

**Minutes of the Regular Meeting of the Board of Fire Commissioners  
Cedar Hammock Fire Control District  
November 17, 2016**

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

Chairman Thomas P. Flynn  
Vice Chairman Daniel N. Brunner  
Commissioner Michael B. Holderness  
Commissioner Diane M. Bennett  
Commissioner John H. Stevens

The invocation was given by Pastor Stan Pavkovich, 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 newly elected Commissioner John H. Stevens. Administration Support Manager McCaughan administered the Oath of Office to Commissioner Stevens.

Chief Hoyle announced the promotions of Firefighters John Eibe and Brant Gomez to First Class Firefighters.

**PUBLIC COMMENTS**

There were no public comments.

## **OLD BUSINESS**

The District's General Counsel, Attorney Maggie Mooney-Portale reviewed the three proposals provided by potential Labor and Employment Counsel: Karen Morinelli of Ogletree, Deakins, Nash, Smoak & Stewart; W. Reynolds Allen of Allen, Norton & Blue; and Nikhil Joshi of Hultman, Sensenig & Joshi. Ms. Mooney-Portale answered questions about the lawyers and law firms, and the Commissioners discussed qualifications. Timing and the immediate need for labor counsel services was discussed. The Commissioners instructed Attorney Mooney-Portale to request an engagement letter from Nikhil N. Joshi, Esq. of Hultman, Sensenig and Joshi, P.A. Subject to Ms. Mooney-Portale's review of the letter, the Board authorized Chairman Flynn to execute an engagement letter with Mr. Joshi and his law firm. The Board of Fire Commissioners agreed that the executed engagement letter will be brought before the Board for consideration at the next board meeting in January 2017.

**ACTION: Vice Chairman Brunner moved to request an engagement letter from Nikhil Joshi, Esq. of Hultman, Sensenig & Joshi, and to request an appropriate client termination agreement relating to Mr. Joshi's prior individual representation of Fire Chief Jeffrey S. Hoyle.**  
**Commissioner Bennett seconded the motion.**  
**The motion passed unanimously.**

**ACTION: Vice Chairman Brunner moved to authorize Chairman Flynn to execute the engagement agreement in the interim on behalf of the Board with such authorization subject to later Board consideration at the next public meeting.**  
**Commissioner Bennett seconded the motion.**  
**The motion passed unanimously.**

Administration Support Manager McCaughan reviewed the TRIM Compliance Statement letter. The TRIM process began in July 2016 for the administration of the Ad Valorem taxes. The process was completed via E-TRIM, where all documents were entered and certified online through the State of Florida Department of Finance. The final certification package was sent upon the adoption of the Final Ad Valorem taxes and Final Budget. The letter enclosed herein this Board package is the State's declaration of Compliance so that Cedar Hammock Fire Control District can and will receive taxes.

Division Chief DeChelbor reviewed the auction results of the surplus vehicles and trailer. Cedar Hammock Fire Control District received the following from Garner and Assoc. Auctioneers: \$4,250.00 for the 2006 Ford Explorer; \$4,600.00 for the 2006 Ford Explorer; \$4,200.00 for the 2006 Ford Explorer; \$1,100.00 for the 1998 Enclosed Trailer, and \$150.00 for the nozzles and printer. The total expenses and commissions were \$1,514.50. A check was issued in the amount of \$12,785.50

Division Chief DeChelbor stated that the Station 2 renovations are nearly complete. The station now has a fresh, clean look. He congratulated suppression personnel on all their hard work to complete this project. Lieutenant Ben Anderson spearheaded most of the renovations. Approximately \$80,000.00 has been spent on the upgrades. Chief Hoyle stated that \$140,000 had been allocated for this project last fiscal year to include the asphalt upgrade. He will return to the Board for an adjustment to this fiscal year's budget to carry over for this project.

## **NEW BUSINESS**

Chief Hoyle presented Resolution 2016-12 Account Resolutions, Certificate for Treasury Management Services Fifth Third Bank. The resolution also updates the signature card to include Administrative Officer Kyle Bradshaw and Commissioner John Stevens as authorized signers and removes retired Division Chief Alex Lobeto and past Commissioner Steve Litschauer as authorized signers.

**ACTION: Commissioner Bennett moved to approve Resolution 2016-12. Commissioner Stevens seconded the motion. The motion passed unanimously.**

Chief Hoyle reviewed the proposed premiums for the 2017 health care plan. Boyd Insurance Representative Nick Zec had originally proposed a 16% increase but was able to present the same plan with only an 8% increase in premiums. This increase will be within budget figures and will allow for the funding of the HSA accounts for the employees at the same amounts as last year.

**ACTION: Commissioner Bennett moved to approve the 8% premium increase to the United Healthcare 2017 plan and to fund the HSA accounts for the employees at the same amounts as last year. Commissioner Holderness seconded the motion. The motion passed unanimously.**

Chief Hoyle confirmed there were no immediate agenda items scheduled for December 2016.

**ACTION: Commissioner Bennett moved to cancel the December 2016 Board Meeting and hold the next meeting on January 19, 2017. Commissioner Stevens seconded the motion. The motion passed unanimously.**

Chairman Flynn proposed the following slate of 2017 Board Officers and Representatives: Daniel Brunner as Chairman; Mike Holderness as Vice Chairman; Dee Bennett as Secretary/Treasurer; Commissioner John Stevens; Commissioner Thomas Flynn; Dee Bennett as Manatee County Fire Commissioners Association Representative; Mike Holderness as Manatee County Fire Commissioners Alternate; John Stevens as Council of Governments Representative; Dee Bennett as Council of Governments Alternate; Jeffrey Hoyle as Registered Agent; Jeffrey Hoyle as Records Custodian; Maggie Mooney-Portale of Persson & Cohen, P.A. as Attorney – General/Legal; Randy Dillingham of Christopher, Smith and Leonard, P.A. as Auditor; Joseph M. Soler, M.D. as Physician; Pinnacle Medical Care as the District’s Medical Facility; and At Your Service Mobile Lab Collections and Drug Screening as the District’s Medical Testing Service Provider.

**ACTION:** Commissioner Bennett moved to elect the following slate of 2017 Board Officers and Representatives: Daniel Brunner as Chairman; Mike Holderness as Vice Chairman; Dee Bennett as Secretary/Treasurer; Commissioner John Stevens; Commissioner Thomas Flynn; Dee Bennett as Manatee County Fire Commissioners Association Representative; Mike Holderness as Manatee County Fire Commissioners Alternate; John Stevens as Council of Governments Representative; Dee Bennett as Council of Governments Alternate; Jeffrey Hoyle as Registered Agent; Jeffrey Hoyle as Records Custodian; Maggie Mooney-Portale of Persson & Cohen, P.A. as Attorney – General/Legal; Randy Dillingham of Christopher, Smith and Leonard, P.A. as Auditor; Joseph M. Soler, M.D. as Physician; Pinnacle Medical Care as the District’s Medical Facility; and At Your Service Mobile Lab Collections and Drug Screening as the District’s Medical Testing Service Provider. Commissioner Holderness seconded the motion. The motion passed unanimously.

Administrative Officer Bradshaw confirmed the 2016 Appreciation Dinner will be held on December 2, 2017 at the Marriott Courtyard, Bradenton Riverfront at 6:30 pm.

**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 informed that Inspector Massella will be participating in the Adopt-A-Family program in partnership with Bayshore Elementary School. He will be accepting donations until December 6, 2016.

Chairman Flynn requested to add: Pastor’s Report to the agenda as a standing item.

Pastor Pavkovich sincerely thanked personnel for their support in The Church of the Cross’ alternative Halloween event.

**COMMISSIONER’S COMMENTS**

Chairman Flynn ceremoniously handed his gavel to the newly elected 2017 Chairman of the Board of Fire Commissioners Daniel Brunner.

**NEXT MEETING DATE**

The next meeting of the Board will be held on January 19, 2017.

**ADJOURNMENT**

**ACTION:** Commissioner Bennett moved to adjourn the meeting at 6:47 pm.  
Commissioner Holderness seconded the motion.  
The motion passed unanimously.

Respectfully submitted:

APPROVED 1/19/2017  
Chairman, Thomas P. Flynn