



Tallahassee Fire Protection District Minutes of the Board of Directors Regular Meeting March 11, 2020

Donna Toeroek, President, called the Meeting to order at 2:00 p.m. on March 11, 2020.

Directors Present: Donna Toeroek, Bonnie Spencer, Harvey Ammel
Directors Absent: Dave Matassoni (excused absence)
Other Members Present: Tess Matassoni, Board Accountant
Firefighters/Volunteers present: Chief Mark Norris
Public Present: Scott Fullerton and Cindy Boyle

Public Input

No members of the public chose to address the Board.

Old Business from February Meeting

MOTION: It was moved by Donna Toeroek and seconded by Harvey Ammel to approve the 2020 CORA policy. Donna Toeroek remains as Custodian of Records.

The Board agreed that Cindy should send out her request for contact information with two wording changes. Chief Norris will post it on Facebook and Donna Toeroek will post it on the new website.

Auxiliary

Activities are on hold due to the COVID-19 virus.

Secretary's Report

MOTION: It was moved by Donna Toeroek and seconded by Bonnie Spencer to approve the Meeting Minutes of February 12, 2020, with one change: the February donation from Mike Meyrick is \$500, not \$150. The motion was voted upon and carried.

Treasurer's Report

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

Tess Matassoni stated that the TFPD QuickBooks files from Erika Ready are backed up to the cloud. The District needs to amend the current agreement with Erika's firm to change the monthly charge to \$250. It is recommended that the new board to be sworn in at the May meeting should discuss the potential of moving the District's QuickBooks account to an online version instead of the desktop version. If the District stays with the desktop version, the District will need to purchase an upgrade, since the 2017 version will no longer be supported after May 2020.

The 2020 Quarter 1 budget meeting will be held on Tuesday, April 7 at 4 pm at the fire station.

MOTION: It was moved by Donna Toeroek and seconded by Harvey Ammel to approve Resolution 2020-001 Exemption from Audit.

Administrative Issues

➤ Donna Toeroek stated that the May Election is cancelled.

- In February, the District received a \$15 monthly donation from Hugh Shields and a \$500 restricted donation for the drone program from Mike Meyrick.
- Filling the accountant position that will be vacated in May will be discussed at the April budget meeting.
- The new website will be launched on March 17. Donna will need a few days thereafter to learn the new platform and make updates.
- G-402 Emergency Management Meeting will be attended by Chief Norris, Donna Toeroek, Cindy Boyle and Scott Fullerton.
- Grants:
 - The extractor grant is delayed.
 - The April 18 St. Thomas More grant awards ceremony will be attended by Donna, Chief Norris, Mrs. Norris, Cpt. Colvin and Mrs. Colvin. Donna will RSVP to the Yankton Sisters.
- Cindy Boyle presented sample items for the virtual gift shop.

Operations Report

Chief Norris presented his operations report (attached).

MOTION: It was moved by Donna Toeroek and seconded by Harvey Ammel to give the Chief authorization for a three-month period to purchase EMS equipment up to \$1,000 instead of the current \$500 limit. The EMS budget is nearly spent because of the unforeseen COVID-19 pandemic. The temporary approval ends June 11, 2020.

Policy Issues

Donna Toeroek informed the Board that Transparency Notices are filed with DOLA and others only once a year, regardless of how many Director changes there are.

Background checks were briefly discussed. TFPD personnel currently provide the Chief with a CBI background check. The need for any more detailed background checks will be on the May board meeting agenda.

MOTION: It was moved by Donna Toeroek and seconded by Bonnie Spencer to approve the Compensation Policy. The motion was voted upon and carried.

MOTION: It was moved by Donna Toeroek and seconded by Harvey Ammel to adjourn the meeting at 3:40 pm. The motion was voted upon and carried.

The next meeting is April 8, 2020 at 2:00 pm.

Recording Secretary: /s/ Donna Toeroek

Operations Report - February 2020

Incidents:

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

Membership:

- 15 Active Members, 4 Probationary Members, 3 Recruits, 3 Single Resource Deployable Members

Project Updates:

- 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;

- March 14th, Delilah Peak POA meeting @ Main Station
- April 11th, Meadowdale Ranch Road Association meeting @ Main Station - will donate \$100 to TFPD

Non-Monetary Donations for the current month;

- None

Accomplishments(2020);

- Compensation policy complete

Strategic Plan Objectives Reportable Updates & Status;

- Objective - EMS
 - Part 1 - EMS Within the Fire Dept.
 - Current State Registered/Certified Responders = **4 EMT-B, 1 EMT(t) & 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
 - Phil DeGarmo has expressed interest in transitioning from EMR to EMT. He is exploring training options and costs.
- Objective - Response Times
 - Ave. Arrival Times: **13.64** minutes For **February** / **12.82** minutes YTM 2020
 - Response times are stable
 - 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 or Deployed 00 weeks in 2020**
 - **All Engines delisted at this time April 1st listing will start.**
 - 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 02/01/2020 to 02/29/2020

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
Total Fires	0	0.00 %	0	0	0	0	0	0	0
Pressure Ruptures, Explosion, Overheat (200-251)	0	0.00 %	0	0	0	0	0	0	0
RESCUE CALLS									
Emergency Medical Treatment (300-323)	8	57.14 %	0	0	8	0	0	0	8
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
Total Rescue Calls	8	57.14 %	0	0	8	0	0	0	8
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)	3	21.43 %	1	0	2	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)	3	21.43 %	1	0	2	0	0	0	3
Total False Calls	3	21.43 %	1	0	2	0	0	0	3
TOTAL CALLS	14	100.00 %	2	0	12	0	0	0	14

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 02/29/2020

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
Total Fires	0	0.00 %	0	0	0	0	0	0	0
Pressure Ruptures, Explosion, Overheat (200-251)	0	0.00 %	0	0	0	0	0	0	0
RESCUE CALLS									
Emergency Medical Treatment (300-323)	12	66.67 %	0	1	12	0	0	0	13
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
Total Rescue Calls	12	66.67 %	0	1	12	0	0	0	13
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)	3	16.67 %	1	0	2	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)	3	16.67 %	1	0	2	0	0	0	3
Total False Calls	3	16.67 %	1	0	2	0	0	0	3
TOTAL CALLS	18	100.00 %	2	1	16	0	0	0	19

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, 2020 report for Tallahassee Fire Protection District

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

Mon, Mar 2, 2020 at 10:29 AM

Monthly Totals For Tallahassee Fire Protection District

February, 2020

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

	Last Month (Feb)		All Year (2020)	
	# Claims	\$ Amount	# Claims	\$ Amount
Claims Submitted	5	\$6,055.20	5	\$6,055.20
Payments Received By FRUSA	1	\$449.60	4	\$1,976.00
Claims Denied	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	0	-
In Progress	4	-	4	-