

Iona McGregor Fire District Board of Fire Commissioners Meeting  
July 19, 2017  
6:00 PM

**THE FOLLOWING MINUTES OF THE BOARD OF COMMISSIONERS MEETING REPRESENTS A SUMMARY OF THE STATEMENTS MADE DURING THE MEETING AND INCLUDES ALL OFFICIAL ACTION TAKEN BY THE BOARD. THEY DO NOT CONSTITUTE A VERBATIM RECORD OF THE ACTUAL COMPLETE STATEMENTS MADE DURING THE BOARD OF COMMISSIONERS MEETING. ANYONE WHO IS INTERESTED IN A VERBATIM AUDIO RECORDING OF THE BOARD OF COMMISSIONERS MEETING CAN REQUEST AN AUDIO RECORDING FROM THE RECORDS CUSTODIAN OF THE DISTRICT.**

Meeting called to order at 6:00p.m.

Opening Prayer and Pledge of Allegiance observed

Roll Call – Commissioner Barbosa requested that each person give name and title starting on his right. Roll began: Richard Pringle, attorney for the Board, Dave Howard, Fire Chief; Cynthia Zinger, HR; Mark Winzenread, Finance; Joel Guzman, BC Logistics; Lauri McMahon, Public Education Information Officer; Brian Tansey, DVP; Tracy McMillion, BC Training; Ed Steffens, BC Prevention; Seth Comer, Deputy Chief; Jim Walker, Commissioner; Scott Kuhn, Commissioner; Todd Taylor, Commissioner; Mary Ellen Dorsett (via telephone), Commissioner; Steve Barbosa, Commissioner.

Approval of Minutes – May 17, 2017

**Motion** (5135) to approve minutes of May 17, 2017 made by Commissioner Taylor, second Commissioner Barbosa ... no discussion, all in favor, approved.

Approval of Treasurers Reports – May, 2017 and June, 2017

When posed if any questions or corrections, Commissioner Walker had questions pertaining to the \$68.00 payment to him regarding travel allowance. Payment was not asked for and given anyway. Commissioner Walker requests attorney to look into, to which Mr. Pringle stated he will review law in question and commented that there are other rules involved in travel. Following discussion, **motion** (5136) to approve Treasurers Reports of May and June, 2017 made by Commissioner Taylor, second Commissioner Dorsett... approved as distributed.

Agenda Items Requiring Action

- 1) Video Documentation of Public Meetings
- 2) Proposed Budget Schedule
- 3) DR-420
- 4) Job Description – AA III, Finance
- 5) Legal Costs
- 6) Management of District

Adoption of Agenda

**Motion** (5137) to adopt agenda as presented was made by Commissioner Kuhn, second offered by Commissioner Walker... adopted.

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Public Comment on Agenda Items –

There were no comments; however, it was noted that Matt Scott and Bob Schwandner were in attendance.

Chief's Report –

Chief briefly reviewed the report that had previously been distributed. He added there is a recent focus on behavior and mental health challenges of firefighters. We have discussed forming chaplain program or peer support group for individuals needing assistance. During discussion on Chaplaincy and Peer Support, Chief stated this is currently conceptual.

Division/Committee Reports –

DC Comer – Engineer promotional exam concluded, Chief will notify successful candidate tomorrow. FASD conference attended and networking is benefit of conference as well as the CDM. Working on budget and have negotiations coming soon.

BC Steffens – working on budget. Completed installation of Knox key secure system on the vehicles which requires key code entry for access and logging system of access. Pub Ed – working with Lauri to revamp some programs – division running well. Some discussion on the Knox program and inter-local agreement took place.

BC McMillion – Major drug shortage of epinephrine and atropine is being addressed with ability to utilize some past expiration as well as using 1000mg to make other concentrations. We are completing mental health training this month, had one on the 14<sup>th</sup> and scheduled for 28<sup>th</sup> and 30<sup>th</sup>. We have been focused on physical fitness but not anything for mental fitness. Along with in-house training, have reached out to Chief Scott for CISD program and how it works. Multi company drill has been going well. Next month is swim test concentration.

PEIRO McMahon – Car seat program is one looking at revamping; trying to expand from just Lauri as installer where citizens come to us to an outreach program. We are working with Golisano to possibly have quarterly sessions for car seat installation. Working on project to identify all district communities and HOA's to avail our AED/CPR training. Also looking at possibly taking photo of community AED locations that can be uploaded through CAD system where dispatch could assist 911 caller in locating. Is there an age for certification, questioned Commissioner Kuhn? Big enough and physically fit enough for CPR, around 10 years old, stated McMahon. Car Seat program, not sure but believe 18. Car seat program requires 40 hour class and recertification every 2 years.

BC Guzman – running well SCBA and hose testing has been done, working on budget.

Attorney Report –

Chief covered T-3 item; on DR-420 you will consider the millage rate for next fiscal year, tonight is for DR-420 purposes only. Used by property appraiser to submit TRIM notices to the citizens. In future, you can set millage rate that is lower than DR-420 form but not higher. Staff has made recommendation. In motion, please declare the millage rate.

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Unfinished Business

1) Video Documentation of Public Meetings –

Commissioner Kuhn stated only issue is that many constituents cannot physically appear here and the computer person he spoke with stated we have infrastructure in place. Lee County does it, other departments do it, and I think we should do it. Chief stated he has looked into others' video operations, camera around \$3,000 and system around \$20,000 range. Discussion on equipment, infrastructure, and possible uses for video recordings occurred. Commissioner Walker made a **motion** (5138) to direct Chief to research and bring back information on what he believes would be appropriate to achieve the desired goal, second Commissioner Kuhn... carried.

New Business

1) Proposed Budget Schedule

Following brief review of the proposed dates, **motion** (5139) was made by Commissioner and seconded by Commissioner to approve the proposed dates as presented with Tentative Budget Hearing date of September 13<sup>th</sup>,... carried

2) DR-420

Commissioner Walker questioned the roll-back rate calculation which CFO Winzenread explained. Attorney reiterated that rate is just for DR-420 purposes. Following discussion on the roll-back rate, Commissioner Kuhn made **motion** (5140) to adopt millage of 2.5000 for DR-420 purpose with September 13<sup>th</sup> as tentative budget hearing date. Commissioner Taylor seconded... carried.

3) Job Description – AA III, Finance

Commissioner Barbosa read item with suggestion to require AS Degree. A **motion** (5141) to approve job description education change was made by Commissioner Walker, second Commissioner Kuhn... carried.

4) Legal Costs

Commissioner Walker presented document containing invoices stating he has issues. After conversation of whom and when contact with attorney should be made, Commissioner Walker made **motion** (5142) to appoint committee to recommend a policy with objective of lowering legal costs. Following more discussion, Commissioner Kuhn stated that he would like to make **motion** (5143) that attorney calls regarding department discussions come from Chief or with Chief's approval. As there were two motions, Commissioner Walker dropped his original motion and offered second to Commissioner Kuhn's motion... motion fails.

5) Management of District

Commissioner Walker stated that Chair not to be spokesperson for district, and questioned authority of Chair. Commissioner Walker made a **motion** (5144) that no individual can have influence or say-so in operation of department, must come from board as whole which was seconded by Commissioner Kuhn. Discussion arose which was followed by vote of 2 in favor, three opposed... motion failed.

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DVP Tansey – negotiations coming up. Have been receiving questions on IT update, impending implementation ballpark? We are looking at language, per Chief, discussed favorable language for dual system would be approximately November, 2017 with redundancy 60/90 day. Regarding possibly video training, we have some supremely talented video persons on staff and could link to Youtube channel.

Public Comment – non agenda items – none

Commissioner Comments –

Commissioner Kuhn recognized Joel; and questioned, after a car accident, who cleans up the street? Tow truck operator was general response. Commissioner Kuhn added, with false alarms, how many are commercial, how many residential, could we have numbers next month. We have an avenue to charge. Chief will provide false alarm information at next meeting.

Adjournment

**Motion** to adjourn meeting made by Commissioner Walker, second Commissioner Kuhn ...

Meeting adjourned 7:49 p.m.

Approved by: \_\_\_\_\_

Print Name: \_\_\_\_\_