**Fire Commission Meeting**

**Immokalee Fire Control District**

**Board Meeting**

July 16, 2015

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, Goodnight, Halman, Olesky; Chief Paul Anderson, Board Attorney Kenneth Thompson, Leo Rodgers and Jay Roth. Commissioner Keen out of town

1. **Call Meeting to Order**

Meeting called to order at 6:08pm by Commission Chair Goodnight

1. **Pledge of Allegiance**

Lead by Commissioner Goodnight

1. **Moment of Silence**

Lead by Commissioner Goodnight

1. **Proof of Publication**

Copy of publication confirmation included in Commission packet

1. **Establish a Quorum**

Quorum established by Commissioner Goodnight

1. **Approval of Agenda**

**Commissioner Olesky motioned to approve the Agenda and seconded by Commissioner Anderson. Motion carries unanimously.**

1. **Approval of the minutes of the following meeting:** June 18, 2015 Board Meeting was **motioned to approve by Commissioner Halman and seconded by Commissioner Anderson. Motion carries unanimously.**
2. Treasurer’s Report was **motioned to approve by Commissioner Halman and seconded by Commissioner Anderson. Motion carries unanimously.**
3. Consent Agenda was **motioned to approve by Commissioner Anderson and seconded by Commissioner Halman. Motion carries unanimously.**
	* 1. Fire Marshal’s Report
		2. Chief’s Report
		3. Status on Current Contracts
			1. Mechanic MOU expires September 30, 2015
			2. Mabry Brothers, Generator Maintenance, expires September 30, 2015
			3. Lawn Maintenance agreement expires September 30, 2015
			4. On-Line Training service contract expires September 30, 2015
			5. Payroll Service contract expires September 30, 2015, monthly thereafter, 30-day notice
			6. Employee Physical Examination NFPA 1582 & 1583 contract expires September 30, 2015
			7. User Fee Billing contract expires December 30, 2015
			8. Master Copy Machine contract expires February 28, 2016
			9. Seminole Tribe contract expires September 30, 2016

(10) Breathing Air System contract expires September 30, 2016

(11) Financial Auditor contract expires September 30, 2017

(12) Architect, Engineer, and Builder contracts expire November 30, 2017

1. Union Report wasn’t presented due to no one present
2. Business of the District
3. **Old Business**
4. Status of Fire Code Official’s Office

Chief Anderson mentioned that they were supposed to have a meeting, but the meeting was cancelled. The status has not changed since the last report, other than confirmation that Greater Naples sold the building to themselves, as they are now occupying the building. North Collier hired an appraisal firm to do a 2nd appraisal on the building and whatever that comes out to, if it’s higher than what Greater Naples sold the building to themselves for; North Collier is going to demand that it be put up for public sale and if Greater Naples wants to bid on it, they can.

* 1. Public comment

None

1. Status of Collier Emergency Services Task Force (County-wide Fire and EMS Merger/Consolidation)

Chief Anderson mentioned that they cancelled their meeting for this month; nothing new to report. Still pushing for county wide fire and ems consolidations. They are happy that Greater Naples was able to absorb Isla Capri and pushing for Ochopee next year.

* 1. Public comment

None

1. Status of Fire Station 32 Property and Construction

Chief Anderson mentioned that Sue Zimmerman and the county attorney met with Blake Gable and one other person from Barron Collier and we have a meeting scheduled for late next week to meet again, where they are going to go over again to review what happened at that meeting and what was discussed. They were doing more research but they are still going to push forward with telling Barron Collier that they need to donate the property to the county. They are waiting for a response from Barron Collier’s attorney. Because they didn’t have the property in hand yet; EMS’s share of funds to construct the building are not going to be in their budget; so, we had a discussion if we get the property and choose to continue with the project, If Immokalee can do the construction then EMS can reimburse us. Commissioner Halman asked what about the sheriff’s office. Chief Anderson mentioned that the sheriff’s office will also pay a portion. They are saying that on joint facilities, the cost share is based on square feet of the building that each one occupies. On the land, they are saying that the land will be donated by Barron Collier to the county. So, the county will own the land and the building will be jointly owned by Immokalee, EMS and the Sheriff’s Office. Commissioner Anderson asked what is preventing us on moving forward with taking care of the stations out here since we have been back and forth for almost a year in Ave Maria. Chief Anderson mentioned that he talked to Sue Zimmerman and mentioned that he was having this discussion with the board tonight but she mentioned to wait until after the meeting because they should have an answer from their attorney by our meeting next week. So, we should know if they are willing to move forward with it now or if they are still going to try to debate the issue and delay it more. He mentioned that if they are going to delay it and we have no idea when we are going to get the property then, we may just put that project on hold and do the Station 31 project. We have the funding, an architect and an engineer and we are ready to move forward. He doesn’t believe that we should allow Barron Collier to delay every project in the fire district because they are holding up Station 32. If the residents of Ave Maria question, “I thought we were getting a fire station this year”. His response will be, “go talk to Barron Collier”.

* 1. Public comment

None

1. **New Business**
2. Acceptance of Federal SAFER Grant and Creation of 9 Additional FF Positions

Commissioner Goodnight congratulated Chief Anderson on the awarding of the SAFER grant. Chief Anderson mentioned that we have funding for 2 years that covers six current positions as well as nine additional positions. We have an option of how to spend the grant; it comes out to about $15,000 a month to start paying the current people. We can begin the grant immediately if we want to and start paying the six current people, but that would also start the time clock for the nine new people. We don’t have those nine people, it’s going to take us a while to hire them. So, if we start paying the current people now, that means that at the end of the grant, we have one or two months less left of Grant money to pay the additional people. So, he feels that we should wait until we get the nine new hired before we start the period of performance for the grant. He thinks it’s better to lose a month of paying six people and gain a month of paying nine people at the end. We can either draw from the grant to pay six people now or draw it later to pay nine people. Commissioner Halman asked how long it will take to hire nine people. Chief Anderson mentioned that his goal is to have them on by the 2nd or 3rd week of September. In the budget amendments he is showing that we are just paying 4 weeks out of this budget year and we are pulling money put into reserves last year. Now we don’t have to pay them for two years, the six current people what we were paying them; some of that can go in reserves next year. Commissioner Anderson mentioned that he would rather just do that. Commissioner Goodnight mentioned that to make sure she understands this she mentioned that the six people that originally talked about laying off when the grant was over with; we are going to take money out of the reserves until we get the new nine ones on board in September and then we would start using the grant money for all of them. Chief Anderson mentioned that we need a motion to accept the grant.

* 1. Public comment

None

**Commissioner Anderson motioned to accept of Federal SAFER Grant and Creation of 9 Additional FF Positions and seconded by Commissioner Olesky. Motion carries unanimously. Commissioner Goodnight mentioned that Commissioner Olesky is now in attendance.**

1. Resolution 2015-02 – Amendments to FY 2014-2015 Approved Budget

Chief Anderson mentioned that he has all the changes and the reason we have to do a resolution is because the budget amendments resulting in the revenue and expenditures both changed. The revenue and the expenditures on plans review fees, we had budgeted that we anticipated on collecting $15,000 but he anticipates collecting only $5,000 by the end of the year because the $15,000 was based on us going somewhere else other than fire codes office earlier in the year; where we would be receiving a portion of the plans review money. We didn’t do that until this last month when we signed the agreement with North Collier. So, the revenue from that will go down. On the Federal Safer Grant of Volunteer Recruitment and Retention the money that we submit for reimbursement from them is going to be less because the Training Captain didn’t start immediately and we haven’t recruited a lot of volunteers yet. So, we haven’t spent the training money. The volunteers we have recruited are already certified so, we didn’t have to spend money for them to go to school. So, the $37,000 that we are not collecting for this first year for the volunteer grant; he will write an amendment to the grant to take that money and move it into purchasing new bunker gear for the volunteers. That’s allowed if we don’t spend it in one area. Also, we had money in the grant to pay for their medical physicals at $650 each and we ended up getting their physicals covered through their health insurance. So, we saved money there.

Commissioner Olesky asked what happened to that money. Chief Anderson mentioned that he has to write an amendment to the grant to use it for bunker gear. Commissioner Halman asked if this was the same number of volunteers we were expecting. Chief Anderson mentioned that no it’s not. We are going to start the beginning of the school year with some heavy recruiting; we are going to Ave Maria University. He spoke to several students there last year and they feel there are several students that would be interested in volunteering. We will conduct a Fire Fighter One Training class here and get them certified to the Fire Fighter One level. Then, they can go to the fire academy to go up to Fire Fighter Two and the grant will pay for that. We are also going to go to the High School. They have a criminal justice program at the Immokalee High School. He was talking with the teacher and he mentioned that some of his students might be interested in the Fire Department as well. Commissioner Olesky asked what the timeline is for this. Chief Anderson mentioned that it’s for four years. Commissioner Anderson mentioned that he hasn’t seen it posted on the website. Chief Anderson mentioned that one of the things that we want to do is developing a new recruit orientation manual. We want to get that done first before we put a lot of people on. That is going to help us train them on how we operate in Immokalee and all the equipment. When we get it finished we will print a copy out for each of you. Once that is done we will be ready to roll with the fulltime people and the volunteers. Commissioner Halman asked with the change at the Farm Worker’s Village; will it change our budget at all. Chief Anderson mentioned that he doesn’t think so. He needs to find out who will be managing it now. They have federal funding that someone has to manage. Captain Paul Devan mentioned that he has a meeting set up for Monday to do training on 20 to 30 houses. Attorney Thompson mentioned that they have been approved for a grant of $1 million dollars and are advertising for a manager through July 31st. They are still on schedule for renovating Section C, D and E. If anyone knows of anybody needing housing, Section A and B are open at a reduced rate. Chief Anderson mentioned that Section A and B are available for the general public.

* 1. Public comment

None

**Commissioner Anderson motioned to approve the Resolution 2015-02 – A Resolution of Florida Commissioners of the Immokalee Fire Control District, Immokalee Collier County Florida authorizing budget amendments for the Immokalee Fire Control District for the fiscal year 2014-2015 Approved Budget and seconded by Commissioner Olesky. Motion carries unanimously.**

1. Reclassification of 6 FF Positions to Sergeant

Chief Anderson mentioned that in the contract negotiations with the Union last year; it was approved to create Sergeant Positions as company officers to get some form of supervision at both Station 31 and Station 32. Especially after having more volunteers riding. We felt that someone needed authority to be in charge instead of 2 fire fighters of equal rank and really having no authority to discipline anybody riding on trucks. That was put into the contract with the carry out that it would be reviewed mid-budget year and if money was available, that the positions would be created. We are beyond mid-budget year because he went back to the Union and asked them if instead of doing it mid-year, if we could do it when we get the notification of the Safer Grant. Well, we got it now. We now have the funding to do it and he recommends it. It not only gives us supervision at the other Stations, but it also gives the firefighters a goal to look forward to. A position to promote into because there’s not a lot of availability and places to go in a small department.

Anytime you create intermediate steps to go to, that’s better for the employee as well because it gives them incentive to go to school to advance in themselves, get a career and education. Commissioner Olesky asked how much money is this going to cost. Chief Anderson mentioned that basically it’s a 5% pay increase for each individual and it would be probably $18,000 for the year. One was put in the contract of 3% when they are promoted and they get the other 2% when they successfully complete 6 months’ probation.

* 1. Public comment

**Commissioner Olesky motioned to approve Reclassification of 6 FF Positions to Sergeant**

**and seconded by Commissioner Anderson. Motion carries unanimously.**

1. ARFF Apparatus Acquisition

Chief Anderson mentioned that he met with the director of the Airport Authority and discussed some federal FAA or DOT Funding. He is going to check into that; so, in the meantime, there are airport crash trucks available military surplus sitting at Patrick Air Force Base. He would like to pursue getting a military surplus vehicle. He has spoken with the Chief at the SWF International Airport and mentioned that he is willing to have his staff assist us in training our people on the truck. He has some Air Force people, Air National Guard Fire Fighters that belong to the FL Association of Hazmat Responders which he is on the board of thru the Fire Chief’s Association that are willing to help come down here and train. So, we can get the truck for nothing and we can also get the training for nothing. We would just have to bare the cost for maintaining the truck and the fuel. Commissioner Olesky mentioned that the Airport can help with the fuel. Commissioner Olesky asked what about the other airports, do they have a truck we could get from them. Chief Anderson said not available, not used ones. Naples and Marco Island have fairly new ones but they don’t have any available. Commissioner Halman asked if this was military. Chief Anderson said yes. Commissioner Olesky asked if they are going to give us a hanger to put it in. Chief Anderson mentioned that they are still discussing that. They have hanger space but are actively trying to lease out space. We may end up a place to park it for a period of time until they lease it out.

* 1. Public comment

None

**Commissioner Anderson motioned to approve the ARFF Apparatus Acquisition and seconded by Commissioner Olesky. Motion carries unanimously.**

1. Personnel Policy 109, Background Investigations

Chief Anderson mentioned that this is a new polity for background investigations and this is one of the things that we were kind of holding off trying not to get too many new volunteers in and we wanted to get this done before we hired the people on the Safer Grant. We previously had nothing in writing on how we do a background investigation. There was no consistency in them. If we got results on a background investigation that were questionable, we had nothing that said what we do with that. It was too subjective. It gave us too much of a possibility of one guy coming in that had a DUI seven years ago and we tell him no; and another guy comes in that knows everybody at the Fire Department and he had a DUI 5 years ago and we tell him yes. So, this outlines criminal offenses both felonies and misdemeanors and specifically goes into drug offenses, sex offenses and has a whole section on driving. If they’ve had drivers’ license revoked, how long that has to be for them to get hired. If they had a DUI.

Even if they have a DUI and we hire them, if it’s passed so many years ago. It helps us because it’s consistent, it’s not subjective according to who the person is. It’s the same for everybody. Commissioner Olesky asked if other Fire Departments have that. Chief Anderson said yes. He got background investigation policies from 8 different Fire Departments and put them together. He got information from the Sheriff’s Office and what they do and also took some information from State Statutes. Some of the stuff other places are more stringent on. For him, people make mistakes. One example is, when he was in Clermont; we had a guy that got a DUI when he was 18 years old in Daytona Beach on Spring break. He was 38 years old when he applied for the Fire Department. He did not get hired because of the background policy. If people make a mistake when they are young and haven’t made any other mistakes in 10/15 years; he thinks they deserve a chance. Attorney Thompson mentioned to have this reviewed by Labor Attorney Lara Donlon before approving it. Chief Anderson mentioned that that was fine and he would bring it back to next month’s meeting.

* 1. Public comment

None

1. **Commissioner Olesky motioned to approve Personnel Policy 109, Background Investigations**

**With pending approval from Labor Attorney Lara Donlon and seconded by Commissioner Halman. Motion carries unanimously.**

1. Set Dates for FY 2015-2016 Budget Hearings

Chief Anderson mentioned that we need to set the dates for the hearing. Commissioner Goodnight asked why we had to have to budget workshops. Chief Anderson mentioned that the meeting should be between September 3rd and 18th. We could still have the Tentative Budget meeting on Sept 17, 2015 at 5:05pm and the second meeting on September 24, 2015. Commissioner Goodnight mentioned that Monday, September 28, 2015 at 6pm would work better for her. Commissioner Goodnight mentioned that she won’t be here on August 20, 2015 but could do it by phone. So, we are moving it to September 28, 2015 at 6:00pm. Chief Anderson mentioned that 1st budget workshop is July 23, 2015 at 6:30pm, 2nd budget workshop on August 20, 2015 at 7:30 after the board meeting, 1st Tentative Budget Hearing September 17, 2015 at 5:05pm and 2nd Budget Hearing on September 28, 2005 at 6pm.

* 1. Public comment

None

**Commissioner Anderson motioned to approve to set Dates for FY 2015-2016 Budget Hearings and seconded by Commissioner Olesky. Motion carries unanimously.**

1. Concerns of Commissioners

Commissioner Anderson wanted to discuss District credit cards issued to Commissioners and Admin staff. He mentioned that the reason he brought this up for discussion is what happened with the Marriott in Jacksonville. When he went up there to check in, they wouldn’t let us check in without a department credit card. They either wanted us to pay $575 out of our pocket and be reimbursed by the district or be reimbursed by Marriott once Chief Anderson got there with the credit card. So, what he would like is discussion on credit cards issued to either commissioners or certain number of credit cards. Chief Anderson can keep them in his possession and maybe they can have a spending cap of $575 for this conference. Maybe $600 and Chief can keep them in his possession until a couple of days before we travel or if we go to these FAS Conferences to alleviate this issue. This is the first time he has had that issue, when he went to Destin there was no problem. This time had Chief Anderson not gone to the conference, 6 hours away or had to be cancelled and not go. He would have had to pay $575 or turn around and ride home. Marriott is still looking into it, supposedly.

Chief Anderson mentioned that we have 3 credit cards now and he has one of them and the other 2 are locked in the cash box that if someone needs it for something, they sign it out. We can either do that or we can get an additional card or whatever is the board’s decision. Attorney Thompson mentioned that East County water board members are issued a credit card specific for commissioners with a limit of $1500. Commissioner Anderson mentioned that he is not even asking for that. Commissioner Olesky mentioned that with a credit card they can call up there and put your credit card in. Commissioner Anderson mentioned that they did but they wanted the physical card. Chief Anderson mentioned that they wouldn’t check out without having the card in his hand. Attorney Thompson mentioned that he was 3 hours late because he arrived early and had to wait for Chief Anderson to arrive. Commissioner Goodnight asked if the credit cards that we have to check out, is there a name on it saying it’s Immokalee Fire Control District. Chief Anderson mentioned that they are named Immokalee Fire Control Card 1, 2 and 3 with a limit of $5,000 each. Attorney Thompson mentioned to talk to our Auditors Tuscan and see what he suggests. Commissioner Goodnight mentioned that Chief Anderson could suggest to our Auditor that maybe there could be 2 cards with $1000 limit and the Commissioners could check it out if they are going to conferences. Chief Anderson mentioned that there is a possibility of cards being issued in their names. Commissioner Anderson mentioned that he doesn’t mind them being in their names but keep them locked up until they get ready to go. Chief Anderson mentioned that there are some places that if you are not in uniform, they won’t take the department credit card. Commissioner Goodnight mentioned again to Chief Anderson to talk to Auditor and see what he suggests and bring it back to the board for the next meeting.

**a) Public Comment**

Attorney Thompson mentioned that at the Special Districts Conference Fred Thomas of the water board won the best belt buckle on Thursday night and the Fire Chief’s daughter won the best western boots.

Commissioner Goodnight mentioned about the Hendry County landfill. If they travel through town on Hwy 29 they are not going to make it because of all the stops and everything that has to be done. If extremely concerned that we don’t have the road structure. Commissioner Anderson mentioned that he contacted Nancy Payton from the Florida National Wildlife Federation because she was quoted in an article in the Naples Daily News. He sent her an email and she sent him an email back with the plans with 331 pages. He brought it and it says that it’s up to 500 trips per day, which is 253 trucks per day. Commissioner Goodnight mentioned that she has kids crossing that street every day. Commissioner Olesky mentioned why don’t they go on Hwy 27 and get off on CR835 right before you get to Clewiston and take the backroad to CR833, go down to CR832 right into Felda and go left on Church Road. Chief Anderson mentioned that they probably wouldn’t do that because it will cost them more money. Jay Roth mentioned that they will tear up that corner on CR832/CR832 that you won’t be able to use it. Commissioner Goodnight mentioned if Immokalee had that by-pass road that was going to go up and not come thru Immokalee than I could see it as not being a problem but there is a real safety problem on Main Street and New Market Road because New Market Road is not wide enough nor is it sturdy enough to haul that many trucks. Commissioner Anderson mentioned that they start at 6am to 8pm.

Chief Anderson talked to Brad Muckel form the MSTU/CRA board, that’s the first letter he sent out and Fred wrote back and he’s sending it to the county manager in Hendry County as well as others. He also spoke to a few different people about it and he kind of put some thoughts together himself. He wrote the second letter from our Commission Chairman and wants the board to read it and see if the board wants to send a letter from the commission.

 If not, he could send it as Fire Chief but if the board sends it thru the commission; read it and approve it. The board can sign one of the copies and send it. He tried to find out every angle he could on how it would impact Immokalee Fire District. It’s certainly going to impact with that number of truck trips down Main Street in the number of vehicle accidents, vehicle vs. pedestrian, vehicle vs. bicycle, because of all the traffic on Main Street, especially in harvest season. The more vehicle and more trips they make, the more probability of vehicle accident. It will impact Immokalee Fire Control because vehicle accident/vehicle fire significant ones that occurred in Felda, we routinely respond to a call because we assist Hendry County. So, if they have the landfill there and there is a fire in the landfill, we would end up going to assist them. Landfills attract a lot of big birds. He wants to get some information just to make sure if there is a possibility that a flock of birds out there when the crop dusters are running the area could create the potential for damage to a plane that would cause the need to do an emergency landing at the Immokalee Airport or even on SR 29. Jay Roth mentioned if we can ban them from coming though. Chief Anderson said no. What we are both requesting is that they postpone any approval of this project until DOT does the bypass project.

Commissioner Anderson mentioned that Hendry County meeting is August 12, 2015 at 6:00pm and their board of county commissioners to discuss this is August 25, 2015 at 5:00pm. They want anything coming from us to go to the Planning Committee and Development to Margaret. Commissioner Goodnight mentioned that A. Duda has the representation to push that loop road thru with FDOT. They have the clout to do that. To her, that would be a win-win for everybody. They could come down 75, 29 get on the loop road and go up there and there wouldn’t be a problem. Chief Anderson mentioned that the landfill is 2 miles long. It will impact the crop dusters because they are coming down at the power lines off the road. They won’t be able to efficiently spray those fields anymore because they are going to have this big mount of garbage in front of them that they will have to avoid. Commissioner Goodnight mentioned that she read somewhere that it is up to 300 feet. Attorney Thompson mentioned that A. Duda has a project there of building 22,000 homes. Commissioner Goodnight mentioned that she doesn’t have a problem signing the letter. She asks the board for approval to send the letter on behalf of the board of Commissioners of Immokalee Fire Control District. Commissioner Olesky motioned to approve to send the letter and Commissioner Anderson seconded the motion. Motion carries unanimously.

**Commissioner Olesky motioned to approve to send the letter and seconded by Commissioner Anderson. Motion carries unanimously.**

1. Public Comment

Commissioner Olesky asked Chief if he could go and speak on the boards behalf. Chief Anderson agreed to go to the August 12, 2015 if someone else can go to the August 25, 2015 meeting. Commissioner Goodnight mentioned to thank Terry Heath for being in the audience. Chief Anderson read the plaque that Immokalee Fire Control District presented to him.

14) Adjourn Meeting at 7:35pm

**Next Scheduled Meeting(s):**

* **First Budget Workshop: July 21, 2015, 6 p.m.; Immokalee Fire District Station 30, 502 New Market Rd. E, Immokalee , FL 34142**
* **Next Regular Board Meeting: August 20,** **2015, 6 p.m.; Immokalee Fire District Station 30, 502 New Market Rd. E, Immokalee , FL 34142**
* **Second Budget Workshop: August 20, 2015, 7:30 p.m.; Immokalee Fire District Station 30, 502 New Market Rd. E, Immokalee , FL 34142**