



Tallahassee Fire Protection District Minutes of January 8, 2020 -- Board of Directors Meeting

Sean Kane, Vice-President, called the Meeting to order at 2:00 p.m. on January 8, 2020.

Directors present: Sean Kane, Dave Matassoni, Bonnie Spencer, Harvey Ammel

Directors absent: Donna Toeroek (Excused)

Other members present: Tess Matassoni

Firefighters/Volunteers present: Kevin Colvin (Captain)

Public present: Scott Fullerton

Public Input: None

Secretary's Report:

- Motion to accept the December 11, 2019 regular Board Meeting Minutes with no changes made by Bonnie Spencer. Seconded by Harvey Ammel. **Motion carried.**

Treasurer's Report: (See attachment report)

- The Treasurers report was briefly discussed by Bonnie and provided a year end summary, closing the year with a surplus due to more taxes and an end of year deployment. Motion to accept the Treasurers Report for December 2019 was made by Harvey Ammel. Seconded by Dave Matassoni. **Motion carried.**
- Bonnie discussed the closing of the TABOR account. This closing has been approved by the Board previously and wanted the Board to know it will take place this month.
- There is \$849.95 in bonus points on the Credit Card account which will be redeemed and deposited into the TFPD Checking Account to close out points in 2019.
- Property and Liability insurance dues have been paid. This is an increase of \$1,500.00 with \$1,200.00 of that increase due to the two (2) new vehicles.
- The Workers Compensation account has been paid.
- The audit waiver process has been initiated with the new accountant.
- A discussion ensued regarding the feasibility of transitioning to the "online" version of QuickBooks. Currently the CPA can access our files through a portal. Currently TFPD pays \$215.00 for our services through the accountant. To transition to the "online" version will cost \$322.00. Other concerns are that the "online" version is different than the currently utilized version, meaning a learning curve for users. QuickBooks has a timeline wherein the current version will be ending, mandating a transition to "online" within 5-years. After recommendations from Bonnie Spencer and Tess Matassoni, the board opted not to go to "online" with QuickBooks at this time.

Administrative Issues:

- Donations reported by Tess Matassoni were \$45.00 for the period plus Hugh Shields \$15.00 donation via pay pal. Sean Kane informed the Board that Donna Toeroek had sent a thank you letter to Mr. Shield for his continued support of TFPD.
- Sean Kane and Captain Colvin discussed the need for an extractor washing machine. A grant has been preliminarily approved and needed an approval for expenditure of \$811.36 for the overage. After discussion a motion was made by Bonnie Spencer to approve up to \$1000.00 to cover the additional cost (contingent upon actually receiving the grant) and any modifications to plumbing etc. to install the washing machine. Seconded by Dave Matassoni. **Motion Carried.**
- The Board discussed the May 2020 election for new Board members and any need for outreach (card to all qualified electors). After receiving self-nomination forms from Harvey Ammel and Scott Fullerton, it was decided that there is no need to send out postcards.

Operations Report:

- Mark Norris submitted the written operations report in his absence.:

Old Business:

- Harvey Ammel reported that his TALX e-mail is now working.

New Business:

- None

New Action Items from this Meeting:

- ✓ Harvey Ammel to look into safe storage options for critical file storage
- ✓ Bonnie Spencer to meet with Chief Norris regarding backing up financial files.
- ✓ Dave Matassoni to have fundraising ideas for next meeting.

Adjournment: Motion by Bonnie Spencer to adjourn. Seconded by Dave Matassoni. Meeting adjourned at 2:50 p.m.

Respectfully submitted by Sean Kane, Vice-President.

Operations Report - December 2019

Incidents(2019):

- See accompanying documentation.
- Incidents will be reported via NFIRS data.

Membership:

- 16 Active Members, 3 Probationary Members, 5 Recruits, 2 IMT Deployable Members (New Group)

Project Updates:

- Operations P&P in process. Medical P&P #1 priority has been submitted to the state to authorize TFPD as a training facility.
- The culvert at the Autumn Creek Station needs to be moved up the priority list

Upcoming POA/HOA Meetings;

- None

Non-Monetary Donations for the current month;

- None

Accomplishments(2019);

- Sale of E51, Back in Service at Autumn Creek
- New PPE, Replaced SCBAs
- Canyon Springs Station Insulated
- E23 Delivered
- Critical Deferred Maintenance Issue resolved on primary apparatus (E41, E31)
- E21 Sold
- New Rescue Truck Delivered
- 7 Members of TFPD completed River Rescue Training
- Several Engines brought up to Full Spec.

Strategic Plan Objectives Reportable Updates & Status;

- Objective - EMS
 - Part 1 - EMS Within the Fire Dept.
 - Current State Registered/Certified Responders = **4 EMT-B, 2 EMT(t) & 5 EMR**
 - Over 95% of calls have a TFPD State Registered/Certified Responder
 -
- Objective - Response Times
 - Ave. Arrival Times: **16.34** minutes For **November / 18.25** YTM 2019
 - Response times are stable
 - We have beat AMR on-scene 100% (Goal 50% for 2019)
- Objective - National Deployment Program
 - Improve National Deployment Program
 - Goal for 2019 - Have crews and apparatus to ensure we have an engine listed or deployed 50% of the year (26 weeks)
 - **Engines Available in ROSS Through November 2019 Total Available or Deployed 41 weeks in 2019**
 - **All Engines delisted at this time**
 - 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
 - 2 IMT member completed the transition.

Summary By Incident Type

Report Period: From 12/01/2019 to 12/31/2019

All Selected Fire Departments

Calls By Incident Type

FIRES	Frequency	Percent Of Total Calls	Mutual Aid None	Mutual Aid Given	Mutual Aid Received	Other Aid Given	Invalid Aid Flag	Exposures	Total Incidents
Structure Fires (110-118, 120-123)	0	0.00 %	0	0	0	0	0	0	0
Vehicle Fires (130-138)	0	0.00 %	0	0	0	0	0	0	0
Other Fires (100, 140-173)	0	0.00 %	0	0	0	0	0	0	0
Total Fires	0	0.00 %	0	0	0	0	0	0	0
Pressure Ruptures, Explosion, Overheat (200-251)	0	0.00 %	0	0	0	0	0	0	0
RESCUE CALLS									
Emergency Medical Treatment (300-323)	3	100.00 %	0	0	3	0	0	0	3
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
Total Rescue Calls	3	100.00 %	0	0	3	0	0	0	3
Hazardous Condition Calls (400-482)	0	0.00 %	0	0	0	0	0	0	0
Service Calls (500-571)	0	0.00 %	0	0	0	0	0	0	0
Good Intent Calls (600-671)	0	0.00 %	0	0	0	0	0	0	0
Severe Weather or Natural Disaster Calls (800-815)	0	0.00 %	0	0	0	0	0	0	0
Special Incident Calls (900-911)	0	0.00 %	0	0	0	0	0	0	0
Unknown Incident Type (UUU)	0	0.00 %	0	0	0	0	0	0	0
FALSE CALLS									
Malicious Calls (710-715, 751)	0	0.00 %	0	0	0	0	0	0	0
Other False Calls (700, 721-746)	0	0.00 %	0	0	0	0	0	0	0
Total False Calls	0	0.00 %	0	0	0	0	0	0	0
TOTAL CALLS	3	100.00 %	0	0	3	0	0	0	3

Total Incidents With Exposure Fires 0 Total Fire Dollar Loss \$ 0.00

Total Exposure Fires 0 Total Dollar Loss \$ 0.00

Casualty Summary	Civilian	Fire Service
Fire Related Injuries	0	0
Non-Fire Injuries	0	0
Fire Related Deaths	0	0
Non-Fire Deaths	0	0

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All Selected Fire Departments

Calls By Incident Type

FIRES	Frequency	Percent Of Total Calls	Mutual Aid None	Mutual Aid Given	Mutual Aid Received	Other Aid Given	Invalid Aid Flag	Exposures	Total Incidents
Structure Fires (110-118, 120-123)	0	0.00 %	0	0	0	0	0	0	0
Vehicle Fires (130-138)	6	5.77 %	2	0	4	0	0	0	6
Other Fires (100, 140-173)	9	8.65 %	4	0	5	0	0	0	9
Total Fires	15	14.42 %	6	0	9	0	0	0	15
Pressure Ruptures, Explosion, Overheat (200-251)	1	0.96 %	0	0	1	0	0	0	1
RESCUE CALLS									
Emergency Medical Treatment (300-323)	52	50.00 %	10	0	42	0	0	0	52
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
Total Rescue Calls	52	50.00 %	10	0	42	0	0	0	52
Hazardous Condition Calls (400-482)	3	2.88 %	0	0	3	0	0	0	3
Service Calls (500-571)	3	2.88 %	2	0	1	0	0	0	3
Good Intent Calls (600-671)	26	25.00 %	18	1	7	1	0	0	27
Severe Weather or Natural Disaster Calls (800-815)	0	0.00 %	0	0	0	0	0	0	0
Special Incident Calls (900-911)	0	0.00 %	0	0	0	0	0	0	0
Unknown Incident Type (UUU)	0	0.00 %	0	0	0	0	0	0	0
FALSE CALLS									
Malicious Calls (710-715, 751)	3	2.88 %	3	0	0	0	0	0	3
Other False Calls (700, 721-746)	1	0.96 %	1	0	0	0	0	0	1
Total False Calls	4	3.85 %	4	0	0	0	0	0	4
TOTAL CALLS	104	100.00 %	40	1	63	1	0	0	105

Total Incidents With Exposure Fires 0 Total Fire Dollar Loss \$ 292,350.00

Total Exposure Fires 0 Total Dollar Loss \$ 292,350.00

Casualty Summary	Civilian	Fire Service
Fire Related Injuries	0	0
Non-Fire Injuries	0	0
Fire Related Deaths	0	0
Non-Fire Deaths	0	0