



**Tallahassee Fire Protection District
Minutes of the Board of Directors
Regular Monthly Public BOD Meeting
April 10, 2023**

David Levy called the Regular Monthly Public Meeting to order at 2:00 p.m., on April 10, 2023.

Directors Present: David Levy, Christopher Parker, Tammy Becht, Kristen Sanders, Judith Schmidt (In-person @ TFPD Main Station)

A quorum is present.

Directors Absent: none

Firefighters/Volunteers Present: Chief Mark Norris

Public Present: Peter Sanders

Purpose of Regular Monthly Public Meeting: To discuss agenda items for the regular monthly Board of Directors Meeting.

CALL TO ORDER AND ROLL CALL – Quorum established (at least 3 Directors Present)

PUBLIC INPUT

No members of the public had any input for the meeting.

SECRETARY'S REPORT

Motion: It was moved by David Levy and seconded by Kristen Sanders to approve the Regular Board Meeting Minutes of March 13, 2023. There were no responses to the request for discussion. The Motion was voted upon and carried unanimously.

Discussion took place regarding updating the TFPD website. There is outdated information and some training dates and times and various items that just needed to be cleaned up. Chief Norris offered suggestions and updates and those changes were made. This will be an ongoing topic in order to keep the website as fresh and current as possible.

TREASURER'S REPORT

Christopher Parker began by stating that all the information related to the audit exemption has been uploaded to the share drive. Though the district is not in a financial position yet for a required audit, Chris and the board felt it would be prudent to make sure the financials were in good working order and that the bookkeeping categories were correct. That board-requested audit has been completed.

Chris stated the outcome of the audit showed that there were some adjustments that had to be made but overall they were minor and along the line of recategorizing items. The board was very pleased that the audit came back with a good report and that the accountant felt things were being handled properly.

Chris called the CPA auditor, Mitchell Downs, from EB&K, and placed him on speaker for the board to hear the outcome of the report directly from the auditor himself. He confirmed what Chris stated about the financials being in good shape and only minor adjustments needed to be made. His only suggestion was to put debt repayment separate from the other categories on the budget.

Discussion took place about how the district is approaching the audit threshold of the 750k limit of income or expenditures and this will require an official required audit. This threshold could potentially be reached during this fiscal year 2023. The cost could be around 10k for performing this audit.

David Levy thanked Mitchell for all his suggestions and help. The call was ended.

Chris pointed out certain items on the lead sheet to the Treasurer's Report:

- The District increased its cash position before reserves this month to \$178,016. The QB checking account cash balance, before reserves, as of February 28, 2023, was \$169,358.
- As discussed the audit is completed
- A yearly lease payment was made on 3/28/23 for Engine E332.
- A misc revenue log was created that will help the board when it is time for an audit. This will provide a record and a control.

Motion: A motion was made by David Levy and seconded by Tamara Becht to approve and pay for the stipulated amount to Chief Mark Norris, for \$800 for the 16 shifts he had to cover in the absence of volunteers. The Motion was voted upon and carried unanimously.

Motion: It was moved by David Levy and seconded by Judith Schmidt to approve the Treasurer's Report for March's Financial Statements, 2023. There were no responses to the request for discussion. The Motion was voted upon and carried unanimously.

PRESIDENT'S REPORT

David Levy clarified the procedures for the resolutions and oaths of office for the 3 directors being renewed, David Levy, Tamara Becht and Judith Schmidt. These will be presented at the next meeting and the 3 directors will be sworn in. Dave will speak to the attorney for the board for additional insight to make sure procedures are being properly followed and nothing is missed.

OPERATIONS REPORT

Chief Norris discussed the highlights of the March Operations Report:

- Incidents: - 11 Incidents in March, 26 total incidents for 2023
- Membership: - 13() Active Members, 1() Probationary, 5() Recruit, 2() Inactive, 8() IMT Deployable Members, 5() Auxiliary Members
- Updates & Project Status: - Community CPR training occurred March 25th. He stated this was a huge success with 21 people that had attended.
- New Mitigation projects
- Water tanks at the Canyon Springs station are mostly buried. Weather and Fire Restrictions stopped progress. Final connections need to be installed and burial completed.

Discussion occurred about the average response times. The Chief stated that when TFPD volunteers are assisting with mutual aid incidents, this affects the response times.

Motion: It was moved by David Levy and seconded by Judith Schmidt to accept the operations report for March 2023. There were no responses to the request for discussion. The Motion was voted upon and carried unanimously.

OLD BUSINESS

Community Outreach Programs:

- Chief Norris stated that a **Stop The Bleed** class will be scheduled soon as there is a huge interest for this.
- The open house was discussed and will be held in August again this year. Last year's open house was a great success. Chief Norris stated they will follow the same pattern as last year for the planning. The board members all agreed to help as much as needed.

NEW BUSINESS

There were no new business items presented.

NEXT PUBLIC MEETING

Board of Directors – Monday May 8th, 2023 at 2:00 PM.

MOTION TO ADJOURN

It was moved by David Levy and seconded by Tamara Becht to adjourn the meeting at 3:30 p.m. The Motion was voted upon and carried unanimously.

Respectfully submitted by Tamara Becht, Secretary of the Board

Operations Report - March 2023

Incidents:

- **11** Incidents in **March**, **26** total incidents for **2023** (136 - 2022, 147 - 2021, 146 - 2020) - **See accompanying response reports.**

Membership:

- 13() Active Members, 1() Probationary, 5() Recruit, 2() Inactive, 8() IMT Deployable Members, 5() Auxiliary Members

Updates & Project Status:

- Community CPR training is scheduled for March 25th @ 0900 21 people attended

- New Mitigation projects

- Water tanks at the Canyon Springs station are mostly buried. Weather and Fire Restrictions stopped progress. Final connections need to be installed and burial completed.

Upcoming POA/HOA Meetings;

2023-04-08 Meadowdale Ranch

Non-Monetary Donations;

-

Accomplishments(2023);

-

Strategic Plan Objectives Reportable Updates & Status;

- Objective - EMS
 - Part 1 - EMS Within the Fire Dept.
 - Current State Registered/Certified Responders = **6 EMTs & 1 EMR**
 -
 - We are setting up an EKG class for any of our EMTs that want to attend
 - We have 5 students that have signed up for the EMT class starting in November 2022
- Objective - Response Times
 - Ave. Arrival Times: **13:00** minutes:seconds For **March** / **14:06** minutes:seconds YTD average 2023
 - Not Including Mutual Aide response to Florissant - Ave. Arrival Times: **8:36** minutes:seconds For **March** / **12:24** minutes:seconds YTD average 2023
 -
- Objective - National Deployment Program
 - National Deployment Program
 - **Total of 00 deployments for 2023**
 - **Total net revenue from all deployments is 2023: \$0.00**
 - Engine Deployments
 - **Total of 1 engine deployment for 2023**
 - **403 Fire in Park and Teller County, started as Mutual Aid will turn into a deployment.**
 - Single Resource Deployments this month
 - **Total of 0 single resource deployments for 2023**

Tallahassee Fire Protection District Average Response Time Report

Average Response Time	Total Calls	Total Response Time (Alarm to EnRoute)
11m:36s	26	05h:02m:00s

Average Arrival Time	Total Calls	Total Arrival Time (EnRoute to Arrival)
14m:06s	26	06h:07m:00s

Average Call Length	Total Calls	Total Time (Alarm to InService)
01h:57m:00s	26	02d:03h:00m:00s

Longest Response	Shortest Response
02h:04m:00s	0s

**Tallahassee Fire Protection District
Call Attendance Report by Date
1/1/2023 - 3/31/2023**

Name	EMS (6)	Fire (6)	Fire Inspection (0)	Hazardous Materials Incident (0)	Motor Vehicle Incident - ALL (11)	Mutual Aid (1)	Public Service (0)	Special Duty (2)	Total (26)
Mark Norris	5 (83.3)	4 (66.7)	0	0	6 (54.5)	0	0	1 (50.0)	16 (61.5)
Brian Smith	2 (33.3)	2 (33.3)	0	0	5 (45.5)	0	0	0	9 (34.6)
Lane Smith	2 (33.3)	3 (50.0)	0	0	3 (27.3)	0	0	1 (50.0)	9 (34.6)
Greg Cook	2 (33.3)	2 (33.3)	0	0	4 (36.4)	0	0	0	8 (30.8)
Dominic Manley	3 (50.0)	1 (16.7)	0	0	2 (18.2)	1 (100.0)	0	1 (50.0)	8 (30.8)
James Rice	1 (16.7)	2 (33.3)	0	0	4 (36.4)	0	0	1 (50.0)	8 (30.8)
Karl Felber	2 (33.3)	2 (33.3)	0	0	1 (9.1)	0	0	0	5 (19.2)
Donna Toeorek	1 (16.7)	1 (16.7)	0	0	3 (27.3)	0	0	0	5 (19.2)
Donald Worrell	0	2 (33.3)	0	0	0	0	0	0	2 (7.7)
Toby Bryant	0	2 (33.3)	0	0	0	0	0	0	2 (7.7)
Brian Gardiner	0	1 (16.7)	0	0	1 (9.1)	0	0	0	2 (7.7)
Joey Silva	0	0	0	0	1 (9.1)	0	0	0	1 (3.8)
Falyn Smith	0	0	0	0	1 (9.1)	0	0	0	1 (3.8)
Matt Reichert	0	0	0	0	0	0	0	0	0
George Reichert	0	0	0	0	0	0	0	0	0
Roze Burton	0	0	0	0	0	0	0	0	0
Misty Smith	0	0	0	0	0	0	0	0	0
Jennifer Norris	0	0	0	0	0	0	0	0	0
No Officer On-Scene	0	0	0	0	0	0	0	0	0

Tallahassee Fire Protection District
Call History Report by Date
1/1/2023 - 3/31/2023

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Wed 01/04/2023 15:56	Motor Vehicle Incident - ALL	665	322 Motor vehicle accident with injuries	31 Provide first aid & check for injuries	County Road 11 RD	6	01:57
Fri 01/13/2023 07:06	Motor Vehicle Incident - ALL	2369	324 Motor vehicle accident with no injuries.	31 Provide first aid & check for injuries	MM5.5 Colorado Highway 9	2	01:47
Thu 01/19/2023 12:31	Motor Vehicle Incident - ALL	3548	324 Motor vehicle accident with no injuries.	86 Investigate	Colorado Highway 9	2	00:52
Thu 01/26/2023 16:11	Fire	4917	240 Explosion (no fire), other	86 Investigate	MM11 County Road 69	4	01:20
Sat 01/28/2023 18:15	Motor Vehicle Incident - ALL	5298	322 Motor vehicle accident with injuries	31 Provide first aid & check for injuries	Colorado Highway 9	2	02:28
Sun 01/29/2023 10:45	Motor Vehicle Incident - ALL	5384	322 Motor vehicle accident with injuries	22 Rescue, remove from harm	MM263 US 50	8	03:46
Mon 01/30/2023 18:53	Motor Vehicle Incident - ALL	5625	322 Motor vehicle accident with injuries	31 Provide first aid & check for injuries	MM15 County Road 28	2	01:03
Sat 02/04/2023 08:29	EMS	6611	661 EMS call, party transported by non-fire agency	30 Emergency medical services, other	4807 Colorado Highway 9	5	00:57
Sat 02/04/2023 16:07	EMS	6681	661 EMS call, party transported by non-fire agency	31 Provide first aid & check for injuries	RR US 50	3	01:28
Sat 02/18/2023 10:20	Fire	9557	111 Building fire	10 Fire control or extinguishment, other	569 County Road 10	10	10:25
Tue 02/21/2023 05:45	Fire	10050	651 Smoke scare, odor of smoke	86 Investigate	US 50	3	00:33
Wed 02/22/2023 12:58	Motor Vehicle Incident - ALL	10358	324 Motor vehicle accident with no injuries.	86 Investigate	MM263 US 50	3	00:34
Wed 02/22/2023 13:17	Motor Vehicle Incident - ALL	10362	600 Good intent call, other	70 Assistance, other	MM7 Colorado Highway 9	2	00:25
Sun 02/26/2023 03:13	Special Duty	11024	554 Assist invalid	73 Provide manpower	0215 Meadowdale Lane LN	2	01:02
Tue 02/28/2023 07:23	EMS	11394	661 EMS call, party transported by non-fire agency	31 Provide first aid & check for injuries	489 County Road 21A	4	01:37
Fri 03/03/2023 22:46	Motor Vehicle Incident - ALL	12193	324 Motor vehicle accident with no injuries.	70 Assistance, other	US 50	1	02:02
Mon 03/06/2023 17:31	EMS	12665	661 EMS call, party transported by non-fire agency	30 Emergency medical services, other	489 County Road 21A	1	01:45
Thu 03/09/2023 14:58	EMS	13317	321 EMS call, excluding vehicle accident with injury	31 Provide first aid & check for injuries	Colorado Highway 9	3	00:41
Sat 03/11/2023 20:08	Fire	13826	160 Special outside fire, other	86 Investigate	656 County Road 3	1	01:02
Thu 03/16/2023 06:18	Motor Vehicle Incident - ALL	14723	324 Motor vehicle accident with no injuries.	86 Investigate	MM258 US 50	1	00:56
Sat 03/18/2023 09:00	Special Duty	15175	900 Special type of incident, other	00 Action taken, other	2518 Colorado Highway 9	2	06:00
Wed 03/22/2023 21:02	Motor Vehicle Incident - ALL	16110	324 Motor vehicle accident with no injuries.	86 Investigate	MM14 Colorado Highway 9	2	01:35

Tallahassee Fire Protection District
Call History Report by Date
1/1/2023 - 3/31/2023

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Thu 03/23/2023 08:15	EMS	16164	661 EMS call, party transported by non-fire agency	30 Emergency medical services, other	0054 County Road 11 RD	2	00:40
Fri 03/24/2023 09:15	Fire	16421	651 Smoke scare, odor of smoke	86 Investigate	Colorado Highway 9	2	00:39
Wed 03/29/2023 10:54	Fire	17521	651 Smoke scare, odor of smoke	86 Investigate	236 Star Ranch Road	2	00:14
Thu 03/30/2023 16:58	Mutual Aid	17813	900 Special type of incident, other	00 Action taken, other		1	05:12

Total calls for EMS:	6	
Total calls for Fire:	6	
Total calls for Fire Inspection:	0	
Total calls for Hazardous Materials Incident:	0	
Total calls for Motor Vehicle Incident - ALL:	11	
Total calls for Mutual Aid:	1	
Total calls for Public Service:	0	
Total calls for Special Duty:	2	
Total calls:	26	Avg. Call Attendance: 2.92
Total Time:	51:00	

Tallahassee Fire Protection District Average Response Time Report

Average Response Time	Total Calls	Total Response Time (Alarm to EnRoute)
07m:07s	25	02h:58m:00s

Average Arrival Time	Total Calls	Total Arrival Time (EnRoute to Arrival)
12m:24s	25	05h:10m:00s

Average Call Length	Total Calls	Total Time (Alarm to InService)
01h:49m:00s	25	01d:21h:48m:00s

Longest Response	Shortest Response
19m:00s	0s

Tallahassee Fire Protection District Average Response Time Report

Average Response Time	Total Calls	Total Response Time (Alarm to EnRoute)
17m:10s	11	03h:09m:00s

Average Arrival Time	Total Calls	Total Arrival Time (EnRoute to Arrival)
13m:00s	11	02h:23m:00s

Average Call Length	Total Calls	Total Time (Alarm to InService)
01h:53m:00s	11	20h:46m:00s

Longest Response	Shortest Response
02h:04m:00s	0s

Tallahassee Fire Protection District
Call History Report by Date
3/1/2023 - 3/31/2023

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Fri 03/03/2023 22:46	Motor Vehicle Incident - ALL	12193	324 Motor vehicle accident with no injuries.	70 Assistance, other	US 50	1	02:02
Mon 03/06/2023 17:31	EMS	12665	661 EMS call, party transported by non-fire agency	30 Emergency medical services, other	489 County Road 21A	1	01:45
Thu 03/09/2023 14:58	EMS	13317	321 EMS call, excluding vehicle accident with injury	31 Provide first aid & check for injuries	Colorado Highway 9	3	00:41
Sat 03/11/2023 20:08	Fire	13826	160 Special outside fire, other	86 Investigate	656 County Road 3	1	01:02
Thu 03/16/2023 06:18	Motor Vehicle Incident - ALL	14723	324 Motor vehicle accident with no injuries.	86 Investigate	MM258 US 50	1	00:56
Sat 03/18/2023 09:00	Special Duty	15175	900 Special type of incident, other	00 Action taken, other	2518 Colorado Highway 9	2	06:00
Wed 03/22/2023 21:02	Motor Vehicle Incident - ALL	16110	324 Motor vehicle accident with no injuries.	86 Investigate	MM14 Colorado Highway 9	2	01:35
Thu 03/23/2023 08:15	EMS	16164	661 EMS call, party transported by non-fire agency	30 Emergency medical services, other	0054 County Road 11 RD	2	00:40
Fri 03/24/2023 09:15	Fire	16421	651 Smoke scare, odor of smoke	86 Investigate	Colorado Highway 9	2	00:39
Wed 03/29/2023 10:54	Fire	17521	651 Smoke scare, odor of smoke	86 Investigate	236 Star Ranch Road	2	00:14
Thu 03/30/2023 16:58	Mutual Aid	17813	900 Special type of incident, other	00 Action taken, other		1	05:12

Total calls for EMS:	3	
Total calls for Fire:	3	
Total calls for Fire Inspection:	0	
Total calls for Hazardous Materials Incident:	0	
Total calls for Motor Vehicle Incident - ALL:	3	
Total calls for Mutual Aid:	1	
Total calls for Public Service:	0	
Total calls for Special Duty:	1	
Total calls:	11	Avg. Call Attendance: 1.64
Total Time:	20:46	

Tallahassee Fire Protection District Average Response Time Report

Average Response Time	Total Calls	Total Response Time (Alarm to EnRoute)
06m:30s	10	01h:05m:00s

Average Arrival Time	Total Calls	Total Arrival Time (EnRoute to Arrival)
08m:36s	10	01h:26m:00s

Average Call Length	Total Calls	Total Time (Alarm to InService)
01h:33m:00s	10	15h:34m:00s

Longest Response	Shortest Response
13m:00s	0s