

**Minutes of the Regular Meeting of the
Board of Fire Commissioners
Cedar Hammock Fire Control District
August 14, 2014**

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

Chairman Dee Bennett
Vice Chairman Steve Litschauer
Commissioner Dan Brunner
Commissioner Tom Flynn
Commissioner Mike Holderness

The invocation was given by Pastor Stan Pavkovich, which was followed by the Pledge of Allegiance.

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

CONSENT AGENDA

The following items are determined to be routine in nature and should be considered in a single motion. Items determined to warrant individual discussion should be removed from this list prior to the motion to adopt. Such items should be discussed separately.

Minutes

July 10, 2014

Treasurer's Report

Financials – July 2014

Check Register – July 2014

**ACTION: Vice Chairman Litschauer moved to approve the Consent Agenda.
Commissioner Flynn seconded the motion.
The motion passed unanimously.**

SPECIAL BUSINESS (Chief Hoyle)

Chief Hoyle reviewed the letters written to Congressman Vern Buchanan for the nomination of the 2014 16th Congressional District Fire and Rescue EMS Award. The letters nominated Deputy Fire Marshal Eric Center for his leadership in the area of fire prevention and Training Officer Nicholas Herlihy for his leadership in the Light Technical Rescue Team and training. The two officers unfortunately did not receive awards this year.

PUBLIC COMMENTS

Pastor Stan Pavkovich thanked Cedar Hammock Fire Rescue for continued participation in the Back to School Drive. 700 children received backpacks and were distributed with the assistance of our firefighters.

OLD BUSINESS

2014-2015 Budget – Draft #4

Chief Hoyle reviewed the 2014-2015 Budget – Draft #4. The tax roll has been approved and an adjustment to the projected flat rate assessments increased to \$6,315,794. Total projected income and expenses total \$8,824,641.00

Fire Prevention Update

We will hold public hearings in October and November to read the finalized Fire Prevention Ordinance. Chief Hoyle informed he and Deputy Fire Marshal Center are continuing to investigate the appeals process.

Station #1 Fuel Tank

Division Chief DeChelbor presented a letter from the Florida Department of Environmental Protection confirming compliance with state and federal rules.

Station #4 Driveway Repair

Division Chief DeChelbor confirmed NDC was in the process of repairing the driveway at Station #4.

Bright House Station #3 Internet/Television Infrastructure

Division Chief Lobeto informed the commissioners of the total for the project at \$16,075.00, of which \$8,037.50 has been paid. The balance is due upon completion. The installation will drop the monthly cost to \$230.00 per month and we should recoup these expenses within five years.

TRIM Update

Division Chief Lobeto confirmed DR-420 forms have been certified. Advertising preparation for the public hearings on September 10, 2014 has been completed and will be advertised on September 1, 2014. The TRIM notices are scheduled to be mailed to the public around August 24, 2014. Advertisement for the September 25, 2014 hearing will be September 21, 2014.

NEW BUSINESS

MTI Agreement

Chief Hoyle presented the Agreement for Cedar Hammock Fire Control District Training at Manatee Technical Institute. The agreement allows Cedar Hammock to utilize the property for training exercises.

ACTION: Commissioner Dan Brunner moved to approve the Agreement for Cedar Hammock Fire Control District Training at Manatee Technical Institute as presented.
Vice Chairman Litschauer seconded the motion.
The motion passed unanimously.

Hazardous Materials Team

Chief Hoyle reviewed the delegation of authority for the Hazardous Materials Team. Southern Manatee Fire Rescue District shall develop and manage the team, purchase a heavy rescue vehicle and increase staffing. Some funding is available now, but other Districts may be asked to aid funding in the future.

Insurance Services Office (ISO)

Division Chief DeChelbor informed Commissioners an audit is scheduled for the week of November 5, 2014. He will revisit this item with additional information at the completion of the audit.

Fixed Assets Inventory Update

Division Chief DeChelbor presented an inventory list for retirement.

ACTION: Vice Chairman Litschauer moved to approve the retirement of fixed assets listed in the exhibit.
Commissioner Flynn seconded the motion.
The motion passed unanimously.

CHIEF'S REPORT

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

Chief Hoyle reviewed the Chief's/Departmental Reports. Staff will begin working on a succession plan for upcoming retirements.

COMMISSIONER'S COMMENTS

Vice Chairman Litschauer recognized Training Officer Herlihy and Cedar Hammock Fire Rescue personnel for their involvement in the recent Emergency Management Training. Commissioner Brunner also commended CHFR personnel. Chairman Bennett commented on the excellent letter written to FASD nominating our District for the District of the Year Award. Another district took the award this year.

NEXT MEETING DATE

The next meeting of the Board of Fire Commissioners will be held Wednesday, September 10, 2014. We will have three public hearings and a regular meeting.

ADJOURNMENT

ACTION: Vice Chairman Litschauer moved to adjourn the meeting at 6:27 p.m.
Commissioner Brunner seconded the motion.
The motion passed unanimously.

Respectfully submitted:



Chairman Dee Bennett