

REGULAR MONTHLY MEETING
ALVA FIRE CONTROL & RESCUE SERVICE DISTRICT
2660 STYLES ROAD, ALVA, FLORIDA 33920
DATE: MAY 13, 2024

Call to Order

Chairman Crittenden convened the regular monthly meeting of the Alva Fire Control & Rescue Service District at 6:41 PM, May 13, 2024. 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

Jean P. Etcheverry, Chief
Sunny Sipes, Finance Manager
4-District Firefighters
FMSFD Chief Bobby Rewis
7-District Volunteers
Union DVP/Firefighter, Joe Randall
1-District Citizen

Pledge of Allegiance / Moment of Silence / Prayer

Prayer Performed by Commissioner Fichter

Presentation of Awards & Acknowledgments

- Chief Etcheverry wished Firefighter/Paramedic, Joe Randall, a Happy Birthday.
- Commissioner Crittenden wished Finance Manager, Sunny Sipes, a Happy Mother’s Day.

Approval of the April 08, 2024 Regular Monthly Meeting Minutes

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

Approval of the Financial Data from April 2024

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

Commissioner Fichter moved to approve the financial data from April 2024. Commissioner Watkins 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 all Volunteers for their commitment to the Alva District.
- ✓ Thanked Firefighter/EMT, Chris Avila, for suiting-up as, “Josh The Otter”, for the public education event at the Alva School.
- ✓ Stated that over 100-students and 15-adults toured the public education trailer at the Alva School’s Spring Fling event.
- ✓ Chief completed a fence inspection during the current month.
- ✓ There were 58-total monthly calls.

- ✓ EVOC training was completed by all staff.
- ✓ New T-121 was EVOC'd.
- ✓ T-121 vendor will be on site this Friday and Saturday to give instructional information to staff.
- ✓ Actual Tender-121 training will be completed on May 20-24th.
- ✓ The new tender is part of the ISO Rating reduction process.
- ✓ Chief Etcheverry informed the Board that he had received a quote for a 2024 Ford F-350 Crew Cab, with a utility bed, that will be used for Rescue-121. He also stated that he met with representatives from Lightning Radio to discuss the lighting layout. He was informed that the lighting may take up to three months to complete.
- ✓ Commissioner Watkins asked why he was considering an F-350 for duties that could be performed by an F-150 or F-250?
- ✓ Etcheverry stated that the rescue duties could not be effectively performed by the F-150. He stated that utility compartments were needed for rescue supplies, the cab and bed size was needed for personnel, he wanted a diesel motor and needed the additional power to haul said items in an off-road rescue scenario. He added that these required items would be a special order in the F-250 line, resulting in added costs to the District, and Sam Galloway Ford had an F-350 stocked and ready for delivery for approximately \$77,000.

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

- Administrative Specialist, Sunny Sipes, presented the Board with Resolution #24.05.01 concerning the call for election of Board Seats #1, 3 and 5 on November 05, 2024 (copy attached hereto).

Commissioner Crittenden made a motion to approve Resolution #24.05.01 concerning the call for election of Board Seats #1, 3 and 5. This motion was seconded by Commissioner Watkins. The vote was unanimous and the motion passed.

- Chief Etcheverry presented the Board with a copy of the progressing Probationary Firefighter Task Book.
 - ✓ Stated that this task book will provide direction and guidance for the District's Probationary Firefighters during their first year of service.
 - ✓ Stated that he would also like to get staff input on their suggestions for additional information inclusions.
 - ✓ Stated that this will be an ongoing process over the next several weeks until the task book is complete.
 - ✓ Stated that he would like to see an initial two week orientation for new Firefighters that would encompass a Monday - Friday, 40-hour work week. Voiced that this would give new employees an opportunity to meet and work with all staff members.
 - ✓ Stated that the Captain's position is referenced for future purposes.
 - ✓ Commissioner's Fichter and Watkins stated that they would like to review the task book in its final format.

Commissioner Fichter made a motion to table the discussion of the Probationary Firefighter Task Book until the June meeting. Commissioner Watkins seconded the motion and it was approved.

- Chief Etcheverry presented the Board with a proposal concerning new hose and booster lines, from AEST Fire Safety, needed for T-121.

- ✓ Stated that the order will not be received and paid for until next fiscal year. He will budget for this expense during FY end 09/30/25.
- ✓ Informed the Board that staff members had the opportunity to test this new hose product.

Commissioner Fichter approved the purchase of the new hose and booster lines, through AEST Fire Safety in the amount of \$10,224.00, for T-121. This motion was seconded by Commissioner Spence and unanimously approved.

- Chief presented the Board with proposals from MES and AEST Fire Safety for additional required equipment needed for T-121.
 - ✓ Informed the Board that these included various items like a nomadic chisel, air bag system, rescue (roof) saw, gas leak detector and a K12 saw.
 - ✓ He stated that the gas leak detector could be used at the station as well since we have converted several appliances to gas.
 - ✓ Stated that these items will collectively help with the reduction of the District's ISO Rating.
 - ✓ Commissioner Watkins inquired if Chief Etcheverry had received additional quotes for these items? Stated that he would like to see these quotes. He asked Chief if these items were budgeted?
 - ✓ Etcheverry stated that he had received additional quotes but presented the Board with the best options and/or pricing. He stated the budgeted funds are coming from the funds that are not being used to purchase a utility vehicle. He stated that this movement of funds was approved in the Budget Amendment dated, April 08, 2024.
 - ✓ Commissioners asked FMSFD Chief Bobby Rewis what company he used for these products? Rewis stated the same vendors as Etcheverry.
 - ✓ Commissioner Fichter and Watkins stated that they would like to review the additional proposals.

Old Business

- Sunny Sipes presented to the Board, the completed Finance Manager job description.
 - ✓ Sipes' explained that District Legal Counsel, Richard Pringle, had drafted this job description based on her duties as Finance Manager and as the District's Administrative Specialist.

Commissioner Watkins made a motion to approve the job description for the District's Finance Manager (copy attached hereto). This motion was seconded by Commissioner Fichter and unanimously approved.

Union Report

District Paramedic Joe Randall, Local 1826 DVP

- Stated no grievance discussions.
- Stated that the Union Board had submitted the MOU, in regards to the Volunteer/Support and Training Coordinator positions, to Chief Etcheverry for his review. Stated that they were awaiting a response.
- Sipes' clarified that the MOU had just been received that afternoon and it had been forwarded to District Legal Counsel for his review.

Volunteer / Public Comments

- District Firefighter/EMT, James Barritt, relayed the Volunteer/Support Report stating the following:
 - ✓ Volunteer participation is now at eight individuals.

- ✓ Several of the Volunteers work with an EMS medical transport company and three are active military. One individual is a LCEMS medic and two are tender operators. We are looking to add additional Volunteers.
- ✓ Barritt is currently working on a Volunteer Skills & Task Book.
- ✓ Tomorrow evening he will hold his first Volunteer Meeting.
- ✓ Stated that Chief Etcheverry has activated these Volunteers on Active911 so that they will be notified of high priority calls.
- ✓ During the first quarter of 2024 Volunteers had “clocked-in” over 200 hours of service, were trained on medical equipment, LCEMS CPR pit crew, vehicle extrication, forcible entry, victim rescue, downed firefighter rescue, truck operations, off road brush truck operations, hose management, hose packing, drafting, ladders, hydrant operations and several were EVOC’d on each engine, brush truck and new Tender-121.

Commissioner Comments

None

Reminders

- The June Board Meeting will be held Monday, June 10, 2024, at 6:30 PM.
- Sipes reminded Board members of their annual Ethics training requirements.

Adjournment

Commissioner Watkins moved to adjourn the meeting at 7:34 PM. This was seconded by Commissioner Meloy, and the vote was unanimous. Chairman Crittenden closed the meeting.

Respectfully submitted,

Sunny Sipes, Finance Manager / Administrative Specialist

Minutes Distributed Electronically to Board Members