



Tallahassee Fire Protection District Minutes of the Board of Directors Regular Meeting July 10, 2019

Donna Toeroek, President, called the Meeting to order at 2:03 p.m. on July 10, 2019.

Directors present: Donna Toeroek, Dave Matassoni, Bonnie Spencer

Directors absent: Sean Kane (excused)

Other members present: Tess Matassoni, Board Accountant

Firefighters/Volunteers present: Chief Mark Norris, Lt. Greg Cook

Public present: None

Public Comment

No public present.

Board Vacancy

MOTION: It was moved by Donna Toeroek and seconded by Bonnie Spencer to fill the vacant board position with the addition of Mr. Harvey Ammel. The vacancy occurred at the resignation of John Read. The motion was voted upon and carried.

Secretary's Report

MOTION: It was moved by Donna Toeroek and seconded by Bonnie Spencer to approve the Meeting Minutes of June 12, 2019. The motion was voted upon and carried.

Treasurer's Report

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

MOTION: It was moved by Bonnie Spencer and seconded by Donna Toeroek to accept the 2019 Amended Budget and Resolution 2019-004 as presented by Treasurer Bonnie Spencer for the purpose of publication. A public hearing will be held at the next regular board meeting.. The motion was voted upon and carried.

MOTION: It was moved by Donna Toeroek and seconded by Bonnie Spencer to hold monthly budget meetings as Special Meetings that will be open to all Board members and the public. This will allow more participation in monitoring the budget through the end of the year. The motion was voted upon and carried.

Administrative Issues:

- Donations - \$35 was received in June.
- Fire Chief's Performance Evaluation – The Board will evaluate the Fire Chief's performance by November 30 and Board evaluators will be selected no later than November 13.
- The Board Secretary position is vacant due to the resignation of Cynthia Boyle. The Board will advertise for a Secretary and for upcoming Director positions via Facebook, Twitter, TFPD Website, The Shopper and at the August Open House.
- Preparations for the Open House are on schedule. The Open House will be held on Saturday, August 24 from 10 am – 2 pm. Bonnie Spencer presented a sample Bug-Out Bag which she will show at the Open House. Bug-out bags will help citizens prepare for evacuations.

Operations Report – Chief Norris

- The June report is attached.
- The Chief outlined his plans for restructuring Officer positions.

Strategic Plan

- Comments on the draft Strategic Plan were received from Bonnie Spencer and Lt. Nick Cooper, EMS Coordinator. Donna Toeroek will create a second draft and issue it to the Board for a vote at the next meeting. The goal is to have a final Strategic Plan for publication no later than August 24.
- Donna Toeroek reviewed the status of 2019 strategic goals:

Emergency Medical Services

- The Chief is working toward having an EMR/EMT on duty to respond at all times. He currently has four EMRs and four EMTs.
- One EMR still needs to obtain his State certification.
- Lt. Cooper is drafting Standard Operating Procedures for EMS.
- R1 will be fully equipped upon receipt of swift water rescue gear.
- Chief Norris will provide the Board with an equipment list for 2020 grants.
- The metric for arriving in advance of the AMR ambulance will be modified due to AMR's stationing of an ambulance on the west side of Canon City. This has improved their response time to the District.
- The metric for providing medical training to six residents in 2019 was met through the Stop the Bleed class held in May.

Full-Time Fire Chief – This objective will be deferred until 2020 due to current budget constraints.

Response Times – These are reported monthly in the Operations Report.

Public Education – The objectives for a welcome letter, TFPD history and fire ban Information are on schedule. The bug-out bag and brochure rack are completed.

Wildland Fire Response

- Each engine is now equipped per National Wildfire Coordinating Group standards.
- An apparatus inspection schedule is complete and in use.
- Deferred maintenance will be completed upon the return of Engine 13.
- All firefighters meet training requirements.
- Two engines are for sale.

Deployment Program – Upon the return to service of Engine 13, the TFPD will meet the goal of having two engines ready for deployment. Two crews are available.

Full Shift Coverage – All shifts are covered.

Policy Issues

- Pay in Lieu of Taxes (PILT) – The TFPD's request for a PILT distribution from the County was denied. Dave Matassoni and Donna Toeroek will draft a second request letter.

- Board Policies and Procedures - In process.
- Bylaws – The current set of bylaws are adequate and will be distributed by Bonnie Spencer to all Board members for information.

Old Business

None

New Business:

MOTION: it was moved by David Matassoni and seconded by Donna Toeroek that the TFPD host a Starpoint event at the main station. The motion was voted upon and carried. Chief Norris will coordinate the event.

A fundraiser for a drone was discussed. It was agreed that a drone could be very helpful with site size-up during fires. Because the requirements for government drones are complex, Chief Norris will send Donna Toeroek a drone program outline with an approximate cost so the Board can begin obtaining a grant and/or donations to help get this program off the ground.

There being no other volunteers for the vacant Vice President position, Sean Kane agreed to assume that responsibility. Donna Toeroek volunteered to take meeting minutes in the future to relieve Sean of that interim duty.

New actions from this meeting

Donna Toeroek

- Swear in Harvey Ammel as Board Director and file appropriate documents with the Court and County.
- Post Resolution 2019-004 (Board acceptance of the 2018 amended budget).
- Post Special Meeting Notice on budget reviews.
- Post advertisement for Secretary and Board Director positions on the website.
- Generate and distribute second draft of Strategic Plan.

Bonnie Spencer

- Email Donna Toeroek a clean copy of the Amended Budget for filing and posting. Determine a date for the public hearing.
- Determine on which dates to hold the Special Meetings on budgets.
- Generate a sheet describing our need for volunteers for the Secretary and Board Director positions.
- Continue drafting Board policies and procedures.
- Distribute Bylaws to the Board.

David Matassoni

- Generate PILT letter to Board of County Commissioners.

Chief Norris

- Post advertisement for Secretary and Board Director positions on Twitter and Facebook.
- Continue preparations for the Open House.
- Coordinate the Starpoint event.
- Send Donna Toeroek information for the drone program fundraiser.
- Sort out Board email addresses and make a recommendation to the Board in August.
- Provide Donna Toeroek with the Open House flyer for posting on the website.

Adjournment

MOTION: There being no further business to be presented, it was moved by Donna Toeroek and seconded by Bonnie Spencer to adjourn the regular meeting of the TFPD Board of Directors. The motion was voted upon and carried. The meeting adjourned at 4:35 pm.

Recording Secretary: /s/ Donna Toeroek

Operations Report - July 2019

Incidents

Type:	MTD:	YTD:
Traffic Incident - ALL	2	30
Medical	4	13
Smoke Investigation	11	17
Fire	4	6
Alarm Odor/CO Check	0	3
Hazmat	1	1
Community Service	0	2
Total	22	72
Deployments	0	0

Ave runs/month through April: **10.3**

Membership:

16 Active Members, 4 Probationary Members, 3 Recruits

Strategic Plan Objectives Updates & Status;

- Objective - EMS
 - Part 1 - EMS Within the Fire Dept.
 - Current State Certified Responders = **4 EMT-B & 5 EMR**
 - Over 95% of calls have a TFPD State Certified Medical Responder
 - Planned Responder Training = 1 EMT in 2019
 - Medical Protocols Updated and Approved by County Medical Director
 - Part 2- Community Medical Outreach
 - Pending 1 more STB in 2019 (combine with CPR)
 - Pending CPR/AED class for the community (combine with STB)
 - Pending Motorcycle Accident Response Class for the community
- Objective - Response Times
 - Ave. Arrival Times: **16.05** minutes For **June / 17.18** YTM 2019
 - We have beat AMR on-scene 100% (Goal 50% for 2019)
- Objective - Wildland Fire Response
 - Goal#1 - Ensure that all apparatus are properly equipped and subjected to regular inspections and maintenance
 - All apparatus that are currently in-service have the minimum NWCG equipment
 - Apparatus are having regular monthly inspections for serviceability and equipment
 - Mechanical Issues have been brought into manufacturer specifications for all in-service apparatus
 - Goal#2 - Ensure that we have properly trained Firefighters to respond to wildland incidents
 - NWCG FFT2 (basic/entry level) is a minimum requirement for all TFPD firefighters
 - Goal#3 - Ensure we have adequate apparatus and equipment for responding to wildfires. We have too many Type 1 engines for the volume of structure fires and traffic incidents in our district.
 - Add more deployable engines
 - E14, E16, E26, E56, E13 & E23 all meet NWCG deployment standards.
 - E11 sold, E21 & E51 approved for sale by BOD
 - FEPP Engine requested Type 4 or Type 6 No engines available at this time. We are on the list.
 - Water Tender project pending
- 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 20.29 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
- Objective - Full Shift Coverage
 - Shift Coverage

- All shifts in 2019 have been covered to date.
- Some FF are covering more than 6 shifts/month, continue to review and address as necessary.
- 15 minutes Response Time
 - We are meeting or exceeding the 15 minute response time to any station

We have submitted a donation request to the Parkdale Quarry for improvement of station grounds and CS tank installation
Donation request approved.

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.

Non-Monetary Donations;

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Meetings;

- Canyon Springs HOA meeting planned for August 17th