

REGULAR MONTHLY MEETING
ALVA FIRE CONTROL & RESCUE SERVICE DISTRICT
2660 STYLES ROAD, ALVA, FLORIDA 33920
DATE: FEBRUARY 12, 2024

Call to Order

Chairman Crittenden convened the regular monthly meeting of the Alva Fire Control & Rescue Service District at 6:32 PM, February 12, 2024. There were sufficient Board members present to establish a quorum.

Commissioners in Attendance

Adam Crittenden
Henry Grant Fichter (via speaker phone)
Richard “Dick” Spence
Darren Watkins
Paul F. Meloy, Jr.

Also in Attendance

Jean P. Etcheverry, Chief
Sunny Sipes, Finance Manager
District Firefighters
Lee Cty EMS Paramedic John Rochelle
FMSFD Chief Bobby Rewis

Pledge of Allegiance / Moment of Silence / Prayer

Prayer Performed by Pastor Paul Cords

Presentation of Awards & Acknowledgments

None

Approval of the January 08, 2024 Regular Monthly Meeting Minutes

Commissioner Spence moved to approve the minutes of the, January 08, 2024, regular monthly meeting. Commissioner Meloy seconded the motion. The vote was unanimous and the motion passed.

Approval of the Financial Data from January 2024

Finance Manager, Sunny Sipes, detailed District income and expenditures.

Commissioner Watkins moved to approve the financial data from January 2024. Commissioner Spence seconded the motion. The vote was unanimous and the motion passed.

Public Input on Business

None

New Business

➤ **Chief’s Report**

Chief Etcheverry reported the following:

- ✓ Thanked Sunny Sipes for her planning of the December Staff Christmas Breakfast.
- ✓ Introduced newly promoted Engineer Kuhn.
- ✓ Thanked the Oak Park Community for their delicious dinner and generous donation to the Alva Fire District Volunteers in the amount of \$4,020.00.
- ✓ Informed the Board that Volunteer Linzalone performed community fire awareness at Trailwinds.
- ✓ Noted that the Department completed one inspection, ran 61-total calls and provided mutual aid on a marine fire in Hendry County during the previous month.

- ✓ Stated that the station bay and administrative office LED lighting has been installed.
- ✓ The new Cascade System has been installed, inspected and is working properly.
- ✓ Repairs are currently ongoing to T-121 and T-122.
- ✓ Relayed to the Board that Lee County EMS is not interested in staging a chase vehicle in the Alva District. However, they approved and would be interested in seeing the District outfit a rescue vehicle. They asked to be kept informed of this process should the District decide to proceed.
- ✓ Chief inquired with the Board as to their thoughts of using Impact Funds for this purchase and development of this new equipment and service.
- ✓ Etcheverry stated that it would increase patient contact in rural and “hard-to-reach” areas within the District.
- ✓ The Board agreed with his assessment.
- ✓ Informed the Board of completed Coop Training with surrounding Districts, plans to complete similar training each month and informed them of the effect this would have on lowering the District’s ISO Rating.
- ✓ The Alva District has the following upcoming events: Boat Rally (16th & 17th) and TECO Peoples Gas performing Firefighter training (26th & 27th).
- ✓ All Firefighters have been sized for uniforms.
- ✓ Asked all individuals to please reach out directly to the Chief for any public service events that require District personnel or equipment. He wants to eliminate confusion and be sure that all District resources are utilized to the best of its ability.
- ✓ Informed the Board that he has been exploring the option of utilizing grant writers for the station exhaust removal system. Stated that private grant writers come at a cost of approximately \$4,500. He passed along that if the grant was approved, FEMA would reimburse \$1,500 of the related writer’s cost. However, the District may also be responsible for a percentage of the equipment totals. Stated that this may be something to consider for next fiscal year.
- ✓ Stated that he did take a grant writing seminar through FEMA. However, statistics show that personal grant applications have an approval rating of 17% while professionally written grants perform at a 40% success rate.

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

- Finance Manager, Sunny Sipes, informed the Board of the upcoming November election of Seats #1, 3 & 5. She stated that each seat will be have a 4-year term.

Commissioner Watkins made a formal call for the November election of Board Seats #1, 3 & 5 with 4-year terms respectively. This motion was seconded by Commissioner Spence and unanimously approved.

- Chief Etcheverry presented the Board with new District Policy #SOG #200.30.00 Critical Incident Stress Management (CISM).
 - ✓ Chief explained the importance of this policy for staff who has difficulties dealing with critical incident calls and/or events.
 - ✓ Pastor Cords voiced his thoughts on the importance of this policy as well.

Commissioner Crittenden made a motion to approve the District Critical Incident Stress Management (CISM) Policy SOG #200.30.00. This motion was seconded by Commissioner Meloy and approved (copy attached hereto).

- Chief Etcheverry presented the Board with the revised District Policy SOG #100.12.00 Daily Station Duties.
 - ✓ Voiced his appreciation to Firefighter Brady Christensen for his assistance in getting these revisions completed in order to meet new Station standards and guidelines.

Commissioner Watkins made a motion to approve the revised Daily Station Duties Policy SOG #100.12.00. This motion was seconded by Commissioner Meloy and approved (copy attached hereto).

- Discussion ensued to set the Volunteer Chicken BBQ date for, Sunday, April 7, 2024, from 11 AM - 3 PM or while dinner supplies last.

Old Business

- Discussion ensued regarding Chief Etcheverry's Employment Contract.
 - ✓ Chief stated that legal counsel inquired on the complete removal of Etcheverry to move back to a Firefighter/Engineer position after his Probationary Period.
 - ✓ The Board agreed to remove this clause and also agreed to a 1-week Bereavement period.
- Discussion ensued regarding Finance Manager/Administrative Specialist's Employment Contract.
 - ✓ Sipes presented the Board with a draft of her Employment Contract (copy attached hereto).
 - ✓ The Board agreed to the following open items: Change all reference to "Administrative Assistant" to "Administrative Specialist"; 3-year contract term; an annual 2% CPI plus same percentage raise as District Union employees; vacation, sick and bereavement leave is accrued on the 6th of each month (full-time hire date); carry over vacation accrual @ 400-hours (2-years); 1-week bereavement benefit; health insurance benefits include dependents; \$750 annual uniform benefit; notation as to possible future District mergers.

Union Report

District Paramedic Joe Randall, DVP

- None

Volunteer / Public Comments

- Lee County EMS Paramedic, John Rochelle, inquired on supply stock and operation of the discussed future rescue vehicle. Voiced his thoughts of Lee County EMS to provide a chase vehicle within the District.
- Chief Etcheverry reiterated his early statement that Lee County EMS had denied the chase vehicle request. However, they supported the District's rescue vehicle consideration.
- Firefighter-Paramedic, Joe Randall, asked about medical direction for this rescue vehicle?
- Etcheverry stated that he would definitely provide operational direction for this new apparatus prior to it being placed into service.
- Sipes voiced her thoughts that these discussions are daily operational matters and should be discussed with the Chief directly during business hours.

Commissioner Comments

- Commissioner Spence thanked everyone for their professionalism and support during a tragic personal event that he had experienced. Spence stated that, "he was proud of everyone".

- Pastor Cords thanked all staff and relayed to Chief Etcheverry that, “he was doing a good job.”
- Commissioner Fichter stated that he was, “proud to be associated with the District and all good things that are happening”.
- Finance Manager, Sunny Sipes, made the Board aware that they are now required to complete 4-hours of annual Ethics training. She asked the Board to consider their preferred method of gaining this certification. She stated that they could perform this training online themselves, they could break-up the hours and complete during their regularly scheduled Board meetings or they could select a date to complete all hours in one setting. She stated that these hours must be completed prior to December 31, 2024.

Reminders

- The March Board Meeting will be held Monday, March 11, 2024, at 6:30 PM.

Adjournment

Commissioner Watkins moved to adjourn the meeting at 7:38 PM. This was seconded by Commissioner Spence, and the vote was unanimous. Chairman Crittenden closed the meeting.

Respectfully submitted,

Sunny Sipes, Finance Manager / Administrative Specialist

Minutes Distributed Electronically to Board Members