



Tallahassee Fire Protection District Minutes of the Board of Directors Regular Meeting November 13, 2019

Donna Toeroek, President, called the Meeting to order at 2:00 p.m. on November 13, 2019.

Directors Present: Donna Toeroek, David Matassoni, Bonnie Spencer, Sean Kane

Directors Absent: Harvey Ammel

Other Members Present: Tess Matassoni, Board Accountant

Firefighters/Volunteers present: Chief Mark Norris, Lt. Kevin Colvin, Scott Fullerton

Public Present: none

Public Hearing on the 2020 Budget

The Public Hearing was opened at 2:02 pm. Since no members of the public were present, the Public Hearing was closed at 2:03 pm.

Auxiliary

Chief Norris summarized the current financial status of the Auxiliary. The Chief will use Auxiliary funds to purchase a new stove for the main station to replace the broken one. The only remaining Auxiliary event this year is the Cocoa with Santa Party.

Secretary's Report

MOTION: It was moved by Donna Toeroek and seconded by Sean Kane to approve the Meeting Minutes of October 9, 2019. The motion was voted upon and carried.

Treasurer's Report

MOTION: It was moved by Donna Toeroek and seconded by Sean Kane to accept the Treasurer's Report for October 2019. The motion was voted upon and carried.

MOTION: It was moved by Donna Toeroek and seconded by Bonnie Spencer to adopt the 2020 budget. The motion was voted upon and carried.

Bonnie Spencer summarized the budget meeting held on November 8, 2019. As of the meeting, the TFPD will have approximately \$60,000 remaining on December 31. Donna thanked everyone participating in tracking the budget carefully each month to ensure that the District will be in sound financial condition at the end of its fiscal year. She also thanked everyone for the great teamwork in creating the 2020 budget.

Administrative Issues:

- MOTION: It was moved by Donna Toeroek and seconded by Bonnie Spencer to approved Resolution 2019-006, Authorizing Online Posting of Notifications. The motion was voted upon and carried.
- Donations – the \$15/month recurring donation from Hugh Shields was received.
- Chief Norris and Bonnie Spencer reported on the FLSA seminar attended in October. They will generate a written compensation policy.
- A committee was formed to review the Chief's performance as part of his upcoming contract renewal. The committee will recommend action to the board at the next meeting and an executive session is planned to discuss the committee's findings and recommendation for contract renewal. Bonnie Spencer and Dave Matassoni are the committee members.

- It was decided that the Board will hear a report on the end-of-year accomplishments of the Strategic Plan goals. The report will be from Lt. Nick Cooper, Chief Mark Norris and Director Bonnie Spencer. In 2020, progress reports will be given to the Board quarterly.
- The Chief discussed how he tracks property for loss control. Lt. Colvin has started a detailed inventory. The Chief will purchase an inventory/property management software program specific to fire departments and begin using that in 2020.

Operations Report

- Chief Norris presented his operations report (attached).
- The EMS procedures were approved by Chief Norris and delivered to the State.

Policy Issues

- Administrative/Board Policies & Procedures were distributed to the Board for review and approval at the next meeting.
- MOTION: It was moved by Donna Toeroek and seconded by Bonnie Spencer to adopt the updated Bylaws. The motion was voted upon and carried.
- After researching drug testing issues, Sean Kane and Chief Norris recommended to the Board that they create a draft background check policy first. The board agreed that this was a sensible first step.
- Dave Matassoni and Chief Norris recommended to the board that all we need for the no smoking policy are appropriate signs for the station and vehicles. Chief Norris will purchase the signs.
- The Welcome Letter for new residents was mailed to 60 persons. Thank you, Bonnie Spencer and Misty Smith.

Old Business

- Chief Norris is still waiting for a cost estimate from Century Link for an emergency phone outside the main station.
- Donna Toeroek and Dave Matassoni will invite Misty Smith to join their committee on 2020 fundraising.

New Business (Opportunity for Directors to bring up new issues for discussion)

Donna Toeroek will bring a resolution to the next Board meeting to close the second bank account at Wells Fargo. Only one account is needed.

Donna Toeroek will bring a resolution to the next board meeting to approve a regular election to be held in May 2020 and appointment of a Designated Election Official (DEO).

Bonnie Spencer will bring a resolution to the next Board meeting to formally adopt the 2020 budget and appropriation of funds. Donna Toeroek will take responsibility for posting the 2020 budget information and required.

MOTION: It was moved by Donna Toeroek and seconded by Dave Matassoni to adjourn the meeting at 3:42 pm. The motion was voted upon and carried.

The next meeting is Wednesday, December 11 at 2:00 pm.

Recording Secretary: /s/ Donna Toeroek

Operations Report - October 2019

Incidents(2019):

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

Membership:

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

Project Updates:

- Operations P&P in process. Medical P&P #1 priority has been reviewed and updated. Accepted by Officers.
- Sale of E51, Back in Service at Autumn Creek
- 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);

- New PPE, Replaced SCBAs
- Canyon Springs Station Insulated
- E23 Delivered
- Critical Deferred Maintenance Issue resolved on primary apparatus (E41, E31)
- E21 Sols
- 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 & 5 EMR**
 - Over 95% of calls have a TFPD State Registered/Certified Responder
 - Planned Responder Training = 1 EMT in 2019
- Objective - Response Times
 - Ave. Arrival Times: **14.2** minutes For **October** / **18.76** YTM 2019
 - Response times are up due to 2 incidents in remote parts of the district.
 - 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 October 2019 Total Available or Deployed 36.85 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
 - 2 IMT member completed the transition.

Summary By Incident Type

Report Period: From 10/01/2019 to 10/31/2019

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)	8	80.00 %	0	0	8	0	0	0	8
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
Total Rescue Calls	8	80.00 %	0	0	8	0	0	0	8
Hazardous Condition Calls (400-482)	1	10.00 %	0	0	1	0	0	0	1
Service Calls (500-571)	0	0.00 %	0	0	0	0	0	0	0
Good Intent Calls (600-671)	1	10.00 %	1	0	0	0	0	0	1
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	10	100.00 %	1	0	9	0	0	0	10

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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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	6.19 %	2	0	4	0	0	0	6
Other Fires (100, 140-173)	8	8.25 %	3	0	5	0	0	0	8
Total Fires	14	14.43 %	5	0	9	0	0	0	14
Pressure Ruptures, Explosion, Overheat (200-251)	1	1.03 %	0	0	1	0	0	0	1
RESCUE CALLS									
Emergency Medical Treatment (300-323)	46	47.42 %	10	0	36	0	0	0	46
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
Total Rescue Calls	46	47.42 %	10	0	36	0	0	0	46
Hazardous Condition Calls (400-482)	3	3.09 %	0	0	3	0	0	0	3
Service Calls (500-571)	3	3.09 %	2	0	1	0	0	0	3
Good Intent Calls (600-671)	26	26.80 %	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	3.09 %	3	0	0	0	0	0	3
Other False Calls (700, 721-746)	1	1.03 %	1	0	0	0	0	0	1
Total False Calls	4	4.12 %	4	0	0	0	0	0	4
TOTAL CALLS	97	100.00 %	39	1	57	1	0	0	98

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