

## GENESSEE FIRE PROTECTION DISTRICT

Board of Directors' Meeting  
Minutes of February 20, 2019

- ❖ **Board Members in Attendance:** Maia Babbs, Susan Eagle, Patti Harris, Scott Mefford, Beth Moran
- ❖ **Board Members Excused:**
- ❖ **Call to Order:** 18:00 by Scott Mefford
- ❖ **Minutes of Prior Meetings:**
  - A motion was made, seconded, and approved unanimously, to accept the minutes of the January, 2019 Board meeting.
- ❖ **Public Comment and Announcements**
  - None
- ❖ **Financial Reports**
  - **Review of October Financials**
    - The January, 2019 financial report was accepted as stated.
- ❖ **Reports of Officers, Committees, Professional Consultants**
  - **Deputy Chief's Report**
    - Deputy Chief Sheehan reported the following:
      - Year-to-Date call volume 14 vs 32 2018; YTD medical to non-medical calls 11 medical to 3 non-med
      - The annual membership party was a success
      - No new recruiting news
      - The medical officer is working with R Babcock to set a date for NARCAN training
    - Cpt Auster reported that all apparatus are performing well; the new type 3 apparatus delivery remains on schedule.
    - Cpt Frame reported that the maintenance is being done on the rear building drains.
  - **Training Chief's Report**
    - attached to agenda
- ❖ **New Business**
  - **2019 Goals and 2018 Review**
    - Chief Puffett reported that PPE replacement is in its 3rd year and is approximately ½ complete.
    - The new fire inspector, Randy Rudloff, has inspected all commercial buildings in the District and is now updating the pre-plans for each.
    - The greatest success of 2018 was reported to be the successful effort to de-Gallagherize and thus stabilize revenues going forward.
    - Officer development, recruiting, and awareness training are major 2019 goals.
  - **Facilities**
    - After discussing training room upgrades and fill station recommendations and costs, a motion was made, seconded, and approved unanimously to re-allocate funds budgeted for a new fill station to use for training room furniture.
    - The fill station will be upgraded per the Chief's recommendation by MES at a proposed cost of \$11,500. A motion to accept MES' bid was made, seconded, and approved unanimously.
  - **Communications**
    - Dispatch zones have been implemented by GFR and its neighbors: North, South, and All. These new zones should enable faster response on calls, especially those requiring mutual aid.

- There will be an update in March or April regarding replacement of the hand-held radios, either to replace all of them, or to continue on the pre-approved calendar.

➤ **Cyber Security**

- Following a discussion of a recent email attempt at fraud by an outside third party, it was decided that Director Eagle and Chief Puffett will research insurance and other concerns and report at the March meeting.

❖ **The regular meeting was suspended at 19:00 hours and the Pension Board meeting was called to order.**

❖ **The regular meeting of the Board was re-convened at 19:47 hours.**

❖ **Old Business**

➤ **Job Description and Process**

- The Chief's Job Description was accepted as presented. This will appear as an Appendix in the Employee Personnel Manual . It is intended that this Job Description be reviewed at least annually.
- After much discussion about the Performance Review process, it was agreed that Director Eagle would re-write the "process" and "summary" sections and distribute prior to the March meeting.

❖ **There being no further business the regular Board meeting was adjourned at 20:17 hours.**