



Tallahassee Fire Protection District Minutes of December 12, 2018 -- Board of Directors Meeting

Donna Toeroek, President, called the Meeting to order at 2:00 p.m. on December 12, 2018.

Directors present: Donna Toeroek, 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) and Phil Stevens (Deputy Chief)

Public present: None

Public Input: No public present.

Secretary's Report: (See attachment report)

- Motion to accept the November 14, 2018 regular Board Meeting Minutes with no changes made by Donna Toeroek. Seconded by Sean Kane. **Motion carried.**

Treasurer's Report: (See attachment report)

- Bonnie discussed and notated changes to the November Treasurer's Report. The changes involve the numbers shown for the TABOR reserve. Bonnie to distribute updated Treasurer's Report.
 - Motion to accept the November 2018 Treasurer's Report with adjustments to the TABOR reserve numbers made by Donna Toeroek. Seconded by Greg Cook. **Motion carried.**
- Tess discussed the recent invoice received for Liability Insurance coverage. Tess questioned the validity of the charges when comparing this year to last year. Bonnie to analyze and determine if amounts shown are correct.
- Bonnie reported on the Monthly Budget Meeting held on December 7.
- Donations: Received \$260 in unrestricted donations for the month of November 2018. Year-to-date donations received (January through November 2018) is \$7,356.
- Non-Cash Donations: Nothing to report per Mark.
- Next Budget Meeting Date: Set after adjournment.

Administrative Issues:

- Resolution 2018-014: This Resolution certifies the mill levy.
 - Motion to accept this Resolution as written made by Donna Toeroek. Seconded by Greg Cook. **Motion carried.**
- Grants:
 - St. Thomas More: Donna stated completed application is due 12/31/18. Mark to complete and submit by application deadline.
 - CREATE: Donna initiated working on this application; however, she needs Financial and Ops information in order to complete. Donna to provide funding list to Phil. Bonnie to review online application, provide necessary financial information, and determine if we can file as hardship.
 - Firehouse Subs Foundation: Donna has submitted an application for bunker gear.
 - Homeland Security: Donna working to complete.
- Strategic Planning Process:
 - Motion to accept the process as described on handout made by Donna Toeroek. Seconded by Bonnie Spencer. All present discussed the Motion. Sean and Bonnie thought we needed to add target completion dates. It was decided that all objectives should be finalized and ready for Board review by 06/30/19. Board approval on the entire Strategic Plan to be discussed at the July 2019 Board Meeting. Sub-committees and Ops must work together on all seven areas; all must be flexible. Donna would like to hear from our property owners. **Motion carried** with the above dates added.

- Strategic Plan Status/Progress and Timeline:
 1. Wildland Fire Response: Mark and Phil to document current procedures. Completion by 02/28/19.
 2. Public Education: Bonnie distributed a handout with preliminary ideas. Bonnie encouraged all to review and to submit any comments/suggestions at the January 2019 Board Meeting. Completion by 01/31/19.
 3. Full-Shift Coverage: After a lengthy discussion, Donna explained that Mark should set objectives and come up with an ideal plan for the District. Completion by 01/31/19.
 4. Deployment Program: Mark to develop Deployment Program. Completion by 03/31/19.
 5. Response Times: Mark will include on monthly Operations Report.
 6. Employ a Full-Time Fire Chief: Donna and Sean working. Completion by 01/31/19.
 7. Emergency Medical Services: Mark to provide a list of medical specifics with cost estimates. Completion by 12/31/18.

Operations Report:

- Mark reviewed and discussed the November Operations Report as presented.
 - As an update, Mark spoke with Cabin Creek contractor today. Fieldwork should be complete by 12/14/18. Entire project should be completed by the first week of January 2019.
 - Sean voiced his concern about liability issues at Cabin Creek Station. It was decided that going forward, the Station will be used as a garage only. No meetings of any kind will be held there.
- Newsletter: The final Newsletter has been mailed and emailed.
- Auxiliary: Donna expressed the Board's gratitude for their help at the District Holiday Party.

Policy Issues:

- Motion to accept the 2019 CORA Policy made by Bonnie Spencer. Seconded by Donna Toeroek. **Motion carried.**
- Motion to accept Policy for Obtaining Certifications made by Donna Toeroek. Seconded by Dave Matassoni. **Motion carried.**
- Motion to accept Training Performance Agreement made by Donna Toeroek. Seconded by Bonnie Spencer. **Motion carried.**
- Motion to extend Fire Chief's Employment Agreement through January 31, 2019 made by Donna Toeroek. Seconded by Bonnie Spencer. **Motion carried.**
 - Mark was not prepared to discuss the input from Board members concerning his Employment Agreement. It was decided to have an Executive Session Special Meeting during the first week of February 2019. All Board Members to notify Donna of their availability.
- Falyn Smith has obtained her state certified EMT Certification.

Old Business:

- Mark: Remains pending: Google Calendar linked to website, Repeat Offender Policy, feedback on Employment Agreement.
- Bonnie: Auxiliary will continue using a personal bank account for now. Will revisit this issue after 03/31/19.

New Business:

- Greg to determine if there are any variances for fire departments to get a well on their property if less than 36 acres.
- Greg to check if Cabin Springs' well is permitted. Will also obtain an estimate for a pump.
- Bonnie would like to discuss financial tracking information. Do we provide enough detail to make proper decisions going forward? Donna to add to January 2019 Board Meeting Agenda.
- Mark: There are wiring issues at the Main Station. Mathews Bros. Electrical to provide an estimate.

New Action Items from this Meeting:

- Mark: Complete and submit STM Grant Application by 12/31/18, provide a list of medical specifics with cost estimates to Donna for EMS strategic plan.
- All Board Members: Notify Donna of availability for February Executive Session & Special Meeting.
- Bonnie: Distribute updated November Treasurer's Report, analyze Liability Insurance coverage amounts, submit online CREATE Financial Waiver Application.
- Donna: Provide CREATE funding list to Phil, continue work on grant applications.
- Greg: Well issues.
- Cindy: Post pertinent documents to Google Drive, satisfy filing requirements.

Adjournment: Motion by Donna Toeroek to adjourn. Seconded by Greg Cook. Meeting adjourned at 3:50 p.m.

Respectfully submitted by Cynthia M. Boyle, Secretary.

Operations Report - November 2018

Incidents

Type:	MTD:	YTD:
Traffic Incident - ALL	2	33
Medical	3	25
Smoke Investigation	3	20
Wildfire (Fire)	0	12
Agency Assist	0	6
Alarm Odor/CO Check	0	2
Rescue	0	0
Structure Fire	0	0
Total	8	98
Deployments	0	5

Ave runs/month through November: **9**; Annualized **108** (totals do not include Deployments)

Membership: 14 Active Volunteers; 2 Inactive Volunteers, 2 Probationary Volunteers; 2 Support/Reserve Volunteers
NFIRS: NFIRS is Current.
IQS: Experience Current Through October/November 2017 Fitness and Refreshers updated for 2018
CRRF: Current for 2017-2020
ROSS: No resources currently listed.
Agreements: Fremont AOP updated
Grants: Current Open Grant Periods; AFG; STM(Benedictine Sisters); Firehouse Subs; CREATE
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 & M410 Facilitative Instructor Meets NWCG Instructor requirements

Current & Priority;

- Deployments Policy
- Method for tracking response metrics, response times
- Create Training Contract - created review at Dec Board meeting
- Laptop Computer for Operations
- Generator @ Main Station
- Cabin Creek land survey. In process
- E26 - transmission needs to be serviced or replaced. \$3500 - APPROVED by Finance in September
- T12 - Currently in service. Needs 2 new drive tires \$775.
- Purchase District Entry and Exit signs - Approved by Finance
- CS Station project, Phil S. met with contractor awaiting bid Some additional issues identified. Permit expired.
- Need to flow test each SCBA back and review all tanks for hydro testing
- S1 (FL) for use as a support vehicle. We will begin working on this project in October after financial meeting on Oct 9th.

Pending or On-hold;

- E41 - small water leak nothing critical, being looked at by Brian S and Greg. Cross lay 2 leaks
- T12 - Currently in service. 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
- Water use agreements need specific location and location mapping by Dept.

Accomplishments(2018);

- End of life Newsletter
- New Flags for main station
- Installed gasoline tank to make it more efficient to fuel gas vehicles
- Sold 2 water tanks that were for an unknown past project (+600)
- Approval to Lease Type 3 engine Take delivery early Q2 2019
- Sold E11 (+\$7000) September 30th to 4-mile FPD with structure ladders.
- Paramedic Volunteer started in September improving medical capabilities
- Organized and cleaned the Main Station (Bought storage container -\$3500)
- Installed 2 - 11K+ gal water tanks @ Main Station (-\$6464)
- T12 (3000k gal water tender) Operational & in-service
- Sold 1 freightliner truck (+\$7000)
- E41 repairs (-\$5544) foam system, electrical system. leaks)
- Awarded \$10k Grant from Benedictine Sisters(STM) for medical equipment and training

Non-Monetary Donations;

Meetings;

- No pending HOA meetings