



**TEXAS COMMISSION ON
FIRE PROTECTION**

**ANNUAL REPORT OF
NONFINANCIAL DATA**

For The Year Ended August 31, 2018

**Tim Rutland
EXECUTIVE DIRECTOR**

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TEXAS COMMISSION ON FIRE PROTECTION

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December 10, 2018

Honorable Greg Abbott, Governor
Legislative Budget Board
State Auditor

Dear Ladies 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, 2018 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 Servando Sanchez at 512-936-3842.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Rutland", written over a horizontal line.

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, 2018

ITEMS OF APPROPRIATION

	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Net Transfers</u>
A. Goal: Education & Assistance			
Strategies:			
AY18 Fund 0001			
A.1.1. 13008 Fire Safety & Education	\$ <u>8,000.00</u>	\$ _____	\$ <u>8,000.00</u>
Total Goal A: Education & Assistance	<u>8,000.00</u>	<u>0.00</u>	<u>8,000.00</u>
B. Goal: Fire Department Standards			
Strategies:			
AY18 Fund 0001			
B.1.1. 13014 Certify & Regulate Fire Svc	_____	(8,000.00)	(8,000.00)
Total Goal B: Fire Department Standards	<u>0.00</u>	<u>(8,000.00)</u>	<u>(8,000.00)</u>
C. Goal: Indirect Administration			
Strategies:			
AY18 Fund 0001			
C.1.1. 13800 Indirect Administration	_____	_____	0.00
Total Goal C: Indirect Administration	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Appropriation Item Transfers	\$ <u><u>8,000.00</u></u>	\$ <u><u>(8,000.00)</u></u>	\$ <u><u>0.00</u></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, 2018


(Source: Texas Government Code, Section 2161.124)

<u>Category</u>	<u>Actual for FY '17*</u>	<u>Actual for FY '18*</u>	<u>Goal for FY '19**</u>
Heavy Construction other than building contracts	n/a	n/a	n/a
Building Construction, including general contractors and operative builders contracts	n/a	n/a	n/a
Special Trade construction contracts	n/a	n/a	n/a
Professional Service Contracts	100.0%	25.4%	23.7%
Other Services Contracts	0.0%	2.8%	26.0%
Commodities Contracts	45.3%	21.7%	21.1%

* Actual = Percent spent with HUBS from HUB report.

** Goal = Strategic Plan HUB goal.

Prepared By: 
Printed Name: Servando Sanchez
Phone Number: (512) 936-3842

Approved: 
Printed Name: Tim Rutland
Phone Number: (512) 936-3812

TEXAS COMMISSION ON FIRE PROTECTION (411)
SCHEDULE 3
INDIRECT COSTS
For the Fiscal Year Ended August 31, 2018

A.	Payroll Related Costs		
	FICA Employer Matching Contribution	\$	126,522.25
	Group Health Insurance		251,162.52
	Retirement		157,886.85
	Unemployment Compensation		(2,480.50)
	Total Payroll Related Costs		<u>\$ 533,091.12</u>
	Workers' Compensation	\$	-
	Benefit Replacement Pay (BRP)		2,942.73
	Total BRP and Workers' Compensation		<u>\$ 2,942.73</u>
B.	Indirect Costs		
	Bond Debt Service Payments	\$	10,024.00
	Total Indirect Costs		<u>\$ 10,024.00</u>
C.	Indirect Costs - Statewide Cost Allocation Plan FY2018 (based on FY2016 Actual Expenditures) - Full Cost Method		
	Building Depreciation	\$	14,698.60
	Equipment Depreciation		-
	CPA Administration		10,132.80
	CPA Fiscal and ITD		10,325.31
	CPA Purchasing & Support (TPASS)		9,185.79
	CPA Rebates		(159.77)
	DIR		-
	DIR Rollforward Adjustment		-
	DPS Capitol Security		3,697.36
	TFC Admin		-
	TFC Planning & Asset Mgmt.		25,235.44
	TFC Fac Construction		-
	Governor Budget & Planning		91.89
	State Office of Risk Management		-
	State Preservation Board		-
	State Senate		50.39
	House of Representatives		66.14
	Legislative Council		55.20
	Legislative Budget		462.46
	Reference Library		57.81
	Sunset Advisory Board		75.29
	Total Indirect Costs - Statewide Cost Allocation Plan		<u>\$ 73,974.71</u>
	TOTAL INDIRECT COSTS		<u><u>\$ 620,032.56</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, 2018

<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	\$ 3,808.00
Workers Assistance Program	Austin	Other Professional Services	2,057.70
Others Less than \$200		Educational/Training Services	<u>80.00</u>
		Total Professional Fees	<u>\$ 5,945.70</u>
<u>LEGAL SERVICE FEES</u>			
			<u>\$ -</u>
		Total Professional and Legal Fees	<u>\$ 5,945.70</u>

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TEXAS COMMISSION ON FIRE PROTECTION (411)
SCHEDULE 5
SPACE OCCUPIED
For the Fiscal Year Ended August 31, 2018

<u>Location</u>	<u>Usable Sq. Ft.</u>	<u>FTEs</u>	<u>Cost per Sq. Ft.</u>	<u>Cost Per Month</u>	<u>Annual Cost</u>	<u>Comments</u>
Headquarters:						
William B. Travis Building 1701 N. Congress Ave. Ste 1-105 Austin, Texas	4,575	23	\$ -	\$ -	\$ -	State owned building provided by the Texas Facilities Commission.
Regional Offices:						
Region 1 - Capitol Region Austin, Texas		0				Vacant
Region 2 Plains and West Texas		1				Employee working from home
Region 3 North Central Texas		1				Employee working from home
Region 4 Northeast Texas		1				Employee working from home
Region 5 East Central Texas		1				Employee working from home
Region 6 Houston and Galveston Area		1				Employee working from home
Region 7 South Texas and Rio Grande Valley		1				Employee working from home