



Tallahassee Fire Protection District Minutes of the Board of Directors Regular Meeting September 11, 2019

Donna Toeroek, President, called the Meeting to order at 2:00 p.m. on September 11, 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: Kevin Colvin, Nick Cooper

Public present: None

Secretary's Report

MOTION: It was moved by Donna Toeroek and seconded by Bonnie Spencer to approve the Meeting Minutes of August 14, 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 August 2019. The motion was voted upon and carried.

Bonnie Spencer summarized the budget meeting held on September 10.

Bonnie Spencer reviewed the draft 2020 budget. Upon receipt of the proposed operations expenses from Chief Norris, Bonnie will generate a 2020 draft budget for board review at the October 9 board meeting. If the draft is accepted by the Board, a Public Hearing will be scheduled for November 13.

Administrative Issues:

- Donations – \$493.40 were received in August.
- Fire Recovery reimbursements are on track thanks to Kevin Colvin who has been promptly filing claims with accurate detail.

MOTION: It was moved by Donna Toeroek and seconded by David Matassoni to track Fire Recovery reimbursement by firefighting and EMS costs. Tess Matassoni will record the reimbursement amounts provided to her by Kevin Colvin as offsets to the appropriate expenses. The motion also includes attaching the updated billing rates provided by Fire Recovery to Resolution 2019-005. The motion was voted upon and carried.

- Comments and suggestions for the 2020 Open House were discussed.
- The Secretary position remains unfilled. Donna Toeroek will continue as interim secretary.
- The Cabin Creek Station land swap has been cancelled by the property owner who is putting the parcel up for sale. He will return E36 to the TFPD and will allow the District to keep a fire truck in the station until a new owner takes possession.
- Donna Toeroek raised the issue of the board meeting dates and times as a possible deterrent to getting volunteer board members. This issue will be discussed again at the November board meeting.

Operations Report – Kevin Colvin for Chief Norris

- The August report is attached. The new format tallies incidents according to the NIFRS designations. This will give the board more details about the types of incident responses and will be consistent with the NIFRS report.
- The proposed well installation at the main station is on hold until 2020 due to financial constraints and possible concerns by a neighbor.
- Operations Policies & Procedures are in process. The first priority is the EMS procedures. When completed and filed with the 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 has submitted a draft of the EMS procedures to Chief Norris.
- Nick Cooper gave an update on the District's proposed contract with AMR. A draft is in review by AMR's legal counsel. In the meantime, AMR will allow us to replace used expendables from their stock after incidents. The board thanks Nick Cooper for his efforts coordinating with AMR and for upgrades to the TFPD EMS.
- Kevin Colvin provided a list showing calls responded to by each firefighter. Donna Toeroek also provided the board with the September shift coverage, so that the board can see how the shifts are covered.

POLICY ISSUES

- Pay in Lieu of Taxes. Dave Matassoni is the lead on providing a rebuttal to the Fremont County Board of County Commissioners. Dave feels that we need to prove our value to the Commissioners, and this is a long-term process. Dave will draft a rebuttal.
- Board Policies & Procedures. Bonnie plans to have a draft completed before the November board meeting.
- Bylaws. Donna Toeroek did a cursory review of the current Bylaws and will provide the board with her proposed revisions at the October board meeting.

OLD BUSINESS

- Welcome Letter. Bonnie Spencer provided a draft to the board and received comments from everyone except Donna. Donna will provide comments ASAP.
- Donna Toeroek received an equipment list for grants from Chief Norris. Donna reminded the board that the St. Thomas More grant opens December 1 and we need to draft our application now. Donna will meet with Nick Cooper to discuss that application.
- Ideas for a fundraiser were discussed, but the issue of how to get a true fundraiser started was not solved. Open House attendees expressed interest in the "go bags". This will be on the October agenda.
- The status of the ring-down phone for outside of the station was raised. Chief Norris will need to provide an update at the next meeting.
- The Starpoint Event will be held on September 24 from 10 am to 2 pm.
- A pancake breakfast will be held on Saturday, September 14 from 8 am to 11 am.

NEW BUSINESS

- Sean suggested a policy about drug testing. He will draft a policy for discussion with the board.

- Dave Matassoni suggested a no smoking policy and offered to draft one for discussion with the board.
- The Auxiliary will be on the next board meeting agenda. The board would like to hear a financial report from the Auxiliary Chair or Chief Norris. The board would like to see the calendar of events planned for 2020 and better understand the Auxiliary's strategic plan and goals.
- Dave Matassoni raised a question about how the department performs property management/loss control. The District spent a lot of money on equipment in 2019 and the board would like to know how that equipment is controlled and if there is an audit schedule. This will be an agenda item for October.

MOTION: It was moved by Donna Toeroek to adjourn the meeting at 3:48 pm and seconded by David Matassoni. The motion was voted upon and carried.

Recording Secretary: /s/ Donna Toeroek

Operations Report - August 2019

Incidents(2019):

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

Membership:

- 16 Active Members, 4 Probationary Members, 3 Recruits

Project Updates:

- Cabin Creek Project is moving forward after Mark's discussion with Sean @ Fremont County Planning Dept.
- Spoke with Dale Rideout. Mark has info regarding Dale's input and concerns with a well at Station 1.
- New PPE will be delivered on Sept 21st.
- All other projects and tasks are on-hold for financial reasons
- Operations P&P in process. Medical P&P #1 priority.
- Sale of E21 completed.
- Sale of E51, No buyer found. May need to reduce the price. We paid more than what we will be able to sell this apparatus for
- Budget for Operations. We have initial input for the Budget Committee

Upcoming Meetings;

- None

Non-Monetary Donations for the current month;

- Several Donation for the Open House from Bank of the San Juans for drawing prizes

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: **21.87** minutes For **August** / **17.77** YTM 2019
 - 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 50% of the year (26 weeks)
 - **Engines Available in ROSS Through May 2019 Total Available 24.57 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