



## Tallahassee Fire Protection District Minutes of the Board of Directors Regular Meeting August 10, 2020

Scott Fullerton called the Meeting to order at 2:03 p.m. on August 10, 2020.

Directors Present: Scott Fullerton, Bonnie Spencer, Cynthia Boyle, Harvey Ammel (arrived 2:28 pm)  
Directors Absent: Brad Nelson (Excused)  
Firefighters/Volunteers present: Chief Mark Norris  
Public Present: None

### **PUBLIC INPUT:**

**NOTE:** TFPD Notice of Public Hearing was published in the Canon City Daily Record and the publisher's affidavit was received. No members of the public chose to address the Board concerning this Public Hearing on amending the 2020 District Budget.

Scott notified the Board members that he was adding the Deferral of Payroll Deductions to the Policy Issues portion of the Agenda.

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

**Motion:** It was moved by Scott Fullerton and seconded by Bonnie Spencer to approve Resolution 2020-007 as written, which accepts the amended 2020 District Budget, and for all appropriate filings to be made accordingly. The Motion was voted upon and carried unanimously.

**Motion:** It was moved by Bonnie Spencer and seconded by Scott Fullerton to approve the Treasurer's Report for July 2020. The Motion was voted upon and carried unanimously.

### **OLD BUSINESS:**

Recognition Committee: Bonnie reported the committee received one additional nomination. Next steps to include:

- Board to review and approve all nominations going forward.
- Board to approve nominee before posting name on TFPD website.
- Additional nominees will be submitted to the Board one week prior to the regularly scheduled Board Meeting for review.

Mark questioned what the minimum criteria/requirements/guidelines were in order for a nominee to be considered. Scott commented that this is a new program, so we do not have enough experience with the process to establish formal guidelines. It was his understanding that we would begin with the Board making a "reasonable person's" assessment of the significance of the nominee's contributions while developing formal guidelines based on that experience. Bonnie and Harvey to draft initial guidelines.

**Motion:** It was moved by Bonnie Spencer and seconded by Scott Fullerton to put together a draft of the processes to be used for nominees prior to posting any nominee's name on the TFPD website. The Motion was voted upon and carried unanimously.

TFPD Boundary Signs: Cindy had previously distributed mock-ups of proposed TFPD boundary signs which were discussed and then approved by the Board. Chief Norris identified 13 potential locations for placement of TFPD boundary signs. Complete cost for sign and frame should be approximately \$60/sign. It was suggested and agreed to order 15 signs so that we have extras.

**Motion:** It was moved by Scott Fullerton and seconded by Bonnie Spencer to approve the purchase of 15 TFPD boundary signs by Chief Norris at or near the total cost of \$900. The Motion was voted upon and carried unanimously.

Harvey Ammel joined the Meeting.

Public Fire Danger Notification Signs: Chief Norris stated he was still waiting for pricing of customized fire danger signs. Board Member concerns included: cost, materials used, durability, and warranties. Chief Norris stated that as these signs are Smokey the Bear signs, vendors must adhere to and follow trademark rules.

Cindy had previously distributed three different fire danger notification signs to the Board. She suggested going with the top-of-the-line Smokey the Bear sign for the Main Station to which the Board Members agreed. Further stated that currently there are no fire danger signs on State Highway 9 which is a major thoroughfare through the District and felt we needed one more sign. Board Members agreed to a lower-end Smokey the Bear sign. Chief Norris stated this additional sign could be placed near the Alpine Bluffs entrance. Scott to check to see if we can install the sign closer to the Fremont and Park County line. Chief Norris is to pursue final cost estimates for the two Smokey the Bear fire danger signs for discussion at the September Board Meeting.

Email Blasts: Chief Norris is working on the "canned" messages for the different fire restrictions.

Status of TFPD Website: Cindy stated she felt the TFPD website looked great and now contained important information for District residents and property owners. Chief Norris agreed and is continuing to work on adding to the Facebook feed on the website.

Scott felt the website could contain additional information with general questions and answers for our residents and property owners. It was pointed out that some of the information that Scott mentioned was already on the website. Chief Norris explained that there are too many complexities to different situations for there to be one straightforward answer. It was agreed that for fire incidents which occur in our District, our website would highlight these incidents with links to the appropriate information.

Stocking Stuffer Initiative: Cindy discussed in detail. Board Members approved of the website wording, the Order Form as submitted, charging a flat rate shipping fee of \$8.40 for using the USPS Priority Mail Padded Flat Rate Envelope, and using the free USPS shipping supplies (envelopes and address labels). Bonnie to forward any orders received by mail to Cindy ASAP.

**Motion:** It was moved by Cynthia Boyle and seconded by Scott Fullerton to approve a September 1 launch date on the TFPD website, Facebook and Twitter, approve the sending of emails as appropriate, and approve Cindy being able to purchase additional promotional items as necessary to keep up with orders. The Motion was voted upon and carried unanimously.

Strategic Plan: Chief Norris continues to work on minor changes to the Plan. Will be prepared to discuss at the September Board Meeting.

Microsoft Excel License: As a carryover from the last Board Meeting, Scott was able to secure an over-the-counter price of \$139.

**Motion:** It was moved by Scott Fullerton and seconded by Harvey Ammel to approve the outright purchase of a Microsoft Excel License at \$139. The Motion was voted upon and carried unanimously.

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

**Motion:** It was moved by Cynthia Boyle and seconded by Bonnie Spencer to approve the Board Meeting Minutes as written for July 13, July 20, and July 24, 2020. The Motion was voted upon and carried unanimously.

### **OPERATIONS REPORT:**

Chief Norris presented the Operations Report (attached). Highlights include:

- waiting for our 800# to be tied into the Text-Em-All program.
- meeting goals for EMS.
- response time slightly elevated due to calls being further away.
- arriving on-scene (ahead of AMR) 100% of the time.
- for State Reimbursement Program for Single Resource Deployments will not go above three individuals.

The last bullet caused a discussion on billable rates, employer share of taxes, and TFPD realizing a 10% profit from single resource deployments. Chief Norris stated that TFPD should be able to bill the State for our full burden. Per Bonnie, nothing in the State paperwork indicates an organization gets anything back from labor work-ups. She sees no way to submit and get back any fringe costs. Chief Norris to work with/discuss with Bonnie.

### **EXECUTIVE SESSION:**

**Motion:** It was moved by Scott Fullerton and seconded by Bonnie Spencer to move to Executive Session only if any Board Member wanted to discuss specific terms to the negotiations regarding the King Meadow Station. During discussion, it was determined that there was no need for an Executive Session at this time, so the Motion was voted on and failed. There was no Executive Session.

### **POLICY ISSUES:**

Status of Text-Em-All: As previously stated, Chief Norris is waiting for our 800# to be tied into this program. Once that happens, he will begin testing.

Presidential Memoranda on Deferring Payroll Tax Obligations in Light of the Ongoing COVID-19 Disaster: Scott distributed copies of the Memoranda taken from WhiteHouse.gov and pointed out that it will affect the next payroll, which occurs before the September Board Meeting. It has been widely reported that the wording and expected guidance could force policy decisions for organizations, like ours, that are required to withhold taxes. Scott asked the Board Members and Chief Norris to continue to monitor developments, and noted that a Special Meeting may be needed if policy actions are required before the September Board Meeting.

## **ADMINISTRATIVE ISSUES:**

DOLA CARES Act Grant: No changes/updates per Scott.

Donations: Cindy reported that the District received \$115 in unrestricted donations in July; YTD donations total \$2,973, of which \$1,600 is from District residents/property owners.

Scott questioned the status of TFPD trucks sold. Chief Norris stated E363 and E364 have sold, and we have received a check for \$7,750. Still working on the paperwork for completion of this sale.

2021 Chart of Accounts: Scott discussed and presented a new Treasurer's Report format for FY 2021. He would like all Board Members to review for content. Does it contain the information you need/want to see and manage?

Scott then moved into a presentation and discussion concerning a new FY 2021 Chart of Accounts. We can use sub-accounts to specifically track certain income and expenses. It will show fixed and variable expenses. How much detail do we want? Would like Board Members and Chief Norris to send any and all comments to him by email before the September Board Meeting.

## **NEW BUSINESS:**

None.

## **NEXT PUBLIC MEETING:**

The next regular TFPD Board Meeting is scheduled for Monday, September 14, 2020, at 2:00 pm, at the Main Station.

## **MOTION TO ADJOURN:**

It was moved by Scott Fullerton and seconded by Bonnie Spencer to adjourn the meeting at 4:06 p.m. The Motion was voted upon and carried unanimously.

## Operations Report - July 2020

### **Incidents:**

- See accompanying documentation.
- Incidents reported via NFIRS data.

### **Membership:**

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

### **Project Updates:**

- Lexipol project initiated
- Email blast project to notify residents of fire restrictions & possible text messaging - Waiting for company to port number
- District Boundary Signs - 13 identified district boundaries - Preliminary design completed
- 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 state has converted to IQS V6 - Personnel Updates proceeding
- ROSS has been retired, IROC is in place. Approval but still having issues with access. Engines must be listed manually with PIDC via email. Engine and crew listed.
- The culvert at the Autumn Creek Station needs to be repaired as soon as the weather allows

### **Upcoming POA/HOA Meetings;**

- COMPLETED - July 25th, 1200 - Delilah Peak POA Annual Meeting requested presentation by Chief
- August 22nd, 1400 - Alpine Bluffs POA Meeting @ Main Station
- September 25th, time TBD, Meadowdale Ranch Road Association Meeting @ Main Station - donated \$100 to TFPD

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

### **Accomplishments(2020);**

- 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;**

- Objective - EMS
  - Part 1 - EMS Within the Fire Dept.
    - Current State Registered/Certified Responders = **5 EMT-B & 5 EMR**
      - Over 99% of calls have a TFPD State Registered/Certified Responder
      - More than half of our Active full members are state registered or certified medical responders
- Objective - Response Times
  - Ave. Arrival Times: **17.78** minutes For **July** / **15.04** minutes YTM average 2020
    - Response times **are slightly up for July**
  - 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 39 weeks
      - **Engines Available in ROSS(IROC) or Deployed 6.57 weeks in 2020**
  - Single Resource Deployments
    - Allow FD personnel to deploy as single-resource
      - 2 members have single resource qualifications
    - Recruit non-Operations and single resource personnel from outside dept.
      - We will hold adding anymore overhead for now

# Summary By Incident Type

Report Period: From 07/01/2020 to 07/31/2020

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	6.25 %	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) .....	0	0.00 %	0	1	0	0	0	0	1
<b>Total Fires</b> .....	<b>1</b>	<b>6.25 %</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
Pressure Ruptures, Explosion, Overheat (200-251)	1	6.25 %	0	0	1	0	0	0	1
<b>RESCUE CALLS</b>									
Emergency Medical Treatment (300-323)	6	37.50 %	0	0	6	0	0	0	6
All Others (331-381) .....	0	0.00 %	0	0	0	0	0	0	0
<b>Total Rescue Calls</b> .....	<b>6</b>	<b>37.50 %</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>
Hazardous Condition Calls (400-482) .....	0	0.00 %	0	0	0	0	0	0	0
Service Calls (500-571) .....	1	6.25 %	0	0	1	0	0	0	1
Good Intent Calls (600-671) .....	7	43.75 %	7	0	0	0	0	0	7
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)	0	0.00 %	0	0	0	0	0	0	0
<b>Total False Calls</b> .....	<b>0</b>	<b>0.00 %</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CALLS</b> .....	<b>16</b>	<b>100.00 %</b>	<b>7</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

Total Incidents With Exposure Fires ..... 0      Total Fire Dollar Loss ..... \$ 305,000.00

Total Exposure Fires ..... 0      Total Dollar Loss ..... \$ 305,000.00

Casualty Summary	Civilian	Fire Service
Fire Related Injuries	0	0
Non-Fire Injuries	2	0
Fire Related Deaths	0	0
Non-Fire Deaths	0	0

# Summary By Incident Type

Report Period: From 01/01/2020 to 07/31/2020

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	1.19 %	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) .....	6	7.14 %	4	2	2	0	0	0	8
<b>Total Fires</b> .....	<b>7</b>	<b>8.33 %</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>
Pressure Ruptures, Explosion, Overheat (200-251)	1	1.19 %	0	0	1	0	0	0	1
<b>RESCUE CALLS</b>									
Emergency Medical Treatment (300-323)	49	58.33 %	5	1	44	0	0	0	50
All Others (331-381) .....	1	1.19 %	0	0	1	0	0	0	1
<b>Total Rescue Calls</b> .....	<b>50</b>	<b>59.52 %</b>	<b>5</b>	<b>1</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51</b>
Hazardous Condition Calls (400-482) .....	0	0.00 %	0	0	0	0	0	0	0
Service Calls (500-571) .....	2	2.38 %	1	0	1	0	0	0	2
Good Intent Calls (600-671) .....	21	25.00 %	17	0	4	0	0	0	21
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)	3	3.57 %	1	0	2	0	0	0	3
<b>Total False Calls</b> .....	<b>3</b>	<b>3.57 %</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>TOTAL CALLS</b> .....	<b>84</b>	<b>100.00 %</b>	<b>28</b>	<b>3</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>87</b>

Total Incidents With Exposure Fires ..... 0      Total Fire Dollar Loss ..... \$ 305,000.00

Total Exposure Fires ..... 0      Total Dollar Loss ..... \$ 305,000.00

Casualty Summary	Civilian	Fire Service
Fire Related Injuries	0	0
Non-Fire Injuries	15	0
Fire Related Deaths	0	0
Non-Fire Deaths	0	0



## July, 2020 report for Tallahassee Fire Protection District

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

Sat, Aug 1, 2020 at 7:40 AM

# Monthly Totals For Tallahassee Fire Protection District

## July, 2020

Dear Mark Norris,  
This monthly status report gives you a quick snapshot (as of 2020-08-01) of the claims which have been submitted and paid in the previous month.

	Last Month (Jul)		All Year (2020)	
	# Claims	\$ Amount	# Claims	\$ Amount
Claims Submitted	6	\$5,863.80	20	\$19,604.40
Payments Received By FRUSA	4	\$2,709.60	13	\$8,892.00
Claims Denied	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	0	-
In Progress	4	-	13	-