



**Tallahassee Fire Protection District  
Minutes of the Board of Directors  
Regular Monthly Public BOD Meeting  
May 8, 2023**

David Levy called the Regular Monthly Public Meeting to order at 2:00 p.m., on May 8, 2023.

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

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 Kristen Sanders to approve the Regular Board Meeting Minutes of April 10, 2023. There were no responses to the request for discussion. The Motion was voted upon and carried unanimously.

**TREASURER'S REPORT**

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

1. The District decreased its cash position before reserves this month to \$139,794. The QB checking account cash balance, before reserves, as of March 31, 2023, was \$178,016.
2. Address changed with IRS to the PO Box.

David Levy asked about the policy and procedures manual charge on the financial statements. Chief Norris explained it was a charge for the manuals and the updates per year to keep the district in line with the current state laws, best practices, and SOG's, & SOP's.

Chris mentioned the district was expecting to receive \$17k in May for tax revenue and \$47-\$50k more in June. Chris also stated he is keeping a separate detailed log for revenue categories to delineate where revenue is coming in from for future audits to make it easier to show.

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

**PRESIDENT'S REPORT**

**Motion:** A motion was made by David Levy and seconded by Tamara Becht to approve and pay for the stiped amount to Chief Mark Norris. The Motion was voted upon and carried unanimously.

David Levy mentioned that there have been and will be many more trainings & public events coming up with the district and he encouraged the board members to volunteer as much as they are able.

## **OPERATIONS REPORT**

Chief Norris discussed the highlights of the March Operations Report:

- Incidents: - 11 Incidents in April, 37 total incidents for 2023
- Avg Arrival Times: 13:54 minutes:seconds For April / 14:03 minutes:seconds YTD average 2023
- Membership:- 12(-1) Active Members, 3(+2) Probationary, 1() Recruit, 6() Engine, 5() Overhead, 6() Auxiliary Members
- Updates & Project Status:
- -Stop the Bleed for the community is begin scheduled based on instructor availability.
- 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.

David Levy asked the Chief about workers comp and updates to coverage. The Chief stated he keeps track of this for coverage for all and it is updated once yearly during the audit.

Chief Norris stated the planning for the TFPD Open House will begin this month. The board members all stated they would like to volunteer and help in the planning as needed.

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

## **OLD BUSINESS**

The status of the shirt and hat project was asked. Discussion occurred as to whether the logos should be embroidered or screened. Kristen stated she had an embroidery machine and may be able to help with that. Chief Norris will discuss this further with Kristen.

## **NEW BUSINESS**

There were no new business items presented.

## **ADMINISTRATION**

**Motion:** David Levy made a motion to retain the current positions for the Board: David Levy for President of the Board, Christopher Parker for Vice President & Treasurer of the Board, Tamara Becht for Secretary of the Board and Judith Schmidt and Kristen Sanders to continue as directors on the Board. Judith Schmidt seconded the motion. The Motion was voted upon and carried unanimously.

David Levy, Tamara Becht, and Judith Schmidt were sworn in and completed the necessary oath paperwork. Tamara will handle all the filings of this paperwork to the necessary organizations.

## **NEXT PUBLIC MEETING**

Board of Directors – Monday June 12, 2023 at 2:00 PM.

## **MOTION TO ADJOURN**

It was moved by David Levy and seconded by Tamara Becht to adjourn the meeting at 3:03 p.m. The Motion was voted upon and carried unanimously.

Respectfully submitted by Tamara Becht, Secretary of the Board

## Operations Report - April 2023

### Incidents:

- **11** Incidents in **April**, **37** total incidents for **2023** (136 - 2022, 147 - 2021, 146 - 2020) - **See accompanying response reports.**

### Membership:

- 12(-1) Active Members, 3(+2) Probationary, 1() Recruit, 6() Engine, 5() Overhead, 6() Auxiliary Members

### Updates & Project Status:

- Stop the Bleed for the community is begin scheduled based on instructor availability.

- 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;

-

### 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 = **8 EMTs & 1 EMR**
      - 
      - We are setting up an EKG class for any of our EMTs that want to attend
      -
- Objective - Response Times
  - Ave. Arrival Times: **13:54** minutes:seconds For **April** / **14:03** 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 0 engine deployments for 2023**
      -
  - Single Resource Deployments this month
    - **Total of 0 single resource deployments for 2023**
      -

## Tallahassee Fire Protection District Training Yearly Summary Report (Hours) for 2023

Name	Jan (80.00)	Feb (22.50)	Mar (17.00)	Apr (16.00)	May (0.00)	June (0.00)	July (0.00)	Aug (0.00)	Sept (0.00)	Oct (0.00)	Nov (0.00)	Dec (0.00)	Total (135.50)
001 Mark Norris	56.00	22.50	17.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111.50
002 Brian Smith	20.00	22.50	17.00	11.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.50
051 Greg Cook	8.00	4.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
052 Falyn Smith	14.00	22.50	15.00	11.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.50
053 James Rice	8.00	6.00	8.00	11.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00
102 Brian Gardiner	0.00	4.00	0.00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
103 George Reichert	2.00	2.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
121 Donna Toeorek	8.00	6.00	8.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34.00
122 Toby Bryant	8.00	6.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.00
124 Karl Felber	0.00	6.00	0.00	11.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.00
128 Joey Silva	2.00	4.00	8.00	11.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
129 Lane Smith	6.00	2.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00
131 Donald Worrell	8.00	6.00	10.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26.00
132 Joy Dutton	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00
133 Cayden Stahr	0.00	0.00	0.00	11.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.00
134 Laurie Inman	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
151 Dominic Manley	64.00	18.50	13.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111.50
201 Misty Smith	0.00	4.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
204 Jennifer Norris	0.00	4.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
999 No Officer On-Scene	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Totals</b>	<b>204.00</b>	<b>140.00</b>	<b>134.00</b>	<b>131.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>609.00</b>

**Tallahassee Fire Protection District**  
**Call History Report by Date**  
**1/1/2023 - 4/30/2023**

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 - 4/30/2023**

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
Wed 04/05/2023 09:33	EMS	18929	661 EMS call, party transported by non-fire agency	31 Provide first aid & check for injuries	489 County Road 21A	2	01:11
Fri 04/07/2023 03:12	EMS	19319	321 EMS call, excluding vehicle accident with injury	86 Investigate	US 50	1	00:35
Fri 04/07/2023 15:10	Fire	19439	561 Unauthorized burning	86 Investigate	41746 US 50	1	00:14
Sat 04/08/2023 12:24	Fire	19605	631 Authorized controlled burning	86 Investigate	41746 US 50	1	00:48
Sun 04/09/2023 16:45	Fire	19833	561 Unauthorized burning	11 Extinguishment by fire service personnel	1385 Lowry Ranch RD	3	01:08
Mon 04/10/2023 10:02	EMS	19957	320 Emergency Medical Service, other	30 Emergency medical services, other	489 County Road 21A	1	02:02
Mon 04/10/2023 18:09	EMS	20094	661 EMS call, party transported by non-fire agency	31 Provide first aid & check for injuries	9421 County Road 69	4	01:54
Wed 04/12/2023 08:49	EMS	20392	300 Rescue, EMS incident, other	30 Emergency medical services, other	489 County Road 21A	1	01:34
Sun 04/23/2023 04:08	Fire	22809	651 Smoke scare, odor of smoke	86 Investigate	41904 US 50	2	00:37
Sun 04/23/2023 17:29	Motor Vehicle Incident - ALL	22907	322 Motor vehicle accident with injuries	31 Provide first aid & check for injuries	MM7 County Road 11 RD	6	03:33
Mon 04/24/2023 09:34	Fire	23035	131 Passenger vehicle fire	87 Investigate fire out on arrival	1436 Buckhorn LN	3	01:51

Total calls for EMS:	11	
Total calls for Fire:	11	
Total calls for Fire Inspection:	0	
Total calls for Hazardous Materials Incident:	0	
Total calls for Motor Vehicle Incident - ALL:	12	
Total calls for Mutual Aid:	1	
Total calls for Public Service:	0	
Total calls for Special Duty:	2	
<b>Total calls:</b>	<b>37</b>	<b>Avg. Call Attendance: 2.73</b>
<b>Total Time:</b>	<b>66:27</b>	

**Tallahassee Fire Protection District  
Call Attendance Report by Date  
1/1/2023 - 4/30/2023**

Name	EMS (11)	Fire (11)	Fire Inspection (0)	Hazardous Materials Incident (0)	Motor Vehicle Incident - ALL (12)	Mutual Aid (1)	Public Service (0)	Special Duty (2)	Total (37)
Mark Norris	7 (63.6)	7 (63.6)	0	0	6 (50.0)	0	0	1 (50.0)	21 (56.8)
Brian Smith	4 (36.4)	4 (36.4)	0	0	6 (50.0)	0	0	0	14 (37.8)
Greg Cook	4 (36.4)	3 (27.3)	0	0	4 (33.3)	0	0	0	11 (29.7)
James Rice	2 (18.2)	3 (27.3)	0	0	5 (41.7)	0	0	1 (50.0)	11 (29.7)
Lane Smith	2 (18.2)	4 (36.4)	0	0	4 (33.3)	0	0	1 (50.0)	11 (29.7)
Dominic Manley	4 (36.4)	2 (18.2)	0	0	2 (16.7)	1 (100.0)	0	1 (50.0)	10 (27.0)
Donna Toeerek	1 (9.1)	2 (18.2)	0	0	4 (33.3)	0	0	0	7 (18.9)
Karl Felber	2 (18.2)	2 (18.2)	0	0	2 (16.7)	0	0	0	6 (16.2)
Donald Worrell	0	2 (18.2)	0	0	1 (8.3)	0	0	0	3 (8.1)
Toby Bryant	0	2 (18.2)	0	0	0	0	0	0	2 (5.4)
Brian Gardiner	0	1 (9.1)	0	0	1 (8.3)	0	0	0	2 (5.4)
Falyn Smith	1 (9.1)	0	0	0	1 (8.3)	0	0	0	2 (5.4)
Joey Silva	0	0	0	0	1 (8.3)	0	0	0	1 (2.7)
Jennifer Norris	0	0	0	0	0	0	0	0	0
Joy Dutton	0	0	0	0	0	0	0	0	0
Cayden Stahr	0	0	0	0	0	0	0	0	0
Laurie Inman	0	0	0	0	0	0	0	0	0
Misty Smith	0	0	0	0	0	0	0	0	0
George Reichert	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 Average Response Time Report

<b>Average Response Time</b>	<b>Total Calls</b>	<b>Total Response Time (Alarm to EnRoute)</b>
08m:00s	11	01h:28m:00s

<b>Average Arrival Time</b>	<b>Total Calls</b>	<b>Total Arrival Time (EnRoute to Arrival)</b>
13m:54s	11	02h:33m:00s

<b>Average Call Length</b>	<b>Total Calls</b>	<b>Total Time (Alarm to InService)</b>
01h:24m:00s	11	15h:27m:00s

<b>Longest Response</b>	<b>Shortest Response</b>
38m:00s	0s



# Tallahassee Fire Protection District Average Response Time Report

Average Response Time	Total Calls	Total Response Time (Alarm to EnRoute)
10m:32s	37	06h:30m:00s

Average Arrival Time	Total Calls	Total Arrival Time (EnRoute to Arrival)
14m:03s	37	08h:40m:00s

Average Call Length	Total Calls	Total Time (Alarm to InService)
01h:47m:00s	37	02d:18h:27m:00s

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

**Tallahassee Fire Protection District**  
**Call History Report by Date**  
**4/1/2023 - 4/30/2023**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Wed 04/05/2023 09:33	EMS	18929	661 EMS call, party transported by non-fire agency	31 Provide first aid & check for injuries	489 County Road 21A	2	01:11
Fri 04/07/2023 03:12	EMS	19319	321 EMS call, excluding vehicle accident with injury	86 Investigate	US 50	1	00:35
Fri 04/07/2023 15:10	Fire	19439	561 Unauthorized burning	86 Investigate	41746 US 50	1	00:14
Sat 04/08/2023 12:24	Fire	19605	631 Authorized controlled burning	86 Investigate	41746 US 50	1	00:48
Sun 04/09/2023 16:45	Fire	19833	561 Unauthorized burning	11 Extinguishment by fire service personnel	1385 Lowry Ranch RD	3	01:08
Mon 04/10/2023 10:02	EMS	19957	320 Emergency Medical Service, other	30 Emergency medical services, other	489 County Road 21A	1	02:02
Mon 04/10/2023 18:09	EMS	20094	661 EMS call, party transported by non-fire agency	31 Provide first aid & check for injuries	9421 County Road 69	4	01:54
Wed 04/12/2023 08:49	EMS	20392	300 Rescue, EMS incident, other	30 Emergency medical services, other	489 County Road 21A	1	01:34
Sun 04/23/2023 04:08	Fire	22809	651 Smoke scare, odor of smoke	86 Investigate	41904 US 50	2	00:37
Sun 04/23/2023 17:29	Motor Vehicle Incident - ALL	22907	322 Motor vehicle accident with injuries	31 Provide first aid & check for injuries	MM7 County Road 11 RD	6	03:33
Mon 04/24/2023 09:34	Fire	23035	131 Passenger vehicle fire	87 Investigate fire out on arrival	1436 Buckhorn LN	3	01:51

Total calls for EMS:	5	
Total calls for Fire:	5	
Total calls for Fire Inspection:	0	
Total calls for Hazardous Materials Incident:	0	
Total calls for Motor Vehicle Incident - ALL:	1	
Total calls for Mutual Aid:	0	
Total calls for Public Service:	0	
Total calls for Special Duty:	0	
<b>Total calls:</b>	<b>11</b>	<b>Avg. Call Attendance: 2.27</b>
<b>Total Time:</b>	<b>15:27</b>	