



## Tallahassee Fire Protection District Minutes of August 8, 2018 -- Board of Directors Meeting

Donna Toeroek, President, called the Meeting to order at 2:02 p.m. on August 8, 2018.

**Directors present:** Donna Toeroek, Greg Cook, Dave Matassoni (arrived @ 2:05), Bonnie Spencer, Sean Kane (arrived @ 2:34)

**Directors absent:** None

**Other members present:** Cynthia Boyle and Tess Matassoni (arrived @ 2:05)

**Firefighters/Volunteers present:** Phil Stevens (Deputy Chief)

**Public present:** Misty Smith and Sunny Pressler

**Public Input:** None.

### Secretary's Report:

- Motion to accept the July 11, 2018 regular Board Meeting Minutes as written with no changes made by Greg Cook. Seconded by Bonnie Spencer. **Motion carried.**

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

- Motion to accept the July 2018 Treasurer's Report as written with no changes made by Donna Toeroek. Seconded by Greg Cook. **Motion carried.**
- Monthly Budget Meeting: Update was given. Expenses have increased. We will need to submit a 2018 Supplemental Budget as actual vs. budget are not in line.
- 2019 Budget Status: Reviewed a draft of the 2019 Budget. Donna stated we need to cut back on fixed costs as it relates to property tax income for the first quarter of 2019 as we are now at 110%. Bonnie to continue working on 2019 Budget Draft and to distribute to all Board members, Tess and Mark prior to September 12 Board Meeting for their review. Bonnie will present final 2019 Budget Draft and Message at that meeting.
- Additional Info:
  - Assessor's Office resolved 2017 property tax issue. Public record shows we do not owe anything.
  - As TFPD's list of volunteer firefighters keeps changing, we will address any additional contribution in workers' comp at the annual year-end audit.
- Donations: Received \$40 in unrestricted donations for the month of July 2018. Year-to-date donations received (January through July 2018) is \$4,980.
- Next Budget Meeting: To be determined. Either September 6 or 7; depending on Mark's schedule.

### President's Report:

- Donna to meet weekly with Mark. Donna approved a volunteer position to help Mark with administrative work.
- Donna's Goals for the District:
  - Generate a three-year strategic plan.
  - Generate a financial plan as financial stability is important.
  - Determine what our citizens' expectations are from our firefighters.
  - Develop a District Plan with Mark.
  - Wants to lower stress levels.
  - Must maintain the amazing reputation the firefighters have built with our community. Board must, and always will, support our firefighters.
  - Meet with the Board of County Commissioners biannually to discuss TFPD progress. This will ultimately improve our relationship over the long term.
- Directors' Goals for the District: All approved of the strategic plan. Greg is concerned about the lack of volunteers. Bonnie would like to set up a reserve fund for capital improvements. Tess mentioned making the financial process simpler by not getting bogged down in the details. Dave wants to focus on recruitment and work on following the strategic plan. Plan our work, and work our plan! Sean would like our webmaster to work with other subdivision webmasters for communication purposes—sharing information on social media.

- Status of King Meadows Station: Donna has determined we can apply for a subdivision exemption for the portion of land our Station is situated on, but the application must be accompanied by a plat of survey. Phil to address with surveyor. Donna to confirm with Mark that owner will sell this small piece of land to us.
- Status of Cabin Creek Station: Phil to locate a surveyor.
- Status of Canyon Springs Renovations: Phil to meet with Wyatt (Fremont County Building Inspector) to determine cost efficiency of fixing this station or not.
- **NOTE**: Going forward status of King Meadows, Cabin Creek and Canyon Springs will be an Operations objective.
- St. Thomas More Grant Status: Grant was initially issued for EMT training, but due to lack of those needing training in 2018, we have been using the grant money for medical equipment. The check to Deer Mountain to reimburse them for Falyn Smith's EMT training/certification cost has been cashed. There is \$500 remaining in this grant fund. Donna to meet with Mike to discuss ideas on how to best use this remainder.
- Status of Grants: Donna to discuss with Mark.

**Operations Report:** (No Operations Report was generated.)

- Once Mark returns from vacation, and upon further discussion with Phil, the July Operations Report will be generated and distributed.
- Status of Fire Restriction Signs at District Entry Roads: Undetermined.
- Status of Leased Apparatus: Seriously looking to lease a 2009 Freightliner Truck which is currently located in Indiana. Would not be available to TFPD until March or April 2019. This truck would be considered our deployable engine. Need to sign lease agreement (to be discussed/reviewed at the September 12 Board Meeting) and then travel to Indiana for appropriate inspection. Donna to contact our leasing company for new lease agreement.
- Auxiliary Committee Report: Misty presented a proposed Calendar of Events for the remainder of 2018. Donna stated Board and Auxiliary must work together to create a strong, positive relationship with our community. Dave stated we must figure out how the Auxiliary is going to operate:
  - Will they be a part of the TFPD umbrella or separate?
  - How will they report to the Board?
  - What will be the accounting procedures?

It was determined that the Board would like to see an Auxiliary recommendation on how they would like to operate. Misty to initiate a meeting with Mark, Bonnie, Dave, and Cindy to discuss Auxiliary functions.

**Policy Issues:**

- Approve Resolution 2018-006 Email Retention Policy: Decided to discuss further at September 12 Board Meeting due to confusion on Board members part. Donna to gather additional information.

**Other Business:**

- Greg thanked the Auxiliary Committee for all their hard work and effort thus far. Entire Board agreed.

**Review of Events Calendar:**

- Pancake Breakfast scheduled for Saturday, August 11, 2018, from 7:30 – 11:00 a.m.
- Donna to discuss with Mark setting up a Google calendar.

**Adjournment:** Motion by Greg Cook to adjourn. Seconded by Dave Matassoni. Meeting adjourned at 3:47 p.m.

Respectfully submitted by Cynthia M. Boyle, Secretary.

## Operations Report - July 2018

### Incidents

Type:	MTD:	YTD:
Smoke Investigation	7	15
Wildfire (Fire)	1	9
Medical	1	11
Traffic Incident - ALL	7	25
Structure Fire	0	0
Alarm Odor/CO Check	1	1
Rescue	0	0
Agency Assist	0	3
<b>Total</b>	<b>17</b>	<b>64</b>
Deployments	1	2

Ave runs/month through June: 9.14; Annualized 109.7 (totals do not include Deployments)

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

**NFIRS:** Updates in-progress Expected completion August 2018.

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

**CRRF:** Current for 2017-2020

**ROSS:** No resources currently listed. Phil, Greg & Jared Deployed Sequoia Fire

**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;**

- STBAR POA Meeting 6/30/2018 Completed Asked for updated emails 1 potential volunteer identified
- 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.
- Main Station signage. Signs installed prior to Open House.
- Need to purchase AEDs and Med bags to finalize medical equipment on all apparatus
- 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 (Mark will attend)
- Bar-J Ranch POA meeting 7/28/2018 10AM Quality Inn, Canon City (Mark will not be able to attend, Mike)
- Alpine Bluffs POA meeting 8/25/2018 2PM Bull Moose Cafe - Guffey (Mark will attend)