**Fire Commission Meeting**

**Immokalee Fire Control District**

**Board Meeting**

August 21, 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 five Commissioners are present.
6. Approval of Agenda was **motioned by Commissioner Olesky and seconded by Commissioner Deyo. Motion carries unanimously.**
7. Approval of the June 17, 2014Board Meeting Minutes **was motioned by Commissioner Olesky and seconded by Commissioner Anderson. Motion carries unanimously.**
8. Treasurer’s Report **was motioned by Commissioner Deyo and seconded by Commissioner Anderson. Motion carries unanimously.**
9. Consent Agenda
   * 1. Fire Marshal’s Report- Commissioner Anderson asked about a house on North 15th street. Leo Rodgers mentioned that it was Jack Quisnant’s house and that there is no proper code for a business.
     2. Chief’s Report – Commissioner Keen asked about the ladder truck. Chief Anderson mentioned that it’s supposed to be done next week.
     3. Status on Current Contracts
        1. Mechanic MOU expires September 30, 2014; agenda item under new business
10. Union Report – Josh Bauer mentioned that they have been involved with arbitration and they are doing well. Also, that staff is excited and they have started training on the new trucks.
11. Business of the District
12. **Old Business**
13. Contract with Sweet-Sparkman Architects and Owen-Ames-Kimball Builders- Attorney Ken Thompson mentioned to table this item to next meeting.
    1. Public comment - None
14. Status of Fire Code Official’s Office – Chief Anderson mentioned that there are no employees left at the Fire Code Official’s Office. We still have options; either hire someone or contract with North Naples or go with Collier County Growth Management.
    1. Public comment - None
15. **New Business**
16. FY 2013-2014 Budget Amendment per results of audit and other revenue – Chief Anderson discussed the budget, operating fund balance, Ad Valorem, Impact Fees, Salaries. **Commissioner Anderson makes a motion to approve FY 2013-2014 Budget Amendment per results of audit and other revenue and Commissioner Olesky seconded the motion. Motion carries unanimously.**
    1. Public comment - None
17. MOU for Mechanic Services – Chief Anderson mentioned that we have a 6 month agreement with Naples. We are looking at S.W. Florida Works that can help us or do a partnership with the County and agree to let us use their facilities. We can use Impact Fees to buy the lift. He recommends renewing the contract this year. **Commissioner Deyo makes a motion to renew contract MOU for Mechanic Services and Commissioner Olesky seconded the motion. Motion carries unanimously.**
    1. Public comment – None
18. Approval to apply for 2014 FEMA SAFER Grant – Chief Anderson mentioned that he wants to apply for this grant before the application is submitted. He would like pre-approval before it comes out. The government pays 90% and we pay 10% of the grant. **Commissioner Olesky makes a motion to apply for 2014 FEMA SAFER Grant and Commissioner Deyo seconded the motion. Motion carries unanimously.**
    1. Public comment - None
19. Approval of Part-Time Plans Reviewer/Inspector position – Chief Anderson mentioned that more than enough money would cover the plans reviewer/inspector position. **Commissioner Olesky approved of part-time plans reviewer/inspector position and Commissioner Deyo seconded the motion. Commissioner Heath opposes the motion. Motion carries four to one.**
    1. Public comment – None
20. Approval of revisions to District Policy Manual: Cover page, iii Introductory Statement, 302, 303, 305, 402, 403, 502, 505, 507, 511, 603, 701- Chief Anderson mentioned that he wants approval for cover page and introductory statement first.

Ten Minute Break from 8:45pm – 8:55pm.

**Commissioner Anderson makes a motion to approve the cover page and introductory statement and Commissioner Olesky seconded the motion. Motion carries unanimously.** Chief Anderson mentioned that 302 (Vacation Benefits) Policy could be given to them weekly. The vacation can roll over 72 hrs and they can use it or buy it back. **Commissioner Olesky motions to accept the proposal. Commissioner Keen motioned for buying back 40 hrs only and Commissioner Deyo seconded the motion. Commissioner Keen amends her motion to buy back 56 hrs of vacation instead of 40 hrs and Commissioner Deyo seconded the motion. Motion carries unanimously.** On 303 (Holidays) Policy Chief Anderson mentioned to add Christmas Eve, as most other agencies already have Christmas as a recognized holiday. It will be beneficial to admin and the staff as well as shift personnel. **Commissioner Anderson motions to approve Policy 303 (Holidays) Christmas Eve to be added to the holidays and Commissioner Deyo seconded the motion. Motion carries unanimously.** On 305 (Sick) Policy Chief Anderson mentioned that he wants to change it from “days” per year to “144 hours” per year for shift employees. Admin and exempt employees will accrue 96 hours per year. **Commissioner Anderson motioned to approve Policy 305 (Sick Leave Benefits) and Commissioner Olesky seconded the motion. Motion carries unanimously.** On 402 (Payday) Policy Chief Anderson mentioned that he spoke to labor attorney Lara Donlon and she mentioned that we are only allowed by law to pay for hours actually worked and that we should not be averaging paychecks, but that we can work it out and can stay with a weekly pay check. We would only pay them what they’ve worked. It’s a 21 day work cycle, they get time and ½ after 159 hour in the 21-day cycle, with the three paychecks in that cycle being 72 straight time, 48 straight time, and 39 straight and 9 at time and ½.

* 1. Public comment – Josh Bauer mentioned that he objects to it and asked to table this policy. **Commissioner Heath motioned to table this policy and Commissioner Keen seconded the motion. Motion carries unanimously.**

On 403 (Incentive Program) Policy Chief Anderson explained the proposed changes, which would be effective immediately for non-bargaining unit members and upon signing the contract for bargaining unit members. **Commissioner Olesky makes a motion for changes and Commissioner Deyo seconded the motion. Commissioner Heath motions to table 403 and 502 policies.** Josh Bauer mentioned to table the policies to next meeting. **Commissioner Keen motioned to table 403 and 502 policies to the next meeting and Commissioner Anderson seconded the motioned.** On Policy 505 (Use of Tobacco Products) and Policy 507 (Overtime) **Commissioner Deyo motions to approve the changes and Commissioner Keen seconded the motion. Motion carries unanimously.** On 511 (Overtime) **Commissioner Anderson motioned to table this policy to next month.** On 603 (Education Leave) Policy Chief Anderson mentioned that if we have full staffing they would be allowed for them to go to school. Josh Bauer mentioned that they would negotiate this policy with Chief Anderson. **Commissioner Anderson motioned to table this policy, 701 (Employee Conduct and Work Rules), Number 6, 7, 8 and 9 to next meeting.**

1. Review and Revisions to Resolution 2013-01 Charges for Responses Related to Health and Safety and fee schedule
   1. Public comment- None
2. Review of Resolution 2013-03 User Charges for Special Emergency Services
   1. Public comment
3. Review of Resolution 2013-02 User Charges For False Alarms
   1. Public comment- None
4. Contract with billing company for user fee billing services
   1. Public comment- None

12) Concerns of Commissioners - None

13) Public Comment- None

14) Meeting Adjourned at 9:00pm

**Next Scheduled Meeting(s):**

**2nd Budget Workshop: August 25, 2014, 6:00 p.m.; Immokalee Fire Station 30, 502 New Market Rd. E.**

**Tentative Budget Hearing: September 3, 2014, 6:00 p.m.; Immokalee Fire Station 30, 502 New Market Rd. E.**

**Final Budget Hearing: September 15, 2014, 6:00 p.m.; Immokalee Fire Station 30, 502 New Market Rd. E.**

**Next Regular Board Meeting: September 18,** **2014, 6 p.m.; Immokalee Fire Station 30, 502 New Market Rd. E.**