

**Hebron Fire Protection District  
Fire Board Meeting  
February 6, 2018**

The Hebron Fire Protection District Board held a regularly scheduled board meeting on Tuesday, February 6, 2018. All members of the Hebron Fire Board attended. Also in attendance were Chief Dan Hitzfield and Board Attorney Steve Martin. Sharon Smith recorded the minutes.

**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 January 2017 minutes and the financial reports.

**MINUTES:** *Motion to accept the January 2017 minutes made by Jim Dolwick, second by Wayne Isaacs, motion carried.*

**FINANCIAL REPORTS:** Reviewed monthly bills requiring payment as well as the Year to Date Budget Report and the Fiscal Year Budget Report. Jim Dolwick questioned a fraud charge on our Visa account and advised that the issue resolved and credited back. *Motion to approve the financial reports and pay the bills made by Jim Dolwick, second by Ron Burcham, motion carried.*

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

**REPORT FROM THE FIRE CHIEF:** The department answered 76 fire calls and 136 emergency medical calls during the month of January 2018. Fire incidents for the month were up 22%, and EMS incidents were down 4% when compared to January of 2017.

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

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

- We arrived at 24% of Fire runs and 45% of our EMS runs in < 5 minutes
- We arrived at 63% of Fire runs and 44% of our EMS runs between 5-9 minutes
- Eight (8%) of our fire runs and 11% of our EMS runs required a response time > 9 minutes.

**Incident Comparison 2017 vs. 2018**

	January 2017	January 2018	+ Increase - Decrease & Percent	Year to date 2017	Year to date 2018	+ Increase - Decrease & Percent
Fire Runs	59	76	+22%	59	76	+22%
EMS Runs	142	136	-4%	142	136	-4%
EMS Patients	129	117	-9%	129	117	-9%

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

<b>Departments assisting Hebron:</b>	<b>EMS</b>	<b>Fire</b>	<b>Departments Hebron assisted:</b>	<b>EMS</b>	<b>Fire</b>
Airport		3	Airport		1
Belleview			Belleview		
Burlington		4	Burlington	1	3
EMA		2	EMA		
BCSO			Erlanger		
Florence			Florence		
Greendale			Greendale		
Petersburg			Petersburg	5	
Pt. Pleasant		2	Pt. Pleasant	1	1
KYDFW			Newport		
Erlanger			Crescent Springs	1	1
Union			Covington		
Cincinnati			Ludlow		
Air care			Union		
<b>Totals</b>	<b>0</b>	<b>11</b>	<b>Totals</b>	<b>8</b>	<b>6</b>

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

- ✚ One meeting of the Officers during the month.
- ✚ Attended the BCFC Executive Committee meeting.
- ✚ Attended the Boone County Fire Chiefs meeting.
- ✚ Audit during the month.
- ✚ Met with BB&T on banking items
- ✚ Met with Joe Jones from Sherrill Morgan about Life and AD&D renewal.
- ✚ AC Scheben attended the NKFA meeting.

**Volunteers:** (Submitted by Capt. Isaacs and Sharon Smith): Four (4) volunteers ran for a total of 77 hours for the month of January 2018.

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

- Ninety, (90) inspections conducted during the month.
- Four, (4) final inspections performed during the month.

AIG: (Submitted by Capt. Isaacs): Completed a re-inspection, no problems noted. Work has begun on some new restrooms and the "Creation Walk" slated for a new entrance with the work to begin soon.

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

- Treetops Phase IV Part A: Improvement plan for 40 lots and connecting Elmburn Lane by the school. No comments on our end.
- Tanner's Cove: Improvement plan from Fischer to finish the development with several more condominiums and patio homes. Grading has begun.
- Boone County Library, Hebron Branch – North Bend Road: Grading work almost complete.

- Northpointe Subdivision: Improvement Plan for eight (8) more lots on Dominion Trail. Also grading plan for 32 additional lots off Dominion Trail. Streets are in.
- Sawgrass Subdivision: Improvement Plan for Phase "A", 17 lots. Streets are in.
- The Fairways at Meadowood Phase C: Adding 57 more condominium units. Streets are in.
- Airpark International Lot 26: New building at the end of Aviation Blvd. It is a 142,030 square foot warehouse. Land clearing.
- AAA Cooper Transportation: New building at the end of Lakeland Park Drive. The building is a 27,000 square foot office/warehouse building. Grading work.

**Public Education:** (Submitted by FF Reisenbeck): No report.

**CPR/First Aid Classes:** (Submitted by AC Scheben): Eight (8) people taught CPR and First Aid at one class during the month.

**Car Seat Inspections:** (Submitted by AC Scheben): Seven (7) citizens brought their child safety seats to Hebron for inspection and installation. Three (3) from Hebron and one (1) scheduled their appointment.

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

**Safety:** (Submitted by Capt. Isaacs): Nothing to report.

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

*0101-U Replaced battery under warranty – HFPD      1001-E Replaced multiple lights – HFPD*  
*1002-E Replaced multiple lights – HFPD                      1002-E Ordered valve assembly - HFPD*

**Training:** (Submitted by Capt. Crouch): 210 people attended 49 classes for a total of 243 hours of training during the month.

**SWAT Medic Program:** (Submitted by AO/Medic Bellas): The team completed their monthly SWAT training. No injuries reported.

**HazMat:** (Submitted by Capt. 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:** White powder call at CVG.

**Facility Maintenance:**

Station 1 Building Maintenance (Submitted by FF Hawkins)

*Cleaned dryer lint trap                                      Replaced a couple light bulbs*  
*Replaced drum bearing on dryer                      Replaced fan blade on Plymovent (exhaust system)*

Station 2 Building Maintenance (Submitted by Lt. Puglisi): General station maintenance

**SCBA:** (Submitted by FF/Medic Ray): New packs placed in service.

**Physical Fitness:** (Submitted by Capt. Donk): No report.

**Community Relations** (Submitted by FF Reisenbeck): No report.

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

**Grounds Maintenance:** (Submitted by FF/Medic Bosse): Salt parking lot during snow events.

**Grants:** (Submitted by AC Scheben and FF/Medic Johnson): Submitted regional radio grant.

**Scholarship Program** (Submitted by AC Scheben): TEST candidates working on shift.

**Communications** (Submitted by AC Scheben): Nothing to report.

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

**Jr. Firefighter's Report:** (Submitted by Capt. Donk): No Report

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

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

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

- Nine (9) sets of gear ordered to replace old gear.
- Replacement suspenders ordered
- Worked on 2018-2019 Gear Budget

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

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

### **OLD BUSINESS:**

✚ Updates:

- ✓ Tangible Tax Reform: Nothing to report.
- ✓ SCBA's: Covered in Chief's Report
- ✓ Fire Extinguisher Training Prop: Waiting for grant decision.
- ✓ CD Renewals: Completed paperwork (attached) from Scott & Stringfellow, all funds are FDIC insured.
- ✓ ICS Sweep Account: Set up and we can see where money comes in and out.
- ✓ Audit: Draft received and waiting on answers to Chief's questions.

✚ Review only: AC Scheben advised these are national guidelines and suggests adopting them in case a legal defense ever needed. Board Attorney Steve Martin will review, and these will come before the board next month as new policies for their approval.

*Pediatric Transport: Use of the Defibtec CPR Device:*

**NEW BUSINESS:**

- ✚ Tony Lauman resigned and went back to Edgewood.
- ✚ New Hire: Chief Hitzfield recommended hiring from within to backfill the position left when Mr. Lauman leaves. Motion made by Ron Burcham, second by Wayne Isaacs, motion carried.
- ✚ BEST Project: Chief Hitzfield advised Boone County Fire Chiefs have put together some options for the future of the departments in Boone County and would like the board to review them. No action taken.
- ✚ Declaration of Surplus: SCBA Packs and Cylinders: Motion made by Brandon Johnson to declare them surplus, second by Ron Burcham, motion carries.

**EXECUTIVE SESSION:** Chairman Tepe called for an Executive Session at 7:44 p.m. Reconvened at 8:28 p.m. and advised that personnel was discussed with no action taken.

**CORRESPONDENCE:** Attached.

**GOOD and WELFARE:**

- ✚ Update on Josh Bosse.
- ✚ Tony Scheben's father (Jack Scheben) passed away.
- ✚ College Intern Tyler Monahan graduated, however, wants to remain as a volunteer.

**DATE FOR NEXT BOARD MEETING:** March 6, 2018 at 7:30 p.m.

**ADJOURNMENT:** Motion to adjourn made by Jim Dolwick, second by Kurt Cheek, motion carried. Meeting adjourned at 8:30 p.m.

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Brandon Johnson, Secretary

February 6, 2018  
Date