



Tallahassee Fire Protection District Minutes of November 14, 2018 -- Board of Directors Meeting

Donna Toeroek, President, called the Meeting to order at 2:00 p.m. on November 14, 2018.

Directors present: Donna Toeroek, Dave Matassoni, Bonnie Spencer, Sean Kane

Directors absent: Greg Cook (excused absence)

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.

Auxiliary Committee:

- Profit/Loss Report on the Spaghetti Dinner and Biscuits & Gravy Breakfast given by Mark. Both Events were well attended and both made a profit.
- Mark presented the proposed 2019 Auxiliary Events Calendar (with date/time input provided by the Board as appropriate):
 - January None
 - February 23 Town Hall Meeting / Board of Directors Meeting 1:00 p.m.
(Auxiliary to provide/serve coffee, lemonade, and cookies)
 - March 9 St. Paddy's Day Dinner
 - April 13 Easter Egg Hunt / Breakfast / Lunch
 - May None
 - June 8 Breakfast
 - July 20 Open House / Chili Cook-Off / 20 Year Anniversary 10:00 a.m. – 2:00 p.m.
 - August 10 Taco Night Dinner
 - September 14 Pancake Breakfast
 - October 12 Truck or Treat / Spooky Spaghetti Dinner
 - November 9 Biscuits & Gravy Breakfast
 - December 14 District Holiday Party
 - December 21 Santa Party
- Motion to approve the 2019 Auxiliary Events Calendar as presented made by Donna Toeroek. Seconded by Bonnie Spencer. **Motion carried.**

Secretary's Report: (See attachment report)

- Motion to accept the October 10, 2018 regular Board Meeting Minutes with no changes made by Donna Toeroek. Seconded by Sean Kane. **Motion carried.**
- Motion to accept the October 31, 2018 special Board Meeting Minutes with no changes made by Donna Toeroek. Seconded by Bonnie Spencer. **Motion carried.**

Treasurer's Report: (See attachment report)

- Bonnie discussed the Treasurer's Report narrative and 2018 Deployment totals for five fires.
 - Motion to accept the October 2018 Treasurer's Report as written with no changes made by Donna Toeroek. Seconded by Dave Matassoni. **Motion carried.**
- Donna suggested that Mark is in need of a new laptop with appropriate software. The Board discussed and agreed.
 - Motion to allow Mark to purchase a new laptop with appropriate software made by Donna Toeroek. Seconded by Dave Matassoni. **Motion carried.**
- Monthly Budget Meeting held on November 7. Discussed projected programs and expenditures. Some projects previously planned for 2018 were moved to 2019 (Canyon Springs, King Meadow, etc.).

- Resolution 2018-012: This Resolution calls for the approval and adoption of the 2019 Budget as submitted, amended and summarized by fund.
 - Motion to accept this Resolution with correction in third paragraph changing the word “posed” to “posted” made by Bonnie Spencer. Seconded by Donna Toeroek. **Motion carried.**
- Resolution 2018-013: This Resolution calls for the appropriation of funds for the 2019 Budget.
 - Motion to accept this Resolution as written made by Bonnie Spencer. Seconded by Donna Toeroek. **Motion carried.**
- Donations: Received \$40 in unrestricted donations for the month of October 2018. Year-to-date donations received (January through October 2018) is \$7,096.
- Non-Cash Donations: Mark will begin reporting on non-cash donations at the December Board Meeting. Currently pending – Chevy Blazer donation.
- Next Budget Meeting: Scheduled for Friday, December 7, @ 1:00 p.m., at the Main Station.

President’s Report:

- Strategic Plan: Donna discussed the Strategic Plan and our need to grow by 2021 to better serve our community.
- Goals for Fire Services were volunteered as follows:
 - Wildland Fire Response: Mark and Phil
 - Public Education: Bonnie
 - Full Shift Coverage: Mark
 - Deployment Program: Mark
 - Response Times: Mark / Agreed to report response times and trends on monthly Operations Report going forward.
 - Employ a Full-Time Fire Chief: Donna
 - Goals for Emergency Medical Services: Sharon and Donna
- Sean suggested we look for donations of singlewide and/or doublewide mobile homes for use at the Main Station. The Board responded enthusiastically to this suggestion. Mark to pursue.
- Dave discussed the possibility of educating District property owners on basic life support skills such as CPR. The Board responded positively to this suggestion and will include this in the strategic plan.
- Per Donna, the Strategic Plan will be discussed at every Board Meeting going forward until completion.
- Donna read a letter from Paul Numsen, D.O. (Fremont County EMS Medical Director). He made suggestions regarding medical training.
 - Motion to require certification when the District provides training or is paying for training made by Donna Toeroek. Seconded by Sean Kane. **Motion carried.**
 - Motion to require Falyn Smith to provide EMT State Certification to the TFPD Board by December 12, 2018 made by Donna Toeroek. Seconded by Sean Kane. **Motion carried.**
- Sean discussed his concern over liability issues associated with TFPD firefighters giving medical care. Per Mark, as long as the firefighters do not go beyond their training certification, we are OK. Most of the time, AMR either beats or meets us at medical calls. Mark to remind all firefighters of patient care limitations.
- Grants: As Grant periods are opening up, we are diligently working on securing Grants for 2019. Currently working on St. Thomas More and CREATE Grants.

Operations Report:

- Mark reviewed and discussed the October Operations Report as presented.
 - Discussed adopting a “Repeat Offender Clause” so that TFPD can charge any property owner where we respond to habitual false alarms. To address in the near future.
 - All TFPD volunteer firefighters must be current on traffic incident management training and hazardous materials awareness.
 - We have identified a surveyor for the Cabin Creek land survey.
- Newsletter: The 2018 fourth quarter Newsletter is at Master Printers. Our direction has changed and it has been determined that this will be our last Newsletter as costs exceed any sponsorship income received. Going forward, we will send postcards, email blasts, etc., concerning any important TFPD announcements/messages. All TFPD social media (TFPD website, Facebook, Twitter) to direct all property owners to send an email to communications@talxfire.com if they want to be included on the District Email List.

Policy Issues:

- Renewal of Fire Chief’s Employment Agreement: Mark to compile all input from Donna, Bonnie and Sean concerning his Employment Agreement. Mark to present his ideas at December Board Meeting.

Other Business:

- None.

Old Business:

- Mark: Google Calendar linked to website, policy for deployment payments, training reimbursement policy.

New Action Items from this Meeting:

- Mark: Report on non-cash donations, report response times and trends on Ops Report, pursue the possibility of mobile home donations, remind firefighters of patient care limitations, formalize a Repeat Offender Clause for discussion, District Email List notification on Facebook/Twitter, be prepared to discuss Employment Agreement and status of Falyn Smith's certification at December Board Meeting.
- Strategic Plan Volunteers: To discuss timelines for completion at December Board Meeting.
- Bonnie: Make word change to Resolution 2018-012 and distribute.
- Donna: Post October 10 and October 31 Board Minutes and above Resolutions to TFPD website, District Email List notification to TFPD website, list 2019 Auxiliary Events to TFPD website, generate hand-out card for public events showing 2019 Auxiliary Events, write policy for certifications, respond to Dr. Numsen's letter.
- Cindy: Post October 10 and October 31 Board Minutes and above Resolutions to Google Drive.
- Bonnie and Tess: Determine if Auxiliary checking account should be a public funds account or personal account.

Adjournment: Motion by Donna Toeroek to adjourn. Seconded by Dave Matassoni. Meeting adjourned at 4:00 p.m.

Respectfully submitted by Cynthia M. Boyle, Secretary.

Operations Report - October 2018

Incidents

Type:	MTD:	YTD:
Traffic Incident - ALL	4	31
Medical	2	22
Smoke Investigation	0	17
Wildfire (Fire)	1	12
Agency Assist	2	6
Alarm Odor/CO Check	1	2
Rescue	0	0
Structure Fire	0	0
Total	10	90
Deployments	0	5

Ave runs/month through October: **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: AFG Grant Period; STM Grant Period
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;

- Mark is working on Cabin Creek land survey. Identified 2 surveyors. Decision made deposit made
- E26 - transmission needs to be serviced or replaced. \$3500 - APPROVED by Finance in September
- T12 - Currently in service. Needs 2 new drive tires \$775.
- District Entry and Exit signs will cost approximately \$50 per sign and we will need 7 - Approved by Finance in September
- 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);

- 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

Donations;

Meetings;

- No pending HOA meetings