



Tallahassee Fire Protection District Minutes of the Board of Directors Regular Meeting December 11, 2019

Donna Toeroek, President, called the Meeting to order at 2:00 p.m. on December 11, 2019.

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

Directors Absent: None

Other Members Present: Tess Matassoni, Board Accountant

Firefighters/Volunteers present: Chief Mark Norris

Public Present: none

Public Input

No members of the public were present.

Auxiliary

The Cocoa with Santa Party is Saturday, December 21 from 1 pm – 3 pm.

Secretary's Report

MOTION: It was moved by Donna Toeroek and seconded by Sean Kane to approve the Meeting Minutes of November 13, 2019. The motion was voted upon and carried.

Treasurer's Report

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

MOTION: It was moved by Bonnie Spencer and seconded by Donna Toeroek to engage the firm of Osborne, Parsons & Rosacker as the District's CPA. The motion was voted upon and carried. Bonnie was approved to execute an engagement letter with the firm on behalf of the Board.

Administrative Issues:

- MOTION: It was moved by Donna Toeroek and seconded by Bonnie Spencer to approve Resolution 2019-007, Adopting the 2020 Budget. The motion was voted upon and carried.
- MOTION: It was moved by Donna Toeroek and seconded by Bonnie Spencer to approve Resolution 2019-008, Appropriating Funds for the 2020 Budget. The motion was voted upon and carried.
- MOTION: It was moved by Donna Toeroek and seconded by Sean Kane to approve Resolution 2019-009, To Set Mill Levies. The motion was voted upon and carried.
- MOTION: It was moved by Donna Toeroek and seconded by Sean Kane to approve Resolution 2019-010, Calling for the Regular District Election and Appointing the DEO. The motion was voted upon and carried.
- MOTION: It was moved by Donna Toeroek and seconded by Dave Matassoni to approve Resolution 2019-011, Wells Fargo Bank Account. The motion was voted upon and carried.
- In addition to the monthly donation from Hugh Shields, there were two restricted donations for the drone program.
- The Strategic Plan was reviewed to determine if the 2019 goals were accomplished. All were completed, with the exception of the District's history for the website.

- The committee that completed the Chief's performance evaluation presented its findings to the Board. The findings were very positive, so the committee recommended to the Board that the Chief's contract be renewed for 2020.

MOTION: It was moved by Donna Toeroek and seconded by Bonnie Spencer to renew the Chief's contract for 2020. The motion was voted upon and carried.

- Donna submitted a grant to the St. Thomas More Yankton Benedictine Sisters Fund on December 11.

Operations Report

- Chief Norris presented his operations report (attached).

Policy Issues

- MOTION: It was moved by Donna Toeroek and seconded by Dave Matassoni to adopt the updated Administrative/Board Policies & Procedures. The motion was voted upon and carried.

Old Business

- Several issues are pending and will be reported upon when new information is available: policy on background checks, compensation policy, ring-down phone, and 2020 fundraising.

New Business (Opportunity for Directors to bring up new issues for discussion)

- The District's website is migrating to a new platform provided by the State. Donna is the contact for the migration.
- Bonnie and Tess are evaluating the cost-benefit of upgrading the District's QuickBooks subscription from Desktop Pro to QuickBooks Online.
- Bonnie, Donna and Chief Norris will evaluate the District's procedure on backing up electronic files.

MOTION: It was moved by Donna Toeroek and seconded by Harvey Ammel to adjourn the meeting at 3:50 pm. The motion was voted upon and carried.

The next meeting is January 8, 2020 at 2:00 pm.

Recording Secretary: /s/ Donna Toeroek

Operations Report - November 2019

Incidents(2019):

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

Membership:

- 16 Active Members, 3 Probationary Members, 5 Recruits, 2 IMT Deployable Members (New Group)

Project Updates:

- Operations P&P in process. Medical P&P #1 priority has been submitted to the state to authorize TFPD as a training facility.
- The culvert at the Autumn Creek Station needs to be moved up the priority list

Upcoming POA/HOA Meetings;

- None

Non-Monetary Donations for the current month;

- None

Accomplishments(2019);

- Sale of E51, Back in Service at Autumn Creek
- New PPE, Replaced SCBAs
- Canyon Springs Station Insulated
- E23 Delivered
- Critical Deferred Maintenance Issue resolved on primary apparatus (E41, E31)
- E21 Sold
- 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, 2 EMT(t) & 5 EMR**
 - Over 95% of calls have a TFPD State Registered/Certified Responder
 -
- Objective - Response Times
 - Ave. Arrival Times: **13.5** minutes For **November** / **16.8** YTM 2019
 - Response times are stable
 - 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 or deployed 50% of the year (26 weeks)
 - **Engines Available in ROSS Through November 2019 Total Available or Deployed 41 weeks in 2019**
 - **All Engines delisted at this time**
 - 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
 - 2 IMT member completed the transition.

Summary By Incident Type

Report Period: From 01/01/2019 to 11/30/2019

All Selected Fire Departments

Calls By Incident Type

FIRES	Frequency	Percent Of Total Calls	Mutual Aid None	Mutual Aid Given	Mutual Aid Received	Other Aid Given	Invalid Aid Flag	Exposures	Total Incidents
Structure Fires (110-118, 120-123)	0	0.00 %	0	0	0	0	0	0	0
Vehicle Fires (130-138)	6	5.94 %	2	0	4	0	0	0	6
Other Fires (100, 140-173)	9	8.91 %	4	0	5	0	0	0	9
Total Fires	15	14.85 %	6	0	9	0	0	0	15
Pressure Ruptures, Explosion, Overheat (200-251)	1	0.99 %	0	0	1	0	0	0	1
RESCUE CALLS									
Emergency Medical Treatment (300-323)	49	48.51 %	10	0	39	0	0	0	49
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
Total Rescue Calls	49	48.51 %	10	0	39	0	0	0	49
Hazardous Condition Calls (400-482)	3	2.97 %	0	0	3	0	0	0	3
Service Calls (500-571)	3	2.97 %	2	0	1	0	0	0	3
Good Intent Calls (600-671)	26	25.74 %	18	1	7	1	0	0	27
Severe Weather or Natural Disaster Calls (800-815)	0	0.00 %	0	0	0	0	0	0	0
Special Incident Calls (900-911)	0	0.00 %	0	0	0	0	0	0	0
Unknown Incident Type (UUU)	0	0.00 %	0	0	0	0	0	0	0
FALSE CALLS									
Malicious Calls (710-715, 751)	3	2.97 %	3	0	0	0	0	0	3
Other False Calls (700, 721-746)	1	0.99 %	1	0	0	0	0	0	1
Total False Calls	4	3.96 %	4	0	0	0	0	0	4
TOTAL CALLS	101	100.00 %	40	1	60	1	0	0	102

Total Incidents With Exposure Fires 0 Total Fire Dollar Loss \$ 292,350.00

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Casualty Summary	Civilian	Fire Service
Fire Related Injuries	0	0
Non-Fire Injuries	0	0
Fire Related Deaths	0	0
Non-Fire Deaths	0	0

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Vehicle Fires (130-138)	0	0.00 %	0	0	0	0	0	0	0
Other Fires (100, 140-173)	1	25.00 %	1	0	0	0	0	0	1
Total Fires	1	25.00 %	1	0	0	0	0	0	1
Pressure Ruptures, Explosion, Overheat (200-251)	0	0.00 %	0	0	0	0	0	0	0
RESCUE CALLS									
Emergency Medical Treatment (300-323)	3	75.00 %	0	0	3	0	0	0	3
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
Total Rescue Calls	3	75.00 %	0	0	3	0	0	0	3
Hazardous Condition Calls (400-482)	0	0.00 %	0	0	0	0	0	0	0
Service Calls (500-571)	0	0.00 %	0	0	0	0	0	0	0
Good Intent Calls (600-671)	0	0.00 %	0	0	0	0	0	0	0
Severe Weather or Natural Disaster Calls (800-815)	0	0.00 %	0	0	0	0	0	0	0
Special Incident Calls (900-911)	0	0.00 %	0	0	0	0	0	0	0
Unknown Incident Type (UUU)	0	0.00 %	0	0	0	0	0	0	0
FALSE CALLS									
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Other False Calls (700, 721-746)	0	0.00 %	0	0	0	0	0	0	0
Total False Calls	0	0.00 %	0	0	0	0	0	0	0
TOTAL CALLS	4	100.00 %	1	0	3	0	0	0	4

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