**Fire Commission Meeting**

**Immokalee Fire Control District**

**Board Meeting**

September 18, 2014

These Minutes are a summary of the meeting. Any further information can be obtained by the tape. The minutes will follow the order of the Agenda.

Present Commissioners: Anderson, Deyo, Heath, Keen, Chief Paul Anderson, Board Attorney Kenneth Thompson, Leo Rodgers, Jay Roth, Alma R. Valladares and Members of the Public. Commissioner Olesky arrived at 6:06pm.

1. Call Meeting to Order at 6:04pm
2. Pledge of Allegiance led by Commissioner Anderson
3. Moment of Silence led by Commissioner Anderson
4. Proof of Publication led by Commissioner Anderson
5. Establish a Quorum led by Commissioner Anderson that four Commissioners are present with the exception of Commissioner Olesky.
6. Approval of Agenda **was motioned by Commissioner Anderson and seconded by Commissioner Deyo. Motion carries unanimously.**
7. Approval of the minutes of the following meetings:
	* 1. August 18, 2014 Budget Workshop **was motioned to approve by Commissioner Anderson and seconded by Commissioner Keen. Motion carries unanimously.**
		2. August 21, 2014 Regular Board Meeting **was motioned to approve by Commissioner Keen and seconded by Commissioner Anderson. Motion carries unanimously.**
		3. August 25, 2014 Budget Workshop **was motioned to approve by Commissioner Deyo and seconded by Commissioner Heath. Motion carries unanimously.**
		4. September 3, 2014 Tentative Budget Hearing **was motioned to approve by Commissioner Keen and seconded by Commissioner Anderson. Motion carries unanimously.**
		5. September 15, 2014 Final Budget Hearing **was motioned by Commissioner Anderson and seconded by Commissioner Heath.**
8. Treasurer’s Report **was motioned to approve by Commissioner Keen and seconded by Commissioner Anderson. Motion carries unanimously.** Commissioner Anderson mentioned that Commissioner Olesky is present.
9. Consent Agenda
	* 1. Fire Marshal’s Report – Commissioner Anderson asked if anyone had any questions on the Fire Marshal’s report, Chief’s report, purchase on components of Locution and upcoming contracts that are set to expire. Board had no one had questions on Leo’s reports.
		2. Chief’s Report – Chief Anderson mentioned that unless the board has questions on the purchases, the board can vote on the consent agenda with one motion. Commissioner Keen mentioned that she would like to commend on Chief Anderson’s report about the Phoenix Awards. She mentioned that it’s awesome that the fire fighters are getting awards for anything they do. Chief Anderson mentioned that on November 18, 2014 at 9:00am they are going to present the awards at the beginning of the meeting. **Commissioner Olesky motions to accept the consent agenda and Commissioner Deyo seconded the motion. Motion carries unanimously.**
		3. Purchase of components for Locution station alerting system for dispatch
		4. Status on Current Contracts
			1. Mechanic MOU expires September 30, 2015
			2. Seminole Tribe contract expires September 30, 2016
10. Union Report – Tom Cunningham, President mentioned that they are still in meetings with Chief Anderson. Still awaiting the decision of the arbitrators. One of the members met with the Relay for Life. October being breast cancer awareness we went ahead and had some shirts done with the fire department logo on the back and the guys will be wearing them. There will be some available for sale. Also, there is a discussion floating of a fire fighter calendar.
11. Business of the District
12. **Old Business**
13. Contract with Sweet-Sparkman Architects and Owen-Ames-Kimball Builders – Attorney Thompson mentioned that it’s completed and it mentions to what we agreed with. We will have it ready for October meeting.
	1. Public comment- None
14. Pay increases for personnel budgeted for FY 2014-2015 – Chief Anderson mentioned that the budget was approved and after the budget hearing, it was not approved when the pay increases would go through Non-bargaining units is what needs to be decided tonight before October 1st. **Commissioner Keen motioned that the 3% budget pay raises for the positions of the fire marshal and the administrative assistant to be affective October 5th and the Fire Chief’s to be done at the opening of his contract. For the bargaining unit positions to be affective as soon as the collective bargaining agreement is done. Commissioner Heath seconded the motion.** Chief Anderson mentioned that after the next meeting with the union we need to have an executive session with the board and he would like to get it done before the October board meeting. Travis Anderson would like to see Leo and the fire fighters get the 3% raise but not Alma. He can’t see giving Alma a 3% raise not with the concerns that Tuscan brought forth to him on the phone call. Commissioner Anderson motioned that all that approve the 3% raise including Alma, signify by saying I. Commissioner Keen motioned to approve and Commissioner Heath seconded. Commissioner Anderson, Commissioner Deyo and Commissioner Olesky opposed. Motion fails 3 to 2.
	1. Public comment- None

**Commissioner Anderson makes a motion to approve the 3% raise for Leo with the exception of Alma. Commissioner Keen and Commissioner Heath oppose. Motion carries 3 to 2.**

1. Status of Fire Code Official’s Office – Chief Anderson mentioned that the Fire Code Official’s Office is now closed and North Naples is doing their own plans review. Commissioner Keen asked Chief what would he like to see happen. Chief Anderson mentioned that it would be best to have someone in-house do it because when he’s not doing plans he can be out doing inspections. Right now the best option for us is to enter local agreement with North Naples to do our plans review and he believes we should support North Naples with dissolving the fire code office.
	1. Public comment – None

**Commissioner Keen makes a motion to move forward of the dissolution of the fire code officials’ office and Commissioner Deyo seconded the motion. Motion carries unanimously.**

1. **New Business**
2. Resolution 2014-02 Public Safety Communications Amplification – Chief Anderson mentioned that part of the radio systems are being upgraded. This includes new buildings like the hotel at the Casino that there are times where the radio signal doesn’t reach the bldg. For example: North Collier Hospital has those bi-directional amplifier systems on their building. **Commissioner Anderson makes a motion to approve Resolution 2014-02 Public Safety Communications Amplification and Commissioner Heath seconds the motion. Motion carries unanimously.**
	1. Public comment- Tom Cunningham, Union President mentioned that the radios are their life lines and it’s scary if you can’t communicate with a guy that is two rooms over you because the makeup of the building. He thinks it’s a great idea and wished it had been looked at a long time ago.

**Commissioner Anderson makes a motion to approve Resolution 2014-02 Public Safety Communications Amplification and Commissioner Heath seconds the motion. Motion carries unanimously.**

1. Resolution 2014-03 Impact Fees – Chief Anderson mentioned that we pass a pre-resolution. We are correcting a typo error that we made.
	1. Public comment – None

**Commissioner Olesky made a motion to correct a typo and Commissioner Anderson seconded the motion. Motion carries unanimously.** **Commissioner Anderson motioned to modify the Agenda for Item 2. Resolution 2014-03 to 2014-05 and Commissioner Deyo seconded the motion. Motion carries unanimously.**

1. Approval to acquire surplus military vehicles and equipment from Florida Forest Service – Chief Anderson mentioned that last year during the rainy season we had a lot of flooded areas in Immokalee and some of the pasture land and farm fields some of them were under 2 feet of water. A lot of the buildings back on the farms and some of the buildings back on the ranches were only accessible by larger 4 wheel vehicles. He wants to get a vehicle similar to this to have available in the rainy season and we can use it for access for various areas, post storm; if we had a tropical storm or hurricane come through. These are available and all we have to do is maintain insurance on it. He is asking for one 2 ½ ton truck.
	1. Public comment- Commissioner Heath mentioned to wait get a 5 ton truck and put that extra water in there rather than the 2 ½ ton. Chief Anderson mentioned that we could get both.

**Commissioner Olesky motion to acquire one or two surplus military vehicles and equipment from Florida Forest Service and Commissioner Deyo seconded the motion. Motion carries unanimously.**

1. Approval of revisions to District Policy Manual- Mission Statement, 402, 403, 502, 507, 511, 603, 701 – Chief Anderson mentioned to revise the mission statement. **Commissioner Anderson motion to accept to revision to the mission statement, revise the date and delete the revised at the top and leave the revised date one at the bottom and Commissioner Deyo seconded the motion. Motion carries unanimously.**

Policy Manual 402 Pay Day- Chief Anderson mentioned that Policy 402 is the one on pay day and this is to clear up the language. It indicates for payroll deductions. The current version lists specific institutions where, we can do payroll deductions, but his recommendation is to remove any specific institution and put generalities because it’s not limited to those specific ones, it’s others and add other deductions as authorized by district policies.

* 1. Public comment- None

**Policy Manual 402: Commissioner Keen motioned to approve Policy Manual 402 Pay Day to remove generalities and Commissioner Deyo seconded the motion. Motion carries unanimously.**

Policy Manual 403 Incentive Program- Chief Anderson mentioned that this policy has never been revised since its origin. It includes those changes as well as the new ones as well as the new current changes that are in the collective bargaining agreement. Commissioner Keen asked if the fire marshal and the chief would be able to get more incentives. Chief Anderson mentioned that he doesn’t currently get incentives because it’s not in his contract. The fire marshal does and this would apply to the training captain and anyone else we would hire.

* + - * 1. Public comment – Tom Cunningham mentioned that these Incentives mirror the fire fighter’s

 contract however, the fire fighter’s contract it specifies that there’s a maximum number of people that can do certain jobs. Chief Anderson mentioned that there are jobs that we only need one person in the entire organization to do, or two. Tom Cunningham mentioned that he doesn’t dispute that; his concern is that these jobs are in essence being cherry picked out of the Union contract when they were put in place of the contract to help subsidize lack of pay for things that need to be done for the department. So, to take away the ability of the air-pack instructor for two bargaining unit members to do that, to give it to somebody else that’s not in the bargaining unit, that’s his concern. Chief Anderson mentioned that in the end, there’s not enough work to justify using two people working on air-packs. Attorney Thompson mentioned to table this item and bring it back after it gets situated.

**Commissioner Anderson motioned to approve policy and Commissioner Deyo seconded the motion.**

**Commissioner Anderson amends his motion to approve Policy Manual 403, with the exclusion of**

**categories II, III and IV. Attorney Thompson suggested tabling the whole policy. Commissioner**

 **Anderson mentioned to table the whole policy until the contract negotiations can be complete and**

 **then brought back to the board.**

Policy Manual 502 Work Schedules- Chief Anderson mentioned that it is possible for us to arrange our

schedules so we can work 10 hour days. Commissioner Deyo mentioned that she would rather have everyone work 5 days a week.

Commissioner Anderson mentioned that he personally would like to see everyone work the 5/8 hr days until we get somebody for the part time position for the plans reviewer/fire inspector. Chief Anderson mentioned that there are still some things on the work schedule. Previously it said normal work schedule for all operations employees (24 hrs a day/2 to 3 days a week) he would like to change that to the normal work schedule for all shift employees. He would like to change it to the normal work schedule for all shift employees is (24 hrs shift duty/48 hrs off duty) on a rotating schedule, instead of saying (24 hrs a day) 2 to 3 days a week. The other one is work week. We haven’t specified what work week is in any policy. They have always done the payroll beginning 8am on Sunday and ending on 8am next Sunday. This says that payroll begins at 8am on Sunday and ends on 7:59am next Sunday. The fourth and fifth sentences change but eliminate the second and third sentences.

a) Public comment- None

**Commissioner Anderson make a motion to accept the policy Manual 502 Work Schedules pertaining**

**to only the (24 hrs on duty/48 hrs off duty) rotating schedule as shift employees and the work week**

**beginning Sunday 8am and ending the following Sunday at 7:59am and Commissioner Olesky**

**seconded the motion. Motion carries unanimously.**

Policy Manual 507 Overtime- Chief Anderson mentioned that the standard labors’ act it indicated that the employer employing fire fighters has to establish a work period. That work period can either be (7/14, 7/21 or 28 days) and overtime is calculated based on the hours worked in a work period. He is proposing that we establish a work period as a (21 work period) which works with the weekly payroll checks go now and the hours worked. It works out evenly with the hours currently worked in the current pay. Work period for hourly/non-exempt 40 hr employees is (14 day/2 week work period). The work period for hourly/non-exempt pavilion employees is a 7 day work period. Tom Cunningham requests that they table this policy because it’s a change in work status. That’s still in dispute with our attorneys.

Commissioner Anderson mentioned to take a 10 minute break and come back at 8:20pm. Commissioner Anderson mentioned that the meeting in now in session. Commissioner Anderson mentioned that Polity Manual 507 Overtime will be tabled for the following meeting.

Policy Manual 511 Station Duties- Chief Anderson mentioned that there were limited duties outlined in the current policy. His proposal is to change the policy to indicate the stations duties shall be performed according to the SOG. He sent the SOG to the shift commanders and E-Board members for comment and he received comment back from them. There were 4 or 5 changes that they recommended that he will make to the SOG.

a) Public comment- None

**Commissioner Anderson motions to approve Policy Manual 511 Station Duties and Commissioner Heath seconded the motion. Motion carries unanimously.**

Policy Manual 603 Education Leave- Chief Anderson mentioned that the current policy is an absent without pay. As long as we have adequate staffing, that they be able to school on their duty day as long as it’s a class approved by the district. They can go to school on duty as long as we don’t have to fill a position. Commissioner Anderson mentioned that it mentions 2 weeks of for school; two weeks within what work period? Theoretically, Leo could decide he’s going to go to college and be gone 5 days a week. He’s going to school and we are paying him for educational leave. Chief Anderson mentioned that he is not approving for someone to go to school with no one doing their job. Commissioner Olesky asked how many hours a year will they go to school without working and getting paid? Are they going to go 80 hrs to school a year? Chief Anderson mentioned that we can put a limit a year if you think that is important.

a) Public comment- Tom Cunningham mentioned that on the Chief’s 5 yr plan. Paramedic (ALS)

is one year of class. Having a paramedic with the drug capabilities is what the Chief eventually wants us to get to. This is a direct benefit to the customers of the district. So, to put a limit on the education might hinder what’s good for our customers. Chief Anderson mentioned that his goal is to give people incentive to go to school and get people to strive for their education. They will be allowed to go on duty as long as there is a back-up.

**Commissioner Anderson motioned to accept Policy Manual 603 Educational Leave with the first sentence of paragraph 5 removed from the policy and Commissioner and Commissioner Deyo seconded. Motion carries unanimously.**

Policy Manual 701 Firearms- Chief Anderson mentioned that this only has a couple of changes and it has to do with Legislative decision in the Attorney General’s opinion that came down. Every municipality in the state of the county have had to change their rules and regulations, where it pertains to firearms because the state came down and said they retained the sole authority to regulate firearms in the state. One of them says possession of the dangerous or unauthorized use of materials such as explosives or firearms in the workplace. He struck the word (or firearms) and added under that, (possession of firearms in the workplace in violation of Florida statutes).

a) Public comment- Commissioner Heath mentioned that when we had a discussion before about

that, you couldn’t have it inside the fire station but if you have it in your vehicle and it was secured, there’s nothing you can do about that. Chief Anderson mentioned that no one can tell you that you can’t have it in your vehicle. **Commissioner Deyo motioned to approve Policy Manual 701 Firearms with the changes and Commissioner and Commissioner Anderson seconded. Motion carries unanimously.**

1. Review and Revisions to Resolution 2013-01 Charges for Responses Related to Health and Safety and fee schedule – Commissioner Anderson asked Chief Anderson if we could table this to next months’ meeting. Chief Anderson agreed.
	1. Public comment-None
2. Review of Resolution 2013-03 User Charges for Special Emergency Services – Commissioner Anderson mentioned that we table this to next months’ meeting.
	1. Public comment-None
3. Review of Resolution 2013-02 User Charges for False Alarms – Commissioner Anderson mentioned that we table this to next months’ meeting.
	1. Public comment-None
4. Contract with billing company for user fee billing services – Commissioner Anderson mentioned that we table this to next months’ meeting.
	1. Public comment-None
5. Resolution 2014-02 Public Safety Communications Amplification – Commissioner Anderson mentioned that this is a repeat of number 1.
	1. Public comment-None

10) Concerns of Commissioners – We need to reschedule the October 16 meeting to October 23rd at 6:00pm at Ave Maria. Chief Anderson mentioned to call Luisa and change the meeting for the 23rd at 6:00pm.

11) Public Comment - None

12) Meeting Adjourned at 8:53pm

**Next Scheduled Meeting(s):**

**Next Regular Board Meeting: October 16,** **2014, 6 p.m.; Ave Maria (RESCHEDULED)**

**Next Regular Board Meeting: October 23, 2014, 6 p.m.; Ave Maria**