

REGULAR MONTHLY MEETING  
**ALVA FIRE CONTROL & RESCUE SERVICE DISTRICT**  
2660 STYLES ROAD, ALVA, FLORIDA 33920  
DATE: SEPTEMBER 12, 2022

**Call to Order**

Chairman Crittenden convened the regular monthly meeting of the Alva Fire Control & Rescue Service District at 6:35 PM, September 12, 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  
3 – District Fire Fighters  
Union DVP – Jean Etcheverry

**Presentation of Awards & Acknowledgements**

Chief Kuhn wished Firefighter Matt Richards a happy birthday during the month of September.

**Approval of the August 8, 2022, RFP Evaluation Meeting**

Commissioner Watkins moved to approve the minutes of the, August 8, 2022, RFP Evaluation Meeting. Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

**Approval of the August 8, 2022, Regular Monthly Meeting Minutes**

Commissioner Fichter moved to approve the minutes of the, August 8, 2022, regular monthly meeting. Commissioner Watkins seconded the motion. The vote was unanimous and the motion passed.

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

Commissioner Fichter moved to approve the financial data from, August 2022. Commissioner Watkins 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 62, fire calls 2, EMS calls 52
- ✓ Informed the Board of extensive training by District Firefighters.
- ✓ Stated that all air pack masks have arrived and that they will be in service as soon as employees have completed their instructional training.
- ✓ Generator installation is almost complete with underground work coming to a close. This will leave only the final connection and inspection to be performed.
- ✓ Made the Board aware that he was notified Ford will no longer be producing 2022 vehicles so they have provided him with a revised quote for a 2023 F-150 command vehicle at an additional \$10,000 in cost.

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

- > Chief Kuhn presented the Board with copies of the modified and temporarily approved Union Bargaining Agreement Articles for FY end 2023-25. Kuhn reviewed all modifications to Articles 6, 16, 17, 20, 21 and 30. He also stated that the Union agreed to a three year, closed contract.

Commissioner Watkins moved to approve the Collective Bargaining Agreement, for Fiscal Year end 2023-2025, with Southwest Florida Professional Fire Fighters & Paramedics, IAFF Local 1826, District 24. Commissioner Spence seconded the motion. The motion passed. Commissioner Shearer voted "Nay".

- > Commissioner Crittenden thanked Chief Kuhn, Administrative Specialist Sunny Sipes, Union DVP Jean Etcheverry and all Firefighters for their "smooth" negotiation process.
- > Administrative Specialist Sunny Sipes presented the Board with the final proposal from Bolton Actuarial Consultants for their 2022 full GASB evaluation as well as a partial evaluation for FY 2023. She stated that they will honor their pricing from the previous two years.

Commissioner Watkins moved to approve the proposal from Bolton Actuarial Consultants in the amount of \$4,680 for the 2022 full evaluation and \$1,560 for a partial evaluation for FY 2023. Commissioner Spence seconded the motion. The vote was unanimous and the motion passed.

- > Commissioners reviewed the Workman's Compensation proposal from PGIT / USI Insurance Company.
  - ✓ Sipes stated that premiums are based on projected payroll costs.

Commissioner Watkins moved to approve the proposal from PGIT / USI Insurance Company in the projected amount of \$22,149 for the District's Workman's Compensation coverage for FY end 09/30/23. Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

- > Commissioners reviewed the Automotive, Commercial Portfolio and Accident & Sickness proposals from VFIS.
  - ✓ Sipes stated that the increase in premiums was created from the addition of the pole barn and the now necessitated use of the attached Consent to Rate form.

Commissioner Spence moved to approve the VFIS proposals for the Automotive, Commercial Portfolio and Accident & Sickness policies for FY end 09/30/23. Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

- > Commissioners reviewed the Board of Commissioner's Meeting Dates for FY end 09/30/23.

Commissioner Watkins moved to approve the Board of Commissioner's Meeting Dates for FY end 09/30/23. Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

Commissioner Fichter moved to approve the publication of FY end 09/30/23 Board of Commissioner's Meeting Dates in the Fort Myers News-Press. Commissioner Spence seconded the motion. The vote was unanimous and the motion passed.

- > Chief Kuhn presented the Board with the final invoice for the firefighter gear shed, purchased through Sheds and More, LLC, at a cost of \$7,943.
  - ✓ Stated additional set-up costs will come from required insulation and climate control.

Commissioner Crittenden moved to accept the invoice from Sheds and More, LLC, in an amount of \$7,943, plus additional set-up costs, for the firefighter gear shed. Commissioner Fichter seconded this 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:
  - ✓ Backing District Vehicles SOG #100.80.0
  - ✓ Capitalization, Depreciation & Disposition of Assets SOP #800.20.0

Commissioner Fichter moved to accept the above new/revised District Standard Operating Procedures / Guidelines / Control Policies (copy attached hereto). Commissioner Spence seconded the motion. The vote was unanimous and the motion passed.

- > Administrative Specialist, Sunny Sipes, presented the Board with Resolution #22.09.03 concerning the District's Fund Balance Policy appropriations modification.
  - ✓ Stated moving unassigned funds from previous years to Building and Equipment line items.
  - ✓ New detailed breakdown of Equipment line item per Chief Kuhn.
  - ✓ Updated Post-employment assigned funds to current evaluation totals.

Commissioner Watkins moved to approve Resolution #22.09.03 concerning the District's Fund Balance Policy appropriations modification (copy attached hereto). Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

- > Commissioners reviewed the advertisement for Commissioner Salary Discussion at the regularly scheduled Board meeting, on October 17, 2022, to be published in the Fort Myers News-Press.

Commissioner Watkins moved to approve the advertisement and publishing concerning Commissioner salary discussions at the October 17, 2022 Board Meeting. Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

- > Commissioners reviewed the Performance Audit Contract verbiage with MGT of America, LLC prior to official signing of the said contract.

Commissioner Fichter moved to approve the Performance Audit Contract with MGT of America, LLC. Commissioner Watkins seconded the motion. The motion passed with Commissioner Shearer voting "Nay".

### **Old Business**

- > Chief Kuhn tabled discussion of his Employment Contract for the term of 09/30/22-09/30/25.
- > Commissioner Shearer relayed that Kuhn was doing a good job but he did not see the need for a detailed employment contract. Stated that it was not good for the District.

- > Commissioner Spence stated that he noticed a \$2,000 salary increase and wanted to clarify if that was an annual increase or a one-time rate increase?
  - ✓ Kuhn stated one-time increase.
- > Spence stated he did not agree with 120-day pay for a potential release of Kuhn should there be a merger or technicality. Confirmed that he did not agree with a pay-off in the event of a default.
  - ✓ Kuhn asked him to point out the Section that he was referring to as he did not recollect a 120-day notation. It was revealed that this was a reference to a Florida Statute number.
- > Commissioner Crittenden inquired on additional vacation time, bereavement, overtime as well as Board Meeting absences due to vacation.
  - ✓ Kuhn stated he was requesting 6-weeks' vacation and that there may be an incident of missing a Board Meeting due to the fact that he has no one to replace him in his absence. Bereavement is a new request and the overtime notation was in his previous employment contract.

Commissioner Fichter moved to approve Chief Kuhn's Employment Contract, as drafted, for the term of 09/30/22-09/30/25. Commissioner Watkins seconded this motion. The motion passed with Commissioner Shearer voting "Nay".

### **Union Report**

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

- > Thanked the Board for their agreement to the proposed Union Contract for FY end 2023-25.
- > He was happy to see that the Firefighter gear shed was now in place.
- > He is beginning to focus on a possibility of the District providing CPR and first aid classes to young individuals. He will keep the Board posted on this topic.

### **Volunteer / Public Comments**

None

### **Commissioner Comments**

- > Commissioner Shearer stated that the time has come for him to retire his position after over 30-years of service to the District.
- > Commissioner Spence stated that he hates to see Shearer leave.
- > Commissioner's Watkins and Fichter thanked Shearer for his service.
- > Commissioner Crittenden thanked Shearer for his time and also thanked the Union and Firefighters for "smooth" negotiations. He asked all to keep Firefighter/Paramedic Jean Etcheverry's family, as well as Firefighter/EMT Richard Johnson's family, in their prayers as we enter Breast Cancer Awareness Month.
- > Crittenden presented the rendition of the District's Breast Cancer Awareness Month t-shirt.

### **Reminders**

- > Attorney Richard Pringle is reviewing the Performance Audit Contract with MGT.
- > Final Budget Hearing for FY end 09/30/23 will be held Monday, September 26, 2022 at 6:15 PM, Station 121.

**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 8:16 PM.

Respectfully submitted,

Sunny Sipes, Administrative Assistant

Minutes Distributed Electronically to Board Members