

REGULAR MONTHLY MEETING
ALVA FIRE PROTECTION & RESCUE SERVICE DISTRICT
2660 STYLES ROAD, ALVA, FLORIDA 33920
DATE: SEPTEMBER 08, 2025

Call to Order

Chairman Watkins convened the regular monthly meeting of the Alva Fire Protection & Rescue Service District at 6:40 PM on September 08, 2025. There were sufficient Board members present to establish a quorum.

Commissioners in Attendance

Henry Grant Fichter
Darren Watkins
Paul F. Meloy, Jr.
Henry D. MacArty
Debbie K. Whitney

Also in Attendance

Jean P. Etcheverry, Chief
Sunny Sipes, Finance Manager
4-District Firefighters
1-District Volunteer

Pledge of Allegiance / Moment of Silence / Prayer

Prayer performed by Commissioner Fichter

Presentation of Awards & Acknowledgments

None

Approval of the August 09, 2025 Regular Monthly Meeting Minutes

Commissioner Fichter moved to approve the minutes of the August 09, 2025, regular monthly meeting. Commissioner MacArty seconded the motion. The vote was unanimous and the motion passed.

Approval of the Financial Data from August 2025

Finance Manager, Sunny Sipes, detailed District income and expenditures (copy attached hereto).

Commissioner Whitney moved to approve the financial data from August 2025. Commissioner Fichter seconded the motion. The vote was unanimous and the motion passed.

Public Input on Business

None

New Business

➤ **Chief's Report**

- ✓ Happy birthday to Commissioner Whitney and belated birthday wishes to FF/EMT Barritt.
- ✓ 29-Total Calls: 62%-EMS, 38%-Fire.
- ✓ Chief Etcheverry provided training updates.
- ✓ Thanked the City of Fort Myers for asking him to assist in driver training, thanked the Fort Myers Shores Fire District for their assistance in the upcoming Acting Engineer test assessments, phase three assessments are coming up for some of the Districts' s Probationary Firefighters, staff completed Hurst tool training, Pump Operator test was completed by one District Firefighter, staff completed rescue training at Caloosahatchee

Regional Park and the Stokes Basket was purchased in preparation for upcoming park events.

- ✓ Chief informed the Board that a fire extinguisher instructional class was held at the Charleston Park church, staff will attend a public education event with the Fort Myers Shores Fire District, all Fit For Duty exams were completed for District Firefighters, EVOC instructional certifications will be completed for three District Firefighters this weekend, Volunteer/Support Coordinator and Training Coordinator positions are being reviewed, PS Trax has been implemented, KnowB4 cyber training is now running, the annual inspections for the engines and tanker have been completed, T-Mobile is preparing a quote for District I-Pads, Chief is reviewing current District policies and he informed the Board that he will be on vacation for two weeks and Engineer Jason Allen will perform his operational duties per the Union Bargaining Agreement.

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

- Finance Manager, Sunny Sipes, presented the Board with the VFIS Automotive, Property and Liability Portfolio Proposals for FY end 09/30/2026.
 - ✓ Sipes relayed that the annual proposal reflected a \$7,799 increase over the current year premiums.
 - ✓ Sipes stated that Philip Financial Group will assist in collecting additional proposals for next fiscal year's renewal.

Commissioner MacArty made a motion to accept the VFIS Automotive, Property and Liability Portfolio proposals for FY end 09/30/2026. This motion was seconded by Commissioner Whitney and unanimously approved.

- Finance Manager, Sunny Sipes, presented the Board with the District's Workman's Compensation Policy Proposals for FY end 09/30/2026.
 - ✓ Proposals from PGIT and Florida Insurance Alliance were presented to the Board. Sipes stated that the PGIT proposal shows an approximate \$6,900 increase over current year premiums mainly due to additional staffing.
 - ✓ Both proposals were reviewed and discussed.

Commissioner Fichter made a motion to accept the PGIT Workman's Compensation proposal for FY end 09/30/2026. This motion was seconded by Commissioner Whitney and unanimously approved.

- Discussion ensued in regard to naming Philip Financial Group as the District's Broker of Record for its workman's compensation policy through PGIT.
 - ✓ Chief Etcheverry reminded the Board that he had contacted members via email, prior to this meeting, in order to received individual approval for this modification.

Commissioner MacArty made a motion to appoint Philip Financial Group as the District's Broker of Record for its workman's compensation policy through PGIT. This motion was seconded by Commissioner Whitney and unanimously approved.

- Finance Manager, Sunny Sipes, presented the Board with Humana's Life, Dental and Vision policy proposals for fiscal year ending 09/30/2026.
 - ✓ She stated that they will be approving a new annual renewal date of October 1st, the life insurance coverage now includes the Finance

Manager/Administrative Specialist position, the dental rates increased slightly and there was no change to the vision premiums.

Commissioner Fichter made a motion to accept Humana's Life, Dental and Vision plan proposals, through Philip Financial Group, for FY end 09/30/2026. This motion was seconded by Commissioner Whitney and unanimously approved.

- Chief Etcheverry presented the Board with revisions to the District's current Mayday Incident Policy SOG #140.10.00.
 - ✓ Chief stated that the revisions duplicate the provided guidelines, for all fire districts, set forth by Lee County.

Commissioner MacArty made a motion to approve the revisions to the District's Mayday Incident Policy SOG #140.10.00 (copy attached hereto). This motion was seconded by Commissioner Fichter and unanimously approved.

- The Board reviewed the proposed Board of Commissioner's Meeting Dates for fiscal year end 09/30/2026.

Commissioner Whitney motioned to approve the Board of Commissioner's Meeting Dates for FY end 09/30/2026 as well as its publication in the Fort Myers News-Press. This motion was seconded by Commissioner Meloy and unanimously passed.

- The Board was presented with Resolution #25.09.03 concerning the GASB Fund Balance Policy for FY end 09/30/2025.
 - ✓ Chief Etcheverry discussed the assignment of unassigned funds to the listed fund balances. He explained the detailed breakdown of the apparatus, PPE and equipment line items.

Commissioner MacArty motioned to approve Resolution #24.09.03 concerning the GASB Fund Balance Policy modifications for FY end 09/30/2025. This motion was seconded by Commissioner Whitney, the vote was unanimous and the motion passed.

- Discussion ensued on the pole barn, screen room and future well water supply electrical services for next fiscal year.
 - ✓ Chief Etcheverry presented an electrical proposal from RYZE Electric in the amount of \$8,456.35.
 - ✓ Discussion ensued on the proposal details.
 - ✓ Commissioner MacArty suggested that Chief meet with LaBelle Well Drilling to finalize on the placement location of the future well. He stated that this will streamline the electrical scope of work.

Commissioner MacArty motioned to give Chief Etcheverry permission to approve the proposal from LaBelle Well Drilling for the future well drilling services (copy attached hereto). This motion was seconded by Commissioner Fichter and unanimously approved.

Commissioner MacArty made a motion to provide Chief Etcheverry with permission to accept a proposal from RYZE Electric with a "To Be Determined" amount after the well driller designates the well location for stub-out and pad. He asked Chief Etcheverry to keep the Board informed of proposal modifications. This motion was seconded by Commissioner Fichter and unanimously accepted.

Old Business

- Discussion ensued on the land purchase for a possible second station.

- ✓ Commissioner Fichter addressed the Board stating that himself, Chief Etcheverry and Finance Manager, Sunny Sipes, will meet this week with the potential location's land owner. He stated that approval for this informal meeting was given by the District's legal counsel. The discussion of building placement, architecture and other matters will be addressed. Fichter stated that he will inform the Board of the proceeding's exchange at the October Board of Commissioner's meeting.

Union Report

Jason Allen, DVP Southwest FL Professional Firefighters & Paramedics, IAFF Local 1826

- None

Volunteer / Public Comments

None

Commissioner Comments

None

Reminders

- The October Board Meeting will be held Monday, October 13, 2025, at 6:30 PM.
- The Final Budget Hearing for FY end 09/30/2026 will be held Tuesday evening, September 23, 2025, at 6:00 PM.

Adjournment

Commissioner Whitney moved to adjourn the meeting at 7:49 PM. This motion was seconded by Commissioner Meloy, and the vote was unanimous. Chairman Watkins closed the meeting.

Respectfully submitted,

Sunny Sipes, Finance Manager / Administrative Specialist

Minutes Distributed Electronically to Board Members