



**Tallahassee Fire Protection District
Minutes of March 9, 2019 – Special Meeting of the Board of Directors
To Discuss the District's Strategic Plan Objectives**

Donna Toeroek, President, called the Meeting to order at 12:00 p.m., on March 9, 2019.

Directors present: Donna Toeroek, David Matassoni, Bonnie Spencer

Directors absent: Sean Kane (excused)

Other members present: Cynthia Boyle

Firefighters/Volunteers present: Mark Norris (Chief), Phil Stevens (Deputy Chief)

Public present: None

Purpose of Special Meeting: Review completed Strategic Plan objectives.

2019-2021 STRATEGIC PLAN

EMERGENCY MEDICAL SERVICES (EMS)

- As presented, this goal includes all associated cost(s).
- Per Donna, Nick Cooper is to review equipment as shown to determine if a Grant is available.
- All to review and bring up any final comments at March 13 Board Meeting.

EMPLOY A FULL-TIME FIRE CHIEF

- Donna presented a Cost of Benefits Package using 2019 numbers.
- Dave suggested having a salary range based on experience.
- When we are ready to post the Fire Chief position, we will need to revisit starting salary/range and benefits.
- Mark questioned as to whether or not paid staff (Deputy Chief/Assistant Chief, etc.) will continue once Fire Chief is hired. Is there enough money to continue to pay?
- Good start on handout and will continue to review.
- Will need to prioritize objectives in the future. What can we afford?

RESPONSE TIMES

- We are currently beating AMR in response time 100% of the time.
- Currently tracking and trending response times on the monthly Operations Report.
- To work on apparatus response time; more detail is needed and need to look at trends over time.
- At Donna's suggestion, Mark to look into the cost of a BLS (Basic Life Support) Transport Vehicle and requirement standards.

PUBLIC EDUCATION

- Since last handout, Bonnie deleted all references to community medical training that is already included in the EMS objective.
- Need to get a handle on cost(s). Can we get volunteers? What services are free?
- Need to prioritize recommendations. Bonnie suggested picking/accomplishing a couple each quarter.
- Dave suggested having a pamphlet rack at the Main Station for fire-related material(s).
- Donna would like to put an emphasis on public relations:
 - Dedicated PIO (Public Information Officer).
 - Do more radio, parades, newspaper articles, etc. Bring positive attention to the TFPD.

PUBLIC EDUCATION (Continued)

- Bonnie to add composing a welcome letter or package for new TFPD property owners to goals. New property owner information to be gathered from quarterly GIS Report.
- Bonnie to work on developing a timeline for the goals.
- Bonnie to delete reference to wood chipping service in goals. For liability reasons, the TFPD will not perform mitigation work; rather, will provide vendor names to homeowners.

WILDLAND FIRE RESPONSE

- No associated costs shown. Mark to flush out costs.
- Donna requested Mark put together a table showing what equipment we have / what equipment we will need / how many Firefighters needed to implement properly.

DEPLOYMENT PROGRAM

- Donna appreciated the goals shown by year.
- Mark to work on the cost(s) associated with purchasing a deployable engine in 2020.
- Donna and Nick Cooper to determine if there is an appropriate Grant to pursue for obtaining the additional vehicle.

FULL-SHIFT COVERAGE

- Currently, all shifts are covered.
 - Difficult to come up with goals and standards as we need trending analyses.
 - Mark and Bonnie to attend a seminar on fire department employment issues towards the end of this summer.
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Action Items:

- Donna will compile all individual sections to the Strategic Plan into one document.
- Will continue to review and adjust.
- Bonnie to revise the Public Education section.
- Mark to revise the Wildland Fire Response section.
- All will send Donna a Word version of their sections.

Adjournment:

- Motion by Donna Toeroek to adjourn. Seconded by Bonnie Spencer. **Motion carried** and Meeting adjourned at 1:45 p.m.

Respectfully submitted by Cynthia M. Boyle, Secretary.