



## Tallahassee Fire Protection District Minutes of April 11, 2018 -- Board of Directors Meeting

Mike Meyrick, President, called the Meeting to order at 2:00 p.m. on April 11, 2018.

**Directors present:** Mike Meyrick, Greg Cook, Donna Toeroek, Tim Benton, Dave Matassoni

**Directors absent:** None

**Other members present:** Jennifer Walsh and Tess Matassoni

**Firefighters/Volunteers present:** Mark Norris (Chief), Phil Stevens (Deputy Chief), Matt Reichart, Cynthia Boyle, Sean Kane, and Bonnie Spencer

**Public present:** Clint Robertson

### Secretary's Report:

- Motion to accept the March 14, 2018 regular Board meeting minutes as written with no changes made by Greg Cook. Seconded by Tim Benton. **Motion carried.**
- Status of Secretary Position: Jennifer Walsh is moving out of state. All Secretary to the Board duties will be assumed by Cynthia Boyle going forward.

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

- Motion to accept the March 2018 Treasurer's Report with no changes made by Greg Cook. Seconded by Tim Benton. **Motion carried.**
- Additional Info:
  - Need to establish priorities for remainder of 2018.
  - Cash position increased by approximately \$67K. Mainly due to income received from Property Tax (allocation will change monthly), California Deployment Fire, and monies received for St. Thomas More Grant. Property Tax Income is expected to be \$132K for the year; however, \$120K is budgeted. We have received \$65K to date.
  - Regarding Budget Group (Mike, Donna, Tess and Bonnie): Conservative list of projected expenditures shown without any Deployment Income. Of note:
    1. Hopefully, repairs on E41 will be less than \$10K; overhauling in its entirety.
    2. Once water project is complete, there will be approximately 35,000 gallons of water at the Main Station.
    3. Canyon Springs Renovation permit expires July 2018. Greg Cook and Phil Stevens in charge of project: working on reinforcing rafters, insulation, and drywall work.
- Property Tax Issue: Even though we are now a District, County Assessor still wants to tax the District for property owned in tax year 2017. Lawyers have submitted written documentation as to why this is incorrect. One government entity cannot tax another government entity.
- Donations: Received \$2,300 in unrestricted donations for the first quarter ended March 31, 2018. Received a restricted donation of \$214,986 for a new rescue vehicle.
  - Mike, Mark and Phil attended pre-construction meeting concerning the new rescue vehicle. Sixty-three pages of specs were reviewed and changes were made. Company keeps record of every part that goes into new vehicle. Should get new rescue vehicle in one year and will be stationed at the Main Station.

### Operations Report: (See attachment report)

- Additional Info:
  - Emergency Manager's Meeting Held – Discussions centered around tenders, trucks, sub-station on CR 3A, flagging requirements, new emergency manager, etc.
  - E26 Transmission Issues – Greg can get repaired for \$3K. To be addressed at next Budget Meeting.
  - Plan is to have all engines fully serviced and fully working.
  - Locate and Document All Water Sources – It is imperative to locate all water sources already available, locate new water sources, and provide all tenders with documented maps.
  - Per Mike, we have a standardized licensing agreement for cisterns. Will work on a standardized licensing agreement for ponds.
- Sale of Truck E11: Get broker to help sell it to ensure fair market value.

- Saint Thomas More Grant – Purchases to date include 1 basket stretcher, 1 scoop stretcher, 20 pulse ox monitors, and medical blankets.
  - Additional future expenditures include:
    - Falyn Smith received her EMT certification. Mike informed her the District will pay for her IV certification.
    - Mark looking into EMT courses.
    - Two AED units.
- Auxiliary Committee – Kristi Degarmo to head up and bringing other volunteers from Deer Mountain Red Suspenders. Will attend firefighter training meeting on April 21 to help with food service.

### **Public Input:**

- Clint Robertson complimented TFPD for all their efforts. Has met with Joe Watts (Deer Mountain). Joe is training and drilling personnel; trying to make things right.

### **Policy Issues:**

- Strategic Planning Goals and Status:
  - Mission Statement and Core Values are final. Update on status of:
    - Sustainable Organization – We have filled positions with the right people.
    - Financial Resources to Sustain Funding – Mill levy passed.
    - Provide Services Property Owners Expect from District Personnel – New rescue vehicle, new equipment, etc.
    - Property Owners Community Outreach – Formation of Auxiliary Committee.

### **Administrative Issues:**

- Status of Website: Donna, Jennifer and Bonnie attended state training class. TFPD website was complete within two weeks. Contains community information, volunteer to be a firefighter page, Twitter feed, Auxiliary Committee page, Sponsor page, photos, Board Minutes, etc. Mike, Mark and Dave highly complimented their efforts stating new TFPD website is easy to navigate, has great information, SUPER JOB! Per Donna, we are waiting for payment processing and state audit before we can launch; could take 4 to 6 weeks. It was agreed that once state audit is complete, new TFPD website is to be launched immediately. Donna will monitor content going forward.
- Newsletter: Donna continues to work on March/April Newsletter. Slated to go to printer. Should go out end of April or first week of May. Mark complimented her efforts. Discussed electronic delivery vs. physical mailing of Newsletter. Important to keep all our property owners informed. Currently, only 22% of our property owners have provided email addresses. Need to make a concerted effort to get additional email addresses as that will push down the cost of mailing.
- License Agreement with Cy Oenbring: Agreement complete per Mike.

### **Review of Events Calendar:**

- Oaths of Office with Notary at May 9, 2018 Board Meeting confirmed.
- Budget/Cash Flow Meeting scheduled for Friday, April 27, 2018, at 1:30 p.m., at Law Offices of Michael Meyrick. Mike, Donna, Tess, Mark, Phil and Bonnie to attend.

### **New/Other Business:**

- Per Greg:
  - Canyon Springs & King Meadows Stations have door/track issues. Would like to have fixed and add rodent-proof stripping on bottom of doors. Approved and Greg will handle.
  - When attending HOA Meetings, get email addresses.
  - All those with EMS certifications must attend continuing education courses. There is a monthly refresher course in Guffey. Mark to handle.
  - T13 is at Dirks because pump cannot be rebuilt. Will cost \$2K to fix.
  - E56 will be back on line tomorrow night (April 12). Cost was \$100 to fix.

**Adjournment:** Motion by Greg Cook to adjourn. Seconded by Tim Benton. Meeting adjourned at 3:28 p.m.

Respectfully submitted by Cynthia M. Boyle, Secretary.

## Operations Report - March 2018

### Incidents

Type:	MTD:	YTD:
Smoke Investigation	0	3
Wildfire	1	2
Medical	1	5
Traffic Incident - ALL	4	7
Structure Fire	0	0
Odor / CO Check	0	0
Rescue	0	0
Agency Assist	0	2
Deployments	0	0
<b>Total</b>	<b>6</b>	<b>19</b>

**Membership:** 14 FF/EMS Members; 6 Probationary Members; 2 Reserve Members; 2 Applicants

**NFIRS:** Current through 11/5 - Delegated

**IQS:** Current Through October/November 2017

**CRRF:** Current for 2017-2020

**ROSS:** No resources currently listed.

**Agreements:** Fremont AOP updated.

**Grants:** STM Grant awarded \$10k. 1 of the AFG grants closed out.

**ISO:** No Action

**Dispatch & Comms:** Nothing to report VHF projects are on hold pending evaluation of necessity.

**Medical:** CPR/AED tentative training April

**Training:** Dept. needs a EVDT-I VFIS & M410 Facilitative Instructor Meets NWCG Instructor requirements  
CWFIMA June 2-8th, 4 attendees so far

### **Narrative of Current & Priority Projects:**

- Main Station repair; Repaired. Roll up door track needs to be adjusted.
- Plan being prepared to place tanks at the Main Station for use above ground via gravity w/pump assist. Estimated cost \$11k.
- After MS tanks placed and system tested, we will execute the CS station tank placement.
- Deal with Parkdale Quarry to donate material. Met with quarry, material chosen.
- E13 Back in Service - Chainsaws also serviced
- E16 Back in Service - all pumps and small engines overhauled including chainsaws.
- E26 Back in Service - all pumps and small engines overhauled including chainsaws.
- E56 Out of Service leak
- E46 has been removed from service, tank drained and all equipment removed in preparation for sale.
- E11 needs to be prepared for sale.
- E41 Currently being serviced.
- T13 Out of Service @ Dirks
- T12 (NWF) Surge Busters, installed. T12 welding work completed. Needs 2 new drive tires \$775. Fol-Da-Tank, Radio, light bar, labels and paint.
- T22 (FL) Cost TBD, most equipment already obtained need labor to place and weld assemblies.
- S1 (FL) for use as a support vehicle.
- 1 Freightliner Sold for \$7k.
- Main Station signage, Fire Lane, FF Parking and Visitor parking plan being executed. Windsock and Helo landing area
- Purchase 20' container for tools and other storage to help cleanup appearance of Main Station

Any water use agreements need specific location and location mapping by Dept. Cy Pond? STBAR locations? DT? Others?

Cabin Creek land acquisition status?

STBAR POA Meeting 6/30/2018 10 or 11AM Abbey Event Center - Mark has RSVP. Also to meet with Mike Wolf, President in May.