



Tallahassee Fire Protection District Minutes of the Board of Directors Virtual Meeting February 8, 2021

Scott Fullerton called the Virtual Meeting to order at 2:00 p.m., on February 8, 2021.

Directors Present: Scott Fullerton, Christopher Parker, Cynthia Boyle, Harvey Ammel
(All by teleconference. A quorum is present.)

Directors Absent: Brad Nelson (excused absence)

Firefighters/Volunteers Present: Chief Mark Norris

Public Present: None

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

PUBLIC INPUT:

No members of the public were present.

AUXILIARY REPORT:

Status & Overview: Cindy discussed the proposed Auxiliary Events draft which was prepared by Misty (Auxiliary Chair). All events are tentatively planned for the latter half of the year. Major events are listed: Open House, Halloween Truck or Treat, Cookies & Cocoa with Santa, and the District Christmas Party. It was decided to hold a themed party for the Open House and Misty would like to pursue having a car show. The Auxiliary would also like to host breakfasts which are considered short lead-time events. We will try holding a community service project event (food or gift drive) that would benefit Loaves & Fishes and/or Shop With a Cop. We are looking to have TFPD Community participation.

Scott reminded everyone of the lesson learned from previous events. The Board should spell out expectations, responsibilities, budget and confirm buy-in from all those with responsibilities or obligations during the planning for these events -- especially when Board events are interrelated with the Auxiliary or other groups.

For planning purposes, the Board agreed to the tentative date of October 23 for the Halloween Event. There is a date conflict with the Cookies & Cocoa with Santa Event. Chief Norris to discuss with Misty offline.

Per Chief Norris, all community medical and training events should be held separately. They should not be aligned or combined with any other event.

OLD BUSINESS (Items related to events):

Recognition Committee: Per Harvey, we are unable to locate the display cabinet information that Bonnie had provided. He will research and provide an update. Harvey is also working on obtaining additional nominees.

Communications Plan: Cindy sought approval to send an email to our primary HOA/POA contacts requesting they verify/confirm the information currently shown in the TFPD database for their particular subdivision (names, phone number, email addresses, etc.). For those where we do not have a phone number or email address, ask if they can provide that information once they get owner approval to do so. The Board unanimously agreed.

TFPD Emergency Medical Information Form: Cindy discussed the Emergency Medical Information (EMI) form which she composed. She basically pulled the best line items from approximately four different Vial of Life/File of Life forms and added that information to the TFPD EMI form. Scott then gave background information on this program and explained what we are trying to accomplish with this TFPD sponsored program. The Board and Chief Norris approved the TFPD EMI form as presented.

Chief Norris decided on a 4" x 4" TFPD EMI decal/sticker. He also signed off on the decal/sticker design as presented. There are a few options as to the type of decal/sticker we can order as it relates to the application process. Cindy to contact her vendor and inquire as to having stock samples sent to her for Board review.

TFPD Branded Items: Cindy discussed the items which she would like to offer as part of the Open House fundraising effort. Offerings include: TFPD Tote Bag, TFPD Vacuum Insulated Bottle, TFPD Baseball Cap, and TFPD Car Decal. She has already received samples of the tote bag and insulated bottle. There was a short discussion concerning the baseball cap. Cindy to work with Chief Norris offline in order to iron-out the details and to insure there are no conflicts with the baseball caps the Chief is designing for TFPD First Responders. Chief Norris suggested that we do not use the TFPD logo for any community related car decal. Per this suggestion, Cindy will use the same baseball cap design for the car decal. Certain promotional items (e.g., baseball cap, car decal) should not carry the same image/design for TFPD Community items vs. TFPD First Responder items. The images/designs used should be different for various reasons. Scott gave both Chief Norris and Cindy approval to order samples as needed for Board review. There were no objections.

ADMINISTRATIVE ISSUES:

Workers' Compensation (W/C) Annual Audit – Deployments: Per Scott, documents have been filed with CSD Pool. As background information, TFPD personnel are divided into three classes: Firefighter -- Career, Firefighter -- Volunteer, and Board Member. Each has a separate W/C rate associated with it. In the past, we have classified our supplemental deployable personnel as Firefighter -- Volunteer. Per a recent discussion with CSD Pool, they clarified that the Firefighter -- Career category includes salaried personnel (including part-time, our Fire Chief) as well as those whose profession is firefighting. They agreed that supplemental deployable personnel should be classified as Firefighter -- Career. This category-move saved TFPD \$1,270 based on last year's deployment payroll.

We normally do not budget for deployments because they are unknown and variable. When we pay our W/C premium, we pay in December for the following year. For this year, the premium we paid in December does not assume any deployment income. Normally, when we get to the audit in January of the following year, that's where we reconcile our actual vs. estimated. Last year that difference was almost \$6,000. Scott asked CSD Pool if we should be filing quarterly updates like we do with payroll taxes. Their response was no, but we have the option of paying within the year. This would be advantageous to TFPD for some grants and other reimbursements which are based on the amount we pay and where we must show proof of payment which is not the case for deployments yet – but we are seeing that in other areas.

We have the option to make incremental payments during the year, but we are under no obligation to do so.

Latest COVID Trends: Per Scott, here is the information he was able to obtain:

- The situation has improved significantly, but we are still at high levels of infection.
- Occupancy restrictions are being eased but mask wearing, hand washing, and social distancing are still mandatory and will be for some time.
- There is new guidance for the wearing of N95 or double masks due to the variants.
- Vaccinations are proceeding, but supply is being delayed. Vaccinations are going slower than anticipated.
- Two mutations are being studied for their transferability, potential to overrun hospitals, ability to re-infect, and ability to lessen the efficacy of the vaccines and available treatments.

TFPD has the ability to make decisions concerning how to handle meetings, events, etc., but must keep the above information in mind. A short discussion ensued.

Motion: It was moved by Scott Fullerton and seconded by Harvey Ammel to hold the March 8 Board of Directors Meeting as a hybrid meeting at the Main Station which will be open to the public. Anyone attending must wear masks appropriately and must maintain six feet distancing from one another. We will still provide teleconference information for those who prefer to meet virtually due to COVID. The Motion was voted upon and carried unanimously.

TREASURER'S REPORT:

Chris discussed the Treasurer's Report. We are in the process of transferring all financial statements to QuickBooks -- a powerful double entry accounting software package. We will have the ability to compare revenue and expenses on an actual vs. budget basis. The W/C audit documentation was submitted. As of today, Osborne, Parsons & Rosacker, LLP completed and submitted the TFPD Audit Exemption Application documents for TFPD Board review and approval. The TFPD trash bill is now set up as an autopay to our credit card. Chris still needs access to the Wells Fargo bank account and will continue to work on gaining access. [Note for the record: The delay, now over five weeks, is due to Wells Fargo internal issues and errors. The TFPD Board, Chris and Bonnie followed all the instructions provided by Wells Fargo and on a timely basis.]

Chris then discussed the new financial statements, the reporting format and highlighted certain entries. Scott mentioned that he would like to hold a study session so we may discuss these new financial statements in more detail, answer questions and listen to suggestions for improvements. Chief Norris indicated he would be interested in attending. Scott or Chris will work offline to determine a date and schedule a session.

Motion: It was moved by Scott Fullerton and seconded by Cynthia Boyle to approve the text of Resolution 2021-002 as written; and because the exemption submission requires the signature of all approving Directors, that our approval at this time is for approval to circulate Resolution 2021-002 among the Directors for their signature; and if a majority of Directors approve with their signature, that Resolution 2021-002 shall be deemed "Approved" and the President shall sign, the Secretary shall attest, and the Treasurer shall email a scan of Resolution 2021-002 to Osborne, Parsons & Rosacker, LLP for filing with the State. A short discussion ensued clarifying all these steps. The Motion was voted upon and carried unanimously.

Cindy stated she will place a copy of Resolution 2021-002, with signature page, in a manila envelope labeled "FOR: Board Members Signatures" and place in a mail slot at the Main Station.

Motion: It was moved by Christopher Parker and seconded by Scott Fullerton to approve the Treasurer's Report for January 2021. There was no discussion. The Motion was voted upon and carried unanimously.

SECRETARY'S REPORT:

Motion: It was moved by Cynthia Boyle and seconded by Scott Fullerton to approve the regular Board Meeting Minutes for January 11, 2021. There was no discussion. The Motion was voted upon and carried unanimously.

At-A-Glance To-Do List: Scott explained this new list. It is meant to be a quick reference tool for Board members and Chief Norris in order to keep track of, and respond to, assigned tasks. It will be distributed in addition to the draft minutes of each Board Meeting but will not become a part of the minutes.

Motion: It was moved by Scott Fullerton and seconded by Harvey Ammel to distribute this meeting-by-meeting To-Do List along with the draft minutes of each Board Meeting. There was no discussion. The Motion was voted upon and carried unanimously.

OPERATIONS REPORT:

Chief Norris discussed the highlights of the Operations Report:

- responded to 11 incidents in January.
- currently have 16 active members.
- Main Station drive areas to be worked on when time permits.
- water tanks installation @ Canyon Springs remains in progress due to weather.
- it was agreed that social media post data compilation can be discontinued going forward.
- currently have 4 EMTs and 4 EMRs.
- response time for January was 16.09 minutes.
- working on obtaining an engine crew so that we can list engines for deployment.

Per the new To-Do List discussed above, Chief Norris stated that he will transfer all of his to-do's to his Ops Report for future follow up.

LifePak Vital Signs Monitor: Per Scott, we have been awarded a \$4,000 grant from the St. Thomas More Health Foundation's Yankton Benedictine Sisters Fund for a refurbished LifePak Vital Signs Monitor. We should receive these funds toward the end of February.

Motion: It was moved by Scott Fullerton and seconded by Cynthia Boyle to approve the purchase of a second LifePak Vital Signs Monitor at a cost not to exceed the \$15,995 which is what we spent last year to cover the cost of the previous monitor. Scott stated that the funds for this monitor are in the budget. There is no downside to purchasing a refurbished unit. The Motion was voted upon and carried unanimously.

Chief Norris and Kevin are to proceed, at their collective discretion, with the purchase of this monitor. Chief Norris will obtain Scott's approval before making any purchase.

OLD BUSINESS (Part II):

Grants Update: As discussed above, we were awarded a \$4,000 grant from St. Thomas More Health Foundation's Yankton Benedictine Sisters Fund.

Scott will compose verbiage to be added to the TFPD website which will recognize this grant award and thank the Sisters. He will submit wording for review at our March 8 Board Meeting.

Scott continued by discussing the COVID Cares Act. We have \$1,046 in remaining funds which we will spend. This program was extended through 12/31/2021. We are being encouraged by the State not to delay in spending these funds. There is an opportunity for additional COVID related funding through the COVID Relief Bill currently being discussed in Congress.

Scott is waiting for recommendations from the Ops Department for additional grant opportunities.

Welcome Letters: Cindy informed the Board that we have a volunteer! Cindy has already contacted this volunteer by email and will continue to help as needed.

Signs: As promised, CDOT assigned liaisons to TFPD to help with our road sign questions. We have heard from three CDOT liaisons and have now included Harvey on the conversations.

- Regarding boundary signs, CDOT has a standard boundary sign which they provide to any governmental agency. They put through a work order on our behalf for their boundary signs which will be placed on Highway 50 (east and west District edges) and State Highway 9 (north and south District edges). It will take a few months for the fabrication and installation of these CDOT provided TFPD boundary signs.
- Regarding Smokey the Bear signs, we are allowed to mount them at our expense and CDOT provided sign specs. We will be able to work with our CDOT liaison for help with proper installation.
- Regarding the LED Sign at the Main Station, there are regulations for lighted signs near any thoroughfare. There is a CDOT Specialist Engineer who is in charge of this type of sign. That Engineer will send us basic information and will help us stay in compliance with the CDOT regulations once we determine the type of sign we would like to have.

Donations: Cindy reported that the District received \$1,265 in unrestricted donations in January. Scott stated that going forward, all PayPal donations/income will be transferred to Wells Fargo and QuickBooks by the end of each month.

Background Checks Update: Scott deferred to the end of this meeting.

Challenge Coins Update: Chief Norris is moving forward with this project and would like to obtain approval to proceed. He is requesting approval of the District Challenge Coin per the artwork which was distributed in December.

Motion: It was moved by Scott Fullerton and seconded by Cynthia Boyle to approve the artwork submitted by Chief Norris for the District Challenge Coin. The Motion was voted upon and carried unanimously.

Chief Norris continued to state:

- the size of the coin (43mm) is incorrect as shown on the artwork submission. He will be ordering a larger sized coin.
- the front of the coin will be the same for all Challenge Coins.
- the rolling edge will be the same for all Challenge Coins.

- the backside of the coin will be different depending on whether it is a District coin or a Firefighter coin. The Firefighters are still working on their design.
- in further discussions with the Firefighters, they would like to receive one to five customized coins which TFPD would purchase. Any additional coins would be at their own expense.

Chief Norris is to provide volume information and pricing for the District Challenge Coin for budget discussion and review at the March 8 Board Meeting.

Director's Reports: Per Scott's to-do's:

- the W-2's are done and year-end payroll reports have been filed.
- the two safes for the Main Station have not been purchased.
- regarding the Deployment Study Group Session, we have volunteers who are willing to process deployments and be a back-up. We are still working out details, but hope to be able to announce those at the March 8 BOD meeting. Scott will schedule the Deployments Study Group Session soon. We are likely to hold it in conjunction with the Ops budget review which Chief Norris requested.
- paperwork for the SAM.gov account has been submitted in order to change the Admin from Donna to Scott. Waiting for the government to confirm this change.
- background checks are on hold until we complete the Liability Risk & Insurance Review. It has become clear the two are interrelated.
- Liability Risk & Insurance Review was delayed because the source documents, which we were told would be available January 1st, have not been made available. We were told last week to expect them by today. Scott will continue to monitor that situation and will schedule next steps once we have material to discuss.

NEXT PUBLIC MEETING:

The next regular TFPD Board Meeting is scheduled for Monday, March 8, 2021, at 2:00 p.m. This will be a hybrid meeting.

MOTION TO ADJOURN:

It was moved by Christopher Parker and seconded by Cynthia Boyle to adjourn the meeting at 3:39 p.m. The Motion was voted upon and carried unanimously.

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

Operations Report - January 2021

Incidents:

- 11 Incidents in January, 11 total incidents for 2021 (146 total incidents for 2020) - See accompanying NFIRS documentation.

Membership:

- 16 Active Members, 4 Probationary Members, 5 Recruit, 2 Single Resource Deployable Members

Project Updates:

- Door codes updated for all Current Members and Board Members

- Main Station drive areas to be worked on as soon as time permits, Martin Marietta material is confirmed.

- Water tanks at the Canyon Springs station are mostly buried. Weather stopped progress. Final connections need to be installed and burial completed. - IN PROCESS

Upcoming POA/HOA Meetings;

Non-Monetary Donations for the current month;

Accomplishments(2020);

Strategic Plan Objectives Reportable Updates & Status;

- Social Media Post Data
 - January 2021 - 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: **16.09** minutes For January / 16.09 minutes YTM average 2021
 -
 - We have beat AMR on-scene 100%

- 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 lack of crew**
 - Single Resource Deployments
 - No Updates

Summary By Incident Type

Report Period: From 01/01/2021 to 01/31/2021

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 |
| Total Fires | 0 | 0.00 % | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pressure Ruptures, Explosion, Overheat (200-251) | 0 | 0.00 % | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| RESCUE CALLS | | | | | | | | | |
| Emergency Medical Treatment (300-) | 7 | 63.64 % | 0 | 0 | 7 | 0 | 0 | 0 | 7 |
| All Others (331-381) | 0 | 0.00 % | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Rescue Calls | 7 | 63.64 % | 0 | 0 | 7 | 0 | 0 | 0 | 7 |
| Hazardous Condition Calls (400-482) | 1 | 9.09 % | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Service Calls (500-571) | 1 | 9.09 % | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Good Intent Calls (600-671) | 2 | 18.18 % | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| 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 |
| FALSE CALLS | | | | | | | | | |
| 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 |
| Total False Calls | 0 | 0.00 % | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL CALLS | 11 | 100.00 % | 2 | 0 | 9 | 0 | 0 | 0 | 11 |

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 | 0 | 0 |
| Fire Related Deaths | 0 | 0 |
| Non-Fire Deaths | 0 | 0 |



Mark Norris <mark.norris@talxfire.com>

January, 2021 report for Tallahassee Fire Protection District

1 message

Fire Recovery USA <inspections@firerecoveryusa.com>

Mon, Feb 1, 2021 at 6:09 AM

Reply-To: inspections@firerecoveryusa.com

To: chief@talxfire.com

Monthly Totals For Tallahassee Fire Protection District

January, 2021

Dear Mark Norris,

This monthly status report gives you a quick snapshot (as of 2021-02-01) of the claims which have been submitted and paid in the previous month.

| | Last Month (Jan) | | All Year (2021) | |
|-----------------------------------|------------------|------------|-----------------|------------|
| | # Claims | \$ Amount | # Claims | \$ Amount |
| Claims Submitted | 1 | \$1,213.60 | 1 | \$1,213.60 |
| Payments Received By FRUSA | 2 | \$1,320.40 | 2 | \$1,320.40 |
| Claims Denied | 0 | \$0.00 | 0 | \$0.00 |
| Non-Billable (Other) | 0 | - | 0 | - |
| In Progress | 1 | - | 1 | - |
| | | | | |