



## Tallahassee Fire Protection District Minutes of the Board of Directors Regular Meeting July 13, 2020

Scott Fullerton called the Meeting to order at 2:00 p.m. on July 13, 2020.

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

Directors Absent: None

Firefighters/Volunteers present: Chief Mark Norris

Public Present: None

### **PUBLIC INPUT:**

No members of the public were present.

### **ADMINISTRATIVE ISSUE:**

**Motion:** It was moved by Scott Fullerton to deviate from the order of items in the published Agenda to move one Administrative Issue to the beginning of the Board Meeting. All Board members agreed and it was moved by Scott Fullerton and seconded by Bonnie Spencer to appoint Cynthia M. Boyle as Secretary to the Board, with the exception of her being the Custodian of Records as it pertains to CORA requests. The Motion was voted upon and carried unanimously.

### **OLD BUSINESS:**

**Motion:** It was moved by Scott Fullerton and seconded by Harvey Ammel to approve Resolution 2020-004 as written, which establishes a Policy for Records Management whereby the requirement for the retention of hard copy documents is deleted. This Resolution replaces Resolution 2018-010 in its entirety. The Motion was voted upon and carried unanimously.

Resolution 2020-005 remains on hold. Statute requires one single Custodian of Records. Scott changed the verbiage to show Scott as the primary Custodian and assigns Chief Norris as the Agent. Legal is still reviewing this change. Once Legal submits their comments, a Special Meeting will be held. All Board members agreed.

Recognition Committee: Harvey handed out a form to be used for nominating individuals who have made a significant contribution to the establishment and growth of the fire department – both past and present. Upon review, a few minor changes were suggested. Bonnie to email Cindy the revised form. This form is to be added to the TFPD website and an email will be sent to all HOA/POA primary contacts only requesting they distribute to their members concerning this endeavor.

**Motion:** It was moved by Bonnie Spencer and seconded by Brad Nelson to accept the amended form which should be posted on all electronic platforms immediately; with a determination to be made at a later date if the form needs any additional revisions and/or if it should be mailed out to residents. The Motion was voted upon and carried unanimously.

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

**Motion:** It was moved by Cindy Boyle and seconded by Scott Fullerton to approve the Board Meeting Minutes of June 8, 2020. The Motion was voted upon and carried unanimously.

## **TREASURER'S REPORT:**

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

A discussion ensued concerning the FY 2020 Amended Budget. Scott mentioned that Legal Fees were increased by \$1,500 in order to cover any upcoming expenses related to resident relationships, water/land issues should an issue arise. Bonnie discussed, and a review was had, concerning the updates and revisions made to the 3<sup>rd</sup> working copy of the amended budget. After analysis, Board members made a few additional recommendations. Scott, Bonnie, and Chief Norris to meet after the Board Meeting to discuss account classifications and changes in expenditure amounts. All changes made during and after this Board Meeting will be discussed in conjunction with the Special Meeting on Resolution 2020-005.

The Motion to accept the FY 2020 Amended Budget was tabled until the Special Meeting.

**Motion:** It was moved by Scott Fullerton and seconded by Bonnie Spencer to approve the purchase of a Microsoft Excel License for the accounting computer. Chief Norris thought the exporting issue could be resolved by using Google Docs. Scott to research further. Therefore, the Motion was tabled until the August Board Meeting.

## **ADMINISTRATIVE ISSUES:**

Scott confirmed that TFPD has opted into the DOLA CARES Act Grant.

Cindy reported that the District received \$1,638 in unrestricted donations in June; YTD donations total \$2,858. Of note: The Tallahassee Area Community (TAC) donated \$1,173.46. This organization was formed to oppose uranium mining operations in our area. With the completion of their mission, TAC dissolved, and TFPD received an allocation of their remaining assets.

**Motion:** It was moved by Cindy Boyle and seconded by Bonnie Spencer to approve the Drone Letter as written. The Motion was voted upon and carried unanimously.

Thank You cards were signed and will be mailed out for the radio donations.

**Motion:** It was moved by Cindy Boyle and seconded by Scott Fullerton to formally cancel the TFPD Open House due to COVID-19. Brad stated he would like to hold the Open House event regardless; with precautions in place. After much discussion, it was noted that it takes a total of three months to put this event together so it is already too late to hold this event prior to the winter season setting in. The Motion was voted upon and carried unanimously.

Chief Norris stated he had a few changes/updates to the TFPD Strategic Plan for the 2020 timeframe. Due to time limitations, it was decided to table this discussion until the September Board Meeting.

Due to the August Board Meeting centering around the FY 2021 Budget preparation, Scott requested that we limit new business items until the September Board Meeting.

## **OPERATIONS REPORT:**

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

- a donation of twelve 2-packs of Narcan.
- June response times were up a little vs. 2020 average
- Engine listed on IROC for 2.14 weeks in 2020.

Water Licensing Agreements update includes:

- Chief Norris and Captain Colvin have authored a more formalized license agreement.
- License Agreement was converted to an NCR form.
- While driving through the District, Captain Colvin is getting the license agreements signed.
- Currently working on a detailed spreadsheet showing locations.
- Water cisterns are being checked to ensure serviceability.

### **EXECUTIVE SESSION:**

All Board members and Chief Norris moved to Executive Session at 3:25 pm.

**Motion:** It was moved by Scott Fullerton and seconded by Brad Nelson 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 Station §24-6-402(4)(e), C.R.S. The Motion was voted upon and carried unanimously.

TFPD Board Meeting resumed at 3:55 pm.

### **POLICY ISSUES:**

Cindy led a discussion on a Christmas Stocking Stuffer Initiative. Would like to offer six logo-themed items, ranging in price from \$3 to \$10 to our residents for possible purchase. Would like to launch on September 1 on the TFPD website. Need to determine how/what to charge for shipping costs for those residents that cannot pick up their order at the TFPD Main Station. Need final determination at August Board Meeting. Bonnie stated the TFPD Budget can handle the initial cost of items.

**Motion:** It was moved by Cindy Boyle and seconded by Harvey Ammel to proceed with the Christmas Stocking Stuffer Initiative, launching on the TFPD website only, for the initial items purchase cost of \$600. The Motion was voted upon and carried unanimously.

### **NEXT PUBLIC MEETING:**

- Special Meeting of the Board of Directors (date to be determined). To approve Resolution 2020-005 and to approve the final TFPD FY 2020 Amended Budget.
- The next regular TFPD Board Meeting is scheduled for Monday, August 10, 2020, at 2:00 pm, at the Main Station.

### **MOTION TO ADJOURN:**

It was moved by Harvey Ammel and seconded by Brad Nelson to adjourn the meeting at 4:20 p.m. The Motion was voted upon and carried unanimously.

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

## Operations Report - June 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:**

- Letter to donors regarding Drone Program - **Completed**
- Email blast project to notify residents of fire restrictions & possible text messaging
- District Boundary Signs - 13 identified district boundaries
- Fire Danger level signs for District in key locations
- 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.
- 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
- ROSS has been retired, IROC is in place. Approval but still having issues with access. Engines must be listed manually with PIDC via email. **Engine and crew listed.**
- The culvert at the Autumn Creek Station needs to be repaired as soon as the weather allows

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

- Postponed - TBD, Meadowdale Ranch Road Association meeting @ Main Station - donated \$100 to TFPD
- July 25th, 1200 - Delilah Peak POA Annual Meeting requested presentation by Chief
- August 22nd, 1400 - Alpine Bluffs POA Meeting @ Main Station

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

- **Fremont County Dept of Public Health and Emergency Manager donated 12 2-packs of Narcan**

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

- Compensation policy complete
- NFIRS Registry update completed
- Sold unused fiberglass water tank
- Completed Water Access & Use Agreement

### **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: **14.83** minutes For **June** / **14.59** 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 2.14 weeks in 2020**
  - 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 06/01/2020 to 06/30/2020

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) .....	4	21.05 %	3	0	1	0	0	0	4
<b>Total Fires .....</b>	<b>4</b>	<b>21.05 %</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</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)	10	52.63 %	2	0	8	0	0	0	10
All Others (331-381) .....	0	0.00 %	0	0	0	0	0	0	0
<b>Total Rescue Calls .....</b>	<b>10</b>	<b>52.63 %</b>	<b>2</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</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) .....	5	26.32 %	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
<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>19</b>	<b>100.00 %</b>	<b>10</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</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 06/30/2020

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) .....	6	8.82 %	4	1	2	0	0	0	7
<b>Total Fires .....</b>	<b>6</b>	<b>8.82 %</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</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)	43	63.24 %	5	1	38	0	0	0	44
All Others (331-381) .....	1	1.47 %	0	0	1	0	0	0	1
<b>Total Rescue Calls .....</b>	<b>44</b>	<b>64.71 %</b>	<b>5</b>	<b>1</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45</b>
Hazardous Condition Calls (400-482) .....	0	0.00 %	0	0	0	0	0	0	0
Service Calls (500-571) .....	1	1.47 %	1	0	0	0	0	0	1
Good Intent Calls (600-671) .....	14	20.59 %	10	0	4	0	0	0	14
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	4.41 %	1	0	2	0	0	0	3
<b>Total False Calls .....</b>	<b>3</b>	<b>4.41 %</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>68</b>	<b>100.00 %</b>	<b>21</b>	<b>2</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70</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	13	0
Fire Related Deaths	0	0
Non-Fire Deaths	0	0



**June, 2020 report for Tallahassee Fire Protection District**

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

Wed, Jul 1, 2020 at 6:31 AM

## Monthly Totals For Tallahassee Fire Protection District

**June, 2020**

Dear Mark Norris,  
This monthly status report gives you a quick snapshot (as of 2020-07-01) of the claims which have been submitted and paid in the previous month.

	Last Month (Jun)		All Year (2020)	
	# Claims	\$ Amount	# Claims	\$ Amount
Claims Submitted	3	\$1,240.00	14	\$13,740.60
Payments Received By FRUSA	0	\$0.00	9	\$6,182.40
Claims Denied	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	0	-
In Progress	3	-	10	-