



## Tallahassee Fire Protection District Minutes of May 8, 2019 -- Board of Directors Meeting

Donna Toeroek, President, called the Meeting to order at 2:00 p.m., on May 8, 2019.

**Directors present:** Donna Toeroek, Bonnie Spencer, Sean Kane

**Directors absent:** John Read (excused absence), Dave Matassoni (excused absence)

**Other members present:** Cynthia Boyle

**Firefighters/Volunteers present:** Phil Stevens (Deputy Chief)

**Public present:** None

**Public Input:** No public present.

**Secretary's Report:** (See attachment report)

- Motion to accept the April 10, 2019 regular Board Meeting Minutes with no changes made by Donna Toeroek. Seconded by Sean Kane. **Motion carried.**
- Donations: April unrestricted donations totaled \$315. Year-to-date donations received (January through April 2019) is \$3,260.

**Treasurer's Report:** (See attachment report)

- Motion to accept the April 2019 Treasurer's Report with no changes made by Donna Toeroek. Seconded by Sean Kane. **Motion carried.**
- Bonnie discussed the April 2019 Treasurer's Report and noted the following:
  - \$44K in property tax revenue was received yesterday (May 7).
  - The leased truck payment was the biggest expenditure.
  - Continue to receive fire recovery payments.
- Amended Budget: Bonnie asked for comments concerning the 2019 Amended Budget. Donna is concerned about the sub-categories (Deployments and Shift Coverage) shown under "Expenses - Salaries" in the Operations Detail. Need to determine if this is the correct terminology and category. Do not want it to appear that we are paying salaries to people (other than Mark). Bonnie to look up breakdown for Deployment Income.
- Donna mentioned that Mark was given approval to purchase safety equipment at the April 9 monthly Budget Meeting. Phil discussed this safety equipment (bunker/structure gear, SCBAs and tanks) and why it is important to purchase at this time. Donna stated the need to make motions at BOD Meetings for significant expenses approved at monthly Budget Meetings going forward. Bonnie suggested we set that threshold at \$2,000.
  - Motion to approve \$24K for bunker/structure gear and \$16.5K for SCBAs (self-contained breathing apparatus) and extra tanks in an effort to bring Fire Department equipment up to date made by Bonnie Spencer. Seconded by Donna Toeroek. **Motion carried.**
- Donna stated that Firefighter safety and medical are important issues to continue to cover.
- Phil stated the importance of getting parts, equipment, etc., so that E23 and E13 can be considered operational. E16 is the only national deployment vehicle listed to date and it is not a major "moneymaker."
- Bonnie stated it is important to show we have sufficient income coming in to cover additional expenses for equipment, etc.

**Administrative Issues:**

- Grants: Donna continues to work with Nick Cooper. Determined it is not necessary to resubmit an application for a CREATE Grant for medical training. In 2020, safety gear/equipment should be done through Grants. It is imperative for Mark to determine in a timely manner what equipment is needed so that we can pursue appropriate Grants.
- Fundraising (Annual Community Fundraising Event): Donna asked the Board for any fundraising ideas. Mark must determine specific items (which are not in the budget) for Firefighter needs. Would need to convey how the item(s) would benefit the community. After discussion, Phil suggested a 10' x 10' Mass Casualty Canopy Shade for approximately \$632. The Board liked this idea, but would like a few additional choices. Donna and Phil to discuss with Mark. To continue this discussion at the June 12 BOD Meeting.

- Later in the BOD Meeting, Donna brought up some feedback she received from Scott Fullerton (Auxiliary Committee). He suggested that a Board member do a short presentation on any pertinent subject matter (focus of the Board, community outreach programs, etc.) at the beginning of appropriate Auxiliary Events so that our community has a better understanding of the TFPD direction. The Board agreed with this idea and will execute going forward.
- Fire Chief Performance Evaluation: Per Bonnie, very close to 100% completion. Phil is to review and send any comments to Bonnie. Bonnie to email the completed form to all Board Members for their review next week. Donna stated the need to determine when to implement the Performance Evaluation.

### **Operations Report:**

- Phil discussed the April Operations Report. Highlights included:
  - Primary responders to attend the Swift Water Rescue training class on May 22-24.
  - Phil to determine attendees for the CWFIMA (Colorado Wildland Fire & Incident Management Academy) to be held June 1-7, in Montrose, CO.
  - Need to get R2 up and running; need to equip it.
  - Kevin Colvin is doing a great job in ensuring that all apparatus is properly equipped.
  - Currently have too many Type I Engines. We need more Type III Engines for maneuverability in our District.
  - We do not have a title for E21. We may need to apply for a salvage title.
  - Working on national deployment.
  - Due to tax implications for our Firefighters, need to review/amend Deployment Payment Policy shortly after the first deployment for this year.

### **Strategic Plan:**

- Still in need of Mark's revisions so that the Plan can be finalized and published.
1. EMS: Phil discussed in April Operations Report. (See attachment report)
  2. Public Education Accomplishments (Bonnie):
    - Has begun working on the Welcome Letter but it is not complete. Should be complete next week and will email to Board Members for their review at that time. Still wants to meet June 1 goal of beginning to send out the Welcome Letter to all new District residents. Cindy has provided Bonnie with the required GIS Report.
    - Has identified a Brochure Wall Rack she would like to purchase. Donna would like to see if there is a brochure rack that would not only hang on a wall but would stand on a table (for Auxiliary Events) too. Bonnie to look into this request.
    - Bonnie to provide an introduction paragraph for the "Let Us Hear From You" column which Donna is to add to the TFPD website.
    - Has not begun to work on the short history of TFPD (to eventually be added to the TFPD website) as it has a completion goal date of September 1.
    - So far, her investigation into postcard mailing companies has proven it to be cost prohibitive – very expensive.
    - Has found sources for ready-made and individualized contents (assemble-your-own) for bug-out bags. Needs to determine cost effectiveness of both. Will have two bug-out bags available for the Open House drawing.
  3. Wildland Fire Response Accomplishments: Phil discussed in April Operations Report. (See attachment report)
  4. Deployment: Phil discussed in April Operations Report. (See attachment report)
  5. Full-Shift Coverage Accomplishments: Phil discussed in April Operations Report. (See attachment report)

### **Policy Issues:**

- Payment in Lieu of Taxes (PILT): Board members discussed the changes submitted by Dave to the draft letter prepared by Donna. Dave's changes were accepted. Changes/Revisions made by Cindy were discussed (based on Dave's changes). All changes were accepted. Donna to prepare final letter and Board members will sign at June 12 BOD Meeting.
- Policies & Procedures: Mark to work on the Policies & Procedures for the Operations Department. Per Bonnie, Board Policies & Procedures need to be reviewed/updated.
- Bylaws: In 2017, Board Bylaws were adopted but need to be reviewed/refreshed. Per Bonnie, our Bylaws do mimic what is shown in the SDA Manual but there are other pieces that should be kept.
- Donna and Bonnie will begin the process of reviewing the Board Policies & Procedures and Board Bylaws. Once they have a clearer understanding of what needs to be done, they will involve others as needed. Donna to meet with Bonnie next week to begin their review.

## Old Business:

- Mark:
  - Sale of Engines: Per Phil, in talks with Brindlee Mountain regarding sale of E51. E21 has title issue.
  - Fremont Area Operations Plan: Per previous Mark correspondence, no need to sign at this time.
  - Public Relations for new Fire Engine and Rescue Vehicle: Per Phil, in the works. Should meet with Carrie (Daily Record) next week for photos and verbiage.
  - Secure cost(s) associated with current apparatus repairs: Tess is in receipt of the final amount/invoice. As all costs were lumped together, Tess needs to meet with Mark to determine which repairs/costs belong to which apparatus.
  - Secure cost estimate of 2020 regular maintenance/inspection checks with Front Range Fire: Per Phil, continuing to work on this.
  - Together with Dave, set up a Rideout family meeting: Still needs to schedule a meeting.
- Bonnie:
  - Welcome Letter: Previously discussed in Strategic Plan section.

## New Business:

- Sean discussed the possibility of installing a call box with a ringdown line by the front door of the Main Station. Phil will look into cost estimate(s) and determine if the State or Fremont County would install for us.

## New Action Items from this Meeting:

- Donna:
  - Continue working on Grants with Nick Cooper.
  - Meet with Mark to discuss possible items for Community Fundraising Event.
  - Implement "Let Us Hear From You" column on TFPD website.
  - Prepare final PILT letter to Fremont County Commissioners for Board signatures at June 12 BOD Meeting.
  - Meet with Bonnie to begin the review of Board Policies & Procedures and Board Bylaws during the week of May 13.
- Bonnie:
  - Look up breakdown for Deployment Income.
  - Email Board members completed Fire Chief Performance Evaluation form for their review during the week of May 13.
  - Email Board members completed Welcome Letter for their review during the week of May 13.
  - Determine if there is a Brochure Wall Rack that can also sit on a table.
  - Provide introduction paragraph for "Let Us Hear From You" column to Donna.
  - Determine cost(s) for ready-made or assemble-your-own bug-out bags.
- Tess:
  - Meet with Mark to determine break-out costs associated with recent apparatus repairs.
- Mark:
  - Determine Firefighter needs for Community Fundraising Event for discussion at June 12 BOD Meeting.
  - Finalize and submit to Donna pertinent revisions to the Strategic Plan.
  - Continue working on Policies & Procedures for the Operations Department.
- Phil:
  - Meet with Mark to discuss possible items for Community Fundraising Event.
  - Review Fire Chief Performance Evaluation form and submit comments to Bonnie ASAP.
  - Determine cost of call box by the front door of Main Station. Can State/Fremont County help?

## Adjournment:

- Motion to adjourn made by Donna Toeroek. Seconded by Bonnie Spencer. **Motion carried** and Meeting adjourned at 3:30 p.m.

Respectfully submitted by Cynthia M. Boyle, Secretary.

NOTE: Although not discussed at this BOD Meeting, let the Minutes reflect that Cindy has resigned as the Secretary to the Board. This was her last BOD Meeting. All Board members were previously notified of this resignation. Sean will be the interim Secretary until a permanent replacement can be found.

## Operations Report - April 2019

### Incidents

Type:	MTD:	YTD:
Traffic Incident - ALL	3	17
Medical	1	6
Smoke Investigation	1	2
Wildfire (Fire)	0	0
Agency Assist	0	0
Alarm Odor/CO Check	0	1
Rescue	0	0
Structure Fire	0	0
<b>Total</b>	<b>5</b>	<b>26</b>
Deployments	0	0

Ave runs/month through April: **6.5**

**Membership:** 13 Active Members; 2 Inactive Members, 3 Probationary Members; **4 Support/Reserve 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 AOP final 2019 No board approval necessary at this time  
**Training:** Swift Water Rescue May 22-24, CWFIMA Summer June 1-9

### **Strategic Plan Objectives Updates & Status;**

- Objective 1 - EMS
  - Part 1 - EMS Within the Fire Dept.
    - Current State Certified Responders = 3 EMT-B IV & 3 EMR
      - Approximately 80-90% of calls have a TFPD State Certified Medical Responder
      - Planned Responder Training = 1 EMT & 1 EMR in 2019
    - Medical Protocols Updated and Approved by County Medical Director
    - New R1 in-service
    - Plan to have 2 rescue vehicles in-service by end of June 2019
  - Part 2- Community Medical Outreach
    - Stop the Bleed planned for May 26th
    - Plan to Schedule 2 more STB in 2019
- Objective 3 - Response Times
  - Ave. Arrival Times: **19.40** minutes For April / **18.28** YTD 2019
- Objective 5 - 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
    - CCAFD Water tender was not a good fit for our district.
- Objective 6 - National Development 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 April 2019 Total Available 7.14 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 7 - Full 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.

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

**Accomplishments(2019);**

- Canyon Springs Station Insulated
- E23 Delivered
- Critical Deferred Maintenance Issue resolved on primary apparatus (E41, E31)
- E51 & E21 Sale Approved
- New R1 Delivered

**Non-Monetary Donations;**

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**Meetings;**

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