



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

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

Directors present: Mike Meyrick, Greg Cook, Dave Matassoni, Bonnie Spencer, Sean Kane

Directors absent: None

Other members present: Cynthia Boyle and Tess Matassoni

Firefighters/Volunteers present: Mark Norris (Chief), Phil Stevens (Deputy Chief)

Public present: Donna Toeroek and Skip Moreau

Secretary's Report:

- Motion to accept the June 13, 2018 regular Board Meeting Minutes as written with no changes made by Greg Cook. Seconded by Bonnie Spencer. **Motion carried.**
- Motion to accept the June 21, 2018 Special Board Meeting Minutes with last name correction for Bonnie Spencer made by Greg Cook. Seconded by Dave Matassoni. **Motion carried.**

Treasurer's Report: (See attachment report)

- Motion to accept the June 2018 Treasurer's Report with change to St. Thomas More Grant projected expenses from \$7,277 to \$2,723 made by Greg Cook. Seconded by Dave Matassoni. **Motion carried.**
- Additional Info:
 - Currently, have more than we need in TABOR account. Will continue to monitor.
- Donations: Received \$285 in unrestricted donations for the month of June 2018. Year-to-date donations received (January through June 2018) is \$4,940.

President's Report:

- High Park Road/King Meadows Station: Mike met with Paul King and Myron Tassin. Together, they own the land that the High Park Road Station is currently situated on. Shirley (Myron's wife) is suffering from dementia; looking to liquidate assets for her future care and want to sell their entire lot. Our Station sits on approximately a 1 acre portion of their 36.2 acre lot. For several years, we have been allowed to maintain our Station at no cost.
 - County has indicated in the past, that Tassin could not give or sell less than 5 acres. If they did, they would fall below the 35 acre minimum that the state requires for ranch property and the entire lot would be of no value. More clarification is needed. Mike will meet with the County Attorney concerning this 5 acre rule.
 - There is another property owner in the area that might be willing to buy and donate the land. Mike to meet with Brad (unofficial caretaker of Station) concerning this possible land donation.
 - We could enter into a lease agreement with a new buyer of the property, but this is not ideal as we could find ourselves in the same position at some point.
 - The land borders BLM land. Although negotiations fell through in the past, we could try again for a land swap. All options must be explored as it is important to have a Station at this location. This will continue to be an Agenda item going forward.
- Rod Hand Status: Rod is home and showing amazing progress. All rehab now being done here.
- Building Permit – Canyon Springs: Building inspector still finding other issues. Building inspector and contractor trying to meet to agree on what needs to be done. We have no choice but to allow the building permit to expire.
- St. Thomas More Grant Status: Have approximately \$2,300 remaining. Faly Smith received her EMT training/certification through Deer Mountain ('DM') which reimbursed her \$2,201.95 for costs involved. As we need EMT's and this Grant was initially issued for EMT training, Mike discussed the possibility of reimbursing DM for this cost -- effectively buying Faly out of her DM contract and putting her on our schedule. Board discussed and agreed with Mike's suggestion. Motion for Mike to initiate dialog with Deer Mountain was made by Greg Cook. Seconded by Dave Matassoni. **Motion carried.**

Operations Report: (See attachment report)

- Additional Info:
 - Responded to several Stage 2 burn violations
 - Mike to get the Intergovernmental Agreement to Mark for his signature. Mark will then coordinate with the Fremont County Sheriff for obtaining his signature
 - SCBA Compressor service charge was \$1,000. Mark looking for a contractor for flow testing.
 - Obtained one volunteer with no wildfire experience at South T-Bar POA Meeting..

- Status on Leased Apparatus:
 - Tactical tender lease still in process. Need better apparatus offerings which should be available toward the end of the year when the fire season is over.
 - Next up -- a support vehicle for every incident.
 - Open House: Scheduled for July 21. Clean up of Main Station going well. Will be ready for Open House.
 - Auxiliary Status:
 - Per a donation from Mark, we now have Auxiliary t-shirts and Fire Fighter t-shirts and hats.
 - Open House plans proceeding well. Purchased a shaved ice machine. Dave secured the same hot dog vendor from last year. There will be suggested donations for hot dogs, photo with a fire fighter, putting on a fire fighter uniform, etc.
 - Would like to host pancake breakfasts or lunches on a monthly basis.
- Per Mark, the Auxiliary Committee is off to a great start – very pleased.

Public Input:

- Skip Moreau introduced himself. He is a candidate for Fremont County Sheriff.
- The Toeroek Family donated a “Thank You Fire Fighters” banner.

Policy Issues:

- Email Retention Policy: Need to agree on an Email Retention Policy as it has a collateral effect on CORA requests. Anyone making a records request is entitled to all records kept – no matter how far back. This Policy would affect elected Board officers only or any email communication that includes an elected Board officer. Per SDA email retention guidelines, a 90-day retention period is recommended. We currently have a 2017 Electronic Mail Policy Resolution but it does not address a retention period. Mike to re-write the Resolution adding 90-day retention verbiage and this will be discussed/voted on at the August Board Meeting. If/When the Resolution passes, Mark to set up the Google talxfire.com accounts to automatically delete emails that are older than 90 days. Between now and then, all Board members are to review old emails and determine if they need to be saved.

Administrative Issues:

- Use of OneDrive Program: It was decided to transfer all OneDrive documents to Google Drive. Mark to coordinate this effort with Cindy.
- Fire Status Signs for HOA's: Purpose of signs is for public notification of fire ban stages and meaning thereof. It was determined that in conjunction with these fire notification signs, we also need new boundary signs at the five major corridors of the TFPD which need to be highly visible. Mark to obtain cost estimate(s). Will need to coordinate with Sheriff's Office concerning current “Smokey the Bear” signs as they monitor those signs. It was also determined that it will be up to each HOA/POA to decide if they want to purchase fire notification signs.

Other Business:

- Bonnie presented an invoice for \$781 for property taxes. The County maintains that we must pay 2017 property taxes on Main Station and Canyon Springs – which we do not agree with. Bonnie to continue to see if Assessor's Office can resolve. If not, we may need to bring to the attention of the County Attorney.
- Board Vacancy Status: Due to his appointment as a Magistrate Judge, Mike must resign from the Board. Today marks his last Board Meeting. The remaining Board members must vote to appoint an individual to fill the President position. Mike suggested that Donna Toeroek serve the remainder of the President term. Donna has served on the Board for two years, would bring continuity to the Board, and has the knowledge/understanding of the formation of the TFPD. Motion to nominate Donna Toeroek for the President position made by Mike Meyrick. Seconded by Greg Cook. **Motion UNANIMOUSLY carried.**
 - Mike Meyrick, Board Chairman, administered the Oath of Office to Donna Toeroek. Her term will expire in May 2020.
 - Mike Meyrick submitted his resignation letter to the Secretary of the Board. Thank you, Mike, for your years of service. Best of luck to you in your new journey.

Review of Events Calendar:

- Open House scheduled for Saturday, July 21, 2018, from 10:00 a.m. until 2:00 p.m.
- Bonnie to attend SDA District Forum on Budgeting and Accounting on July 31, 2018, from 9:00 a.m. until 4:00 p.m., in Evergreen, CO. Tess to decide if she will attend.
- Mark will not be able to attend the August Board Meeting as he will be on vacation. May be available by phone.

Adjournment: Motion by Greg Cook to adjourn. Seconded by Dave Matassoni. Meeting adjourned at 3:35 p.m.

Respectfully submitted by Cynthia M. Boyle, Secretary.

Operations Report - June 2018

Incidents

Type:	MTD:	YTD:
Smoke Investigation	2	8
Wildfire (Fire)	4	8
Medical	4	10
Traffic Incident - ALL	3	18
Structure Fire	0	0
Odor / CO Check	0	0
Rescue	0	0
Agency Assist	1	3
Total	14	47
Deployments	1	1

Ave runs through June 7.8; Annualized 93.6 (totals do not include Deployments)

Membership: 14 FF/EMS Members; 6 Probationary Members; 1 Trainees; 2 Reserve Members

NFIRS: Current through 11/5 - Updates in-progress.

IQS: Experience Current Through October/November 2017 Fitness and Refreshers updated for 2018

CRRF: Current for 2017-2020

ROSS: No resources currently listed. Phil deployed with Deer Mountain to 416, E16 to High Chateau

Agreements: Fremont AOP updated.

Grants: STM Grant awarded \$10k.

ISO: No Action

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

Medical: CPR/AED refresher completed

Training: Dept. needs a EVDT-I VFIS & M410 Facilitative Instructor Meets NWCG Instructor requirements

Current & Priority;

- Phil Deployed with DMFPD to 416Fire 7/5/2018 reassigned to the Lake Christine Fire
- E16 with Greg, Jared & Kristi Deployed on July 2nd to High Chateau Fire in Teller County a the request of 4MFPD Chief
- STBAR POA Meeting 6/30/2018
- FFT2 Field exercises completed. We have certified 4 new FFT2 from our current Volunteers.
- Fremont County is at Stage 2 fire restrictions as of 6/12/2018
- CS Station project, Phil S. met with contractor awaiting bid Some additional issues identified.
- E56 - Service completed by Greg, Cost?
- Main Station signage. 811 locate completed. No automatic post installer available testing other methods.
- Cleanup of Main Station in progress
- Need to purchase AEDs and Med bags to finalize medical equipment on all apparatus
- SCBA Compressor serviced and air quality tested. Report will be posted on compressor
- Need to flow test each SCBA back and review all tanks for hydro testing

Pending or On-hold;

- T13 - pump hose needs repaired, in-service
- S1 (FL) for use as a support vehicle. No Progress Updates
- E41 - small water leak nothing critical, being looked at by Brian S and Greg.
- E26 - transmission needs to be serviced or replaced. \$3500
- E46 will be redesignated E66 and placed in service. minimal cost.
- T12 - Currently in service. Needs 2 new drive tires \$775. Radio, light bar, labels and paint. 2 Gated Wyes Cost \$3500ttl
- After MS tanks placed and system tested, we will execute the CS station tank placement.
- T22 (FL) Cost TBD, most equipment already obtained need labor to place and weld assemblies. No Progress Updates
- E11 needs to be prepared for sale. Might need to contract with a fire equipment broker
- Water use agreements need specific location and location mapping by Dept.
- Cabin Creek land - we still need to locate a surveyor.
- C1 tires \$750 all 4.

Meetings;

- Autumn Creek POA meeting July 14th 11AM @ Property
- Bar-J Ranch POA Meeting 7/28/2018 10AM Quality Inn, Canon City (Mark will not be able to attend)

9:30