



Tallahassee Fire Protection District Minutes of the Board of Directors Virtual Meeting January 11, 2021

Scott Fullerton called the Virtual Meeting to order at 2:00 p.m., on January 11, 2021.

Directors Present: Scott Fullerton, Brad Nelson, Christopher Parker, Cynthia Boyle, Harvey Ammel (All by teleconference. A quorum is present.)

Directors Absent: None

Firefighters/Volunteers Present: Chief Mark Norris

Public Present: None

Purpose of Virtual Meeting: To discuss agenda items for the regular monthly Board of Directors Meeting.

PUBLIC INPUT:

No members of the public were present.

ADMINISTRATIVE ISSUES:

Motion: It was moved by Cynthia Boyle and seconded by Scott Fullerton to adopt Resolution 2021-001 as written, which designates posting location(s) for TFPD Public Agenda Notices. There was no discussion. The Motion was voted upon and carried unanimously. [For the record: Scott to sign the Resolution, scan it, and forward to the Secretary to attest and post accordingly.]

Motion: It was moved by Cynthia Boyle and seconded by Scott Fullerton to approve the 2021 Notice of Regularly Scheduled Monthly Board of Directors Meetings. There was no discussion. The Motion was voted upon and carried unanimously. Cindy to post accordingly.

To-Do List Review: Cindy stated that all objectives for the 2020 fourth quarter and for this Board meeting have been met. The only remaining issue is to get an original Oath of Office with wet signatures to Fremont County which is a new filing requirement. Scott reiterated that we are in statutory compliance concerning the Oath of Office.

Scott further stated:

- all legal work for the King Meadows Station was completed in December. We have requested our insurance company to add the Zimney's as an additional insured and we are waiting for the certificate to be issued. There are no issues; it's simply pending. Per Chief Norris, Brad is going to help with the maintenance of this station. We cannot move any equipment into the station until the heaters are installed, but Greg Cook is working on that. We are moving forward.
- our Excess Liability Insurance coverage is in effect as of 01/01/2021.
- Our payroll accountant completed year-end payroll and W-2 documents in QuickBooks. Scott is waiting to receive the documents at which time he will distribute the W-2's and will file other various forms appropriately.

Change in Officer Positions: Scott inquired if there was any interest in making changes to the TFPD Board Officer positions. There was no interest expressed. The Board is currently satisfied with their positions and we will not pursue any changes at this time.

COVID Discussion: Per Scott, based on the latest Colorado Public Health data trends, we are seeing an uptick in Colorado following the holidays. However, overall trends are downward (encouraging). He recommended that our February Board Meeting be held virtually and that we should make a decision during the February Board Meeting whether the March meeting will be in-person or virtual based on the then current data (Brad concurred and there were no objections from the other Directors). We should start thinking about a modified return to normal during the 2021 second quarter – meaning, there may be some restrictions and guidelines to follow, but perhaps we can begin with some form of in-person meetings, events, etc. So, for planning purposes, we should assume that events may occur later in the year and we should be flexible.

Chief Norris has started up with in-person training this week. They have imposed mask requirements (inside the station) and appropriate PPE to be worn (outside the station) which makes the training situational and conditional. A training program is in effect for the first quarter. Several responders have received their first vaccine shots.

Scott suggested that Cindy and Misty (TFPD Auxiliary) begin making tentative plans for events later in the year. Scott to begin a conversation with Misty.

Welcome Letters (new item for the Agenda): Welcome letters were previously sent out by Bonnie. Cindy explained that we need a volunteer to run off the appropriate amount of letters, personally address envelopes (or run off mail labels) to new owners from a spreadsheet provided by Cindy, and mail them. This needs to be done quarterly. Brad has a potential volunteer in mind; will check with them and will email the Board with their response.

TREASURER'S REPORT:

Chris stated he received a perfect handoff of financial items/documentation from Bonnie. Scott helped and put together the first page of the Treasurer's Report. (Scott later clarified that the \$127,132 amount shown for the District's checking account balance as of 12/31/2020 was a typo. It should be \$121,824 as shown on second page of the Treasurer's Report. A corrected version of the Report was provided to the Secretary following the meeting for archival purposes.) Chris is working on transitioning to QuickBooks based reports beginning in January 2021. He is also working on Audit Exemption compilation request for documents from Osborne, et al, where we are approximately 75% there on the deliverables. He has set up a shared file on Google Drive. He is also working on the annual Workers' Compensation audit, where we are approximately 33% there on the deliverables.

Scott explained that we are now positioned to transition from accounting and reporting using a combination of spreadsheets and QuickBooks to using QuickBooks alone. The old procedures were accurate and served us well, but are becoming increasingly inefficient as we continue to grow. The benefits include eliminating transcription by directly downloading and integrating information from our bank and credit card companies, minimizing timing discrepancies due to mailed statements, shortening the time between when an expense is incurred and payment is made, improving the availability of management information on a timely basis, and improving the consolidation of related-records retention and backups.

Per Scott, we are trying to clean up files and folders that are offline. As part of this transition, we want to get everything moved up to the Cloud or put into a fireproof safe at the Main Station. We will look into purchasing two fireproof/waterproof safes (one for Ops and one for Administration). This will be beneficial for both accounting and other critical records.

Chief Norris requested to have an offline meeting to review the annual performance to budget and where Ops ended up from a cash flow standpoint (annual P&L). He is looking for a high-level view of the Ops budget and cash flow. Scott and Chris agreed. His request was consistent with their desire to ensure the new QuickBooks reports provide him with the management information and clarity he needs.

Motion: It was moved by Scott Fullerton and seconded by Brad Nelson to approve the Treasurer's Report for December 2020 with the change in the amount shown for the District's checking account balance as of 12/31/2020 on the first page to \$121,824. There was no discussion. The Motion was voted upon and carried unanimously.

SECRETARY'S REPORT:

Motion: It was moved by Cynthia Boyle and seconded by Scott Fullerton to approve the regular Board Meeting Minutes for December 14, 2020 and the special Board Meeting Minutes for December 18 and December 31, 2020. There was no discussion. The Motion was voted upon and carried unanimously.

OPERATIONS REPORT:

Chief Norris discussed the highlights of the Operations Report:

- responded to 8 incidents in December; bringing the Y-T-D total to 146 which is an amazing increase from previous years.
- added one new recruit to the membership.
- water tanks are buried @ Canyon Springs; approximately 95% complete.
- We appreciate the non-monetary donation from Coleman Auto – a car for extrication training which is tentatively scheduled for mid to late March.
- one member currently attending EMT training.
- response time: 12 minutes for December; 15.96 minutes for the entire year.

Chief Norris further stated:

- The water tank installation @ Canyon Springs expands our water capacity by approximately 30,000 gallons.
- Kevin was able to secure approximately 15 Water License Agreements from TFPD landowners.
- 15.96 response time for the entire year for a rural volunteer agency is absolutely amazing.
- EMS stats for the year: 44 trauma patients and 30 non-trauma medical patients; of those 40 patients were transported via ground ambulance and 9 patients were transported via air ambulance; 15 patients refused medical care.
- All EMTs are IV certified.
- Three EMTs attained EKG interpretation certification which allows them to interpret and convey information to a doctor by using our LifePak 15 equipment.
- responded to one structure fire last year.
- busiest call day (8 incident calls) was in February 2020.
- will begin to track HazMat calls.
- TFPD responded to ALL medical calls with an EMT or EMR.
- TFPD recently responded to another district's EMS calls as they had no one available.

Scott mentioned that he had heard that we were the only District (other than Canon City) to respond to 100% of our medical calls with an EMT present. Chief Norris concurred and the Board agrees that this is an **AMAZING ACCOMPLISHMENT!**

Scott wants to pursue a Deployment Study Group Session. Would like Chris to be involved.

Scott also reiterated – **AWESOME JOB BY THE TEAM!**

OLD BUSINESS:

Recognition Committee: Harvey stated there was nothing new to report. Scott mentioned that we had talked about launching this at our next Open House, so he should be thinking about plaques, nominees, etc.

Excess Liability Protection: Scott already stated this coverage is in place.

Grants: Scott stated that the St. Thomas More Grant application was turned in for a LifePak 15. We probably will not know the status until late February/early March.

Cindy identified a few online grant opportunities. This document was provided for Board review. Chief Norris and Kevin are to review that document to determine if any of the opportunities are feasible and present their findings at the February Board Meeting. Chief Norris mentioned that some of the federal and state grants need a SAM.gov account. The TFPD account recently expired and must be renewed. Scott will take on this assignment.

Background Checks: Chief Norris did reach out to Sheriff Cooper and Canon City Fire Department as to how they handle background checks. In getting feedback from our firefighters, one made the observation that some individuals might not carry any debt and therefore we would be unable to obtain any type of credit check. Scott commented that preliminary information is confirming there will be two primary aspects to this project: what information do we want from a background check and, separately, who may see it and what do we do with that information once it's received. This will continue to be an ongoing project.

Communications Plan: Chief Norris stated he and Kevin are focused on holding Medical Outreach programs. They are currently collecting information on Vial of Life programs. Chief Norris did not talk to Misty about the community service projects shown in the Plan. But he also stated that Misty already does community service at Thanksgiving and Christmas in conjunction with Loaves & Fishes by handing out meals at the Main Station. They do need to work on defining the Auxiliary Community Service Program. The HOA/POA handout is basically complete. Chief Norris still needs to compose a fact sheet for resources on controlled burns.

The Board members had no comment concerning the Plan.

Harvey continues to work on condensing the communications document he received. Personally, he felt we could improve on the LED sign that is currently installed at the Main Station. Scott has had some communication with CDOT concerning signs, so he will get together offline with Harvey to discuss.

Website Volunteer Page/Maintenance & General Support: After a short discussion, Chief Norris agreed to work with Cindy offline in order to finalize the wording for this page.

Challenge Coins: Chief Norris asked for clarification as to how this project is to be run – can he proceed on his own or is Board approval required? He is envisioning having a Firefighter coin (which will be approved by the Firefighters) and one for the District. Scott would like to approve

the District level coin. Chief Norris further stated that the face of the coin would be the same for both but the backside would be different. TFPD would provide one personalized coin to each Firefighter. If any Firefighter would like additional coins, it would be at their own expense. Scott would like all final artwork submitted for approval at the February Board Meeting for a final decision. At that time, we will also discuss where this expense will appear in the budget. Brad continued to express his concern about the wearability of the coins. Brad will discuss offline with Chief Norris.

Donations (omitted from the Agenda in error): Cindy reported that the District received \$60 in unrestricted donations in December; YTD donations total \$4,731, of which \$3,077 is from District residents/property owners.

NEW BUSINESS:

Brad: Snowplowing – He feels we will not get an unpaid volunteer to snowplow any of our stations due to wear-and-tear on an owner’s vehicle/equipment, travel time, etc. Scott clarified that we just wanted to make it known that snowplowing was a volunteer opportunity. Chief Norris commented that our Firefighters have been asking for side-by-sides. Quads are no longer allowed for federal incidents because they are considered dangerous. We currently have two quads. Brian Smith is currently researching grants for a side-by-side with snowplow capabilities.

Brad further mentioned that several of his neighbors have expressed interest in another Stop the Bleed class and a chainsaw safety class (Sawyer class). Chief Norris stated that a Stop the Bleed class will be done but questioned potential liability issues concerning a chainsaw class. We would need to check with our insurance agent.

Scott: Liability issues, other risks and insurance – We started work on the process of reassessing our situation. The primary elements are a property component, a liability component for responders/officers/directors, and an event or outreach activity component. For example, Mark’s question from a moment ago: we need to better understand the current liability exposure and/or insurance coverage for common types of events and outreach activities, so we don’t unintentionally expose ourselves or, at the other extreme, eliminate events that would be appropriate. Also, what is the appropriate level of financial reserves we need to have set aside for contingencies beyond TABOR? What are the likely scenarios? What is our risk for a large fire? We need to work through certain scenarios for a better understanding. Most experts are answering questions with “It depends,” but they also appear willing to help us identify the most probable scenarios based on their experience.

Harvey: Already discussed the communications document and Plan.

Cindy: Frecom911 Alert – This is a new emergency alert system for Fremont and Custer Counties. This system replaces the Alert Fremont system which will be discontinued on January 29, 2021. Residents must register for the Frecom911 Alert system. The TFPD website is currently showing this new information. Cindy sought approval to send out an email blast informing the TFPD Community of this new alert system and would like to use our website as the hyperlink in the email in an effort to gain more exposure to our website. The Board unanimously agreed.

Chris: Was impressed with the Ops stats for 2020. He will continue working on the Audit Exemption compilation project, annual Workers’ Comp audit, and working on the financials transition. He would like to help more in the future.

NEXT PUBLIC MEETING:

The next regular TFPD Board Meeting is scheduled for Monday, February 8, 2021, at 2:00 p.m. This will be a virtual meeting.

MOTION TO ADJOURN:

It was moved by Brad Nelson and seconded by Scott Fullerton to adjourn the meeting at 3:22 p.m. The Motion was voted upon and carried unanimously.

Respectfully submitted by Cynthia M. Boyle, Secretary to the Board.

Operations Report - December 2020

Incidents:

- 8 Incidents in December, 146 total for 2020 - See accompanying NFIRS documentation.

Membership:

- 17 Active Members, 5 Probationary Members, 4(+1) Recruit, 2 Single Resource Deployable Members

Project Updates:

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

Upcoming POA/HOA Meetings;

Non-Monetary Donations for the current month;

- Coleman Auto donated a car for extrication training

Accomplishments(2020);

- Lexipol project initiated and moving forward several policies sent out
- The culvert at the Autumn Creek Station needs to be repaired as soon as the weather allows - COMPLETED
- Fire Danger level signs for District in key locations
- COMPLETED - September 25th, time 2PM, Meadowdale Ranch Road Association Meeting @ Main Station - donated \$100 to TFPD
- District Boundary Signs - signs ordered and delivered. Will be placed as time allows.
- Text messaging project - COMPLETED
- The state has converted to IQS V6 - Personnel Updates proceeding
- ROSS has been retired, IROC is in place. All-access permissions completed.
- COMPLETED - August 22nd, 1400 - Alpine Bluffs POA Meeting @ Main Station
- E364 & E363 Sold
- COMPLETED - July 25th, 1200 - Delilah Peak POA Annual Meeting requested presentation by Chief
- Letter to donors regarding Drone Program - Completed
- Fremont County Dept of Public Health and Emergency Manager donated 12 2-packs of Narcan
- Compensation policy complete
- NFIRS Registry update completed
- Sold unused fiberglass water tank
- Completed Water Access & Use Agreement Water Source Location list created&updated

Strategic Plan Objectives Reportable Updates & Status;

- Social Media Post Data
 - November 2020 - Discussion and screenshots
- Objective - EMS
 - Part 1 - EMS Within the Fire Dept.
 - Current State Registered/Certified Responders = **4 EMT-B & 4 EMR**
 - 100% of calls have a TFPD State Registered/Certified Responder
 - 1 Member attending EMT training, 1 member planned for EMT training
- Objective - Response Times
 - Ave. Arrival Times: **12.00** minutes For December / **15.96** minutes YTM average 2020
 - **time slightly down - 2 non-code responses & 0 responses to outlying areas**
 - 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 **26** weeks
 - **Engines Available in ROSS(IROC) or Deployed 11 weeks in 2020**
 - **We have delisted all engines due to lack of crew**
 - Single Resource Deployments
 - No Updates

Summary By Incident Type

Report Period: From 12/01/2020 to 12/31/2020

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)	0	0.00 %	0	0	0	0	0	0	0
Total Fires	0	0.00 %	0	0	0	0	0	0	0
Pressure Ruptures, Explosion, Overheat (200-251)	0	0.00 %	0	0	0	0	0	0	0
RESCUE CALLS									
Emergency Medical Treatment (300-)	4	50.00 %	0	0	4	0	0	0	4
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
Total Rescue Calls	4	50.00 %	0	0	4	0	0	0	4
Hazardous Condition Calls (400-482)	0	0.00 %	0	0	0	0	0	0	0
Service Calls (500-571)	2	25.00 %	0	0	2	0	0	0	2
Good Intent Calls (600-671)	2	25.00 %	2	0	0	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
FALSE CALLS									
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
Total False Calls	0	0.00 %	0	0	0	0	0	0	0
TOTAL CALLS	8	100.00 %	2	0	6	0	0	0	8

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	0	0
Fire Related Deaths	0	0
Non-Fire Deaths	0	0

Summary By Incident Type

Report Period: From 01/01/2020 to 12/31/2020

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)	4	2.84 %	2	0	2	0	0	0	4
Vehicle Fires (130-138)	1	0.71 %	0	0	1	0	0	0	1
Other Fires (100, 140-173)	6	4.26 %	4	4	2	0	0	0	10
Total Fires	11	7.80 %	6	4	5	0	0	0	15
Pressure Ruptures, Explosion, Overheat (200-251)	1	0.71 %	0	0	1	0	0	0	1
RESCUE CALLS									
Emergency Medical Treatment (300-)	84	59.57 %	5	1	79	0	0	0	85
All Others (331-381)	1	0.71 %	0	0	1	0	0	0	1
Total Rescue Calls	85	60.28 %	5	1	80	0	0	0	86
Hazardous Condition Calls (400-482)	2	1.42 %	1	0	1	0	0	0	2
Service Calls (500-571)	6	4.26 %	2	0	4	0	0	0	6
Good Intent Calls (600-671)	32	22.70 %	28	0	4	0	0	0	32
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
FALSE CALLS									
Malicious Calls (710-715, 751)	0	0.00 %	0	0	0	0	0	0	0
Other False Calls (700, 721-746)	4	2.84 %	2	0	2	0	0	0	4
Total False Calls	4	2.84 %	2	0	2	0	0	0	4
TOTAL CALLS	141	100.00 %	44	5	97	0	0	0	146

Total Incidents With Exposure Fires 0 Total Fire Dollar Loss \$ 309,000.00

Total Exposure Fires 0 Total Dollar Loss \$ 309,000.00

Casualty Summary	Civilian	Fire Service
Fire Related Injuries	0	0
Non-Fire Injuries	28	0
Fire Related Deaths	0	0
Non-Fire Deaths	1	0



Mark Norris <mark.norris@talxfire.com>

December, 2020 report for Tallahassee Fire Protection District

1 message

Fire Recovery USA <inspections@firerecoveryusa.com>

Fri, Jan 1, 2021 at 7:11 AM

Reply-To: inspections@firerecoveryusa.com

To: chief@talxfire.com

Monthly Totals For Tallahassee Fire Protection District

December, 2020

Dear Mark Norris,

This monthly status report gives you a quick snapshot (as of 2021-01-01) of the claims which have been submitted and paid in the previous month.

	Last Month (Dec)		All Year (2020)	
	# Claims	\$ Amount	# Claims	\$ Amount
Claims Submitted	1	\$2,588.00	37	\$44,836.00
Payments Received By FRUSA	1	\$568.33	21	\$16,917.70
Claims Denied	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	0	-
In Progress	1	-	22	-