

**Hebron Fire Protection District  
Fire Board Meeting  
September 6, 2016**

The Hebron Fire Protection District Board held a regularly scheduled board meeting on Tuesday, September 6, 2016. All Hebron Fire Board Members were present. Chief Daniel Hitzfield and Board Attorney Steve Martin were also present. Sharon Smith 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 Kurt Cheek, 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 Jim Dolwick, second by Kurt Cheek, motion carries.

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

**CHIEF'S REPORT:**

The department answered 51 fire calls and 138 emergency medical calls during the month of August. Fire incidents for the month were down 19%, and EMS incidents were down 4% when compared to August of last year.

**Major and unusual Incidents:** Nothing unusual to report.

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

- We arrived at 32% of Fire runs and 54% of our EMS runs in < 5 minutes
- We arrived at 57% of Fire runs and 38% of our EMS runs between 5-9 minutes
- 11% of our fire runs and 8% of our EMS runs required a response time > 9 minutes.

**Incident Comparison 2015 vs. 2016**

	August 2015	August 2016	+ Increase - Decrease & Percent	Year to date 2015	Year to date 2016	+ Increase - Decrease & Percent
Fire Runs	63	51	-19%	516	498	-3%
EMS Runs	144	138	-4%	1041	1061	+2%
EMS Patients	136	117	-14%	919	927	+0.9%

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

Departments assisting Hebron:	EMS	Fire	Departments Hebron assisted:	EMS	Fire
Airport		2	Airport		2
Belleview			Belleview		
Burlington		3	Burlington		
EMA			EMA		
Erlanger			Erlanger		
Florence			Florence		
Greendale			Greendale		
Petersburg			Petersburg	3	
Pt. Pleasant		2	Pt. Pleasant	1	2
Air Care			Newport		
Erlanger			TRT		
Union			Covington		
Elsmere			Ludlow		
Ft. Mitchell			Union		1
Totals	0	7	Totals	4	5

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

- # Two meetings of the Officers during the month.
- # Worked on new hire testing.
- # Completed tax rate paperwork.

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

- # 5 volunteers ran for a total of 285 hours during the month.
- # One new recruit started the recruit class.(Gerald Cheatham)

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

- We have 71 inspections remaining for the year.
- Two sprinkler hydrostatic tests were witnessed.
- 3 final inspections were conducted during the month.
- All of the schools were inspected.

AIG

- Completed a re-inspection and a full emergency light test (0530 9/2/16)

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

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

- New building on Litton Lane
- Extension to Aviation Blvd.

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

- Fire Extinguisher training with the Boone Co. School Cafeteria Staff
- Annual Touch-a-Truck
- Sprayed kids down at Hebron Baptist

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

- Attended a planning meeting for river fest.
- Meet with Lt. Edwards from the Coast Guard.
- Boat 370 will be at the Riverfest detail with a crew of 2.

**Safety:** (Submitted by Capt. Isaacs): Minor damage reported to underside of S-365. They drug the bottom rear of the box while turning at North Bend and River Roads.

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

- 1501-S Preventative maintenance and tire rotation – Boone County Garage
- 1002-E Pressure relief valve rebuild, RR door repair- HFPD
- 1101-C Preventative maintenance – Boone County Garage
- 1501-S Hydraulic Suspension leak – Dursban Spring
- 0401-C Preventative maintenance- Boone County Garage
- 9901-L Out of service, waiting on parts for hydraulic system
- 1502-S Rear door handle and back up camera replaced- HFPD
- 1401-C Replaced battery – HFPD

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

- 47 classes were attended by 164 students for a total of 269 training hours during the month.
- Some of the topics during the month were; NIOSH report on Cincinnati FF death, ropes, reading smoke, large hand line deployment, and instructor methodology.

**CPR/First Aid Classes:** (Submitted by Capt. Scheben): 30 people were taught CPR and First Aid at three classes during the month.

**Car Seat Inspections:** (Submitted by Capt. Scheben): 5 citizens brought their child safety seats to Hebron for inspection and installation. 1 from Hebron and 1 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.

**Responses:** No responses for the month.

### **Facility Maintenance**

Station 1 Building Maintenance (Submitted by FF Hawkins)

- Replaced a few rollers on bay 1 door-Collins handled
- New cabinets installed in Sharon's office.
- New blower motor installed for dorm RTU.
- Replaced fan belt on bay exhaust fan.
- Replaced two rear bay ceiling fans.
- Cleaned dryer lint trap.
- Roof leaks over training room entrance were repaired.

Station 2 Building Maintenance (Submitted by Lt. Puglisi)

- General maintenance performed.
- Worked on new mattress pricing for both stations.

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

- Lawn care at both stations.

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

- Participated in a conference call with the NFA planning group for the upcoming Executive Fire Officer Symposium.
- Conducted a news interview with Local 12 regarding water safety, drownings.
- Attended and helped organize the 26<sup>th</sup> annual National Information Officers Association training conference in Nashville, TN, having served this past year as Vice President. This was the largest conference to date with over 450 PIO's from a multitude of disciplines. There were several great sessions and it was a good opportunity to meet with fellow PIO's from across the United States and Canada. On the final day I was sworn in as the 27<sup>th</sup> President of the NIOA, and I am only the fifth person to have been elected twice to serve as President. As President, I am the chair to organize next year's training conference which will be in Clearwater, Florida. One of my biggest goals has been working on a national accreditation for information officers and we are close to an arrangement with Princeton University.
- Assisted Covington Fire Department and IAFF Local 48 in distributing two press releases.
- I was selected for the third year in a row to teach at the 2017 FDIC conference in Indianapolis, IN. My class will be on public information, media relations and marketing.

### **Additional Committees' and Equipment Report**

**Grants:** (Submitted by Capt. Scheben and FF/P Johnson)

- We were rejected for an AFG Grant this year.
- AFG Grant opens up in October.

**Scholarship Program** (Submitted by Capt. Scheben): New Interns are assigned to shifts.

**Communications** (Submitted by Capt. Scheben): TUSA will be contracted for system design.

**High School Students** (Submitted by Capt. Scheben): The high schools ended the internship program.

**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): 21 people worked out on shift for a total of 74 workouts logged.

**Jr. Firefighter's Report:** (Submitted by Lt. Donk): Junior Firefighters participated in 8 hours of training during the month.

**Hose Testing:** (Submitted by Capt. Fletcher): Finished for the year.

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

- Hydrant testing has begun.
- Water district repaired several hydrants.
- Weed control along hydrant routes.

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

**PPE Report:** (Submitted by FF/P Ron Jones): Nothing to report

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

**LEGAL:** Board Attorney Steve Martin advised nothing to report.

**OLD BUSINESS:**

- Application process for new hires has begun.

**NEW BUSINESS:**

- Declare Kohler 50kw Generator and Transfer Switch as surplus. Motion made by Wayne Isaacs, second by Brandon Johnson, motion carries.
- Capital Project Items: Discussion was held in regards to moving forward with two capital items. No motion was necessary due to the fact that the items were budgeted.

**EXECUTIVE SESSION:** None

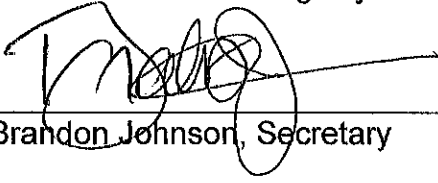
**CORRESPONDENCE:** Attached.

**GOOD AND WELFARE:**

- Hebron Professional Fire Fighter's Local 3784 Golf Outing raised approximately \$18,000.00. Brandon Johnson thanked Dan Roszkowski (BME) for being the main sponsor again this year.
- Tara Kleier remains off work

**DATE FOR NEXT MEETING:** Next meeting will be on Tuesday, October 4, 2016 at 7:30 p.m.

**ADJOURNMENT:** Motion to adjourn made by Brandon Johnson, second by Ron Burcham, motion carrier. Meeting adjourned at 7:38 p.m.



Brandon Johnson, Secretary

September 6, 2016  
Date