



Tallahassee Fire Protection District Minutes of the Board of Directors Regular/Hybrid Meeting April 12, 2021

Scott Fullerton called the Regular/Hybrid Meeting to order at 2:05 p.m., on April 12, 2021.

Directors Present: Scott Fullerton, Brad Nelson, Christopher Parker, Cynthia Boyle, Harvey Ammel (All in-person @ TFPD Main Station. A quorum is present.)

Directors Absent: None

Firefighters/Volunteers Present: Chief Mark Norris (In-person @ TFPD Main Station)

Public Present: None

Purpose of Regular/Hybrid Meeting: To discuss agenda items for the regular monthly Board of Directors Meeting and to hold an executive session.

PUBLIC INPUT:

No members of the public were present either in-person or by teleconference call.

SECRETARY'S REPORT:

Motion: It was moved by Cynthia Boyle and seconded by Brad Nelson to approve the regular Board Meeting Minutes for March 8, 2021. There was no discussion. The Motion was voted upon and carried unanimously.

TREASURER'S REPORT:

Motion: It was moved by Christopher Parker and seconded by Scott Fullerton to approve the Treasurer's Report for March 2021. Chris discussed the Treasurer's Report. Our revenue is up due to property tax revenue coming in. We can discuss equity categories (net investment in capital assets, restricted, committed, and assigned funds) at a later meeting. He is working on a reporting model that is more useful for budget reporting.

Scott clarified that QuickBooks is written for business accounting; not governmental accounting. Therefore, certain items need to be reclassified through journal entries. The budget report appears to show actual expenses approximately \$10,000 greater than budget. But that is due to an entry of \$10,495 that QuickBooks is including in the report that should not be there under governmental accounting. Standard journal entries will be made to correct that before the next Board meeting.

There was no further discussion. The Motion was voted upon and carried unanimously.

ADMINISTRATIVE ISSUES:

Scott discussed the latest COVID trends:

- Current orders are due to expire before the next Board meeting.
- It is clear that things will revert to local governments within a few days.
- Indications are that local governments will relax restrictions from where they have been.

Motion: It was moved by Scott Fullerton and seconded by Harvey Ammel to hold the May 10 Board of Directors Meeting as a hybrid meeting at the Main Station which will be open to the public. Should we receive clarification from local government concerning COVID restrictions before we prepare the agenda for this meeting, we may modify to a traditional meeting. In the interim, we must continue to wear masks appropriately and must maintain six feet distancing from one another. We will still provide teleconference information for those who prefer to meet virtually due to COVID. The Motion was voted upon and carried unanimously.

OPERATIONS REPORT:

Chief Norris discussed mutual aid as it relates to Deer Mountain FPD:

- From January 1 through March 31, TFPD provided mutual aid six times.
- From April 1 to April 4, TFPD provided mutual aid four times.
- An April 3 call almost compromised our ability for an EMT response to a local call within our own district.
- TFPD is being specifically requested by Deer Mountain instead of requesting mutual aid (generically from any agency).
- A Deer Mountain FPD board member sent an email to several agencies requesting continued assistance without offering a plan on how this would be managed.

Chief Norris conferred with Scott and it was decided to limit mutual aid responses to Deer Mountain FPD to one response per rolling 30 days. Boundaries/Limitations needed to be set as TFPD cannot continue to respond at this rate. Chief Niblett (Deer Mountain FPD) was notified by email of this decision.

County-wide meetings have been held to address and discuss the EMS responses within Fremont County but no conclusions have been reached.

Chief Norris emphasized that TFPD is not experiencing any issues at all, but requests are increasing overall for EMS responses.

Scott commented that TFPD was one of the last districts, possibly the last district, to place restrictions on Deer Mountain.

Motion: It was moved by Scott Fullerton to discuss a response to Deer Mountain's email. There was no second. Therefore, the Motion failed.

Chief Norris discussed the highlights of the Operations Report:

- responded to 23 incidents in March; bringing the YTD total to 43.
- currently have 18 active members.
- average response time for March was 10.7 minutes; 14 minutes YTD.
- no HAZMAT calls to date.
- there has been one single resource deployment to the South Dakota fire.
- in working through the design for the backside of the Firefighter's coin, CombatBet stated that if we use the same design as the District coin and only add a Firefighter's name, they would not charge us additional artwork fees. Still working through this scenario.
- Canyons Springs water tanks are mostly buried. Progress stopped due to weather.
- ordering the Main Station Smokey the Bear sign is top priority. In discussions with Cindy, we will be adding some items to our order but we will remain within the \$4,000 budget allowance.
- Penrose Tractor donated an automobile for extrication training.
- Martin Marietta donated approximately 200 tons of rock for the Main Station drive areas.

In discussing the upcoming HOA/POA meetings, Cindy questioned the viability of holding the June High Park Ranch POA Meeting at the King Meadows Station. Her concern centered around liability issues and possible COVID restrictions. Brad (who belongs to this POA) stated that normally approximately 30 people attend with most of them opting to sit outdoors, most are family members, but the Station could house them inside if needed. He felt there was no reason for concern. Scott stated that if there are any COVID rules or restrictions at the time of this meeting, they must be followed. Brad concurred.

Brad asked about the status of the Main Station ventilation system. Chief Norris responded that this project is not a priority now as we are able to open doors for ventilation purposes. It will be addressed at a later date.

Cindy requested an update on the Stop the Bleed class for the TFPD Community. She was concerned about communications efforts as an email from Chief Norris implied a May date for this class. Chief Norris stated they were waiting for notification as to whether or not we received a training kit grant (Cindy noted that award announcements would be made on May 20) and that a 60-day lead time is required for the class. Therefore, this class will not be held in May but would be held later in the year. This discussion was tabled until the May 10 Board Meeting.

OLD BUSINESS:

Motion: It was moved by Cynthia Boyle and seconded by Scott Fullerton to approve the purchase of TFPD Emergency Medical Information (“EMI”) Decals and copies of the EMI Form and Instruction Sheet as shown on the Projected Cost(s) Spreadsheet. Total cost is not to exceed \$950. The Motion was voted upon and carried unanimously.

Cindy and Chief Norris to finalize EMI baggie packet delivery verbiage for the TFPD website.

Motion: It was moved by Cynthia Boyle and seconded by Scott Fullerton to proceed with the proposed verbiage for an email blast to our HOA/POA primary contacts which shares ideas on fire mitigation, preparation for emergency situations, and helping TFPD response teams being able to find members of their community. The majority of this shared information can be found on the TFPD website. This email blast is part of the Communications Plan which was approved conceptually. The Motion was voted upon and carried unanimously.

As both of these endeavors are interrelated, the launch date is set for May 24, 2021.

NEW BUSINESS:

There was no discussion.

NEXT PUBLIC MEETING:

The next regular TFPD Board Meeting is scheduled for Monday, May 10, 2021, at 2:00 p.m. This will be a hybrid meeting unless modified beforehand.

Chief Norris left the meeting.

EXECUTIVE SESSION:

Motion: It was moved by Scott Fullerton and seconded by Cynthia Boyle to move to Executive Session pursuant to §24-6-402(4)(b) and (f), C.R.S. for conferences with the District's general counsel for the purposes of receiving legal advice on specific legal questions related to investigation procedures and to discuss personnel matters related to the Chief and Captains. The Motion was voted upon and carried unanimously.

All Board members moved to Executive Session at 2:40 p.m.
The executive session ended at 4:10 p.m.

TFPD Monthly Board Meeting resumed at 4:10 p.m. All Board members were still present.

Motion: It was moved by Scott Fullerton and seconded by Brad Nelson that Scott Fullerton and Harvey Ammel would serve as the Committee to Investigate submitted complaints. The Motion was voted upon and carried unanimously.

Motion: It was moved by Scott Fullerton and seconded by Brad Nelson to direct the TFPD Fire Chief to perform an audit of training certifications. The Fire Chief is required to do an urgent and thorough audit and assessment of our training curriculum, instructor certifications and anything else that would adversely affect the validity of the certifications we provide to our responders through our training programs; and that priority should be given to the NWCG certifications because of the imminent expiration of the 2020 certifications. The Fire Chief can utilize senior officers and any others with relevant knowledge to assist in this activity. The Fire Chief is to report back to the Board no later than Monday, April 19, 2021, by 5:00 p.m., with this audit information. The Motion was voted upon and carried unanimously.

Scott will send an email to Chief Norris advising him of this directive shortly after this meeting.

MOTION TO ADJOURN:

It was moved by Harvey Ammel and seconded by Brad Nelson to adjourn the meeting at 4:14 p.m. The Motion was voted upon and carried unanimously.

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

Operations Report - March 2021

Incidents:

- 23 Incidents in March, 43 total incidents for 2021 (146 total incidents for 2020) - See accompanying NFIRS documentation.

Membership:

- 18 Active Members, 2 Probationary Members, 1 Recruits, 6 IMT Deployable Members, 8 Auxiliary Members

Updates:

- Challenge Coin primary designs for individual FF is completed
- Water tanks at the Canyon Springs station are mostly buried. Weather stopped progress. Final connections need to installed and burial completed. - IN PROCESS
- HOA Resource Sheet for outdoor burning
- SBS UTV Project - Waiting for grant info from Polaris
- Smokey Bear sign project in process

Upcoming POA/HOA Meetings;

5/8/2021 1pm Meadowdale Ranch Road Association @ Main Station

6/12/2021 High Park Ranch POA @ King Meadow Station Time TBD

7/24/021 Delilah Peak POA @ Main Station Time TBD

Non-Monetary Donations for the current month;

- Penrose Tractor donated an automobile for extrication training
- Martin Marietta donated approx 200 tons of rock for the main station driveways, parking areas and alleys

Accomplishments(2020);

- Main Station Driveway project completed
- KM Station - door handle lock changed & heaters installed E341 moved KM Station in-service February
- CPR/AED recertification completed in February
- Auxiliary Calendar has been reviewed for 2021 and tentative events towards the end of 2021 are scheduled
- Door codes updated in January for all Current Members and Board Members

Strategic Plan Objectives Reportable Updates & Status;

- HAZMAT call Tracking
 - No call info
- 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 Medical Responder
 - 1 Member attending EMT training, 1 member planned for EMT training
- Objective - Response Times
 - Ave. Arrival Times: **10.70** minutes For March / **14.00** minutes YTM average 2021
 -
 - We have beat AMR on-scene 100%
- Objective - National Deployment Program
 - Improve National Deployment Program
 - The goal for 2021 - 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 00 weeks in 2021**
 - **We have delisted all engines due to a lack of crew**
 - Single Resource Deployments
 - No Updates

Summary By Incident Type

Report Period: From 03/01/2021 to 03/31/2021

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-)	16	76.19 %	8	2	8	0	0	0	18
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
Total Rescue Calls	16	76.19 %	8	2	8	0	0	0	18
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)	5	23.81 %	5	0	0	0	0	0	5
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	21	100.00 %	13	2	8	0	0	0	23

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 01/01/2021 to 03/31/2021

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)	1	2.63 %	0	0	1	0	0	0	1
Vehicle Fires (130-138)	0	0.00 %	0	0	0	0	0	0	0
Other Fires (100, 140-173)	1	2.63 %	0	0	1	0	0	0	1
Total Fires	2	5.26 %	0	0	2	0	0	0	2
Pressure Ruptures, Explosion, Overheat (200-251)	0	0.00 %	0	0	0	0	0	0	0
RESCUE CALLS									
Emergency Medical Treatment (300-329)	26	68.42 %	8	5	18	0	0	0	31
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
Total Rescue Calls	26	68.42 %	8	5	18	0	0	0	31
Hazardous Condition Calls (400-482)	1	2.63 %	0	0	1	0	0	0	1
Service Calls (500-571)	1	2.63 %	0	0	1	0	0	0	1
Good Intent Calls (600-671)	8	21.05 %	8	0	0	0	0	0	8
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	38	100.00 %	16	5	22	0	0	0	43

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



March, 2021 report for Tallahassee Fire Protection District

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

Thu, Apr 1, 2021 at 5:57 AM

Monthly Totals For Tallahassee Fire Protection District

March, 2021

Dear Mark Norris,
This monthly status report gives you a quick snapshot (as of 2021-04-01) of the claims which have been submitted and paid in the previous month.

	Last Month (Mar)		All Year (2021)	
	# Claims	\$ Amount	# Claims	\$ Amount
Claims Submitted	0	\$0.00	5	\$4,606.00
Payments Received By FRUSA	2	\$3,790.80	5	\$5,506.40
Claims Denied	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	0	-
In Progress	0	-	5	-