

**Minutes of the Regular Meeting of the  
Board of Fire Commissioners  
Cedar Hammock Fire Control District  
November 14, 2013**

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

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

Commissioner Mike Holderness was absent and excused with good reason.

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**

*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**

October 10, 2013

**Treasurer's Report**

Financials - October 2013

Check Register – October 2013

**ACTION: Vice Chairman Dee Bennett moved to approve the Consent Agenda. Commissioner Brunner seconded the motion.  
The motion passed unanimously.**

**SPECIAL BUSINESS (Chief Hoyle)**

Chief Hoyle presented retired Battalion Chief and Training Officer Leigh Hollins with a plaque honoring his 30-year service to Cedar Hammock Fire Rescue. He commended Chief Hollins on his many accomplishments during his career.

Chief Hoyle announced the promotion of Brant Gomez to Third Class Firefighter.

Chief Hoyle announced the promotion of Doug Brett to Lieutenant.

Chief Hoyle introduced Tammy Hager as the new Administrative Secretary. Ms. Hager was sworn in by Administration Support Manager McCaughan.

## **PUBLIC COMMENTS**

There were no public comments.

## **OLD BUSINESS**

Division Chief Lobeto informed the Board the HIS Actuarial is in process. A presentation will be made by Paul Shamoun at the January 9, 2014 meeting.

Division Chief Lobeto reminded the Board that the CHFR Appreciation Dinner will be held on Friday, December 6, 2013.

Chief Hoyle reviewed the presentation from Deputy Fire Marshal Center on the purchase of a Bounce House/Safety House. Funds were identified for the purchase from the Committed Fund Balance Account #7370. This will be reconciled with the budget amendment after the annual audit is complete.

**ACTION: Commissioner Litschauer moved to approve the purchase of the Bounce House/Safety House.  
Vice Chairman Bennett seconded the motion.  
The motion passed unanimously.**

## **NEW BUSINESS**

Election of Commissioners - Board Officers – 2014

**ACTION: Commissioner Steve Litschauer moved to approve the 2014 appointments of the Board of Fire Commissioners as follows:**

**Dee Bennett as Chairman  
Steve Litschauer as Vice Chairman  
Dan Brunner as Secretary/Treasurer  
Steve Litschauer as Manatee County Fire Commissioners Association Representative  
Mike Holderness as Manatee County Fire Commissioners Association Alternate  
Tom Flynn as Counsel of Governments Representative  
Mike Holderness as Counsel of Governments Alternate**

**Commissioner Dan Brunner seconded the motion.  
The motion passed unanimously.**

**ACTION: Commissioner Dan Brunner moved to approve the 2014 Cedar Hammock Fire Control District Representatives as follows:**

**Jeffrey Hoyle as Registered Agent  
Jeffrey Hoyle as Records Custodian  
Maggie Mooney Portale of Persson & Cohen, P.A. as Attorney – General/Legal  
Mike Malfitano of Constangy, Brooks & Smith as Attorney – Employment/Personnel  
Randy Dillingham of Christopher, Smith, Leonard, P.A. as Auditor  
David Nonell, M.D. as Physician/Medical Director  
Pinnacle Medical Care and Industrial Medical Management as the District's Medical**

## **Facility**

**The motion was seconded by Vice Chairman Bennett.  
The motion passed unanimously.**

Chief Hoyle stated the LTRT Interlocal Agreement as contained in the Board package is being reviewed by counsel. The final document and resolution will be presented at a later date.

Division Chief Lobeto presented CHFR Policy Changes.

**ACTION: Commissioner Dan Brunner moved to approve policy changes to the Operations Manual, Section 3, 3-05 Benefits as presented.  
The motion was seconded by Commissioner Steve Litschauer.  
The motion passed unanimously.**

Chief Hoyle requested a Board Liaison to approve the securing of a Health Insurance Plan at or below the budgeted amount. Vice Chairman Bennett agreed to be the Board Liaison.

Division Chief Lobeto is working with Pastor Stan Pavkovich and the Church of the Cross to Adopt-A-Family for Christmas. Toys will be wrapped and distributed from the fire truck. Lieutenant Soper will be collecting funds from personnel.

## **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.*

## **COMMISSIONER'S COMMENTS**

Commissioner Litschauer suggested funds to be raised in addition to the Firefighter of the Year Award. Chairman Flynn thanked staff and the Board.

## **NEXT MEETING DATE**

**ACTION: Commissioner Litschauer moved to suspend the December 12, 2013 meeting.  
The motion was seconded by Commissioner Brunner.  
The motion passed unanimously.**

The next meeting of the Board of Fire Commissioners will be January 9, 2014.

## **ADJOURNMENT**

**ACTION: Commissioner Litschauer moved to adjourn the meeting at 6:37 p.m.  
The motion was seconded by Commissioner Brunner.  
The motion passed unanimously.**

Respectfully submitted:



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Chairman Tom Flynn