

**Minutes of the Regular Meeting of the  
Board of Fire Commissioners  
Cedar Hammock Fire Control District  
April 18, 2019**

The regular meeting was called to order by Chairman Getman at 6:00 p.m. The following commissioners were present:

Dianne M. Bennett  
Richard G. Findlay  
Ronald D. Getman  
John H. Stevens

Daniel N. Brunner was absent.

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

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

**CONSENT AGENDA**

Chairman Getman asked if there was any discussion of the minutes. Commissioner Stevens requested to address the minutes during Commissioners Comments.

**ACTION: Commissioner Bennett moved to approve the consent agenda subject to Commissioner Stevens comments on the Minutes of March 21, 2019. Commissioner Findlay seconded the motion. The motion passed (3-1). Commissioner Stevens opposed.**

**SPECIAL BUSINESS (Chief Hoyle)**

Chief Hoyle announced and recognized new hires: Nicholas Blair and Garrett Garside. They were given the Oath of Office by Administration Support Manager McCaughan.

Chief Hoyle announced the retirement of Deputy Chief Michael DeChelbor. He presented him with the Career Retirement Award from the Manatee County Fire Chief's Association and a Retirement Award from Cedar Hammock Fire Rescue for 30 years of loyal and distinguished service.

Chairman Getman recessed the meeting at 06:12 pm. He resumed the meeting at 06:18 pm.

Chairman Getman moved the Audit up on the Agenda to present at this time.

**2017-2018 Audit**

Chief Hoyle introduced Randy Dillingham, CPA, of Christopher, Smith, Leonard, Bristow & Stanell, P.A. (CS&L). He provided a letter to the Board of Commissioners communicating professional

standards related to the audit performed for Cedar Hammock Fire Control District for the year ended September 30, 2018. He informed there were no issues in conducting the audit. The Independent Auditor's Reports concludes an unmodified opinion, which represents a clean audit with no difficulties. He provided bound copies of the financial statements and reviewed the reports.

He thanked staff for their assistance in completing the audit. He recognized Administration Support Manager McCaughan and Office Administrator Hager for providing and organizing materials for a smooth process. The complete set of reports and letter to the Board will be included in the permanent record of these minutes.

**ACTION: Commissioner Stevens moved to approve the 2017/2018 audit of the Cedar Hammock Fire Control District Financial Statements. Commissioner Bennett seconded the motion. The motion passed unanimously (4-0).**

## **PUBLIC COMMENTS**

Chairman Getman asked if there were any public comments. There were no public comments.

## **OLD BUSINESS**

### **Training Tower Update**

Chief Hoyle provided a brief update on the progress of SB 2417. He commended Firefighter Hudson on a wall design that was submitted to the architect.

### **Grow Your Captains Update**

Chief Hoyle announced that the Grow Your Captains program is in place with initial 360 reviews and webinars. He is hopeful this leadership program will uplift morale and strengthen leaders. Commissioner Stevens asked if the commissioners would be provided reports. Chief Hoyle informed that Owner James Rowan does not create or provide any reports as part of this program. Chief Hoyle will inquire if Mr. Rowan would meet with the commissioners to discuss results.

### **ADA Website Compliance**

Deputy Chief Bradshaw stated that he had obtained three bids per the Board's request for website assistance. In the meantime, he informed that an ADA screen reader widget has been uploaded and a statement on the website for contact information has been posted. The process of choosing a vendor is within purchasing policy guidelines.

### **Apparatus Update**

Deputy Chief Falcone stated that the two new engines were in the final stages of being built. He will visit the Pierce Manufacturing Plant in Wisconsin with committee members in May for a final inspection. He hopes to have both engines in service by mid-July.

## **NEW BUSINESS**

### **Surplus Ctec Lift Bags**

Deputy Chief Falcone reviewed the memorandum to the Board requesting the surplus of four improperly marked lift bags. The manufacturer has evenly exchanged the bags at no charge.

**ACTION: Commissioner Bennett moved to remove from inventory four improperly marked Ctec Lift bags for an even exchange of four new Ctec Lift bags. Commissioner Findlay seconded the motion. The motion passed unanimously (4-0).**

### **2017/2018 Audit**

This item was addressed during Special Business.

### **Proposed Budget 2019/2020**

Chief Hoyle reviewed the Draft proposed budget for the 2019/2020 fiscal year as presented. He stated that this proposed budget draft contained no raises; increased funding for training, apparatus re-striping/painting, and generators. He noted an Employee Relations Committee recommendation from Firefighter Taylor for deployment kits were included as well. Commissioner Stevens suggested looking into purchasing a trailer. Chairman Getman suggested looking into surplus equipment.

### **Florida Personal Income Growth (PIG)**

Chief Hoyle reviewed the annual growth rate in Florida personal income over the previous five years as presented. He noted that 5.8% is available to the District.

## **CHIEF'S REPORT**

Chief Hoyle reviewed the departmental reports.

## **COMMISSIONER'S COMMENTS**

**ACTION: Commissioner Stevens moved to approve for Chief Hoyle to pay personnel overtime for call backs to keep engine 212 in service. The motion died for lack of second.**

Discussion ensued. It was determined that Chief Hoyle has the authority to pay overtime for call backs. It was determined that the District is meeting staffing levels.

Commissioner Stevens requested an itemized list of arbitration costs billed by Hultman, Sensenig, and Joshi.

Commissioner Stevens inquired about receiving hand-written notes written by Administration Support Manager McCaughan. District Counsel Mooney reviewed the email written to Chief Hoyle and

Commissioner Stevens on April 9, 2019 addressing this request. She informed him that personal handwritten notes were not subject to public record laws when the notes are not a final product and not shared with anyone to perpetuate knowledge. A copy of the email will be included in the final record of these minutes.

Chief Hoyle will provide Commissioners information on the Florida Association of Special Districts Certified District Official program.

**ACTION: Commissioner Bennett moved to cancel the June 20, 2019 Board of Fire Commissions meeting.  
Commissioner Findlay seconded the motion.  
The motion passed unanimously (4-0).**

Commissioner Findlay inquired about an article written by Dale White of the Herald Tribune that was included in the Reading File. He was concerned where the information came from and from whom. He was also concerned for the article's lack of accuracy and misquotes. "This type of publicity is not helping us," he said. The article suggests that Commissioner Stevens had a prepared statement. Commissioner Stevens said that he did not initiate an interview with this reporter.

#### **NEXT MEETING DATE**

The next meeting of the Board of Fire Commissioners will be held May 16, 2019. This meeting will be a public hearing.

#### **ADJOURNMENT**

**ACTION: Commissioner Bennett moved to adjourn the meeting at 7:11 p.m.  
Commissioner Findlay seconded the motion.  
The motion passed unanimously (4-0).**

Respectfully submitted:

APPROVED 5/16/2019

Chairman Ron Getman