

CEDAR HAMMOCK FIRE CONTROL DISTRICT
MINUTES of the
PUBLIC HEARING AND REGULAR MEETING
BOARD OF FIRE COMMISSIONERS
November 10, 2011

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

- Mike B. Holderness, Vice Chairman
- Dan Brunner, Secretary/Treasurer
- Dee Bennett, Commissioner and
- Tom Flynn, Commissioner

Invocation was given by Pastor Stan, followed by the pledge of allegiance to the flag.

SPECIAL BUSINESS

None

PUBLIC HEARING- First Reading of Fire Prevention Code Ordinance 12-01

- **Verification of Public Notice (Administrative Assistant Parker)**
Administrative Assistant Parker reported the Public Notice was advertised in the Bradenton Herald on October 27th and November 3rd.
- **First Reading of Fire Prevention Code Ordinance 12-01 (Fire Marshal Hoyle)**
Fire Marshal Hoyle stated this will be posted with the State Fire Marshals Office for the next adopted Fire Prevention Code, and there are minor changes from the last update. He stated there has been no contact from the public and this is effective concurrently for three years.
- **Open Public Hearing for Fire Prevention Code Ordinance 12-01 (Chairman Litschauer)**
Chairman Litschauer opened the Public Hearing for Fire Prevention Code Ordinance 12-01.
- **Public Comments**
There were no public comments.
- **Close Public Hearing for Fire Prevention Code Ordinance 12-01 (Chairman Litschauer)**
Chairman Litschauer closed the Public Hearing for Fire Prevention Code Ordinance 12-01.
- **Adjournment of Public Hearing for the First Reading of Fire Prevention Code Ordinance 12-01 (Chairman Litschauer)**
Chairman Litschauer adjourned the Public Hearing for the first reading of the Fire Prevention Code Ordinance 12-01.

OPEN REGULAR MEETING

Chairman Litschauer opened the regular meeting.

OLD BUSINESS

- **Pending Health Insurance Renewal (Division Chief Center)**
Division Chief Center stated we are in the renewal process for the Health Insurance and have been receiving some bids. He indicated bid preparations would not be completed by the board meeting scheduled in December. He asked the board for a motion to allow staff to engage Health Insurance up to the limits of the approved budget and to appoint a Board liaison member that we could go to in the event the Health Insurance premiums come in above the budgeted amount. The Health Insurance renews on January 1, 2012. Division Chief Center indicated he would like to initiate some steps to get back to a fiscal year renewal and would be looking into that next year. **A motion was made by Commissioner Flynn to give authority to Division Chief Center to select and approve a Health Insurance Plan within budget and appoint a member of the board as a liaison for Division Chief Center to refer to and contact. The motion was**

seconded by Commissioner Bennett and unanimously carried. Commissioner Bennett volunteered to be the liaison for Division Chief Center to contact.

➤ **Audit Update (Division Chief Center)**

Division Chief Center reported the audit is in process and moving smoothly. Positive indication has been given by the auditors that Bookkeeper McCaughan and Administrative Assistant Parker are making appropriate submittals.

Division Chief Center reported there is a copy of a letter in the reading file from the Department of Revenue, with the State of Florida, regarding our TRIM process and reporting. He stated the letter was very positive and thanked Administrative Assistant Parker for doing a great job staying on top of that process.

➤ **Computer Update (Division Chief Center)**

Division Chief Center reported the computer upgrades are in process and moving forward.

➤ **Annual Appreciation Dinner (Chief Stulce)**

Chief Stulce reminded everyone the dinner is on December 9, 2011, at the Holiday Inn Airport.

NEW BUSINESS

➤ **FASD Meeting Update (Division Chief Center)**

Division Chief Center gave a brief update on the FASD Meeting.

1. **Council of Governments Schedule for 2012 (Chief Stulce)**

Chief Stulce stated a list of the meeting dates for 2012 is in this board package. He indicated that everyone is welcome to attend.

2. **Manatee County Fire Commissioners Assoc. - Proposed Meeting Schedule –2012 (Chief Stulce)**

Chief Stulce stated a schedule of the 2012 meeting dates is in this board package. The next meeting is scheduled for January 9, 2012 at Southern Manatee Fire Rescue – Administration Office at 6:30 p.m.

➤ **December Meeting (Chief Stulce)**

Chief Stulce reported the December board meeting is scheduled for December 8th. Chairman Litschauer stated he would be out of town and not able to attend. **A motion was made by Commissioner Flynn to suspend the December 2011 meeting, which was seconded by Commissioner Bennett and unanimously carried.**

3. **Election of Officers for 2012 (Chief Stulce)**

A motion was made by Commissioner Litschauer to nominate Commissioner Flynn as Chairman, which was seconded by Commissioner Brunner and unanimously carried.

A motion was made by Commissioner Brunner to nominate Commissioner Bennett as Vice Chairman, which was seconded by Commissioner Litschauer and unanimously carried.

A motion was made by Commissioner Litschauer to nominate Commissioner Brunner as Secretary/Treasurer, which was seconded by Commissioner Flynn and unanimously carried.

A motion was made by Commissioner Flynn to nominate Commissioner Litschauer as the MCFComA Representative and Commissioner Holderness as the MCFComA Alternate, which was seconded by Commissioner Brunner and unanimously carried.

A motion was made by Commissioner Litschauer that Commissioner Flynn remain as the representative for the Council of Governments and Commissioner Holderness as the Alternate for the Council of Governments-Representative, which was seconded by Commissioner Bennett and unanimously carried.

A motion was made by Commissioner Litschauer that the following positions remain the same, which was seconded by Commissioner Flynn and unanimously carried.

Registered Agent and Records Custodian – Sharon Parker, Administrative Assistant
Attorney –General/Legal – Chuck Johnson/Lewis, Longman & Walker
Attorney – Employment/Personnel – Mike Malfitano
Auditor – Ed Leonard –Christopher, Smith, Leonard, P.A.
Physician/Medical Director – David Nonell, M.D.
Medical Facility for District – Pinnacle Medical Care / Industrial Medical Mgmt.

COMMISSIONER'S COMMENTS

Commissioner Brunner is proud of this department and thanked everyone for a great year,

CONSENT AGENDA

Minutes

October 13, 2011

Treasurer's Report

Financials – October, 2011

Check Register – October, 2011

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 for information. Chief Stulce reviewed his report with the board.

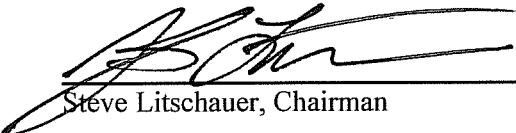
A motion was made by Commissioner Flynn to approve the Consent Agenda, which was seconded by Commissioner Bennett and unanimously carried.

END CONSENT AGENDA

Next Meeting Date – December 8, 2011 has been cancelled. The next meeting will be held on January 12, 2012.

The meeting was adjourned at 6:38 p.m. with a motion from Commissioner Bennett, which was seconded by Commissioner Brunner and unanimously carried.

Respectfully submitted:


Steve Litschauer, Chairman