

REGULAR MONTHLY MEETING  
**ALVA FIRE CONTROL & RESCUE SERVICE DISTRICT**  
2660 STYLES ROAD, ALVA, FLORIDA 33920  
DATE: JULY 10, 2023

**Call to Order**

Chairman Crittenden convened the regular monthly meeting of the Alva Fire Control & Rescue Service District at 6:32 PM, July 10, 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  
4 - District Firefighters  
Union DVP - Jean Etcheverry  
Chaplain Paul Cords  
Tim Jones - Vice President Local 1826

**Pledge of Allegiance / Moment of Silence / Prayer**

Prayer performed by District Pastor Paul Cords

**Presentation of Awards & Acknowledgments**

None

**Approval of the June 12, 2023 Regular Monthly Meeting Minutes**

Commissioner Spence moved to approve the minutes of the, June 12, 2023, regular monthly meeting. Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

**Approval of the June 20, 2023 Special Meeting Minutes**

Commissioner Watkins moved to approve the minutes of the, June 20, 2023, special meeting. Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

**Approval of the Financial Data from June 2023**

Commissioner Watkins moved to approve the financial data from, June 2023. Commissioner Meloy 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 ?, EMS calls ?, fire calls ?.
- ✓ Kuhn informed the Board that the station internet was out and he was unable to report the monthly call volume.
- ✓ Stated that District Firefighter, Jean Etcheverry, began hose testing procedures and that a company has been notified to complete this duty due to the possible dangers of aging equipment.
- ✓ Relayed that he had tried to contact Century Link to repair the disabled internet and had trouble getting them out to the premises.

- ✓ Commissioner Fichter inquired on the date of the outage? Kuhn stated approximately July 4<sup>th</sup>.

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

- Sunny Sipes presented the Board with the Critical Illness Benefit (Cancer) Policy with Chubb Group through ACE American Insurance Co. c/o VFIS.

Commissioner Fichter moved to approve the Critical Illness Benefit Policy, in the amount of \$1,020 with an effective date of 09/16/23-09/16/24, through VFIS (proposal/invoice attached hereto). Commissioner Spence seconded the motion. The vote was unanimous and the motion passed.

- Chief Kuhn informed the Board that the final ad valorem proceed collections are projected to be approximately \$1,701,030. The District is expecting a \$1,120 (1%) decline compared to current fiscal year collections.
- A call was made to set the proposed millage rate for fiscal year end 09/30/24 at 3.7500 mills.

Commissioner Fichter made a motion to approve the tentative millage rate for FY end 09/30/24 at 3.7500 mills. This motion was seconded by Commissioner Spence. The vote was unanimous and the motion passed.

- A call was made to set the Tentative Budget Hearing date, for fiscal year end 09/30/24, on September 12, 2023 at 6:15 PM.

Commissioner Watkins made a motion to set the Tentative Budget Hearing date, for fiscal year end 09/30/24, on Tuesday, September 12, 2023 at 6:15 PM, 2660 Styles Road, Alva, Florida 33920. This motion was seconded by Commissioner Fichter. The vote was unanimous and the motion passed.

- Chief Kuhn presented the Board with a list of assets that needed to be surplussed or disposed of due to their age and/or inability to be repaired (copy attached hereto).
  - ✓ Kuhn stated that the 1987 Fiberglass vessel (Asset #218) as well as the 1997 Rock aluminum boat trailer (Asset #219) may be eligible to be sold for funds.
  - ✓ Kuhn stated that all other items are obsolete (Asset #114, 121, 125, 128, 133, 137, 140, 146, 147, 149, 151, 152, 153, 154, 155, 156, 157, 158, 160, 167, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 209, 211, 212, 215, 247, Grp #59, 65, 209, 221 & 222.

Commissioner Spence made a motion to approve the surplus and/or disposal of the above mentioned District assets (detailed list attached hereto). This motion was seconded by Commissioner Watkins. The vote was unanimous and the motion passed.

### **Old Business**

- Chief Kuhn informed the Board of his intentions to implement Officer's positions within the District staff. He stated that he contacted legal council, Richard Pringle, PA, in order to discuss the process.
- Commissioner Fichter voiced the importance of detailed duty descriptions for these new positions as well as requesting that Chief Kuhn provide a job description for the Chief's

position. He asked Chief Kuhn to also provide a “day-to-day” account of the Chief’s activities and responsibilities and inquired if he could provide these by Friday, June 14, 2023. Kuhn stated, “yes”.

- Fichter stated that he wished to move forward with the Chief’s evaluation and voiced that this is a positive process that needed to be performed annually. He distributed a sample form to all Commissioners, as well as Chief Kuhn, in order for them to review. He voiced that this process would evaluate implementation of set goals, review actions as well as get feedback from other staff members. Fichter also mentioned that if goals were set by the Board, he relayed the necessity to establish timelines.
- Commissioner Spence stated that Chief Kuhn also needed to perform evaluations on all District employees so that everyone would be accountable for their actions. He also stated that hearing from staff members, on others performance, was very important.
- Commissioner Meloy stated that he would like to review Chief Kuhn’s Employment Contract.

Commissioner Fichter reiterated that he would like to receive the Chief’s job description/responsibilities on or before Friday, June 14, 2023. He also stated that he will provide the final copy of the Chief’s position Annual Performance Review and would like to move forward with this process at the, August 14, 2023, Board Meeting. This motion was seconded by Commissioner Crittenden. The vote was unanimous and the motion passed.

### **Union Report**

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

- Stated that hose testing had begun and they ran into some issues.
- Stated that the annual Backpack Drive has now begun.
- Informed the Board that C-Shift was accounting for the District’s hose supply and found hose with “age problems”. He stated that he was concerned to proceed with the testing due to safety and hazard issues. He was troubled with the time that had passed since the hose had been tested. Etcheverry stated his desire to have safe and reliable equipment for District Engineers and Firefighters.
- District Firefighter/Engineer, Travis Wright, stated his thoughts of a misunderstanding between his and Etcheverry’s previous conversation concerning the hose testing and scheduled testing appointment.
- Commissioner Fichter inquired with Chief Kuhn as to how often the hose is required to be tested? Kuhn stated annually. Fichter inquired on the last test date? Kuhn stated “about 4-years ago”. Fichter inquired on the intended vendor to be used for this process? Kuhn stated that he could not remember their name but that he had communicated with them via email and phone.
- Engineer Etcheverry explained the testing process and stressed the importance of annual testing in order to eliminate danger to others.
- Engineer Wright stated that he believed Chief Kuhn was a “hard working Chief” and possibly needed help.
- Commissioner Spence relayed the importance of having equipment testing schedules and Engineer Etcheverry agreed.
- Etcheverry stated that he has seen some forward progress with the District but stressed that there are shortfalls that cause employee retention issues.
- Commissioner Fichter inquired with Etcheverry as to how he believes that this could be addressed? Etcheverry stated that better communication between Chief Kuhn and staff would be a start.
- Chief Kuhn voiced that he realizes he is “not a good communicator” and he understands Etcheverry’s concerns. He stated that he realizes he has not established a process for training and it is in need.
- Fichter stressed that employee retention is very important. He voiced that employee departure is not just about money it also concerns the desire to promote to leadership

- positions. He stated that he felt as though the Firefighters “had his (Kuhn’s) back” but he needed to be willing to ask for help from others.
- Discussion ensued on possible internet provider modifications.
  - Charleston Park representatives reached out to the District for a desire to acquire 20-empty backpacks for high school students that live within their community.

**Volunteer / Public Comments**

- Local 1826 Vice President, Tim Jones, relayed that the Union has many resources available to Chief Kuhn he strictly needs to reach out to their office.

**Commissioner Comments**

- Commissioner Watkins stated he was pleased to hear the communication.

**Reminders**

- The August Board Meeting will be held Monday, August 14, 2023, at 6:30 PM.

**Adjournment**

Commissioner Ficher moved to adjourn the meeting at 7:57 PM. This was seconded by Commissioner Watkins, and the vote was unanimous. Chairman Crittenden closed the meeting.

Respectfully submitted,

Sunny Sipes, Administrative Specialist

Minutes Distributed Electronically to Board Members