



Tallahassee Fire Protection District Minutes of October 10, 2018 -- Board of Directors Meeting

Donna Toeroek, President, called the Meeting to order at 2:00 p.m. on October 10, 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)

Public present: Misty Smith and Skip Moreau

Public Hearing for the Amended 2018 Budget and Proposed 2019 Budget:

- No one from the public was present to discuss the amended 2018 Budget or proposed 2019 Budget. No written questions or inquiries were received by the Board prior to this meeting.

Public Input:

- Skip Moreau (Fremont County Sheriff candidate) discussed the upcoming election and voiced his support for our firefighters.

Auxiliary Committee (the "Auxiliary"):

- Misty confirmed everything is on track for the upcoming October Events:
 - Saturday, October 20, 4:30 – 5:30 p.m. Truck or Treat
 - Saturday, October 20, 5:00 – 6:30 p.m. Spaghetti Dinner
- Misty discussed our new affiliation with Loaves & Fishes ("L&F") for the upcoming Thanksgiving and Christmas holidays. L&F will provide meals to low income/needful families during the holiday season. L&F will deliver the meals to the Main Station (considered a distribution site) and we will hand out the meals to these families.

Secretary's Report: (See attachment report)

- Motion to accept the September 12, 2018 regular Board Meeting Minutes with no changes made by Donna Toeroek. Seconded by Dave Matassoni. **Motion carried.**

Treasurer's Report: (See attachment report)

- Expecting \$67K in deployment reimbursement. Bonnie has emailed the State of CO inquiring as to when we will receive this reimbursement.
 - Motion to accept the September 2018 Treasurer's Report as written with no changes made by Donna Toeroek. Seconded by Sean Kane. **Motion carried.**
NOTE: Subsequent to this meeting, corrections in YTD Values were submitted to the September 2018 Treasurer's Report and accepted.
- 2018 Budget Status: Donna stated we are doing well in regards to the budget with no financial difficulties seen.
- 2019 Budget: Bonnie discussed the 2019 Budget. In mid-December, the County Assessor will confirm the TFPD tax revenue amount. Should increase by approximately \$40K from 2018. Bonnie to compose two Resolutions for review at the November 14 Board Meeting—one adopting the 2019 Budget; one for the Appropriation of Funds.
- Resolution 2018-011 Amended 2018 Budget: This Resolution addresses changes (additional revenue and expenses) that made an impact on the 2018 Budget.
 - Motion to accept this Resolution as written made by Donna Toeroek. Seconded by Bonnie Spencer. **Motion carried.**
- Donations: Received \$735 in unrestricted donations for the month of September 2018. Year-to-date donations received (January through September 2018) is \$7,056. It was agreed that Mark will report on all non-monetary donations received at Board Meetings going forward.
- Next Budget Meeting: Scheduled for Wednesday, November 7, @ 2:00 p.m., at the Main Station.

President's Report:

- Strategic Plan: Donna to meet with Mark concerning Operations input and will notify the Board of meeting date. All are encouraged to attend. The updated draft will be reviewed at the November 14 Board Meeting.
- Grants: TFPD will pursue the following Grants for 2019: St. Thomas More, CREATE, AFG, Firehouse Subs Foundation.
- Events Calendar: Mark has completed his work on the combined events calendar for TFPD/TVFR/Auxiliary on Google Calendar. It presents a printing issue as complete details are not shown. Mark to send information to the Board concerning access to Google Calendar. Cindy to continue to maintain and update detailed calendar on Excel. Board members can find this calendar on Google Drive. This calendar does not present with any printing issues—complete details shown.
- Newsletter: Mark plans on having the Newsletter ready for the printer within two weeks. Emphasis will be on having property owners indicate whether they want to continue receiving Newsletter hard copies.

Operations Report:

- Mark reviewed and discussed the September Operations Report as presented.
 - Mark to update CRRF information.
 - Expecting a second quote on Cabin Creek land survey.
 - Building inspector continues to find issues with Canyon Springs—building, electrical, roof, concrete not to code. Received an \$80K bid to bring this building up to code. As we need this station, our only option might be to tear down the building in its entirety and build a new structure. Sean discussed the possibility of having an auction on this building and its materials but did not know if a government entity is allowed to do so. Donna to contact SDA for advice.
- Accomplishments:
 - Sold E11 for \$7K to Four-Mile FPD with structure ladders.
 - Sold old water tanks.

Policy Issues:

- Insurance Coverage for Fire Stations: Bonnie to pay for our two owned Fire Stations and Cabin Creek.
- Insurance Coverage for Medical Services: Donna has asked our outside counsel to determine if our current policy offers adequate coverage.

Executive Session:

- Motion to adjourn to Executive Session to discuss Fire Chief Employment Contract made by Donna Toeroek. Seconded by Bonnie Spencer. **Motion carried.**
- Motion to revise Fire Chief Employment Contract made by Donna Toeroek. Seconded by Bonnie Spencer. **Motion carried.**
 - To revise Paragraph 2.2 to permit deployment twice annually without Board permission.
 - To add a paragraph on performance evaluation.
 - Donna to draft new Employment Contract for review at November 14 Board Meeting.

Other Business:

- At Sean's suggestion, it was agreed to generate name tags (showing logo and first name only) for Board members; plus Tess and Cindy. Mark to handle.

Recap Action items:

- Cindy to update Action Plan.

Adjournment: Motion by Bonnie Spencer to adjourn. Seconded by Dave Matassoni. Meeting adjourned at 3:58 p.m.

Respectfully submitted by Cynthia M. Boyle, Secretary.

Operations Report - September 2018

Incidents

Type:	MTD:	YTD:
Smoke Investigation	0	17
Wildfire (Fire)	2	11
Medical	2	20
Traffic Incident - ALL	2	27
Structure Fire	0	0
Alarm Odor/CO Check	0	1
Rescue	0	0
Agency Assist	1	4
Total	7	80
Deployments	0	5

Ave runs/month through August: **8.88**; Annualized **106.56** (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 is open

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;

- Mark is working on Cabin Creek land survey. Identified 2 surveyors. Bids Received. Contacted Matt Koch, Fremont County Planning & Zoning to discuss the project and ensure we are on the correct path.
- CS Station project, Phil S. met with contractor awaiting bid Some additional issues identified. Permit expired.
- Identified several Medical items needed to replace expired and used supplies Need Financial approval to purchase
- Need to flow test each SCBA back and review all tanks for hydro testing
- T13 - pump hose Repaired by Greg.
- Gasoline Tank and pump for the Main Station. Greg is working on this project
- E11 Sold to 4-mile FPD, Teller County for \$7000
- 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.
- 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
- Water use agreements need specific location and location mapping by Dept.

Accomplishments(2018);

- 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

Meetings;

- No pending HOA meetings