



Tallahassee Fire Protection District Minutes of March 27, 2019 -- Board of Directors Meeting

Donna Toeroek, President, called the Meeting to order at 2:00 p.m., on March 27, 2019.

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

Directors absent: None

Other members present: Cynthia Boyle and Tess Matassoni

Firefighters/Volunteers present: Mark Norris (Chief), Roze Burton

Public present: None

Public Input: No public present.

Secretary's Report: (See attachment reports)

- Motion to accept the February 23, 2019 regular Board Meeting Minutes with no changes made by Donna Toeroek. Seconded by Sean Kane. **Motion carried.**
- Motion to accept the March 9, 2019 special Board Meeting Minutes with no changes made by Donna Toeroek. Seconded by Bonnie Spencer. **Motion carried.**
- Donations: January unrestricted donations totaled \$2,390; February unrestricted donations totaled \$280. Year-to-date donations received (January through February 2019) is \$2,670. The 2019 budgeted donations total has been met.
- Dave would like TFPD to issue a press release for the new Fire Engine and Rescue Vehicle. Dave and Mark to work on ways to inform our community of these new additions.

Treasurer's Report: (See attachment report)

- Motion to accept the February 2019 Treasurer's Report with no changes made by Donna Toeroek. Seconded by Dave Matassoni. **Motion carried.**
- Response to State Auditor: Per Bonnie, all questions concerning the 2017 Audit Waiver have been resolved. The 2018 Audit Waiver has been reviewed by Bonnie and Tess and they have resolved that everything is accurate to the best of their knowledge. The 2018 Application for Audit Waiver was signed by all Board members. Bonnie to hand deliver to the post office for mailing today.

Administrative Issues:

- Evaluation of St. Patrick's Day Auxiliary Event: Mark explained that this Event was somewhat disappointing in that it was not well attended by our residents and it incurred a loss. Poor turnout may have been because this was the first evening Event and the high \$8.00 meal cost. Dave mentioned that residents expressed to him that the food was great but felt the cost was too high.
- The Easter Breakfast and Egg Hunt Flyer is complete (Saturday, April 13, 9:00 to noon) and the information is on Facebook and our LED Sign. Mark to provide Donna with a Flyer so she can add information to TFPD website.
- Grants: Donna continues to work with Nick Cooper. Need to flesh out the details on possible Grants.
- Board Vacancy: A discussion was had concerning possible candidates.
 - Motion to extend an offer to John Read to fill this vacancy made by Sean Kane. If not accepted, to make an offer to Harvey Ammel. Seconded by Bonnie Spencer. **Motion carried.**Donna to contact John Read.
- Stop the Bleed Class: This class will be free and open to the public. It was agreed to schedule three Events for 2019 (one class/quarter). Mark and Roze to determine possible dates and times. Roze discussed possible medical kits/pouches for attendees. Roze to evaluate and determine cost(s). Mark suggested a Keychain Kit (one-time use kit containing a mask and gloves) as a giveaway for attendees. Will look into this.
- Donna discussed the possibility of mailing postcards concerning this Event to property owners with a Colorado mailing address only. Dave felt it is our obligation to inform all TFPD property owners of events, decisions, etc.
 - Motion to communicate to all property owners going forward made by Dave Matassoni. Seconded by Bonnie Spencer. **Motion carried.**

- Resolution 2019-003: This Resolution is to reimburse TFPD for deposit made on the 2009 Ferrara/Freightliner Type III 4x4 Wildland Unit.
 - Motion to accept this Resolution as written made by Donna Toeroek. Seconded by Bonnie Spencer. **Motion carried.**
- Bonnie informed the Board that the cost for two people to attend the September 2019 FLSA (Federal Labor Standards Act) Seminar will be \$1300 to \$1500.
 - Motion to approve \$1500 expenditure for Bonnie and Mark to attend the FLSA Seminar made by Donna Toeroek. Seconded by Sean Kane. **Motion carried.**
 Bonnie to register both and make hotel reservations.

Operations Report:

- Updates to February Operations Report were given by Mark:
 - All Firefighters are AED and CPR certified.
 - E13 has been removed from ROSS due to major mechanical issues. Replaced by E16.
 - E23 (new Type III Wildland Unit) arrived on Monday, March 25.
 - Cabin Creek land survey has been delayed by a few weeks due to staffing issues.
 - Canyon Springs is fully active/operational. All issues resolved.
 - Three primary response apparatus (E13, E31, and E41) are all in need of critical maintenance. Mark is still waiting for the cost(s) of these repairs.
- All maintenance that had been deferred should be completed this year. Mark is pursuing regular maintenance/inspection checks with Front Range Fire. Beginning in 2020, we will need to have regular maintenance/inspection checks on all apparatus – not deferred. Due to our use of apparatus, these would need to be performed every two to three years only. Mark to secure cost estimate.
- Mark discussed his proposal to sell E51 (at Canyon Springs) as we do not use this Engine.
 - Motion for Board approval to sell E51 (with redistribution of appropriate supplies to other apparatus) made by Donna Toeroek. Seconded by Dave Matassoni. **Motion carried.**
- Canon City Fire Department (CCFD) is accepting bids on water tenders that are for sale. Mark and Phil to inspect and look at service records. Donna stated we would need to look into Grants should we decide to purchase.
- We need to right-size our Fleet.
- Cost to install pump at Canyon Springs is \$3400. Need to install three water tanks first before pursuing.

Policy Issues:

- Pay in Lieu of Taxes (PILT): Donna led a spirited discussion concerning this issue. Donna to compile PILT data and distribute to Board Members. Looking for ideas on how TFPD can approach the County for a fair share of the PILT money.

Old Business:

- Status of Exhibit B (Performance Evaluation in Fire Chief's Employment Agreement): Bonnie and Mark to meet following this meeting to finalize.
- Status of Strategic Plan Objectives:
 - Bonnie's revisions to Public Education have been received.
 - Mark's revisions to Wildland Fire Response are not complete at this time.
 - EMS Plan is good as is.
- Estimate from Arkansas Valley Drillers for Main Station well: Per Mark, nothing received to date.
 - Mark and Dave to set up a meeting with the Rideout family.
- Status of Canyon Springs: Resolved.

New Business:

- Bonnie discussed credit card limits. Will revisit issue at a later date based on deployments.
- Bonnie stated that we need to begin drafting the 2019 Amended Budget now. Bonnie to pull information together, notating changes to date, and will distribute to Board Members before the April 10 BOD Meeting.
- Sean discussed getting Board approval to expend up to \$3400 for pump at Canyon Springs. Issue was tabled for later discussion.
- Sean questioned as to whether or not current quote for Canyon Springs well includes all work needed to deliver water from the well. Mark to get better information to answer this question.

New Action Items from this Meeting:

- Donna:
 - Update TFPD website with Easter Event information.
 - Continue working on 2020 Grants with Nick Cooper.
 - Contact John Read regarding Board vacancy.
 - Distribute PILT data to Board Members.
- Bonnie:
 - Register for FLSA Seminar (including Mark).
 - Distribute 2019 Amended Budget to Board Members before April 10 BOD Meeting.
- Mark:
 - Work with Dave on public relations for new Fire Engine and Rescue Vehicle.
 - Provide Donna with Easter Flyer.
 - Determine with Roze possible dates and times for Stop the Bleed Classes.
 - Determine cost(s) for Keychain Kit giveaway.
 - Cabin Creek land survey.
 - Secure cost(s) associated with current apparatus repairs.
 - Secure cost estimate of 2020 regular maintenance/inspection checks with Front Range Fire.
 - Begin working on the sale of E51.
 - With Phil, inspect CCFD water tenders.
 - Revisions to Wildland Fire Response to Donna.
 - Secure estimate from Arkansas Valley Drillers for Main Station well.
 - Together with Dave, set up a Rideout family meeting.
 - Determine if Canyon Springs well quote includes all work needed so well is totally operational.
- Roze: Determine cost(s) of medical kits/pouches for Stop the Bleed Class attendees.

Adjournment:

- Motion by Donna Toeroek to adjourn. Seconded by Sean Kane. **Motion carried** and Meeting adjourned at 4:00 p.m.

Respectfully submitted by Cynthia M. Boyle, Secretary.

Operations Report - February 2019

Incidents

Type:	MTD:	YTD:
Traffic Incident - ALL	6	10
Medical	1	3
Smoke Investigation	1	1
Wildfire (Fire)	0	0
Agency Assist	0	0
Alarm Odor/CO Check	0	0
Rescue	0	0
Structure Fire	0	0
Total	8	14
Deployments	0	0

Ave runs/month through November: 7

Ave. Arrival Times: 20.57 minutes For February / 18.31 YTD
Membership: 13 Active Members; 2 Inactive Members, 3 Probationary Members; **5 Support/Reserve Members**
NFIRS: NFIRS is Current.
IQS: Experience currently being updated, Fitness and Refreshers updated for 2018
CRRF: Current for 2017-2020
ROSS: **E13 Listed Available.**
Agreements: Fremont AOP draft updated for 2019, pending final approval
Medical: Current State Certified Responders 3 EMT-B & **3 EMR**
Training: Dept. needs a EVDT-I & M410 Facilitative Instructor Meets NWCG Instructor requirements

Current & Priority;

- Purchase equipment for E23 & R1 (New Rescue)
- Deployments Policy
- Laptop Computer for Operations (pending)
- Generator @ Main Station
- Cabin Creek land survey. In process waiting for the written report, **This project was delayed.**
- 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
- CS station tanks and Well.
- 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);

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- **Non-Monetary Donations this month;**
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Meetings;

- Meadowdale Ranch Road Association April 13th @1500 Donated \$100 to TFPD