

REGULAR MONTHLY MEETING
ALVA FIRE CONTROL & RESCUE SERVICE DISTRICT
2660 STYLES ROAD, ALVA, FLORIDA 33920
DATE: MARCH 13, 2023

Call to Order

Chairman Crittenden convened the regular monthly meeting of the Alva Fire Control & Rescue Service District at 6:30 PM, March 13, 2023. There were sufficient Board members present to establish a quorum.

Commissioners in Attendance

Adam Crittenden
Henry Grant Fichter
Richard “Dick” Spence
Darren Watkins
Paul F. Meloy, Jr.

Also in Attendance

Brandon Kuhn, Chief
Sunny Sipes, Administrative Assistant
4 – District Firefighters
Union Representative
Union DVP - Jean Etcheverry
Chaplain Paul Cords

Pledge of Allegiance / Prayer / Moment of Silence

Prayer performed by District Pastor Paul Cords

Presentation of Awards & Acknowledgements

None

Approval of the February 13, 2023 Regular Monthly Meeting Minutes

Commissioner Spence moved to approve the minutes of the, February 13, 2023, regular monthly meeting. Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

Approval of the Financial Data from February 2023

Commissioner Watkins moved to approve the financial data from, January 2023. Commissioner Spence 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 36, EMS calls 24, fire calls 1.
- ✓ Stated the Oak Park fund raiser and dinner was a success. The community donated \$3,642.00 to the Alva Fire Department.
- ✓ Firefighters attended the local Strawberry Festival.
- ✓ Kuhn attended the ISO Meeting; anticipation of a very busy brush fire season due to lack of rainfall.
- ✓ Informed the Board that he was the North Strike Team leader last week and that the Lehigh Fire District had a 15-acre brush fire.
- ✓ Kuhn consulted with the Engineer Testing Firm and they anticipate the testing to resume the end of April or first of May.
- ✓ Stated that E-122 is back in service and E-121 will be back in service the following day.

- ✓ Informed the Board that all new air packs have arrived.
- ✓ Kuhn introduced new District Firefighter, Richard Young.
- ✓ Stated that he is looking at the Flow MSB System in order to hold and establish the Pre-incident Planning Systems.

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

- Administrative Specialist, Sunny Sipes, presented the revised Holiday Policy #120.75.11 which reflects the Union Negotiation modifications at 10/01/2022.

Commissioner Spence moved to approve the modifications to the Holiday Policy #120.75.11 (copy attached hereto). Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

- Chief Kuhn presented the Board with SOG #100.21.00 titled Employee Disciplinary Action Procedure Guidelines. He stated that this policy will detail the process for disciplinary action as well as give examples and reprimand steps for an array of punishable activities. He also informed the Board that the disciplinary forms are also attached to this policy.

Commissioner Watkins made a motion to approve the the Employee Disciplinary Action Procedure Guidelines SOG #100.21.00 (copy attached hereto). This motion was seconded by Commissioner Meloy. The vote was unanimous and the motion passed.

- The Board was presented with the existing Safety Management Program Policy #011. Kuhn informed the Board that he was asking them to allow modification of the policy number, to SOG #100.02.00, in order to fit into the newly adjusted policy, SOG and SOP number increments.

Commissioner Fichter made a motion to approve the policy number modification from #011 to SOG #100.02.00 (see complete policy in the Alva District's Policy, SOG & SOP booklet). Commissioner Spence seconded the motion. The vote was unanimous and the motion was passed.

- Commissioner Watkins stated that he forwarded the pole barn concrete proposal to Chief Kuhn. He informed the Board that the 6" thick concrete pad would be \$15,280. He stated that in addition to the concrete, the District would need to have base rock delivered and spread within the desired flooring area. Board members also confirmed that the balance of the Insurance Funds would be used for this project.

Commissioner Fichter approved for Chief Kuhn to proceed with the base rock and concrete proposal, from Infinite Construction, LLC, for the pole barn floor (copy attached hereto). Commissioner Spence seconded this motion and the motion was unanimously passed.

Old Business

- Chief Kuhn presented the Board with three proposals and photos of Forcible Entry Training Doors. He stated that District Firefighters believe the most appropriate door for their training needs would be the Challenger Door from PBE in the amount of \$10,000. Kuhn continued to relay that this training prop has multiple locking systems, padlock features, hinge features, etc. He stated that Firefighter Jean Etcheverry also traveled to Naples Fire Department in order to view one of the proposed training props. Mr. Etcheverry was concerned with the "black door's" size and difficult maneuverability. Kuhn also explained that there will be consumables with the door training like wood products, deadbolts, re-bar, hinges, etc. He also informed them of

the 4-6 week turnaround and reminded the Board that this training prop was budgeted for within the 2022-23 Capital Equipment line item.

Commissioner Fichter made a motion to approve the purchase of the Forcible Entry Training Door through PBE in an amount up to \$10,000. This motion was seconded by Commissioner Watkins. The motion was unanimously approved.

- Administrative Specialist, Sunny Sipes, informed the Board that the District's Performance Audit with, MGT of America, LLC, is now underway. She stated that she and Chief Kuhn participated in the Entrance Virtual Conference during the previous week.
 - ✓ Commissioner Spence voiced his thoughts that all District Firefighters, as well as the Chief, should be subjected to annual performance reviews. He stated that the Chief's review needed to be completed during the month of July each fiscal year.
 - ✓ Commissioner Fichter inquired if Sipes' or Kuhn was aware of a Firefighter performance review process?
 - ✓ Kuhn stated that he is aware of departments looking at the individuals training and promotional testing as a means of evaluation.

Union Report

District Paramedic and Local 1826 DVP, Jean Etcheverry, presented the Union Report

- Stated that he welcomes the Performance Review.
- Etcheverry thanked Commissioners for their support and is looking forward the the arrival of the Forcible Entry Door training tool.

Volunteer / Public Comments

- Commissioner Crittenden made the Board aware that previous District Firefighter, Dylan More, sent him a text in reference to possible grant information. He stated that there seems to be a \$1 million grant (opening in June) available to fire districts as well as a \$100,000 grant (currently open) available to Volunteer programs for equipment and gear purchases.
 - ✓ Commissioner Spence inquired with Jean Etcheverry if the Union was willing to help with the applications for these grants?
 - ✓ Etcheverry stated that he would follow-up with Union Representatives but felt that it would be good for the District to apply themselves in order to gain additional grant application skills and experience.

Commissioner Comments

- Commissioner Fichter, Watkins, Spence and Meloy thanked all employees for their commitment to the District and welcomed new Firefighter/EMT, Richard Young.
- Pastor Cords thanked all.
- Commissioner Crittenden wished a Happy Anniversary to Commissioner Watkins and his wife and inquired on whether or not the District was planning to hold the annual volunteer barbecue. He stated that he believed the community would be disappointed if they did not proceed. Discussion ensued in support of the event for a date (tbd) during the Month of April.

Reminders

- April Board Meeting will be held Monday, April 10, 2023, at 6:30 PM.

Adjournment

Commissioner Fichter moved to adjourn the meeting at 7:14 PM. This was seconded by Commissioner Watkins, and the vote was unanimous. Chairman Crittenden closed the meeting.

Respectfully submitted,

Sunny Sipes, Administrative Assistant

Minutes Distributed Electronically to Board Members