bill		Annual subscription for emergency reporting	2000 Accounts Payable	\$2,982.50	
02/08/2024	Expenditure		Annual renewal for SDA	2016 Comm Bank Credit Cards (2015 - 5707)	\$675.05	
02/20/2024	Check		Annual dues for TCFCFA for FFPD	1034 3461 Comm Business Checking	\$250.00	
5690 Insurance						
02/06/2024	Bill		2nd of 9 installments	2000 Accounts Payable	\$794.00	
02/08/2024	Expenditure		Pinnacol Assuran	1034 3461 Comm Business Checking	\$794.00	
6140 Fire Corps Expenses						
02/08/2024	Expenditure		Flowers for Edward Zupancic	2016 Comm Bank Credit Cards (2015 - 5707)	\$88.98	
6160 Training Provisions						
6161 Fire Fighter						
01/26/2024	Check		Part 107 Drone training	1034 3461 Comm Business Checking	\$167.16	
6440 Firefighting Supplies						
6443 Supplies - Disposable						
01/22/2024	Expenditure		Newwiee 24 Pack Valentines Day Fluorescent Flagging Tape,	2016 Comm Bank Credit Cards (2015 - 5707)	\$40.98	
02/05/2024	Expenditure		Stop Slow Signs	2016 Comm Bank Credit Cards (2015 - 5707)	\$47.64	
6470 Uniforms						
01/25/2024	Bill		2X Ringers Rescue Glove	2000 Accounts Payable	\$31.62	
01/26/2024	Bill		SM Ringers Rescue Gloves	2000 Accounts Payable	\$63.22	
6500 Office Supplies						
01/22/2024	Expenditure		: Kleenex Expressions Ultra Soft Facial Tissues, 8 Flat Boxes	2016 Comm Bank Credit Cards (2015 - 5707)	\$15.47	
01/29/2024	Check		Treasurer name plate	1034 3461 Comm Business Checking	\$12.79	
01/29/2024	Check		Treasurer name tag	1034 3461 Comm Business	\$9.46	

DATE	TRANSACTION TYPE	CLASS	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT
				Checking		
01/29/2024	Expenditure		250 checks for new acct	1034 3461 Comm Business	\$224.35	
				Checking		
01/30/2024	Check		copy paper	1034 3461 Comm Business	\$38.99	
				Checking		
02/06/2024	Expenditure		Vacuum sealer machine, bags and cutting mats	2016 Comm Bank Credit Cards (2015 - 5707)	\$174.76	
02/07/2024	Expenditure		electric tea kettle, Electrolyte packets	2016 Comm Bank Credit Cards (2015 - 5707)	\$50.94	
6550 Information Technology						
01/23/2024	Check		Networking equipment	1034 3461 Comm Business	\$898.71	
				Checking		
01/23/2024	Check		Ubiquiti Unifi POE + Adapter	1034 3461 Comm Business	\$60.55	
				Checking		
01/25/2024	Expenditure		Mstt * E0600qoomi Msbill.info Wa	2016 Comm Bank Credit Cards (2015 - 5707)	\$46.00	
01/30/2024	Check			1034 3461 Comm Business	\$43.91	
				Checking		
02/12/2024	Expenditure		Networking between Training and Admin building	2016 Comm Bank Credit Cards (2015 - 5707)	\$1,053.69	
6800 Vehicles Expense						
6810 Fuel & Oil						
6812 Fuel						
02/08/2024	Bill		249 gallons 85 Octane gasoline	2000 Accounts Payable	\$740.27	
7000 Station Costs						
7100 Station 1						
7110 Maintenance Station # 1						
01/22/2024	Expenditure		Simple Green and Vinegar	2016 Comm Bank Credit Cards (2015 - 5707)	\$76.15	
01/22/2024	Bill		Elec tape	2000 Accounts Payable	\$9.17	
01/24/2024	Expenditure		2 single door electric magnetic lock	2016 Comm Bank Credit Cards (2015 - 5707)	\$72.54	
01/24/2024	Bill	Station 1	control board	2000 Accounts Payable	\$791.01	
02/09/2024	Expenditure		Sabre Tools and drill bits and screws	2016 Comm Bank Credit Cards (2015 - 5707)	\$28.46	
02/09/2024	Expenditure		Shark Upright Vacuum	2016 Comm Bank Credit Cards (2015 - 5707)	\$219.99	
02/12/2024	Expenditure		BougeRV MPPT Solar Charge Controller 30A, w/ Remote APP Control	2016 Comm Bank Credit Cards (2015 - 5707)	\$83.78	
7112 Pest Control						
01/25/2024	Bill		Standard Quarterly	2000 Accounts Payable	\$161.00	
7130 Telephones & Internet						
01/26/2024	Bill		Jan 26 2024 to Feb 25 2024	2000 Accounts Payable	\$89.95	
7140 Heat Station # 1 Complex						
01/24/2024	Bill		Admin building	2000 Accounts Payable	\$661.80	
7200 Station 2						
7210 Maintenance Station # 2						
02/20/2024	Check		replace hot water heater	1034 3461 Comm Business	\$554.00	
				Checking		
7230 Telephones & Internet						

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DATE	TRANSACTION TYPE	CLASS	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT
01/26/2024	Bill		Jan 26 2024 to Feb 25 2024	2000 Accounts Payable	\$89.95	
7240 Heat Station # 2						
01/24/2024	Bill		12/21/23-01/23/24	2000 Accounts Payable	\$199.39	
9000 Capital Outlay						
9040 PPE						
01/26/2024	Bill		Upgrades to Gear - Lettering	2000 Accounts Payable	\$740.40	
01/26/2024	Bill		Upgrades to Gear - reflective tape	2000 Accounts Payable	\$296.16	
9200 District Admin Expenses						
9210 Directors Fee						
02/07/2024	Payroll Check		Gross Pay - This is not a legal pay stub	Direct Deposit Payable	\$300.00	
02/07/2024	Payroll Check		Gross Pay - This is not a legal pay stub	Direct Deposit Payable	\$300.00	
02/07/2024	Payroll Check		Gross Pay - This is not a legal pay stub	Direct Deposit Payable	\$300.00	
9220 Legal Fees						
01/26/2024	Bill		Statutory compliance, budgets, management operations	2000 Accounts Payable	\$1,357.12	
Total for Expenditures						
Net Ordinary Revenue						
Other Revenue/Expenditure						
Other Revenue						
Non Cash Grant Proceeds						
01/26/2024	Bill		Grant Discount	2000 Accounts Payable		\$7,380.00
Total for Other Revenue						
Other Expenditure						
PPE funded by grants						
01/26/2024	Bill		Tech Rescue Gear Coat	2000 Accounts Payable	\$3,690.00	
01/26/2024	Bill		Tech Rescue Gear Pants	2000 Accounts Payable	\$3,690.00	
Total for Other Expenditure						
Net Other Revenue						
Net Revenue						



FLORISSANT FIRE PROTECTION DISTRICT

Budget vs. Actuals: Budget_FY2024 - FY24 P&L

January - December 2024

	TOTAL			% OF BUDGET
	ACTUAL	BUDGET	REMAINING	
Revenue				
4000 Property Tax Revenue		30,000.00	30,000.00	
4020 Abatements	20.08	3,003.70	2,983.62	0.67 %
4110 General Property Tax	2,950.12	446,690.14	443,740.02	0.66 %
4111 Capital Property Tax	590.01	92,101.06	91,511.05	0.64 %
Total 4000 Property Tax Revenue	3,560.21	571,794.90	568,234.69	0.62 %
4130 Specific Ownership Tax	4,484.13	39,000.00	34,515.87	11.50 %
4150 Interest	1,092.05	8,850.00	7,757.95	12.34 %
4151 Interest from Taxes		1,200.00	1,200.00	
Total 4150 Interest	1,092.05	10,050.00	8,957.95	10.87 %
4160 Other Funding Sources				
4163 Fund Raising	15.00	25,000.00	24,985.00	0.06 %
Total 4160 Other Funding Sources	15.00	25,000.00	24,985.00	0.06 %
Total Revenue	\$9,151.39	\$645,844.90	\$636,693.51	1.42 %
GROSS PROFIT	\$9,151.39	\$645,844.90	\$636,693.51	1.42 %
Expenditures				
5000 Operational Expenses				
5100 Payroll Costs				
5110 Fire Chief	7,149.99	80,000.00	72,850.01	8.94 %
5111 Medical Ins Reimb/ICHRA		9,000.00	9,000.00	
Total 5110 Fire Chief	7,149.99	89,000.00	81,850.01	8.03 %
5130 District Administrator		15,000.00	15,000.00	
5160 Part Time Captains		40,000.00	40,000.00	
5200 Payroll Expense				
5210 Payroll Tax				
FPPA		4,240.00	4,240.00	
SS/MC	616.42	11,934.00	11,317.58	5.17 %
SUTA Expense		480.00	480.00	
Total 5210 Payroll Tax	616.42	16,654.00	16,037.58	3.70 %
5211 Payroll Processing fees	76.50	300.00	223.50	25.50 %
Total 5200 Payroll Expense	692.92	16,954.00	16,261.08	4.09 %
Total 5100 Payroll Costs	7,842.91	160,954.00	153,111.09	4.87 %
5230 Bank Service Fees	195.00	600.00	405.00	32.50 %
5240 Background Checks	24.00	480.00	456.00	5.00 %
5330 Membership Expenses				
Awards		2,500.00	2,500.00	
Total 5330 Membership Expenses		2,500.00	2,500.00	
5400 Incident Expenses		1,000.00	1,000.00	
5470 Fund Raising Expenses		9,000.00	9,000.00	

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	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
5480 County Treasurer Fee	88.51	14,544.00	14,455.49	0.61 %
5600 Subscriptions & Dues	3,907.55	10,083.00	6,175.45	38.75 %
5690 Insurance	1,588.00	37,000.00	35,412.00	4.29 %
5691 Worker Compensation		8,604.00	8,604.00	
Total 5690 Insurance	1,588.00	45,604.00	44,016.00	3.48 %
5700 Mileage		6,150.00	6,150.00	
6110 Training Aids		500.00	500.00	
6120 Education				
6121 Fire Fighter	975.00	10,000.00	9,025.00	9.75 %
6122 District Employees		900.00	900.00	
6123 Board		300.00	300.00	
Total 6120 Education	975.00	11,200.00	10,225.00	8.71 %
6140 Fire Corps Expenses	88.98	7,500.00	7,411.02	1.19 %
6160 Training Provisions		500.00	500.00	
6164 Training, Conference, Incident		1,000.00	1,000.00	
Total 6160 Training Provisions		1,500.00	1,500.00	
6210 Medical Equipment Maintenance				
6211 Repair		500.00	500.00	
6212 Annual Testing		750.00	750.00	
Total 6210 Medical Equipment Maintenance		1,250.00	1,250.00	
6220 Fire Maintenance		1,500.00	1,500.00	
6221 Equipment Repair		2,000.00	2,000.00	
Total 6220 Fire Maintenance		3,500.00	3,500.00	
6440 Firefighting Supplies	128.35	1,200.00	1,071.65	10.70 %
6441 Firefighting Equipment		8,000.00	8,000.00	
6442 PPE	150.00	1,000.00	850.00	15.00 %
6443 Supplies - Disposable	112.46	1,000.00	887.54	11.25 %
Total 6440 Firefighting Supplies	390.81	11,200.00	10,809.19	3.49 %
6450 Medical Supplies				
6451 Medical Equipment		4,000.00	4,000.00	
6452 Medical Supplies - Disposable	183.10	8,000.00	7,816.90	2.29 %
Total 6450 Medical Supplies	183.10	12,000.00	11,816.90	1.53 %
6460 Medical Equipment Purchase		2,000.00	2,000.00	
6470 Uniforms	2,707.72	1,500.00	-1,207.72	180.51 %
6500 Office Supplies	526.76	1,300.00	773.24	40.52 %
6502 . Postage		200.00	200.00	
Total 6500 Office Supplies	526.76	1,500.00	973.24	35.12 %
6550 Information Technology	2,102.86	5,700.00	3,597.14	36.89 %
6800 Vehicles Expense		3,000.00	3,000.00	
6810 Fuel & Oil				
6811 Oil Filters, Oil		2,400.00	2,400.00	
6812 Fuel	2,270.63	25,000.00	22,729.37	9.08 %
Total 6810 Fuel & Oil	2,270.63	27,400.00	25,129.37	8.29 %
6820 Vehicle Repairs	434.93	20,000.00	19,565.07	2.17 %
6821 Vehicle Replacement Parts		1,000.00	1,000.00	
6822 Vehicle Repairs - Labor		7,000.00	7,000.00	
6823 Vehicle Parts		800.00	800.00	

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
6824 Vehicle Maintenance Supplies		300.00	300.00	
Total 6820 Vehicle Repairs	434.93	29,100.00	28,665.07	1.49 %
Total 6800 Vehicles Expense	2,705.56	59,500.00	56,794.44	4.55 %
7000 Station Costs				
7100 Station 1				
7110 Maintenance Station # 1	1,792.68	6,000.00	4,207.32	29.88 %
7111 Trash		1,000.00	1,000.00	
7112 Pest Control	161.00	584.00	423.00	27.57 %
Total 7110 Maintenance Station # 1	1,953.68	7,584.00	5,630.32	25.76 %
7120 Improvements Station # 1		5,000.00	5,000.00	
7130 Telephones & Internet	692.56	7,000.00	6,307.44	9.89 %
7140 Heat Station # 1 Complex	1,811.77	11,000.00	9,188.23	16.47 %
7150 Electric Station # 1 Complex	544.50	6,000.00	5,455.50	9.08 %
7160 Water/Sewer Station #1 Complex	146.70	1,760.00	1,613.30	8.34 %
Total 7100 Station 1	5,149.21	38,344.00	33,194.79	13.43 %
7200 Station 2				
7210 Maintenance Station # 2	554.00	2,500.00	1,946.00	22.16 %
7220 Improvements Station # 2		500.00	500.00	
7230 Telephones & Internet	179.90	1,000.00	820.10	17.99 %
7240 Heat Station # 2	199.39	1,800.00	1,600.61	11.08 %
7250 Electric Station # 2		2,000.00	2,000.00	
7260 Water/Sewer Station #2		500.00	500.00	
Total 7200 Station 2	933.29	8,300.00	7,366.71	11.24 %
7300 Station 3		1,500.00	1,500.00	
7310 Maintenance Station #3		1,000.00	1,000.00	
7340 Heat Station #3		3,000.00	3,000.00	
7350 Electric Station #3		840.00	840.00	
Total 7300 Station 3		6,340.00	6,340.00	
Total 7000 Station Costs	6,082.50	52,984.00	46,901.50	11.48 %
7998 Contingency Budget		49,000.00	49,000.00	
Total 5000 Operational Expenses	29,409.26	471,749.00	442,339.74	6.23 %
9000 Capital Outlay				
9010 Communications		15,000.00	15,000.00	
9070 Large Equipment Acquisition				
9071 Major Equipment - Vehicles		70,000.00	70,000.00	
Total 9070 Large Equipment Acquisition		70,000.00	70,000.00	
9100 Land and Building		10,000.00	10,000.00	
Total 9000 Capital Outlay		95,000.00	95,000.00	
9200 District Admin Expenses				
9210 Directors Fee	900.00	12,000.00	11,100.00	7.50 %
9220 Legal Fees	1,357.12	24,000.00	22,642.88	5.65 %
9230 Audit and Outside Accounting		13,000.00	13,000.00	
9280 Penalties		30,000.00	30,000.00	
Total 9200 District Admin Expenses	2,257.12	79,000.00	76,742.88	2.86 %
Total Expenditures	\$31,666.38	\$645,749.00	\$614,082.62	4.90 %
NET OPERATING REVENUE	\$ -22,514.99	\$95.90	\$22,610.89	-23,477.57 %

10/34
3/4

		TOTAL		
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
NET REVENUE	\$ -22,514.99	\$95.90	\$22,610.89	-23,477.57 %

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FLORISSANT FIRE PROTECTION DISTRICT

Statement of Financial Position

As of December 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 7340 Comm Bank Operating	3,307.67
1033 0168 Community Banks	5,490.43
1034 3461 Comm Business Checking	2,014.90
1040 ColoTrust	243,379.57
Total Bank Accounts	\$254,192.57
Other Current Assets	
1200 Teller County Property Tax Rec	417,042.00
Payroll Corrections	182.40
Total Other Current Assets	\$417,224.40
Total Current Assets	\$671,416.97
Fixed Assets	
1500 Fixed Assets	1,663,649.37
1799 Accumulated Depreciation	-1,166,016.35
Total Fixed Assets	\$497,633.02
TOTAL ASSETS	\$1,169,049.99
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$752.23
Credit Cards	\$293.13
Other Current Liabilities	
2100 Payroll Liabilities	29,669.00
2110 Direct Deposit Liabilities	-2,756.17
2150 Deferred Revenue	417,042.00
Total Other Current Liabilities	\$443,954.83
Total Current Liabilities	\$445,000.19
Total Liabilities	\$445,000.19
Equity	
3000 Opening Bal Equity	875,461.10
3001 Opening Bal Equity - Volunteer	24,991.52
3010 Retained Earnings - combined	-5,739.75
3900 Retained Earnings	-147,284.36
Net Revenue	-23,378.71
Total Equity	\$724,049.80
TOTAL LIABILITIES AND EQUITY	\$1,169,049.99

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FLORISSANT FIRE PROTECTION DISTRICT

ACCOUNT TYPE	ACCOUNT	BALANCE
Bank		
Bank	0168 Community Banks	\$5,490.43
Bank	3461 Comm Business Checking	\$2,014.90
Bank	7340 Comm Bank Operating	\$3,307.67
Bank	ColoTrust	\$243,379.57
Total for Bank		\$254,192.57

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Chief's Report

2/21/24



Activities from Jan 17th – Feb 21st

Calls for service:

Since our last meeting, we have run 35 calls with average of 6 responders per call, average response time has been 10 minutes and 03 seconds:

1 Outside fire – It was a controlled burn

1 Carbon Monoxide

2 Citizen Assists

5 Traffic accidents

26 Medical calls

1 new volunteer

1 volunteer resignation

1 volunteer injury.

Class for volunteers:

6 volunteers currently enrolled in EMR (Emergency Medical Responder) This class will be completed by the end of March and they should be testing for the NREMT in April

1 volunteer currently enrolled in EMT (Emergency Medical Technician)

1 volunteer currently enrolled in AEMT (Advanced Emergency Medical Technician)

Volunteer Hours:

962.75 volunteer/training hours given by the volunteers

Meetings attended:

Teller County Fire Chief's Meeting on the 18th of January

Teller County EMS Council Meeting on the 18th of January

Teller County Communications Meeting on the 18th of January

Meeting with DFPC on the 30th of January to discuss needs for wildland

Meeting at Divide Fire with CWPP on the 14th of February

Meeting with Dispatch to correct some page out issues on the 14th of February

Fire Chiefs Meeting on the 15th of February

Officer Meeting on the 15th of February before the monthly business meeting

Meeting with DFPC on the 16th of February for the training fire extinguisher and we are also going to have a training trailer here for the 27th of July during the Pancake Breakfast for the community.

Upcoming Meetings:

Meeting with DFPC on the 5th of March for the CRRF agreement. Which is to ensure that if a wildland occurs and we go into an extended time the truck will get money for being on the incident

Teller County Fire Chiefs meeting on the 21st of March

Vehicles:

IGA agreement with NETCO is in place and we are working on a schedule for getting trucks taken care of. Will be scheduling the pump test to have them all done.

R50 is OOS

CH50 the short killing the battery has been eliminated

S51 needs about \$5,000 for repairs. Still waiting for a decision on whether the repairs are going to happen or if we are selling the vehicle. Getting a second opinion will mean bringing a mobile mechanic here or getting towed to a mechanic. Would like to get it fixed so we have an extra response vehicle to place where needed when one is vehicle is OOS

Trainings:

Extraction training class room and field day

8 volunteers participated in Ice rescue training with 3 gaining Ice Rescue Operation and 5 gaining Shoreline Operations. This was put on at Lake George, training provided by Hartsel Fire

Trainings have been moved to Thursday nights at 1830

Monthly UC Health medical training was for Airway and Cardiac

Last Thursday was the Business meeting.

This week training will be Hypothermia with a video from the Ice Rescue training, captured by the drone we now have, and using the Life Pack 15

Gear:

Winter Jackets are issued

Gear from the grant, still waiting on the Bunker gear to arrive

Equipment:

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The new SCBA's and Bottles from the grant are here

Drone is here!! We have named it "Smoky the Bird" It has been used on a scene and during the Ice Rescue Training

Community Events:

CERT (Community Emergency Response Team) Did a make-up day last night.

Fire Blankets/Fire extinguishers on the 17th went well and all blankets were sold. The virtual was used that in on loan to us from DFPC and actual fire extinguisher were used for demonstration.



FLORISSANT FIRE PROTECTION DISTRICT BYLAWS

SECTION 1. AUTHORITY. The Florissant Fire Protection District ("District") is a governmental subdivision of the State of Colorado and a body corporate with those powers of a public or quasi municipal corporation which are specifically authorized by, and in compliance with, Section 32-1-101 et seq., C.R.S. The district was created by court order and is located in the County of Teller.

SECTION 2. PURPOSE. It is hereby declared that the Bylaws hereinafter set forth will serve a public purpose.

SECTION 3. POLICIES OF THE BOARD. It shall be the policy of the Board of Directors ("Board") of the district, consistent with the availability of revenues, personnel, and equipment, to use its best efforts, utilizing due diligence, to provide the quality services as authorized under the district Service Plan/Statement of Purposes, Procedural Authority Governing Operations of the district, Roles and Responsibilities and Conduct, or by law.

SECTION 4. BOARD OF DIRECTORS. All powers, privileges and duties vested in, or imposed upon, the district by law shall be exercised and performed by and through the Board, whether set forth specifically or implied in these Bylaws.

Without restricting the general powers conferred by these Bylaws, it is hereby expressly declared that the Board shall have the following powers and duties:

- a. To confer upon any appointed officer or employee of the district the power to choose, remove or suspend employees or agents upon such terms and conditions as may seem fair and just and in the best interests of the district.

- b. To determine and designate, except as otherwise provided by law or these Bylaws, who shall be authorized to make purchases, negotiate leases for office space, and sign receipts, endorsements, checks, releases, and other documents. The Board may, on a limited basis and by resolution, give a district manager or other appointed signatory the power to sign contracts and other official documents on behalf of district, as long as the delegated power shall be clearly delineated and with a definite ending date. This should be in writing that the delegated officer can negotiate for a contract or lease after first getting board approval.
- c. To create standing or special committees and to delegate such power and authority to any appointed officer or employee of the district as the Board deems necessary and proper for the performance of such committee's functions and obligations, as long as the delegated power shall be clearly delineated and with a definite ending date.
- d. To prepare or cause to be prepared financial reports covering each year's fiscal activities; and such reports shall be available for inspection by the public, as required by law.

SECTION 5. OFFICE.

- a. **Business Office.** The principal business office of district shall be at
 - i. 2606 US Highway 24, P.O. Box 502, Florissant, Colorado, 80816, unless otherwise designated by the Board.
- b. **Establishing Other Offices and Relocation.** The Board, by resolution, may from time to time, designate, locate and relocate its executive and business office and such other offices as, in its judgment, are necessary to conduct the business of the district.

SECTION 6. MEETINGS.

- a. **Regular Meetings. Regular meetings of the Board shall be conducted on** the third Wednesday of each month at 6:00 p.m. and held at the training room of Station 1 unless otherwise noticed and posted. When necessary, the Board, in its discretion, may change the time and date of regular Board meetings.
- b. **Special Meetings.** Special meetings of the Board may be called by the Chair, the Vice Chair, or any two (2) Directors of the Board.

- c. **Meeting Public.** All meetings of the Board, other than executive sessions and social gatherings, shall be open to the public. Meetings include any and all sessions of the Board, at which a quorum of the Board in office or more are expected to be in attendance for discussion of district business, either in person, telephonically, or electronically.
- d. **Board Member Notice.** Section 6.a. shall constitute formal notice of regular meetings to the Directors, and no other notice shall be required to be given to the Board. Notice of special meetings shall be provided to Directors by email or telephone.
- e. **Public Notice.** Public notice and an agenda for all meetings shall be posted not less than twenty-four (24) hours in advance as set forth in the Colorado Open Meetings Law. The district's webpage is designated for the posting of such notice pursuant to Section 24-6-401, C.R.S.
- f. **No Informal Action by Directors/Executive Sessions.** All official business of the Board shall be conducted at regular or special meetings. Executive sessions may be called at regular or special meetings, and conducted according to the following guidelines:
 - 1. **Calling the Executive Session.** The topic for discussion in the executive session shall be announced in a motion, and the specific statute that authorizes the executive session shall be cited. The matter to be discussed shall be described in as much detail as possible without compromising the purpose of being in executive session. An affirmative vote of two-thirds (2/3) of the quorum in attendance shall be required to go into executive session.
 - 2. **Conducting the Executive Session.** No adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall take place in an executive session. The discussion in executive session shall be limited to the reasons for which the executive session was called. An electronic record (such as an audio tape) of the ac contents of the discussion in the executive session shall be kept. No electronic or other record is necessary to be kept for any portions of the discussion which the district's attorney reasonably believes constitute attorney-client privileged communication. The attorney shall state on the electronic record when any portion of the executive session is not recorded as an attorney-client privileged communication or sign a statement to the same effect.
 - 3. **Records of Executive Sessions.** The electronic record of any executive session shall be retained by the district for ninety (90)

days from the date of the executive session and then destroyed. Electronic recordings of the executive session, or transcripts or other reproduction of the to the general public for review under any circumstances, except as required by law.

4. **Adjournment and Continuance of Meetings.** When a regular or special meeting is for any reason continued to another time and place, notice need not be given of the continued meeting if the time and place of such meeting are announced at the meeting at which the continuance is taken. At the continued meeting, any business may be transacted which could have been transacted at the original meeting.

5. **Emergency Meetings.** Notwithstanding any other provisions in this Section 6, emergency meetings may be called, without notice if the 24-hour agenda notice is not practicable or impossible, by the Chair, Vice Chair, or any two (2) Directors of the Board in the event of a declared emergency that requires the immediate action of the Board in order to protect the public health, safety, welfare and property of the residents, property owners and visitors of the district. If possible, notice of such emergency meeting may be given to the Board by telephone or whatever other means are reasonable to meet the circumstances of the emergency. At such emergency meeting, any action within the power of the Board that is necessary for the immediate protection of the public health, safety, welfare or property of the residents, property owners and visitors of the district may be taken; provided, however, that any action taken at an emergency meeting shall be effective only until the first to occur of (a) the next regular meeting, or (b) the next special meeting of the Board at which the emergency issue is on the public notice of the meeting. At such subsequent meeting, the Board may ratify any emergency action taken. If any emergency action taken is not ratified, then it shall be deemed rescinded as of the date of such subsequent meeting, although the validity and effectiveness of the emergency action during its effective time shall not be invalidated. A declared

emergency for purposes of this subsection h is an emergency within the district that has been declared by county or municipal government, the State of Colorado, the United States government, of any department or agency thereof, or the Chair, Vice Chair, or any two (2) Directors of the Board who are aware of and attest in the minutes to the public necessity for the emergency meeting.

6. **Email Meetings.** Section 24-6-402, C.R.S., requires that certain e-mail correspondence between a quorum of the Board, if said email correspondence discusses pending resolutions or other district business, shall be considered a public meeting subject to the requirements of the Colorado Open Meetings Act. Email communication between the Board that does not relate to the merits or substance of pending legislation or other public business, including emails regarding scheduling a Board meeting or that is sent by a Director for the purpose of forwarding information, or responding to an inquiry from an individual who is not a member of the Board, or posing a question for later discussion by the Board, shall not be considered a "meeting" within the meaning of the Colorado Open Meetings Act.
7. **Telephonic or Electronic Meetings.** Section 24-6-402(1)(b), C.R.S., defines a meeting as "Any kind of gathering to discuss public business, in person, by telephone, electronically, or by other means of communication." Pursuant to Section 32-1-903(5)(a), C.R.S, the meeting "location" means the physical, telephonic, electronic, or other virtual place or combination of such means, where a meeting can be attended. Directors may attend meetings by telephone, electronically or virtually, so long as he or she is able to reasonably hear the comments from the audience and any comments and discussion among other Directors and staff and is able to participate in the discussion.

SECTION 7. CONDUCT OF BUSINESS.

- a **Quorum.** All official business of the Board shall be transacted at a regular or special meeting at which a quorum (majority) of the Directors in office shall be in attendance in person, telephonically, electronically or virtually.
- b **Rules Of Conduct.** Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the Procedural Authority Governing Operations, Roles and Responsibilities, and Conduct of the District.
- c **Vote Requirements.** A quorum (more than one-half of the number of Directors serving on the Board) of the Board must be present before the district may take any official act or vote. A majority of the quorum in attendance is required to pass a measure. §§32-1-103(16) and 32-1-903(2), C.R.S.

Any action of the Board shall require the affirmative vote of a minimum of three directors voting in the affirmative to pass a measure, at a meeting properly called and at which a quorum in office is in attendance.

- d **Electronic Signatures.** In the event the signature(s) of one (1) or more Directors of the Board or appointed signatories are required to execute a written document, contract, note, bond, deed, and/or other official papers of the district, and the appropriate individual(s) is unable to be physically present to sign said documentation, such individual or individuals are authorized to execute the documentation electronically or e-mail signature, unless said documentation provides otherwise. Any electronic signature so affixed to a document shall carry the full legal force and effect of any original, handwritten signature. Except as approved herein, this provision of these Bylaws shall not be interpreted as establishing district's consent or authorization to bind district to any transaction by the use of electronic records or electronic means. This provision is made pursuant to Article 71.3 of Title 24, C.R.S., also known as the Uniform Electronic Transactions Act.
- e **Order of Business.** The business of all regular meetings of the Board shall be transacted, as far as practicable, in the following order, and the agenda for such meetings shall describe in as much detail as is possible the topics planned for discussion within each category:
 - 1. Changes to Agenda;
 - 2. Approval (or approval, as modified) of the minutes of the previous meeting;

3. Public input (for matters not otherwise on the agenda/5-minute time limit/no disrupting, pursuant to Section 18-9-108, C.R.S.); or otherwise as provided throughout the meeting.
4. Officers, committees and professional consultants;
5. Unfinished business;
6. New business and special orders;
7. Adjournment.

f Public Conduct at Meetings. Comments by members of the public shall be made only during the "Public Input" portion of a meeting and shall be limited to five (5) minutes per individual or spokesperson of a group. Each member of the public wishing to speak may be asked to indicate their full name, address, and agenda item to be addressed. The Board requests that no oral presentation include any charges or complaints against any district employee, regardless of whether or not the employee is identified in the presentation by name or by another reference, unless such charges or complaints have first been submitted in writing to the Board. The conduct of meetings shall, to the fullest extent possible, enable Directors to consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems and receive, consider and take any needed action with respect to reports of accomplishments of district operations. Disorderly conduct, harassment or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or and other means are hereby prohibited and constitute a violation of district rules. Such conduct may result in removal of person(s) responsible for such behavior from the meeting and/or criminal charges filed against such person(s). To the extent such occurrences arise and the person(s) responsible refuses to leave the premises, law enforcement authorities will be summoned to escort the individual or individuals out of the meeting.

g Director's Performance of Duties. A Director of the district shall perform all duties of a Director, including duties as a member of any committee of the Board upon which the Director may serve, in good faith, in a manner in which the Director reasonably believes to be in the best interests of district, and with such care as an ordinarily prudent person in a

like position would use under similar circumstances. In performing the Director's duties, the Director shall be entitled to rely upon information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by persons and groups listed in subparagraphs 1, 2 and 3 of this subsection c. The Director shall not be considered to be acting in good faith if he/she has knowledge concerning the matter in question that would cause such reliance to be unwarranted. A person who so performs the Director's duties shall not have any liability by reason of being or having been a Director of the district. Those programs and groups upon whose information, opinions, reports, and statements a Director is entitled to rely upon are:

- i. One (1) or more officers or employees of the district whom the Director reasonably believes to be reliable and competent in the matters presented;
- ii. Legal counsel, public accountants, or other professionals as to matters which the Director reasonably believes to be within such persons' professional knowledge or expertise;
- iii. A committee of the Board upon which the Director does not serve, duly designated in accordance with the provisions of these Bylaws, as to matters within the committee's designated authority, which committee the Director reasonably believes to merit confidence.

h Oath of Office. Each Director of the Board, before assuming the responsibilities of his/her office, shall take and subscribe an oath of office in the form prescribed by law.

i Election of Officers. The Board shall elect from its membership a Chair/President, Secretary, Treasurer, and Vice Chair/President who shall be the officers of the Board and of the district. The Board may elect from its membership Vice Chairs/Presidents and Assistant Secretaries and/or Assistant Treasurers. The officers shall be elected by a Director's voting. The Board may, from time to time, appoint an acting officer in the absence of any individual officer. The election of the officers shall be conducted biennially at the first regular meeting of the Board following the regular biennial election of the Directors. Each officer so elected shall serve for a term of two (2) years, or as otherwise directed by the Board. Under any circumstance, the term shall continue until the election of his/her successor.

- j **Vacancies.** Any vacancy occurring on the Board shall be filled by an affirmative vote of a majority of the remaining Directors, as prescribed by law, with the appointee to serve until the next biennial election, as prescribed by statute. The appointed individual must meet the statutorily prescribed qualifications for Directors and shall serve until the next regular election. Vacancies shall be filled within 45 days.
- k **Resignation and Removal.** Directors may be removed from office only by recall as prescribed by statute. Any Director may resign at any time by giving written notice to the Board, and acceptance of such resignation shall not be necessary to make it effective, unless the notice so provides.
- i Anyone resigning their position is not eligible to return to the board until six months from the date of resignation has passed.
- l **Chair and President.** The Chair shall preside at all meetings. The Chair shall also be the President of the district. The President is authorized to sign all contracts, deeds, notes, debentures, warrants and other instruments on behalf of the district.
- m **Secretary.** The Secretary shall be responsible for the records of the district; may act as Secretary at meetings of the Board and record all votes; shall be responsible for composing a record of the proceedings of the Board in a visual format that may be transmitted electronically and kept for that purpose, which shall be an official record of the Board; and shall perform all duties incident to that office. The Secretary shall be the designated election official of the district and the custodian of the seal of district, unless otherwise determined by the Board. The Secretary shall have the authority to affix such seal to and attest all contracts and instruments authorized to be executed by the Board.
- n **Treasurer.** The Treasurer shall be Chair of the Budget Committee and of the Audit Committee. The Treasurer shall keep, or cause to be kept, strict and accurate accounts of all money received by and disbursed for and on behalf of the district in permanent records.
- o **Vice Chair/Vice President and Assistant Secretaries and/or Treasurers.** The Vice Chair/President and Assistant Secretaries and/or Treasurers shall have all powers of the associated primary officers in the absence of such officers. The Vice Chair/Vice President shall preside at meetings in the absence of the Chair. In the event that dual signatures of Directors are required on any instrument, then two (2) different Directors of the Board shall sign such instrument.

- p** **Recording Secretary.** The Board shall have the authority to appoint a recording secretary, who need not be a member of the Board, and who shall be responsible for recording the minutes of the meetings of the Board. The recording secretary shall not be required to take an oath of office, nor shall the recording secretary be required to post a performance bond. If the Board appoints a recording secretary, the duties of the Board Secretary shall not include the recording of the minutes.
- q** **Additional Duties.** The officers of the Board shall perform such other duties and functions as may, from time to time, be required by the Board, by these Bylaws or the rules and regulations of the district, by law, or by special exigencies, which shall later be ratified by the Board.
- r** **Manager or Administrator.** The Board may appoint a manager or contract with an administrator to serve for such term and upon such conditions, including compensation, as the Board may establish. Such manager or administrator shall have general supervision over the administration of the affairs, employees and business of the district and shall be charged with the hiring and discharging of employees and the management of district properties. Such manager or administrator shall have the care and custody of the general funds of the district and shall de OSI or cause to be deposited the same in the name of district in such or savings associations as the Board may select. Such manager or administrator will approve all vouchers, orders and checks for payment, and shall keep or cause to be kept regular books of account of all district transactions and shall obtain, at the district's expense, such bond for the faithful performance of its duties, or crime insurance as the Board may designate. The Board may delegate such powers and duties to the manager or administrator as it deems appropriate.
- s** **Personnel Selection and Tenure.** The selection of agents, employees, engineers, accountants, special consultants and attorneys of the district by the Board will be based upon the relative qualifications and capabilities of the applicants and shall not be based upon political services or affiliations. Agents and employees of the district shall hold their offices at the pleasure of the Board. Contracts for professional services of engineers, accountants, special consultants and attorneys may be entered into upon such terms and conditions as may seem reasonable and proper to the Board.

SECTION 9. FINANCIAL ADMINISTRATION.

- a.** **Fiscal Year.** The fiscal year of the district shall commence on January 1st of each year and end on December 31st.

- b. **Budget Committee.** There shall be a permanent Budget Committee composed of the Treasurer, another Director appointed by the Chair/president, and one district executive (CEO, district Manager, Administrator, or Fire Chief), which Committee shall be responsible for preparation of the draft annual budget of the district and such other matters as may be assigned to it by the Chair/President or the Board.
- c. **Budget.** On or before October 15th of each year, the Budget Committee shall prepare and submit to the Board a proposed budget for the ensuing fiscal year. Such proposed budget shall be accompanied by a statement which shall describe the important features of the budget plan and, by a general summary shall be set forth the aggregate features of the budget, in such manner as to show the balanced relations between the total proposed expenditures and the total anticipated income or other means of financing the proposed budget for the ensuing fiscal year, as contrasted with the corresponding figures for the last completed fiscal year and the current fiscal year. The proposed budget shall be supported by explanatory schedules or statements classifying the expenditures contained therein by services, subjects and funds. The anticipated income of the district shall be classified according to the nature of receipts.
- d. **Notice of Budget.** Upon receipt of the proposed budget, the Board shall cause to be published a notice that the proposed budget is open for inspection by the public at the district's business office; that the Board will consider the adoption of the proposed budget at a public hearing on a certain date; and that any interested elector may inspect the proposed budget and file or register any objections thereto at any time prior to its final adoption. Such notice shall be posted or published in substantial compliance with law.
- e. **Adoption of Budget.** On the day set for consideration of such proposed budget, the Board shall review the proposed budget and revise, alter, increase or decrease the items as it deems necessary in view of the needs of the district and the probable income of the district. The Board shall then adopt a budget, either during the budget hearing or at a later date and time to be set by the Board, setting forth the expenditures to be made in the ensuing fiscal year. The Board shall provide for sufficient revenues to finance budgeted expenditures with special consideration given to the proposed ad valorem property tax levy.
- f. **Levy and Collection of Taxes.** On or before December 15th of each year, the Board shall certify to the Board of County Commissioners of the County or Counties in which the district is located the mill levy

established for the ensuing fiscal year, in order that, at the time and in the manner

required by law for the levying of taxes, such Commissioners shall levy such tax upon the assessed valuation of all taxable property within district.

- g. **Filing of Budget.** On or before January 30th of each year, unless there are mitigating circumstances due to direction from authority with powers over the Board, shall cause a certified copy of such budget to be filed with the Division of Local Government in the Colorado Department of Local Affairs.
- h. **Appropriating Resolution.**
 - 1. At the time of adoption of the budget, the Board shall enact a resolution making appropriations for the ensuing fiscal year. The amounts appropriated thereunder shall not exceed the amounts fixed therefor in the adopted budget.
 - 2. The income of the district, as estimated in the budget and as provided for in the tax levy resolution and other revenue and borrowing resolutions, shall be allocated in the amounts and according to the funds specified in the budget for the purpose or meeting the expenditures authorized by the appropriation resolution.
 - 3. The Board may make an appropriation to and for a contingency fund to be used in cases of emergency or for any other unforeseen contingencies.
- i. **No Contract to Exceed Appropriation.** The Board shall have no authority to enter into any contract, or otherwise bind or obligate the district to any liability for payment of money for any purposes for which provision is not made in an appropriation resolution, including any legally authorized amendment thereto, in excess of the amounts of such appropriation for that fiscal year. Any contract, verbal or written, contrary to the terms of this Section 9 shall be void ab initio, and no district funds shall be expended in payment of such contracts.
- j. **Contingencies.**

1. In cases of emergency caused by a natural disaster, public enemy, or other contingency which could not reasonably have been foreseen at the time of the adoption of the budget, the Board may authorize the expenditure of funds in excess of the budget by resolution duly adopted by a two-thirds (2/3) vote of the Board. Such resolution concerning the emergency and shall be included in the minutes of such meeting.
2. If so enacted, a copy of the resolution authorizing additional expenditures shall be filed with the Division of Local Government in

SECTION 14. BIDDING AND CONTRACTING PROCEDURES.

b. Except in cases in which the district will receive aid from a government agency, a notice shall be published for bids on all construction contracts for work, materials, or both, involving an expense of the district funds exceeding the limit as provided by law. The Board may reject any and all bids, and if it appears that the district can perform the work or secure material for less than the lowest bid, it may proceed to do so in accordance with law. Notwithstanding the foregoing, the district may award an integrated project delivery contract, pursuant to Section 32-1-1801, et seq., C.R.S., upon (i) the determination of the Board that integrated project delivery represents a timely or cost-effective alternative for a project; (ii) publication of a request for qualifications and/or request for proposals; and (iii) compliance with Part 18 of Article 1, Title 32, C.R.S. All other statutory requirements relating to performance bonds, retainage, and similar matters shall also be complied with.

SECTION 15. RECORDS MANAGEMENT.

The district shall comply with, and adopt and maintain policies as necessary for compliance with, applicable records retention, destruction, and disclosure requirements, including the Colorado Open Records Act, State Archives and Public Records Law, and various consumer privacy legislation. The district shall designate an Official Custodian of Records ("Custodian") pursuant to the Colorado Open Records Act, as defined in the annual transparency notice. In the event there is any question as to whether the district is permitted to comply with a Colorado Open Records Act request, the Custodian shall forward such request to the district's legal counsel. Copies of records shall be furnished at a cost of twenty-five cents (\$.25) per

standard 8.5-inch by 11-inch black and white page. The charge for providing a copy, printout or photograph of a public record in a format other than a standard page will be assessed at the actual cost of production. Additionally, in those cases where the location or existence of specific documents must be researched and the documents must be retrieved, sorted or reviewed for applicability to the request, and such process requires more than one (1) hour of staff time, the Custodian may charge a research and retrieval fee not to exceed thirty-three dollars and fifty-eight cents (\$33.58) per hour. The Custodian will not impose a charge for the first (1st) hour of time expended in connection with the research and retrieval of public records. The fees and charges stated in this Section 15 will automatically be increased to the maximum amounts allowed by law without additional Board action.

SECTION 16. MODIFICATION OF BYLAWS.

1. These Bylaws may be altered, amended or repealed at any regular or special meeting of the Board to become effective immediately or at a subsequent date, by an affirmative vote of a majority of the Directors in attendance and voting

SECTION 17. SEVERABILITY.

1. If any part or provision of these Bylaws is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or
2. invalidate the remaining provisions of these Bylaws, it being the Board's intention that the various provisions hereof are severable.


SECTION 18. TERMINATION OF PRIOR BYLAWS.

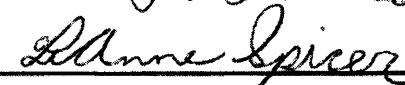
1. These Bylaws amend, supersede and replace in their entirety any and all prior Bylaws, and any amendments thereto, previously adopted by the Board.
2. ADOPTED this 21st day of February, 2024, by the Board of Directors of the Florissant Fire Protection district.

President, Paul del Toro 

Vice President, Judy Dunn _____

Secretary, David Groat 

Assistant Secretary, Allen Schultz 

Treasurer, LeAnne Spicer 

Florissant Fire Protection District (FFPD) is soliciting applications for the position of Fire Chief.

FFPD is a small, rural volunteer fire/rescue department whose primary service area encompasses 66 square miles of mountainous terrain in Teller County, Colorado. The Town of Florissant is located about an hour west of Colorado Springs, Colorado.

Please send your resume to Hiring@FlorissantFire.com. We will reply with next steps. Compensation for the position ranges from \$75,000-\$89,000 including benefits. Full-time/part-time option may be available for the right candidate.

Fire Chief – Florissant Fire Protection District

The Florissant Fire Protection District (FFPD) is hiring a Fire Chief. FFPD seeks a dynamic, personable, and committed individual who will continually ensure the safety of the community and all its members.

Duties Include but Are Not Limited To:

- Demonstrate leadership through proactive and forward planning efforts to anticipate and resolve the needs and challenges of FFPD.
- Establish and maintain effective working relationships with volunteers and paid department members.
- Cooperate with external agencies (fire departments, U.S. Forest Service, State Forest Service, Sheriff's Department, State Patrol personnel) on mutual aid scenes, accidents, and rescue operations.
- Coordinate with representatives of neighboring fire departments and districts to ensure adequate mutual aid agreements are implemented and maintained for mitigating major emergency incidents.
- Maintain directories/reports/databases and other tracking documents on subjects such as volunteers, trainings required and completed, water data, Knox Box, purchasing and deliveries on behalf of FFPD, inventories and audits, small equipment, oxygen tanks, trucks, SCBAS, emergency reporting, and patient care reports.
- Ensure FFPD is in compliance with all federal, state, and county regulations and reporting guidelines.
- Act as incident commander on fire scenes and rescues as needed.
- As needed, operate as Public Information Officer [PIO] for FFPD.
- Ensure response on all calls within FFPD.
- Conduct and/or oversee training of personnel in subjects including but not limited to structure firefighting, wildland firefighting, driving fire equipment, medical incident, etc.
- Set training standards and schedules, track certifications, and report to appropriate agencies.
- Incorporate lessons learned to continuously improve service of FFPD.
- Ensure after-action review (AAR) is completed for notable calls in a timely manner, as needed.
- Participate in hiring, supervising, and termination of personnel while adhering to applicable state and federal employment law.
- Supervise, direct, and coordinate subordinate officers, volunteer and paid personnel, administration, finances, and operations of the FFPD.
- Maintain FFPD buildings and grounds in a clean, orderly manner.
- Represent FFPD at meetings, conferences, and symposia.
- Spearhead development and/or cooperate with local committee on emergency preparedness; ensure hazardous material inventory within FFPD and develop plan for containment in event of emergency.
- Preserve and develop volunteer organizations through effective recruitment, retention, and promotion.
- Review complaints from within the department with Board of Directors (BOD) involvement as needed.
- Work with BOD and financial officer in preparing the yearly budget and establishing & following Dept Standard Operating Procedures.
- In coordination with the district administrator or designated grant writer, pursue grants on behalf of FFPD. This includes but is not limited to preparation, approval, writing, submittal, and city/county/state reviews and presentations.

Requirements:

- Associate's degree required, bachelor's or higher preferred. Concentration in Fire Science, Business Administration, Public Administration, or related field preferred.
- Minimum of 15 years of fire service experience, with a minimum of 10 years fire officer experience preferred, as well as demonstrated progressive responsibility in administrative,

supervisory, and budgetary experience in fire prevention and suppression work, preferably with a municipal, county, or state fire department or district.

- Minimum EMR & CPR certifications, preferred Colorado EMT-B/NREMT or state with reciprocity.
- Specific requirements will be discussed upon interview, but a successful candidate must have valid certifications/trainings held by Incident Command System, National Wildfire Coordinating Group, and NFPA, as well as a working knowledge of NFIRS (National Fire Incident Reporting System).
- Working knowledge of computers and MS Office suite.

Note Before Applying:

- This role is employed at will.
- Full-Time position preferred, Part-Time position a possibility for the right candidate
- Candidates must possess a valid, unrestricted Colorado driver's license or have the ability to obtain the license, as well as an insurable driving record.
- Candidates may be required to complete a pre-placement physical and/or drug test(s) prior to employment and a background check will be performed (to include criminal history).
- Drug and alcohol tests may be required with no notice.
- Residence within FFPD is preferred but not required.
- Most of the job will involve administrative work in an office environment, however, the chief will be required to work in physically hazardous environments while ensuring the District has 100% call coverage. A successful candidate must be physically and mentally able to work in such environments.

FFPD BOD is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other classes protected by state or federal law.