



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

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

New Directors were sworn in by Treasurer Bonnie Spencer:

Harvey Ammel – appointed to complete the term vacated by Sean Kane – Term ends 2022

Cynthia M. Boyle – elected – Term ends 2023

Scott Fullerton – elected – Term ends 2023

Brad Nelson – elected – Term ends 2023

Bonnie Spencer continues to serve through 2022.

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

Directors Absent: None

Other Members Present: Donna Toeroek, Volunteer and Acting Secretary

Firefighters/Volunteers present: Chief Mark Norris, Cpt. Kevin Colvin

Public Present: Suzanne Cook and Jane Bachman

Election of Officers

Chairman of the Board and District President – Scott Fullerton

Vice President – Brad Nelson

Treasurer – Bonnie Spencer

Acting Secretary – Donna Toeroek (two-month limit)

Public Input

Suzanne Cook spoke in support of recognition of Ida Zanmiller's work establishing the Canyon Springs Station.

MOTION: It was moved by Brad Nelson and seconded by Scott Fullerton to approve the recommendation made by Suzanne Cook. Chief Norris pointed out that there might be an issue recognizing one person over another, so we need a fair approach. The motion was voted upon and failed.

MOTION: It was moved by Scott Fullerton and seconded by Bonnie Spencer to develop a procedure to recognize contributions made by persons responsible for founding and expanding the fire department. Harvey Ammel and Bonnie Spencer agreed to develop the procedure. The motion was voted upon and carried.

Auxiliary

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

Secretary's Report

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

Treasurer's Report

MOTION: It was moved by Scott Fullerton and seconded by Cindy Boyle to accept the Treasurer's Report for April 2020. Scott requested that the firefighter and EMS detail be separated. Bonnie Spencer agreed to do that on future reports. The motion was voted upon and carried.

The accountant tasks have been re-assigned to board Directors. The issue of retaining credit card receipts was discussed. It was agreed that Chief Norris will forward receipts to Cindy Boyle and Scott Fullerton who will retain them. Information on donations will be forwarded to Cindy.

Donna Toeroek recommended that any checks for amounts equal to or over \$500 be signed by two persons. Even though the bank does not check for this, it is good accounting practice. The board agreed.

Access to the Wells Fargo account needs to be modified. The board agreed that Tess Matassoni and Donna Toeroek will be removed from the account and Bonnie Spencer and Scott Fullerton will be added as signatories.

Administrative Issues

MOTION: It was moved by Cindy Boyle and seconded by Harvey Ammel to approve Google Drive read-only access by all board Directors. Only the board secretary will have the authority to upload documents. The motion was voted upon and carried. Chief Norris will provide access and recommended that all board members enforce two-step authorization to their accounts.

The District received \$165 in donations in April, bringing the total year-to-date to \$1,205. Year-to-date total includes the Meyrick \$500 restricted donation and the Meadowdale Ranch \$100 non-restricted donation.

It was agreed that email accounts for outgoing Directors will be retained for 90 days before being deleted.

➤ Grants:

- We expect to hear about the extractor grant in mid-May.
- Cpt. Colvin is working on an El Pomar grant.
- Donna Toeroek obtained a FEMA COVID grant account for the department and shared the login information with Chief Norris and Cpt. Colvin.

Fundraising is on hold because of the COVID-caused financial crisis. At some time in the future, Brad Nelson suggested selling challenge coins.

Cindy Boyle reported that she received additional email addresses based on her second publication of the request.

It was agreed that the department should continue to encourage residents to purchase reflective address signs. Cpt. Colvin mentioned a recent EMS call where the house was difficult to find because no address was posted on the road. The order form will be updated for the website.

Operations Report

Chief Norris presented his operations report (attached).

Policy Issues

It was moved by Scott Fullerton and seconded by Harvey Ammel to approve the purchase of the Lexipol Fire Policies, Procedures and Training for operations. Prorated rate for July through December 2020 is \$1,348. The full subscription cost for the year 2021 is \$2,693 and will be added to the FY 2021 budget.

The remainder of the agenda was tabled for the next regular board meeting.

MOTION: It was moved by Scott Fullerton and seconded by Brad Nelson to adjourn the meeting at 4:03 pm. The motion was voted upon and carried.

The next regular board meeting is Monday, June 8, 2020 at 2:00 pm.

Recording Secretary: /s/ Donna Toeroek

Operations Report - April 2020

Incidents:

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

Membership:

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

Project Updates:

- The culvert at the Autumn Creek Station needs to be repaired as soon as the weather allows
- State has converted to IQS V6
- **ROSS has been retired, IROC is in place. Approval but still having issues with access. Can't list engines, yet.**

Upcoming POA/HOA Meetings;

- April 11th, Meadowdale Ranch Road Association meeting @ Main Station - donated \$100 to TFPD - Postponed TBD
- August 22nd, 1400 - Alpine Bluffs POA Meeting @ Main Station

Non-Monetary Donations for the current month;

- None

Accomplishments(2020);

- Compensation policy complete
- NFIRS Registry update completed

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**
 - 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: **12.63** minutes For **April** / **13.32** minutes YTM average 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(IROC) or Deployed 00 weeks in 2020**
 - **All Engines delisted at this time as soon as IROC issues are fixed listing will start.**
 - 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 04/01/2020 to 04/30/2020

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)	7	63.64 %	1	0	6	0	0	0	7
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
Total Rescue Calls	7	63.64 %	1	0	6	0	0	0	7
Hazardous Condition Calls (400-482)	0	0.00 %	0	0	0	0	0	0	0
Service Calls (500-571)	1	9.09 %	1	0	0	0	0	0	1
Good Intent Calls (600-671)	3	27.27 %	3	0	0	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)	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	11	100.00 %	5	0	6	0	0	0	11

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

Summary By Incident Type

Report Period: From 01/01/2020 to 04/30/2020

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)	25	69.44 %	2	1	23	0	0	0	26
All Others (331-381)	0	0.00 %	0	0	0	0	0	0	0
Total Rescue Calls	25	69.44 %	2	1	23	0	0	0	26
Hazardous Condition Calls (400-482)	0	0.00 %	0	0	0	0	0	0	0
Service Calls (500-571)	1	2.78 %	1	0	0	0	0	0	1
Good Intent Calls (600-671)	7	19.44 %	4	0	3	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
FALSE CALLS									
Malicious Calls (710-715, 751)	0	0.00 %	0	0	0	0	0	0	0
Other False Calls (700, 721-746)	3	8.33 %	1	0	2	0	0	0	3
Total False Calls	3	8.33 %	1	0	2	0	0	0	3
TOTAL CALLS	36	100.00 %	8	1	28	0	0	0	37

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	4	0
Fire Related Deaths	0	0
Non-Fire Deaths	0	0



April, 2020 report for Tallahassee Fire Protection District

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

Fri, May 1, 2020 at 9:48 AM

Monthly Totals For Tallahassee Fire Protection District

April, 2020

Dear Mark Norris,
This monthly status report gives you a quick snapshot (as of 2020-05-01) of the claims which have been submitted and paid in the previous month.

	Last Month (Apr)		All Year (2020)	
	# Claims	\$ Amount	# Claims	\$ Amount
Claims Submitted	2	\$590.40	9	\$11,564.80
Payments Received By FRUSA	1	\$200.00	8	\$5,732.80
Claims Denied	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	0	-
In Progress	1	-	7	-