



Tallahassee Fire Protection District Minutes of the Board of Directors Virtual Meeting November 9, 2020

Scott Fullerton called the Virtual Meeting to order at 2:02 p.m., on November 9, 2020.

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: Public Hearing to discuss and accept the proposed 2021 District Budget and to discuss agenda items for the regular monthly Board of Directors Meeting.

PUBLIC INPUT:

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

TREASURER'S REPORT:

Motion: It was moved by Bonnie Spencer and seconded by Harvey Ammel to adopt Resolution 2020-009 as written, which adopts the 2021 District Budget. After a brief discussion as to why we are showing July budget numbers (because October budget numbers were still pending), the proposed 2021 District Budget was accepted in its entirety. 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.]

Motion: It was moved by Bonnie Spencer and seconded by Scott Fullerton to adopt Resolution 2020-010 as written, which calls to appropriate sums of money for the 2021 District Budget. 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.]

Motion: It was moved by Bonnie Spencer and seconded by Scott Fullerton to adopt the 2021 Budget Message as written (November 7 version). 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 approve the Treasurer's Report for October 2020. Bonnie thanked everyone for their input into the 2021 District Budget. She also noted that our financial position was updated with the October 24 amended budget numbers. The Motion was voted upon and carried unanimously.

Motion: It was moved by Scott Fullerton and seconded by Brad Nelson to approve activities required to propose, make public notice, and schedule appropriate Special Meetings for a 3rd Amended 2020 Budget to reflect the effects of recent deployments. Bonnie stated that as of late yesterday, we had 15 deployments this year; with 6 remaining unpaid. This equates to

approximately \$40K in additional revenue between our State billings and the October 24 amended budget numbers. Additional expenses come to approximately \$21K. Supplemental resource personnel appear to be done for the year. With these numbers in mind, we will not trigger the \$750K audit amount for revenue and/or expenses in 2020. Scott questioned as to whether or not we might need an additional revision based on additional revenue and/or expenses exceeding our October budget revision. Bonnie stated she felt that our October budget revision captured everything we need through the end of the year. She further stated we did not change projected budgeted expenses from the July revision; we just added to it. Bonnie is keeping track of things on a daily basis. The Motion was voted upon and failed based on this discussion.

Motion: It was moved by Scott Fullerton and seconded by Bonnie Spencer to engage Osborne, Parsons & Rosacker, LLP to prepare District 2020 financial statements, the District's 2020 Application for Exemption from Audit, and other items as defined in the Engagement Proposal Letter dated October 15, 2020. There was no discussion. The Motion was voted upon and carried unanimously.

SECRETARY'S REPORT:

Motion: It was moved by Scott Fullerton and seconded by Harvey Ammel to approve the Board Meeting Minutes for the October 12, 2020 regular meeting, October 24, 2020 special virtual Public Hearing and meeting, and October 30, 2020 special virtual meeting. There was no discussion. The Motion was voted upon and carried unanimously.

OPERATIONS REPORT:

Chief Norris stated there were 13 incident calls during October and all response times were within the 15-minute range.

Chief Norris then stated he has access to a lot of user Facebook posting information, but much of it has no value to us. Bonnie felt that the provided screen shots might have some worth to us and requested he forward this information for the next few months.

Chief Norris then stated that the Canyon Springs (water tanks installation) and Autumn Creek (driveway maintenance) work may have started today. They are looking at property boundaries and then will review the final plan for each.

Concerning the fire recovery report, Chief Norris stated that not every single run shows up on the monthly report as the run must be assigned first. Scott explained this report is backlogged initially and we must recognize the gap between when we are spending money on calls and when we are getting reimbursed. Per Bonnie, a conservative approach was taken for this income source in the 2021 Budget. We will go after all the income that we can, but it may have consequences in other areas. Scott clarified that his concern is that this situation is similar to out-of-district deployments: we don't count on the money for budget purposes, but the actual income could affect triggers – like the \$750K audit limit discussed previously – so we will need to keep an eye on it in 2021. It is a good problem to have; we just need to keep it in mind.

Recognition Event/Christmas Party: As of today, this event is cancelled due to the spread of COVID increasing significantly and Public Health Orders that are in effect for social gatherings. The Board encouraged Chief Norris and each other to come up with an alternative plan for

firefighter recognition and performance awards. Chief Norris stated he was already working on this and would probably be accomplished by sending emails to his staff. Bonnie will check into credit card points and how they can be used for recognition.

Compliance with Public Health Orders during Loaves & Fishes Distribution at the Main Station: Chief Norris stated that all volunteers will be compliant with PPE requirements and we have adequate supplies on hand.

At this point in the meeting, Brad wanted to know the outcome of the letters that were sent out concerning the drone program restricted donations. Cindy stated that all three donors had responded – two agreed to change to an unrestricted donation; the other changed it to a restricted donation for swift water rescue gear.

ADMINISTRATIVE ISSUES:

Motion: It was moved by Scott Fullerton and seconded by Bonnie Spencer to approve activities to appoint Christopher Parker as a Director to fill Bonnie Spencer's position on the Board following her resignation at the end of the year. Scott clarified this was to get the official paperwork in progress for Chris's appointment. The Motion was voted upon and carried unanimously.

Motion: It was moved by Scott Fullerton and seconded by Brad Nelson that the Board authorizes the President to seek legal guidance regarding the effects of the COVID emergency, current spike in cases, Public Health Orders & Guidance, etc., on the customary statutory duties and requirements for meetings, filings, oaths of office, etc., if any, to ensure our compliance with the same. There was no discussion. The Motion was voted upon and carried unanimously.

Donations: Cindy reported that the District received \$920 in unrestricted donations in October; YTD donations total \$4,418, of which \$2,865 is from District residents/property owners. Further stated this favorable donation result was probably due to the Holiday Stocking Stuffer initiative. The TFPD Community generously responded by making purchases and/or donations. Scott and Bonnie agreed that this initiative was very positive in a lot of different ways.

4th Quarter To-Do List & Calendar: Scott stated that we are on track to complete all county/statutory filings. He also thanked Bonnie and Cindy for all their efforts. Bonnie has been navigating the transition and deployment/budget/compliance issues. Cindy has researched and is maintaining our compliance To-Do List. Both have been very instrumental to him, the Board, and the District.

Motion: It was moved by Scott Fullerton and seconded by Harvey Ammel that the Fire Chief (the "Chief" or "Chief's") Performance Review process used in 2019 was of minimal value to the Board or the Chief, so it will not be used in 2020. The Board feels it is well informed of internal and external opinions regarding the Chief's performance; they are predominantly positive and is not aware of any performance issues that would affect his continued employment as Chief. The Motion was voted upon and carried unanimously.

Motion: It was moved by Scott Fullerton and seconded by Bonnie Spencer to renew the Chief's Employment Agreement for 2021, for the President to seek legal review for any recommended changes based on statutory or other changes since last year and, if there are no significant changes required, enter into the new Agreement on behalf of the District. During discussion, Scott clarified:

- the Chief did not request any changes to the Agreement and Scott was not aware of any Board/public requested changes.
- legal review is about making sure there has not been a statutory change during the past year that would make last year's Agreement inappropriate.
- if Motion passes and nothing significant changes, the Board gives the President approval to work with the Chief in getting the new Agreement signed without calling for a special meeting.

Cindy wanted to make sure the Agreement contained language that the Chief is expected to work on specifically assigned tasks from the Board, with Board members, in a courteous and professional manner. Bonnie found language in the Agreement under "Job Responsibilities" that basically covered this request. The Motion was voted upon and carried unanimously.

NEW BUSINESS:

Grant Opportunities: Per Scott, we have another request in to cover COVID expenses through the COVID Grant, but will still have \$2,560 available once we receive this reimbursement. Scott requested Chief Norris to notify him of any new, qualifying COVID related expense requests.

We have the opportunity to apply for the St. Thomas More Grant and others. Scott requested Chief Norris discuss this at his next Officer's Meeting and get recommendations for any equipment or projects we should be pursuing and have at the top of our potential grant list. He requested Board members to do the same.

Cindy wanted to know that with the recent extractor grant request being declined, do we still need/want an extractor, and if so, do we need to look for such a grant. Chief Norris stated we are still in need of an extractor and once grant cycles open up, we need to look for an appropriate grant.

Scott clarified that the Board needs to know the needs of the Operations Department for possible grant submissions in case we hear of an opportunity. Chief Norris is to provide such a list.

TFPD Main Station Building Signage and Logo: A discussion ensued as to the viability of changing the signage on the Main Station Building. Once it was determined that the original lettering was a private donation by a TFPD property owner, it was decided to leave as is with no changes. It was also decided to leave the logo currently on the Main Station as is due to cost, work involved, finding a vendor, etc., with the possibility of addressing at a later date. However, Scott and Bonnie recommended that we continue to harmonize new documents, signage, and usage to the new logo, name, etc., unless there is a compelling reason not to. Chief Norris also gave several local examples of fire related names, titles, and other common usages that were slightly modified from official names for morale or other reasonable purposes.

TFPD Website "Volunteer" Section: As a to-do item for early next year, Cindy suggested that we need to broaden the "Volunteer" section of the TFPD website to include a Board of Directors duties section and to expand the Administration section with non-Board related administration duties (such as accounting, clerical, deployment issues, etc.) and indicate those duties that could be performed at home. Two Board positions expire in May 2022 and we need to begin educating the TFPD Community and getting the word out of these openings. Scott felt we need to actively "advertise" volunteer opportunities. Further discussion was tabled until the January or February Board Meeting.

OLD BUSINESS:

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

Policy & Procedures Manual Revisions: This has been tabled until the December Board Meeting.

Challenge Coins: Chief Norris is working with CombatBet for ceramic challenge coins as he feels these are the most cost-effective coins for the firefighters and the TFPD Community. He is still working on the wear and durability concern. He is waiting for a mock-up of desired coins and should have more information by the December Board Meeting.

Stocking Stuffer Program: As previously stated, this initiative appears to be a success.

Communications Plan: After a short discussion, both Brad and Chief Norris felt we should continue with current communications procedures used (mostly social media and emails). Harvey requested to have more time to brainstorm with another individual to get his input/ideas. Cindy suggested a postcard mailing (either quarterly or bi-annually) to those residents/property owners where we do not have an email address. Further discussion was tabled until the December Board Meeting.

WC and P&L Insurance Renewals: Bonnie reported that the renewals have been submitted to the CSD Pool, they are being processed, and we are awaiting their response.

NEXT PUBLIC MEETING:

Motion: It was moved by Scott Fullerton and seconded by Brad Nelson that the Monday, December 14, 2020, Regular Board Meeting, at 2:00 p.m., be posted as a virtual meeting given current and probable Public Health Orders and guidance. The Motion was voted upon and carried unanimously.

MOTION TO ADJOURN:

It was moved by Cynthia Boyle and seconded by Harvey Ammel to adjourn the meeting at 3:30 p.m. The Motion was voted upon and carried unanimously.

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

Operations Report - October 2020

Incidents:

- 13 Incidents in October - See accompanying NFIRS documentation.

Membership:

- 17 Active Members, 5 Probationary Members, 3 Recruits, 3 Single Resource Deployable Members

Project Updates:

- Lexipol project initiated and moving forward
- Fire Danger level signs for District in key locations - reasonable source for signs located
- Water tanks will be installed at the Canyon Springs station by the end of the year.
- The culvert at the Autumn Creek Station needs to be repaired as soon as the weather allows

Upcoming POA/HOA Meetings;

Non-Monetary Donations for the current month;

Accomplishments(2020);

- 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: **15.54** minutes For **October** / **15.93** minutes YTM average 2020
 - **We had 4 non-emergency responses & 3 responses in icy conditions which affected our response times.**
 - 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 10/01/2020 to 10/31/2020

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)	1	7.69 %	1	0	0	0	0	0	1
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	1	7.69 %	1	0	0	0	0	0	1
Pressure Ruptures, Explosion, Overheat (200-251)	0	0.00 %	0	0	0	0	0	0	0
RESCUE CALLS									
Emergency Medical Treatment (300-)	9	69.23 %	0	0	9	0	0	0	9
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
Total Rescue Calls	9	69.23 %	0	0	9	0	0	0	9
Hazardous Condition Calls (400-482)	0	0.00 %	0	0	0	0	0	0	0
Service Calls (500-571)	2	15.38 %	1	0	1	0	0	0	2
Good Intent Calls (600-671)	1	7.69 %	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	13	100.00 %	3	0	10	0	0	0	13

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 01/01/2020 to 10/31/2020

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	1.64 %	1	0	1	0	0	0	2
Vehicle Fires (130-138)	1	0.82 %	0	0	1	0	0	0	1
Other Fires (100, 140-173)	6	4.92 %	4	4	2	0	0	0	10
Total Fires	9	7.38 %	5	4	4	0	0	0	13
Pressure Ruptures, Explosion, Overheat (200-251)	1	0.82 %	0	0	1	0	0	0	1
RESCUE CALLS									
Emergency Medical Treatment (300-)	76	62.30 %	5	1	71	0	0	0	77
All Others (331-381)	1	0.82 %	0	0	1	0	0	0	1
Total Rescue Calls	77	63.11 %	5	1	72	0	0	0	78
Hazardous Condition Calls (400-482)	2	1.64 %	1	0	1	0	0	0	2
Service Calls (500-571)	4	3.28 %	2	0	2	0	0	0	4
Good Intent Calls (600-671)	26	21.31 %	22	0	4	0	0	0	26
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)	3	2.46 %	1	0	2	0	0	0	3
Total False Calls	3	2.46 %	1	0	2	0	0	0	3
TOTAL CALLS	122	100.00 %	36	5	86	0	0	0	127

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 <mark.norris@talxfire.com>

October, 2020 report for Tallahassee Fire Protection District

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

Sun, Nov 1, 2020 at 7:10 AM

Monthly Totals For Tallahassee Fire Protection District

October, 2020

Dear Mark Norris,

This monthly status report gives you a quick snapshot (as of 2020-11-01) of the claims which have been submitted and paid in the previous month.

	Last Month (Oct)		All Year (2020)	
	# Claims	\$ Amount	# Claims	\$ Amount
Claims Submitted	0	\$0.00	30	\$36,316.20
Payments Received By FRUSA	4	\$2,279.71	18	\$11,621.31
Claims Denied	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	0	-
In Progress	0	-	17	-