

**Hebron Fire Protection District  
Fire Board Meeting  
June 7, 2016**

The Hebron Fire Protection District Board held a regularly scheduled board meeting on Tuesday, June 7, 2016. Hebron Fire Board Members present were: Ron Burcham, Wayne Isaacs, Brandon Johnson, Dan Roszkowski, and Frank Tepe. Kurt Cheek, Jim Dolwick, and Steve Martin were absent from the meeting. Chief Daniel Hitzfield was also present. Assistant Chief David Perkins recorded the minutes.

**CALL TO ORDER:** Board Chairman Frank Tepe called the board meeting to order at 7:30 p.m. and called for a review of the minutes and the financial reports.

**MINUTES:** Motion to accept the minutes made by Brandon Johnson, second by Ron Burcham, motion carries.

**FINANCIAL REPORTS:** Reviewed monthly bills to be paid as well as the Year to Date Budget Report and the Fiscal Year Budget Report. Motion to approve the financial reports and pay the bills made by Wayne Isaacs, second by Brandon Johnson, motion carries.

**FIRE/EMS/TRAINING REPORTS:** Capt. Crouch (Fire Incident/Training)  
Capt. Scheben (EMS Report)

**CHIEF'S REPORT:**

The department answered 61 fire calls and 133 emergency medical calls during the month of May. Fire incidents for the month were down 3%, and EMS incidents were up 5% when compared to May of last year.

**Major and unusual incidents:**

On May 22, 2016, we were dispatched for smoke in the area near the 10mm E-275. While enroute non-emergency we were advised of a working house fire. S-365 arrived first and advised it was fully involved. E-351 arrived and laid 800' of 5" hose up the drive way and took command. Crews pulled two 2 1/2" and a portable master stream and knocked the fire down. E-352 made the connection at the hydrant and supplied 351 with water. Engine 701 assisted with putting the fire out and overhauling the property. The property owners arrived and stated the houses electric service had been turned off for years and the home was uninsured. The fire origin was near the front door inside the home. The Boone County Sheriff's Office is investigating.

**Fire and EMS Response Time remains good with the following:**

- We arrived at 28% of Fire runs and 46% of our EMS runs in < 5 minutes
- We arrived at 50% of Fire runs and 43% of our EMS runs between 5-9 minutes
- 22 of our fire runs and 11% of our EMS runs required a response time > 9 minutes.

**Incident Comparison 2015 vs. 2016**

	May 2015	May 2016	+ Increase - Decrease & Percent	Year to date 2015	Year to date 2016	+ Increase - Decrease & Percent
Fire Runs	60	61	1.6	326	316	-3%
EMS Runs	127	133	5%	631	645	2.2%
EMS Patients	118	113	-4%	549	560	2%

**Mutual and automatic aid during the month:**

Departments assisting Hebron:	EMS	Fire	Departments Hebron assisted:	EMS	Fire
Airport		3	Airport		1
Belleview			Belleview		
Burlington		3	Burlington	2	
EMA		1	EMA		
Erlanger			Erlanger		
Florence			Florence		
Greendale			Greendale		
Petersburg		1	Petersburg	3	1
Pt. Pleasant		1	Pt. Pleasant	2	1
Air Care			Newport		
Erlanger			TRT		
Union			Covington		
Elsmere			Ludlow		
Ft. Mitchell			Union		
Totals	0	9	Totals	7	3

**Administrative Projects and Activities during the month:** (Submitted by Chief Hitzfield)

- ✚ Two meetings of the Officers during the month.
- ✚ BCFC meeting.
- ✚ Attended the Fiscal Court Meeting on the Radio Consultant report.
- ✚ Conference call in regards to Health Insurance changes.
- ✚ Conference call with American Fidelity for optional benefits renewal.
- ✚ Worked on budget amendment and FY 2017 budget.

**Volunteers:** (Submitted by Capt. Isaacs and Sharon Smith)

- ✚ 4 volunteers ran for a total of 111 hours during the month.
- ✚ Three volunteers completed the recruit class.

**Inspections:** (Submitted by Capt. Fletcher and Capt. Isaacs)

- As of May 31, 2016, the department has completed 284 initial annual fire prevention inspections. Two hundred and seventy-two (272) facilities have been determined to be in substantial compliance.
- The department conducted two (2) final occupancy inspections and observed one (1) sprinkler system hydrostatic test.

**Project Review:** (Submitted by AC Perkins)

The following are the new projects that are approved for construction or currently under review:

- New Mobile Classrooms at Conner High School

**Public Education:** (Submitted by FF Reisenbeck)

- Tour of station one by Crossroads Preschool
- Health Fair at Wagstaff
- Visited cub scout group at Church of Latter-Day Saints

**TRT/Swift water Rescue:** (Submitted by AO Smith)

- Swift water tech class. 7 students and 1 instructor student passed.

**Safety:** (Submitted by Capt. Isaacs)

- A house fire on Bullittsburg Church Road resulted in us filing a couple of insurance claims; Capt. Isaacs slipped on a wet curb/hill side and hit his head on the door of the

engine causing his glasses to be broke. FF Slaughter had a piece of flaming debris go up his coat sleeve causing damage to his PPE and a section of hose that had the outer jacket burnt and will need replaced.

**Vehicle Maintenance:** (Submitted by FF Steele)

- 9901-L Cab door would not latch. Cleaned and lubed lock
- 1002-E Hood shocks replaced
- 0101-U Spray in bed liner installed as part of 367 refurb
- 1002-E Air brake manifold cracked and was replaced

**Training:** (Submitted by Capt. Crouch)

- 54 classes were attended by 181 people for a total of 502 training hours during the month.
- Fire Instructor Methodology Training
- Recruit Class - Sprinklers
- PPE and Gear Checks
- Swift water Tech Course
- Hose Evolutions
- Ladder Carries
- Self Defense Training with SMAC
- Hazmat Decontamination training with Burlington FD
- Several attended State Fire School

**CPR/First Aid Classes:** (Submitted by Capt. Scheben)

- 7 people were taught CPR and First Aid at one class during the month.

**Car Seat Inspections:** (Submitted by Capt. Scheben)

- 9 citizens brought their child safety seats to Hebron for inspection and installation. 4 from Hebron and 2 scheduled their appointment

**HazMat:** (Submitted by Capt. Fletcher)

**Administrative**

- Air monitoring equipment assigned to E351, E352, HMU373, HM3 and the Area RDK was calibrated during the month. Performance verifications were conducted on the FT-IR, RAMAN and Miran spectrometers the same day.
- HM373 was taken to St. Timothy's church in Union on May 12<sup>th</sup> and 13<sup>th</sup> for the pre-school "Transportation Day" event.
- Training on decontamination during the month.

**Responses**

- No responses for the month.

**Facility Maintenance**

**Station 1 Building Maintenance** (Submitted by FF Hawkins)

- Replaced thermostat in kitchen area
- Replaced door rollers on 351 bay door - Overhead handled
- Installed new ceiling fan in men's dorm
- Changed bay lights to LED, started changing outside fixtures
- Work began on new generator project

**Station 2 Building Maintenance** (Submitted by Lt. Puglisi)

- Replaced bulbs

- Ice machine is not working correctly service company will be called.

**Grounds Maintenance:** (Submitted by FF/P Bosse)

- Lawn care at both stations

**Media/Public Relations** (Submitted by AO Mike Fronimos)

- Attended a meeting with Hamilton County Fire Chiefs to discuss helping train Public Information Officers.
- Attended two separate trainings for Emergency Operations Centers and implementing Joint Information Systems and Joint Information Centers.
- Participated in the Hamilton County EMA's EOC tabletop exercise, assisting their PIO's.
- Our Facebook page continues to receive new followers.
- Received a few phone calls from various media outlets, assisted with background on water safety topics prior to Memorial Day weekend.

**Additional Committees' and Equipment Report**

**Grants:** (Submitted by Capt. Scheben and FF/P Johnson): Nothing to report.

**Scholarship Program** (Submitted by Capt. Scheben): Nothing to report.

**Communications** (Submitted by Capt. Scheben): Consultant report presented to fiscal court.

**High School Students** (Submitted by Capt. Scheben): Both graduated and plan to volunteer.

**Candidate Physical Ability Test (CPAT):** Boone County and KCTCS worked out an agreement to lease a building at our training center.

**Physical Fitness:** (Submitted by Lt. Donk): 22 people worked out on shift for a total of 76 workouts logged.

**Jr. Firefighter's Report:** (Submitted by Lt. Donk): Junior Firefighters logged 20 hours of training during the month of May.

**Hose Testing:** (Submitted by Capt. Fletcher): Tested repaired 5 inch.

**Hydrants:** (Submitted by Lt. Albrinck)

- Hydrant testing has begun.
- Water district repaired several hydrants.

**SCBA:** (Submitted by FF/P Ray): Nothing to report

**PPE Report:** (Submitted by FF/P Jones)

- New inspection form released.
- One coat was damaged at structure fire.

**Pre plans:** (Submitted by AO Hammel and Lt. Ifcic): Updating pre plans as they are received.

**LEGAL:** Board Attorney Steve Martin was absent.

**OLD BUSINESS:**

🔊 **Generator Replacement:** Process report given.

✦ **Budget Amendment:** Motion made to approve budget amendment for cot mounts made by Ron Burcham, second by Wayne Isaacs, motion carries.

✦ **ADP:** Motion made by Brandon Johnson to switch to ADP for our processing of payroll. Second by Wayne Isaacs, motion carries.

**NEW BUSINESS:**

✦ None

**EXECUTIVE SESSION:** None

**CORRESPONDENCE:** Attached.

**GOOD AND WELFARE:**

✦ Craig and Suzanne Smith welcomed a baby girl Leah Frances Smith

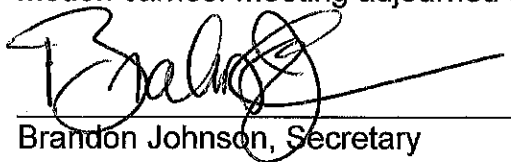
✦ Fr. Michael Norton has been moved to Falmouth

✦ Board Elections on June 25, 2016 from 11 am – 2 pm

✦ Tara Kleier is off work due to back issues.

**DATE FOR NEXT MEETING:** Next meeting will be on July 5, 2016 at 7:30 p.m.

**ADJOURNMENT:** Motion to adjourn made by Ron Burcham, second by Brandon Johnson, motion carries. Meeting adjourned at 7:46 p.m.

  
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Brandon Johnson, Secretary

June 7, 2016  
Date

HEBRON FIRE PROTECTION DISTRICT

ORIGINAL

RESOLUTION #0716-01

Joseph Donk  
Captain Promotion

**WHEREAS:** A resolution of the Board of Directors of the Hebron (Kentucky) Fire Protection District wishes to encourage employee promotions.

**THEREFORE:** Be it resolved by The Hebron Fire Protection District that the Hebron Fire Protection District Board of Directors approves and authorizes the promotion of Joseph Donk, to the position and pay grade of Captain, (CPT/56RFTE), effective date of July 5, 2016.

Joseph W Donk  
Employee

July 5, 2016  
Date

Ron Burchon  
Witness

July 5, 2016  
Date

Approved this 5th day of July, 2016

Frank Tepe  
Frank Tepe, Chairman

July 5, 2016  
Date

Brandon Johnson  
Brandon Johnson, Secretary

July 5, 2016  
Date