



Tallahassee Fire Protection District Minutes of April 10, 2019 -- Board of Directors Meeting

Donna Toeroek, President, called the Meeting to order at 2:00 p.m., on April 10, 2019.

Directors present: Donna Toeroek, Dave Matassoni, Bonnie Spencer, Sean Kane, John Read (new Director)
Directors absent: None
Other members present: Cynthia Boyle and Tess Matassoni
Firefighters/Volunteers present: Mark Norris (Chief)
Public present: None

Oath of Office: Donna Toeroek, Board Chairwoman, administered the Oath of Office to John Read. His term will expire in May 2020. Thank you, John, for accepting this position.

Public Input: No public present.

Secretary's Report: (See attachment reports)

- Motion to accept the March 27, 2019 regular Board Meeting Minutes with no changes made by Donna Toeroek. Seconded by Bonnie Spencer. **Motion carried.**
- Donations: March unrestricted donations totaled \$275. Year-to-date donations received (January through March 2019) is \$2,945.
- Donna discussed the possibility of an annual Community Fundraising Event in an effort to allow the community to show their support of the Firefighters. Would need to be specific in item(s) needed (which are not in the budget) and convey how the item(s) would benefit the community. Mark to determine Firefighter needs. Board members to discuss ideas at the May 8 BOD Meeting.

Treasurer's Report: (See attachment report)

- Motion to accept the March 2019 Treasurer's Report with no changes made by Donna Toeroek. Seconded by Bonnie Spencer. **Motion carried.**

Administrative Issues:

- Grants: Donna continues to work with Nick Cooper.
- Vote for Vice President: After discussion, John agreed to hold this Board position.
 - Motion made by Donna Toeroek to appoint John Read as TFPD Board Vice President. Seconded by Dave Matassoni. **Motion carried.**

Operations Report:

- Mark discussed the March Operations Report. Updates included:
 - Still waiting for Cabin Creek land survey.
 - Currently loading E23 (new Type III Wildland Unit) with equipment.
 - Was able to secure a donation of rock/road base needed at the Main Station.
 - E31 and E41 are fully functional and ready to go.
- Mark is in receipt of the Fremont Area Operations Plan. Needs to review. Will bring copy to the May 8 BOD Meeting for Board approval.

Strategic Plan:

1. Comments on Overall Plan: Mark is working on updates.
2. EMS – Status of 2019 Goals:
 - Fire Department (Mark)
 - Still working on having at least one certified EMS person (EMR/EMT/Paramedic) on duty to respond at all times.

- Currently have three EMRs and three EMTs who are all State certified. All Firefighters are AED and CPR certified.
 - Work on generating Standard Operating Procedures and Protocols and providing training is complete. Mark will continue to work with/meet quarterly with Paul Numsen, D.O. (Fremont County EMS Medical Director).
 - In the process of obtaining equipment to fully equip R1. To inspect and confirm vehicle matches specs on April 29. Still reconciling monies owed.
 - Have made great progress on purchasing new or replacement EMS equipment. All supplies that we were short on have now been purchased.
 - Donna continues to work with Nick Cooper on EMS Grants.
 - Community Medical Outreach Program – Stop the Bleed Classes
 - Mark continues to work on possible dates/times with Roze.
 - Mark/Roze to purchase giveaways and kits.
 - Donna working on draft for postcards.
3. Public Education Accomplishments (Bonnie)
- Volunteered for the following 2019 goals:
 - Will send “Welcome Letter” and to begin drafting same for review at May 8 BOD Meeting.
 - Will purchase brochure rack for Main Station.
 - Will investigate postcard mailing companies for June postcard mailing regarding fire ban/restrictions information.
 - Will have “bug-out” bags ready for July Open House.
 - Donna volunteered to implement a “Let Us Hear From You” column on the TFPD website.
 - Still in need of a volunteer to post a short history of TFPD on the TFPD website.
4. Wildland Fire Response Accomplishments (Mark)
- We are where we need to be at this time concerning this goal.
 - We have our new Engine (E23).
 - Firefighters have taken RT (Refresher Training) 130 class and all passed.
5. Deployment (Mark)
- So far, have had two engines listed for three weeks for deployment purposes.
 - Currently have four crew members. Will have a meeting with Firefighters concerning securing additional deployable crew members.
 - Purchasing additional deployable apparatus is a bigger project.
6. Full-Shift Coverage Accomplishments (Mark)
- This goal has been met in its entirety.

Policy Issues:

- Payment in Lieu of Taxes (PILT): Board members discussed the draft letter prepared by Donna. Rationale for requesting funds was discussed and agreed to. Donna to prepare final letter and Board will review/approve at the May 8 BOD Meeting.
- Policies & Procedures: Mark continues to work on the Policies and Procedures for the Operations Department. In 2017, Board Bylaws were adopted. Donna and Bonnie to review for any updates/changes.

Old Business:

- Bonnie discussed the 2019 Amended Budget. Requested that all Board members review and send her any comments. Anticipated timeline:
 - Board to review at May BOD Meeting.
 - Board to approve at June BOD Meeting.
- Bonnie met briefly with Sean and Mark concerning Exhibit B to the Fire Chief’s Employment Agreement. Should be complete within the next week or two.
- Updates for Mark include:
 - Will work with Dave on a draft press release concerning the new Fire Engine and Rescue Vehicle. Will have complete for review at the May 8 BOD Meeting.
 - Needs to meet with Roze concerning possible dates/times for Stop the Bleed Classes.
 - Received an invoice for current apparatus repairs, but still needs to reconcile.
 - Continuing to work on securing cost estimate of 2020 regular maintenance/inspection checks with Front Range Fire.

- After further inspection, it was determined that we should sell E21 instead of E51 (performs better/has a newer engine). Dave discussed the feasibility of selling both at this time as we are not using either engine.
 - Motion made by Dave Matasonni to sell both E21 and E51. Seconded by Donna Toeroek. **Motion carried.**
- We will not be purchasing any of the CCFD water tenders due to initial asking price.
- With Dave, still needs to set up a Rideout family meeting.
- Canyon Springs well quote does not include all work/equipment needed to deliver water from the well to the tanks. Need to install water tanks first. Tabled for a later discussion.

New Business:

- A discussion was had concerning name vs. title-based Google email addresses. It was decided to keep them title-based.

New Action Items from this Meeting:

- Board:
 - Come prepared with ideas for Community Fundraising Event.
 - Review 2019 Amended Budget; send comments to Bonnie.
- Donna:
 - Continue working on Grants with Nick Cooper.
 - Work on draft for Stop the Bleed Class postcards.
 - Implement "Let Us Hear From You" column on TFPD website.
 - Prepare final PILT letter to Fremont County Commissioners for review/approval at May 8 BOD Meeting.
 - With Bonnie, review Board Bylaws for any necessary updates/changes.
- Bonnie:
 - To draft "Welcome Letter" for new TFPD property owners for discussion at May 8 BOD Meeting.
 - Complete Exhibit B to Fire Chief's Employment Agreement.
- Mark:
 - Determine Firefighter needs for Community Fundraising Event.
 - Distribute copy of Fremont Area Operations Plan for Board approval at May 8 BOD Meeting.
 - Continue working on Strategic Plan Objectives.
 - To inspect and confirm Rescue Vehicle (R1) matches specs on April 29.
 - With Roze, continue to work on possible dates/times for Stop the Bleed Classes.
 - With Roze, purchase giveaways and kits for Stop the Bleed Classes.
 - Meet with Firefighters concerning securing additional deployable crew members.
 - With Dave, complete a draft press release on the new Fire Engine and Rescue Vehicle for review at May 8 BOD Meeting.
 - Begin working on the sale of E21 and E51.
 - Together with Dave, set up a Rideout family meeting.

Adjournment:

- Motion by Donna Toeroek to adjourn. Seconded by Dave Matasonni. **Motion carried** and Meeting adjourned at 3:26 p.m.

Respectfully submitted by Cynthia M. Boyle, Secretary.

Operations Report - March 2019

Incidents

Type:	MTD:	YTD:
Traffic Incident - ALL	4	14
Medical	2	5
Smoke Investigation	0	1
Wildfire (Fire)	0	0
Agency Assist	0	0
Alarm Odor/CO Check	1	1
Rescue	0	0
Structure Fire	0	0
Total	7	21
Deployments	0	0

Ave runs/month through March: 7

Ave. Arrival Times: 17.50 minutes For March / 18.00 YTD

Membership: 13 Active Members; 2 Inactive Members, 3 Probationary Members; **5 Support/Reserve Members**

NFIRS: NFIRS is Current.

IQS: Fitness and Refreshers updated for 2019, Red Cards Issued

CRRF: Current for 2017-2020

ROSS: **E16 Listed Available. (YTD 2019 Available 2.9weeks)**

Agreements: Fremont AOP draft updated for 2019, pending final approval,

Medical: Current State Certified Responders 3 EMT-B IV & 3 EMR

Training: Dept. needs a EVDT-I & M410 Facilitative Instructor Meets NWCG Instructor requirements

Current & Priority;

- We have submitted a donation request to the Parkdale Quarry for improvement of station grounds and CS tank installation
- Purchase equipment for E23 & R1 (New Rescue)
- Deployments Policy
- CS Install Water Tanks
- Laptop Computer for Operations (pending)
- Generator @ Main Station
- Cabin Creek land survey. In process waiting for the written report, **This project was delayed.**
- Purchase District Entry and Exit signs - Approved by Finance
- Need to flow test each SCBA back and review all tanks for hydro testing
- S1 (FL) for use as a support vehicle. We will begin working on this project when cold weather improves.

Pending or On-hold;

- CS Well & Pump.
- T22 (FL) Cost TBD, most equipment already obtained need labor to place and weld assemblies. No Progress Updates
- Water use agreements need to be updated.

Accomplishments(2019);

- Canyon Springs Station Insulated
- E23 Delivery
- Critical Deferred Maintenance Issue resolved on most apparatus
- E51 Sale Approved

Non-Monetary Donations this month;

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Meetings;

- Meadowdale Ranch Road Association April 13th @1500 Donated \$100 to TFPD