

REGULAR MONTHLY MEETING
ALVA FIRE CONTROL & RESCUE SERVICE DISTRICT
2660 STYLES ROAD, ALVA, FLORIDA 33920
DATE: AUGUST 08, 2022

Call to Order

Chairman Crittenden convened the regular monthly meeting of the Alva Fire Control & Rescue Service District at 6:40 PM, August 08, 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 District Chaplain, Pastor Paul Cords.

Commissioners in Attendance

Adam Crittenden
Henry Grant Fichter
Richard “Dick” Spence
Darren Watkins
John H. Shearer, Jr.

Also in Attendance

Brandon Kuhn, Chief
Sunny Sipes, Administrative Assistant
Pastor Paul Cords
2 – District Fire Fighters
Union DVP – Jean Etcheverry

Presentation of Awards & Acknowledgements

Chief Kuhn thanked Crittenden Adjustment Co., Local 1826 and others for their generous contributions to the Alva District’s backpack drive for The Alva School. Kuhn stated that a total of 51-stocked backpacks would be delivered to the school the following morning. He also wished Firefighters Barritt and Etcheverry a happy birthday during the month of August. Sunny Sipes thanked Dylan More and James Barritt for their help in cleaning out the office storage room.

Approval of the July 11, 2022, Regular Monthly Meeting Minutes

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

Approval of the Financial Data from July 2022

Commissioner Watkins moved to approve the financial data from, July 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:

- ✓ Stated during previous month: Total calls 41, fire calls 2, EMS calls 31
- ✓ Stated that the collected backpacks and supplies would be delivered to The Alva School tomorrow morning at 8:30 AM.
- ✓ E-121 is back in service.
- ✓ The district is still waiting on the new air pack masks.
- ✓ He is in the process of proposing new dates for Union negotiations as he had to cancel the third session due to an illness.
- ✓ Kuhn presented his proposed Working Agreement to the Board. He informed them to take it home to review and any discussions or thoughts could be discussed via phone call or at the September Board meeting.

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

- > Sunny Sipes stated that she had not, at this time, received the additional GASB Actuarial services proposal and would like to table this discussion for the September gathering. Commissioner Fichter agreed with Sipes.
- > Chief Kuhn presented the Board with two proposals for land clearing services that was required due to Hurricane Irma property damage (copy attached hereto). A proposal from Lee's Trees in the amount of \$4,500 and a second proposal from Mike Lippke in an approximate amount of \$14,000.

Commissioner Watkins moved to approve the Lee's Trees proposal in an amount not to exceed \$4,500. He stated that this acceptance was contingent upon a written quote and is to include the fence line and additional noted trees. Commissioner Spence seconded the motion. The vote was unanimous and the motion passed.

- > Chief Kuhn presented the Board with a proposal from USI/West Coast Insulation to remove the damaged Station bay ceiling insulation (copy attached hereto). He stated that the quote also details optional insulation spray for several exterior wall areas as well as the ceiling. Commissioner Watkins stated that he would like to preserve the Insurance funds and would rather utilize these for the land clearing, fencing and concrete pad under the new pole barn. He suggested finding a company to repair the current insulation damage and that could be discussed at a later gathering.
- > Chief Kuhn presented the Board with three proposals for the station property chain link fencing (copies attached hereto). He informed them that the District received quotes from Tropical Fence, All American Fencing and Sunstate Fence. The Board reviewed all quote details and wanted to leave the brush clearing to Lee's Trees. Commissioners asked Sipes to inquire if Tropical Fence would offer a First Responders discount.

Commissioner Watkins moved to approve the proposal from Tropical Fence, in the amount of \$7,040, for the 6' commercial grade galvanized fencing per plans. Commissioner Spence seconded the motion. The vote was unanimous and the motion passed.

- > Administrative Specialist, Sunny Sipes, presented the Board with the following new/revised District Operating Procedures and/or Control Policies:
 - ✓ Fire District Chaplain SOG #100.60.50
 - ✓ Accounts Payable SOP #110.10.01
 - ✓ Payroll POL #110.10.4
 - ✓ Authorized Signature POL #110.10.1
 - ✓ Bank Reconciliation POL #110.10.2
 - ✓ Cash Receipts – Ad Valorem Taxes & Impact Fees POL #110.01.00
 - ✓ Records Retention POL #120.40.00

Commissioner Watkins moved to accept the above new/revised District Standard Operating Procedures / Guidelines / Control Policies. Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

- > Administrative Specialist, Sunny Sipes, reviewed the Tentative Budget Worksheet, for FY end 09/30/23, with Board members.
- > Sipes inquired if the Board had a made a decision as to Commissioner salaries?

- > Commissioner Watkins asked if an amount less than \$500 per month, per Commissioner, could be disbursed and Sipes confirmed. He felt that \$250 per month was acceptable and discussed his thoughts of how that \$15,000 annual saving could be used for additional/new station equipment. The balance of the Board agreed.
- > Chief Kuhn stated that the presented budget reflected a possible 6% increase in Firefighter salaries, increase to \$1,000 per Firefighter for annual education, discussed District funds carryover and reflected the addition of Hanna Anderson's Supplemental Compensation.

Old Business

None

Union Report

District Fire Fighter/Paramedic, Jean Etcheverry, Local 1826 DVP

- > Stated that the District surpassed its desired 50-backpacks goal for the The Alva School and that he was looking forward to the presentation the following morning.
- > Stated that Union negotiations were to resume later during the month of August.

Volunteer / Public Comments

None

Commissioner Comments

None

Reminders

- > Ongoing Union negotiations
- > Performance Audit Selection Committee Meeting to be held this evening after the regularly scheduled Board meeting.

Adjournment

Commissioner Crittenden moved to adjourn the meeting. This was seconded by Commissioner Shearer, and the vote was unanimous. Chairman Crittenden closed the meeting at 7:53 PM.

Respectfully submitted,

Sunny Sipes, Administrative Assistant

Minutes Distributed Electronically to Board Members