

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

6p August 23, 2023

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 6p.
2. Pledge of Allegiance
3. Roll Call - Present: Allen Schultz, Chief Quick, Paul del Toro, Dave Groat
Excused Absence: Bob Perry and Judy Dunn
4. Bob Perry has requested a 60-day leave of absence. Vicki Collings will be the interim treasurer at this time.
5. Meeting Minutes from 7/25/23 and 8/9/23 were approved as submitted.
6. **Chief Quick's Report:** He's switched the EMS reporting from Emergency Reporting to ESO as of 8/15/23, UPRAD & SW Teller use ESO. The transition is in process.
There were 24 calls since the last meeting: 18 medical; 1 fire (lightning); 1 rescue dogs in a hot car; 1 citizen assist (install smoke detector); and 3 random smoke calls.
We are bringing in volunteers as quickly as we can – please be patient if you have not heard back on your application. We're working through the apps. and performing background checks.
The NETCO Chipper is assigned on Tuesday 9/5, Wednesday 9/6 and Thursday 9/7. CME is on Jan's list for the 7th. Don has a list of 20 who'd like chipping.
We're in Wildfire Season and the Chief has asked 3 experienced Fire Corps. members (Dion, Melanie & Sue) to be qualified trainers for new volunteers. Getting meals to firefighters and having meals available here for displaced residents is critical. We're looking forward to having more Fire Corps. members join us. Further information in 'Old Business'.
Fire Corps. will meet here tomorrow night at 5p to make burritos & freeze them.
7. **Finance Report:** Vicki produced 5 different QuickBooks reports from January thru July (hard copies are attached to these Minutes).
P&L – The total election cost was \$48,588.22 – much higher than previously reported.
Balance Sheet – Current balance of cash (as of today) is apx. \$356k – largest difference from last month was a payment to Urb Law for \$30k.
Budget vs. Actual thru 8/23/23 – original budget of \$868k has a remaining \$268k available, without amending. No fund raising was budgeted so we've exceeded our projected income for the year. And we can expect another \$10k - \$15k from tax and ownership revenues
FFPD 2023 Pancake Breakfast – After reconciliation to Leanne's spreadsheet Vicki found the income to be more than previously reported. A \$3k donation from Chief Petroleum had not been included. There could be potentially more expenses once the credit card charges are all in.
High Level Overview for Projecting – If we continue to keep operating expense at \$25k/mo. that will mean we would spend another \$100k through December. Legal fees are an unknown. But assuming no more capital outlay, leaves apx. \$256k to cover legal and other expenses – still within our fund balance.
8. **Secretary Report:** Budget through Feb. 2024 has been addressed
9. **PUBLIC QUESTION & ANSWER SESSION**
10. **SDA Recommendations** – Dave and Allen met to firm up board roles. Dave reported we need to have a preliminary budget by 10/15. It has to be announced, and planning meetings are required.

He learned it's ok to reply to a CORA request by asking for more time to produce the records – or to say our retention policy allows us to dispose of certain items. He also found out we do not have to record meetings, except for Executive Sessions, but for full transparency we will continue to record the ZOOM sessions. We can make our own policy regarding retention of emails. Vicki submitted an inquiry to the Colorado State Archives and she'll send those guidelines to the Board. She found personnel records need to be retained for 6 yrs.

PUBLIC QUESTION & ANSWER SESSION – Don Moore spoke about two upcoming ballot issues. Proposition HH should inspire us make two budgets; for whether it passes or not, it will affect our tax income. The mill levy was discussed in 'New Business'.

Comments from the public included noting the D.A. for El Paso & Teller Counties was notified by members of the community of potentially criminal activity by the past chief and board. Also at least 4 notices were made to the Colorado Attorney General. And we still don't have a complete inventory of equipment & materials. There were questions regarding personal information on personnel forms which seem to be missing.

11. Old Business:

a. **FIRE CORPS. REORGANIZATION** – Dave said he'd like to focus on people working together and putting the past behind to move on. Fire Corps. needs to work with the board. He said that life can change quickly and mentioned that everyone is carrying some burden. He'd like to see if we could treat each other with grace & kindness. There were comments from the public about the slowness of notifying applying members of the status of their applications. Dave was apologetic and a volunteer, Karen Masterson, volunteered to take this task of his plate. A committee was formed of Toni, Robyn, Mona, Karen & Susan Noel to organize the Fire Corps., work with the 3 named trainers, and create a cohesive group to be ready to support the firefighters and board. They will make their own meeting times and report to the board with their findings & suggestions. **A motion was made, seconded and unanimously approved to create this committee to explore and provide recommendations for Fire Corps. structure & operations. The committee will send any ideas & suggestions to all 5 board members.** The board thanked everyone for their willingness to help!

b. **SOCIAL MEDIA POLICY** – tabled

c. **MEETING ROOM BOOKING** – tabled

d. **APPLICATION PROCEDURE FOR ALL DEPARTMENT VOLUNTEERS** – The board asked for everyone's patience and reminded everyone they've only been in place for 3 months and have needed to prioritize tasks and duties to effectively become operational again. They appreciate Karen stepping in to help streamline the volunteer notification process. All volunteers need to complete the application, pass a background check and undergo an interview.

PUBLIC QUESTION & ANSWER SESSION – Don presented the board with a check for \$3,190.12 from NoFloCO Fire Mitigation Posse which had been collected from residents who were assisted in mitigating their properties. Chief Quick visited a site and was impressed with the organization's effectiveness, he was complimentary in his remarks and grateful for the donation. The list of people requesting chipping was given to the Chief.

13. New Business:

a. **MILL LEVY** – SB23-303 allows a temporary reduction in the mill levy – our revenue could go up by 39%.

b. Dave met with Vicki & Jim regarding our audit. They'd suggest NOT going back and auditing 2022 but definitely plan & budget for a 2023 audit in early 2024.

c. **2024 Budget Items** – Please let the board know of specific items that should be budgeted for in 2024. One item: our website has to be brought into ADA compliance.
We'll need to produce two budgets: looking at how we'll be affected by Proposition HH and whether it passes or fails.
October 15th is the deadline for the proposed budget(s) being presented to the board.
Mandatory two budget hearings in October.
The finalized budget is due December 15th and a transparency notice posted.

There was a motion to adjourn at 8:44 pm, it was seconded and carried.

Respectfully submitted,

Carolynne Forster
Volunteer Administrator