

**Minutes of the Regular Meeting of the Board of Fire Commissioners
Cedar Hammock Fire Control District
October 20, 2016**

The meeting was called to order by Chairman Flynn at 6:00 p.m. The following Commissioners were present:

Chairman Thomas P. Flynn
Commissioner Michael B. Holderness
Commissioner Diane M. Bennett

Vice Chairman Daniel N. Brunner and Commissioner J. Stephen Litschauer were absent with good reason and excused from the meeting.

The invocation was given by Chairman Flynn, which was followed by the Pledge of Allegiance.

Chairman Flynn confirmed a quorum present for the meeting. The meeting was properly advertised.

CONSENT AGENDA

Chairman Flynn asked if there was any discussion of the minutes. There was no discussion.

**ACTION: Commissioner Bennett moved to approve the consent agenda.
 Commissioner Holderness seconded the motion.
 The motion passed unanimously.**

SPECIAL BUSINESS

Chief Hoyle announced the recent retirees: Division Chief Alex Lobeto, Battalion Chief Gene Brown and Battalion Chief Mark Bandstra. Each has served the District for 30 years. He presented their helmets and plaques honoring years of service. In addition, retired Chief Daniel Catchiotti of Myakka City Fire Control District presented a plaque to Battalion Chief Bandstra for his dedication and service to Myakka City Fire.

Captain Stephen LaPlante announced the total monies raised for the Muscular Dystrophy Association during the recent fundraiser *Fill the Boot*. Volunteers from Cedar Hammock Fire Control District raised \$7,731.16

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

Division Chief DeChelbor reviewed the Station 2 Renovations. Lieutenant Ben Anderson has been most instrumental in seeing the work completed while the Battalion Chief's Office is overseeing the renovations. Carpet, tile, lighting, doors, and work on the ceiling have been completed. The kitchen has been completely renovated. There is still some painting to complete and the asphalt project.

Administration Support Manager McCaughan gave an update on the 2015-2016 Audit. The preliminary audit has been completed. The auditors requested samples from account payables and payroll to review processes. The final audit will be conducted the week of December 12-15, 2016. We are hopeful to present the completed audit by February or March. The timing is dependent upon the actuary reporting from the Florida Retirement System.

Chief Hoyle announced the date for this year's appreciation dinner scheduled for December 2, 2016 at the Courtyard Marriot. He will need a final count by November 4, 2016.

NEW BUSINESS

Chief Hoyle introduced District counsel Maggie Mooney-Portale. She informed the need for special Labor and Employment counsel for upcoming labor negotiations and a collective bargaining agreement. She explained there is no specific process under applicable Florida law when selecting an attorney. She continued that the Board could follow a formal process through a Request for Proposal or Request for Qualifications to vet potential candidates or could simply select an attorney based on recommendation. Chairman Flynn inquired if Counsel Mooney-Portale could make a recommendation. Counsel Mooney-Portale stated that there was no conflict of interest in recommending Labor counsel.

ACTION: Commissioner Bennett moved that District Counsel Maggie Mooney-Portale present two recommendations for Labor Counsel. Commissioner Holderness seconded the motion. The motion passed unanimously.

Chairman Flynn continued with a list of qualifications for the recommendation of counsel: The attorney(s) must be Board Certified, must have significant experience and longevity in the labor field, have a reasonable hourly rate, are in good standing with the Florida Bar Association, and AV Preeminent Status. He requested Counsel Mooney-Portale present at least two recommendations to the Board of Fire Commissioners at the next meeting scheduled for November 17, 2016.

CHIEF'S REPORT

The Chief's Report was distributed with the agenda package for information and review, along with Departmental Reports, copies of correspondence and news articles and information.

Chief Hoyle reviewed the Chief's report and the departmental reports. He highlighted the following: A Career Service Award was presented to Southern Manatee Fire and Rescue District Chief Gorski presented by Congressman Vern Buchanan at the 16th Congressional District Fire and

Rescue EMS Awards; and Cedar Hammock Fire Control District received a \$5,000 TIPS Grant from PGIT in support of the protective gear purchased for the active shooter response policy. He also noted the increased incident call volume. A discussion ensued over the increasing number of overdoses in Manatee County and the administering of NARCAN (naloxone) for emergency treatment of opioid overdose. Chief Hoyle expects the need for a budget adjustment of this line item.

COMMISSIONER'S COMMENTS

There were no comments.

NEXT MEETING DATE

November 17, 2016

ADJOURNMENT

ACTION: **Commissioner Bennett moved to adjourn the meeting at 6:37 pm.**
 Commissioner Holderness seconded the motion.
 The motion passed unanimously.

Respectfully submitted:

APPROVED 11/17/2016
Chairman, Thomas P. Flynn