

BOARD OF FIRE COMMISSIONERS
GOLDEN GATE FIRE CONTROL DISTRICT
14575 COLLIER BLVD. NAPLES, FLORIDA
MONTHLY MEETING MINUTES

DATE: February 12, 2014

TIME: 5:30 P.M. – 9:00 P.M.

In attendance: Commissioners Stedman and Gerrity, Chief Schuldt, AC Sapp, DC Biondo, Director Bishop, FCO Riley, Admin. Asst. Packard, Jeff Page, Jim Burke, Rachelle Smith, Brandon Smith, Alyvia Smith, Bradyn Smith, Michael Ramsey and Walter Kopka. Chairman Gerrity attended via conference call. Others were in attendance but did not sign in.

- 1. Pledge of Allegiance and Invocation**
Commissioner Stedman opened the meeting at 5:30 PM with the Pledge of Allegiance followed by the invocation.
- 2. Line of Duty Death Reading and Moment of Silence**
Chief Schuldt stated that there were a total of 7 FF fatalities for the month of January, bringing the total for 2014 to 7 followed by a moment of silence.
- 3. Agenda Approval – Changes, Additions and/or Deletions**
Director Bishop requested some movement of agenda items under New Business. Commissioner McMahan moved to approve the amended agenda. Commissioner Stedman seconded the motion. Motion passed. 2-0.
- 4. Approval of Past Minutes: 01/08/2014 Regular Meeting**
Commissioner McMahan moved to approve the minutes of the 1/08/2014 regular meeting. Commissioner Stedman seconded the motion. Motion passed 2-0.
Chairman Gerrity joined the meeting via conference call. Commissioner Stedman will oversee the meeting.
- 5. Approval of Past Minutes: 01/08/2014 Joint ENFD/GGFD Meeting**
Commissioner Stedman moved to approve the minutes of the 01/08/2014 joint ENFD/GGFD meeting. Commissioner McMahan seconded the motion. Motion passed 3-0.
- 6. Treasurer's Report/Expenditure**
Commissioner McMahan reported to the Board that GGFD has used 35% of the budget for this year and should see a \$3,000,000 carryover if the District stays on task.
Commissioner McMahan moved to accept the Treasurer's Report/Expenditure. Commissioner Stedman seconded the motion. Motion passed 3-0.
- 7. Certificates and Awards**
 - A. Mr. Crawford thanked GGFD for sending crews for medical standby at a holiday basketball tournament held at St. John Neumann High School. Local 2396 members cooperated and volunteered even though it was a holiday.
 - B. "You Are Our Hero" Award - Alyvia Smith
Chief Schuldt and Assistant Chief Sapp presented Alyvia Smith with the "You Are Our Hero" certificate for her bravery and persistence in waking her parents in the middle of the night to tell them that there was a fire across the street at the neighbors.

8. Fire Chief's Report

Chief Schuldt highlighted the following:

Introduced Division Chief/ Fire Marshal Shawn Hanson with the East Division who recently was promoted from Captain to oversee Fire and Life Safety.

Recognized DC Biondo with ENFD for 25 years of service.

Staff has developed a Project Tracking Chart outlining 50 separate programs as part of the Strategic Plan development to prepare for the joint organization for the formal merge in November.

Isles of Capri - Staff recently met with County staff to begin developing the formal transition plan for a target assumption of responsibility on October 1. Areas discussed included fire prevention, operations, and inventory.

ALS Program - The East Naples ALS program is underway with a tentative kick-off planned for April, 2014. Staff received the final draft interlocal agreement for Golden Gate. Staff anticipates the agreement will be placed on the Golden Gate agenda for March meeting.

Chief Kopka provided an update on where future assets need to be deployed. The County is working on an 8 min response time. There are areas in GGFD District that need to be addressed and are being addressed currently. A rapid response center is being discussed in the east estates area.

FYI, as requested by the ENFD Board the Chief was asked and provided the potential needs for apparatus and land for future expansion with and without the merger. The details were given to the GGFD Board. The ENFD Board voted to have Commissioner Cross continue negotiations with the potential developer to discuss a land swap to include a 1.25 acre minimum with frontage on Sable Palm.

9. Citizen's Advisory Committee

Next meeting scheduled for March 31st.

10. Other Reports

- A. Operations Report- Assistant Chief Sapp
Provided information on both districts.
- B. Fire and Life Safety Report - Division Chief Hanson
As submitted.
- C. Administration and Finance - Director Bishop
As submitted.

11. Local 2396 Labor Report

DVP GGFD: Reminder for Romp in the Swamp: Kick off Feb 21st and Fishing Tournament Feb 22nd at Goodland.

12. Old Business:

A. Consolidation Issues – Commissioner Gerrity

Director Bishop provided the draft legislative bills for the ENFD/GGFD merger and the Isles annexation to the Board. The hope was for one bill for both the merger and annexation but unfortunately this could not be accomplished. Once the Isles annexation is placed on the primary ballot and passes, Isles becomes part of East Naples and automatically becomes included in the ENFD/GGFD bill which will be put on the ballot on the general election in

November. Once the Bills are officially out, staff will be getting dates scheduled to go to Tallahassee to meet with legislators and to address pension matters.

1. **Cost Savings Worksheet**

Cost savings to date: \$384,110.57

2. **REMINDER; Joint BOFC March 11, 2014 from 6-7pm @ FCO**

B. 9/11 Memorial - Commissioner Gerrity

Director Bishop requested to remove this item from the agenda since it has been implemented. Commissioners agreed.

13. New Business:

A. Check Signing Policy - Commissioner McMahon

Commissioner McMahon requested this item be tabled until the next meeting when all the Commissioners will be in attendance.

B. Golden Gate Station 74 - Commissioner McMahon

Commissioner McMahon emphasized that Station 74 (Rapid Response Center) needs to stay on track. This continues to go on the back burner. A possibility of having a fundraiser to help raise funds.

Commissioner Stedman reminded everyone to build when the District can afford it. Possibly work with CCSO since County is already on board which could make it more affordable. Chairman Gerrity and Commissioner Stedman recommended Commissioner McMahon become the lead on working on this and the fundraising.

C. AIW- Civilian Clothing Stipend- Director Bishop

Director Bishop presented the one-time \$100 civilian clothing stipend AIW.

The Commissioners unanimously agreed to this stipend for the three civilian employees. No motion necessary.

D. AIW- Part-Time IT person - Director Bishop

Director Bishop presented the need for a part time temporary IT person. No action was taken by the ENFD Board. Director Bishop suggested it be moved to the March joint meeting. Commissioner Stedman questioned the concern for an additional employee. After discussion, Commissioner Stedman moved to approve hiring a part time IT person for no more than \$20,000 annually and \$12/hr. Chairman Gerrity seconded the motion. Commissioner Stedman rescinded the motion in order to receive some more information and an IT plan at the Joint ENFD/GGFD meeting in March.

E. AIW - Fire Chief Performance Review - Chief Schuldt

Chief Schuldt presented the Chief's Performance Review as an FYI since the ENFD Board fills one out annually in March and once merged this will be something done by both Boards next year. Commissioner Stedman noted that there has one been done for the GGFD Chief which Chief Schuldt will research. A new performance review should be done once the merger takes place especially since there are items on both current evaluations that Commissioners cannot accurately measure.

F. AIW - Adoption of Policies - Chief Schuldt

Chief Schuldt presented the policies set forth below. Both Districts worked on the language of these policies for both to use.

Commissioner Stedman moved to approve the three policies presented being written into the governing documents of both districts. Chairman Gerrity seconded the motion.

Motion passed 3-0.

Commissioner McMahon did have some issues with these policies and would like to bring them back for discussion after he does more research. Policy can be brought back for reconsideration at any time.

1. Code of Conduct and Ethic
2. Nepotism, Employment and Business with Family Members
3. Social Media

G. AIW - Adoption of New Policy - Chief Schuldt

Director Bishop presented the Smoke and Tobacco Free Workplace policy. Commissioner Stedman moved to approve the policy. Commissioner McMahon seconded the motion. Motion approved 3-0.

1. Smoke and Tobacco Free Workplace

H. Fire Code Office Operational Modifications - Chief Schuldt

Chief Schuldt presented an operational plan in response to the concerns communicated from the Fire Code Workshop. He presented the same to ENFD the previous night and was given direction to reach out to all fire districts (independent and dependent) for approval of this plan and to find out what each district wants; to turn plan review over to the County or accept Chief Schuldt's proposal. The GGFD Board agreed with the proposal and would like to see movement quickly to resolve.

I. AIW - Joint Meeting Research - Director Bishop

Director Bishop informed the Board, after some investigation and attorney opinion, joint meetings would still need separate actions and motions along with separate records of the proceedings. Also the constituents' perceptions on joint meetings should be considered; therefore staff recommends keeping separate monthly meetings and holding joint meetings every other month.

The Commissioners agreed to continue with the current meeting schedule.

**J. Job Classifications- Administration and Finance Officer & Support Services
Chief Schuldt**

Director Bishop presented the two new ENFD job classifications as an FYI only.

K. AIW- VFIS renewal - Director Bishop

Director Bishop presented the VFIS renewal.

Commissioner Stedman did request a sole source letter since this has done in the past when there is only one vendor quoting.

Commissioner McMahon moved to approve staff's recommendation and renew with VFIS. Commissioner Stedman seconded the motion. Motion passed 3-0.

14. Comments from Public and Commissioners

Commissioner McMahon thanked everyone for their hard work and would like some things that have been put on the back burner since the merger process has begun and to see more GGFD representation at the meetings.

15. Items for Next BOFC Meeting Agenda (March 12, 2014)

Check signing policy

Sole Source Letter

16. Adjourn

Commissioner Stedman moved to adjourn the meeting at 7:10 PM. Commissioner McMahon seconded the motion. Motion passed 3-0.


Chairman Kevin Gerrity

3/12/17
Date


Commissioner Chuck McMahon

3/12/17
Date


Commissioner David Stedman

3/12/14
Date