



## Tallahassee Fire Protection District Minutes of the Board of Directors Regular Meeting October 12, 2020

Scott Fullerton called the Meeting to order at 2:02 p.m. on October 12, 2020.

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

Directors Absent: None

Firefighters/Volunteers present: Chief Mark Norris

Public Present: Christopher Parker (via telephone @ 2:07 p.m.)

### **PUBLIC INPUT:**

No members of the public chose to address the Board.

### **OLD BUSINESS:**

Recognition Committee: Harvey brought to the Board's attention five new nominees and discussed their unique qualifications.

**Motion:** It was moved by Scott Fullerton and seconded by Brad Nelson to approve processing initial recognition applications using the procedure provided at the September Board Meeting and for the Recognition Committee to use that experience to recommend improvements if any. The Motion was voted upon and carried unanimously.

It was agreed by all Board members to post on the TFPD website the nominees Harvey discussed as well as one additional nominee previously submitted. Cindy to post on TFPD website – Virgil Burke, Ann Eulert, John Read, Gordon Roetker, Donna Toeroek, Jerry Worthley.

Scott mentioned that Board members need to think about who will replace Bonnie on the Recognition Committee once her resignation takes effect.

At this point in the meeting, Christopher (Chris) Parker joined the meeting and introduced himself. Chris previously informed us of his availability to assist the District, remained available, and is interested in assuming Bonnie's Board of Director and Treasurer positions upon her resignation. Chris is a licensed CPA and gave a short presentation of his work history. Chris is uniquely qualified to replace Bonnie. Board members thanked Chris for stepping forward and considering taking on this volunteer position.

Holiday Stocking Stuffer: Cindy asked if any Board members had any questions concerning the Holiday Stocking Stuffer Sales Analysis. Currently, sales and donations have covered the TFPD cost of items being sold. Profits will go toward funding community service projects. Cindy will set up a table at the Main Station on Saturday, October 17, so that residents/property owners may view the items. Friendly reminders will appear on the TFPD website, Facebook, and Twitter on Thursday, October 15.

FY 2021 Communications Plan: Cindy asked Board members to think about the fact that currently we do not have email addresses for approximately 66% of the TFPD community as a whole and approximately 62% of those considered to live locally (based on mailing address). Are we communicating effectively with those resident/property owners that have not provided an email address? How can we be sure they are following on social media? Are we satisfied with these numbers? We need to strike a balance in 2021. Scott requested Chief Norris to add a line to his Ops Report that would give the Board an idea of the number of views/shares to Chief Norris' Facebook postings in a given month. The Chief pointed out that one metric may not reflect the fact that some postings receive only a few views while others have over a thousand and significant reposting. We discussed that we are primarily interested in learning what types of messages people are finding useful, so perhaps we leave it to the Chief's judgement to report significant items rather than standard metric. Chief Norris agreed. Further discussion was deferred until the November Board Meeting. As background for Chris, Scott explained that improving communications is a District priority, but that years of experiments and feedback has shown that the majority of our residents simply are not interested in communications – whether from us, their HOA/POA, County, whomever. That said, some of those experiments have proven to be successful and appreciated by subsets of our community that value the information. So, we have decided to continue brainstorming, with experiments and other activities, to increase our communications base and the usefulness of the information. All agreed.

Challenge Coins: Chief Norris gave a current update on the status of the Challenge Coins initiative. He is checking into additional vendors. He needs additional time to evaluate the type, size, and thickness of the coin he would like to proceed with – metal, enamel, ceramic, engraved, poker chip style, etc. Chief Norris circulated samples from CombatBet that were of the poker chip style and one in metal. They were of different sizes and thickness, but Brad did not want to proceed with the metal coin from this vendor as the sample insignia was peeling. Brad requested Chief Norris inquire about the wearability/durability of any Challenge Coin under consideration. Chief Norris agreed. Per Chief Norris, the TFPD Firefighters are totally behind this project, are excited to receive their Challenge Coin(s), and that these coins are popular with personnel at other fire and rescue departments. Chief Norris would like to have Challenge Coins available for the upcoming Christmas Party. Further discussion was deferred until the November Board Meeting.

### **SECRETARY'S REPORT:**

**Motion:** It was moved by Bonnie Spencer and seconded by Harvey Ammel to approve the Board Meeting Minutes as written for September 14, 2020. The Motion was voted upon and carried unanimously.

### **TREASURER'S REPORT:**

Scott informed the Board that he was in receipt of Bonnie's resignation letter effective as of December 31, 2020 (subject to change). Bonnie needs to remain the Treasurer of record through the statutory filings.

**Motion:** It was moved by Scott Fullerton and seconded by Brad Nelson to approve the revised Treasurer's Report for August 2020. The Motion was voted upon and carried unanimously.

**Motion:** It was moved by Scott Fullerton and seconded by Brad Nelson to approve the Treasurer's Report for September 2020. The Motion was voted upon and carried unanimously.

FY 2020 Amended Budget (second revision): Bonnie led a discussion concerning the deployment impact on our budget. Since August, TFPD has had numerous, unforeseen deployments by supplemental resource personnel and one TFPD volunteer. TFPD is aware of at least three additional deployments that are in process. These approved deployments have brought in an unexpected revenue/expense stream that will exceed the July 2020 Amended Budget (first revision). The deployment revenue exceeds expenses, so the net effect is (and has been) a profit. TFPD cannot exceed the expenditures submitted to the State in our July 2020 Amended Budget. Currently, we are on pace to exceed our expenditure figure due to these deployments. In addition, we have experienced approximately \$4,100 in additional property tax revenues, \$12,000 in donations and truck sales, and \$1,100 in grant income. TFPD must submit another budget amendment – which the State allows.

Bonnie suggested a Public Hearing to be held on Saturday, October 24, 2020, at 10:00 a.m., to discuss the proposed amended 2020 District Budget (second revision) with a virtual option. The Board agreed.

**Motion:** It was moved by Scott Fullerton and seconded by Bonnie Spencer to approve the second 2020 Budget Amendment and take all actions required by statute or policy including: schedule the relevant Public Hearing, discussion and vote for October 24 at the Main Station at 10:00 a.m.; Treasurer to post a copy for public examination at the Fremont County Offices and arrange notice in the Canon City Daily Record Newspaper; and Secretary to post notice on the TFPD website. The Motion was voted upon and carried unanimously.

2021 Budget: Bonnie discussed the following highlights:

- Amount for property tax revenue (from Mill Levy) is an estimate as the County is not required to provide that information until October 15 (a date extended due to COVID).
- No major changes in Administration Expenses.
- For Operations, showing a conservative estimate for Fire Recovery.
- For Operations, not including an estimate for Out-of-District Deployment Income.
- Workers Comp has increased slightly.

Chief Norris indicated he was comfortable with the summary numbers provided for Operations. However, he would like to meet with Scott and Bonnie for a line-by-line Operations review so there are no surprises in 2021. It was agreed they would do so following the Quarterly Budget Review Study Session on October 24.

2021 Budget Message: Bonnie distributed a revised, concise Budget Message that continues to meet all State requirements.

**Motion:** It was moved by Scott Fullerton and seconded by Bonnie Spencer to make the Budget Message easier to read by focusing on the required content and limiting optional narrative content. The Motion was voted upon and carried unanimously.

**Motion:** It was moved by Bonnie Spencer and seconded by Scott Fullerton to accept the FY 2021 Proposed Budget as of the October 1, 2020 draft. The Motion was voted upon and carried unanimously.

Quarterly Budget Review Meeting (study session) will take place immediately following the October 24 Public Hearing on the proposed amended 2020 District Budget (second revision).

## **OPERATIONS REPORT:**

Chief Norris presented the Operations Report (attached). Highlights include:

- Membership is consistent.
- YTD incident calls total 114. Estimating 135-145 total incident calls by year end.
- Lexipol program is initiated and moving forward. Completion of rollout should be by the middle of 2021.
- District Boundary Sign project is complete.
- Canyon Springs water tanks installation should begin in two to three weeks.

Scott noticed that the month-end summary report from Fire Recovery does not include all the incidents/claims entered into their system by Captain Kevin Colvin during the month. Scott will meet with Captain Colvin and Fire Recovery to understand the reason for the lag, and will inform the Board of anything significant at the November Board Meeting.

Chief Norris discussed a glitch in the Strategic Plan and how it affects response times. Those calls determined to be non-emergent (no lights, no sirens) affect response times as it takes longer to arrive on-scene. Not all calls utilize lights and sirens. There are safety and other generally accepted guidelines that determine when to respond with lights/sirens and when not to. The safety of our Firefighters is always our first concern. Going forward, Chief Norris will document all non-emergent calls. He also mentioned deployable resources will not hit the number.

Bonnie is training Captain Kevin Colvin in deployable billings for the State.

Per Bonnie and Chief Norris, the agreement to sponsor supplemental resource personnel will change slightly.

Recognition Event/Christmas Party: Chief Norris stated he has had three responses since sending out the email concerning this event. To maintain safety during COVID, they are following guidelines, limiting the number of people invited, limiting the number of people bringing food, will serve food – no buffet style, will have separate tables, etc. Event is scheduled for Saturday, December 12, at 2:00 p.m.

## **POLICY ISSUES:**

Policy & Procedures Manual Revisions: Scott stated that we need to recognize Lexipol and make a change that any check over \$500 needs two approvals; but only one signature. Further discussion was deferred until the November Board Meeting.

## **ADMINISTRATIVE ISSUES:**

Donations: Cindy reported that the District received \$260 in unrestricted donations in September; YTD donations total \$3,498, of which \$2,025 is from District residents/property owners.

Replacement Board Member/Treasurer Search: Previously discussed.

4<sup>th</sup> Quarter To-Do List & Calendar: Scott requested that Board members submit any changes to him prior to the November Board Meeting.

Chief's Performance Review and Employment Agreement: To move to Executive Session at end of this meeting to discuss.

Winter Study Groups: Scott recommended we consider scheduling two study groups early in 2021:

- Deployments – process, accounting, policies, etc.: This would be a discussion of lessons learned, best practices from other Districts, and any improvements we should consider implementing before the 2021 season.
- Insurance/liability review: There are two broad categories – a typical review of insurance policies, coverage limits, scheduled property, etc., and our financial liability from a “big” incident. Several agencies would be involved in a major incident and we should confirm we understand what is available from whom, the requirements to utilize, gaps, etc.

We will revisit at future Board Meetings.

### **NEW BUSINESS:**

TFPD Patches: Discussion was tabled after Chief Norris stated he was already in possession of several sleeves of previously purchased TFPD patches.

### **NEXT PUBLIC MEETING:**

- The next meeting of the TFPD Board is scheduled for Saturday, October 24, 2020, at 10:00 a.m., at the Main Station. This meeting will begin with the Public Hearing on the proposed amended 2020 District Budget (second revision) and will be immediately followed by the Fiscal Year 2020 First Nine Months Budget Review Study Session.
- The next regular TFPD Board Meeting is scheduled for Monday, November 9, 2020, at 2:00 p.m., at the Main Station. This meeting will be held in conjunction with the Public Hearing on the adoption of the proposed 2021 District Budget.

Christopher Parker left the meeting.

### **EXECUTIVE SESSION:**

1. All Board members and Chief Norris moved to Executive Session at 3:37 pm.

**Motion:** It was moved by Scott Fullerton and seconded by Harvey Ammel to move to Executive Session to determine positions relative to matters that may be subject to negotiations, development strategy for negotiations, and instructing negotiators regarding a replacement for the King Meadows and Cabin Creek Stations §24-6-402(4)(e), C.R.S. The Motion was voted upon and carried unanimously.

This portion of the Executive Session ended at 3:57 p.m. Chief Norris left the meeting.

2. All Board members moved to Executive Session at 3:58 p.m.

**Motion:** It was moved by Scott Fullerton and seconded by Bonnie Spencer to move to Executive Session to discuss personnel matters: Performance Evaluation of the Fire Chief §24-6-402(4)(f), C.R.S. The Motion was voted upon and carried unanimously.

TFPD Monthly Board Meeting resumed at 4:35 p.m. Harvey Ammel had to leave for a previous commitment at 4:20 p.m. during the Executive Session and was not present for the remainder of this meeting. His departure is considered excused because the meeting was longer than expected.

**MOTION TO ADJOURN:**

It was moved by Scott Fullerton and seconded by Brad Nelson to adjourn the meeting at 4:36 p.m. The Motion was voted upon and carried unanimously.

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

## Operations Report - September 2020

### **Incidents:**

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

### **Membership:**

- 17 Active Members, 5 Probationary Members, 3 Recruits, 3 Single Resource Deployable Members

### **Project Updates:**

- Lexipol project initiated and moving forward
- Text messaging project - COMPLETED
- District Boundary Signs - signs ordered and delivered. Will be placed as time allows.
- Fire Danger level signs for District in key locations - reasonable source for signs located
- Water tanks will be installed at the Canyon Springs station by the end of the year.
- The state has converted to IQS V6 - Personnel Updates proceeding
- The culvert at the Autumn Creek Station needs to be repaired as soon as the weather allows

### **Upcoming POA/HOA Meetings;**

- COMPLETED - September 25th, time 2PM, Meadowdale Ranch Road Association Meeting @ Main Station - donated \$100 to TFPD

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

### **Accomplishments(2020);**

- 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;**

- 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: **22** minutes For **September** / **15.98** minutes YTM average 2020
    - Response times **are slightly up for August - September We had 3 non-emergency responses which affected our response times. Non-emergency response is preferable to avoid potential accidents**
  - 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 11 weeks in 2020**
      - **We have delisted all engines due to lack of crew**
  - 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 09/01/2020 to 09/30/2020

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
<b>Total Fires .....</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>
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)	6	66.67 %	0	0	6	0	0	0	6
All Others (331-381) .....	0	0.00 %	0	0	0	0	0	0	0
<b>Total Rescue Calls .....</b>	<b>6</b>	<b>66.67 %</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</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) .....	3	33.33 %	3	0	0	0	0	0	3
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>9</b>	<b>100.00 %</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</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	4	0
Fire Related Deaths	0	0
Non-Fire Deaths	0	0



# Summary By Incident Type

Report Period: From 01/01/2020 to 09/30/2020

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) .....	1	0.92 %	0	0	1	0	0	0	1
Vehicle Fires (130-138) .....	1	0.92 %	0	0	1	0	0	0	1
Other Fires (100, 140-173) .....	6	5.50 %	4	4	2	0	0	0	10
<b>Total Fires</b> .....	<b>8</b>	<b>7.34 %</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>
Pressure Ruptures, Explosion, Overheat (200-251)	1	0.92 %	0	0	1	0	0	0	1
<b>RESCUE CALLS</b>									
Emergency Medical Treatment (300-323)	67	61.47 %	5	1	62	0	0	0	68
All Others (331-381) .....	1	0.92 %	0	0	1	0	0	0	1
<b>Total Rescue Calls</b> .....	<b>68</b>	<b>62.39 %</b>	<b>5</b>	<b>1</b>	<b>63</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>69</b>
Hazardous Condition Calls (400-482) .....	2	1.83 %	1	0	1	0	0	0	2
Service Calls (500-571) .....	2	1.83 %	1	0	1	0	0	0	2
Good Intent Calls (600-671) .....	25	22.94 %	21	0	4	0	0	0	25
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	2.75 %	1	0	2	0	0	0	3
<b>Total False Calls</b> .....	<b>3</b>	<b>2.75 %</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>109</b>	<b>100.00 %</b>	<b>33</b>	<b>5</b>	<b>76</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>114</b>

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	29	0
Fire Related Deaths	0	0
Non-Fire Deaths	1	0



Mark Norris &lt;mark.norris@talxfire.com&gt;

## September, 2020 report for Tallahassee Fire Protection District

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

Thu, Oct 1, 2020 at 6:08 AM

# Monthly Totals For Tallahassee Fire Protection District

## September, 2020

Dear Mark Norris,

This monthly status report gives you a quick snapshot (as of 2020-10-01) of the claims which have been submitted and paid in the previous month.

	Last Month (Sep)		All Year (2020)	
	# Claims	\$ Amount	# Claims	\$ Amount
<b>Claims Submitted</b>	0	\$0.00	25	\$23,062.80
<b>Payments Received By FRUSA</b>	0	\$0.00	14	\$9,341.60
<b>Claims Denied</b>	0	\$0.00	0	\$0.00
<b>Non-Billable (Other)</b>	0	-	0	-
<b>In Progress</b>	0	-	15	-