

**TEXAS COMMISSION ON  
FIRE PROTECTION**

**ANNUAL REPORT OF  
NONFINANCIAL DATA**

**For The Year Ended August 31, 2015**

**Tim Rutland  
EXECUTIVE DIRECTOR**

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## TEXAS COMMISSION ON FIRE PROTECTION

Post Office Box 2286, Austin, Texas 78768-2286 512-936-3838 Fax: 512-936-3808

Website: [www.tcfp.texas.gov](http://www.tcfp.texas.gov) Email: [info@tcfp.texas.gov](mailto:info@tcfp.texas.gov)

December 29, 2015

Honorable Greg Abbott, Governor  
Ursula Parks, Director, Legislative Budget Board  
John Keel, CPA, State Auditor

Dear Lady and Gentlemen:

We are pleased to submit the Annual Report of Nonfinancial Data of the Texas Commission on Fire Protection for the year ended August 31, 2015 in compliance with TEX. GOVT CODE ANN. Sec. 2101.0115 and in accordance with the instructions for completing the Annual Report of Nonfinancial Data.

The accompanying report has not been audited and is considered to be independent of the agency's Annual Financial Report.

If you have any questions, please contact Lisa Gonzalez at 512-936-3842.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Rutland". The signature is stylized with a large loop at the end.

Tim Rutland  
Executive Director

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TEXAS COMMISSION ON FIRE PROTECTION (411)  
 SCHEDULE 1  
 APPROPRIATION ITEM TRANSFERS \*  
 For the Fiscal Year Ended August 31, 2015

ITEMS OF APPROPRIATION

|  | <u>Transfers In</u>  | <u>Transfers Out</u>   | <u>Net Transfers</u> |
|--|----------------------|------------------------|----------------------|
| A. Goal: Education & Assistance          |                      |                        |                      |
| Strategies:                              |                      |                        |                      |
| AY13 Fund 0001                           |                      |                        |                      |
| A.1.1. 13008 Fire Safety & Education     | \$ 5,000.00          | \$ (8,000.00)          | \$ (3,000.00)        |
| A.2.1. 13010 Adm Grant Fund              | <u>0.00</u>          | <u>0.00</u>            | <u>0.00</u>          |
| Total Goal A: Education & Assistance     | <u>5,000.00</u>      | <u>(8,000.00)</u>      | <u>(3,000.00)</u>    |
| B. Goal: Fire Department Standards       |                      |                        |                      |
| Strategies:                              |                      |                        |                      |
| AY13 Fund 0001                           |                      |                        |                      |
| B.1.1. 13014 Certify & Regulate Fire Svc | <u>18,000.00</u>     | <u>(125,000.00)</u>    | <u>(107,000.00)</u>  |
| Total Goal B: Fire Department Standards  | <u>18,000.00</u>     | <u>(125,000.00)</u>    | <u>(107,000.00)</u>  |
| C. Goal: Protect Indirect Administration |                      |                        |                      |
| Strategies:                              |                      |                        |                      |
| AY13 Fund 0001                           |                      |                        |                      |
| C.1.1. 13800 Indirect Administration     | <u>120,000.00</u>    | <u>(10,000.00)</u>     | <u>110,000.00</u>    |
| Total Goal C: Indirect Administration    | <u>120,000.00</u>    | <u>(10,000.00)</u>     | <u>110,000.00</u>    |
| Net Appropriation Item Transfers         | <u>\$ 143,000.00</u> | <u>\$ (143,000.00)</u> | <u>\$ 0.00</u>       |

\*There were no other transfers other than benefit replacement pay, salary increase, budget reduction or rider transfers.

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TEXAS COMMISSION ON FIRE PROTECTION (411)  
SCHEDULE 2  
HUB STRATEGIC PLAN PROGRESS REPORT  
For the Fiscal Year Ended August 31, 2015

(Source: Texas Government Code, Title 10, Subtitle D, Section 2161.124)

| <u>Goal = Strategic Plan HUB Goal</u><br><u>Actual = % Spent with HUBS from HUB Report</u> | <u>ACTUAL FOR</u><br><u>FY '14</u> | <u>ACTUAL FOR</u><br><u>FY '15</u> | <u>GOAL FOR</u><br><u>FY '16</u> |
|--|------------------------------------|------------------------------------|----------------------------------|
| Heavy Construction other than building contracts   | n/a                                | n/a                                | 11.2%                            |
| Building Construction, including general contractors and operative builders contracts      | n/a                                | n/a                                | 21.1%                            |
| Special Trade construction contracts   | n/a                                | n/a                                | 32.9%                            |
| Professional Service Contracts   | 100.0%                             | 100.0%                             | 23.7%                            |
| Other Services Contracts   | 0.0%                               | 0.0%                               | 26.0%                            |
| Commodities Contracts  | 42.4%                              | 39.7%                              | 21.1%                            |

Prepared By: \_\_\_\_\_

Printed Name: Lisa Gonzalez

Phone Number: (512) 936-3842

Approved: \_\_\_\_\_

Printed Name: Tim Rutland

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TEXAS COMMISSION ON FIRE PROTECTION (411)  
 SCHEDULE 3  
 INDIRECT COSTS  
 For the Fiscal Year Ended August 31, 2015

|           |  |    |                          |
|-----------|--|----|--------------------------|
| <b>a.</b> | Payroll Related Costs (does not include amounts paid from appropriated funds)              |    |                          |
|           | FICA Employer Matching Contribution  | \$ | 124,092.24               |
|           | Group Health Insurance   |    | 442,560.47               |
|           | Retirement   |    | 105,871.21               |
|           | Unemployment Compensation  |    | 6,071.26                 |
|           | <b>Total Payroll Related Costs</b>   |    | <u>678,595.18</u>        |
|           | Benefit Replacement Pay (BRP)  |    | 2,823.94                 |
|           | <b>Total BRP and Workers' Compensation</b>   |    | <u>2,823.94</u>          |
| <b>b.</b> | Indirect Costs   |    |                          |
|           | Bond Debt Service Payments   |    | 0.00                     |
|           | <b>Total Indirect Costs</b>  |    | <u>0.00</u>              |
| <b>c.</b> | Indirect Costs - Statewide Cost Allocation Plan<br>(based on FY15 data) - Full Cost Method |    |                          |
|           | Building Depreciation  |    | 12,248.00                |
|           | Equipment Depreciation   |    | 0.00                     |
|           | CPA Administration   |    | 0.00                     |
|           | CPA Fiscal and ITD   |    | 8,938.00                 |
|           | CPA Purchasing & Support (TPASS)   |    | 11,403.00                |
|           | CPA Rebates  |    | (647.00)                 |
|           | DIR  |    | 0.00                     |
|           | DIR Rollforward Adjustment   |    | 0.00                     |
|           | DPS Capitol Security   |    | 3,759.00                 |
|           | TFC Admin  |    | 0.00                     |
|           | TFC Planning & Asset Mgmt  |    | 21,609.00                |
|           | TFC Fac Construction   |    | 0.00                     |
|           | Governor Budget & Planning   |    | 47.00                    |
|           | State Office of Risk Management  |    | 0.00                     |
|           | State Preservation Board   |    | 0.00                     |
|           | State Senate   |    | 0.00                     |
|           | Hse of Representatives   |    | 0.00                     |
|           | Legislative Council  |    | 0.00                     |
|           | Legislative Budget   |    | 0.00                     |
|           | Reference Library  |    | 0.00                     |
|           | Sunset Advisory Board  |    | 0.00                     |
|           | <b>Total Indirect Costs - Statewide Cost Allocation Plan</b>                               |    | <u>57,357.00</u>         |
|           | <b>TOTAL INDIRECT COSTS</b>  | \$ | <u><u>738,776.12</u></u> |

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TEXAS COMMISSION ON FIRE PROTECTION (411)  
 SCHEDULE 4  
 PROFESSIONAL/CONSULTING FEES AND LEGAL SERVICE FEES  
 For the Fiscal Year Ended August 31, 2015

| <u>NAME</u>                         | <u>CITY</u> | <u>SERVICE RENDERED</u>           | <u>AMOUNT</u>             |
|-------------------------------------|-------------|-----------------------------------|---------------------------|
| <u>PROFESSIONAL/CONSULTING FEES</u> |             |                                   |                           |
| Diane W. Fulmer, CPA                | Round Rock  | Accounting Services               | \$ 4,579.50               |
| Deborah Pedigo                      | Houston     | Information Technology Svcs       | (6,621.60)                |
| Workers Assistance Program          | Austin      | Other Professional Services       | 1,301.52                  |
| Ziegner Technologies, Inc           | Austin      | Consultant Services-Computer      | <u>3,313.00</u>           |
|                                     |             | Total Professional Fees           | \$ <u>2,572.42</u>        |
| <br><u>LEGAL SERVICE FEES</u>       |             |                                   |                           |
|                                     |             |                                   | \$ <u>0.00</u>            |
|                                     |             | Total Professional and Legal Fees | \$ <u><u>2,572.42</u></u> |

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TEXAS COMMISSION ON FIRE PROTECTION (411)  
 SCHEDULE 5  
 SPACE OCCUPIED  
 For the Fiscal Year Ended August 31, 2015

| <u>LOCATION</u>  | <u>SQ. FT.</u> | <u>FTEs</u> | <u>COST PER SQ. FT.</u> | <u>COST PER MONTH</u> | <u>ANNUAL COST</u> | <u>LESSOR</u>  |
|--|----------------|-------------|-------------------------|-----------------------|--------------------|--|
| Headquarters:  |                |             |                         |                       |                    |  |
| 1701 N. Congress Ave. Ste 1-105<br>Austin, Texas<br>Period 12/1/05-8/31/15 | 4,575          | 25          | \$0.00                  | \$0.00                | \$0.00             | Space is a state owned building and is provided by TFC to TCFP at no cost. |
| Region Offices:  |                |             |                         |                       |                    |  |
| Region 1 - Capitol Region<br>Austin, Texas<br>(512) 936-3830               |                | 1           |                         |                       |                    | Employee working from home   |
| Region 2<br>Plains and West Texas<br>(512) 944-3111                        |                | 1           |                         |                       |                    | Employee working from home   |
| Region 3<br>North Central Texas<br>(512) 944-3113                          |                | 1           |                         |                       |                    | Employee working from home   |
| Region 4<br>Northeast Texas<br>(512) 825-9640                              |                | 1           |                         |                       |                    | Employee working from home   |
| Region 5<br>East Central Texas<br>(512) 944-3110                           |                | 1           |                         |                       |                    | Employee working from home   |
| Region 6<br>Houston and Galveston Area<br>(512) 775-6561                   |                | 1           |                         |                       |                    | Employee working from home   |
| Region 7<br>South Texas and Rio Grande Valley<br>(512) 944-3109            |                | 1           |                         |                       |                    | Employee working from home   |

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TEXAS COMMISSION ON FIRE PROTECTION (411)  
SCHEDULE 6  
BONDED EMPLOYEES  
For the Fiscal Year Ended August 31, 2015

No bond is required by the State Office of Risk Management.