



## Tallahassee Fire Protection District Minutes of the Board of Directors Regular Meeting June 8, 2020

Scott Fullerton called the Meeting to order at 2:00 p.m. on June 8, 2020.

Directors Present: Scott Fullerton, Cindy Boyle, Bonnie Spencer, Harvey Ammel, Brad Nelson

Directors Absent: None

Other Members Present: Donna Toeroek, Acting Secretary

Firefighters/Volunteers present: Chief Mark Norris

Public Present: None

### Public Input

No members of the public were present.

### Auxiliary

Activities are on hold due to the COVID-19 virus.

### Old Business

**MOTION:** It was moved by Scott Fullerton and seconded by Bonnie Spencer to deviate from the order of items in the published agenda and combine discussion of the following items because they are interrelated:

- Update on Secretary, Acting Secretary & Custodian of Records and Resolution 2020-005.
- Motion to approve Resolution 2020-004 which would replace Resolution 2018-010. Resolution 2020-004 would delete the requirement for the retention of hard copy documents.
- Retention period for district predecessor documents [Tallahassee Volunteer Fire Protection (TVFP) and Tallahassee Fire & Rescue (TVP)]
- A possible New Business motion proposing Resolution 2020-006 for retention of e-mail accounts following the end-of-term or resignation of board members or support personnel.

Voting on the individual motions following discussion remained separate. Scott Fullerton was recognized to initiate discussion with an explanation of the history, interrelationships, concerns and potential remedies. The motion was voted upon and carried unanimously.

It was decided that proposed Resolutions 2020-004 and -005 would be modified by Scott Fullerton and voted upon at the July meeting.

Cindy Boyle has agreed to be the board Secretary, but without the responsibility of Custodian of Records. It was agreed that Donna Toeroek will remain Custodian of Records until Scott Fullerton decides how records will be kept and by whom.

It was decided that scans of expense receipts will be entered into QuickBooks where possible and/or saved in a Windows folder by Scott Fullerton (Acting Accountant) and that Cindy Boyle will keep copies for her reconciliation of the credit cards.

**MOTION:** It was moved by Scott Fullerton and seconded by Harvey Ammel that Donna Toeroek will continue to have access to the website and that she will obtain an administrator account for Chief Norris and a management account for Cindy Boyle. Chief Norris will update the website

to include Facebook information on the landing page. The website will also be upgraded to include information for the public, such as fire bans and red flag warnings.

The recognition committee recommends that persons who made a significant contribution to the establishment and growth of the fire department be recognized with a plaque to be hung at the Main Station. Harvey Ammel volunteered to compile a list of persons to be recognized, along with their years of service and what their role/contribution was. The next level of action will be discussed at the July board meeting.

### **Secretary's Report**

MOTION: It was moved by Scott Fullerton and seconded by Brad Nelson to approve the Meeting Minutes of May 11, 2020. The motion was voted upon and carried unanimously.

### **Treasurer's Report**

MOTION: It was moved by Bonnie Spencer and seconded by Cindy Boyle to accept the Treasurer's Report for May 2020. The motion was voted upon and carried unanimously.

### **Administrative Issues**

MOTION: It was moved by Scott Fullerton and seconded by Bonnie Spencer to submit a revised Letter of Authorization to the County. Donna Toeroek, Sean Kane, Dave Matassoni and Tess Matassoni will be deleted and current board members, Chief Norris, Greg Cook and Kevin Colvin will be authorized to access County records. The motion was voted upon and carried unanimously.

Donna Toeroek updated the SDA website with the new board member information. All have access, but only Scott Fullerton, Cindy Boyle and Bonnie Spencer can manage the TFPD pages.

Chief Norris suspended @talxfire.com accounts for Dave and Tess Matassoni following their retirement from service.

MOTION: It was moved by Cindy Boyle and seconded by Bonnie Spencer that the board should pass Resolution 2020-006, adopting a policy for @talxfire.com email accounts. The motion was voted upon and carried unanimously.

The District received \$15 in donations in May, bringing the total year-to-date to \$1,220. Cindy Boyle will send out Thank You letters for monetary donations. There are no changes to the Thank You letter.

Scott Fullerton will send out a Thank You card for the radios.

It was agreed that the Welcome Letter, with no changes, would continue to be sent to new property owners of the District.

The draft amended budget is in review and final comments are due to the Treasurer prior to the July board meeting. At that meeting, the amended budget will be discussed and voted upon. If approved, the Public Hearing will be held concurrently with the August board meeting.

### **Operations Report**

Chief Norris presented his operations report (attached). Highlights:

- A truck will be listed this month for deployments.
- A fiberglass tank was sold.
- Chief Norris notified everyone about upcoming road closures.
- Saturday, June 20 will be motorcycle accident training. Board members are invited.

## **Policy Issues**

To date, the District has received three restricted donations for the drone program. Chief Norris discussed the status of the drone program and provided the history behind it. As a public entity, we must comply with different standards than private operators and those costs could exceed \$15K. Based on the cost and call volume, and the requirements to operate as a public entity, per Chief Norris, the drone program is not worth pursuing.

Chief Norris will compose a letter that will explain to our three donors why the drone program is being discontinued. He will ask if they would like a refund or if we can redirect the funds to an item(s) needed by the Operations Department. Mark will submit for Board approval.

Cindy Boyle discussed sending out email blasts to our property owners when we are under any type of fire restriction and to explain what any restriction entails. Per Board approval, Cindy will work with Chief Norris on initiating the task. Chief Norris is responsible for notifying Cindy Boyle that an email blast needs to be sent along with the appropriate wording.

Cindy Boyle began the discussion concerning boundary signs and fire status signs. An emergency call (shortly before the end of the meeting) required Chief Norris to leave before the discussion was completed. Per Scott Fullerton, the Operations Department had more to share, so this will be continued at the July meeting.

## **New Business**

MOTION: It was moved by Scott Fullerton and seconded by Harvey Ammel to have Donna Toeroek confirm that we can opt-in to the DOLA Coronavirus Relief Fund Program without any obligation. If so, she will opt-in TFPD to the program. We have already opted into the FEMA COVID Grant. Both programs are different in coverage and requirements. TFPD would like to maintain the ability to apply. The motion was voted upon and carried unanimously.

MOTION: It was moved by Scott Fullerton and seconded by Brad Nelson to adjourn the meeting at 4:03 pm. The motion was voted upon and carried unanimously.

The next quarterly Budget Meeting is scheduled for Monday, July 6, 2020, at 4:00 pm, Main Station.

The next regular Board Meeting is scheduled for Monday, July 13, 2020, at 2:00 pm.

Recording Secretary: /s/ Donna Toeroek

## Operations Report - May 2020

### Incidents:

- See accompanying documentation.
- Incidents reported via NFIRS data.

### Membership:

- 17 Active Members, 3 Probationary Members, 3 Recruits, 3 Single Resource Deployable Members

### Project Updates:

- The culvert at the Autumn Creek Station needs to be repaired as soon as the weather allows
- State has converted to IQS V6 - **Personnel Updates proceeding**
- ROSS has been retired, IROC is in place. Approval but still having issues with access. **Engines must be listed manually with PIDC via email. As soon as IQS members are updated will list E331.**
- **Water tanks will be installed at the Canyon Springs station by the end of the year.**
- **Water use license being obtained for several residents. List of locations being created water cisterns being checked to ensure they are serviceable and full of water.**

### Upcoming POA/HOA Meetings;

- Postponed - TBD, Meadowdale Ranch Road Association meeting @ Main Station - donated \$100 to TFPD
- August 22nd, 1400 - Alpine Bluffs POA Meeting @ Main Station

### Non-Monetary Donations for the current month;

- None

### Accomplishments(2020);

- Compensation policy complete
- NFIRS Registry update completed

### Strategic Plan Objectives Reportable Updates & Status;

- Objective - EMS
  - Part 1 - EMS Within the Fire Dept.
    - Current State Registered/Certified Responders = **5 EMT-B & 5 EMR**
      - Over 99% of calls have a TFPD State Registered/Certified Responder
      - More than half of our Active full members are state registered or certified medical responders
      -
- Objective - Response Times
  - Ave. Arrival Times: **19.42** minutes For **May** / **14.54** minutes YTM average 2020
    - Response times are stable
  - We have beat AMR on-scene 100%
- Objective - National Deployment Program
  - Improve National Deployment Program
    - The goal for 2020 - Have crews and apparatus to ensure we have engines listed or deployed for a combined total of 39 weeks
      - **Engines Available in ROSS(IROC) or Deployed 00 weeks in 2020**
      - **All Engines delisted at this time as soon as IROC issues are fixed listing will start.**
  - Single Resource Deployments
    - Allow FD personnel to deploy as single-resource
      - 2 members have single resource qualifications
    - Recruit non-Operations and single resource personnel from outside dept.
      - We will hold adding anymore overhead for now

# Summary By Incident Type

Report Period: From 05/01/2020 to 05/31/2020

All Selected Fire Departments

## Calls By Incident Type

FIRES	Frequency	Percent Of Total Calls	Mutual Aid None	Mutual Aid Given	Mutual Aid Received	Other Aid Given	Invalid Aid Flag	Exposures	Total Incidents
Structure Fires (110-118, 120-123) .....	0	0.00 %	0	0	0	0	0	0	0
Vehicle Fires (130-138) .....	0	0.00 %	0	0	0	0	0	0	0
Other Fires (100, 140-173) .....	2	15.38 %	1	1	1	0	0	0	3
<b>Total Fires</b> .....	<b>2</b>	<b>15.38 %</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
Pressure Ruptures, Explosion, Overheat (200-251)	0	0.00 %	0	0	0	0	0	0	0
<b>RESCUE CALLS</b>									
Emergency Medical Treatment (300-323)	8	61.54 %	1	0	7	0	0	0	8
All Others (331-381) .....	1	7.69 %	0	0	1	0	0	0	1
<b>Total Rescue Calls</b> .....	<b>9</b>	<b>69.23 %</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>
Hazardous Condition Calls (400-482) .....	0	0.00 %	0	0	0	0	0	0	0
Service Calls (500-571) .....	0	0.00 %	0	0	0	0	0	0	0
Good Intent Calls (600-671) .....	2	15.38 %	1	0	1	0	0	0	2
Severe Weather or Natural Disaster Calls (800-815)	0	0.00 %	0	0	0	0	0	0	0
Special Incident Calls (900-911) .....	0	0.00 %	0	0	0	0	0	0	0
Unknown Incident Type (UUU) .....	0	0.00 %	0	0	0	0	0	0	0
<b>FALSE CALLS</b>									
Malicious Calls (710-715, 751)	0	0.00 %	0	0	0	0	0	0	0
Other False Calls (700, 721-746)	0	0.00 %	0	0	0	0	0	0	0
<b>Total False Calls</b> .....	<b>0</b>	<b>0.00 %</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CALLS</b> .....	<b>13</b>	<b>100.00 %</b>	<b>3</b>	<b>1</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>

Total Incidents With Exposure Fires ..... 0      Total Fire Dollar Loss ..... \$ 0.00

Total Exposure Fires ..... 0      Total Dollar Loss ..... \$ 0.00

Casualty Summary	Civilian	Fire Service
Fire Related Injuries	0	0
Non-Fire Injuries	5	0
Fire Related Deaths	0	0
Non-Fire Deaths	0	0

# Summary By Incident Type

Report Period: From 01/01/2020 to 05/31/2020

All Selected Fire Departments

## Calls By Incident Type

FIRES	Frequency	Percent Of Total Calls	Mutual Aid None	Mutual Aid Given	Mutual Aid Received	Other Aid Given	Invalid Aid Flag	Exposures	Total Incidents
Structure Fires (110-118, 120-123) .....	0	0.00 %	0	0	0	0	0	0	0
Vehicle Fires (130-138) .....	0	0.00 %	0	0	0	0	0	0	0
Other Fires (100, 140-173) .....	2	4.08 %	1	1	1	0	0	0	3
<b>Total Fires</b> .....	<b>2</b>	<b>4.08 %</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
Pressure Ruptures, Explosion, Overheat (200-251)	0	0.00 %	0	0	0	0	0	0	0
<b>RESCUE CALLS</b>									
Emergency Medical Treatment (300-323)	33	67.35 %	3	1	30	0	0	0	34
All Others (331-381) .....	1	2.04 %	0	0	1	0	0	0	1
<b>Total Rescue Calls</b> .....	<b>34</b>	<b>69.39 %</b>	<b>3</b>	<b>1</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35</b>
Hazardous Condition Calls (400-482) .....	0	0.00 %	0	0	0	0	0	0	0
Service Calls (500-571) .....	1	2.04 %	1	0	0	0	0	0	1
Good Intent Calls (600-671) .....	9	18.37 %	5	0	4	0	0	0	9
Severe Weather or Natural Disaster Calls (800-815)	0	0.00 %	0	0	0	0	0	0	0
Special Incident Calls (900-911) .....	0	0.00 %	0	0	0	0	0	0	0
Unknown Incident Type (UUU) .....	0	0.00 %	0	0	0	0	0	0	0
<b>FALSE CALLS</b>									
Malicious Calls (710-715, 751)	0	0.00 %	0	0	0	0	0	0	0
Other False Calls (700, 721-746)	3	6.12 %	1	0	2	0	0	0	3
<b>Total False Calls</b> .....	<b>3</b>	<b>6.12 %</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>TOTAL CALLS</b> .....	<b>49</b>	<b>100.00 %</b>	<b>11</b>	<b>2</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51</b>

Total Incidents With Exposure Fires ..... 0      Total Fire Dollar Loss ..... \$ 0.00

Total Exposure Fires ..... 0      Total Dollar Loss ..... \$ 0.00

Casualty Summary	Civilian	Fire Service
Fire Related Injuries	0	0
Non-Fire Injuries	9	0
Fire Related Deaths	0	0
Non-Fire Deaths	0	0



# May, 2020 report for Tallahassee Fire Protection District

Fire Recovery USA <inspections@firerecoveryusa.com>  
Reply-To: inspections@firerecoveryusa.com  
To: chief@talxfire.com

Mon, Jun 1, 2020 at 6:15 AM

## Monthly Totals For Tallahassee Fire Protection District

### May, 2020

Dear Mark Norris,  
This monthly status report gives you a quick snapshot (as of 2020-06-01) of the claims which have been submitted and paid in the previous month.

	Last Month (May)		All Year (2020)	
	# Claims	\$ Amount	# Claims	\$ Amount
Claims Submitted	2	\$935.80	11	\$12,500.60
Payments Received By FRUSA	1	\$449.60	9	\$6,182.40
Claims Denied	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	0	-
In Progress	1	-	8	-