

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

The Hebron Fire Protection District Board held a regularly scheduled board meeting on Tuesday, March 6, 2018. Hebron Fire Board members present were Ronald Burcham, Kurt Cheek, Jim Dolwick, Wayne Isaacs, and Brandon Johnson. Absent from the meeting were Dan Roszkowski and Frank Tepe. Also in attendance were Chief Dan Hitzfield and Board Attorney Steve Martin. Sharon Smith recorded the minutes.

**CALL TO ORDER:** Hebron Fire Board Secretary, Brandon Johnson called the meeting to order at 7:30 p.m. and called for a review of the February 2018 minutes and the financial reports.

**MINUTES:** *Motion to accept the February 2018 minutes made by Jim Dolwick, second by Ron Burcham, 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 Ron Burcham, second by Jim Dolwick, motion carried.*

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

**REPORT FROM THE FIRE CHIEF:** Chief Dan Hitzfield

The department answered 48 fire calls and 105 emergency medical calls during the month of February 2018. Fire incidents for the month were down 12%, and EMS incidents were down 12% when compared to February of 2017.

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

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

- We arrived at 41% of Fire runs and 52% of our EMS runs in < 5 minutes
- We arrived at 38% of Fire runs and 39% of our EMS runs between 5-9 minutes.
- Twenty-one (21) % of our fire runs and 9% of our EMS runs required a response time > 9 minutes.

**Incident Comparison 2017 vs. 2018**

	February 2017	February 2018	+ Increase - Decrease & Percent	Year to date 2017	Year to date 2018	+ Increase - Decrease & Percent
Fire Runs	54	48	-12%	113	126	+10%
EMS Runs	120	105	-12%	262	241	-8%
EMS Patients	108	100	-8%	237	217	-8%

**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		2	Airport		
Bellevue			Bellevue		
Burlington		2	Burlington	1	1
EMA			EMA		
BCSO			Erlanger		
Florence			Florence		
Greendale			Greendale		
Petersburg			Petersburg	2	
Pt. Pleasant		1	Pt. Pleasant	2	1
KYDFW			Newport		
Erlanger			Crescent Springs		
Union			Covington		
Cincinnati			Ludlow		
Air care			Union		
<b>Totals</b>	<b>0</b>	<b>5</b>	<b>Totals</b>	<b>5</b>	<b>2</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.
- ✦ PSCC committee meeting.
- ✦ OLS committee meeting
- ✦ Meeting of the Health Insurance Board
- ✦ Began working on budget

**Volunteers:** (Submitted by Capt. Isaacs and Sharon Smith): Six (6) volunteers ran for a total of 283 hours for the month of February.

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

- As of February 28, 2018, the department has completed 191 initial annual fire prevention inspections, of which, 154 facilities have been determined to be in substantial compliance.
- We attended one (1) fire alarm test.
- We reviewed, verified and/or revised 87 pre-fire plans.

AIG

- Work continues on new restrooms, and the SFX Theater. AIG staff are also currently updating their life safety egress plan.

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

New this Month:

- ✓ Cube-IT storage units: Preliminary plan for five (5) new storage buildings at Phyllis and Petersburg.
- ✓ Addition to HBC Radiomatic: Site plan for warehouse addition on Petersburg Road.

Ongoing Projects:

- 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 being completed.
- Northpointe Subdivision: Improvement Plan for eight (8) more lots on Dominion Trail. Also grading plan for 32 additional lots located off Dominion Trail. Streets are in.
- Sawgrass Subdivision: Improvement Plan for Phase A, for 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. Clearing land currently.
- 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 in process.

**Public Education and Community Relations:** (Submitted by FF Reisenbeck)

- Conducted fire extinguisher training at Lohman for 15 people.
- Work continues on the grant process for the new extinguisher prop.

**CPR/First Aid Classes:** (Submitted by AC Scheben): Eighteen (18) people taught CPR and First Aid at two classes during the month.

**Car Seat Inspections:** (Submitted by AC Scheben): Eight (8) citizen brought their child safety seats to Hebron for inspection and installation. Three (3) from Hebron and two (2) scheduled their appointment

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

**Safety:** (Submitted by Capt. Isaacs): Committee is looking into better ways to decon contaminated bunker gear at the scene, prior getting into the cab of the trucks.

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

- 1002-E Fixed ladder rack sensor - HFPD
- 1001-E Annual Service, air leak fixed - Vogelwohl Fire
- 1002-E Annual Service, air leak fixed - Vogelwohl Fire
- 9201-E Annual Service - Vogelwohl Fire
- 1501-S Preventative Maintenance - Boone County Garage
- 1501-S Air horn compressor switch and check valve replaced - HFPD
- 1501-S Rear center cap replaced - HFPD
- 9901-L Annual Service, axle seal and brakes replaced on LR drive axle - Vogelwohl Fire
- 1002-E Number 2 discharge valve replaced - HFPD
- 1501-S Wiring update kit install for cot system - HFPD
- 1502-S Wiring update kit install for cot system - HFPD

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

- Two hundred and twenty five (225) people attended 43 classes for a total of 135 hours of training during the month.
- Fire Protection Systems
- Drug Review Narcan
- Instructor Methodology
- Swift Water Rescue
- Fire Extinguishers

**SWAT Medic Program:** (Submitted by AO/Medic Scott Bellas)

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

**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.
- Annual pressure testing of Level A chemical PPE ensembles also took place during the month.

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

**Facility Maintenance**

Station 1 Building Maintenance (Submitted by FF/EMT Hawkins)

- Installed new parking block for L360
- Checked on some possible roof leaks (nothing found)
- Cleaned a couple of air intake vents

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

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

**Physical Fitness:** (Submitted by Capt. Donk): Fifteen (15) people worked out on shift for a total of 55 hours.

**Additional Committees' and Equipment Report**

**Grounds Maintenance:** (Submitted by FF/PAR Bosse): Nothing to report.

**Grants:** (Submitted by Capt. Scheben and FF/PAR 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): Four classes conducted covering EMS, ropes and hand tools.

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

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

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

- Four sets of new gear came in.
- Replacement suspenders have come in.
- Three sets sent out for cleaning after Best Way fire and should be back next week.

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

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

**OLD BUSINESS:**

- ✚ Updates:
  - ✓ Tangible Tax Reform: Nothing to report.
  - ✓ Fire Extinguisher Training Prop: Waiting for grant decision.
  - ✓ Best Project: Updated
  - ✓ ICS Sweep Account: Cancelled the Sweep Account for the Operating Account.
  - ✓ Audit: Draft received as well as comments from Auditor.
- ✚ Policy 0318-7.17: Pediatric Transport: Motion by Ron Burcham to adopt policy, second by Wayne Isaacs, motion carries.
- ✚ Policy 0318-7.18: Use of Defibtec CPR Device: Motion made by Wayne Isaacs, second by Kurt Cheek, motion carries.

**NEW BUSINESS:**

- ✚ Resolution 0318-01: Hiring of Andy Wallenhorst to position of FF/EMT. Hire date of 03-0602-18. Motion to accept made by Wayne Isaacs, second by Kurt Cheek, motion carries.
- ✚ Purchase of two (2) new powered stair chairs. Discussion on the advantages of these units and the potential savings on employee's health. These units were at a trade show and not be sold as new, thus saving the department approximately 40%. Motion made by Ron Burcham to purchase both power stair chairs and add cost into the budget. Second by Jim Dolwick, motion carries.
- ✚ Annual 911 Service Fee: The \$75.00 fee applies to each individual residential unit and each occupied individual commercial unit. The effect date is July 1, 2018 and the fee will appear on tax bill.

**EXECUTIVE SESSION:** None

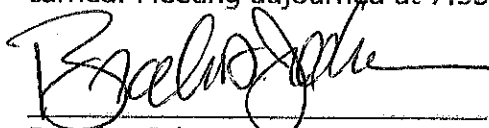
**CORRESPONDENCE:** None

**GOOD and WELFARE:**

- ✚ Update on Josh Bosse.
- ✚ Frank Tepe (public elected) and Jim Dolwick (judge appointed) terms expire in June 2018.

**DATE FOR NEXT BOARD MEETING:** April 3, 2018 at 7:30 p.m.

**ADJOURNMENT:** Motion to adjourn made by Ron Burcham, second by Jim Dolwick, motion carried. Meeting adjourned at 7:55 p.m.

  
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Brandon Johnson, Secretary

March 6, 2018  
Date