

**Hebron Fire Protection District
Fire Board Meeting
November 7, 2017**

The Hebron Fire Protection District Board held a regularly scheduled board meeting on Tuesday, November 7, 2017. Fire Board Members in attendance: Frank Tepe, Jim Dolwick, Dan Roszkowski, Brandon Johnson, Ron Burcham, and Wayne Isaacs. Absent from the meeting was Kurt Cheek. Also in attendance were Chief Dan Hitzfield and Board Attorney Steve Martin. Minutes recorded by Sharon Smith.

CALL TO ORDER: Hebron Fire Board Chairman Frank Tepe called the meeting to order at 7:30 p.m. and called for a review of the October 2017 minutes and the financial reports.

MINUTES: Motion to accept the October 2017 minutes made by Ron Burcham, second by Jim Dolwick, motion carries.

FINANCIAL REPORTS: Reviewed monthly bills requiring payment 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)
Asst. Chief Scheben (EMS Report)

REPORT FROM THE FIRE CHIEF: The department answered 52 fire calls and 125 emergency medical calls during the month of October. Fire incidents for the month were down 24%, and EMS incidents were down 10% when compared to October of last year.

Major and unusual incidents

On October 14, 2017, dispatched for a pedestrian struck by a car, patient was still under the car. On scene Engine 351 was command, crew assisted two bystanders and a Boone County Sheriff's Officer who had a floor jack. The two bystanders had the jack from the car and a spare tire already under the right front tire. As the deputy jacked up the car, the bystanders and crew lifted the remainder of the weight and were able to slide the patient out from under the car. On scene 1 minute and twenty seconds and the patient was free from the car (the crew was also setting up the hydraulic spreaders to complete the extrication). Crews then assisted the ambulance in getting an airway and packaging the patient to move to the squad. Air Care had been called for prior to leaving the station and Engine 352 was at station 1 to land them. Squad crew transported to the landing zone, Engine 351 remained at scene to check on well-being of the driver and the bystanders that had assisted in the rescue. Air care transported the patient to UC Hospital.

Fire and EMS Response Time remains good with the following:

- We arrived at 44% of Fire runs and 44% of our EMS runs in < 5 minutes.
- We arrived at 36% of Fire runs and 46% of our EMS runs between 5-9 minutes.
- Twenty (20) % of our fire runs and 10% of our EMS runs required a response time > 9 minutes.

Incident Comparison 2016 vs. 2017

	October 2016	October 2017	+ Increase - Decrease & Percent	Year to date 2016	Year to date 2017	+ Increase - Decrease & Percent
Fire Runs	68	52	-24%	708	670	-38%
EMS Runs	139	125	-10%	1356	1365	+1%
EMS Patients	132	112	-15%	1198	1179	-2%

Mutual and automatic aid during the month:

Departments assisting Hebron:	EMS	Fire	Departments Hebron assisted:	EMS	Fire
Airport		3	Airport		
Belleview			Belleview		

Burlington		3	Burlington	3	
EMA			EMA		
BCSO			Erlanger		
Florence			Florence		
Greendale			Greendale		
Petersburg			Petersburg	6	2
Pt. Pleasant		4	Pt. Pleasant	1	1
KYDFW			Newport		
Erlanger			Crescent Springs		
Union			Covington		
Cincinnati			Ludlow		
Air care		1	Union		
Totals	0	11	Totals	10	3

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

- ✚ One meeting of the Officers during the month.
- ✚ Attended the Boone County Fire Chiefs meeting.
- ✚ Attended a BCFC executive committee meeting.
- ✚ Met with Business Health on physical program.
- ✚ Meeting of OLS committee.
- ✚ Met with Jeremy from Crawford insurance on renewal.
- ✚ Worked on Budget amendment.

Volunteers: (Submitted by Capt. Isaacs and Sharon Smith) Four (4) volunteers ran for a total of 86 hours for the month of October.

Inspections: (Submitted by Capt. Fletcher, Lt. Ifcic and Capt. Isaacs)

- Finals: 3
- Hydrostatic Test: 2

AIG

- Work continues on the parking lot, AIG will provide HFPD with remote stickers to activate their new lot. These will allow us to enter and exit without waiting for granted access.

Project/Plan Review: (Submitted by Lt. Ifcic)

- Tanner's Cove: Improvement plan from Fischer to finish the development with several more condominiums and patio homes. No comments on our end.
- Boone County Library, Hebron Branch – North Bend Road: Project should be out to bid.
- Amazon – 2280 Litton Parking addition. Adding a large parking lot next to 2300 Litton for additional Amazon parking. No comments on our end.
- Northpointe Subdivision: Improvement Plan for eight (8) more lots on Dominion Trail. Also grading plan for 32 additional lots off Dominion Trail. No comments on our end.
- Sawgrass Subdivision: Improvement Plan for Phase A for seven (7) lots. Completing the grading at this time.
- The Fairways at Meadowood Phase C: Adding 57 more condominium units. Completing the grading at this time.
- Airpark International Lot 26: New building at the end of Aviation Blvd. It is a 142,030 square foot warehouse. Revisions made, everything approved on our end.
- AAA Cooper Transportation: New building at the end of Lakeland Park Drive. The building is a 27,000 square foot office/warehouse building. Grading being completed.
- Zone Change for a Harper Construction lot expansion and Rivers Pointe additional greenspace. No comments on our end.

Public Education: (Submitted by FF Reisenbeck)

- Annual fire safety lecture at Crossroads Preschool

- Fire Safety Lecture at Northpoint Elem, Cornerstone Church, Boone County Extension office (Daisy group), and Conner Middle Preschool
- Station 1 tour for Ockerman Middle School Autism Class
- Annual Fall Fest at Kroger
- Annual Round about walk with HBA
- Trunk or Treat at Hebron Baptist

CPR/First Aid Classes: (Submitted by A/C Scheben): 22 people were instructed CPR and First Aid during three classes during the month.

Car Seat Inspections: (Submitted by A/C Scheben): Eleven (11) citizen brought their child safety seats to Hebron for inspection and installation. Seven (7) from Hebron and two (2) scheduled their appointment

TRT/Swift water Rescue: (Submitted by AO Smith): Nothing to report.

Safety: (Submitted by Capt. Isaacs)

- Squad 364 was involved in an incident where they were pulling into a warehouse and scraped the driver's side down a concrete wall. Parts involved was a rub rail and lights.
- Committee member A/O Fish attended Highway Safety Class

Vehicle Maintenance: (Submitted by FF Steele)

- 9901-L Pump intake screens replaced -HFPD
- 9201-E Pump intake screens replaced - HFPD
- 0401-C Service and rear u-joint replaced - Boone County Garage
- 1501-S Replaced and repaired several lights- HFPD
- 1502-S Replaced wiper blades - HFPD
- 1002-E Replaced wiper blades - HFPD
- 1002E- Replaced multiple lights- HFPD

Training: (Submitted by Capt. Crouch)

- AIDS awareness recertification
- Pediatric Head Trauma abuse.
- Instructor Methodology
- Sixty-nine (69) persons attended 16 classes for a total of 104 hours of training during the month.

Swat Medic Program: (Submitted by AO/Medic Bellas)

- The team completed their monthly SWAT training. No injuries reported.
- No call outs during the month.

HazMat: (Submitted by Captain Bill Fletcher)

Administrative

- Air monitoring equipment assigned to E351, E352, HMU373, HM3 and the Area RDK calibrated during the month. Performance verifications conducted on the FT-IR, RAMAN and Miran spectrometers the same day.

Responses

- None during the month.

Facility Maintenance

Station 1 Building Maintenance (Submitted by FF Hawkins)

- Carpets cleaned throughout the building.
- Floors in striped and waxed
- Replaced pole light bulbs with upgraded fixtures
- Replaced belt on men's dorm restroom exhaust fan
- Continued work on interior light project
- Cleaned dryer lent trap

Station 2 Building Maintenance (Submitted by Lt. Puglisi)

- General maintenance performed.
- Sprinkler system annual inspection completed

SCBA: (Submitted by FF/Medic Ray)

- New packs beginning to arrive.
- Fit testing of new mask underway.

Physical Fitness: (Submitted by Capt. Donk)

- Ten (10) people worked out for a total of 30 hours.
- This data may be incomplete with server changes.

Community Relations (Submitted by FF Reisenbeck)

- 2017 Open House (Great Success! Thanks to everyone that help out)
- Annual Boone County Trick or Treat

Additional Committees' and Equipment Report

Grounds Maintenance: (Submitted by FF/Medic Bosse): Mowed Grass.

Grants: (Submitted by A/C Scheben and FF/Medic Johnson): Nothing to report

Scholarship Program (Submitted by A/C Scheben): TEST candidates working on shift.

Communications (Submitted by AC Scheben): Time line revised on county radio project.

Candidate Physical Ability Test (CPAT): KCTCS started on building design.

Jr. Firefighter's Report: (Submitted by Capt. Donk): Juniors trained during the month.

Hose Testing: (Submitted by Capt. Fletcher): Testing finished for year.

Hydrants: (Submitted by Lt. Albrinck): Winterization

PPE Report: (Submitted by FF/Medic Jones): Nothing Report.

Pre plans: (Submitted by A/O Hammel and Lt. Ifcic): Updating pre plans as are received.

LEGAL: Board Attorney Steve Martin advised that he reviewed the ESO Contract and had spoken to Michael Silas and worked out the language in the contract. The contract needs the chief's signature and the board gave permission for him to sign.

OLD BUSINESS:

- Updates:
 - ✚ ESO Contract: Board Attorney gave permission to proceed
 - ✚ ISO: Nothing to report
 - ✚ Tangible Tax Reform: Nothing to report
 - ✚ Computer upgrades: Almost complete
 - ✚ SCBA's: Starting to arrive and FIT Testing has begun.
 - ✚ Budget Amendment: Chief Hitzfield advised moved money to cot accessories budget from SCBA budget.

NEW BUSINESS:

- Insurance: Jeremy Arrasmith from Crawford Insurance is getting prices for the upcoming year.
- Mechanical CPR Devices (capital purchase): Assistant Chief Scheben gave a brief description the companies that he had made contact with. He recommended Life Assist at the cost of \$16,998.00 and advised that the disposables would be a lot less costly too. The Budget amount for this is \$19,000 and

Assistant Chief Scheben advised had gotten a small grant of \$1,200.00. Motion made by Wayne Isaacs, second by Dan Roszkowski, motion carries.

- Fire Extinguisher Training Prop (outside grant and capital purchase): Chief Hitzfield advised that we had applied for a grant that would pay 66.75%. He stated that even if we do not receive the grant, he feels that it would be a benefit to our department to purchase this prop. The Board agreed to move forward.
- Safety House: After discussion, Brandon Johnson made the motion to declare the Safety House as Surplus and Sell it. Second by Dan Roszkowski, motion carries.

EXECUTIVE SESSION: None

CORRESPONDENCE: Attached if any.

GOOD and WELFARE:

Update on Josh Bosse:

New babies:

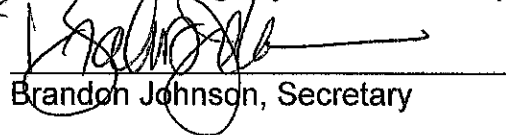
- Joe and Samantha Marrin, and daughter Lucy welcomed a baby girl on 10-14-2017 (Joy Marie Marrin).
- Craig and Suzanne Smith, and daughter Leah welcomed a baby boy on 10-16-2017 (Jackson Sylvan Smith).

Open House went well.

Audit begins on November 13, 2017 with VonLehman & Company.

DATE FOR NEXT BOARD MEETING: December 5, 2017 at 7:30 p.m.

ADJOURNMENT: Motion to adjourn made by Brandon Johnson, second by Jim Dolwick, motion carrier. Meeting adjourned at 7:53 p.m.



Brandon Johnson, Secretary

November 7, 2017
Date