



Nederland Fire Protection District Board of Directors Regular Meeting Agenda January 6<sup>th</sup> 2021

\*\*\* This meeting is being recorded \*\*\*

**Roll Call**

Iain Irwin-Powell – Y  
Patrick Richardson – Y  
Todd Wieseler - Y  
Ray Willis - Y  
Henry Zurbrugg – Y  
Chief Dirr – Y

**Announce Quorum & Call Meeting to Order @ 1901**

**Approve the meeting agenda 5-0-0**

**Acceptance of previous meeting minutes**

December 2<sup>nd</sup> 5-0-0  
December 9<sup>th</sup> 5-0-0  
December 16<sup>th</sup> 4-1-0

**Public Statements or Comments**

(Please state name and if in district or out of district for the record)

**Name**                      **District**

No public present

Treasurer's Report



## NFPD Balance Sheet – December 2020

General Fund	
Savings	\$338,690.50
Checking	\$3,685.99
Capital Reserve	\$6,579.24
<b>Total Funds</b>	<b>\$348,955.73</b>
Capital Reserve	\$6,569.93
Grant Match Reserve	\$25,000.00
Reserve for Payroll/Operating	\$106,902.33
Reserve for Sick/Vac	\$62,938.32
Reserve for Tabor	\$29,760.00
Reserve for Wildland Fire Reimb	\$8,056.29
<b>Total Reserve</b>	<b>\$239,226.87</b>
Accounts Receivable Inspection	\$ 175.00
Accounts Receivable Wildland	\$70,582.87
<b>Paid not Expensed</b>	<b>\$0.00</b>
<b>Expensed Not Paid</b>	
Accounts Payable	\$0.00
Citibank Visa	\$1,730.93
Payroll Taxes	\$8,114.85
Pension and Disability	\$6,478.72
Aflac	\$444.99
Cafeteria Plan	\$1,835.43
<b>Total</b>	<b>\$18,604.92</b>
<b>Total Unreserved Funds</b>	<b>\$161,881.81</b>

Adjusted for payment of Tender  
Note: Water Supply reserve removed

### November Reserves

Capital Reserve	\$24,667.10
Grant Match Reserve	\$25,000.00
Reserve for Payroll/Operating	\$106,902.33
Reserve for Sick/Vac	\$79,196.57
Reserve for Water Systems	\$56,902.83
Reserve for Tabor	\$29,760.00
Reserve for Wildland Fire Reimb	\$8,921.22

Adjusted for 2020 Sick/Vac Payouts

Expected cash receipt in 2021



## NFPD Income – December 2020

	GENERAL			
	Dec 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
DDA-Share	500.00			
Donations	1,647.00	0.00	1,647.00	100.0%
Interest Income	0.00	60.00	-60.00	0.0%
Tax Rev	21,434.86	14,225.00	7,209.86	150.68%
<b>Total Income</b>	<b>23,581.86</b>	<b>14,285.00</b>	<b>9,296.86</b>	<b>165.08%</b>
Other Income				
Gain/Loss on Sale of Equipment	500.00			
Other Income	101,106.24	0.00	101,106.24	100.0%
<b>Total Other Income</b>	<b>101,606.24</b>	<b>0.00</b>	<b>101,606.24</b>	<b>100.0%</b>

- \$9.3K over budget for December
- \$21.7K over budget YTD

- \$101.6K other income for December
- Other income made up of Wildland Fire reimbursement
- Item to Note: \$70.5K receivable expected in 2021 from Wildland Fire, this is accounted for in FY2020 budget report

## NFPD Expense – December 2020

Expense	GENERAL			
	Dec 20	Budget	\$ Over Budget	% of Budget
<b>ADMINISTRATION</b>	76,131.59	64,531.17	11,600.42	117.98%
<b>COMMUNICATIONS</b>	0.00	483.33	-483.33	0.0%
<b>EMERGENCY MEDICAL SERVICES</b>	4,368.20	650.00	3,718.20	672.03%
<b>FIRE FIGHTING</b>	1,066.91	3,366.67	-2,299.76	31.69%
Fire Inspection Program	0.00	0.00	0.00	0.0%
<b>MEMBERSHIP</b>	7,065.65	4,250.00	2,815.65	166.25%
Training	920.00	350.00	570.00	262.86%
<b>Total Expense</b>	<b>89,552.35</b>	<b>73,631.17</b>	<b>15,921.18</b>	<b>121.62%</b>
<b>Other Expense</b>				
3000 Gallon Tender	75,000.00			
Reserve	0.00	4,028.42	-4,028.42	0.0%
Capital Reserve/Grant Match	0.00	72,000.00	-72,000.00	0.0%
<b>Other Expenses</b>	<b>65,623.45</b>	<b>0.00</b>	<b>65,623.45</b>	<b>100.0%</b>
<b>Total Other Expense</b>	<b>140,623.45</b>	<b>76,028.42</b>	<b>64,595.03</b>	<b>184.96%</b>

- \$15.9K overspent for planned December expenses, overspent \$25K YTD
  - December overspend primarily due to the Sick/Vac payouts
- Other expenses \$64.6K overspent
  - Primarily due to purchase of the new Tender

## NFPD Finance – Year End Summary

- Year end budget surplus of \$65.2K, consists of:
  - \$21.6K of additional property tax income for 2020
  - -\$25K of over budget planned expenses in 2020
  - -\$51.8K of over budget for "Other Expenses" (Grants, Wildland Fire Support, Tender Purchase)
  - Initially planned \$120.3K of reserved funds to cover "Other Expenses" in 2020

Waiting on final 2020 close out numbers

Capital reserve reduced and water systems eliminated for new tender

Sick & vacation pay reduced as we paid out some sick and vacation overages

Accounts receivable for wildland reimbursement invoiced in 2020 but cash will not show until 2021

Increase grant match reserve by \$3800 to cover Lifepak grant

### **Chief's Report**

432 calls for the year – break down similar to 2019

This month

1 CPR

1 unattended death

Charlie did a great job on the awards dinner

Big Springs Egress work

Paramedic backfill

(Summarized due to active call)

### **Old Business**

New tender update –

Is waiting for complete DOT & pump test and other trucks ahead of ours for shop work. Truck should go into shop mid next week (10<sup>th</sup>) for rectification work. PR to provide inspection report for new apparatus when the tender is collected.

Wildland fire pay explanation –

IIP noted that he was uninformed about wildland fire pay and how that was being handled. IIP stated on the record that paperwork was in on time and processed on time but gets held up in the system. The system was working as it should but delayed due to big fires and unusual expenses, mostly due to COVID.

### **New Business**

Statutory notices – Chief to follow up

- Meeting times First Wednesday of each month 7pm– 5-0-0
- Meeting place Zoom until further notice otherwise Nederland Station 1– 5-0-0
- Posting place (Website or Post Office as a backup location) 5-0-0
- DOLA Updates
  - BOD incorrect
  - No Service plan currently filed
  - New Transparency Notice by the 15th

Sick leave accrual cap – Currently no cap on sick leave. Employees can cash out sick leave at 50% on termination of employment so it is a future liability. Suggest a policy to cap that at 600 hours– motion – 5-0-0

CPS HR Contract Renewal –

Budget only covered monthly time and not extra services (organizational review and compliance training), which we did not get around to in 2020 so will need to be amended to include those. They have contributed well to the department was the general opinion.

Motion to renew – 5-0-0

CPS sexual discrimination inquiry – request 20 hours in addition to contract to conduct inquiry –  
Use the monthly quota or add additional hours.

Deliverable from the inquiry should be

- Is there a case to answer?
- What action should be taken?

Clarification that if we do not use hours 1 month they get rolled over into the next month.

Motion for additional hours – 5-0-0

Retaliation complaint – direction of inquiry, CPS to follow up –

Motion for CPS to handle inquiry – 5-0-0

16 FF Initiatives working party –

IIP wished to make this a board priority for the year starting with setting up a working group to state some objectives. Suggestion that the working party consist of 1 board member, the Chief, shift officers and volunteer officers. PR noted that this could also form part of our goals for the year. PR noted that maybe having a board member on the WP may not be appropriate.

PR suggested the board look at the 16 initiatives and pick 6 that they think are important and pass those to the working party to pick the 1 or 2 that can be achieved.

Wildland deployment expense reimbursement / department cards –

We have members carrying expenses for deployments for periods > 30 days based on the information received. Expenses are paid at when the AHJ clears the request for payment but this can take 45-60 days. Expenses are rarely, if ever declined, so payment is always guaranteed. We also withhold 15% of the time payment to members to allow us to be able to adjust their payment if there are issues with the request after it clears.

Discussion as to whether the department could/should supply credit cards for expenses. HZ asked if they could be debit cards not credit cards? As an option reimburse expenses immediately rather than waiting for clearance providing expenses meet standard guidelines.

This suggestion met general approval. Further clarification on policy required.

Chief/Iain/Patrick to talk policy

### **Future Business**

Paid sick leave adoption for all staff – produce budget implications

Departmental goals and metrics – Primarily from the FF16

**Public Comment**

(Please state name and if in district or out of district for the record)

**Any other business**

TW public statement to recognize Kathy's work for doing great work and being patient with the new board.

**Special Executive Session**

**Special Meeting Conclusions**

**Next Meeting [Date] February 3<sup>rd</sup> @ 7pm**

**Adjourn the meeting @ 5-0-0 2026**