



## **Tallahassee Fire Protection District Minutes of the Board of Directors Regular Monthly Public BOD Meeting March 13, 2023**

David Levy called the Regular Monthly Public Meeting to order at 2:00 p.m., on March 13, 2023.

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**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, Dominic Manly

**Public Present:** Peter Sanders

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

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**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 Christopher Parker to approve the Regular Board Meeting Minutes of February 13, 2023. There were no responses to the request for discussion. The Motion was voted upon and carried unanimously.

### **ELECTION**

All legal requirements for posting of notifications for the Election & Call for Nomination were met. There were no individuals that expressed interest in any position on the board per Chief Mark Norris, who is the Designated Election Official.

### **Motion:**

It was moved by David Levy and seconded by Kristen Sanders to accept Resolution 2023-005 Cancelling the Regular Election and Declaration Deeming Candidates Elected. These candidates who were elected for the director position with an expiration date of May 2027 are: David Levy, Tamara Becht, and Judith Schmidt. There were no responses to the request for discussion. The Motion was voted upon and carried unanimously.

### **TREASURER'S REPORT**

**Chris began by pointing out certain items on the lead sheet to the Treasurer's Report:**

- The District increased its cash position before reserves this month to \$169,358. The QB checking account cash balance, before reserves, as of January 31, 2022, was \$130,399.

- **Compilation and Audit Exemption: Underway.** Chris mentioned that the auditing firm has found very little in the way of changes needing to be made. There were a few items that they recommended be reclassified. Chris was pleased to see the outcome from their review. The board was very happy to see how well the financials are being kept, with evidence from the 3<sup>rd</sup> party review, and commended Chris on a job well done.

Chris called Mitchell Downs, the CPA performing the audit, on the phone during the meeting and placed him on speaker for the Board to hear. The reason for calling him was to discuss the matter of financial notation of the fire engine vehicle as either a lease or debt and how it needed to be shown, esp since being a Special District. Mitchell affirmed that the vehicle with a loan does not have to be notated by law as a debt in Quickbooks. The Board could decide not to make the lease payment.

**Motion:** It was moved by Christopher Parker and seconded by Judith Schmidt to reaffirm the money allocated in Quickbooks code 3132.01 for committed new assets to be able to be used for needed repairs and equipment. There were no responses to the request for discussion. The Motion was voted upon and carried unanimously.

**Motion:** It was moved by David Levy and seconded by Judith Schmidt to accept Resolution 2023-006 for exemption from audit for fiscal year ending 2022. There were no responses to the request for discussion. The Motion was voted upon and carried unanimously.

**Motion:** It was moved by David Levy and seconded by Tamara Becht to approve the Treasurer's Report for February's Financial Statements, 2023.

## **PRESIDENT'S REPORT**

David Levy discussed the process of mail collection from the TFPD's mail box. It was decided that whoever gets the mail brings it to the main station. If there are invoices, they can be scanned and sent to Erika and Chris for payment.

Dave wanted to remind everyone to check their email on a timely basis.

**Chief Commendation:** Dave stated that while, often times recognition and commendations are issued for a specific act or incident, overall performance should be commended as well. **In this case, the Board of Directors of the Tallahassee Fire Protection District wishes to formally recognize the tireless efforts and outstanding leadership of Chief Norris.** Chief Norris has demonstrated a dedication to the District, to his duties, to his personnel, and to the citizens of the community which he serves. He is continually looking for ways to improve service to our District, to improve the quality of the responders through increased training and resources, to improve his own knowledge and capabilities, and to look forward, anticipating the future development of the Tallahassee District.

For all you do, Chief Norris, we, the Board of the Tallahassee Fire Protection District, recognize and commend the commitment, dedication and energy you bring to this District daily. We also wish you a heartfelt THANK YOU.

Chief Norris was presented a letter of commendation and a small gift to show the Board's appreciation.

## **OPERATIONS REPORT**

Chief Norris discussed the highlights of the February Operations Report:

- Incidents: - 8 Incidents in February, 15 total incidents for 2023
- Membership: - 13() Active Members, 2() Inactive, 1() Probationary, 5() Recruit, 8() IMT Deployable Members, 5() Auxiliary Members
- Updates & Project Status: - Community CPR training is scheduled for March 25th @ 0900 17 people are registered
- 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 mitigation projects. Chief Norris stated that the community response has been good. Their goal is to focus on those projects during November through March when fire season is typically slower. It was decided that a chart of accounts will be added for mitigation to keep it separate from the stipends account for better accounting. Chris will add the chart of accounts label to the QB account.

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

### **OLD BUSINESS**

Donations- Several donations were received for March: \$100 unrestricted donation, a \$145 online or check donation and 2 chainsaws were sold with the funds going into the donation account.

Community Outreach programs were discussed. Chief Norris stated that in the past they offered Stop the Bleed programs with another one that will be presented in 2023 as well as CPR. A suggestion was made about offering Bug Out Bag preparation tips even at HOA meetings. The Chief stated they have offered those types of programs in the past and we can consider it again. There are also resources that can be offered showing what should go in a Bug Out Bag.

The County GIS system was discussed. It was mentioned that the system is up and running after the cyber attack. The TFPD is needing to update its records and need the latest updated list. Kristen is keeping the master database and will work on obtaining the most updated list.

Dave is working on purchasing identifying hats and/or t-shirts for Board members

There was no other discussion regarding Old Business.

### **NEW BUSINESS (Opportunity for Directors to bring up new issues for discussion)**

David Levy brought up the consideration of a drone to use for fire monitoring. Chief Norris stated it would be wonderful to have a drone and it is a long term project they have been considering. The thermal imaging would be a huge asset to the district. There are challenges however, such as an investment in volunteers that are FAA certified as a drone pilot and then their availability to be on call on a regular basis. There is also the financial aspect as drones with thermal imaging capability are costly. This is a topic that will be brought up again at a future time.

There was no other discussion regarding New Business.

### **NEXT PUBLIC MEETING**

**MOTION TO ADJOURN**

It was moved by David Levy and seconded by Tamara Becht to adjourn the meeting at 3:36 p.m. The Motion was voted upon and carried unanimously.

Respectfully submitted by Tamara Becht, Secretary of the Board



## TALLAHASSEE FIRE PROTECTION DISTRICT

P.O. Box 510

Canon City, CO 81215-0510

719-275-3058

Email: [info@talxfire.com](mailto:info@talxfire.com)

Website: [www.talxfire.com](http://www.talxfire.com)

DIAL 911 FOR ALL EMERGENCIES

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## **Commendation for Outstanding Service**

### **Tallahassee Fire Protection District Chief of Operations Mark Norris**

While, often times, recognition and commendations are issued for a specific act or incident, overall performance should be commended as well. In this case, the Board of Directors of the Tallahassee Fire Protection District wishes to formally recognize the tireless efforts and outstanding leadership of Chief Norris.

Chief Norris has demonstrated a dedication to the District, to his duties, to his personnel, and to the citizens of the community which he serves. He is continually looking for ways to improve service to our District, to improve the quality of the responders through increased training and resources, to improve his own knowledge and capabilities, and to look forward, anticipating the future development of the Tallahassee District. The Board further recognizes the time Chief Norris puts in which is required to complete the mission. This includes the meetings he attends, organizing community events, planning and executing training days, maintaining all the required records to satisfy State, local and departmental needs, and ensuring proper coverage to respond to calls for service. This list certainly falls short when trying to describe all that the Chief actually does, but we list these few things as a way of making an attempt to recognize his dedication and his efforts that so often go unnoticed.

The Board wishes to recognize some of the accomplishments of Chief Norris last year, 2022:

- Improving the District's medical capabilities through increased training opportunities for his people and his personal efforts to become EMT certified.
- Reestablishing a vigorous and vibrant fire resource deployment program.
- Recruiting and maintaining fire and medical response personnel.
- Adding and improving service and response vehicles.
- Interacting with local officials to obtain grant funds for improving equipment and vehicles.
- Maintaining and increasing community outreach programs.
- Enthusiastically working with the Board of Directors to maintain a positive working relationship with effective, clear and productive lines of communication.
- Volunteering to be the Designated Election Officer for the District elections.
- Managing his budget in a professional, thoughtful manner.



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DIAL 911 FOR ALL EMERGENCIES

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While we recognize the listed efforts and accomplishments, we also acknowledge that the list is far from complete. Chief Norris does so many things, completes so many tasks, tackles so many issues and, pardon the pun, puts out so many fires on a daily basis it would be impossible to list.

For all you do, Chief Norris, we, the Board of the Tallahassee Fire Protection District, recognize and commend the commitment, dedication and energy you bring to this District daily. We also wish you a heartfelt THANK YOU.

Sincerely, this 13<sup>th</sup> day of March, 2023,

David Levy, President  
TFPD Board

Christopher Parker, Treasurer  
TFPD Board

Tammy Becht, Secretary  
TFPD Board

Kristen Sanders  
TFPD Board

Judy Schmidt  
TFPD Board

## Operations Report - February 2023

### Incidents:

- **8** Incidents in **February**, **15** total incidents for **2023** (136 - 2022, 147 - 2021, 146 - 2020) - **See accompanying response reports.**

### Membership:

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

### Updates & Project Status:

- Community CPR training is scheduled for March 25th @ 0900 17 people are registered  
- 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;

2023-03-04 Longhorn POA

### 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: **13:45** minutes:seconds For **February** / **14:56** minutes:seconds YTD average 2023
    - .
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- 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 0 engine deployments for 2023**
  - 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)
07m:32s	15	01h:53m:00s

Average Arrival Time	Total Calls	Total Arrival Time (EnRoute to Arrival)
14m:56s	15	03h:44m:00s

Average Call Length	Total Calls	Total Time (Alarm to InService)
02h:00m:00s	15	01d:06h:14m:00s

Longest Response	Shortest Response
19m:00s	60s



**Tallahassee Fire Protection District**  
**Call History Report by Date**  
**1/1/2023 - 2/28/2023**

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

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:	8
Total calls for Mutual Aid:	0
Total calls for Public Service:	0
Total calls for Special Duty:	1

**Tallahassee Fire Protection District**  
**Call History Report by Date**  
**1/1/2023 - 2/28/2023**

<b>Total calls:</b>	<b>15</b>	<b>Avg. Call Attendance: 3.87</b>
<b>Total Time:</b>	<b>30:14</b>	

# Tallahassee Fire Protection District

## Average Response Time Report

Average Response Time	Total Calls	Total Response Time (Alarm to EnRoute)
07m:37s	8	01h:01m:00s

Average Arrival Time	Total Calls	Total Arrival Time (EnRoute to Arrival)
13m:45s	8	01h:50m:00s

Average Call Length	Total Calls	Total Time (Alarm to InService)
02h:07m:00s	8	17h:01m:00s

Longest Response	Shortest Response
19m:00s	60s

**Tallahassee Fire Protection District**  
**Call History Report by Date**  
**2/1/2023 - 2/28/2023**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
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

Total calls for EMS:	3	
Total calls for Fire:	2	
Total calls for Fire Inspection:	0	
Total calls for Hazardous Materials Incident:	0	
Total calls for Motor Vehicle Incident - ALL:	2	
Total calls for Mutual Aid:	0	
Total calls for Public Service:	0	
Total calls for Special Duty:	1	
<b>Total calls:</b>	<b>8</b>	<b>Avg. Call Attendance: 4</b>
<b>Total Time:</b>	<b>17:01</b>	