



Tallahassee Fire Protection District Minutes of the Board of Directors Regular Meeting August 14, 2019

Donna Toeroek, President, called the Meeting to order at 2:00 p.m. on August 14, 2019.

Directors present: Donna Toeroek, David Matassoni, Bonnie Spencer, Harvey Ammel, Sean Kane

Directors absent: None

Other members present: Tess Matassoni, Board Accountant

Firefighters/Volunteers present: Chief Mark Norris, Phil Stevens

Public present: Randy Bruggink & Kimberly English, representing Four Mile Fire Protection District

Public Hearing Opened on the 2019 Amended Budget at 2:05 pm

No public comments on the budget.

Public Hearing Closed at 2:05 pm

Board Vacancy

Harvey Ammel was sworn in as Director and Sean Kane volunteered to act as Vice President. The Board Secretary position remains vacant.

Secretary's Report

MOTION: It was moved by Donna Toeroek and seconded by David Matassoni to approve the Meeting Minutes of July 10, 2019. The motion was voted upon and carried.

Treasurer's Report

MOTION: It was moved by Donna Toeroek and seconded by Sean Kane to accept the Treasurer's Report for July 2019. The motion was voted upon and carried.

MOTION: It was moved by Donna Toeroek and seconded by David Matassoni to accept the 2019 Amended Budget and Resolution 2019-004 as presented by Treasurer Bonnie Spencer. The motion was voted upon and carried.

Bonnie Spencer summarized the budget meeting held on August 6. Donna Toeroek, who was not able to attend the budget meeting, was surprised that funding requested for EMS supplies was not recommended for approval by the budget committee. No vote was taken by the board, so the remaining budget will be discussed at the next Board Meeting and a vote will be taken to ensure the consensus of the board on remaining expenditures.

Bonnie Spencer will start working on the 2020 budget and will send drafts to the Board and Operations staff by August 22. Chief Norris will provide her with 2020 estimates for operations and EMS before the Budget Meeting on September 9. Discussion with the Board will continue on September 10. Bonnie Spencer will provide a final draft to the board on or about October 2, to be discussed at the October 9 Board Meeting. If the draft is accepted by the Board, a Public Hearing will be scheduled.

Administrative Issues:

- Donna Toeroek reviewed the term ending dates for each board member and the term limits.
- Donations – a donation of \$500 was received in July from the Braddy family. Donna Toeroek sent them a thank you note on behalf of the District.
- There has been no interest expressed on the vacant Board Secretary position. It was suggested that an effective way to generate interest might be for people to make personal contacts with friends and

neighbors to solicit interest. A suggestion was also made to contact HOA Presidents with the same request.

- The Open House scheduled for Saturday August 24 is on track. David Matassoni will meet with Chief Norris to plan the various tables and demonstrations. Chief Norris agreed to make a presentation at the Open House to encourage recruitment for all positions. Bonnie Spencer presented the Chief with two bug-out bags for the event.
- The Cabin Creek garage land swap is still pending. Chief Norris will get the fire engine title changed to the new owner and will meet with the County Planning & Zoning manager to discuss a variance for a fire department outlot.
- MOTION: It was moved by Donna Toeroek and seconded by Bonnie Spencer to have Chief Norris change board email addresses to first name.last.name@talxfire.com. The motion was voted upon and carried.
- MOTION: It was moved by Donna Toeroek and seconded by Bonnie Spencer to approve a \$30/quarter payment to the Fremont County GIS Authority to provide the District with a list of address changes and to continue payments for the bulk mailing permit. The motion was voted upon and carried. The continued need for this list and the mailing permit will be reviewed next year.
- MOTION: It was moved by Bonnie Spencer and seconded by Donna Toeroek to accept Resolution 2019-005 which will allow the District to update its mitigation billing rates annually. The approval is based on Chief Norris clarifying with Fire Recovery USA when the rate changes occur and that Fire Recovery USA will bill District residents for multiple false fire alarm responses. The motion was voted upon and carried.
- Donna Toeroek reviewed the State electronic public notice posting requirements that went into effect on August 2, 2019. Per HB19-1087, local governments may satisfy meeting notice posting requirements via the local government's website as long as the website is provided to DOLA. Donna Toeroek provided DOLA with the District's correct website address. There is no change to the timelines for posting. Only the location.
- Bonnie Spencer has electronic copies of the 2019 SDA Board Member Manual for anyone who requests one. She and Donna Toeroek each have a hard copy.

Operations Report – Chief Norris

- The July report is attached. It tracks the goals identified in the Strategic Plan.
- Chief Norris met with Dale Rideout who donated the land for the Main Station. Chief Norris will schedule a meeting between himself, Mr. Rideout and David Matassoni to discuss the placement of a well on the District's property and to ensure a good neighbor relationship.
- Operations Policies & Procedures are in process. The first priority will be the EMS procedures. When completed and approved by the CDPHE, it will make the District a State-recognized training facility. That means EMS training at the District will count toward Continuing Education (CE) credits.

Strategic Plan

MOTION: It was moved by Donna Toeroek and seconded by Bonnie Spencer to accept the Strategic Plan as final. The motion was voted upon and carried. Donna Toeroek will post it on the website and Chief Norris will post it on Facebook and Twitter. Donna Toeroek will provide hard copies at the Open House. Periodic reviews of the Strategic Plan will be discussed at the November Board Meeting.

Because the meeting ran over the allotted time, all remaining agenda items will be discussed at the next Board Meeting on September 11.

MOTION: It was moved by Donna Toeroek and seconded by Harvey Ammel to adjourn the meeting at 4:22 pm. The motion was voted upon and carried.

Recording Secretary: /s/ Donna Toeroek

Operations Report - August 2019

Incidents(2019):

- See accompanying documentation.
- Incidents will be reported via NFIRS data.

Membership:

- 16 Active Members, 4 Probationary Members, 3 Recruits

Project Updates:

- Cabin Creek Project is moving forward after Mark's discussion with Sean @ Fremont County Planning Dept.
- Spoke with Dale Rideout. Mark has info regarding Dale's input and concerns with a well at Station 1.
- New PPE will be delivered on Sept 21st.
- All other projects and tasks are on-hold for financial reasons
- Operations P&P in process. Medical P&P #1 priority.
- Sale of E21 completed.
- Sale of E51, No buyer found. May need to reduce the price. We paid more than what we will be able to sell this apparatus for
- Budget for Operations. We have initial input for the Budget Committee

Upcoming Meetings;

- None

Non-Monetary Donations for the current month;

- Several Donation for the Open House from Bank of the San Juans for drawing prizes

Accomplishments(2019);

- Canyon Springs Station Insulated
- E23 Delivered
- Critical Deferred Maintenance Issue resolved on primary apparatus (E41, E31)
- E51 & E21 Sale Approved
- New Rescue Truck Delivered
- 7 Members of TFPD completed River Rescue Training
- Several Engines brought up to Full Spec.

Strategic Plan Objectives Reportable Updates & Status;

- Objective - EMS
 - Part 1 - EMS Within the Fire Dept.
 - Current State Registered/Certified Responders = **4 EMT-B & 5 EMR**
 - Over 95% of calls have a TFPD State Registered/Certified Responder
 - Planned Responder Training = 1 EMT in 2019
- Objective - Response Times
 - Ave. Arrival Times: **21.87** minutes For **August** / **17.77** YTM 2019
 - We have beat AMR on-scene 100% (Goal 50% for 2019)
- Objective - National Deployment Program
 - Improve National Deployment Program
 - Goal for 2019 - Have crews and apparatus to ensure we have an engine listed 50% of the year (26 weeks)
 - **Engines Available in ROSS Through May 2019 Total Available 24.57 weeks in 2019**
 - Need to review and possibly amend Deployment Payment Policy
 - Single Resource Deployments
 - Allow FD personnel to deploy as single-resource
 - Not applicable or no interest at this time
 - Recruit non-Operations and single resource personnel from outside dept.
 - Have 2 IMT members that need to be sponsored currently loading IQS with quals