



Tallahassee Fire Protection District Minutes of the Board of Directors Regular Meeting October 9, 2019

Donna Toeroek, President, called the Meeting to order at 2:00 p.m. on October 9, 2019.

Directors present: Donna Toeroek, David Matassoni, Bonnie Spencer, Sean Kane, Harvey Ammel

Directors absent: None

Other members present: Tess Matassoni, Board Accountant

Firefighters/Volunteers present: Chief Mark Norris, Lt. Kevin Colvin, Misty Smith, Sunny Pressler, Scott Fullerton

Public present: Lindy Luksch, President of the Four Mile FPD.

PUBLIC INPUT

The board introduced its members and welcomed Ms. Lindy Luksch, the new President of the Four Mile FPD, who attended the meeting.

AUXILIARY

Chief Norris summarized the current financial status of the Auxiliary and Misty Smith reported receiving a \$500 restricted donation for a cooling system. Several attendees asked what the Auxiliary's goals are for public outreach and if the events are increasing public awareness and participation. Donna Toeroek asked if it might be more effective to hold quarterly events rather than monthly. Chief Norris is working with the Auxiliary on 2020 event planning. He will address the suggestions with the Auxiliary as part of the 2020 plan.

Secretary's Report

MOTION: It was moved by Donna Toeroek and seconded by Bonnie Spencer to approve the Meeting Minutes of September 11, 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 September 2019. The motion was voted upon and carried.

Bonnie Spencer summarized the budget meeting held on October 8, 2019. It was agreed that only the planned expenses listed on the budget summary sheet are approved through the end of the year. Any new expenses will require board approval. Any additional revenue will increase the amount remaining on December 31.

MOTION: It was moved by Donna Toeroek and seconded by Harvey Ammel to approve the 2020 budget for publication and hold a public hearing concurrent with the next regular board meeting on November 13, 2019. Donna will take care of publication in the Daily Record and posting on the website. Bonnie Spencer distributed copies of the budget message for board review and approval on November 13, 2019.

It was also agreed that for 2020, approved expenses are available to be spent; however, any expenses not in the budget and/or greater than \$500 will require board approval.

The board thanked Treasurer Bonnie Spencer for all her work generating the 2020 budget and budget message.

Administrative Issues:

- Donations – \$45 were received in September.

- Chief Norris reported that the Starpoint Event held in September was a success and the board agreed to make this an annual event.
- The issue of changing the board meeting dates and time was discussed. The board agreed to keep the meetings at 2 pm on the second Wednesday of the month.
- Bonnie Spencer and Chief Norris attended a seminar on the application of the Fair Labor Standards Act (FLSA) to fire departments. They agreed to review the District's current policy on applying the FLSA and report back to the board at the November meeting of any changes that need to be made to be compliant with the Act.

Operations Report

- Lt. Colvin dressed out to show the board the new turnout gear. The new gear was a 2019 priority to replace worn out gear.
- The September operations report is attached.
- A minor edit is needed to the EMS procedures approved by Chief Norris. When completed and filed with the Colorado Department of Health & Environment (CDPHE), it will make the District a State-recognized training facility. That means EMS training at the District will count toward Continuing Education (CE) credits. It will also save the District training money because TFPD won't have to hire trainers. Nick Cooper will make the final changes and submit the document to the CDPHE.
- The board asked the Chief to continue tracking progress on the proposed AMR contract.

POLICY ISSUES

- Board Policies & Procedures. Bonnie Spencer plans to have a draft completed before the November board meeting.
- Bylaws. A draft of updated Bylaws was distributed to the board for review and comment at the November board meeting.
- Sean Kane will draft a drug-testing policy for review at the November board meeting.
- Dave Matassoni will draft a no-smoking policy for review that the November board meeting.
- Chief Norris and Lt. Colvin briefly discussed property management. The department plans to use online software for property management and each firefighter must sign for equipment distributed to him/her. Scott Fullerton, Donna Toeroek and Dave Matassoni offered to help with an inventory.
- Chief Norris discussed the benefits of eliminating board term limits. This will be addressed again if the District needs to hold an election in May. A change in term limits must be approved by the voters.

OLD BUSINESS

- Bonnie Spencer will send out the welcome letter before November 13.
- Chief Norris is waiting for a cost estimate from Century Link for an emergency phone outside the main station.

MOTION: It was moved by Donna Toeroek and seconded by Harvey Ammel to adjourn the meeting at 4:00 pm. The motion was voted upon and carried.

Recording Secretary: /s/ Donna Toeroek

Operations Report - September 2019

Incidents(2019):

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

Membership:

- 16 Active Members, 3 Probationary Members, 3 Recruits

Project Updates:

- Cabin Creek Project canceled per landowners' request.
- Spoke with Dale Rideout. Mark has info regarding Dale's input and concerns with a well at Station 1.
- New PPE Delivered
- Operations P&P in process. Medical P&P #1 priority has been reviewed and updated. Accepted by Officers.
- Sale of E51, No buyer found. Started process listing with Firetruckmall.com
- Budget for Operations submitted to the budget committee.
- The culvert at the Autumn Creek Station needs to be moved up the priority list

Upcoming Meetings;

- None

Non-Monetary Donations for the current month;

- A homeowner from Canyon Springs dropped off a room A/C unit. This unit will cost over \$1k to install and will only cool 1 room. We will probably sell this unit and use the revenue towards the station 1 cooling project.

Accomplishments(2019);

- Canyon Springs Station Insulated
- E23 Delivered
- Critical Deferred Maintenance Issue resolved on primary apparatus (E41, E31)
- E51 & E21 Sale Approved
- 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: **31.29** minutes For **September** / **19.27** 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 September 2019 Total Available 25.43 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
 - 1 IMT member completed the transition. 1 in process

Summary By Incident Type

Report Period: From 09/01/2019 to 09/30/2019

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	42.86 %	1	0	2	0	0	0	3
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
Total Rescue Calls	3	42.86 %	1	0	2	0	0	0	3
Hazardous Condition Calls (400-482)	1	14.29 %	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)	3	42.86 %	1	0	2	0	0	0	3
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	7	100.00 %	2	0	5	0	0	0	7

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

Summary By Incident Type

Report Period: From 01/01/2019 to 09/30/2019

All Selected Fire Departments

FIRES	Frequency	Percent Of Total Calls	Mutual Aid			Other Aid Given	Invalid Aid Flag	Exposures	Total Incidents
			Aid None	Aid Given	Aid Received				
Structure Fires (110-118, 120-123)	0	0.00 %	0	0	0	0	0	0	
Vehicle Fires (130-138)	6	6.90 %	2	0	4	0	0	6	
Other Fires (100, 140-173)	8	9.20 %	3	0	5	0	0	8	
Total Fires	14	16.09 %	5	0	9	0	0	14	
Pressure Ruptures, Explosion, Overheat (200-251)	1	1.15 %	0	0	1	0	0	1	
RESCUE CALLS									
Emergency Medical Treatment (300-323)	38	43.68 %	10	0	28	0	0	38	
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	
Total Rescue Calls	38	43.68 %	10	0	28	0	0	38	
Hazardous Condition Calls (400-482)	2	2.30 %	0	0	2	0	0	2	
Service Calls (500-571)	3	3.45 %	2	0	1	0	0	3	
Good Intent Calls (600-671)	25	28.74 %	17	1	7	1	0	26	
Severe Weather or Natural Disaster Calls (800-815)	0	0.00 %	0	0	0	0	0	0	
Special Incident Calls (900-911)	0	0.00 %	0	0	0	0	0	0	
Unknown Incident Type (UUU)	0	0.00 %	0	0	0	0	0	0	
FALSE CALLS									
Malicious Calls (710-715, 751)	3	3.45 %	3	0	0	0	0	3	
Other False Calls (700, 721-746)	1	1.15 %	1	0	0	0	0	1	
Total False Calls	4	4.60 %	4	0	0	0	0	4	
TOTAL CALLS	87	100.00 %	38	1	48	1	0	88	

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