

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
15455 Gleneagle Drive, Suite 230
Colorado Springs, CO 80921
Bus: 719.484.0911 Fax (HIPAA) 719.481.3456



Roger Lance, Vice- President
Dr. John Hildebrandt, Treasurer
Michael Smaldino, Secretary

Jake Shirk, President

Tom Tharnish, Director
Terri Hayes, Director
Jason Buckingham, Director

MEETING AGENDA

Meeting Date/Time: April 26, 2017, 6:30P

LOCATION: Station 1, 18650 Hwy 105, Monument, CO 80132

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - Regular meeting – March 22, 2017
- VI. Financial Report**
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3 min time limit)
- VIII. New Business**
 - a. Policy #308 - Surplus/Excess Property Disposal
MOTION: To approve Policy #308 – Surplus/Excess Property Disposal
 - b. Paramedic Only hiring
MOTION: To approve the hiring of up to 6 non-fire paramedics and the amended 2017 salary structure to include adjustments for Firefighter/Paramedic and Non-Fire Paramedics
- IX. Old Business**
 - a. Nov 2017 mill levy review update
- X. Chief's Report**
- XI. Future Agenda Items**
 - a. Inclusion process
- XII. Adjournment**

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MEETING MINUTES

Meeting Date/Time: March 22, 2017, 6:30P

LOCATION: Station 1, 18650 Hwy 105, Monument, CO 80132

- I. **Call to Order (6:30pm)**
- II. **Pledge of Allegiance**
- III. **Roll Call -** Present: Hayes, Smaldino, Hildebrandt, Lance, Tharnish (Late 6:34 pm).
Excused: Shirk, Buckingham.
- IV. **Approval of Agenda**
Agenda reviewed and approved. (Hayes: 4-0).
- V. **Approval of Minutes**
 - Regular meeting – February 22, 2017. Minutes reviewed and approved. (Hayes: 4-0).
 - Special meeting – March 10, 2017. Minutes reviewed and approved. (Hayes: 4-0).
- VI. **Financial Report**
Report reviewed and approved. (Smaldino: 5-0).
- VII. **Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3 min time limit)
 - BC Bumgarner reported FireWise event date of May 6, 2017 at United Methodist Church.
 - As a gesture of appreciation for their service to the District, the Fire Chief gave each Board Director a District shirt.
 - Director Tharnish reported the town is considering allowing for small business around Monument Lake to include boat rentals.
- VIII. **New Business - none**
- IX. **Old Business-**
 - a. Wescott FPD response-agreed to reduce response. Dual response for "9E1" calls. DC Trost met with dispatch and they will test system. The Board agreed to move this item to the Chief's report section of the agenda.
 - b. Mill levy update- the Chief explained PowerPoint presentation that was delivered to the Citizen Advisory Task Force committee on March 21 and gave the Board of Directors a summary of the meeting. Next meeting is April 27th.
- X. **Chief's Report**
 - a. ABS claim-insurance denied claim. The District retained attorney for up to ten hours to investigate for possible settlement.

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- b. Impact fees-Board of County Commissioners to be approached in April. District Board of Directors is encouraged to attend.
- c. Sunshine Fire-sent crew to Boulder for support.
- d. Stage 1 Fire Restrictions
- e. Kings Deer kitchen fire-"Lieutenant Coyle did a stunning job" handling incident.
- f. Another property applied for inclusion into the district.
- g. DC Trost reported partnership with YMCA for health and wellness.
- h. DC Trost provided West Metro Fire academy update. "Our three are doing well."
- i. DC Trost reported BC Bumgarner to be the new "Public Information Officer" for the district.
- j. The Chief and BC Bumgarner attended NEPCO Meeting.

XI. Future Agenda Items

- a. Inclusion process

XII. Adjournment

MOTION: to adjourn. (Hildebrandt: 5-0, 8:53 pm).

Tri-Lakes Monument Fire Protection District

Treasurer's Report

March 31, 2017

February represents 25% of the year so when reading through the spreadsheets compare the % of budget to 25%.

1. Property Taxes received were \$1,775,859 (**39.61%**) of the budget with the budgeted revenue of \$4,483,738.
2. Specific Ownership Taxes received were \$131,541 (**28.63%**) of the budget with the budgeted revenue of \$470,000.
3. Ambulance Revenues were \$156,812 (**19.6%**) of the budget with budget revenue of \$800,000.

Ambulance revenues are lower than last year. This is due to

EXPENSES

Legal fees are 49.5% of budget. This is a bit earlier than in the year than average.

Office equipment/furniture is at 2/3 of budget as we have bought two new desks for Jen Martin and B/C Bumgarner.

Admin vehicles continue to take their toll as the Deputy Chief and Fire Marshal vehicles continue to require repairs. This line item is at 46% of budget.

As expected with vacancies, overtime is up (31.58%). On the other hand, total wages is down so that total wages is at 22.02% of budget and benefits at 20.43%

Overall expenses are 21.1% or 3.9% **UNDER** the YTD budget.

IMPACT FEES

Under the builder agreement, we have returned \$15,540 that was collected between October of 2016 and March of 2017.

Tri-Lakes Monument Fire Protection District

Profit & Loss Budget vs. Actual

January through March 2017

Ordinary Income/Expense	Jan - Mar 17			
	Budget	\$ Over Budget	% of Budget	
Income				
Total 4100 · REVENUE - TAX RECEIPTS	1,913,759.49	4,970,238.00	-3,056,478.51	38.5%
Total 4200 · REVENUE - OPERATING REVENUES	157,126.94	815,250.00	-658,123.06	19.27%
Total 4400 · REVENUE - INTEREST	996.70	8,000.00	-7,003.30	12.46%
Total 4500 · MISCELLANEOUS INCOME	10,142.99	325,000.00	-314,857.01	3.12%
Total Income	2,082,026.12	6,118,488.00	-4,036,461.88	34.03%
Expense				
Total 5100 · ADMINISTRATION EXPENSES	114,492.43	495,356.00	-380,863.57	23.11%
Total 5200 · BUILDINGS EXPENSE	29,194.59	106,800.00	-77,605.41	27.34%
Total 5300 · COMMUNICATIONS EXPENSE	29,121.26	138,450.00	-109,328.74	21.03%
Total 5390 · FIRE PREVENTION	0.00	5,500.00	-5,500.00	0.0%
Total 5400 · VEHICLES EXPENSE	25,580.83	132,200.00	-106,619.17	19.35%
Total 5450 · OPERATIONAL EQUIPMENT EXP	32,080.74	135,450.00	-103,369.26	23.69%
Total 5500 · WAGES	785,644.08	3,567,793.00	-2,782,148.92	22.02%
Total 5540 · BENEFITS	195,561.90	957,323.00	-761,761.10	20.43%
Total 5560 · UNIFORMS EXPENSE	7,609.68	21,000.00	-13,390.32	36.24%
Total 5600 · TRAINING & EDUCATION EXPENSE	7,297.28	51,900.00	-44,602.72	14.06%
Total 5700 · UTILITIES EXPENSE	14,275.55	51,700.00	-37,424.45	27.61%
Total 5900 · FINANCE - DEBT SERVICE	11,845.55	272,944.00	-261,098.45	4.34%
Total Expense	1,252,703.89	5,936,416.00	-4,683,712.11	21.1%
Goal				25.00%

Tri-Lakes Monument Fire Protection District
Profit & Loss Budget vs. Actual
January through March 2017

	Jan - Mar 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 • REVENUE - TAX RECEIPTS				
4110 • Revenue-Property Taxes				
4111 • Property Taxes	1,776,185.55	4,483,738.00	-2,707,552.45	39.61%
4112 • Tax Refund Sta2 Septic	-326.37	0.00	-326.37	100.0%
Total 4110 • Revenue-Property Taxes	1,775,859.18	4,483,738.00	-2,707,878.82	39.61%
4120 • Revenue - Specific Ownership Tx	134,541.40	470,000.00	-335,458.60	28.63%
4150 • Revenue - Other Tax Revenue	833.91	9,000.00	-8,166.09	9.27%
4160 • Assessment Fees (Palmer Lake)	2,525.00	7,500.00	-4,975.00	33.67%
Total 4100 • REVENUE - TAX RECEIPTS	1,913,759.49	4,970,238.00	-3,056,478.51	38.5%
4200 • REVENUE - OPERATING REVENUES				
4210 • Revenue- Ambulance Fees				
4211 • Ambulance Fees	156,811.94	800,000.00	-643,188.06	19.6%
Total 4210 • Revenue- Ambulance Fees	156,811.94	800,000.00	-643,188.06	19.6%
4230 • Revenue - CPR Fees	0.00	250.00	-250.00	0.0%
4250 • Revenue-Inspection/Plan Review	315.00	15,000.00	-14,685.00	2.1%
Total 4200 • REVENUE - OPERATING REVENUES	157,126.94	815,250.00	-658,123.06	19.27%
4400 • REVENUE - INTEREST	996.70	8,000.00	-7,003.30	12.46%
4500 • MISCELLANEOUS INCOME				
4510 • Revenue - Misc Donations	0.00	0.00	0.00	0.0%
4520 • Revenue - Misc Income	756.50	0.00	756.50	100.0%
4530 • Revenue - Impact Fees	-6,216.00	225,000.00	-231,216.00	-2.76%
4560 • Revenue - Wildland Deployment	15,602.49	100,000.00	-84,397.51	15.6%
Total 4500 • MISCELLANEOUS INCOME	10,142.99	325,000.00	-314,857.01	3.12%
Total Income	2,082,026.12	6,118,488.00	-4,036,461.88	34.03%
Expense				
5100 • ADMINISTRATION EXPENSES				
5140 • Director's Training	0.00	250.00	-250.00	0.0%
5168 • Promotional Processes	0.00	5,000.00	-5,000.00	0.0%
5147 • Cobra	196.08	0.00	196.08	100.0%
5105 • Accounting	10,085.95	38,500.00	-28,414.05	26.2%
5107 • Auditing Expenses	0.00	10,000.00	-10,000.00	0.0%
5110 • Ambulance Collection Fee Exp	14,372.75	39,600.00	-25,227.25	36.3%
5115 • Bank Charges & Credit Card Fees	206.28	7,500.00	-7,293.72	2.75%
5120 • Books, Subscriptions & Dues	3,283.39	5,000.00	-1,716.61	65.67%
5125 • Consultants Expense	0.00	20,000.00	-20,000.00	0.0%
5130 • Copies, Postage & Shipping Exp	264.42	2,800.00	-2,535.58	9.44%
5131 • Election Materials	0.00	5,000.00	-5,000.00	0.0%
5135 • Cty Treasurer's Fees @ 1.5% Exp	26,651.33	67,256.00	-40,604.67	39.63%
5145 • General Expense	166.27	5,500.00	-5,333.73	3.02%
5150 • Legal Fees Expense	7,424.75	15,000.00	-7,575.25	49.5%
5155 • General Liability Insurance Exp	13,389.25	40,000.00	-26,610.75	33.47%
5160 • Admin Maintenance Contracts	661.77	4,000.00	-3,338.23	16.54%
5165 • Office Supplies Expense	898.41	5,000.00	-4,101.59	17.97%
5166 • Office Equipment/Furniture	3,343.95	5,000.00	-1,656.05	66.88%
5185 • Travel Expenses	786.76	1,250.00	-463.24	62.94%
5188 • Election	0.00	40,000.00	-40,000.00	0.0%
5190 • Workman's Comp Exp	30,264.02	150,000.00	-119,735.98	20.18%

	Jan - Mar 17	Budget	\$ Over Budget	% of Budget
5191 · Morale & Welfare Expense	292.01	7,500.00	-7,207.99	3.89%
5192 · Medical Exams / Services	0.00	15,000.00	-15,000.00	0.0%
5193 · Heart Benefit	0.00	0.00	0.00	0.0%
5194 · Recruiting/Hiring	575.00	2,000.00	-1,425.00	28.75%
5195 · New Hire Exams	1,165.16	2,700.00	-1,534.84	43.15%
5196 · Public Relations	464.88	1,500.00	-1,035.12	30.99%
Total 5100 · ADMINISTRATION EXPENSES	114,492.43	495,356.00	-380,863.57	23.11%
5200 · BUILDINGS EXPENSE				
5210 · Repairs & Maintenance Expense	19,205.45	65,000.00	-45,794.55	29.55%
5220 · Supplies Expense	2,438.44	10,800.00	-8,361.56	22.58%
5230 · Admin Bldg Lease	3,619.95	31,000.00	-27,380.05	11.68%
5231 · Admin Lease CAMS	3,930.75	0.00	3,930.75	100.0%
Total 5200 · BUILDINGS EXPENSE	29,194.59	106,800.00	-77,605.41	27.34%
5300 · COMMUNICATIONS EXPENSE				
5310 · Cable Expense	362.75	1,500.00	-1,137.25	24.18%
5315 · Telephone Expense	2,320.44	9,250.00	-6,929.56	25.09%
5320 · Cellular Expense	3,629.17	16,000.00	-12,370.83	22.68%
5330 · Information Technology Exp	2,445.23	10,000.00	-7,554.77	24.45%
5331 · IT Contracts	12,715.73	40,000.00	-27,284.27	31.79%
5335 · Internet Connectivity	6,961.17	35,000.00	-28,038.83	19.89%
5340 · Pager Service Contract	686.77	2,000.00	-1,313.23	34.34%
5341 · Maintenance Contract 800 Mhrtz	0.00	4,300.00	-4,300.00	0.0%
5360 · Radio License 800 Expense	0.00	10,400.00	-10,400.00	0.0%
5370 · Communication Repair & Mtce Exp	0.00	10,000.00	-10,000.00	0.0%
Total 5300 · COMMUNICATIONS EXPENSE	29,121.26	138,450.00	-109,328.74	21.03%
5390 · FIRE PREVENTION				
5391 · Personnel Training - Fire Prev	0.00	2,000.00	-2,000.00	0.0%
5392 · Fire Prevention Supplies	0.00	2,500.00	-2,500.00	0.0%
5394 · Fire Prevention Equip	0.00	1,000.00	-1,000.00	0.0%
Total 5390 · FIRE PREVENTION	0.00	5,500.00	-5,500.00	0.0%
5400 · VEHICLES EXPENSE				
5440 · Bench Stock	86.81	0.00	86.81	100.0%
5410 · Firefighting Vehicles Expense				
5414 · Pump Testing	0.00	1,500.00	-1,500.00	0.0%
5411 · Firefighting Fuel Expense	4,142.92	20,000.00	-15,857.08	20.72%
5412 · Firefighting Repairs & Maint.	9,008.13	60,000.00	-50,991.87	15.01%
5413 · Ladder Testing	0.00	1,300.00	-1,300.00	0.0%
Total 5410 · Firefighting Vehicles Expense	13,151.05	82,800.00	-69,648.95	15.88%
5420 · Medical Vehicles Expense				
5421 · Medical Fuel	2,970.76	14,400.00	-11,429.24	20.63%
5422 · Medical Repairs & Maintenance	2,166.47	15,000.00	-12,833.53	14.44%
Total 5420 · Medical Vehicles Expense	5,137.23	29,400.00	-24,262.77	17.47%
5430 · Admin Vehicles Expense				
5431 · Fuel	2,570.25	10,000.00	-7,429.75	25.7%
5432 · Repairs & Maintenance	4,635.49	10,000.00	-5,364.51	46.36%
Total 5430 · Admin Vehicles Expense	7,205.74	20,000.00	-12,794.26	36.03%
Total 5400 · VEHICLES EXPENSE	25,580.83	132,200.00	-106,619.17	19.35%
5450 · OPERATIONAL EQUIPMENT EXP				
5460 · Firefighting Equipment Expense				
5461 · Equipment Repairs & Maintenance	2,939.02	9,000.00	-6,060.98	32.66%
5462 · SCBA Repair Expense	445.58	8,000.00	-7,554.42	5.57%
5463 · Firefighting Supplies Expense	82.54	3,000.00	-2,917.46	2.75%

	Jan - Mar 17	Budget	\$ Over Budget	% of Budget
5464 · Hazmat Equipment Expense	0.00	2,000.00	-2,000.00	0.0%
5465 · TEMS (Tactical Emerg Med Svc)	0.00	0.00	0.00	0.0%
5467 · Wildland Fire Supplies	0.00	2,500.00	-2,500.00	0.0%
5468 · PPE	1,178.77	12,000.00	-10,821.23	9.82%
5469 · PPE Maintenance & Repair	695.25	1,000.00	-304.75	69.53%
5460 · Firefighting Equipment Expense - Other	214.11	25,000.00	-24,785.89	0.86%
Total 5460 · Firefighting Equipment Expense	5,555.27	62,500.00	-56,944.73	8.89%
5470 · Medical Equipment				
5471 · EMS Equipment Repairs & Maint	0.00	1,000.00	-1,000.00	0.0%
5472 · EMS Maintenance Contracts	9,063.72	9,200.00	-136.28	98.52%
5473 · Medical Supplies Expense	17,431.75	62,000.00	-44,568.25	28.12%
5474 · Medical Equipment	0.00	0.00	0.00	0.0%
5475 · Community CPR/First Aid	30.00	750.00	-720.00	4.0%
Total 5470 · Medical Equipment	26,525.47	72,950.00	-46,424.53	36.36%
Total 5450 · OPERATIONAL EQUIPMENT EXP	32,080.74	135,450.00	-103,369.26	23.69%
5500 · WAGES				
5539 · Payroll Expenses	190.71	0.00	190.71	100.0%
5506 · Banked Vacation/Sick Expense	2,020.14	0.00	2,020.14	100.0%
5507 · Administration Personnel (FT)	77,570.66	333,053.00	-255,482.34	23.29%
5508 · Operations Personnel (FT)	546,924.03	2,587,769.00	-2,040,844.97	21.14%
5509 · Firefighters - Parttime	0.00	10,000.00	-10,000.00	0.0%
5513 · Overtime (Shift)	129,475.48	410,000.00	-280,524.52	31.58%
5514 · Overtime (Other)	15,502.93	35,000.00	-19,497.07	44.29%
5515 · Overtime (Training/EMS)	0.00	30,000.00	-30,000.00	0.0%
5518 · Wildland Deployment Pay	0.00	50,000.00	-50,000.00	0.0%
5516 · Overtime(Wildland Backfill)	0.00	50,000.00	-50,000.00	0.0%
5530 · FICA Tax	0.00	620.00	-620.00	0.0%
5531 · Medicare Tax	11,283.41	50,834.00	-39,550.59	22.2%
5535 · Unemployment Expense	2,676.72	10,517.00	-7,840.28	25.45%
Total 5500 · WAGES	785,644.08	3,567,793.00	-2,782,148.92	22.02%
5540 · BENEFITS				
5541 · Health Insurance Expense	128,424.13	610,000.00	-481,575.87	21.05%
5542 · Dental Insurance Expense	2,235.86	14,500.00	-12,264.14	15.42%
5543 · Vision Insurance Expense	0.00	0.00	0.00	0.0%
5544 · Death & Disability Insurance	16,892.56	91,152.00	-74,259.44	18.53%
5546 · Pension Expense	51,113.88	231,371.00	-180,257.12	22.09%
5547 · Insurance - Accident & Sickness	0.00	2,000.00	-2,000.00	0.0%
5548 · Blanket Accident	0.00	3,500.00	-3,500.00	0.0%
5549 · Employee Assistance Program	0.00	2,800.00	-2,800.00	0.0%
5550 · Flex Spending Payments & Fees	-3,104.53	2,000.00	-5,104.53	-155.23%
Total 5540 · BENEFITS	195,561.90	957,323.00	-761,761.10	20.43%
5560 · UNIFORMS EXPENSE				
5564 · Uniforms - New Hire/Promotions	2,610.70	3,000.00	-389.30	87.02%
5561 · Uniforms - Paid Staff	4,998.98	18,000.00	-13,001.02	27.77%
Total 5560 · UNIFORMS EXPENSE	7,609.68	21,000.00	-13,390.32	36.24%
5600 · TRAINING & EDUCATION EXPENSE				
5610 · Firefighting Training	3,028.46	35,400.00	-32,371.54	8.56%
5620 · Medical Training	225.00	13,000.00	-12,775.00	1.73%
5650 · Admin/Other Training	2,228.60	2,000.00	228.60	111.43%
5651 · Health and Wellness	1,815.22	1,500.00	315.22	121.02%
Total 5600 · TRAINING & EDUCATION EXPENSE	7,297.28	51,900.00	-44,602.72	14.06%
5700 · UTILITIES EXPENSE				

	Jan - Mar 17	Budget	\$ Over Budget	% of Budget
5710 · Electricity Expense	5,142.79	21,500.00	-16,357.21	23.92%
5720 · Heating/Gas Expense	7,258.26	21,200.00	-13,941.74	34.24%
5730 · Water & Sewer Expense	1,223.50	6,200.00	-4,976.50	19.73%
5740 · Trash Collection	651.00	2,800.00	-2,149.00	23.25%
Total 5700 · UTILITIES EXPENSE	14,275.55	51,700.00	-37,424.45	27.61%
5900 · FINANCE - DEBT SERVICE				
5922 · Lease Princ Brush Truck-100680	0.00	21,415.00	-21,415.00	0.0%
5923 · Lease Princ BC Truck-100684	10,516.76	11,846.00	-1,329.24	88.78%
5901 · Lease Princ 2009 Ladder-100679	0.00	71,387.00	-71,387.00	0.0%
5905 · Lease Princ 2004 Pumper-100713	0.00	23,945.00	-23,945.00	0.0%
5910 · Lease Princ Station 1-100719	0.00	144,351.00	-144,351.00	0.0%
5950 · Interest Expense	1,328.79	0.00	1,328.79	100.0%
Total 5900 · FINANCE - DEBT SERVICE	11,845.55	272,944.00	-261,098.45	4.34%
Total Expense	1,252,703.89	5,936,416.00	-4,683,712.11	21.1%
Net Ordinary Income	829,322.23	182,072.00	647,250.23	455.49%
Other Income/Expense				
Other Expense				
6000 · CAPITAL IMPROVEMENT FUND				
6100 · Buildings Capital Outlay	0.00	85,000.00	-85,000.00	0.0%
Total 6000 · CAPITAL IMPROVEMENT FUND	0.00	85,000.00	-85,000.00	0.0%
Total Other Expense	0.00	85,000.00	-85,000.00	0.0%

Tri-Lakes Monument Fire Protection District
Profit & Loss Prev Year Comparison
January through March 2017

	Jan - Mar 17	Jan - Mar 16	\$ Change
Ordinary Income/Expense			
Income			
4100 · REVENUE - TAX RECEIPTS			
4110 · Revenue-Property Taxes			
4111 · Property Taxes	1,776,185.55	1,703,355.10	72,830.45
4112 · Tax Refund Sta2 Septic	-326.37	-326.37	0.00
Total 4110 · Revenue-Property Taxes	1,775,859.18	1,703,028.73	72,830.45
4120 · Revenue - Specific Ownership Tx	134,541.40	119,352.04	15,189.36
4150 · Revenue - Other Tax Revenue	833.91	2,905.42	-2,071.51
4160 · Assessment Fees (Palmer Lake)	2,525.00	2,500.00	25.00
Total 4100 · REVENUE - TAX RECEIPTS	1,913,759.49	1,827,786.19	85,973.30
4200 · REVENUE - OPERATING REVENUES			
4210 · Revenue- Ambulance Fees			
4211 · Ambulance Fees	156,811.94	189,536.37	-32,724.43
4212 · Contractual Adjustmts	0.00	-39.99	39.99
Total 4210 · Revenue- Ambulance Fees	156,811.94	189,496.38	-32,684.44
4250 · Revenue-Inspection/Plan Review	315.00	330.00	-15.00
Total 4200 · REVENUE - OPERATING REVENUES	157,126.94	189,826.38	-32,699.44
4400 · REVENUE - INTEREST	996.70	1,712.90	-716.20
4500 · MISCELLANEOUS INCOME			
4520 · Revenue - Misc Income	756.50	0.28	756.22
4530 · Revenue - Impact Fees	-6,216.00	0.00	-6,216.00
4560 · Revenue - Wildland Deployment	15,602.49	28,075.63	-12,473.14
Total 4500 · MISCELLANEOUS INCOME	10,142.99	28,075.91	-17,932.92
Total Income	2,082,026.12	2,047,401.38	34,624.74
Expense			
5100 · ADMINISTRATION EXPENSES			
5147 · Cobra	196.08	180.00	16.08
5146 · Fees/Penalties	0.00	9.50	-9.50
5105 · Accounting	10,085.95	204.49	9,881.46
5110 · Ambulance Collection Fee Exp	14,372.75	15,412.93	-1,040.18
5115 · Bank Charges & Credit Card Fees	206.28	534.29	-328.01
5120 · Books, Subscriptions & Dues	3,283.39	3,102.10	181.29
5130 · Copies, Postage & Shipping Exp	264.42	531.48	-267.06
5131 · Election Materials	0.00	4,645.70	-4,645.70
5135 · Cty Treasurer's Fees @ 1.5% Exp	26,651.33	25,553.23	1,098.10
5145 · General Expense	166.27	586.95	-420.68
5150 · Legal Fees Expense	7,424.75	2,603.20	4,821.55
5155 · General Liability Insurance Exp	13,389.25	14,433.47	-1,044.22
5160 · Admin Maintenance Contracts	661.77	740.19	-78.42
5165 · Office Supplies Expense	898.41	1,202.99	-304.58

	Jan - Mar 17	Jan - Mar 16	\$ Change
5166 · Office Equipment/Furniture	3,343.95	0.00	3,343.95
5185 · Travel Expenses	786.76	361.54	425.22
5188 · Election	0.00	170.50	-170.50
5190 · Workman's Comp Exp	30,264.02	33,586.81	-3,322.79
5191 · Morale & Welfare Expense	292.01	1,690.06	-1,398.05
5192 · Medical Exams / Services	0.00	707.00	-707.00
5194 · Recruiting/Hiring	575.00	0.00	575.00
5195 · New Hire Exams	1,165.16	0.00	1,165.16
5196 · Public Relations	464.88	428.65	36.23
Total 5100 · ADMINISTRATION EXPENSES	114,492.43	106,685.08	7,807.35
5200 · BUILDINGS EXPENSE			
5210 · Repairs & Maintenance Expense	19,205.45	11,966.80	7,238.65
5220 · Supplies Expense	2,438.44	3,431.84	-993.40
5230 · Admin Bldg Lease	3,619.95	3,355.58	264.37
5231 · Admin Lease CAMS	3,930.75	3,406.72	524.03
Total 5200 · BUILDINGS EXPENSE	29,194.59	22,160.94	7,033.65
5300 · COMMUNICATIONS EXPENSE			
5310 · Cable Expense	362.75	299.22	63.53
5315 · Telephone Expense	2,320.44	2,329.47	-9.03
5320 · Cellular Expense	3,629.17	2,573.49	1,055.68
5330 · Information Technology Exp	2,445.23	1,865.00	580.23
5331 · IT Contracts	12,715.73	11,977.65	738.08
5335 · Internet Connectivity	6,961.17	6,700.04	261.13
5340 · Pager Service Contract	686.77	484.32	202.45
Total 5300 · COMMUNICATIONS EXPENSE	29,121.26	26,229.19	2,892.07
5390 · FIRE PREVENTION			
5391 · Personnel Training - Fire Prev	0.00	30.00	-30.00
5395 · Community CPR/First Aid	0.00	0.00	0.00
Total 5390 · FIRE PREVENTION	0.00	30.00	-30.00
5400 · VEHICLES EXPENSE			
5440 · Bench Stock	86.81	0.00	86.81
5410 · Firefighting Vehicles Expense			
5411 · Firefighting Fuel Expense	4,142.92	3,149.40	993.52
5412 · Firefighting Repairs & Maint.	9,008.13	17,824.83	-8,816.70
Total 5410 · Firefighting Vehicles Expense	13,151.05	20,974.23	-7,823.18
5420 · Medical Vehicles Expense			
5421 · Medical Fuel	2,970.76	2,946.51	24.25
5422 · Medical Repairs & Maintenance	2,166.47	1,081.54	1,084.93
Total 5420 · Medical Vehicles Expense	5,137.23	4,028.05	1,109.18
5430 · Admin Vehicles Expense			
5431 · Fuel	2,570.25	1,516.74	1,053.51
5432 · Repairs & Maintenance	4,635.49	2,322.49	2,313.00
Total 5430 · Admin Vehicles Expense	7,205.74	3,839.23	3,366.51
Total 5400 · VEHICLES EXPENSE	25,580.83	28,841.51	-3,260.68

	Jan - Mar 17	Jan - Mar 16	\$ Change
5450 · OPERATIONAL EQUIPMENT EXP			
5460 · Firefighting Equipment Expense			
5461 · Equipment Repairs & Maintenance	2,939.02	1,378.34	1,560.68
5462 · SCBA Repair Expense	445.58	3,995.17	-3,549.59
5463 · Firefighting Supplies Expense	82.54	3,252.91	-3,170.37
5464 · Hazmat Equipment Expense	0.00	965.71	-965.71
5467 · Wildland Fire Supplies	0.00	109.00	-109.00
5468 · PPE	1,178.77	5,098.97	-3,920.20
5469 · PPE Maintenance & Repair	695.25	0.00	695.25
5460 · Firefighting Equipment Expense - Other	214.11	0.00	214.11
Total 5460 · Firefighting Equipment Expense	5,555.27	14,800.10	-9,244.83
5470 · Medical Equipment			
5472 · EMS Maintenance Contracts	9,063.72	4,959.60	4,104.12
5473 · Medical Supplies Expense	17,431.75	8,147.68	9,284.07
5475 · Community CPR/First Aid	30.00	529.93	-499.93
Total 5470 · Medical Equipment	26,525.47	13,637.21	12,888.26
Total 5450 · OPERATIONAL EQUIPMENT EXP	32,080.74	28,437.31	3,643.43
5500 · WAGES			
5539 · Payroll Expenses	190.71	147.64	43.07
5506 · Banked Vacation/Sick Expense	2,020.14	8,322.08	-6,301.94
5507 · Administration Personnel (FT)	77,570.66	79,119.01	-1,548.35
5508 · Operations Personnel (FT)	546,924.03	541,189.16	5,734.87
5509 · Firefighters - Parttime	0.00	916.50	-916.50
5513 · Overtime (Shift)	129,475.48	107,523.07	21,952.41
5514 · Overtime (Other)	15,502.93	8,166.31	7,336.62
5530 · FICA Tax	0.00	1,097.28	-1,097.28
5531 · Medicare Tax	11,283.41	10,701.77	581.64
5535 · Unemployment Expense	2,676.72	4,334.06	-1,657.34
Total 5500 · WAGES	785,644.08	761,516.88	24,127.20
5540 · BENEFITS			
5551 · Supplemental Insurance	0.00	-109.45	109.45
5541 · Health Insurance Expense	128,424.13	94,797.76	33,626.37
5542 · Dental Insurance Expense	2,235.86	5,595.02	-3,359.16
5543 · Vision Insurance Expense	0.00	407.10	-407.10
5544 · Death & Disability Insurance	16,892.56	15,409.49	1,483.07
5546 · Pension Expense	51,113.88	48,441.42	2,672.46
5549 · Employee Assistance Program	0.00	2,700.00	-2,700.00
5550 · Flex Spending Payments & Fees	-3,104.53	-3,018.01	-86.52
Total 5540 · BENEFITS	195,561.90	164,223.33	31,338.57
5560 · UNIFORMS EXPENSE			
5564 · Uniforms - New Hire/Promotions	2,610.70	0.00	2,610.70
5561 · Uniforms - Paid Staff	4,998.98	1,838.08	3,160.90
Total 5560 · UNIFORMS EXPENSE	7,609.68	1,838.08	5,771.60
5600 · TRAINING & EDUCATION EXPENSE			

	Jan - Mar 17	Jan - Mar 16	\$ Change
5610 · Firefighting Training	3,028.46	3,498.73	-470.27
5620 · Medical Training	225.00	95.00	130.00
5650 · Admin/Other Training	2,228.60	225.11	2,003.49
5651 · Health and Wellness	1,815.22	0.00	1,815.22
Total 5600 · TRAINING & EDUCATION EXPENSE	7,297.28	3,818.84	3,478.44
5700 · UTILITIES EXPENSE			
5710 · Electricity Expense	5,142.79	4,834.19	308.60
5720 · Heating/Gas Expense	7,258.26	7,338.45	-80.19
5730 · Water & Sewer Expense	1,223.50	1,263.60	-40.10
5740 · Trash Collection	651.00	434.00	217.00
Total 5700 · UTILITIES EXPENSE	14,275.55	13,870.24	405.31
5900 · FINANCE - DEBT SERVICE			
5923 · Lease Princ BC Truck-100684	10,516.76	0.00	10,516.76
5950 · Interest Expense	1,328.79	0.00	1,328.79
Total 5900 · FINANCE - DEBT SERVICE	11,845.55	0.00	11,845.55
Total Expense	1,252,703.89	1,157,651.40	95,052.49
Net Ordinary Income	829,322.23	889,749.98	-60,427.75
Other Income/Expense			
Other Expense			
6000 · CAPITAL IMPROVEMENT FUND			
6100 · Buildings Capital Outlay	0.00	1,788.00	-1,788.00
6400 · Vehicle Capital Outlay			
6420 · Fire Vehicle Capital Outlay	0.00	38,927.50	-38,927.50
6430 · Medical Vehicle Capital Outlay	0.00	199,630.00	-199,630.00
Total 6400 · Vehicle Capital Outlay	0.00	238,557.50	-238,557.50
Total 6000 · CAPITAL IMPROVEMENT FUND	0.00	240,345.50	-240,345.50
Total Other Expense	0.00	240,345.50	-240,345.50

Tri-Lakes Monument Fire Protection District
Bank Balances

As of March 31, 2017

	<u>Mar 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Ops/General Fund Peoples ...88	2,139,565.15
1011 · FSA- Peoples ...69	9,601.34
1012 · Impact Fee - Peoples ...51	684,755.33
1013 · Capital- Peoples ...77	236,319.11
1105 · Petty Cash	0.01
1136 · Emergency Reserve - FNB ..05	212,951.22
Total Checking/Savings	<u>3,283,192.16</u>

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

15455 Gleneagle Drive, Suite 230

Colorado Springs, CO 80921

Bus: (719) 484-0911 Fax (719) 481-3456



Christopher Truty, Fire Chief

MEMO

TO: BOARD OF DIRECTORS

FROM: CHIEF TRUTY

DATE: APRIL 21, 2017

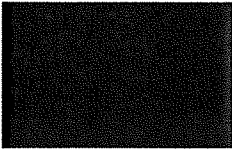
RE: SURPLUS PROPERTY DISPOSAL

Attached you will find draft policy #308 – District Property Surplus/Disposals. This policy provides guidance on how the District may dispose of personal property that, for any reason, is no longer needed by the District. Personal property is generally defined as those items are that are tangible but not real (i.e. non real-estate, etc.).

The policy generally allows the Fire Chief to determine the disposition of District personal property provided its estimated value is less than \$10,000. Any property deemed to have value in excess of \$10,000 must be presented to the Board with a recommended disposition.

If the property's value is deemed less than \$10,000, the policy allows the Fire Chief to determine the most appropriate method of disposal and provides those options.

Respectfully submitted,



District Property Surplus/Disposals

308.1 PURPOSE

To provide guidance on the disposal of District property.

308.2 SCOPE

This policy applies to any District property with an estimated declared market value of \$1,000 or more based on reasonable research by District staff.

308.3 POLICY

- A. District-owned personal property may be sold, leased, traded, exchanged, donated, abandoned, or destroyed. Upon notification of the designation of District-owned personal property as surplus or otherwise unneeded, the Fire Chief shall determine the appropriate form of orderly and expedient disposition. When choosing the form, the Fire Chief or designee shall take into consideration the relative costs and/or benefits to the District of the available method(s) of disposition.
- B. A donation of District-owned personal property shall be made with consideration of the following preferences, although no specific factor shall be determinative to the Fire Chief's decision to donate personal property: (1) the underlying purpose of the recipient (educational, charitable, or non-profit preferred); (2) the location of the recipient's business or operation (3) the recipient's particular need for the personal property.
- C. For the sale of District-owned personal property, the Fire Chief shall first consult with the District Board concerning any planned disposition of District-owned property in the event that the value of such property is estimated to exceed ten thousand dollars (\$10,000) in value. The District Board may, at its discretion, direct the Fire Chief regarding the preferred method of disposal of property estimated to exceed ten thousand dollars (\$10,000) in value.
- D. If the Fire Chief directs that surplus or unneeded District property be sold, such sale may be conducted as either:
 1. A private sale. A private sale will typically require that the Fire Chief first determine that the administrative time and expense needed to conduct a public sale is unwarranted in light of the ease of sale to one or more willing and identifiable private parties prepared to pay reasonable value. A private sale shall not be appropriate where the District has a reasonable expectation or knowledge that the private party intends to resell the property without refurbishing or renovating such property prior to resale.
 2. A public sale. The Fire Chief shall cause notice to be published in a newspaper of general circulation in the District at least ten (10) days prior to the date of sale. The notice shall include a date, time, and location of the sale, and a general description of the item(s) to be sold, and a brief description of the process to be used for the public sale. The public sale process may be by auction, submission of written offers, or other method determined by the Fire Chief to ensure a reasonably competitive and fair sale.

Tri-Lakes Monument Fire Protection District

TLMFPD Policy Manual

District Property Surplus/Disposals

- E. Any sale, lease, trade, exchange, or donation of property shall be “as is” without warranty of any kind or type. As a condition of the transaction, the District may at its option demand from any recipient a written signed acknowledgement of the “as is” and unwarranted terms of the transaction and/or other contractual protections as deemed appropriate by the District including but not limited to a release, hold harmless, and/or indemnification agreement.
- F. The Fire Chief or designee shall create a written record of the disposed item(s) and the date and nature of the disposition. Such records shall be maintained by the District in accordance with any adopted document retention schedule.
- G. No District official, employee or agent may acquire District-owned property by any method other than by being the highest bidder at an open public sale.
- H. All proceeds from the sale or lease of District-owned personal or real property shall be placed in the District’s general fund unless otherwise directed by the Fire Chief.

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Christopher Truty, Fire Chief

MEMO

TO: BOARD OF DIRECTORS

FROM: CHIEF TRUTY

DATE: APRIL 21, 2017

RE: PARAMEDIC-ONLY STAFFING

Over the last several hiring processes, the District has struggled with receiving applicants who have paramedic certifications. Since the beginning of 2015, we have lost 5 paramedics and the firefighter/paramedic position is rapidly becoming a high-demand occupation so that higher-paying organizations are now recruiting laterally for that position rather than just at entry-level. In addition to that, our existing firefighter/paramedics continue to advance their careers creating a continuous need to recruit paramedics. However, the pool of candidates is slim.

One pool of people that we have not actively recruited are individuals who only want to be paramedics and not firefighters. This has been because of our desired standard to have paramedics double as firefighters but with the persistent challenge of finding qualified candidates at an affordable rate, we must consider other options. Attached is a memo by D/C Trost on eliminating the firefighter qualification for up to two positions per shift and hopefully allowing us to tap into a greater pool of candidates, namely those individuals who only want to serve as paramedics.

D/C Trost's memo will outline the details and we feel this is an outside-the-box way of approaching the challenge. We will still have a need for firefighter/paramedics as we have established a pattern of providing advanced life support service on our frontline apparatus but this opportunity may be a way to make a small modification of how we provide service but yield much more positive results. I'm proud of our guys for coming up with this solution, one which was actually looked at a few years back but not completely implemented.

To make this work, D/C Trost will outline a modification to our salary structure that I would like the Board to approve. It will propose starting paramedic salaries equivalent to the existing FP3 for new paramedics. (All existing FF/PMs below FP3 will be moved immediately to the new FP3 rate). In addition, his memo proposes the elimination of FF1 and FF2 salary steps and starting all new hires at FF3 and shortening the wage step structure to three steps from five. I'm proposing that this step be conditional on the outcome of the current mill levy efforts. Should the mill levy efforts go forward and ultimately pass, I'm expecting significant changes to compensation. Should it not pass or go forward, I'm proposing accepting D/C Trost's wage recommendation as outlined effective in the 2018 budget as we will still need to maximize our recruitment efforts wherever we can. This will get more attention during the 2018 budget process.

Respectfully submitted,

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Christopher Truty, Fire Chief

Staff Report

Paramedic Only Hiring

Issue

The Tri-Lakes Monument fire district is operating at a staffing level six/seven staff below our minimums and we have had limited success in attracting and retaining firefighters and firefighter paramedics. . Our district has reached what we as staff feel as a mission critical level and require the proposed measures to continue our normal Advanced Life Support (ALS) transport services as expected by the community.

Analysis

Over the past several years we have run several testing processes that have produced limited numbers of experienced and qualified fire fighter paramedics (FF/PM). We have continued to modify our testing criteria in order to attract the most qualified candidates including those with Emergency Medical Technician-Basic(EMT) only, firefighter/emergency medical technician-basic (FF/EMT), Emergency Medical Technician- Paramedic EMT-P (PM), and FF/PM. Our success has been most limited in the FF/PM or PM only pools. Our PM only pools also included a requirement that the candidate attend the fire academy and become a certified FF/PM by the completion of their one year probationary period. This FF/PM position is critical to continue our advance life support (ALS) and transport services supported by our community. These FF/PM positions staff some of our fire apparatus that are equipped with ALS supplies to provide the same service level and treatment in cases that our ambulance(s) are unavailable. These positions allow flexibility to provide treatment on medical calls and support the fire operations. The FF/PM model is a well proven model that provides some redundancy to ALS services and also supports all firefighting forces. Without the pool of candidates needed to continue this service we must reevaluate our response model.

Our limited success of attracting, hiring, and retaining experienced and qualified paramedics may be explained by the increased demand for FF/PM positions. Over the last several years we have identified a growing demand for FF/PM and a growing shortage of quality or qualified firefighter (FF/PM) candidates. Due to population

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growth in Colorado and largely in the Denver metro area we must modify our target group of experienced paramedics. The Denver metro area departments well exceed current TLM pay and benefits at all levels of certification. This has created a reduced pool of candidates applying for TLM positions overall and effected our ability to retain our most experienced people.

We currently need at least 6 FF/PM's (2 per shift) to ensure that we have two ALS transport ambulances staffed each day. We currently have 9 FF/PM's without other responsibilities such as Lt, Eng., etc. We are also in the process of promotions to Engineer (1) and Lieutenant (2). It is possible that if 3 of those 9 FF/PM's are promoted we will be at 6 FF/PM's within the next several months and our needed number of PM's will be at a minimum assuming that none leave to other departments.

This evaluation will include the immediate short term recommendation with an eye out for integrating a more long term solution overall.

Recommendation

My short term recommendation is to immediately create a maximum of 6 non-fire paramedic (NFM) positions in our current two ALS ambulance service. This NFM position would begin with the creation of a job description for a NFM. This job description will remove any IDLH firefighting certification/responsibilities. The NFM job description will require some exterior fire support as well as move all EMS responsibilities to the NFM positions such as but not limited to; rehab, QA/AI, research and development, continuing education development and delivery, reporting, billing, EMS liaison to physician advisor.

It is further recommended that the pay schedule be modified to reflect a NFM would have a starting pay equal to F/M 3-5 based on experience and that all the following pay scales remove grades 1-2: FF, Eng., FP and effectively create a new starting pay equal to the current pay grade 3-5 depending on experience for those listed positions.

Effectively we will create a new pay scale that removes grades 1 and 2 from FF, FF/Engineer, and FF/PM. The newly created non-fire paramedic (NFM) will be parallel to current F/M grade 3-5. The result will be a more attractive starting pay and the ability to hire Non Fire Medics.

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During this transition we will offer current FF/PM's to lateral to one of the maximum of 6 NFM positions. Current FF/PM's will submit a request to be laterally transferred to the new NFM positions and will be allowed only after determination that a transfer would not negatively affect firefighting staffing levels. Those current FF/PM's approved to laterally transfer to NFM would remain at current pay and would not be offered any future opportunities to move back into a FF/PM position. New hire NFM would be given future opportunity to apply to become a FF/PM based on seniority, performance, and recommendations of staff after completion of their probationary period in the NFM position.

Any current staff in ranks other than FF/PM requesting lateral to NFM would apply as listed below.

PM	NFM
BC/PM	NFM 5
LT/PM	NFM 5
ENG/PM	NFM 5
FF/PM 5	NFM 5
FF/PM 4	NFM 4
FF/PM 3	NFM 3

If approved we would immediately advertise for the NFM positions and hire up to a total of 3 positions of NFM only. This hire will be a combination of using our current eligibility list and a NFM job announcement to achieve our staffing of 14 per shift with a maximum of 6 NFM positions.

The modification of our staffing to include 6 NFM can also be integrated into a long term plan. By creating a larger pool of NFM candidates we will also be able to plan for future growth and service demands. When we reach benchmarks in call volume, simultaneous calls, and other determining factors on the addition of a third ambulance we will be able to hire 6 additional NFM for a total of 12 maximum

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Christopher Truty, Fire Chief

which allow for running 2- 4 NFM ambulances and 1- FF/PM-FF/EMT ambulance. This also would offer the option to consider 3(one per shift) NFM officer positions working on an ambulance in the future based on the annual evaluation of this program.

Furthermore, it would also be recommended to hire 3 additional staff to move our shift staffing to 15. This would allow the district to be operating from a better position in the case of future retirements or resignations. Staffing at 15 with a minimum of 14 per shift would allow more flexibility to attend further education and professional development without jeopardizing our staffing levels for response. Considerations of increasing staffing to 15 per shift would require an evaluation of cost vs benefit and may be offset in OT reduction. This step is not urgent and should be evaluated in the near future.

In conclusion, by adopting the changes recommended we would be expecting to hire by July 2017 and be at full staffing following necessary training.

**Tri-Lakes Monument
FIRE PROTECTION DISTRICT**



An Equal Opportunity Employer

IOS Recruitment

Office: (800) 343-HIRE

Email: recruitment@iosolutions.com

Job Announcement

The Tri-Lakes Monument Fire Protection District is seeking applicants to establish an eligibility list for the position of Paramedic.

**Application Period:
May 1 – 22, 2017**

**Salary:
\$56,507- \$61,479 plus FLSA overtime**

Benefits

- Health Insurance (4% Employee Contribution) Optional Dental
- Paid time off (Vacation, Sick, Holiday, Personal Leave)
- Fire Police Pension Association (FPPA)
- 48/96 Hour Work Schedule (Fire Station Based EMS delivery)
- Accidental Death & Dismemberment Insurance
- Supplemental Insurance and Employee Assistance Program

We are looking to hire experienced Paramedics to our newly added position of Paramedic. Personnel in this position provide pre-hospital EMS and transport services from our state of the art ambulance fleet as an integral part of the Tri-Lakes Monument Fire Protection Districts TEAM of professionals.

Minimum Qualifications

- 3 years' experience with busy pre-hospital care and transport agency
- Colorado Paramedic Certification OR National Registry Paramedic Certification
- ACLS- AHA
- PALS-AHA
- Valid Driver's License (must obtain valid CO DL within 3 months of hire)

To obtain complete requirements and hiring process details:
recruitment.iosolutions.com

**Tri-Lakes Monument
FIRE PROTECTION DISTRICT**



IOS Recruitment

Office: (800) 343-HIRE

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An Equal Opportunity Employer

Job Announcement

POSITION TITLE: EMS/Paramedic
EMPLOYMENT STATUS: At-Will
FLSA STATUS: Non-Exempt
HOURS: Full-Time (48/96 hour shifts)
SALARY: \$56,507 - \$61,479 plus FLSA overtime, if applicable

The Tri-Lakes Monument Fire Protection District is seeking applicants to establish an eligibility list for the position of **EMS/Paramedic**. A copy of the current EMS/Paramedic Job Description, including all qualifications for this position, is available at recruitment.iosolutions.com. This position is "at-will," meaning the District or the employee may terminate the employment relationship at any time and for any reason. Successful submission of an application is not a binding contract or employment agreement. Further testing may be required for employment consideration with Tri-Lakes Monument FPD.

Benefits:

- * Health Insurance (4% Employee Contribution)
- * Medical and Dental
- * Paid time off (Vacation, Sick, Holiday, Personal Leave)
- * Fire Police Pension Association
- * Accidental Death and Dismemberment Insurance
- * Supplemental Insurance
- * Employee Assistance Program

Mandatory qualifications:

- Possess a valid driver's license (must obtain a valid CO driver's license within three (3) months of hire)
- High School Diploma or equivalent
- State of Colorado Paramedic or National Registry Paramedic certification
- Current Advanced Cardiac Life Support (ACLS) certification – American Heart Association (AHA)
- Current Pediatric Advanced Life Support (PALS) certification – American Heart Association (AHA)
- Three years of experience with busy pre-hospital care and transport agency

Applicants will be required to take the following examinations and interviews:

- Application/Resume Review
- Written Examination
- Medical Skills Assessment
- Oral Board Panel Interview

Medical Skills Asses

Medical Skills Assessment

Applicants that are accepted into the testing process will complete an EMS medical and trauma skills assessment. The EMS skills assessment will include complete medical and trauma scenarios.

Oral Board Panel Interview

Applicants that are accepted into the hiring process will be invited to an oral board panel interview.

Based upon the results of the above mentioned examinations, the Fire District may extend an offer of full time employment to an applicant that is expressly conditional upon the individual passing the following:

- Background Investigation
- Medical Examination
- Psychological Examination

Hiring Packet & Required Documentation

Application Process:

- Purchase and complete online application found at: recruitment.iosolutions.com (\$25 application fee)
- Email or Mail/Ship all required documents (see checklist) to:
 - Email: recruitment@iosolutions.com
 - Mail/Ship: IOS Recruitment, 1127 S. Mannheim Rd. Ste. 203, Westchester, IL 60154
- Online application and required documents must be received by IOS Recruitment **no later than Monday, May 22, 2017 at 1:00 p.m. (MDT)**

These dates are **tentative** and will be confirmed after the closing date of the application period:

- Written Examination: June 3, 2017
- Oral Boards: June 8-10, 2017
- Medical Skills Assessment: June 15-17, 2017

Questions?

Questions regarding the hiring process can be directed to IOS Recruitment at (800) 343-HIRE or by email at recruitment@iosolutions.com

IOS - Recruitment and Testing Services

Tri-Lakes Monument FPD – Non-Fire Paramedic Application Checklist

APPLICATION DOCUMENTS - DUE MAY 22ND 2017 AT 1:00 PM (MDT)

☐ Application Confirmed Online WRITE CONFIRMATION NUMBER HERE: _____

☐ Consent and Release Agreement (2 pages) – must be signed and dated by applicant.

☐ Cover Letter and Resume

☐ COPY of High School Diploma

If you do not have a copy of your high school diploma, please submit a copy of your high school transcripts (showing graduation date) or a signed letter on school letterhead with your name and date of graduation.

☐ COPY of Valid Driver's License (CO driver's license within 3 months of hire)

Include copy of both sides if license bears renewal sticker.

☐ COPY of Birth Record as Proof of Citizenship

The following documents are accepted as proof of citizenship:

- COPY of U.S. COUNTY-/STATE-ISSUED BIRTH RECORD
- COPY of VALID U.S. PASSPORT
- COPY of NATURALIZATION PAPERS
- COPY of SOCIAL SECURITY CARD

Hospital-issued birth certificates are not verifiable, and therefore cannot be accepted.

☐ COPY of National Registry EMT-Paramedic or Colorado EMT-Paramedic Certification

☐ COPY of CPR Certification (must be Healthcare provider level, AHA)

☐ COPY of Current Advanced Cardiac Life Support (ACLS) Certification (AHA)

☐ COPY of Pediatric Advanced Life Support (PALS) Certification (AHA)

☐ COPY of all other Certifications

Please complete **online application** and deliver **release form** and **all required documents** to the address below by **May 22, 2017 AT 1:00 PM (MDT)**:

IOS Recruitment

ATTN: Tri-Lakes Monument FPD

1127 S. Mannheim Rd. Ste. 203

Westchester, IL 60154

recruitment@iosolutions.com

Please be sure to carefully review checklist and application instructions before submission. Incorrect, missing, or otherwise incomplete applications will be cause for disqualification. IOS Recruitment is not responsible for late, misdirected or incomplete applications. Contact IOS Recruitment before the application deadline with any questions regarding the application, required documents or testing.

**Consent and Release Agreement****CONSENT AND RELEASE FOR JOB APPLICATION, BACKGROUND CHECK AND PHYSICAL ABILITY ASSESSMENT**Application and Background Check

I acknowledge that as a condition of being considered for employment with the Tri-Lakes Monument Fire Protection District ("Employer"), or of my continued employment at Employer, it is required that I consent to an investigation of my background. I hereby authorize Employer and its representative, I/O Solutions, Inc. ("IOS"), to conduct certain background investigations which may include, but are not limited to, my employment history and references, criminal history, driving records, personal references, verifications of academic credentials and licenses, military history, and credit and consumer reports, as permitted under the federal Fair Credit Reporting Act ("FCRA") and local or state credit privacy laws if applicable. If requested by Employer or IOS, I hereby consent to participate in a personal interview, testing process, polygraph examination, and/or post-offer psychological evaluation.

All information obtained by Employer or IOS pursuant to this background check shall be confidential and safeguarded against disclosure to all unauthorized persons. I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this consent, from liability that might result from the request for, use of, and/or disclosure of any background information, as described above. I further release and hold harmless Employer and IOS, and their respective designees, personnel and affiliated companies, from any liability resulting from or in connection with, the results of this background investigation concerning my fitness for employment or continued employment at Potential Employer.

I hereby consent to this background information investigation by Employer or IOS. I understand that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, in accordance with the requirements of the FCRA.

Physical Ability Tests

I further acknowledge that as a condition of being considered for employment with Employer, or of my continued employment at Employer, I may be required to participate in a physical ability test, which may test my physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to: actions of other people including, but not limited to, participants, volunteers, spectators, testing officials, and/or testing monitors; lack of hydration, weather, and/or other natural conditions. I hereby assume all of the risks of participating in any physical ability test.

I certify that I am physically fit, have sufficiently trained for participation in this physical ability test, and have not been advised otherwise by a qualified medical person.

By signing below, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) waive, release, and discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the physical ability test and/or while traveling to and from this physical ability test, Employer and IOS, and their directors, officers, employees, volunteers, representatives and agents, (B) indemnify and hold harmless all entities or persons mentioned in this paragraph from any and all liabilities, damages (including attorney fees and costs) or claims made by other individuals or entities as a result of my participation in this physical ability test.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident, and/or illness during any physical ability test.

I understand that during a physical ability test I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by Employer and/or IOS.

This document shall be construed broadly to provide a release and waiver to the maximum extent permissible under the applicable law.

I hereby certify that I have read this document and I understand its content.

Print Name: _____ SSN: _____

Signature: _____ Date: _____

How did you hear about this job position for Tri-Lakes Monument FPD?

- ☐ IOS Recruitment website or email notification
- ☐ The Daily Dispatch
- ☐ College Job Posting
- ☐ TLMFPD Webpage
- ☐ Other: _____



Position Description

EMS Paramedic

Position Title: Paramedic

Agency Division: Operations

Pay Grade: 3P-5P (non-exempt)

Employment Status: At-Will

Reports to: Shift Officer

Job Summary:

Paramedics respond to emergency calls as a member of the Fire Department's emergency response team to perform first aid and transport services. Additionally, they assist the public with non-emergency requests or complaints, emergency medical education, and perform minor repairs and maintenance on facilities, apparatus and equipment.

Essential Duties and Responsibilities:

- Provide first aid and life support needs for sick and injured persons. Administer, manage and control patient care, at the ALS level, on an emergency medical scene and during transport until patient care is transferred to someone of equal or higher medical certification.
- Respond to emergent and non-emergent requests for assistance concerning fire, hazardous materials, rescue, injury and illness, emergency medical prevention activities and firefighter support activities.
- Oversee medical equipment and ensure proper amounts of medical supplies, inventory, ordering, medications and development of related EMS policy/procedures. Accountability for controlled medications per EMS policy/procedures.
- Provide budget oversight and input related to the current EMS service model.
- Develop and deliver EMS training to include continuing education.
- Liaison to the hospital and physician advisor.
- Provide research and development for EMS related services.
- Establish and maintain EMS Quality Assurance/Quality Improvement for all EMS related functions including reporting and billing.
- Complete necessary forms, records and reports medical reports, equipment records, and others.
- Participate in fire training activities, including firefighting support in non-immediate danger life and health environments, disaster response, emergency medicine, and other related areas.
- Perform routine building and grounds maintenance and custodial work at the fire station
- Perform related duties as assigned.

Supervision Received and Exercised:

The Paramedic works under the guidance of the Company Officer and department Battalion/Division Chiefs.



Education and Experience Requirements:

- High School Diploma or G.E.D.
- Hold and maintain a valid Colorado Driver's License.
- Hold and maintain a CDPHE EMT-Paramedic, ACLS, PALS, and CPR certification (minimum).
- Possess ICS-100, ICS-200 ICS 700, ICS 800, within 6 months of hire.
- Hold and maintain CDFPC Driver/Operator Utility or equivalent within 6 months of hire.

Knowledge, Skills and Abilities:

- Thorough knowledge of emergency medical services, local ems protocols, record keeping and department administration.
- Maintain effective, clear and persuasive oral and written communications skills.
- Practice Conflict resolution and cooperation skills.
- Develop and maintain productive relationships with officials, community groups, advisory boards, the news media, and the general public.
- Perform the technical aspects of assigned specialty.
- Provide instruction to civic groups, school children and others regarding emergency medical services and prevention.
- Prepare displays, teaching materials and make oral presentations.
- Operate assigned equipment required to perform specific tasks.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little or no supervision.
- Work courteously and tactfully with customers and employees.
- Take proper safety precautions, anticipate unsafe circumstances, and act accordingly to prevent accidents. Responsible for safety of self, others, materials and equipment. Use all safety equipment and wear appropriate Personal Protective Equipment.
- Identify potential medical hazards.
- Maintain acceptable fitness standard.
- Maintain current required certifications.
- Perform duties of a paramedic and related duties as assigned.

Physical Demands:

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position requires work in a variety of locations and conditions, including but not limited to, the fire station and other similar work areas as well as emergency scenes of every type.
- Strenuous physical activity under extreme adverse conditions will be required periodically.
- This position requires standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from the body and repetitive motion.

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

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Colorado Springs, CO 80921

POSITION DESCRIPTION



- Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 50 pounds.
- Work may result in exposure to high noise levels requiring the wearing of hearing protection.
- Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.
- The employee may be required to work in outside weather conditions, in wet and/or humid condition, cold to below freezing, or in high, precarious places, near moving mechanical parts, near fumes, airborne particles, and/or toxic or caustic chemicals, near risk of electrical shock and/or vibration.
- Work may result in exposure to infectious diseases or illness, such as Hepatitis A, B, or C, HIV, tuberculosis, small pox, etc.
- This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
- This position will involve periods of high physical, mental/or emotional stress in probable traumatic situations.

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Christopher Truty, Fire Chief

DRAFT: 2017 MILL LEVY PROPOSAL: FREQUENTLY ASKED QUESTIONS AND ANSWERS

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Christopher Truty, Fire Chief

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Christopher Truty, Fire Chief

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Christopher Truty, Fire Chief

MILL LEVY QUESTIONS

1) Why is Tri-Lakes Monument Fire Protection District considering placing a mill levy proposal on the November 2017 ballot?

Tri-Lakes Monument Fire Protect District (TLMFPD) is committed to maintaining emergency services, including response times, protecting its firefighters and paramedics, extending the life of existing facilities and improving emergency communications capabilities. The district has continued to draw down reserves to address its most pressing needs, while balancing its budget. Given the lack of funds, this funding strategy can no longer be pursued.

2) What are the Fire District's biggest challenges?

There are two broad areas of concern: (1) the changing community/environment and (2) available funding to address increasing service needs and rising costs.

Changing community/environment

- 1) The District's aging population is placing greater demand on EMS services
- 2) Growth in the Monument area is impacting the District's ability to maintain emergency services district-wide, including response times
- 3) Insufficient mitigation practices are increasing wildfire risk
- 4) Growing wildland urban interface, where homes meet nature, presents an increasing number of challenges

Lack of funding to address growing needs

- 1) Limited funding is available to address necessary equipment/apparatus replacement and critical health/life safety capital improvements
- 2) Staff wages are significantly below average, resulting in increased turnover and difficulty in recruiting firefighters and EMS professionals
- 3) Current staffing does not meet the community's demand for emergency services
- 4) The residential valuation rate will soon be decreasing, negatively impacting the District's revenues

3) What has the Fire District done to reduce expenses while maintaining services?

In an effort to live within its means, the District has deferred critical facility maintenance projects, the replacement of outdated firefighting and EMS equipment/apparatus, and the implementation of contemporary wildland response/mitigation units. The District has reduced investment in its personnel, with current pay substantially below that of comparable Colorado fire departments. This has resulted in increased turnover and difficulty recruiting firefighters and paramedics.

4) Has the Fire District attempted to obtain state or federal grants to temper the proposed request?

Over the last five years, the District has received \$800,000 in local, state and federal grants. Unfortunately, the availability and reliability of federal and state grants is diminishing.

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Christopher Truty, Fire Chief

5) How would proceeds of the proposed mill levy be allocated?

Proceeds of the proposed mill levy would go towards addressing the following needs:

- Replacing outdated breathing apparatus (air packs), rescue equipment (jaws of life) and heart monitors
- Replacing emergency response vehicles and apparatus—including structural fire engines, brush trucks and ambulances—that have reached or are approaching the end of their useful life
- Replacing obsolete communications equipment such as radios and mobile data computers and upgrading 911 notification services
- Addressing critical health/life safety repairs and improvements to existing fire stations
- Attracting and retaining experienced firefighters and paramedics, and strategically adding training, EMS and inspector personnel

6) What are the key benefits of the proposed mill levy?

The mill levy would provide many benefits to our residents, businesses and firefighters, including:

- Protecting existing emergency services
- Maintaining response times
- Significantly reducing the potential for equipment failures when responding and rescuing victims
- Dramatically improving communications between firefighters and other first responders
- Improving in-field cardiac care
- Reducing costly firefighter/paramedic turnover
- Reinstating and improving firefighter/paramedic training
- Improving the readiness and health/safety environment of existing fire stations

7) If a mill levy is not pursued, or voters turn down a mill levy, what are the action steps that must be taken and the impacts?

- Redirect greater attention from service efficiencies to firefighter safety, as the risk of equipment failures will increase
- Attempt to extend service lives of equipment whose failures or problems impact service abilities to community
- Create increased costs to District (and taxpayers) as equipment prices continue to rise
- Continue to defer addressing fire station maintenance projects, reducing the life of existing facilities
- Continue to put on hold training, creating increased risks to firefighters who may not be as adequately trained and prepared as they need to be
- Continue to struggle with recruitment of firefighters and paramedics, as well as costly employee turnover

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Christopher Truty, Fire Chief

8) How is the Fire District seeking the community's input on the mill levy proposal?

A 25-member Citizen Task Force, composed of business leaders, civic leaders, major property taxpayers and others, is helping the Fire District define a mill levy proposal that meets the needs of both the Fire District and our taxpayers. Later this spring, a community opinion survey will be mailed to all registered voter households in the district to seek feedback on the proposal. Community feedback will also be gathered at community outreach meetings and at the District's regularly scheduled board meetings. Before making a decision to place a mill levy measure on the November 2017 ballot, and the composition of the proposal (if pursued), the Board of Directors will carefully review the recommendations of the Citizen Task Force as well as public input received via the mail survey and other community outreach efforts.

9) Why is the Fire District seeking a mill levy rather than a bond issue?

Voter-approved bond issues are for bricks-and-mortar type projects, including major renovations or new facilities. Voter-approved mill levy measures, on the other hand, provide funding to address operating needs, equipment/apparatus replacement, and repairs/maintenance of facilities.

10) Has the Fire District factored in the impact of the upcoming reduction in the residential valuation rate as well as the projected increase in property values?

Yes, a reduction in the residential valuation rate from 7.96% to 7.20% will reduce the District's revenues. At the same time, an increase in property values will help to temper the revenue reduction from the new residential valuation rate. For planning purposes, the District is projecting a first-year decrease in revenues of \$300,000, with that amount decreasing by \$50,000 each year (with break-even the sixth year).

11) How much will the District's residential property taxes decrease as a result of the reduction in the residential valuation rate?

Not factoring in market value changes, property taxes on a \$438,000 home (median home value in Monument) going to the Fire District alone would decrease by an estimated \$38.29 annually.

12) How were the proceeds of the last voter-approved mill levy used?

As a result of the passage of the 2012 mill levy increase, the District was able to:

- keep a fire station open
- prevent any reduction in its ISO rating by maintaining its current operational levels (helping to maintain the cost of insurance for property owners within the district)
- accept a federal grant to fund six additional firefighters for two years
- restore some vehicle and station maintenance funding

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Christopher Truty, Fire Chief

13) Why is the District choosing 'now' to go for a mill levy increase?

Many factors impact the decision to pursue a voter-approved tax measure including, but not limited to, the following:

- Exhaustion of other revenue sources
- Acceptable efficiency reductions
- Level of urgency tied to growth, demographics, age of equipment, age of facilities, etc.
- Health/life safety issues for firefighters and paramedics
- Economic outlook
- The last time the fire district sought voter approval of a tax measure
- The last time the community approved a tax measure
- Competing ballot measures
- Election cycles
- Available resources for proper community engagement

Typically, it's only when all of these items have been sufficiently addressed that a decision is then made to approach the community.

14) To what extent has the District cut training due to a lack of funding?

The District used to provide compensated time off for personnel to attend off-site training. This type of training is usually much more focused, in-depth, and longer than in-house training. Personnel must now use their own time off benefits to attend. In addition, while not a training cut, the District has never been able to afford a dedicated and structured training environment outside a shift employee handling responsibilities as a secondary responsibility. For the size organization and the environmental challenges we face, this is a significant inadequacy. Established training processes, credential management, procedure operational procedure development, and accountability to performance standards too frequently take a backseat due to lack of resources.

15) Do your financial requirements and resulting mill increase take into account projected increased revenue from proposed population growth?

Yes. The current projections are for property taxes to increase 0% in 2018 (Gallagher Amendment), 3% in 2019 and 2021 (non-residential assessment years) and 10% in 2020 and 2022 (residential assessment years). There is concern amongst Colorado local governments that with the high residential growth in the state, that the Gallagher Amendment could be triggered again in the very near future lowering assessed values and property tax revenues even more.

A second major source of revenue is the Specific Ownership Tax which is very economically sensitive. This may add a few hundred thousand dollars per year over the next few years but has been known to wildly fluctuate with little advance warning.

EMS (ambulance) calls are a third source of revenue. And while these revenues may increase due to an increase in call volume, diminishing reimbursement rates can dramatically reduce the amount of monies collected. The District will need to closely monitor changes in healthcare, which could further impact reimbursement rates.

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Christopher Truty, Fire Chief

16) What services are you not providing?

Other services that we could be providing to the community include:

- Response teams
 - Low and High-Angle Rescue (used for cliffs, steep embankments, etc.)
 - Water rescue (Substantial risk due to 5 large lakes plus neighborhood ponds within the district)
 - Hazardous materials (currently rely upon county or state technical experts subject to availability)
 - High-risk medic (Medics enter "hot" zone where extreme danger is still present, such as active-shooters)
- Seasonal wildfire response crews
- Wildfire/property mitigation crews
- Building plan/reviews
- Disaster planning
- Aging population services
- Extended community/school education
- Structured training program rather a secondary responsibility
- Structured emergency medical program rather than a secondary responsibility
- Formal training site

17) What is the District's current overtime budget and how has it been affected by low staffing?

For the 2017 budget year, the District's operational overtime budget is \$485,000. The District has set a minimum staffing level of 14 firefighters or paramedics per day but the District has no daily supplemental response personnel which are required to maintain a minimum response standard when employees are off. That means when an employee calls in sick or takes vacation, the District must pay overtime to cover the position versus having a cushion of two or three personnel per shift to absorb the time off. We currently have none consequently all time off requires overtime. In addition, when employees leave, other than reducing response staffing, the District has no alternative but to fill the vacant position with overtime. A hiring/on-boarding process, especially with multiple vacancies or higher turnover, can take an overtime toll on other response staff.

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Christopher Truty, Fire Chief

18) Can you identify how many employees have left since 2013 and where they have gone?

Since 2013, the District has lost about 25% of its first responders to other fire districts, including some of our most experienced firefighters and paramedics.

<u>Date of Departure</u>	<u>Rank</u>	<u>Destination</u>	<u>Years of Service</u>
March 2017	FF/Medic	Littleton FD	7 Years
March 2017	Engineer	Littleton FD	13 Years
August 2016	Lieutenant	Self-Employed	12 Years
August 2016	Engineer	South Metro FD	10 Years
March 2016	FF/Medic	Kansas County Comms	12 Years
February 2015	FF	Poudre FD	4 months
February 2015	FF	Boulder FD	3 Years
July 2014	FF	Dillon FD	2 Years
February 2014	FF	CSFD	1 Year
June 2013	FF/Medic	Red, White, & Blue FD	3 Years
January 2013	FF	Boulder FD	2 Weeks

19) What will this mill levy increase cost me?

Market Value	Assessed Value (7.2% of Market Value)	Annual Difference	Cost Per Month
\$100,000	\$7,200	\$40.94	\$3.41
\$250,000	\$18,000	\$102.35	\$8.53
\$300,000	\$21,600	\$122.82	\$10.24
\$350,000	\$25,200	\$143.29	\$11.94
\$400,000	\$28,800	\$163.76	\$13.65
\$450,000	\$32,400	\$184.23	\$15.35
\$500,000	\$36,000	\$204.70	\$17.06
\$550,000	\$39,600	\$225.17	\$18.76

* - Previous year's residential assessment rate at 7.96%

20) What are the types of emergency equipment that must be replaced, and what is the urgency of this need?

Radios have reached the end of their serviceable life. We cannot get parts to replace them and will be required to purchase used radios to cannibalize parts to keep them operating.

Self-Contained Breathing Apparatus (AirPacks) will be at the end of their serviceable life within the next 5 years and will require replacement due to National Fire Protection Association (NFPA) industry standards.

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Christopher Truty, Fire Chief

21) Can the District reduce its request at all?

District staff have been meeting since early 2015 to discuss how to manage anticipated financial shortfalls while at the same time dealing with increasing demands on services.

The original list of needs developed by District staff, which took into consideration growth and services currently not provided by the District, would require a property tax increase of over 9 mills. District staff felt this would be an unreasonable size request, and would likely received limited community support. After several rounds of cuts, the proposal now stands at 6.9 mills. The proposal has been whittled down to the District's absolute highest priority needs.

22) Can the District reduce costs by sharing services with other fire departments?

Yes and we do where and when we can. However, districts need to have enough money to even offer a share of the funding.

23) Do other emerging fire districts have in place equipment- and vehicle-replacement programs?

Yes, most growing fire departments/districts in Colorado set aside funds to replace equipment and vehicles when they reach the end of their reliable life.

24) When would the District return to voters with another mill levy request if voters support a measure of approximately 6.9 mills?

There are many factors that would contribute into when the District returns to voters with another tax proposal, including: population growth, commercial development, call volume, assessed valuation, further changes in residential valuation (impacting revenues), future assessed valuations, the availability of state and federal grants, among others. However, the District would only return to the public when all other financing options and service efficiency options have been exhausted.

25) Where can residents learn more about the Fire District's proposal?

www.tlmfire.org/mill_levy

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Christopher Truty, Fire Chief

DISTRICT PROFILE QUESTIONS

26) What are the boundaries of the fire district?

NORTH - County Line Rd
SOUTH - Baptist Rd (ext. east to Roller Coaster Rd)
Hodgen Rd (east of Roller Coaster Rd)
EAST - Black Forest Rd
WEST - Rampart Range mountains/Palmer Lake

27) What is the geographic size of the District? – 52.1 mi²

28) What is the population the District serves? – 33,000 (est.)

29) What are the number of homes and businesses in the district?

Residential – 9,652 households (est.)

Businesses – 418 businesses (est.)

30) What are the location of stations and how are your resources deployed?

Station 1 – 18650 Hwy 105

Ladder Truck w/Pump - (1 Officer, 1 Engineer, 1 Firefighter)

Ambulance - (1 Paramedic/1 Firefighter)

Station 2 – 18460 Roller Coaster Rd

Engine - (1 Officer, 1 Engineer, 1 Firefighter (approved))

Ambulance - (1 Paramedic/1 Firefighter)

Station 3 – 1855 Woodmoor Dr

Engine - (1 Officer, 1 Engineer, 1 Firefighter)

Shift Supervisor - (1 Battalion Chief)

31) What is the District's average response time?

7 minutes:16 secs (emergency calls)

32) How much staff does the District have?

The District currently has a total approved shift staffing of 42 firefighters and paramedics. (3 shifts of 14). The District also has 4 administrative personnel.

33) What "should" the District's staffing be?

According to National Fire Protection Association standards, over the last 30 years, career fire departments have averaged 1.7 firefighters per 1,000 population. Our current average is 1.2. In addition, a recent Colorado State Fire Chiefs Association survey, identified an average of 9 support staff for an organization our size. We have 4.

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Christopher Truty, Fire Chief

34) What makes up a unit's response time and how can it be improved?

Response times are generally broken down into three segments:

- Call received → Call dispatched

IMPROVEMENT: How fast information can get entered into system and handled appropriately

- Call dispatched to unit enroute

IMPROVEMENT: Allowing firefighter/paramedics to be at maximum readiness which includes their physical and mental health, efficiency of alerting systems, proximity within station to vehicles, and equipment donning time.

- Unit enroute time to unit arrival time.

IMPROVEMENT: Proximity from station (or vehicle locations) to call locations. Stations that are inadequately positioned relative to demand and hazard will have increased average response times. Travel speed is usually not a direct correlation as most apparatus proceed at the maximum safe speed limit.

35) Is the District's call volume increasing?

The Fire District's call volume increased by 12% from 2015 to 2016, with an average of 6.88 calls per day.

36) What percentage of the District's calls are EMS-related?

Consistent with national trends, approximately two-thirds of District responses are EMS.

37) What is a "mutual aid" call and how does it work?

'Mutual Aid' is a formal or informal arrangement between two jurisdictions where one agrees to provide assistance to the other when insufficient resources of a stricken jurisdiction to handle an incident(s) exist. The other type of aid is 'automatic aid' which is usually a formal arrangement between two jurisdictions where one jurisdiction will automatically dispatch resources into a neighboring jurisdiction as part of an initial response.

38) How many "mutual aid" calls per year does the district respond to? – 9%

39) What is the Fire District's annual budget, mill levy and other sources of revenue?

2017 budget - \$6,021,416

Property taxes -	73.3% (11.5 mills)
Ambulance billing -	13.1%
Specific Ownership tax -	7.7%
Impact fees -	3.7%
Other revenue -	2.2%

40) What is the District's ISO rating?

3/3y

41) What is the projected population growth in the District's service area?

The District's population is projected to grow at a rate of 5-7% annually which translates to a total population in 5 years of approximately 40,000 people. This analysis is made based on a 3% projected growth within Lewis-Palmer District 38 and a 7.5% growth rate determined by the El Paso County Assessor's office for our area.

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42) How will call volume be impacted by the two long-term care facilities that will be opening within the District?

It is expected that the two long-term care facilities will add about 180 calls per year or an increased call volume of about 8%.

43) What percentage of the time are there simultaneous or overlapping calls for service?

In 2016, about 40% of the time the District received an emergency call while there was at least one other call occurring. This represents about 1,000 calls out of a total of 2,544.

44) How many businesses are in the District?

Excluding home businesses that generally do not require approval or inspection, there are 422 businesses in the District.

45) Who are the District's current Board members and their term expiration dates?

Jake Shirk (President)	- 2018
Roger Lance (Vice-President)	- 2020
John Hildebrandt (Treasurer)	- 2018
Mike Smaldino (Secretary)	- 2018
Tom Tharnish	- 2020
Jason Buckingham	- 2020
Terri Hayes	- 2020

46) Is there a formula to calculate population growth and the need for additional personnel/equipment?

There is no formula because expanding an emergency services organization is more tied to achieving/maintaining a level of service than it is population. For example, 2,000 people may be added to the District but if the service demand from the addition is low, there may be no reason for additional resources. On the other hand, if only 1,000 people are added but they are an older population at the far outskirts of a response area which ultimately affects average response times, it could warrant additional resources. (Currently, the District is experiencing both).

47) What is the percentage of home-owners versus renters in the District?

Approximately 90% of residential units in the District are owned versus rented

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Christopher Truty, Fire Chief

48) How do District wages compare to others around us?

Position	TLMFPD	Colorado Springs FD	Castle Rock FD	West Metro FPD	South Metro FPD
Fire Chief	103,760	176,258	***	***	***
Deputy Chief	92,231	136,391	141,044	***	162,585
Battalion Chief	89,828	113,323	128,856	***	126,180
Captain	71,862	93,192	110,760	105,488	103,995
Lieutenant	66,848	84,036	104,652	97,436	92,776
Engineer	59,479	76,440	92,518	89,383	85,536
Firemedic	61,479	79,788	92,476	86,525	85,536
Firefighter	53,479	70,212	76,980	80,525	79,035
Position	TLMFPD	Fountain FD	Brighton FD	Frederick Firestone FPD	Canon City FPD
Fire Chief	103,760	140,456	130,520	124,814	***
Deputy Chief	92,231	***	113,496	112,816	***
Battalion Chief	89,828	104,811	101,336	100,819	***
Captain	71,862	93,832	87,669	82,822	***
Lieutenant	66,848	85,108	84,500	76,824	***
Engineer	59,479	***	74,354	***	***
Firemedic	61,479	76,099	72,530	72,424	***
Firefighter	53,479	61,900	67,530	64,826	***

*** - Data unavailable

Fountain, Brighton, Frederick-Firestone, Canon City are peer organizations with equal comparisons. We then compare ourselves as well to Colorado Springs and Castle Rock at 75% of their value. South and West Metro districts we also compare to as they are attractive go-to organizations within the state.

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Christopher Truty, Fire Chief

DISTRICT SERVICES QUESTIONS

49) Does the District sponsor any wildfire mitigation programs?

The District does not “sponsor” any mitigation programs, however, the District does participate, educate, encourage, and advocate for:

- National Fire Protection Association’s Firewise program
- International Fire Chiefs’ Association ‘Ready, Set, Go’ program
- A multi-coalition program called “Fire Adapted Communities”

In addition, the District encourages each subdivision/HOA to develop its own Community Wildland Protection program. District assistance is available to the community for this.

The District also works with El Paso County, the Colorado Division of Fire Prevention and Control, and the Colorado Springs Fire Department to share resources and support the community.

50) Does the District offer fire protection seminars?

A fire prevention presentation by a member of the District staff is available throughout the year. Each October, which is Fire Prevention month, the District offers a fire safety presentation to all schools within the district. The District also promotes smoke detector safety and provides smoke detectors to elderly residents within the community.

51) How else does the District communicate with constituents?

In addition to social media (Facebook, Nextdoor, Twitter and the District’s website), the District also makes presentations to civic organizations, HOAs and other groups within the district.

52) How can we lower our vulnerability to forest fires?

The common contributing elements in all wildland fires—which holds true for both forest fires and grass fires—is fuel, weather, and topography. Two of those elements, weather and topography, are not within our control. Fuel, however, is within our control. And the less fuel, the less burn ability. Mitigation of every sort, coupled with a rapid response by emergency crews, are the primary weapons against catastrophic wildland fires.

53) What are the pros/cons of “owning” versus “renting” ambulance services?

There are a number of pros and cons of private ambulance service versus fire based EMS delivery models. Of the most important is our ability to maintain our current standards of Advanced Life Support and transport in the pre-hospital setting.

What we cannot control is the possibility of a private agency going “out of business” without notice. The result of a private ambulance contracted by TLM Fire going out of business or abandoning services without prior notice compromises public safety when it comes to our ability to deliver emergency services. Current healthcare system uncertainties make this possibility very real. These types of situations have occurred in cities as large as New York City with as little as two days notice. To guarantee Advanced Life support care and transportation as our current level of service we resist moving into a privately contracted service. As one of only 4 ALS transport agencies in El Paso County we have control of our current service levels of Advanced Life Support and transportation.

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54) What are the challenges with training an employee on newer equipment at third party fire academies and then having to retrain them on older equipment currently in use by the TLMFPD?

Outdated equipment has a normal life expectancy and should be replaced once it has exceeded its expectancy. The cost of maintenance is only one compelling factor in a replacement program. Our crews must stay current on the newest technology in place and our equipment will change based on those changes in technology. Crews must train on equipment that is reliable and has the capability to meet changes in our environment. When we lag behind replacing outdated equipment we risk being handicapped in accomplishing the best outcomes. Training on the newest state of the art equipment keeps crews sharp and knowledgeable on our abilities and limitations. Without state of the art equipment our crews are attending trainings on the most current practices and equipment and have the knowledge of the current practices but return to outdated equipment that does not allow them to put those practices in place.