



## Tallahassee Fire Protection District Minutes of the Board of Directors Regular Meeting September 14, 2020

Scott Fullerton called the Meeting to order at 2:05 p.m. on September 14, 2020.

Directors Present: Scott Fullerton, Bonnie Spencer, Harvey Ammel, Cynthia Boyle, Brad Nelson

Directors Absent: None

Firefighters/Volunteers present: Chief Mark Norris

Public Present: None

### **PUBLIC INPUT:**

No members of the public chose to address the Board.

### **OLD BUSINESS:**

Recognition Committee: Bonnie distributed and discussed a Draft Process Guidelines for Board Review of Nominees. It included a suggestion to limit the nominations to a particular period of time each year – perhaps 90 days. Scott liked the 90-day limited time period to nominate and suggested holding nominations three months prior to the TFPD Open House; with an “unveiling” of names added to the plaque at the TFPD Open House. All Board members and Chief Norris agreed. All Board members are to review the proposed process draft and email comments/ suggestions to Bonnie and Harvey prior to the October Board Meeting. A review of the names already appearing on the TFPD website needs to take place.

Holiday Stocking Stuffer: Cindy gave a review. Top sellers include the Pens and Flashlight Keychains. Will send out another email blast before the October Board Meeting selling this initiative and the products. NOTE: Updated figures follow with sales through the end of the Board Meeting.

\$557	Cost to TFPD
<u>(285)</u>	Sales to Date
<u>\$272</u>	Breakeven Point

Fire Warning Signs Update: (1) The 15 TFPD Entry/Exit Signs have been delivered. Chief Norris wants to apply a UV Coat/Water Sealant to the signs before installing. Installation to take place as time permits. (2) Cindy and Chief Norris reviewed the Smokey the Bear Main Station Sign proof and quote. (3) The proposed Fremont/Park County Fire Warning Sign was discussed as were the Fire Warning Signs already installed by Fremont County within the District. It was decided to defer discussion of this and any additional District signage until Spring 2021.

**Motion:** It was moved by Scott Fullerton and seconded by Harvey Ammel to include in the FY 2021 Budget (Administration expense) \$4,000 for the Smokey the Bear Main Station signage. The Motion was voted upon and carried unanimously.

Challenge Coins: Brad led a discussion concerning TFPD Challenge Coins. Two proofs and quotes were presented to the Board members and all concurred their approval of the coin which contained the TFPD logo. However, it was agreed we need to replace the word "MITIGATION" on the back of the coin with another appropriate word. Board members to consider. A discussion ensued of the history behind the Challenge Coin. Chief Norris would like to explore the possibility of having Rank Coins. Chief Norris fully endorses this initiative and requested time to obtain input/feedback from the TFPD Firefighters on the approved coin. Therefore, this discussion will continue at the October Board Meeting.

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

**Motion:** It was moved by Scott Fullerton and seconded by Brad Nelson to approve the Board Meeting Minutes as written for August 10, 2020. The Motion was voted upon and carried unanimously.

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

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

Due to family issues, Bonnie has made the difficult decision to resign as Board member and Treasurer effective as of December 31, 2020. This was not an easy decision for Bonnie and she will be sorely missed. She will begin drafting the specifics of the duties she performs for an easy transition, as well as suggest those duties other Board members can pick up. Scott requested that all Board members brainstorm for any qualified candidates by the October Board Meeting. Scott agreed to pick up the TFPD mail from the Post Office going forward.

### **OPERATIONS REPORT:**

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

- YTD incident calls total 105. Historically, we had 105 calls in 2019 and 102 calls in 2018. 2020 will be a banner year for incident calls.
- Membership is consistent.
- Lexipol program is moving forward.
- Text-Em-All program is complete, but need more of the TFPD community to join.
- Currently have 4 EMTs and 5 EMRs. Every call has either an EMT or EMR respond.
- The 15.23 minutes YTM average response time is in the zone of the Strategic Plan number which is 15 minutes.
- Overshot estimates for Deployment Plan. We will not hit the deployment numbers per the Strategic Plan.

The last bullet caused a discussion on the National Deployment Plan. There is now a national shortage of deployable resources. Chief Norris stated that those individuals that he had targeted for out-of-District deployment crews are now unavailable due to them gaining full-time employment (in-District deployments are unaffected). Therefore, we need to readjust certain National Deployment Plan assumptions for 2020 and 2021 which include:

- For 2020 and 2021, the goal is to have crews and apparatus to ensure we have an engine listed 50% of the time (26 weeks).
- For fleet requirements, we currently have four deployable Wildland Engines.

Our number one priority is to protect our District. Currently, we do not have enough crew members to man deployable engines. Chief Norris is actively recruiting out-of-District for deployable crews. By adding a Deployment Program to our Strategic Plan, we were able to update/upgrade equipment, take care of maintenance issues promptly, hold specific training classes which in turn has helped to improve the average age of our equipment/apparatus and improve response time within the District. Although disappointed that we could not meet our national deployment goal, we have improved in other ways that directly benefits the TFPD community.

At this point in the meeting, Brad asked about the status of fixing the ventilation system for exhaust fumes within the Main Station. Chief Norris stated that the electronic parts that need to be fixed/replaced are beyond his capabilities. It was agreed to have this repairs expense covered in the FY 2021 Budget.

### **EXECUTIVE SESSION:**

All Board members and Chief Norris moved to Executive Session at 3:20 pm.

**Motion:** It was moved by Scott Fullerton and seconded by Brad Nelson to move to Executive Session to determine positions relative to matters that may be subject to negotiations, development strategy for negotiations, and instructing negotiators regarding a replacement for the King Meadows Station §24-6-402(4)(e), C.R.S. The Motion was voted upon and carried unanimously.

TFPD Monthly Board Meeting resumed at 3:25 pm.

### **POLICY ISSUES:**

None.

### **ADMINISTRATIVE ISSUES:**

DOLA CARES Act Grant: Per Scott, we have received our first reimbursement check. The grant administrators created a straightforward process; with a quick turnaround.

Donations: Cindy reported that the District received \$265 in unrestricted donations in August; YTD donations total \$3,238, of which \$1,765 is from District residents/property owners.

2021 Budget: Bonnie discussed the 2021 Budget Calendar details received from Collins Cockrel & Cole. Changes made to the normal timeline by the State because of COVID-19 created some concerns that Bonnie needs to clarify with the Assessor and others. She will begin working on numbers/assumptions for the FY 2021 Budget. Chief Norris requested Bonnie to use 2020 figures/numbers as a starting point for Operations. Per Scott, the goal is to vote on a preliminary 2021 Budget at the October Board Meeting. Once an agreement is reached, we will decide on a date for the Public Meeting. Bonnie distributed the Budget Message format which has been followed for the last three years. All Board members are to review and send suggestions to Bonnie before the October Board Meeting.

**Motion:** It was moved by Scott Fullerton and seconded by Bonnie Spencer that because of the high probability of questions by new Board members and in order to meet 2021 Budget deadline dates, the Board may “meet” for study sessions either in-person, online or by email exchanges between the date of this Board Meeting and the October Board Meeting as needed. The Motion was voted upon and carried unanimously.

**NEW BUSINESS:**

Cindy provided new data about the demographics of the District and discussed the need for a Community Outreach and Communications Plan for 2021. She would like all Board members and Chief Norris to give this initiative some thought and send their ideas/suggestions by email to her before the October Board Meeting. Cindy will email the Word version of her abbreviated plan for Board response. The goal is to have all Board members participate in, and agree to, a 2021 Communications Plan. A spirited discussion ensued and many points were discussed. Further discussion will take place at the October Board Meeting.

Chief Norris and several Board members complimented Cindy for significant improvements she has made to the TFPD website. Also thanked her for Holiday Stocking Stuffer efforts and designing the TFPD Entry/Exit Signs and TFPD Challenge Coins.

**NEXT PUBLIC MEETING:**

The next regular TFPD Board Meeting is scheduled for Monday, October 12, 2020, at 2:00 pm, at the Main Station.

**MOTION TO ADJOURN:**

It was moved by Brad Nelson and seconded by Bonnie Spencer to adjourn the meeting at 4:22 p.m. The Motion was voted upon and carried unanimously.

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

## Operations Report - August 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 and moving forward
- **Text messaging project - COMPLETED**
- **District Boundary Signs - signs ordered and delivered. Will be placed as time allows.**
- 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. All-access permissions completed.
- The culvert at the Autumn Creek Station needs to be repaired as soon as the weather allows

### Upcoming POA/HOA Meetings;

- COMPLETED - August 22nd, 1400 - Alpine Bluffs POA Meeting @ Main Station
- September 25th, time 2PM, Meadowdale Ranch Road Association Meeting @ Main Station - donated \$100 to TFPD

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

### Accomplishments(2020);

- 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;

- Objective - EMS
  - Part 1 - EMS Within the Fire Dept.
    - Current State Registered/Certified Responders = **4 EMT-B & 5 EMR**
      - 100% 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: **16.6** minutes For **August** / **15.23** minutes YTM average 2020
    - Response times **are slightly up for August**
  - 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 11 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 08/01/2020 to 08/31/2020

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) .....	0	0.00 %	0	0	0	0	0	0	0
Vehicle Fires (130-138) .....	1	6.67 %	0	0	1	0	0	0	1
Other Fires (100, 140-173) .....	0	0.00 %	0	2	0	0	0	0	2
<b>Total Fires</b> .....	<b>1</b>	<b>6.67 %</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
Pressure Ruptures, Explosion, Overheat (200-251)	0	0.00 %	0	0	0	0	0	0	0
<b>RESCUE CALLS</b>									
Emergency Medical Treatment (300-323)	11	73.33 %	0	0	11	0	0	0	11
All Others (331-381) .....	0	0.00 %	0	0	0	0	0	0	0
<b>Total Rescue Calls</b> .....	<b>11</b>	<b>73.33 %</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>
Hazardous Condition Calls (400-482) .....	2	13.33 %	1	0	1	0	0	0	2
Service Calls (500-571) .....	0	0.00 %	0	0	0	0	0	0	0
Good Intent Calls (600-671) .....	1	6.67 %	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
<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>15</b>	<b>100.00 %</b>	<b>2</b>	<b>2</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

Total Incidents With Exposure Fires ..... 0      Total Fire Dollar Loss ..... \$ 4,000.00

Total Exposure Fires ..... 0      Total Dollar Loss ..... \$ 4,000.00

Casualty Summary	Civilian	Fire Service
Fire Related Injuries	0	0
Non-Fire Injuries	7	0
Fire Related Deaths	0	0
Non-Fire Deaths	0	0

# Summary By Incident Type

Report Period: From 01/01/2020 to 08/31/2020

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	1.00 %	0	0	1	0	0	0	1
Vehicle Fires (130-138) .....	1	1.00 %	0	0	1	0	0	0	1
Other Fires (100, 140-173) .....	6	6.00 %	4	4	2	0	0	0	10
<b>Total Fires</b> .....	<b>8</b>	<b>8.00 %</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>
Pressure Ruptures, Explosion, Overheat (200-251)	1	1.00 %	0	0	1	0	0	0	1
<b>RESCUE CALLS</b>									
Emergency Medical Treatment (300-323)	61	61.00 %	5	1	56	0	0	0	62
All Others (331-381) .....	1	1.00 %	0	0	1	0	0	0	1
<b>Total Rescue Calls</b> .....	<b>62</b>	<b>62.00 %</b>	<b>5</b>	<b>1</b>	<b>57</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>63</b>
Hazardous Condition Calls (400-482) .....	2	2.00 %	1	0	1	0	0	0	2
Service Calls (500-571) .....	2	2.00 %	1	0	1	0	0	0	2
Good Intent Calls (600-671) .....	22	22.00 %	18	0	4	0	0	0	22
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	3.00 %	1	0	2	0	0	0	3
<b>Total False Calls</b> .....	<b>3</b>	<b>3.00 %</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>100</b>	<b>100.00 %</b>	<b>30</b>	<b>5</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>105</b>

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	25	0
Fire Related Deaths	0	0
Non-Fire Deaths	1	0



Mark Norris <mark.norris@talxfire.com>

**August, 2020 report for Tallahassee Fire Protection District**

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

Tue, Sep 1, 2020 at 4:29 AM

# Monthly Totals For Tallahassee Fire Protection District

## August, 2020

Dear Mark Norris,  
 This monthly status report gives you a quick snapshot (as of 2020-09-01) of the claims which have been submitted and paid in the previous month.

	Last Month (Aug)		All Year (2020)	
	# Claims	\$ Amount	# Claims	\$ Amount
<b>Claims Submitted</b>	4	\$2,417.60	25	\$23,062.80
<b>Payments Received By FRUSA</b>	1	\$449.60	14	\$9,341.60
<b>Claims Denied</b>	0	\$0.00	0	\$0.00
<b>Non-Billable (Other)</b>	0	-	0	-
<b>In Progress</b>	3	-	17	-