

REGULAR MONTHLY MEETING  
**ALVA FIRE CONTROL & RESCUE SERVICE DISTRICT**  
2660 STYLES ROAD, ALVA, FLORIDA 33920  
DATE: MAY 09, 2022

**Call to Order**

Chairman Crittenden convened the regular monthly meeting of the Alva Fire Control & Rescue Service District at 6:36 PM, May 09, 2022. There were sufficient Board members present to establish a quorum. The Pledge of Allegiance was recited along with a moment of silence. Prayer was held by Pastor, Paul Cords.

**Commissioners in Attendance**

Adam Crittenden  
Henry Grant Fichter  
Richard "Dick" Spence  
Darren Watkins  
John H. Shearer, Jr. - Absent

**Also in Attendance**

Brandon Kuhn, Chief  
Sunny Sipes, Administrative Assistant  
Pastor Paul Cords  
4 – District Fire Fighters  
Ft Myers Shores – Asst. Chief Ruiz  
Union Field Rep. – Angie Young  
Union Acting DVP – Dylan More  
Jeff Tuscan – Tuscan & Co., PA

**Presentation of Awards & Acknowledgements**

Chief Kuhn introduced newly hired Fire Fighter/EMT, Jean Etcheverry.

**Approval of the April 11, 2022, Regular Monthly Meeting Minutes**

Commissioner Fichter moved to approve the minutes of the, April 11, 2022, regular monthly meeting. Commissioner Spence seconded the motion. The vote was unanimous and the motion passed.

**Approval of the Financial Data from April 2022**

Commissioner Watkins moved to approve the financial data from, April 2022. Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

**Public Input on Business**

None

**New Business**

> Chief's Report

Chief Kuhn reported the following:

- ✓ Blood pressure checks, within the Oak Park Community, resumed.
- ✓ Stated during previous month: Total calls 40, fire calls 5, EMS calls 30
- ✓ Informed all that the pole barn has now been installed and thanked AIM Engineering for the land survey.
- ✓ Stated that the Station generator will be fully operational once the utility flags are placed and the gas line is completed.
- ✓ Informed all that VFIS visited in order to view completed renovations, as well as other related items, due to Hurricane Irma. The VFIS Representative made several recommendations as to flammability liquid storage, vehicle license checks on ongoing driver training.
- ✓ Stated that Administration was working on updating the District's Drug and Alcohol Policy.

Commissioner Watkins moved to accept Chief Kuhn's Chief Report. Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

- > Jeff Tuscan, with Tuscan & Company, PA, presented the audit findings for Fiscal Year ended 09/30/2021

Tuscan reported the following:

- ✓ Newly required, Performance Audit, is in effect 10/01/2022 and must be submitted within the following nine months.
- ✓ Tuscan detailed the Audit's background and inception basis.
- ✓ He informed all that the Alva District received the Auditor's highest opinion on its fiscal year ended 09/30/2021 financial report. He stated that there were no comments and no internal control or compliance issues.
- ✓ Tuscan stated that Cash and Investments were up \$62,262 and that FY 2022 will reflect the highest ad valorem and impact fees, collected annually, in District history.

Commissioner Watkins moved to approve the Audit Findings, by Tuscan & Co., PA, for fiscal year ended 09/30/2021. Commissioner Spence seconded the motion. The vote was unanimous and the motion passed.

- > Board members discussed updating District signers on all bank accounts held by First Bank of Clewiston. This update includes account numbers ending in the following: #2678 – Insurance Funds, #6111 – Impact Fee Account, #2911 – Assigned Funds Account and #2906 – General Funds Account.

Commissioner Watkins moved to update District signers on the above bank accounts held by First Bank of Clewiston. Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

- > Administrative Assistant, Sunny Sipes, presented the Board with proposals for the district's new website design. Cost differences were discussed.

Commissioner Fichter moved to approve the contract with, Papyrus Document & Design, LLC, to design and maintain the Alva District's website. Commissioner Spence seconded the motion. The vote was unanimous and the motion passed.

- > A proposal was presented to pressure clean the Station and Administrative Office buildings as well as paint the trim on the Station exterior. Costs were discussed.

Commissioner Fichter moved to approve, Liberty Homes' proposal, for the cleaning and trim painting, detailed above, in an amount not to exceed \$5,000. Commissioner Watkins would like an additional proposal to also paint bay doors and agreed with a cost not to exceed \$5,000. Commissioner Spence seconded the motions. The vote was unanimous and the motions passed.

- > A call was made to open contract negotiations with IAFF Local 1826 / District 24 & related items.

Commissioner Fichter moved to open contract negotiations with IAFF Local 186 / District 24 & related items, beginning June 1, 2022, for a three-year contract term. Commissioner Watkins seconded the motion. The vote was unanimous and the motion passed.

- > A call was made to renew the Union Negotiation Team consisting of the Alva District's Chief, Administrative Assistant, the Alva Fire District's Attorney as well as Labor Council.

Commissioner Watkins moved to renew the current Union Negotiation Team detailed above. Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

- > Administrative Assistant, Sunny Sipes, presented the Board with Resolution #22.05.01 in regard to Budget Amendment #1 for FY end 09/30/2022 (copy attached hereto). Budget modifications were discussed and noted.

Commissioner Fichter moved to approve Resolution #22.05.01 in regard to Budget Amendment #1 for FY end 09/30/2022. Commissioner Spence seconded the motion. The vote was unanimous and the motion passed.

### **Old Business**

- > Discussion ensued in regards to closing the District's SBA accounts with the State of Florida and transferring these funds into qualifying CD's and/or CDAR's. Administration will continue to gather information and present at a later date.
- > **Tender Discussion**  
Chief Kuhn reported the following:
  - ✓ Previously discussed tender with one-year pump warranty, three-year tank warranty and a 4,000-gallon capacity will cost the District approximately \$65,000.
  - ✓ Board members stated they wanted a "hard quote" in order to submit the proposal to Lee County for the approval of Impact Fund usage. The tender discussion was tabled to the June Board Meeting.

### **Union Report**

District Fire Fighter/EMT, Dylan More, informed the Board that Union Contract negotiations will begin in June. He stated that he would like to see an updated Five-Year Plan and would like for the Board to approve the removal of the damaged insulation within the Station Bay. He mentioned that all shifts are continuously performing training exercises.

### **Volunteer / Public Comments**

None

### **Commissioner Comments**

- > Commissioner Spence stated the following:
  - ✓ Chief Kuhn replaced Oak Park AED battery.
  - ✓ Reminded Chief Kuhn to work on the renewal of his upcoming Contract.
  - ✓ Voiced his concerns with local surrounding fire districts using our equipment as part of a mutual aid request.
- > District Fire Fighter/EMT, Dylan More, discussed the possibility of the Alva District paying for the expense of employees licensing for their CDL.
- > Commissioner Fichter asked More to collect a list of Fire Fighters who would be interested in the CDL license. He also welcomed newly hired employee, Jean Etcheverry.
- > Commissioner Watkins welcomed Jean Etcheverry.

- > Commissioner Crittenden stated that he was happy to see the pole barn completion.

**Reminders**

- > Administrative Assistant, Sunny Sipes
  - ✓ Commissioner Candidate qualifying period – Noon Monday, June 13 – Noon Friday, June 17, 2022
  - ✓ Pre-qualifying begins Monday, May 30, 2022.

**Adjournment**

Commissioner Fichter moved to adjourn the meeting. This was seconded by Commissioner Watkins, and the vote was unanimous. Chairman Crittenden closed the meeting at 8:04 PM.

Respectfully submitted,

Sunny Sipes, Administrative Assistant

Minutes Distributed Electronically to Board Members