

REGULAR MONTHLY MEETING  
**ALVA FIRE CONTROL & RESCUE SERVICE DISTRICT**  
2660 STYLES ROAD, ALVA, FLORIDA 33920  
DATE: SEPTEMBER 12, 2023

**Call to Order**

Chairman Crittenden convened the regular monthly meeting of the Alva Fire Control & Rescue Service District at 7:01 PM, September 12, 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  
District Firefighters  
Union DVP - Jean Etcheverry  
Tim Jones - Vice President Local 1826  
Chief Bobby Rewis - FMSFD

**Presentation of Awards & Acknowledgments**

All in attendance wished District Firefighter, Matt Richards, a “Happy Birthday”.

**Approval of the August 14, 2023 Regular Monthly Meeting Minutes**

Commissioner Watkins moved to approve the minutes of the, August 14, 2023, regular monthly meeting. Commissioner Meloy seconded the motion. The vote was unanimous and the motion passed.

**Approval of the September 07, 2023 Special Meeting Minutes**

Commissioner Fichter moved to approve the minutes from the, September 7, 2023, special meeting. Commissioner Watkins seconded the motion. The vote was unanimous and the motion passed.

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

Commissioner Spence moved to approve the financial data from, August 2023. 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 39, EMS calls 30, fire calls 5.
- ✓ Kuhn stated nothing additional to report.
- ✓ Sipes informed the Board that the District did received their FEMA reimbursement check for Hurricane Ian expenses in the amount of \$21,862.06.

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

- Sunny Sipes presented the Board with the VFIS Commercial Portfolio, Automotive, Liability and Accident & Sickness Policy Proposals for FY 2023-2024.

- ✓ Sipes detailed each policy and stated that the District is looking at an estimated additional \$5,000 in premiums over the current fiscal year (\$35,025 plus taxes and surcharge).

Commissioner Meloy moved to accept the Commercial Portfolio, Automotive, Liability and Accident & Sickness Policy Proposals with an effective date 10/01/2023, through VFIS (proposal/invoice attached hereto). Commissioner Spence seconded the motion. The vote was unanimous and the motion passed.

- Chief Kuhn presented the Board with the Post Fire Gross/Technical Decontamination District Policy addition SOG #200.20.00 (copy attached hereto).
  - ✓ Commissioner Fichter inquired on where this particular SOG originated?
  - ✓ Kuhn and Paramedic Etcheverry confirmed that the sample policy came from the Cape Coral Fire Department and included guidelines set by the State of Florida.
  - ✓ Etcheverry informed that Board that there were still products that needed to be purchased in order to implement this policy.
  - ✓ Sipes stated she had highlighted these items for ease of recognition.

Commissioner Fichter made a motion to accept the Post Fire Gross/Technical Decontamination District Policy addition SOG #200.20.00. This motion was seconded by Commissioner Spence. The vote was unanimous and the motion passed.

- Sipes presented the Board with the Fiscal Year 2023-24 monthly meeting dates.

Commissioner Spence made a motion to accept the Fiscal Year 2023-24 monthly meeting dates. This motion was seconded by Commissioner Meloy. The vote was unanimous and the motion passed.

Commissioner Meloy made a motion to approve the publication of the Fiscal Year 2023-24 meeting dates within the Fort Myers News-Press. This motion was seconded by Commissioner Spence. The vote was unanimous and the motion passed.

- Sunny Sipes presented the Board with Resolution #23.09.03 concerning Budget Amendment #2 for FY end 09/30/23.
  - ✓ Sipes stated that funds were moved from abundant accounts to Operational Equipment and Repair & Maintenance line items (detailed copy attached hereto).

Commissioner Fichter made a motion to accept Resolution #23.09.03 concerning Budget Amendment #2 for FY end 09/30/23. This motion was seconded by Commissioner Spence and the motion passed unanimously.

- Sunny Sipes presented the Board with Resolution #23.09.04 concerning the GASB Fund Balance Policy revisions for FY end 09/30/23.
  - ✓ Sipes stated that \$70,000 was moved from the Assigned Equipment line item, to the General Funds account, in order to disburse these funds for the new Command Vehicle. The balance of \$10,000 budgeted was moved to the Future Engine line item.
  - ✓ Collected interest within the Assigned Funds account was allocated.
  - ✓ Sipes stated that the Equipment line item has now been detailed for easier viewing by the Board.

- ✓ She stated that the required Post Employment Insurance amounts have declined due to younger staffing.
- ✓ Stated that previous unassigned carryover funds have been assigned to the Future Building and Operational line items.

Commissioner Fichter moved to approve Resolution #23.09.04 concerning the GASB Fund Balance Policy revisions for FY end 09/30/23. This motion was seconded by Commissioner Watkins. The vote was unanimous and the motion passed.

### **Old Business**

- Discussion ensued regarding District personnel and operational matters.
  - ✓ Commissioner Crittenden informed the Board that District counsel, Richard Pringle, stressed the importance of detailing a process to interview and hire the new incoming Chief.
  - ✓ Crittenden stated that Chief Bobby Rewis and Assistant Chief Lamb, with the Fort Myers Shores Fire Protection and Rescue Service District, are willing to aid with Administrative services during the Chief's position transition. They, along with their Board of Commissioners, have agreed to implement this Interlocal Agreement at no charge, upon Chief Kuhn's departure, for a period of six months.
  - ✓ Crittenden stated that this gives the Board time to develop a detailed Chief's position job description as well as proceed with the hiring process.
  - ✓ He stated that Sunny Sipes has provided the Board with sample job descriptions from surrounding fire districts.
  - ✓ Chief Rewis stated that should this process take any longer than six months, the Alva Fire District will need to consult with the Fort Myers Shores Board of Commissioners to draft a formal transition agreement.
  - ✓ Commissioner Fichter relayed the importance of developing an official job description, hiring process, as well as a pay scale, for the Chief's position.
  - ✓ Sipes presented the Board with Chief position sample job descriptions and contracts from other local fire districts. These items were reviewed by Board members.
  - ✓ Tim Jones, with Local 1826, informed the Board that the following items should be included in the District's position advertisement: salary range, job description, minimum education and experience requirements.
  - ✓ Commissioner Fichter asked Sipes if she would email the presented job descriptions and contracts to all Commissioners? She stated, yes, and he thanked her for her research.
  - ✓ Commissioner Watkins stated that he believed the Board could have the job description, as well as the position posting, completed within the next several weeks in order to discuss at the October gathering. He also stated the importance of an implemented timeline.
  - ✓ Chief Rewis recommended having Mr. Pringle begin the process of contract development, for the Chief's position, due to his busy schedule. Any additional detailed information could be "plugged" into the completed contract at a later date.
  - ✓ Fichter stated that all Commissioners should be prepared for the October meeting with their best rendition of a transition process, job description, salary range and contract for the Chief's position.

Commissioner Fichter made a motion to approve the verbal Interlocal Agreement, with the Fort Myers Shores Fire Protection & Rescue Service District, for their combined Administrative assistance during the Chief position hiring process. This motion was seconded by Commissioner Watkins. The vote was unanimous and passed.

## **Union Report**

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

- Stated that the District hose testing was completed.
- Inquired if Board members would allow District Firefighters to observe or give input during the Chief's hiring process? He stated that applicant question responses and motives are important to the staff.
- Informed the Board of an employee disciplinary action that is currently taking place in conjunction with the Union. Stated that more information may be available at the October Board meeting.
- Firefighters are happy to see the presentation of a new remote plan that allows them to take photos of District sites and develop pre-incident planning, as well as detect hazards, for areas within the Alva community.
- Thanked the Fort Myers Shores Fire District for their offer to help the Alva Department during the upcoming transitional process.

## **Volunteer / Public Comments**

None

## **Commissioner Comments**

- Commissioner Spence stated that it would be “tough” to have a District Firefighter sit on the Hiring Board for the incoming Chief. However, they would value employee input.
- Commissioner Fichter thanked Chief Rewis, as well as the Fort Myers Shores Fire District, for their generous offer to aid in the Chief transition process. Chief Rewis relayed their next Board meeting date and extended an invitation for the Alva Commissioners to attend.
- Commissioner Crittenden offered to draft a thank you letter for presentation at the above gathering.
- Commissioner Spence initiated comment on the projected elementary and middle school that is proposed to be constructed on Joel Boulevard. He relayed his concerns of the Alva Fire District's inability to service the additional daily population. He offered his thoughts of drafting a letter, to the Lee County School Board, inquiring on their position of discussions for aiding the Alva Fire Department with additional equipment/personnel costs.
- Commissioner Fichter thanked District Firefighters for their patience during this transition and made them aware that a smooth process was just as important to Board members as well as Chief Kuhn. He stated that this process would not be “dragged-out” or “painful”. However, they are going to be very mindful of whom they choose to fill this upcoming vacant position.
- Commissioner Spence thanked the Fort Myers Shores Fire Department for their offer to help during the transition.

## **Reminders**

- The September Final Budget Hearing, for FY end 09/30/24, will be held Monday, September 25, 2023, at 6:15 PM.

## **Adjournment**

Commissioner Watkins moved to adjourn the meeting at 7:56 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