



## Tallahassee Fire Protection District Minutes of the Board of Directors Virtual Meeting December 14, 2020

Scott Fullerton called the Virtual Meeting to order at 2:00 p.m., on December 14, 2020.

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

**Directors Absent:** None

**Firefighters/Volunteers Present:** Chief Mark Norris

**Public Present:** Christopher Parker

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

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### **PUBLIC INPUT:**

The member of the public attending chose not to address the Board.

NOTE: The order for discussing items on this Agenda was slightly altered due to time constraints for Brad.

### **ADMINISTRATIVE ISSUES:**

Scott discussed the need to hold a Special Meeting in order to appoint and swear-in Christopher (Chris) Parker due to the vacancy created by Bonnie Spencer's resignation (effective 12/31/2020). Bonnie served as Board Director and Treasurer. Chris will be appointed as Director to complete Bonnie's term which expires in May 2022. The Board will also nominate and elect a Treasurer. There will be a motion authorizing Wells Fargo to remove Bonnie from the account and to add Chris as a signatory. Another motion will be made to authorize the Board President and Board Secretary to create and file any other authorizations required for this transition.

**Motion:** It was moved by Scott Fullerton and seconded by Brad Nelson to set the date and time for a Special Virtual Meeting to swear-in Christopher Parker in order to complete the term of Bonnie Spencer, and to nominate and elect a Treasurer. During further discussion, it was agreed to hold a Special Virtual Meeting on Thursday, December 31, 2020, at 2:00 p.m. The Motion was voted upon and carried unanimously.

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

**Motion:** It was moved by Scott Fullerton and seconded by Cynthia Boyle to approve the Treasurer's Report for November 2020. There was no discussion. The Motion was voted upon and carried unanimously.

For the record: The final Certification of Values was received 12/02/2020. The gross valuation is \$19,234,127, of which TFPD receives 10% or \$192,341. The Certification of Values from the county was delayed this year due to COVID. In a normal year, those values are known before the budget is prepared. This year, we had to estimate the Values along with other tax related income we summarize on the "Property Taxes (from Mill levy) and Spec Ownership tax, misc" line of the 2021 Budget. The slight difference between the estimate and Values was offset by a related change in Specific Ownership tax assumptions resulting in no change to the summarized tax income line of the published and adopted 2021 Budget.. Those details are shown in the Revenue Streams table of our Budget Message, so correction was required.

**Motion:** It was moved by Scott Fullerton and seconded by Harvey Ammel to accept the revision to the 2021 Budget Message. There was no discussion. The Motion was voted upon and carried unanimously.

**Motion:** It was moved by Scott Fullerton and seconded by Cynthia Boyle to adopt Resolution 2020-011 as written, which sets the mill levies and for Cindy to file at the appropriate time. 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.]

At this point in the meeting, Scott recognized that this would be Bonnie's final Board Meeting. On behalf of the Board and Chief Norris, he thanked Bonnie for the extent of her dedication to the District and wanted the public to know that we owe Bonnie (and our founding members) appreciation for their time and the researching, managing, administrating, etc., that was put into District needs. Collectively, we will miss Bonnie and thank her for all her help throughout her tenure.

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

**Motion:** It was moved by Cynthia Boyle and seconded by Scott Fullerton to approve the Board Meeting Minutes for November 9, 2020. There was no discussion. The Motion was voted upon and carried unanimously.

### **OPERATIONS REPORT:**

Chief Norris discussed the highlights of the Operations Report:

- have responded to 138 incidents through November.
- membership remains consistent.
- Lexipol implementation continues. That process includes tracking of each person's progress (reading, testing for comprehension, etc.), which Chief Norris is monitoring.
- 80-90% of the water tanks installation @ Canyon Springs is complete.
- culvert repair and driveway maintenance is complete @ Autumn Creek.
- response time up slightly due to non-emergent arrivals.

Scott informed the Board that TFPD Performance Awards had been awarded/paid. Chief Norris explained that for this year he instituted an objective set of metrics to calculate an award amount for each firefighter thereby ensuring a more objective approach to recognition awards.

All firefighters were ranked according to top three criteria which are:

- number of shifts covered for the year.
- number of responses for the year.
- amount of training hours for the year.

Chief Norris then took the total budgeted award amount and each firefighter received a fair share based on their rank.

COVID Update: Chief Norris stated that currently we have not seen any significant effects of COVID in our District. Dispatch is alerting of known positives and are asking COVID related questions so that our First Responders know what type of PPE to wear.

Chief Norris stated the State is disbursing vaccines now. St. Thomas More is to receive 400 vaccines; with the remainder of Fremont County to receive 100 vaccines. Based on the number of vaccines available, he felt our First Responders would receive the vaccine within the next couple of months. Scott stated that his understanding from other State briefings was that St. Thomas More and Fremont County Public Health are considered distribution sites, so it might be possible for our First Responders to receive the vaccine sooner. In other words, those doses are not just for personnel at those sites. The State continues to revise recommendations and guidelines.

### **ADMINISTRATIVE ISSUES (Continued):**

To-Do List Review: Scott stated that we remain on track and thanked Bonnie and Cindy for their efforts.

**Motion:** It was moved by Scott Fullerton and seconded by Bonnie Spencer to add Excess Liability protection to our CSD Pool Insurance coverage. Scott began the discussion. Currently, we do not carry this protection and based on examples provided by CSD, we are at risk. For \$1M of additional coverage, the cost is \$355. For \$2M of additional coverage, the cost is \$570. After further discussion, the Board agreed to add \$2M of Excess Liability coverage and either Bonnie or Scott will make contact with our insurance company to get this additional coverage in place. The Motion was voted upon and carried unanimously.

Donations: Cindy reported that the District received \$252 in unrestricted donations in November; YTD donations total \$4,671, of which \$3,017 is from District residents/property owners.

Community Enhancements & First Responder Safety Web Page: Cindy discussed the concept for the new web page and thanked Kevin for all his help. Kevin was instrumental in providing photos and short descriptions of firefighter safety equipment.

Fire Chief's Employment Agreement Status for 2021: Per Scott, we are still awaiting for direction from our attorney. It has been a month with no comment, we have other higher priority matters in our attorney's queue and this is a relatively straightforward agreement.

**Motion:** It was moved by Scott Fullerton and seconded by Brad Nelson to remove the Fire Chief's Employment Agreement from legal review docket, with TFPD to simply correct dates and enter into a new agreement. There was no discussion. The Motion was voted upon and carried unanimously.

## **POLICY ISSUES:**

Background Checks: A discussion was had concerning the need for TFPD to do background checks which would include criminal, credit, motor vehicle, and financial theft. Harvey stated he would be interested in helping with this team study work. The Board is in agreement with the need for doing background checks and moving forward with further investigation. Scott and Mark agreed to lead this project and report back to the Board.

## **EXECUTIVE SESSION:**

**Motion:** It was moved by Scott Fullerton and seconded by Bonnie Spencer to not adjourn to Executive Session concerning the King Meadows Station as we have negotiated an agreement in principle and are waiting for the lead attorney to review the lease. No additional information is forthcoming at this time. There was no discussion. The Motion was voted upon and carried unanimously.

## **OLD BUSINESS:**

**Motion:** It was moved by Cynthia Boyle and seconded by Scott Fullerton to accept the revisions to the TFPD Bylaws as presented. There was no discussion. The Motion was voted upon and carried unanimously.

**Motion:** It was moved by Scott Fullerton and seconded by Cynthia Boyle to accept the revisions to the TFPD Policies & Procedures Manual as presented. Scott made a quick review of the revisions made. The Motion was voted upon and carried unanimously.

**Motion:** It was moved by Cynthia Boyle and seconded by Scott Fullerton to accept and post as is the new "Volunteer Page" for position descriptions to the TFPD website. Bonnie stated that we should state that all volunteer positions (including all Board positions) are non-compensated and also felt we should encourage people to actually contact us for more information. Scott relayed comments he had received with highlights being: important to get people in the door with something simple and then work on the relationship, keep the list of opportunities and sales pitch simple, get input from individuals currently in these positions.

The Board agreed to:

- add non-compensation wording and wording to encourage contacting us on the Volunteer page.
- wording on Board of Directors page is accepted as is and is ready to post.
- wording on Administration and Technical Support page is accepted as is and is ready to post.
- deleting the verbiage shown for Maintenance of Apparatus and General Maintenance on the Maintenance & General Support page so that Chief Norris can discuss wording with some of his staff. Verbiage for snow plowing to remain. Will continue the discussion for this page at the January Board Meeting.

The Motion was voted upon and carried unanimously.

Challenge Coins: Chief Norris reviewed the mock-up design he received from CombatBet. The front of the coin shows the TFPD logo and the back shows the TFPD mission statement. Three core values appear on the rolling edge of the coin. The back of the coin can be personalized for each firefighter. Chief Norris to continue to work on a final design.

Recognition Committee: Harvey stated there was nothing new to report.

At this point, Brad left the meeting @ 3:16 p.m. We still have quorum.

Stocking Stuffer Program: Overall, this initiative was a success. We realized a profit of \$637 which will be used to cover the costs associated with the Community Medical Outreach Program. Cindy felt that had we notified our entire membership base by mailing out postcards to those where we do not have email addresses, this initiative would have been more of a success.

Communications Plan: Cindy reminded the Board that whether looking at our overall membership base or only looking at those considered local, we are communicating with approximately 1/3 of our property owners and missing the remaining 2/3 as we do not have their email address – unless they are looking at our social media sources. Cindy felt the 2021 Communications Plan was not making sufficient progress so she put together a plan based on her understanding of previous Board discussions. The plan shows projects with timelines (as best as could be determined due to COVID) as well as assigning individuals to carry out these projects based on her assumptions. Nothing was “set in stone.” Everything was open to discussion.

Scott stated that he felt we could agree in principle with the plan – pending an owner. Chief Norris requested time to talk with Misty (Auxiliary Committee) and Kevin to determine if they were in agreement to manage projects which were assigned to them by Cindy. He was also concerned about the lack of “detailed specifics and expectations” to each project – are they attainable and realistic? Scott requested that each Board member and Chief Norris read through the Communications Plan as presented by Cindy.

Cindy asked Harvey if he was able to obtain any communications information from his source. Harvey stated he was given a 300 page document on rural communications but needed time to put that information into a condensed form. Once that is done, he will distribute to the Board and Chief Norris.

Further discussion was tabled until the January Board Meeting.

**Motion:** It was moved by Scott Fullerton and seconded by Cynthia Boyle to accept the Communications Plan as presented conceptually with no individual commitment to assignments/projects. Owners and details TBD. There was no discussion. The Motion was voted upon and carried unanimously.

Grants: Scott stated the following:

- The St. Thomas More Grant application is due by 12/31/2020. Kevin is securing details on a refurbished LIFEPAK for this grant.
- In time, we will submit a reapplication for an extractor.
- We have prepared our third and final claim for reimbursement through the COVID Cares Act.
- There are other grant possibilities and opportunities, but other events are forcing us to defer work on them for the moment.

### **NEXT PUBLIC MEETING:**

- A Special Virtual Meeting is scheduled for Thursday, December 31, 2020, at 2:00 p.m., to appoint and swear-in Christopher Parker as a Director.
- The next regular TFPD Board Meeting is scheduled for Monday, January 11, 2021, at 2:00 p.m. This will be a virtual meeting.
- A Special Virtual Meeting, with date and time to be determined, will need to be scheduled concerning the King Meadows Station lease.

Bonnie then took this time to thank the Board and Chief Norris for their kind words and comments. She will miss working on the Board and thanked the members for their support.

### **MOTION TO ADJOURN:**

It was moved by Bonnie Spencer and seconded by Scott Fullerton to adjourn the meeting at 3:40 p.m. The Motion was voted upon and carried unanimously.

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

## Operations Report - November 2020

### Incidents:

- 11 Incidents in November, 138 YTD Through November 30th - See accompanying NFIRS documentation.

### Membership:

- 17 Active Members, 5 Probationary Members, 1 Recruit, 2 Single Resource Deployable Members

### Project Updates:

- Lexipol project initiated and moving forward
- Water tanks will be installed at the Canyon Springs station by the end of the year - IN PROCESS
- The culvert at the Autumn Creek Station needs to be repaired as soon as the weather allows - COMPLETED

### Upcoming POA/HOA Meetings;

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

### Accomplishments(2020);

- 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: **20.27** minutes For **November** / **16.33** minutes YTM average 2020
    - **time slightly up - 3 non-code responses & 3 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 11/01/2020 to 11/30/2020

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)	2	18.18 %	1	0	1	0	0	0	2
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>2</b>	<b>18.18 %</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</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-)	4	36.36 %	0	0	4	0	0	0	4
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
<b>Total Rescue Calls</b>	<b>4</b>	<b>36.36 %</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</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) .....	4	36.36 %	4	0	0	0	0	0	4
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)	1	9.09 %	1	0	0	0	0	0	1
<b>Total False Calls</b>	<b>1</b>	<b>9.09 %</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>TOTAL CALLS</b>	<b>11</b>	<b>100.00 %</b>	<b>6</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>

Total Incidents With Exposure Fires 0 Total Fire Dollar Loss \$ 0.00

Total Exposure Fires 0 Total Dollar Loss \$ 0.00

**Casualty Summary**

	<b>Civilian</b>	<b>Fire Service</b>
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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 11/30/2020

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)	4	3.01 %	2	0	2	0	0	0	4
Vehicle Fires (130-138)	1	0.75 %	0	0	1	0	0	0	1
Other Fires (100, 140-173)	6	4.51 %	4	4	2	0	0	0	10
<b>Total Fires</b>	<b>11</b>	<b>8.27 %</b>	<b>6</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>
Pressure Ruptures, Explosion, Overheat (200-251)	1	0.75 %	0	0	1	0	0	0	1
<b>RESCUE CALLS</b>									
Emergency Medical Treatment (300-)	80	60.15 %	5	1	75	0	0	0	81
All Others (331-381)	1	0.75 %	0	0	1	0	0	0	1
<b>Total Rescue Calls</b>	<b>81</b>	<b>60.90 %</b>	<b>5</b>	<b>1</b>	<b>76</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>82</b>
Hazardous Condition Calls (400-482)	2	1.50 %	1	0	1	0	0	0	2
Service Calls (500-571) .....	4	3.01 %	2	0	2	0	0	0	4
Good Intent Calls (600-671) .....	30	22.56 %	26	0	4	0	0	0	30
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)	4	3.01 %	2	0	2	0	0	0	4
<b>Total False Calls</b>	<b>4</b>	<b>3.01 %</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>TOTAL CALLS</b>	<b>133</b>	<b>100.00 %</b>	<b>42</b>	<b>5</b>	<b>91</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>138</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	28	0
Fire Related Deaths	0	0
Non-Fire Deaths	1	0



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

## November, 2020 report for Tallahassee Fire Protection District

1 message

**Fire Recovery USA** <inspections@firerecoveryusa.com>

Tue, Dec 1, 2020 at 6:35 AM

Reply-To: inspections@firerecoveryusa.com

To: chief@talxfire.com

# Monthly Totals For Tallahassee Fire Protection District

## November, 2020

Dear Mark Norris,

This monthly status report gives you a quick snapshot (as of 2020-12-01) of the claims which have been submitted and paid in the previous month.

	Last Month (Nov)		All Year (2020)	
	# Claims	\$ Amount	# Claims	\$ Amount
<b>Claims Submitted</b>	3	\$1,799.40	33	\$38,115.60
<b>Payments Received By FRUSA</b>	2	\$4,728.06	20	\$16,349.37
<b>Claims Denied</b>	0	\$0.00	0	\$0.00
<b>Non-Billable (Other)</b>	0	-	0	-
<b>In Progress</b>	3	-	19	-