



Tallahassee Fire Protection District Minutes of June 12, 2019 -- Board of Directors Meeting

Sean Kane, Assistant Secretary, called the Meeting to order at 2 p.m. on June 12, 2019.

Directors present: Sean Kane (Chair in absence of Donna Toeroek), Bonnie Spencer, David Matassoni
Directors absent: Donna Toeroek (excused absence),
Other members present: Tess Matassoni
Firefighters/Volunteers present: Phil Stevens (Deputy Chief)
Public present: Mr. Harvey Ammel

Public Input

- Mr. Harvey Ammel introduced himself and discussed his past involvement with Tallahassee Fire.

Secretary's Report

- Motion to accept the May 8, 2019 regular Board Meeting Minutes as written with no changes made by Bonnie Spencer. Seconded by David Matassoni. **Motion carried.**

Treasurer's Report (See attached report)

- Bonnie Spencer explained and the Board discussed the Treasurers Report and overages.
- Motion to accept the May 31, 2019 Treasurer's Report as written with no changes made by Sean Kane. Seconded by David Matassoni. **Motion Carried**
- The draft amended budget for 2019 was distributed and discussed. Board Members were asked for comments, questions and edits considering the possible scenarios mentioned by Bonnie Spencer at least a week before the next meeting so a finalized amended budget can be presented at the next Regular Board Meeting.
- Donations: Received \$200 in unrestricted donations for the month of May 2019.

Administrative Issues

- Tracking of Donations was reported by Tess Matassoni (above)
- Grants. Nick attended the seminar on Grant writing.
- 2019 Fundraiser. After discussion among Board Members, it was recommended that we await 2020.
- Fire Chief Performance Evaluation. Bonnie Spencer still has to send out the final agreed upon evaluation. Board Members were asked to consider when to begin/end the evaluation period after receiving the final draft to be sent out by Bonnie Spencer.
- Four Mile Fire Chief Resumes. David Matassoni reported that these were sent to Donna Toeroek as an FYI only in consideration of a Full Time Fire Chief.
- Cynthia Boyle Proposal for continued volunteer efforts at/for the TFPD was considered (attached). Items 1 and 3 were agreed to in total. Item 2 was changed by motion of Sean Kane with a Second by David Matassoni to read as follows: **Motion Carried** (Changes noted) The approved motion also will alter the requested e-mail account to something without a name reference e.g. Volunteer, Admin. or Board Volunteer etc.
 - ~~As previously agreed to,~~ **As requested by the Board of Directors**, I will proofread any **submitted** documents/forms ~~deemed necessary~~. However, all parties involved must 100% agree to allow me to proofread and suggest any changes.
- Recruitment of New Secretary. This was discussed and tabled until the next meeting pending the acceptance of Cynthia Boyle's modified request to continue to volunteer with TFPD.

- American Medical Response (AMR). Consideration of a contract with AMR was discussed for the benefit of perishable ordering/rotation of same and any bulk ordering cost savings. Phil Stevens will discuss this with Nick and Mark Norris and brief the Board at the next meeting.
- Open House planning. Phil Stevens will discuss with Mark Norris and brief the Board at the next meeting. Should this date be changed?

Operations Report

- Submitted (attachment). No questions by Board Members.

Strategic Plan

- The target due date for all plans, EMS, Public Education, Wildland Fire Response, Deployment and Full shift Coverage remains June 30, 2019. No extensions were requested. Everyone reported that they are on track to meet this date.

Policy Issues

- Payment in lieu of Taxes. The final document was distributed to all Board Members for signature. All three (3) copies were signed by all Board Members. Donna Toeroek signed before her absence at this meeting. The only signature absent was Chief Mark Norris who Phil Stevens indicated he will have sign this week and deliver to each Fremont County Commissioner.
- Policies and Procedures. Bonnie Spencer indicated that a new draft will be presented to the Board of Directors before the July Board Meeting.
- Bylaws (Board). Bonnie Spencer indicated that she had compared the existing draft bylaws with the Special District Association of Colorado Guidelines and in her opinion, they were the same, so no need for immediate action.

Old Business

- Sale of Engines. Per Phil Stevens, they will seek additional advertising (websites) to expand the coverage of the advertisements
- Rideout Meeting. David Matassoni agreed to coordinate with Mark Norris to send a letter to the Rideout Family seeking a personal meeting regarding the potential well at TFPD Main Station. Harvey Ammel would like to be involved in the meeting.
- Installation of Call Box at Main TFPD Station. Phil Stevens indicated he will report on costs/feasibility at the next meeting.
- Policies and Procedures for Operations.
- Welcome Letter. Bonnie Spencer indicated it is still a draft but will have it for next meeting of the Board of Directors.

New/Other Business

- None

New Action Items from this meeting

- Welcome Letter. Bonnie Spencer, next meeting
- Telephone Account information to Phil Stevens for call box by Bonnie Spencer
- Invite Letter to Rideout Family. David Matassoni before next meeting.
- Policies and Procedures. Bonnie Spencer/Donna Toeroek draft before next meeting.
- Open House Plans. Chief Mark Norris before/by next meeting.
- AMR Contract. Chief Mark Norris, Pros, cons, action? By next meeting.
- Recruitment of new secretary (for items not covered if Cynthia Boyle agrees to continue)- All Board Members
- Fire Chief Performance Evaluation. Bonnie Spencer to provide final draft, Board to consider start/end for annual evaluation.
- Amended 2019 Budget. Comments to Bonnie Spencer by all Board Members as soon as possible as this will be final at the July Board of Directors Meeting.
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Adjournment: Motion by Bonnie Spencer to adjourn. Seconded by David Matassoni. Meeting adjourned at 3:15 p.m.

Respectfully submitted by Sean Kane, Assistant Secretary/ Board Member.

Operations Report - June 2019

Incidents

Type:	MTD:	YTD:
Traffic Incident - ALL	8	28
Medical	2	9
Smoke Investigation	3	6
Wildfire (Fire)	0	2
Agency Assist	0	0
Alarm Odor/CO Check	0	3
Rescue	0	0
Structure Fire	0	0
Community Service	1	1
Total	14	49
Deployments	0	0

Ave runs/month through April: **8**

Membership: 15 Active Members; 5 Probationary Members
NFIRS: NFIRS is Current.
IQS: Fitness and Refreshers updated for 2019, Red Cards Issued
CRRF: Current for 2017-2020 will move to an annual system in November 2019
Agreements: Fremont County AOP Updated for 2019

Strategic Plan Objectives Updates & Status;

- Objective - EMS
 - Part 1 - EMS Within the Fire Dept.
 - Current State Certified Responders = **4 EMT-B & 4 EMR**
 - Approximately 80-90% of calls have a TFPD State Certified Medical Responder
 - Planned Responder Training = 2 EMT & 1 EMR in 2019
 - Medical Protocols Updated and Approved by County Medical Director
 - Plan to have 2 rescue vehicles in-service by end of June 2019 - COMPLETED
 - 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: **16.27** minutes For **June / 17.37** MTD 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
 - E23 and E13 are both outside this spec due to timing and parts availability issues. Expect to have E23 fully within operating specs by end of June 2019 and E13 fully within operating specs by end of July 2019.
 - 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
 - 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 15.86 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

Non-Monetary Donations;

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Meetings;

- Canyon Springs HOA meeting planned for