



## Tallahassee Fire Protection District Minutes of the Board of Directors Regular Meeting February 12, 2020

Donna Toeroek, President, called the Meeting to order at 2:00 p.m. on February 12, 2020.

Directors Present: Donna Toeroek, David Matassoni, Bonnie Spencer, Sean Kane, Harvey Ammel

Directors Absent: None

Other Members Present: Tess Matassoni, Board Accountant

Firefighters/Volunteers present: Chief Mark Norris, Captain Kevin Colvin, Captain Brian Smith

Public Present: Misty Smith, Scott Fullerton

### **Public Input**

No members of the public chose to address the Board.

### **Auxiliary**

The events planned for 2020 will be presented at the March board meeting.

### **Secretary's Report**

MOTION: It was moved by Donna Toeroek and seconded by Bonnie Spencer to approve the Meeting Minutes of January 8, 2020. The motion was voted upon and carried.

### **Treasurer's Report**

MOTION: It was moved by Donna Toeroek and seconded by Dave Matassoni to accept the Treasurer's Report for January 2020. The motion was voted upon and carried.

Tess Matassoni explained that the Fire Recovery USA revenue would be accounted for in QuickBooks as general revenue. Recording it as general revenue follows GAAP. The board and the Fire Chief will decide how that revenue will be spent.

MOTION: It was moved by Bonnie Spencer and seconded by Donna Toeroek to account for the Fire Recovery revenue as described above. The motion was voted upon and carried.

Bonnie Spencer reviewed the policy on purchasing:

- The Fire Chief has authorization to spend up to the amount in the approved operations budget.
- Items not in the budget, but needed for an emergency, are authorized up to \$500.
- Any item above \$500 and not in the budget requires board approval in advance of purchase.

Tess and Bonnie discussed backups of the QuickBooks files. Tess will check with the District's bookkeeper to see where her backups are stored. Bonnie agreed to give Donna/Secretary a copy of her financial files for upload to the District's hard drive. The Chief has a fireproof media safe for file storage.

### **Administrative Issues**

- Donna Toeroek administered the Oath of Office to Chief Norris.
- In January, the District received a \$15 donation from Hugh Shields and \$150 donation from Louis and Nancy Sosa. In February, the District received \$500 restricted donation for the drone program from Mike Meyrick.

- Tess Matassoni confirmed that she will vacate the accountant position in May. She will be greatly missed and has done an outstanding job for the District. Thank you, Tess! Filling this vacancy will be discussed at the March Board meeting. In the meantime, Bonnie and Tess will create a list of tasks that they each perform.
- Grants: The District was awarded \$5,000 from the St. Thomas More Yankton Sisters Foundation.

MOTION: It was moved by Donna Toeroek and seconded by Harvey Ammel to accept the award with the agreement that the District will pay the \$10,000 balance for the Lifepak. Donna Toeroek will notify Debby Fowler that the District gratefully accepts the award.

Donna Toeroek notified the Board that the District qualifies for a 5% match with the Assistance to Firefighters Grant (AFG). A 5% match is an exceptional deal. It is too late for the District to apply this year, but Donna recommended that if the District qualifies for a 5% match next year, the District should apply.

- Regular Election, May 2020: To date, the District has received four self-nomination forms. They are from Harvey Ammel, Scott Fullerton, Cindy Boyle and Brad Nelson. It is with great regret that the Board accepted Sean Kane's resignation. Sean has done a great job as a District Director and he will be missed. Thank you, Sean! Sean's resignation means that the District has four vacancies and four nominations.

The DEO published the notice calling for nominations in the Canon City Daily Record (published on January 30, 2020). If no additional nominations are received by the closing date, February 28, the DEO may cancel the election with Board approval. This decision needs to be made on March 3. Since this is prior to the March Board meeting, the Board gave the DEO permission to make that decision and generate the resolution cancelling the election. She will bring the resolution to the March Board meeting for approval and signature.

- The website migration to the new State platform is going well. The State periodically sends Donna updates and pages to review. The current website is running until the migration is complete.
- MOTION: It was moved by Donna Toeroek and seconded by Dave Matassoni to approve the Mutual Aid Agreement submitted by the Chief. The motion was voted upon and carried.
- Dave Matassoni reported on fundraising activities that he and Cindy Boyle have strategized. Donna asked for a Return on Investment report. Otherwise, the plans were presented for general consideration and will be discussed again at the March Board meeting.

### **Operations Report**

Chief Norris presented his operations report (attached).

There wasn't time to complete the agenda. Since the remaining issues aren't time-sensitive, policy issues and new business will be first on the March agenda.

MOTION: It was moved by Donna Toeroek and seconded by Harvey Ammel to adjourn the meeting at 4:00 pm. The motion was voted upon and carried.

The next meeting is March 11, 2020 at 2:00 pm.

Recording Secretary: /s/ Donna Toeroek

## Operations Report - January 2020

### **Incidents:**

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

### **Membership:**

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

### **Project Updates:**

- Compensation policy approximately 67% complete
- Operations P&P in process. Medical P&P #1 priority has been submitted to the state to authorize TFPD as a training facility.
- The culvert at the Autumn Creek Station needs to be moved up the priority list as soon as the weather allows

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

- April 11th, Meadowdale Ranch Road Association - will donate \$100 to TFPD

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

- None

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

### **Strategic Plan Objectives Reportable Updates & Status;**

- Objective - EMS
  - Part 1 - EMS Within the Fire Dept.
    - Current State Registered/Certified Responders = **5 EMT-B, 1 EMT(t) & 5 EMR**
      - Over 99% of calls have a TFPD State Registered/Certified Responder
      - More than half of our Active members are state registered or certified medical responders
      - Increased by 1 EMT
      - Phil DeGarmo has expressed interest in transitioning from EMR to EMT. He is exploring training options and costs.
- Objective - Response Times
  - Ave. Arrival Times: **12** minutes For **January** / **12** minutes YTM 2020
    - Response times are stable
  - We have beat AMR on-scene 100% (Goal 50% for 2019)
- 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 or Deployed 00 weeks in 2020**
      - **All Engines delisted at this time**
    - Need to review and possibly amend Deployment Payment Policy
  - 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.
      - 1 Additional member added for a total of 3
      - We will hold adding anymore overhead for now

# Summary By Incident Type

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

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) .....	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
<b>Total Fires</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>
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)	5	100.00 %	0	1	5	0	0	0	6
All Others (331-381) .....	0	0.00 %	0	0	0	0	0	0	0
<b>Total Rescue Calls</b> .....	<b>5</b>	<b>100.00 %</b>	<b>0</b>	<b>1</b>	<b>5</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) .....	0	0.00 %	0	0	0	0	0	0	0
Good Intent Calls (600-671) .....	0	0.00 %	0	0	0	0	0	0	0
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>5</b>	<b>100.00 %</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

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 &lt;mark.norris@talxfire.com&gt;

## January, 2020 report for Tallahassee Fire Protection District

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

Mon, Feb 3, 2020 at 12:17 PM

# Monthly Totals For Tallahassee Fire Protection District

## January, 2020

Dear Mark Norris,

This monthly status report gives you a quick snapshot (as of 2020-02-03) of the claims which have been submitted and paid in the previous month.

	Last Month (Jan)		All Year (2020)	
	# Claims	\$ Amount	# Claims	\$ Amount
Claims Submitted	0	\$0.00	0	\$0.00
Payments Received By FRUSA	3	\$1,526.40	3	\$1,526.40
Claims Denied	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	0	-
In Progress	0	-	0	-