**Fire Commission Meeting**

**Immokalee Fire Control District**

**Board Meeting**

July 17, 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. Commissioner Olesky arrived at 6:30pm; Chief Paul Anderson, Board Attorney Kenneth Thompson, Leo Rodgers, Jay Roth, Alma R. Valladares and Members of the Public.

1. Call Meeting to Order at on July 17, 2014 at 6:05pm.
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 and Commissioner Olesky on the way to the meeting.
6. Approval of Agenda was **motioned by Commissioner Anderson and seconded by Commissioner Deyo. Motion carries unanimously.**
7. Approval of the June 12, 2014Board Meeting Minutes **was motioned by Commissioner Keen and seconded by Commissioner Deyo. Motion carries unanimously.**
8. Treasurer’s Report **was motioned by Commissioner Deyo and seconded by Commissioner Anderson. Motion carries unanimously.**
9. Consent Agenda - Commissioner Anderson mentioned that on the Chief’s report he mentioned repair to one of the engines. He asked what the hold-up was for getting the work done. Chief Anderson mentioned that one of the mechanic’s is out on workers’ compensation and the other has health issues. They don’t have the time to commit to fixing it at the moment. The Engine needs the radiator and it will take 2 or 3 mechanics to finish the job. He will call tomorrow morning and get an estimate and see when they can do it. He is looking for other places to do get it fixed. Commissioner Heath asked why we couldn’t send it to E-One to fix it and get it back in service. Also, he asked if the aerial ladder was certified yet. Chief Anderson mentioned that until it’s fixed we will be ready to get it certified. Commissioner Anderson mentioned that on the user fees; he wants Chief Anderson to bring all three policies and make sure it’s worded right so they can vote on it next month if they are satisfied with it. Commissioner Keen asked about EMS agreement has the attorney checked it out and everything is alright with it. Attorney Thompson said yes it is. **Commissioner Deyo motioned to approve the Consent Agenda and seconded by Commissioner Keen. Motion carries unanimously.** Commissioner Heath asked how it is going with the negotiations on the property with Barron Collier. Chief Anderson mentioned that the college doesn’t owe any property that’s a satisfaction for a fire station. He is still in negotiations and will maybe come up with an agreement next month. Whether it’s selling it to us at a more reasonable cost for the property or we may want to look at them turning the property to us in exchange for credit on future Impact Fees. We were going to purchase the property on Impact Fees anyway. There are a lot of other projects coming into town: Wal-Mart, Taco Bell, First Bank, etc.
	* 1. Fire Marshal’s Report – Leo mentioned that our Impact Fees are slightly higher than most of the others.
		2. Chief’s Report- Chief Anderson mentioned that we need to postpone Sweet-Sparkman Architects contract and table this to August meeting.
		3. Request for Board to declare property as surplus and approve sale of same-Commissioner Anderson asked if there has to be a separate vote for the property to be sold as surplus. Chief Anderson mentioned that it’s used equipment that is in the back of Station 31. Commissioner Deyo mentioned that it has to be done on a seal bid. **Commissioner Keen motioned to approve the property as surplus, approve the sale by posting in on our website and seconded by Commissioner Anderson. Motion carries unanimously.**
		4. Status on Current Contracts
			1. Mechanic MOU expires September 30, 2014-Chief Anderson mentioned that this will be discussed in August meeting if we want to continue with East Naples mechanic or do something else. Also, maybe get a mechanic in that SWFL Works program can provide us with. One of his proposals is to purchasing a vehicle lift out of Impact Fees to install with the Fleet Maintenance Agreement in exchange with and share the mechanic with Collier County. The estimate cost would be around $80,000/$100,000.
10. Union Report –Tom Cunningham, President mentioned that they are moving along with negotiations. Arbitration meeting next month. Merger of locals on hold until November. We are talking with Golden Gate East and after he was directed to talk to Big Corkscrew/North Naples. Motioned and voted to not merge with Golden Gate East Naples but pursue with North Naples. Couple of events coming up next year: Relay for Life in March which Armando Negrin (P.I.O.) is in charge of that and the same with MDA.
11. Business of the District
12. **Old Business**
13. Agreement with Collier EMS for housing an Ambulance at Fire Station 31 (Carson Rd.)- Chief Anderson mentioned that Deputy Chief Kemps is here and brought the contract for us to sign; which will take effect on August 4th. Jackie Williams will be completing the work at Station 31within a week. **Attorney Thompson motioned to appoint Commissioner Keen as temporary acting Secretary for the board. Motion carries unanimously.**  **Commissioner Keen motioned to approve agreement with Collier EMS for housing an Ambulance at Fire Station 31 and seconded by Commissioner Deyo. Motion carries unanimously.**
	1. Public comment - None
14. Approval of revisions to Commissioners Handbook- Commissioner Keen mentioned that it should be changed to guidelines instead of bylaws on page 5. **Commissioner Deyo motioned to approve of revisions to Commissioners Handbook and seconded by Commissioner Keen. Motion carries unanimously.**
	1. Public comment - None
15. Contract with Sweet-Sparkman Architects and Owen-Ames-Kimball Builders- Chief Anderson asked to table this item to August meeting. Attorney Thompson mentioned that they are not ready yet.
	1. Public comment – None
16. Status of Fire Code Official’s Office – Chief Anderson discussed what happened at the meeting and thought that they would come to a conclusion after this all dissolves. He proposed that they close the building but it’s yet to be determined. Attorney Thompson mentioned that as of August 1st they are in violation of the agreement. Commissioner Anderson mentioned that they violated the Sunshine State Law by distributing flyers for pro-consolidations. Commissioner Anderson asked our Attorney Thompson what we can do. Attorney Thompson mentioned that we should let them know they are in violation of the agreement. Also, doesn’t think we should withdraw now. Leo mentioned that they are shutting the building down as of August 2nd.
	1. Public comment – None

Commissioner Anderson mentioned to take a Break at 7:46pm and reconvened at 8:00pm

Chief Anderson mentioned that he and Attorney Thompson want to approach Mr. Brock. Attorney

 Thompson mentioned that he will get in touch with him.

1. Re-schedule dates of budget hearings due to School Board and County Commission meetings recently scheduled. Chief Anderson mentioned that we have to change the dates we previously had chosen due to the school board taking those dates. Commissioner Anderson out of town the 1st of the week and Commissioner Keen out of town the 2nd week of the month. Chief Anderson mentioned that 1st Budget Workshop will be on August 18, 2014 at 6:00pm, 2nd Budget Workshop will be on August 25, 2014 at 6:00pm, Tentative Budget Hearing will be on September 2, 2014 at 6:00pm and the Final Budget Hearing will be on September 15, 2014 at 6:00pm. **Commissioner Olesky motioned to approve rescheduling all dates for budget hearings due to School Board and County Commission meetings recently scheduled and seconded by Commissioner Deyo. Motion carries unanimously.**
2. **New Business**
3. Approval for IFCD to participate in the closest unit response protocol being incorporated into the Computer Aided Dispatch (CAD) upgrade project. Chief Anderson mentioned that automatic vehicle locator will help with running the calls. We’re doing them now without a formal agreement. **Commissioner Anderson motioned to approve for IFCD to participate in the closest unit response protocol being incorporated into the Computer Aided Dispatch upgrade project and Commissioner Olesky seconded the motion.** Chief Anderson mentioned that we would keep dispatch updated of their location. So, we can get all this equipment out of Impact Fees. **Commissioner Anderson amends his motion for Impact Fees to pay for new trucks coming on to purchase this equipment and Commissioner Olesky seconded the motion. Motion carries unanimously.**
	1. Public comment- None
4. Contract with payroll contractor for processing IFCD payroll and with accounting firm for reviewing financial accounts and/or accounts payable/receivable. Chief Anderson mentioned that Jeff Tuscan has suggested for us to have our Payroll and our Accounting be done by someone else due to segregation of duties. He called for 3 price quotes from payroll vendors and 3 quotes for accounting vendors. Paychecks Company has the lowest quote of $4,222.00/yr. They handle pension, federal payroll taxes and quarterly IRS. Tuscan uses this company and they have a lot of contracts. On the accounting company we are looking at Null’s Notary with a quote of $1,200.00/yr. They would reconcilebank statements and provide us with the reports we need. The total for both a year will be around $5,500.00/yr. Commissioner Keen mentioned that she wouldn’t want them to have access to our computer program system. Chief Anderson wants the board’s direction to agree on selecting these vendors. **Commissioner Olesky motions to approve Chief to negotiate contract with payroll comp[any Company for processing IFCD payroll and Commissioner Deyo seconded the motion. Commissioner Heath opposes. Motion carries four to one.** Commissioner Heath mentioned that it’s always been done this way, doesn’t know why we needed to change. Our money is still tight and we need to get the money to the guys back to what they need. Chief Anderson mentioned that he doesn’t have a problem but Tuscan is asking us to do this due to segregation of duties.Commissioner Anderson mentioned that as per Tuscan we need to comply with them.  **Commissioner Olesky motions to approve contract with Null’s Notary for reviewing financial accounts and/or accounts payable/receivable and Commissioner Deyo seconded the motion. Commissioner Heath opposes. Motion carries four to one.**
	1. Public comment **–** None
5. Approval of revisions to District Policy Manual: Cover page, iii Introductory Statement, 303, 402, 403, 502, 505, 511, 603, 701. Chief Anderson mentioned to table this item to August meeting.
	1. Public comment- None
6. Resolution 2014-02 Public Safety Communications Amplification. Chief Anderson mentioned to table this item to August meeting.
	1. Public comment- None
7. Approval for purchase of 800 Mhz radios from a combination of funding sources: FEMA AFG, impact fees, general fund. Chief Anderson mentioned that we didn’t have enough money for all the radios. They only approve for radios assigned to a seat in a fire truck. The total radios that we need are: 34 Portable radios, 12 mobiles and 3 station radios. His proposal is to buy 18 portable radios, 9 mobiles and 3 station radios. The balance of the radios is $40,000 toward replacing radios and the matching amount buying them from Impact Fees is $12,000. **Commissioner Keen motioned to approve for purchase of 800 Mhz radios from a combination of funding sources: FEMA AFG, Impact Fees and general fund and Commissioner Deyo seconded the motion. Motion carries unanimously.**
	1. Public comment – None
8. Approval for purchase of equipment from Impact Fee fund for new fire apparatus on order. Chief Anderson mentioned that he wants approval for equipment over $5,000 for Ladder Truck. He applied for training grant through the state L.A.P.C. for $4,500.00 and that went through. **Commissioner Deyo motions to purchase of equipment for $123,382.98 out of Impact Fee fund for new fire apparatus on order and Commissioner Anderson seconds the motion. Motion carries unanimously.**
	1. Public comment – None
9. Revisions to Resolution 2013-01 Charges for responses Related to Health and Safety and fee schedule. Chief Anderson mentioned to table this to August meeting.
	1. Public comment- None
10. Contract with billing company for user fee billing services. Chief Anderson mentioned to table this to August meeting.
	1. Public comment- None

12) Concerns of Commissioners- None

13) Public Comment- None

14) Adjourn Meeting at 9:00pm

**Next Scheduled Meetings:**

**1st Budget Workshop: August 18, 2014, 6:00pm, Immokalee Fire Station 30, 502 New Mkt. Road East**

**Next Regular Board Meeting: August 21,** **2014, 6:00pm, Station 30**

**2nd Budget Workshop: August 25, 2014, 6:00pm, Station 30**

**Tentative Budget Hearing: September 2, 2014, 6:00pm, Station 30**

\*\*\*\*\*(Notification from state post-meeting that this date must be changed due to conflicting with county commission meeting; date has been changed to September 3 at 6pm)

**Final Budget Hearing: September 15, 2014, 6:00pm, Station 30**