



Tallahassee Fire Protection District Minutes of the Board of Directors Regular/Hybrid Meeting June 14, 2021

Scott Fullerton called the Regular/Hybrid Meeting to order at 2:00 p.m., on June 14, 2021.

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

Directors Absent: Cynthia Boyle (excused absence)

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.

OLD BUSINESS:

Briefing on the Recognition plaque/case project: Chief Norris and Brad both received questions from residents about whether they could submit a list of nominees and the required information rather than an individual nomination form. Some residents also do not have internet access and are unable to download the form.

Motion: It was moved by Scott Fullerton and seconded by Harvey Ammel that nominators may submit a list of nominees if it includes all the relevant information as the form. The Motion was voted upon and carried unanimously.

Harvey has a friend that is a woodworker that can make us the plaque. Harvey asked what we wanted as the title of the plaque. There was some discussion about "Honorees" but no decision. The initial plaque will be 30"x36". We will purchase and mount blank brass name plates initially so they are all properly aligned and will remove and engrave as needed. Everyone agreed that cover glass is not required for this type of plaque when mounted indoors.

Auxiliary Report: Misty (Auxiliary Committee Chairperson) submitted a list of dates for 2021 third and fourth quarter events for Board approval.

Motion: It was moved by Scott Fullerton and seconded by Brad Nelson to accept the dates as submitted and begin planning for events for which the Board has responsibilities.

Aug 28 - Open House

Sept 11 - Breakfast 8:30-11:00

Oct 23 - Halloween Dinner

Nov 13 - Breakfast 8:30-11:00

Dec 11 - District Christmas Party

Dec 18 - Cookies and Cocoa with Santa

The Motion was voted upon and carried unanimously.

Discussion of the Open House was moved to the end of the meeting.

Stop the Bleed Class: Chief Norris reported this is on hold until we find an instructor. Our previous instructor is extremely busy and will be for some time so we need to come up with a new plan.

Improvements to the District Property Database: This was tabled again until Cindy returns.

Update on rollout of EMI packets: Scott stated that Cindy and her husband assembled 250 EMI packets. Anything extra (decals, copies, etc.) was given to Chief Norris. Scott asked if anyone had any comments from residents that they wanted to share. Brad reported he handed out 25-30 EMI packets at the High Park Ranch Homeowners Association Meeting. Several people asked if they could have a second door decal for their back door. Chief Norris commented that many people have homes where it is difficult to tell which door is the front door. One resident told Brad that they were concerned that some people may not want them because they are worried a neighbor may come in, take the medical information off the refrigerator, read it and learn about their medical conditions. Scott relayed that Lt. Greg Cook thought the EMI Program was a great idea. It was decided that we should order additional decals. Scott will ask Cindy to do so.

Director's Reports:

- Scott: Two fire resistant safes were purchased and installed in the Chief's office. The President, Treasurer and Secretary will have the combination to the Board safe and will be assigned access codes for the door to the Chief's office. The combinations are stored in safe locations as a backup. During discussion, Chief Norris confirmed the other records cabinets are secured.
- Brad: Improvements to the King Meadows Station for rodent control have been very successful. A resident volunteered to help improve the overhead door sill and seal as a future project. Brad asked for approval to purchase the concrete. Chief Norris reported that we already have some bags of concrete stored at another station that he may use.

The Board would like to thank Brad & Robin Nelson, Paul Lanning and Dave Levy for their time spent in improving the King Meadows Station.

NEW BUSINESS:

Approval of the 2021 third and fourth quarter calendar of events: This was already addressed during the Auxiliary Report.

Scott asked if there were any other new business items and none were offered.

SECRETARY'S REPORT:

Motion: It was moved by Scott Fullerton and seconded by Brad Nelson to approve the regular Board Meeting Minutes for May 10, 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 May 2021. Chris reported that we had a good month. Cash was up, Operations expenses were \$7,500 below budget, and Administration expenses were \$5,000 over budget. Everyone is doing a good job of holding the line on expenses. Scott reminded everyone that when reading the 2020 to 2021 Balance Sheet Comparison, you need to keep in mind that some accounting changes were made at the beginning of the year so some of the balances are comparing apples to oranges. One example of that is the receivable and liability for property tax receipts. Another is that we will be accruing for our Workers Comp premium liability for deployments rather than waiting for a single year-end adjustment. If any questions, ask Chris or Scott about those year-to-year changes. The Motion was voted upon and carried unanimously.

Scott provided an FYI briefing on TeamViewer -- the remote access software Erika (our accountant) and Chris use to access our accounting software. Erika has a commercial license and uses it to do her work on the accounting computer. We have been using a personal use/trial variant of that license so Chris can run month end reports. TeamViewer ended that trail. License options are now a full license at \$500/year, or a "stripped down" license (no tech support, limit on number of devices, etc.) for \$250/year. Chris uses it 5-10 minutes a month to run reports. Scott recommended that we not purchase a license. Instead, he will drop off the accounting computer with Chris sometime before any BOD meeting and Chris will return it to Scott at the BOD meeting. That would save us the license fees and give Chris the chance to independently audit the entire accounting data and setup each month. The latter would be helpful for internal controls and familiarization in case of a continuity-of-operations event (something happens to Scott).

Motion: It was moved by Scott Fullerton and seconded by Christopher Parker to not purchase a TeamViewer license and for the bookkeeper and Treasurer to exchange the accounting computer at month end so that the Treasurer may run reports, audit the entries and remain familiar with the software configuration for continuity-of-operations purposes. The Motion was voted upon and carried unanimously.

Scott reported we need to order additional checks. 250 checks will last several years. QuickBooks checks (which we have used historically) are \$200 vs. \$100 for discount checks, but they are approximately the same price as checks from DELUXE and others that include security features and logo. Scott asked if there were any objections to ordering the checks from QuickBooks. There were none.

OPERATIONS REPORT:

Chief Norris discussed the Operations Report. Highlights include:

- 13 incidents in May, 69 incidents year-to-date. This is 9 calls ahead of May 2020, and May 2020 was significantly greater than May 2019.
- We are still transitioning reporting internally so the incident reports are not available at this moment. We confirmed we can integrate some of our systems to exchange data directly.
- Membership: 14 active, 2 probationary, 1 recruit, 6 deployable members. We are making some changes to our "Reserve" designation to align it with insurance and other classifications.
- Deployments: One in May.

- Project Updates:
 - Challenge Coins: The Chief needs to talk to the responders about their personalized coins. A design change will minimize art costs for the personalized coins.
 - Main Station Smokey the Bear Fire Danger Sign: It is ordered and on the way. Brad has arranged volunteers for the installation. The sign location has not been finalized so give Chief Norris your suggestions. Current consensus recommendation is somewhere near the north property boundary.
 - Canyon Springs water tanks: This is almost complete, but we have gone from waiting for the ground to warm to excessive heat and rain. TFPD needs to complete work on the risers and then the excavator will return to backfill.
 - HOA/POA resource sheets: This was split into the “resource sheet” and the “outdoor burning sheet.” The resource sheet is finished and Chief Norris expects the burning sheet to be completed before the South T-Bar POA Meeting in a couple weeks.
 - UTV's: We are still waiting for a response from Polaris.
 - HOA/POA meetings: South T-Bar, mentioned earlier, was added shortly before this meeting.
 - The liability waiver letter for the Scott SCBA's donated to Florissant Fire: Completed and sent to them for signature.
 - Donations: The donation letter to True Value Trailer for their donated labor should be completed next week.
 - King Meadows Station driveway: Transportation is backlogged.
 - Engine crew: We are still working on that.
 - Grants: There is some confusion caused by changes in personnel. Scott asked Chief Norris to resubmit his list to Cindy so we can reset the process, priorities and, if necessary, the deadlines for aborting the grant process and purchasing items using budgeted funds. There was discussion about the need to develop a triage process for grant opportunities and a checklist for recurring grant submissions so we do not miss a deadline.
 - EMTs: Chief Norris is working to have EMT classes at the TFPD Main Station before the end of the year. He is waiting for an outside approval to be confirmed and then he will be scheduling dates.
 - Response times: 9 minutes 41 seconds average for May, which brought the YTD average to 12 minutes 34 seconds. AMR beat us to the scene twice (same location). It was a COVID positive situation closer to AMR than our responders and, in one case, they stood us down to avoid exposing multiple people to the risk.
- Obsolete equipment: We have multiple pieces of obsolete equipment that may have value or need to be disposed of. For example, the Fed no longer allows quads for safety reasons and switched to side-by-sides and mules. We have two quads -- one severely damaged from a training accident years ago. We also have equipment acquired by our former Fire Chief: some generators, hose in a size we do not use or fittings that are not compatible, HP plotter, John Deere motor, etc. We need to look into some of the government agency auction sites, Roller, etc. Some items are not worth auctioning and our responders are interested in some of the items.

Chief Norris asked for guidance from the Board about how to proceed: come to the Board item by item; group items; who determines fair value. It was decided that the Chief should create a list of items and recommendations for how to best dispose of them or convert to value, and present that to the Board for approval. Previous sales have demonstrated the Ops ability to leverage value from obsolete equipment for the benefit of the District. Chris and Scott will check our accounting records for residual book

values and report to the Board. The Board will then approve the overall plan for all items and then Operations can dispose of, or sell items, according to whatever timing is appropriate.

ADMINISTRATIVE ISSUES:

Donations: The District received \$375 in unrestricted donations in May. \$200 of that came from individuals outside the District (\$100 from a friend of Cindy's from IL and \$100 from a woman TFPD helped during a road accident). \$3,150 has been received YTD compared to \$1,220 received YTD in 2020.

Scott discussed the latest COVID trends.

Motion: It was moved by Scott Fullerton and seconded by Brad Nelson to adopt the revised Meeting Notice. The discussion was that this would allow us to continue easing restrictions while following state guidelines and Public Health Orders for vaccinated and unvaccinated people. It also maintains the Hybrid Meeting format. The Motion was voted upon and carried unanimously.

Items for the November 2021 election ballot:

Motion: It was moved by Scott Fullerton and seconded by Harvey Ammel that the District does not have any items for the November 2021 election ballot. The Motion was voted upon and carried unanimously.

There was discussion about the Bills currently being considered by the Colorado Legislature that would change property valuation guidelines and therefore our tax receipts in future years.

Insurance update:

Motion: It was moved by Scott Fullerton and seconded by Brad Nelson to add additional coverage for Auxiliary members and Board members supporting Auxiliary and other functions. During discussion, the Board was informed that two gaps were identified during our insurance review:

- Board members are only covered for their official board duties. They would not be covered if helping at an auxiliary or training event, or supporting operations during a major incident.
- Auxiliary members are not covered.

Either can be added under the same terms as volunteers. The per person premium is approximately \$124/year.

Multiple scenarios were discussed that confirmed this gap is significant and coverage should be put in place. We also discussed that we need to regularly assess the rosters to ensure they are accurate and up to date. The Motion was voted upon and carried unanimously.

Out-of-State Deployments: We are required to notify our insurance carrier when resources deploy out of state. Chief Norris made appropriate notifications to our resources and changes to the deployments contract. Due to a recent deployment, we also learned that we need to be registered as an entity in Wyoming because of a reciprocal Workers Comp agreement between Wyoming and Colorado. Scott will follow up with the Wyoming agencies.

We are still working with the underwriters to determine how to cover volunteer admin personnel.

Cash Reserve for Major Incident update: Harvey and Scott met with Joe LoBiondo, Battalion Chief for our region of the Colorado Division of Fire Prevention and Control, to discuss the financial implications of a major incident. He agreed that a reserve of \$30,000 should be sufficient for most incidents. That assumes we are reasonable in our use of expensive resources such as air and coordinate appropriately with other agencies. We could incur hundreds of thousands of dollars in charges if someone orders resources outside the guidelines or fails to coordinate appropriately with other agencies. He expressed confidence in Chief Norris's knowledge of the procedures.

EXECUTIVE SESSION:

An Executive Session was not required.

OPEN HOUSE:

There was a discussion of the objectives of the Open House. A list of objectives was created that will become the basis for specific task assignments at the next BOD Meeting.

Theme: There was discussion as to whether there should be a new theme to boost attendance. It was decided that the "theme" should remain the same (fire, medical, education), but that we should consider "attractions" that would boost attendance. After brainstorming, it was decided that we would use food trucks as the attraction. Chief Norris has some food truck leads already and will see if they are available and report on the feasibility of the idea. Chief Norris will contact the partner agencies for displays and participation.

Items for fundraising: Brad will be selling address signs. Cindy requested approval to purchase several TFPD "branded" items for sale. Approved were baseball caps (without mesh), car/window decals, magnets and tote bags.

Rain date: It was decided that we should only publish the event date -- no rain date.

Budget: \$2,000 maximum at risk. This represents funds expended to purchase items for sale, advertising and other costs to host the event. The Open House Event has been profitable in previous years and we expect it to be this year as well. But we still want to cap our total expense exposure as a precaution.

NEXT PUBLIC MEETING:

The next regular TFPD Board Meeting is scheduled for Monday, July 12, 2021, at 2:00 p.m. This will be a hybrid meeting unless modified beforehand.

MOTION TO ADJOURN:

It was moved by Scott Fullerton and seconded by Brad Nelson to adjourn the meeting at 4:10 p.m. The Motion was voted upon and carried unanimously.

Respectfully submitted by Scott Fullerton, Chairman/President of the Board.

Operations Report - May 2021

Incidents:

- **13** Incidents in May, **69** total incidents for 2021 (146 total incidents for 2020) - We are approximately 9 calls ahead of where we were last May, response times are down due to very close incidents from the response location. Accompanying NFIRS documentation not available for this report.

Membership:

- 14 Active Members, 2 Probationary Members, 1 Recruit, 6 IMT Deployable Members, 8 Auxiliary Members - 2 Inactive Members

Updates & Project Status:

- Challenge Coin's 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 installed and burial completed. - Expect to be able to make progress in May or June.
- HOA Meeting Resource Sheet for outdoor burning
- SBS UTV Project - Waiting for grant info from Polaris

Upcoming POA/HOA Meetings;

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

Tru-Value Trailers donated labor for the E365 conversion project

Accomplishments(2021);

- 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 = **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: **09:41** minutes:seconds For May / **12:34** minutes:seconds YTM average 2021
 -
 - AMR arrived at 2 medical incidents prior to TFPD in May
- 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
 - Phil Stevens deployed as an engine boss on a DMFPD engine to CA



May, 2021 report for Tallahassee Fire Protection District

1 message

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

Tue, Jun 1, 2021 at 6:17 AM

Monthly Totals For Tallahassee Fire Protection District

May, 2021

Dear Mark Norris,
This monthly status report gives you a quick snapshot (as of 2021-06-01) of the claims which have been submitted and paid in the previous month.

	Last Month (May)		All Year (2021)	
	# Claims	\$ Amount	# Claims	\$ Amount
Claims Submitted	0	\$0.00	6	\$5,001.20
Payments Received By FRUSA	1	\$2,334.22	7	\$8,747.02
Claims Denied	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	0	-
In Progress	0	-	6	-