



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

Scott Fullerton called the Regular/Hybrid Meeting to order at 2:00 p.m., on July 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: Lt. Greg Cook (In-person @ TFPD Main Station)

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:

Lt. Greg Cook (representing Becky Moser and Suzanne Cook) gave a brief history on the development of the Tallahassee Volunteer Fire Department. He then gave Harvey a list of nominees with their history information for consideration of the Recognition Plaque.

Lt. Greg Cook then commented that he had several old district maps which Orlan Lighty had drawn up years ago. He agreed to provide Scott with a few of these district maps for use at the upcoming Open House.

OLD BUSINESS:

Briefing on the Recognition Plaque/Case Project: Harvey continues to address this project. His friend (who is a woodworker) is working on the physical plaque. Harvey would like to get a tentative approval of the list of names in order to pick out plate size and common font for the plaque. After discussion, it was agreed that the header to the plaque should be "In Recognition of Service." We want to include all those that contributed -- both past and present. We need to fine tune specific criteria as to what constitutes having names added to the plaque. Harvey is to circulate the list of nominees to the Board and Chief Norris. Scott mentioned that there will be a special session executive session coming up probably within the week. With this in mind, the plaque discussion will be included on that agenda (non-executive session) so that the Board can determine the final plans, specific criteria/boundaries and names that will appear on the plaque. In the interim, we are to think about our impression or boundary points of the criteria.

Open House Planning: Status was moved to the end of this meeting.

Smokey the Bear Fire Danger Sign @ the Main Station: Chief Norris has ordered the sign. He has not received any shipping status updates since June 2 and will follow up. The Board agreed to allowing the volunteers installing the sign to determine the exact location – preferably at the north end of the fire station property. It is our intention to have this sign installed before the Open House.

Improvements to the District Property Owners Database: Cindy has been maintaining this database since August 2016. She gave a brief history of this spreadsheet. Originally, the spreadsheet was primarily used to track monetary donations. Although the database was not 100% accurate (due to there being no updates to the database for approximately one year), she worked with GIS to make it as accurate as possible. Since the mill levy was passed, the TFPD spreadsheet is now primarily used for contact information. Cindy was recently informed that the most accurate database to use for updates was that of the Assessor's Office. She now consolidates the information from both databases (or spreadsheets) on a quarterly basis. The TFPD database is now updated through July 8. There are 49 entries that she needs to discuss with Scott. It's not clear how these 49 entries should be shown in our database. Currently, there are 1,733 total entries; with 1,242 unique property owners. Of those listings, we have email addresses for 405, or approximately 1/3 of our property owners.

Scott stated that once time permits, he plans on consolidating structures information from the Building & Planning Department database into the TFPD database so that we have a sense of the extent to which structure load is changing over time. This information would be helpful for strategic planning purposes – what structure types are on the land, when they occurred, how many structures are going up per year, the value of these structures, etc. This type of data will help us to determine growth patterns, locations of stations and pre-positioning other resources, changes to the levy or other matters that require years of advanced planning.

Director's Reports: There was no discussion.

SECRETARY'S REPORT:

Motion: It was moved by Cynthia Boyle and seconded by Scott Fullerton to approve the regular Board Meeting Minutes for June 14, 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 June 2021. Chris discussed the Treasurer's Report. Cash continues to improve and we are holding the line on expenses.

Cindy requested a P&L Statement that would show YTD actual vs. budget (with the last column to show the budgeted amount for the entire year) be added to the financial statement packet. Chris agreed to this add this financial. Cindy also suggested that we could eliminate the Balance Sheet for any given month and the P&L for any given month (Statement #2 and Statement #4) as both are a repeat of the financial information already shown in those monthly comparative statements. Chris agreed to eliminate these two financial statements. The Board is welcome to do a review of all monthly financials and other pertinent information in Chris's shared drive.

Chief Norris pointed out that there has been a slight decline in Operations expenses due to him requesting his personnel to check current inventory before automatically ordering an item – especially when an item comes with an expiration date.

Scott stated that beginning next month due to the popularity of the EMI Program, those expenses will appear separately in their own sub-account under the Community Outreach Expenses section.

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

PRESIDENT'S REPORT:

Insurance Matters: Scott reported as follows:

- For Workers Compensation in the State of Wyoming:
 - We are registered for 2021.
 - We need to provide data for payroll earned in Wyoming for July.
 - Workers Compensation requirements for resource deployments to Wyoming:
 - We need to file once per calendar year and only if we deploy to Wyoming.
 - We are required to file the zip code of the first deployment only (this information is available from the resource order). No further filing is required for deployments of other individuals or to other locations during the remainder of the year.
 - We will receive a letter requesting information regarding that first payroll, which we must complete and return.
- Chief Norris notified all responders and updated the Compensation Agreement to reflect the requirement for notification of out-of-state deployments and sending a copy of the Resource Order to the Wildland Coordinator.
- We are currently compliant.
- Adding Board, Auxiliary and Reserves to WC coverage:
 - Information for Board members was sent; waiting for confirmation of incorporation into the coverage roster.
 - Waiting for information from one of the Auxiliary members. Once received, that information will be sent. Information for the remaining Auxiliary members was sent; waiting for confirmation of incorporation into the coverage roster.

We need a regular, recurring process (once a month) for reviewing rosters. Scott requested Chief Norris to send his then-current roster to the President, Treasurer and Secretary when he sends his report of month-end stipends.

District Administration - Annual Calendar/To-Do List: Cindy has agreed to create a current version of year-end tasks -- similar to what she put together last year -- into an Excel spreadsheet. This will help with compliance requirements. It will be broken down by month and the individual(s) responsible for the task(s).

District Administration – Document Management: Our 90-day auto delete policy for emails stems from legislative guidelines. We have been using this rule universally, but there are some exceptions. Different types of communications can be under different rules. Scott recommended that if any Board member or Chief Norris runs into an issue with the 90-day auto delete, inform him and Cindy of that particular issue. The state guidelines will be checked for relevant rules and exceptions.

Scott received a notice concerning our bulk mailing permit. Chris is to have this notice updated with our current district name and contact person.

OPERATIONS REPORT:

Chief Norris discussed the Operations Report. Highlights and project updates include:

- 8 incidents in June, 77 incidents year-to-date.
- Membership: 13 active, 2 probationary, 4 recruits, 2 reserves, 6 deployable members, 7 Auxiliary members.
- King Meadows Station drive area is complete.
- Challenge Coin primary design is complete. Still finalizing the sub-designs. Plans to place an order soon so that we have them for the Open House.
- Smokey the Bear Sign ordered; waiting on shipping status. (See updated status below.)

- Canyon Springs water tanks mostly buried; still need to install stacks. Waiting on weather.
- Updating and working on the HOA/POA resource sheet and outdoor burning sheet.
- Brian Smith has made no progress on the Polaris grant. Still waiting for information.
- No update on the canned emergency drinking water donation.
- Operation Gratitude donations will be handed out this week with photos taken.
- One Hazmat incident in June – propane tank leak.
- EMS is going well. Working on scheduling an EMT class.
- Response times are good. 11.52 minutes/seconds for June; 11.46 minutes/seconds average YTD.
- Deployments: One in June to Wyoming.

ADMINISTRATIVE ISSUES:

Motion: It was moved by Scott Fullerton and seconded by Brad Nelson to approve Resolution 2021-003 which terminates Resolution 2020-003 Continuation of Declaration of Local Disaster Emergency. On July 8, Governor Polis rescinded all Executive Orders related to COVID. The Motion was voted upon and carried unanimously.

COVID Update: Not necessary due to the above Resolution.

Donations: Cindy reported that the District received \$115 in unrestricted donations in June. YTD donations total \$3,265 -- compared to \$2,858 received YTD in 2020.

NEW BUSINESS:

Skid-Truck Training Event: We are making headway on hosting this event. This truck is offered by the insurance pool and is used to train drivers on how to operate large vehicles in hazardous conditions. It simulates driving on ice, loss of control, etc. We continue to look into the details and logistics for this event.

EXECUTIVE SESSION:

An Executive Session was not required at this time. Scott reiterated that a special session executive session with counsel is imminent for the week of July 19 or shortly thereafter.

OLD BUSINESS (Continued):

Open House Planning: The Excel spreadsheet which Cindy put together regarding the Open House To-Do's and Responsibilities was discussed in detail. Tasks were assigned and the spreadsheet will be updated accordingly. Cindy to distribute to the Board members and Chief Norris.

The Board approved notifying all property owners of the Open House – whether by email (for those that have provided an email address) or by USPS postcard mailing (for those that have not). Cindy to handle both.

The Board also approved providing food for the Open House volunteer crew.

Christopher Parker was excused and left the meeting at 4:00 p.m.

Shortly before this meeting ended, Chief Norris received word that the Smokey the Bear Sign is estimated to ship on July 20.

NEXT PUBLIC MEETING:

The next regular TFPD Board Meeting is scheduled for Monday, August 9, 2021, at 2:00 p.m., at the Main Station.

MOTION TO ADJOURN:

It was moved by Scott Fullerton and seconded by Harvey Ammel to adjourn the meeting at 4:15 p.m. The Motion was voted upon and carried unanimously.

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

Operations Report - June 2021

Incidents:

- **8** Incidents in June, **77** total incidents for 2021 (146 total incidents for 2020) - **See accompanying response reports.**

Membership:

- 13 Active Members, 2 Probationary, 4 Recruit, 2 Reserve, 6 IMT Deployable Members, 7 Auxiliary Members

Updates & Project Status:

- KM Station drive areas covered in rock.
- Challenge Coin primary design is completed. finalizing design
- Smokey Bear sign ordered
- Water tanks at the Canyon Springs station are mostly buried. Weather stopped progress. Final connections need to be installed and burial completed.
- HOA Meeting Resource Sheet for outdoor burning
- SBS UTV Project - Waiting for grant info from Polaris

Upcoming POA/HOA Meetings;

- 6/26/2021 South T-Bar Ranch POA meeting requested presentation for June 26th, late request.
- 7/24/2021 Delilah Peak POA @ Main Station Time 10AM - 2PM
- 8/7/2021 Double Creek Ranch HOA @ ZOOM Time 10AM
- POSTPONED - 5/8/2021 1PM Meadowdale Ranch Road Association @ Main Station

Non-Monetary Donations for the current month;

- Operation Gratitude

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
 - Propane tank leak at a residence.
- Objective - EMS
 - Part 1 - EMS Within the Fire Dept.
 - Current State Registered/Certified Responders = **3 EMT-B & 3 EMR**
 - 100% of calls have a TFPD State Registered/Certified Medical Responder
 - We are attempting to schedule an EMT class at TFPD Main Station
- Objective - Response Times
 - Ave. Arrival Times: **11:52** minutes:seconds For June / **11:46** minutes:seconds YTM average 2021
 -
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- 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
 - Robin Moore Deployed to WY.

Tallahassee Fire Protection District
Incident Type Report by Date
6/1/2021 - 6/30/2021

Incident Type	Total Incidents
122 Fire in motor home, camper, recreational vehicle	1
131 Passenger vehicle fire	1
311 Medical assist, assist EMS crew	2
320 Emergency Medical Service, other	2
321 EMS call, excluding vehicle accident with injury	1
412 Gas leak (natural gas or LPG)	1

Total Number of Incidents: 8
Total Number of Incident Types: 6

Tallahassee Fire Protection District Average Response Time Report

Average Response Time	Total Calls	Total Response Time (Alarm to EnRoute)
02m:07s	8	17m:00s

Average Arrival Time	Total Calls	Total Arrival Time (EnRoute to Arrival)
11m:52s	8	01h:35m:00s

Average Call Length	Total Calls	Total Time (Alarm to InService)
01h:30m:00s	8	12h:07m:00s

Longest Response	Shortest Response
05m:00s	0s

Tallahassee Fire Protection District
Incident Type Report by Date
1/1/2021 - 6/30/2021

Incident Type	Total Incidents
111 Building fire	1
114 Chimney or flue fire, confined to chimney or flue	1
122 Fire in motor home, camper, recreational vehicle	1
131 Passenger vehicle fire	1
140 Natural vegetation fire, other	1
141 Forest, woods or wildland fire	2
170 Cultivated vegetation, crop fire, other	1
300 Rescue, EMS incident, other	20
311 Medical assist, assist EMS crew	5
320 Emergency Medical Service, other	6
321 EMS call, excluding vehicle accident with injury	6
322 Motor vehicle accident with injuries	1
324 Motor vehicle accident with no injuries.	14
412 Gas leak (natural gas or LPG)	1
413 Oil or other combustible liquid spill	1
510 Person in distress, other	1
611 Dispatched & canceled en route	1
651 Smoke scare, odor of smoke	8
661 EMS call, party transported by non-fire agency	2
736 CO detector activation due to malfunction	1
743 Smoke detector activation, no fire - unintentional	1
814 Lightning strike (no fire)	1

Total Number of Incidents: 77
Total Number of Incident Types: 22

Tallahassee Fire Protection District Average Response Time Report

Average Response Time	Total Calls	Total Response Time (Alarm to EnRoute)
02m:48s	77	03h:36m:00s

Average Arrival Time	Total Calls	Total Arrival Time (EnRoute to Arrival)
11m:46s	76	14h:55m:00s

Average Call Length	Total Calls	Total Time (Alarm to InService)
01h:38m:00s	77	05d:06h:49m:00s

Longest Response	Shortest Response
20m:00s	0s



June, 2021 report for Tallahassee Fire Protection District

1 message

Fire Recovery USA <inspections@firerecoveryusa.com>

Thu, Jul 1, 2021 at 4:36 AM

Reply-To: inspections@firerecoveryusa.com

To: chief@talxfire.com

Monthly Totals For Tallahassee Fire Protection District

June, 2021

Dear Mark Norris,

This monthly status report gives you a quick snapshot (as of 2021-07-01) of the claims which have been submitted and paid in the previous month.

	Last Month (Jun)		All Year (2021)	
	# Claims	\$ Amount	# Claims	\$ Amount
Claims Submitted	0	\$0.00	6	\$5,001.20
Payments Received By FRUSA	0	\$0.00	7	\$8,747.02
Claims Denied	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	0	-
In Progress	0	-	6	-