



Tallahassee Fire Protection District Minutes of the Board of Directors Regular/Hybrid Meeting March 8, 2021

Scott Fullerton called the Regular/Hybrid Meeting to order at 2:05 p.m., on March 8, 2021.

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

Directors Absent: None

Firefighters/Volunteers Present: Chief Mark Norris (by teleconference)

Public Present: None

Purpose of Regular/Hybrid Meeting: To discuss agenda items for the regular monthly Board of Directors Meeting.

PUBLIC INPUT:

No members of the public were present.

ADMINISTRATIVE ISSUES:

Motion: It was moved by Scott Fullerton and seconded by Christopher Parker to hold the April 12 Board of Directors Meeting as a hybrid meeting at the Main Station which will be open to the public. We must continue to 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.

Thank You Cards: Scott to work on sending a thank you card to the Yankton Sisters for the LifePak Grant. He thought the Sisters would appreciate a photo of the LifePak and our EMS personnel. Captain Colvin (who was at the Main Station on other business) agreed to handle. Scott needs to order more thank you cards and showed Board members an updated photo he would like to use. All Board members approved of the new photo. Scott and Cindy will work together on ordering.

TREASURER'S REPORT:

Chris discussed the Treasurer's Report. Audit Exemption filing is complete. Chris pointed out that Osborne, et al, did not perform a review or audit of TFPD financial records. They were engaged to perform the Audit Exemption compilation -- they compiled the information provided by TFPD and completed the Audit Exemption Form using that information for their portion of the statutory Audit Exemption process. TFPD received the State Auditor's submission letter, the Application for Exemption, and Osborne's report. This is all part of the annual process.

Chris then began a discussion concerning the financials – Balance Sheet and Profit & Loss. Chris will upload additional financials (which show more detailed information) to his Shared Drive in the Treasurer's Folder for Board member viewing. For purposes of monthly reporting to

the Board, Chris will condense some of the line items on the Profit & Loss Statement for easier viewing. Chris, Scott and Chief Norris to meet week of March 15 to discuss the Ops budget and report formats.

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

SECRETARY'S REPORT:

Motion: It was moved by Cynthia Boyle and seconded by Brad Nelson to approve the regular Board Meeting Minutes for February 8, 2021. 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 9 incidents in February; bringing the YTD total to 20.
- currently have 16 active members.
- CPR/AED recertification completed in February.
- County-wide meeting was held concerning EMS responses in Fremont County. Some areas of the County are currently experiencing a shortage of EMT personnel (not us). Therefore, mutual aid calls have increased – with some agencies refusing to respond due to the additional burden and adverse effects to their own districts. Chief Norris will continue to update the Board on this situation. Chief Norris and Scott will attend another County-wide meeting tomorrow (March 9) which will address the EMS situation and attempt to resolve it. More information to follow.
- King Meadows Station is fully in-service.

PRESIDENT'S REPORT:

After a brief discussion, the Board agreed to the purchase of two media certified safes (one for Administration; one for Operations) which will be located in the Main Station. Scott to purchase two waterproof/fireproof 2.0 cubic feet safes with digital keypad.

Liability & Insurance: Per Scott, we continue to wait for a couple of documents from the CSD Pool. Scott will put together an agenda on items concerning risks and requirements, and will present for discussion at a study group session.

Cyber Security: Most of our systems infrastructure is provided by, and protected by, the State. But we are responsible for the equipment we use on those systems and vulnerability issues related to our computer assets and how they are used. Some of our assets are due for an upgrade so we may utilize current built-in security capabilities that do not adversely affect usability. Specific equipment was discussed. Replacement costs were generally included when the current budget was prepared. There are some additional questions, clarifications and loose-ends that we are coordinating with the relevant agencies.

Scott, Chris and Chief Norris to meet offline to discuss better integration of our financial systems. We learned that some capabilities available to businesses may not be available for governmental entities. We are waiting for clarification from Wells Fargo and others. Once answers are received, the Board will be informed.

402 Disaster Training Summary: Scott and Chris attended this meeting which covered major incident training for senior leadership. There are things the Board must do in the event of a major incident. Among other things, we learned that the systems used for some types of incidents are different from the systems we are familiar with for fire deployments. Scott is working with the trainers of this meeting for guidance concerning policies and procedures, systems and training, and will get back to the Board to discuss at a study group session.

Legal liabilities and financial reimbursements were also discussed during training. While they provided an overview of the issues and concerns, they did not discuss remedies and implementation. Scott is following-up with the trainers, County and State, and other agency officials and will present additional information at our April 12 Board Meeting. The goal is to have a checklist of what to do in an emergency situation and appropriate training for the relevant Board officers.

Grants: Per Scott, we did purchase the LifePak 15 and it is currently in use. Scott confirmed with Chief Norris that we would like to pursue a grant for an extractor. Chief Norris to submit his complete grant request listing to the Board this week. Scott requested Chief Norris to review the USDA Volunteer Fire Assistance Grant to determine if it is anything we would like to pursue.

OLD BUSINESS:

Donations: Cindy reported that the District received \$1,280 in unrestricted donations in February; YTD donations total \$2,545, of which \$430 is from District residents/property owners.

Recognition Committee: Harvey inquired as to where the recognition plaque will be displayed. Chief Norris to give this some thought and mentioned we might want to combine this plaque with the Firefighter of the Year Award. Chief Norris to keep Harvey in the loop as to location so that Harvey knows what plaque/display case size to order.

TFPD Electronic Sign @ Main Station: Harvey is working with a vendor from Denver to determine the type of sign we would want. Harvey is still waiting for information.

TFPD Emergency Medical Information: There was a short discussion concerning all materials for this program. Cindy and Chief Norris to work offline on the wording for the decal application and location. Cindy to present the final format at the April 12 Board Meeting.

TFPD Branded Items: Cindy stated she will be working with a Canon City vendor for the TFPD baseball caps. Final decisions on the type of cap and quantity ordered to be made at a later date (dependent on whether or not we host an Open House). A sample car decal was shown to the Board and it was accepted as is. This is another item which will be ordered at a later date. The Board did agree to order all decals without the transfer tape.

Signage: Scott began a discussion concerning various signage. CDOT did install the four District boundary signs which they provided – but the signs all had a misspelling of the word “Tallahassee.” Scott still waiting to hear back from CDOT.

Regarding the Main Station Smokey the Bear Fire Danger Sign: Cindy pointed out that we had passed a Motion approximately 4-5 months ago approving the purchase of fire danger signs in the amount of \$4,000. Scott confirmed that CDOT would not need to be involved in the installation of this sign (but would be able to work with us if needed) as it will be installed on our property. After a brief discussion, the Board unanimously approved the purchase of this sign. Chief Norris has permission to purchase, along with the riders, as shown on the previous Smokey Zone quote. Brad volunteered to ask certain individuals if they would be able to install this sign.

Regarding a Fire Danger Sign at the Fremont/Park County Line on State Highway 9: After discussion, it was decided not to purchase this sign at this time. We may revisit at a later date.

Regarding two solar-powered Flasher Emergency Vehicle Safety Signs on State Highway 9 (the yellow signs with the fire engine symbol currently located ahead of the TFPD Fire Station entrance): Cindy proposed this change in signage (adding flashers) for community and TFPD First Responder safety. These would be activated remotely by response vehicles leaving the Station. Chief Norris fully supported this endeavor and the Board unanimously agreed to proceed. Scott and Harvey to work with CDOT.

Regarding High Accident Area Signs: We were reminded that drivers ignore the current signs, so it is unlikely that additional signs would make a significant difference. More importantly, drivers ignore responders attempting to slow or stop traffic during incidents despite all the lights and obvious signs of danger. Chief Norris felt that it was a better investment to put money into additional safety equipment for responders and/or trucks vs. signage. The Board agreed.

Challenge Coins: Per Chief Norris, all challenge coins will now be done in a darker red color instead of the blue. The design of the District coin remains unchanged. Chief Norris is still working with the Firefighters on the design of the backside of their personalized coin. The Board unanimously agreed to the purchase of 500 total TFPD Challenge Coins – to be split between the District coin and the Firefighters coin.

NEXT PUBLIC MEETING:

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

MOTION TO ADJOURN:

It was moved by Brad Nelson and seconded by Harvey Ammel to adjourn the meeting at 3:20 p.m. The Motion was voted upon and carried unanimously.

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

Operations Report - February 2021

Incidents:

- 9 Incidents in February, 20 total incidents for 2021 (146 total incidents for 2020) - See accompanying NFIRS documentation.

Membership:

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

Updates:

- CPR/AED recertification completed in February

- Update from County dispatch EMS response meeting on February 18th

- KM Station - door handle lock changed & heaters installed E341 moved KM Station in-service

- HAZMAT Calls tracking added to Strategic plan updates below

- Challenge Coin primary design is complete and sent to Board for final approval along with price breaks custom designs for individual FF are in process

- Main Station Driveway to be graded once weather and contractor line up(roughly 4-6weeks from 2-24-21) material is available

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

- HOA Resource Sheet for outdoor burning

- SBS UTV Project - Waiting for grant info from Polaris

Upcoming POA/HOA Meetings;

Non-Monetary Donations for the current month;

Accomplishments(2020);

- 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;

- Social Media Post Data
 - February 2021 - Discussion and screenshots NO LONGER REPORTING as of Jan. (**remove from next report**)
- HAZMAT call Tracking
 - No call info
- 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 Medical Responder
 - 1 Member attending EMT training, 1 member planned for EMT training
- Objective - Response Times
 - Ave. Arrival Times: **15.22** minutes For February / 15.66 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 a lack of crew**
 - Single Resource Deployments
 - No Updates

Summary By Incident Type

Report Period: From 02/01/2021 to 02/28/2021

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)	1	16.67 %	0	0	1	0	0	0	1
Vehicle Fires (130-138)	0	0.00 %	0	0	0	0	0	0	0
Other Fires (100, 140-173)	1	16.67 %	0	0	1	0	0	0	1
Total Fires	2	33.33 %	0	0	2	0	0	0	2
Pressure Ruptures, Explosion, Overheat (200-251)	0	0.00 %	0	0	0	0	0	0	0
RESCUE CALLS									
Emergency Medical Treatment (300-)	3	50.00 %	0	3	3	0	0	0	6
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
Total Rescue Calls	3	50.00 %	0	3	3	0	0	0	6
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)	1	16.67 %	1	0	0	0	0	0	1
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	6	100.00 %	1	3	5	0	0	0	9

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

Summary By Incident Type

Report Period: From 01/01/2021 to 02/28/2021

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)	1	5.88 %	0	0	1	0	0	0	1
Vehicle Fires (130-138)	0	0.00 %	0	0	0	0	0	0	0
Other Fires (100, 140-173)	1	5.88 %	0	0	1	0	0	0	1
Total Fires	2	11.76 %	0	0	2	0	0	0	2
Pressure Ruptures, Explosion, Overheat (200-251)	0	0.00 %	0	0	0	0	0	0	0
RESCUE CALLS									
Emergency Medical Treatment (300-)	10	58.82 %	0	3	10	0	0	0	13
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
Total Rescue Calls	10	58.82 %	0	3	10	0	0	0	13
Hazardous Condition Calls (400-482)	1	5.88 %	0	0	1	0	0	0	1
Service Calls (500-571)	1	5.88 %	0	0	1	0	0	0	1
Good Intent Calls (600-671)	3	17.65 %	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
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	17	100.00 %	3	3	14	0	0	0	20

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>

February, 2021 report for Tallahassee Fire Protection District

1 message

Fire Recovery USA <inspections@firerecoveryusa.com>

Mon, Mar 1, 2021 at 3:04 AM

Reply-To: inspections@firerecoveryusa.com

To: chief@talxfire.com

Monthly Totals For Tallahassee Fire Protection District

February, 2021

Dear Mark Norris,

This monthly status report gives you a quick snapshot (as of 2021-03-01) of the claims which have been submitted and paid in the previous month.

	Last Month (Feb)		All Year (2021)	
	# Claims	\$ Amount	# Claims	\$ Amount
Claims Submitted	0	\$0.00	4	\$4,065.40
Payments Received By FRUSA	1	\$395.20	3	\$1,715.60
Claims Denied	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	0	-
In Progress	0	-	4	-