

SPECIAL MEETING
ALVA FIRE CONTROL & RESCUE SERVICE DISTRICT
2660 STYLES ROAD, ALVA, FLORIDA 33920
DATE: JUNE 20, 2023

Call to Order

Chairman Crittenden convened the Special Meeting of the Alva Fire Control & Rescue Service District at 6:00 PM, June 20, 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 Specialist
Union DVP - Jean Etcheverry
Ricardo Cepin, CPA, CFE

Welcome & Introduction

Chief Kuhn introduced Ricardo Cepin, CPA, CFE, with MGT of America, LLC, who was in attendance to present the District’s Performance Review Final Report.

Public Input on Business

None

New Business

➤ Ricardo Cepin, CPA, CFE

Mr. Cepin reported the following:

- ✓ Informed the Board that he has 9.5 years experience in conducting financial, operational, compliance and performance audits and evaluations.
- ✓ Informed the Board that this review was completed in order to remain compliant with Florida Statutes, Section 189.0695.
- ✓ Stated that the review included an evaluation of the District and its programs, activities and functions, including; purpose and goals, goals and objectives, delivery of services, comparison of similar services, revenues and program costs, the extent to which the District’s goals have been met and whether they were clearly stated, performance measures and standards, factors that have contributed to any failure to meet the standards and/or measures and recommendations for statutory or budgetary changes if applicable.
- ✓ Task A - Purpose & Goals: Purpose and goals are clearly stated with no applicable recommendations.
- ✓ Task B - Goals & Objectives: Relayed that three of the fifteen (20%) stated goals and objectives have performance measures and standards which can be used to determine if the District is meeting its goals and objectives. Recommended that the District state these goals clearly and measurably by adding specific item names and/or tasks as well as time frames for purchase and/or implementation.
- ✓ Task C - Delivery of Services: Stated that the delivery of services provided by the District to its citizens and surrounding areas appears to

be sufficient and performed in a fiscally responsible manner. There were no applicable recommendations.

- ✓ Task D - Comparison of Services: Informed the Board that the emergency services provided by the District and Lee County are sufficient and have no overlap as it relates to fire services. Stated that any consolidation would not reduce costs or increase efficiencies.
- ✓ Task E - Revenues & Costs: Stated that the District appears to be in a good financial position and there were no relevant recommendations.
- ✓ Task F - Achievement of Goals & Objectives: Informed the Board that 21% of goals and objectives have been achieved, 100% appear to be adequately addressed by the District's purpose, 79% are clearly stated, 11% are measurable, 84% provide sufficient direction for the District and 74% are achievable within the District's budget. Stated that MGT recommends the District to develop goals and objectives with a clear purpose, a plan that dictates how to achieve these goals and in a manner that is measurable.
- ✓ Task G - Performance Measures: Conveyed that the District meets most of its performance measures and standards. However, does not meet the performance measures as set by NFPA 1710. Mr. Cepin relayed that Chief Kuhn stated that this is due to the size/area of the Alva District, operating calls out of one station as well as one bridge to travel over the Calloosahatchee River which divides the District. Kuhn also noted budgetary constraints. The recommendation was made to build and operate an additional station within the Alva Fire District in order to ensure that it can comply with NFPA standards.
- ✓ Task H - Factors: Stated that the District achieved its performance measures as it related to maintenance for equipment and training for firefighters. However the District failed to meet the turnout, travel and response times as set by NFPA 1710 for 90% of its incidents. He relayed that the response in Task G was also pertinent and recommended the construction of an additional station within the Alva Fire District.
- ✓ Task I - Recommendations: Reviewed all recommendations listed above. Stated that the report was overall positive and noted no failures.
- ✓ Mr. Cepin reviewed the Management Response.

Commissioner Watkins moved to approve the findings in the Final Report, of the Alva Fire Control & Rescue Service District's Performance Review, completed and presented by Ricardo Cepin CPA, CFE with MGT of America, LLC (copy attached hereto). Commissioner Spence seconded the motion. The vote was unanimous and the motion passed.

Public Comments

None

Commissioner Comments

- All Commissioners thanked Mr. Cepin, Chief Kuhn and Sunny Sipes for their participation and completion of the Performance Review.

Adjournment

Commissioner Ficher moved to adjourn the meeting at 6:22 PM. This was seconded by Commissioner Meloy, and the vote was unanimous. Chairman Crittenden closed the meeting.

Respectfully submitted,

Sunny Sipes, Administrative Specialist

Minutes Distributed Electronically to Board Members and MGT of America, LLC