

REGULAR MONTHLY MEETING
ALVA FIRE CONTROL & RESCUE SERVICE DISTRICT
2660 STYLES ROAD, ALVA, FLORIDA 33920
DATE: MAY 08, 2023

Call to Order

Chairman Crittenden convened the regular monthly meeting of the Alva Fire Control & Rescue Service District at 6:34 PM, May 08, 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
Jeff Tuscan w/ Tuscan & Co., PA
Union DVP - Jean Etcheverry
Chaplain Paul Cords

Pledge of Allegiance / Prayer / Moment of Silence

Prayer performed by District Pastor Paul Cords

Presentation of Awards & Acknowledgments

None

Approval of the April 10, 2023 Regular Monthly Meeting Minutes

Commissioner Watkins moved to approve the minutes of the, April 10, 2023, regular monthly meeting. Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

Approval of the Financial Data from April 2023

Commissioner Fichter moved to approve the financial data from, April 2023. Commissioner Spence seconded the motion. The vote was unanimous and the motion passed.

Public Input on Business

None

New Business

- Jeff Tuscan with Tuscan & Co., PA presented the final financial audit for FY end 09/30/2022
 - ✓ Tuscan explained to the Board the Unaudited Compliance Reporting displayed in Exhibit 2.
 - ✓ Stated that auditors had an “unmodified” opinion for all governmental activities and funds and that there were no financially significant current year comments.
 - ✓ Stated that the Alva Fire District was in the best financial standing since inception.
 - ✓ Reminded the Board to complete its Budget Amendment to reflect the audit results of \$1,519,375 total fund balance.
 - ✓ Tuscan detailed the Fund Balance Policy delegations.
 - ✓ Discussion ensued on the importance of a fire station north of the Caloosahatchee River.
 - ✓ Tuscan discussed the increase in Impact Fund receipts.

- ✓ Commissioner Spence inquired on the Performance Audit time frame and information requests. Spence requested that all requested documents for Chief Kuhn be forwarded by June 1, 2023.

Commissioner Watkins moved to approve the Final Financial Audit for FY end 09/30/2022, through Tuscan & Company, PA. This motion was seconded by Commissioner Spence and unanimously passed.

➤ Chief's Report

Chief Kuhn reported the following:

- ✓ Stated during previous month: Total calls 35, EMS calls 26, fire calls 3.
- ✓ Dirt for the pole barn floor has been delivered and may possibly need more to surpass the flood plane.
- ✓ Thanked Commissioner Meloy for spreading and packing the dirt.
- ✓ Informed the Board that the forcible entry training door has been delivered.
- ✓ The Performance Evaluation is still on-going.
- ✓ Tires have been replaced on T-121.
- ✓ CPP training has been completed.
- ✓ Engineer testing is approaching on May 25, 2023
- ✓ E-121 is repaired and back in service.

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

- Chief Kuhn requested that the Board approve the emergency expenditures for the Administrative Office building repairs.
- ✓ Stated that both double entry doors, as well as the framing and drywall around the back doors, have been replaced due to water damage.
 - ✓ Stated that vinyl skirting has now been installed around the bottom exterior of the building.
 - ✓ Total expense from Brett Hurt Construction, LLC was \$8,300.

Commissioner Fichter moved to approve the emergency repairs to the Administrative Office building in the amount of \$8,300. Commissioner Spence seconded the motion. The vote was unanimous and the motion passed.

- Administrative Specialist, Sunny Sipes, presented the revised Travel & Per Diem Policy #100.10.5 which reflects additional detailed travel and reporting requirements.
- ✓ Stated that this revision is strictly for more detailed clarification to the traveler.

Commissioner Watkins made a motion to approve the modifications to the Travel & Per Diem Policy #100.10.5 (copy attached hereto). This motion was seconded by Commissioner Fichter. The vote was unanimous and the motion passed.

- Administrative Specialist, Sunny Sipes, presented the Safety Management Program SOG #100.02.00 revisions.
- ✓ Stated that she had the Firefighters on the Safety Committee Team review the existing SOG for needed updates and suggestions.
 - ✓ Sipes updated the included Administrative portions of the SOG as well as all Accident/Injury Investigation and Report forms.

Commissioner Watkins made a motion to approve the modifications to the Safety Management Program SOG #100.02.00 (copy attached hereto). This motion was seconded by Commissioner Spence. The vote was unanimous and the motion passed.

Old Business

- Commissioner Watkins reported that the pole barn floor concrete work will begin next week.

Union Report

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

- Stated that the Volunteer Barbecue was a success.
- He and Firefighter/EMT James Barritt attended EVOC driver training in St. Petersburg, Florida.
- Informed the Board that the community CPR/First Aid training seminar went very well.
- Stated that the Firefighters are looking forward to the Engineer testing at the end of the month.
- Looking forward to the updated Safety Committee plan and quarterly meetings.
- Informed the Board that District Firefighters are discussing the possibility of starting a Benevolent Fund for Union members who are experiencing medical or financial difficulties. He will keep the Board posted on its progress.
- Stated that station repairs are “looking good” and that employees are working on a few additional small details.

Volunteer / Public Comments

- Sunny Sipes reported that the Volunteer Barbecue raised \$2,457.30 for future equipment and gear purchases (collections and expense spreadsheet attached hereto).

Commissioner Comments

- Commissioner Fichter thanked Jeff Tuscan for his professional services.
- Commissioner Spence relayed that he collected a sample Chief’s Performance Evaluation for the Board to review. He reminded the Board of his desire to have the Chief’s and employees’ performance reviewed annually. He thanked all for their help with the successful Volunteer Barbecue and suggested the Volunteers think about selling custom designed fire department t-shirts in order to raise future funds.
- Commissioner Crittenden elaborated that the t-shirt design should not duplicate employee uniforms.
- Pastor Cords stated that he missed the barbecue due to Crossroads Baptist Church’s Spaghetti Dinner. Cords suggested a desert auction at next year’s barbecue.
- Commissioner Watkins stated that the Alva Museum will be closing at the end of May for the Summer months.
- Administrative Specialist, Sunny Sipes, mentioned that an electrician will be out to address department electrical needs as well as a company who installs security doorbells and related monitors.
- Chief Kuhn thanked all for the hard work that they put into the barbecue. He also thanked a local citizen for donating the fire wood, Alva Diner for their roll and coleslaw contributions as well as Mission Barbecue for their baked beans and coleslaw donations.

Reminders

- The June Board Meeting will be held Monday, June 12, 2023, at 6:30 PM.

Adjournment

Commissioner Spence moved to adjourn the meeting at 8:00 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