



Tallahassee Fire Protection District Minutes of January 9, 2019 -- Board of Directors Meeting

Donna Toeroek, President, called the Meeting to order at 2:00 p.m. on January 9, 2019.

Directors present: Donna Toeroek, Greg Cook, Dave Matassoni, Bonnie Spencer, Sean Kane

Directors absent: None

Other members present: Tess Matassoni

Firefighters/Volunteers present: Phil Stevens (Deputy Chief)

Public present: Misty Smith

Public Input: Misty Smith, Director of the TFPD Auxiliary Committee discussed account balances in accounts controlled by the Auxiliary Committee. \$2,232.07 in checking account and \$200.00 in the cash box.

Secretary's Report: (see attachment report)

- Motion to accept the December 12, 2018 regular Board Meeting Minutes with no changes made by Donna Toeroek. Seconded by Bonnie Spencer. **Motion carried.**

Treasurer's Report: (See attachment report)

- Bonnie discussed the Treasurer's Report and changes she is going to make to this report going forward. The changes involve the formatting and highlighting making the report more user friendly and noting future commitments to available funds. She asked the Board to review the handout and be prepared to discuss at the next meeting.
 - Motion to accept the December 2018 Treasurer's with the changes that Bonnie Spencer and Tess Matassoni discussed made by Donna Toeroek. Seconded by Greg Cook. **Motion carried.**

Administrative Issues:

- Phil Stevens reported that he is still working on the State Grant for upgrades to radios.
- Special Meeting and Executive Session is set for Tuesday February 5, 2019 at 10:00AM

Operations Report:

- Mark Norris submitted the written report in his absence.: The only inquiry was an absence of response time data by Donna Toeroek

Policy Issues:

- Resolution 2019-001: This resolution enumerates locations for designated posted notices of regular and special Board Meetings.
 - Motion to accept this Resolution as written made by Donna Toeroek. Seconded by Greg Cook. **Motion carried.**
- Resolution 2019-002. This resolution is for exemption from audit for the year ended 2018 for the Tallahassee Fire Protection District, State of Colorado.
 - Motion to accept this Resolution as written made by Donna Toeroek. Seconded by Greg Cook. **Motion carried**
- Donna Toeroek inquired as to interest in changes to TFPD Board Officer Positions. No interest was expressed in changing the Officer positions for 2019.

Old Business:

- Mark: Remains pending: Google Calendar linked to website,
 - Mark Norris still working on linking the calendar to the website.
- Strategic Plan Objectives – Completion Dates:
 - Wildland Fire Response, Due date unchanged still being worked on Mark Norris and Phil Stevens (to be completed by 02-28-2019)
 - Public Education Due date unchanged being worked on by Bonnie Spencer (to be completed by 01-31-2019)
 - Full Shift Coverage. Due date unchanged still being worked on by Mark Norris (to be completed by 01-31-2019).
 - Deployment Program. Due date unchanged being worked on by Mark Norris and Phil Stevens (to be completed by 03-31-2019)
 - Response Times. Needs to be incorporated into Operations Report.
 - Objective 6 to be discussed at the conclusion of this meeting
 - Objective 7 to be discussed at the conclusion of this meeting.
- Greg Cook reported that parcels under 35 acres are allowed to have a well. This type of well is categorized as a Commercial Well. This stipulates that you must have a flow meter on the well. Greg Cook will work with Arkansas Valley Drilling to obtain an estimate on a well for the TFPD Main Station.
- Greg Cook reported that the Canyon Springs' well is permitted, just not in the name of TFPD. He is applying to change the registration to TFPD. Greg provided an estimate for a pump for this well. Greg is also working on obtaining an estimate for spray on insulation for this building.
- Bonnie Spencer still working on State Grants Waiver Application. Next deadline February 12, 2019.
- Phil Stevens to provide equipment needs list and justifications for State Grants to Donna Toeroek.

New Business:

- The Board discussed mailing out postcards to announce the upcoming Town Hall Meeting (February 23, 2019) Donna Toeroek made a motion to expend up to \$500.00 to mail postcards to TFPD property owners. Motion seconded by Greg Cook. **Motion Carried.**
- Greg Cook is going to research a spray on foam insulation for Canyon Springs building.

New Action Items from this Meeting:

- Board Members review the financial tracking handout and be prepared to comment at the next meeting.
- Donna Toeroek and Phil Stevens to continue to work on grants
- Mark Norris to Add response times to Operations Report
- Bonnie Spencer to work on obtaining waivers for grants
- Bonnie Spencer to provide costs of a 30-day deployment (for the Chief Benefit package).
- Donna Toeroek to work on the postcard invitations to the Town Hall
- The Board discussed the EMS Strategic Plan and agreed to revisit this draft after more detailed estimated costs were explored.
- The Board agreed to revisit the subject of the Fire Chief Salary/contract for the Fire Chief advertisement once FPPA costs are provided by Sean Kane.

Strategic Plan Objectives for Board Review

- Dave Matassoni provided an EMS overview and a handout for discussion. The Board agreed with the plan in general and Bonnie Spencer asked for more detailed cost estimates for 2019 for equipping the new R1 vehicle
- Donna Toeroek opened the discussion on movement towards a full-time fire chief. Handouts were discussed. Several proposed changes to the draft were discussed and will be incorporated into a revision to be presented at a future meeting.

Adjournment: Motion by Donna Toeroek to adjourn. Seconded by Greg Cook. Meeting adjourned at 4:00 p.m.

Respectfully submitted by Sean Kane, Assistant Secretary.

Operations Report - December 2018

Incidents

Type:	MTD:	YTD:
Traffic Incident - ALL	2	35
Medical	2	27
Smoke Investigation	0	20
Wildfire (Fire)	0	12
Agency Assist	0	6
Alarm Odor/CO Check	0	2
Rescue	0	0
Structure Fire	0	0
Total	4	102
Deployments	0	5

Ave runs/month through November: **8.5**; Actual Calls 2018 **102** (totals do not include Deployments)

Membership: 13 Active Volunteers; 3 Inactive Volunteers, 2 Probationary Volunteers; 3 Support/Reserve Volunteers
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 updated
Grants: Current Open Grant Periods; AFG; STM(Benedictine Sisters); Firehouse Subs; CREATE
Medical: Current Certified Responders 2 EMT-B IV & 2 EMR
Training: Dept. needs a EVDT-I & M410 Facilitative Instructor Meets NWCG Instructor requirements

Current & Priority;

- Deployments Policy
- Method for tracking response metrics, response times
- Laptop Computer for Operations
- Generator @ Main Station
- Cabin Creek land survey. In process
- E26 - transmission needs to be serviced or replaced. \$3500 - APPROVED by Finance in September
- T12 - Currently in service. Needs 2 new drive tires \$775. Radio, light bar, labels and paint. 2 Gated Wyes Cost \$3500ttl
- 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 in October after financial meeting on Oct 9th.

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(2018);

- End of life Newsletter
- New Flags for main station
- Installed gasoline tank to make it more efficient and cheaper to fuel gas vehicles
- Sold 2 water tanks that were for an unknown past project (+600)
- Approval to Lease Type 3 engine Take delivery early Q2 2019
- Sold E11 (+\$7000) September 30th to 4-mile FPD with structure ladders.
- Organized and cleaned the Main Station (Bought storage container -\$3500)
- Installed 2 - 11K+ gal water tanks @ Main Station (-\$6464)
- T12 (3000k gal water tender) Operational & in-service
- Sold 1 freightliner truck (+\$7000)
- E41 repairs (-\$5544) foam system, electrical system. leaks
- Awarded \$10k Grant from Benedictine Sisters(STM) for medical equipment and training (+\$10k)
- Donation of all t-shirts for Dept and Auxiliary (+\$1016.78)

Non-Monetary Donations this month;

- Donation of Riding Mower
- Donation of 1998 Chevy Blazer

Meetings;

- No pending HOA meetings