



Tallahassee Fire Protection District Minutes of February 23, 2019 -- Board of Directors Meeting

Donna Toeroek, President, called the Meeting to order at 2:20 p.m. on February 23, 2019.

Directors present: Donna Toeroek, Dave Matassoni, Bonnie Spencer

Directors absent: Sean Kane (excused absence due to snow storm), Greg Cook resigned

Other members present: Tess Matassoni

Firefighters/Volunteers present: Mark Norris (Chief)

Public present: Scott Fullerton (Auxiliary member)

Public Input: No input.

Secretary's Report: (See attachment report)

- Motion to accept the January 9, 2019 regular Board Meeting Minutes with change of "November" to "December" under the Treasurer's Report made by Donna Toeroek. Seconded by Dave Matassoni. **Motion carried.**
- Motion to accept the meeting minutes of the Special Meeting of February 5, 2019 made by Donna Toeroek. Seconded by Bonnie Spencer. **Motion carried.**
- There was no report on donations, but all in attendance signed a thank you card for the January \$2,000 donation by the Oberhelms.

Treasurer's Report: (See attachment report)

- Motion to accept the revised Treasurer's Report for End of Year 2018 was made by Bonnie Spencer and seconded by Donna Toeroek. **Motion carried.**
- Motion to accept the Treasurer's Report for January 2019 was made by Bonnie Spencer and seconded by Donna Toeroek. **Motion carried.**
- The budget meeting summary was reviewed and everyone agreed that distributing this information to the entire Board will be helpful. Bonnie will continue distributing them in the future.
- The Board reviewed the format for the financial tracking information provided by Bonnie and all agreed that the format is acceptable and helpful.

Administrative Issues:

- The Town Hall was a success, in spite of the snow storm. The public comments were all constructive and well received. Many thanks to Sunny Pressler, Scott Fullerton, Misty Smith, Mark Norris and Phil DeGarmo for setting up and making the meeting a huge success.
- Grants:
 - The TFPD was denied a financial hardship waiver by the CREATE grant program. Donna submitted a grant as a 50/50 match. Bonnie will check to make sure we don't need to re-submit the application.
 - We missed the deadlines for the VFA and AFG grants this year. Donna will work with Nick Cooper to plan a grant program for 2020.
- Mark and Donna fully-executed the Fire Chief's Employment Agreement.
- Greg Cook resigned his Board position as of February 23, 2019 so that he could continue his fleet maintenance work. John Read agreed to be appointed to fill Greg's term.
- The employee vs. volunteer issue is complicated. Mark and Bonnie will attend a seminar on how those rules apply to fire departments. Mark will find out the date and coordinate with Bonnie.

Operations Report:

- Mark reviewed and discussed the January Operations Report as presented. There were no questions.

Policy Issues:

- The issue of an evacuation center for the Prospector's RV daycare center was tabled until Mark can discuss it with the daycare center operator. The Board generally didn't think the fire station is safe enough for children.

Old Business:

- It was decided that the TFPD doesn't need the calendar on the website. Our schedule of public activities is published on social media and the website and each Board member is keeping their own calendar of action items. Donna will delete it.
- Waiting for insulation and well pump estimate for Canyon Springs and drilling estimate from Arkansas Valley Drilling for the Main Station.
- It was decided that since there are so many strategic plan objectives ready for review and it's not productive to rush through regular Board business, the Board will hold a Special Meeting on Saturday, March 9, at 3:00 pm, for the sole purpose of reviewing the completed objectives.
 - Status of Strategic Plan Objectives:
 1. Wildland Fire Response: Mark and Phil - Completion by 02/28/19.
 2. Public Education: Bonnie - Completion by 01/31/19.
 3. Full-Shift Coverage: Mark - Completion by 01/31/19.
 4. Deployment Program: Mark/Phil - Completion by 03/31/19.
 5. Response Times: Included on monthly Operations Report.
 6. Employ a Full-Time Fire Chief: Donna and Sean – cost of retirement plan still incomplete.
 7. Emergency Medical Services: Completed.

New Business:

- None

New Action Items from this Meeting:

- Donna will work with Nick Cooper to plan a grant program for 2020.
- Donna will handle John Read's appointment to the Board.
- Mark will register himself and Bonnie for a seminar on fire department employment issues.
- Mark will talk to the operator of the Prospector RV's daycare center.
- Bonnie will coordinate a meeting on the Fire Chief's performance evaluation.
- Donna will post the Special Meeting on March 9.

Adjournment: Motion by Donna Toeroek to adjourn. Seconded by Dave Matassoni. **The motion carried** and the meeting adjourned at 4:22 p.m.

Respectfully submitted by Donna Toeroek, President.

Operations Report - January 2019

Incidents

Type:	MTD:	YTD:
Traffic Incident - ALL	4	4
Medical	2	2
Smoke Investigation	0	0
Wildfire (Fire)	0	0
Agency Assist	0	0
Alarm Odor/CO Check	0	0
Rescue	0	0
Structure Fire	0	0
Total	6	6
Deployments	0	0

Ave runs/month through November: 6

- Ave. Arrival Times:** 15.7 minutes For January / 15.7 Annual
- Membership:** 13 Active Members; 2 Inactive Members, 2 Probationary Members; 2 Support/Reserve Members
- NFIRS:** NFIRS is Current.
- IQS:** Experience Current Through October/November 2017 Fitness and Refreshers updated for 2018
- CRRF:** Current for 2017-2020
- ROSS:** No resources currently listed.
- Agreements:** Fremont AOP draft updated for 2019, pending final approval
- Medical:** Current State Certified Responders 3 EMT-B & 2 EMR
- Training:** Dept. needs a EVDT-I & M410 Facilitative Instructor Meets NWCG Instructor requirements
- Current & Priority;**
- Purchase equipment for E23 & R(1)
 - Deployments Policy
 - Laptop Computer for Operations
 - Generator @ Main Station
 - Cabin Creek land survey. In process waiting for written report
 - Purchase District Entry and Exit signs - Approved by Finance
 - CS Station project, Possible fix for insulation. Greg researching. No need for CO since it's just a Garage.
 - 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;**
- E41 - small water leak nothing critical, being looked at by Brian S and Greg. Cross lay 2 leaks
 - After MS tanks placed and system tested, we will execute the CS station tank placement.
 - 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);**
-
- Non-Monetary Donations this month;**
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- Meetings;**
- No pending HOA meetings