

**Minutes of the Regular Meeting of the
Board of Fire Commissioners
Cedar Hammock Fire Control District
March 13, 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 Tom Flynn
Commissioner Mike Holderness

Commissioner Dan Brunner was absent with good reason.

The invocation was given by Vice Chairman Litschauer, 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

February 13, 2014

Treasurer's Report

Financials –February 2014

Check Register – February 2014

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

SPECIAL BUSINESS (Chief Hoyle)

Promotion

Chief Hoyle recognized Firefighter Randall Fowler with congratulations on his recent promotion to Third Class Firefighter.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

LTRT 644 – Bank Account

Chief Hoyle informed Commissioners Fifth Third Bank was requiring a signed resolution upon the setup of a new bank account for the LTRT 644. The resolution was given to counsel and will be amended. The resolution with the attorney's recommendations will be presented at the next commission meeting for signatures along with the signature cards.

Vehicle Replacement Plan

Division Chief DeChelbor presented a handout to the Commissioners and reviewed the cost savings in purchasing two fire engines with cash this fiscal year.

NEW BUSINESS

2013-2014 Budget Adjustments

Chief Hoyle reviewed the Budget Adjustments for the 2013-2014 fiscal year as follows:

- * Reconciles our 2012/2013 year audit, which shows an approximate increase in our reserves of \$751,000
- * Allocates funds for the purchase of the Fire Safety Bounce House and trailer
- * Adjusts our accrued sick leave
- * Adjusts our Operations Overtime due to workers compensation reimbursements
- * Allocates funds for the LTRT 644 Team with the participating departments' contributions included
- * Allocates funds for the purchase of two fire engines and three staff vehicles
- * Re-establishes our committed reserve account priorities for a total of \$665,000
- * Renames the assigned reserve account of Emergency/Disaster Expense to a 90-Day Operating Fund with an increase from \$1,144,620 to \$1,250,000
- * Increases our unassigned reserves from \$303,051 to \$341,993.

This will leave the District with total reserves of \$2,256,993 or 27% of our normal operating expenses, which was discussed with our auditor at the exit interview at last month's meeting. This supports the auditor's recommended reserve fund level.

ACTION: Commissioner Flynn moved to approve Resolution 2014-02, 2013-2014 Budget Revision as presented.
Vice Chairman Litschauer seconded the motion.
The motion passed unanimously.

ACTION: Vice Chairman Litschauer moved to designate the 90-Day Operating Account as an assigned fund of which the Fire Chief has the discretion to spend as indicated in the adopted budget.
Commissioner Flynn seconded the motion.
The motion passed unanimously.

RFB – Lawn Maintenance Contract

Division Chief DeChelbor reviewed the Request for Bid process in procuring a new lawn maintenance company. The RFB Advertisement will run on Tuesday, March 18, 2014 and the bid process will close April 1, 2014. He said he would have a recommendation to the BOC at the next scheduled meeting April 10, 2014.

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.

Discussion regarding liability of emergency access code use has been discussed with department employees. Commissioners were informed by staff of the update of information given to employees. Commissioners Flynn, Litschauer, and Holderness returned gate remotes that had been issued by CHFR administration for their personal use to enter fire department property. All use of emergency gate remotes will be limited to official fire department response or business.

Chief Hoyle told Commissioners they could access their email through the website.

Chief Hoyle and Division Chief DeChelbor are in negotiations with Ten-8 Fire for lease and maintenance agreements.

COMMISSIONER'S COMMENTS

Vice Chairman Litschauer participated in Operation Green Shepherd last month with the Manatee County Sheriff's Office preventing him from attending the last meeting of the Board.

NEXT MEETING DATE

The next meeting of the Board of Fire Commissioners will be held April 10, 2014.

ADJOURNMENT

**ACTION: Vice Chairman Litschauer moved to adjourn the meeting at 6:31 p.m.
Commissioner Flynn seconded the motion.
The motion passed unanimously.**

Respectfully submitted:



Chairman Dee Bennett