

AGENDA

GOLDEN GATE FIRE CONTROL & RESCUE DISTRICT

COMMISSION MEETING

Meeting Location: Golden Gate Fire Station
4741 Golden Gate Parkway

January 10, 1989 7:30 P.M. - 10:00 P.M.

1. Invocation
2. Pledge of Allegiance
3. Opening Comments - Chairman
4. Swearing In of New Fire Commissioner
5. Consideration to Approve Emergency Services Complex Memorandum of Understanding (Chief Hatcher)
6. Agenda - Additions/Deletions
7. Approval of 12/13/88 Minutes
8. Review of Bills
9. Election of Fire Commission Officers
10. Firefighters' Association Report
11. Selection of Fire Commission Meeting Dates
12. Consideration to Approve District 1 Agreement (Chief Hatcher)
13. Consideration for New Attorney for District (Chairman Young)
14. Consideration to Invest Money in "State Investment Pool" - General Operating Funds and Impact Fee Funds (Chief Hatcher)
15. Check Signing Policy (Chief Hatcher)
16. Consideration of a Contract Allowing County to Collect District's Impact Fees (Chief Hatcher)
17. Consideration to Change Policy for Press Releases (Commissioner Steffen)
18. Operational Status of Equipment (Chief Hatcher)
19. Interdepartmental Committee's Report (Chairman Young)
20. Fire Chief's Report
 - a. Status of Rewriting of S.O.P.s
 - b. Status of Existing Commercial Inspections
21. Emergency Business
22. Comments from Commissioners
23. Comments from Audience
24. Closing Comments - Chairman
25. Agenda Items for Next Meeting
26. Adjournment

GOLDEN GATE FIRE CONTROL & RESCUE DISTRICT

COMMISSION MEETING

JANUARY 10, 1989

The board meeting of the Golden Gate Fire Commissioners opened with Invocation and the Pledge of Allegiance; all board members were present. Assistant Chief Peterson represented the district in the Chief's absence.

Swearing In of New Fire Commissioner:

Judge Hugh Hayes administered the Oath of Office to Commissioner Marvin Steffen.

Agenda - Additions/Deletions:

Chairman Young requested a change of order for the following items. Item #9 to become item #5 and for items #5, #12, and #16 to become #6, #7, and #8.

Election of Fire Commission Officers:

Chairman Young nominated Marvin Steffen for the office of chairman because of his experience in fire fighting and fire departments. Commissioner Griffith seconded the motion. Commissioner Steffen accepted the nomination.

Commissioner Young nominated Willard Griffith for the office of treasurer. Chairman Steffen seconded the motion. Commissioner Griffith accepted the nomination.

The remaining office, that being secretary, went to Commissioner Young.

FINAL RESULTS:

Chairman - Marvin Steffen
Secretary - Wayne B. Young
Treasurer - Willard P. Griffith

Chairman Steffen requested Commissioner Young to chair the meeting for tonight.

Consideration to Approve Emergency Services Complex Memorandum of Understanding:

Commissioner Young stated that he and the Asst. Chief had met with Mr. Reardon, County Commissioner Max Hasse, Mr. Strain, the County Manager, and two attorneys regarding the last drafting of the Memorandum of Understanding for the Emergency Services Complex. It was the consensus of the

people there that basically this contract was acceptable the way it was. Duane Billington suggested that a rider be included that would cover the verbal assurances stated at the above mentioned meeting.

After much discussion, Mr. Reardon pointed out that this is a "Memorandum of Understanding" which is just an assurance of good intent. This memorandum will allow him to go before the Board of County Commissioners and will also serve as a format for the binding contract between the Golden Gate Fire District and the Board of County Commissioners.

- * A motion was made by Commissioner Young and seconded by Chairman Steffen to approve of the Chairman signing the "Memorandum of Understanding" between the Golden Gate Fire Control District and the Board of County Commissioners. The motion passed with Chairman Steffen and Commissioner Young voting yes. Commissioner Griffith voted no.

Consideration to Approve District 1 Agreement:

Commissioner Young stated that regarding item #6 in the contract, he felt that it should be a Golden Gate Fire Board decision and not a Board of County Commissioner's decision as to whether the district was facing a financial emergency due to unanticipated event(s). Commissioner Young was bothered by the word (may) found in the last sentence of item #6.

Mr. Reardon stated that only half of the money (1 mill of the 2 mill tax dollars) obtained for protecting District 1 is being committed in exhibit D and that he felt the County Commissioners would realize and give their support if this district was faced with an unanticipated financial emergency. It's just that the County Commissioners have an accountability factor to the citizens that pay taxes in District 1.

Acting Chief Peterson reminded the Board that the monies from District 1 have been included in this fiscal year's budget. Chairman Steffen stated that he would prefer that the district's attorney review the contract before he signed it. When asked, Mr. Reardon stated that he did not have a problem with shelving this item until the next fire board's regular meeting.

Consideration of a Contract Allowing County to Collect District's Impact Fees:

Acting Chief Peterson advised the Board that the Building Department is no longer holding building permits until the people come to the fire station to pay the district's impact fees. At the present, the Building Department is collecting the impact fees for us at the courthouse. What brought this about is the one stop building permit program that the County has to make things easier for the builders in Collier County. The County Manager will go before the Board of County Commissioners regarding a contract between the Golden Gate Fire District and Collier County for collecting the district's impact fees on January 17, 1989. Acting Chief Peterson was directed to get in touch with Neil Dorrell regarding the particulars required for this contract and to report back to the Board.

Approval of 12/13/88 Minutes:

Commissioner Griffith requested that a copy of the minutes be distributed to the commissioner's sooner than being included in the agenda packets. The secretary, Pat Meulenberg, advised the Board that she would place copies of the minutes in their boxes as soon as they have been typed (usually within one week after the commission meeting).

- * A motion was made by Chairman Steffen and seconded by Commissioner Griffith to approve the 12/12/88 minutes as written. Motion carried unanimously.

Review of Bills:

Commissioner Griffith stated, that as a point of information for the other commissioners, that it is perfectly acceptable to go over budget on line item allocations. Acting Chief Peterson reminded the Board that adjustments are made to the budget at the end of 6 months and brought before the Board for their approval.

Commissioner Griffith pointed out the check to Moreland-Champlin that was over \$500.00 that had been preapproved, the \$142.50 to Quarles & Brady which puts the legal code overbudget and the bill from The Gathering.

Discussion followed regarding the writing of a policy for when an attorney's services would be required. The final conclusion was to leave things as they are (no policy).

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The Board did not have any problems with the bills submitted for their review.

Firefighters' Association Report:

Butch Cummings read outloud a written report, a copy is attached. Mr. Cummings stated that following the dinner meeting 16 volunteers showed up for drill (has been hard to get 6 or 8 people to come to drill in the past). Also, the Association is streamlining the acceptance of volunteers so as to get them involved in some kind of capacity right away so that they don't lose interest and go elsewhere.

Selection of Fire Commission Meeting Dates:

The Board decided to continue holding their regular commission meetings on the second Tuesday of each month at 7:30 P.M.

Consideration for New Attorney for District:

Commissioner Young briefed the Board on Leonard P. Reina's qualifications as attorney for the district. After some discussion:

- * A motion was made by Commissioner Young and seconded by Chairman Steffen to approve of hiring Leonard P. Reina as the district's new attorney. Motion passed with Commissioner Young and Chairman Steffen voting yes. Commissioner Griffith voted no.

The secretary was instructed to write a letter advising Mr. Reina of his new appointment and to include a copy of the District 1 contract for his review.

The Board took a brake. After the brake, Chairman Steffen took over the chairing of the meeting.

Dick Loy, in the audience, asked if something could be done about getting a P.A. System since he has a hard time hearing everything that is discussed during the meetings. The Board requested that prices be brought back to them at the next meeting.

Consideration to Invest Money in "State Investment Pool" -
General Operating Funds and Impact Fee Funds:

The Board had received material to look over on the "State Investment Pool" prior to tonight's meeting. After a brief discussion:

- * A motion was made by Commissioner Young and seconded by Commissioner Griffith to approve of the district investing monies in the "State Board of Administration Investment Pool." Motion carried unanimously.

Check Signing Policy:

Acting Chief Peterson advised the Board that according to their instructions the auditor was consulted regarding the use of purchase orders. It was the auditors recommendation that we continue with our present policy, he saw no need to change our current procedures at this time.

In regards to authorization for signing checks \$500.00 or greater, the policy will be kept as is.

Consideration to Change Policy for Press Releases:

Chairman Steffen stated that some of the articles and statements that he has seen in the Naples Daily News and The Eagle has concerned him and he would like to have the Board consider all press releases other than operations. He would like all press releases except for operations to go before two commissioners for their approval before being given to the news media.

Acting Chief Peterson suggested that because of the importance of this item that it be deferred until the next meeting when the Chief would be present.

- * A motion was made by Commissioner Young and seconded by Chairman Steffen to a 30 day temporary freeze on news releases until the next commission meeting. All news releases except for fire and emergency related operations will need to be cleared by two commissioners. The press releases should be presented in typed form to the individual commissioners. Motion passed with Chairman Steffen and Commissioner Young voting yes. Commissioner Griffith voted no.

Operational Status of Equipment:

Acting Chief Peterson read outloud a letter he had written to Commissioner Young which gave a summary of the operating status of the district's vehicles, a copy is attached. Copies of the letter along with a full report was given to all the commissioners. The Board will review the report before discussing its contents.

Interdepartmental Committee's Report:

The committee was not ready to give a complete report at this time. Commissioner Young would like the committee to compare their findings with the Assistant Chief's report and provide the Board with a complete report at the next meeting.

Commissioner Griffith stated that in regards to the question of whether this committee would come under the "Sunshine Law;" if it is strictly a fact finding committee and no recommendations are made the committee would be considered outside the "Sunshine Law." If they make a recommendation they come under the "Sunshine Law" and should advertise their meetings and take minutes on those meetings.

Fire Chief's Report:

Acting Chief Peterson presented the following report:

1. Chief Hatcher has the preliminary drafts of the S.O.P.'s ready for typing and they will be distributed as soon as time allows the secretary to complete typing them.
2. Map book project was completed today.
3. Inspections of existing commercial buildings was started today.
4. To help with combating this dry brush fire season, an Incident Command System with chief officers responding, is being established for almost every fire. Mutual aid assistance is being requested sooner, especially response from D.O.F. even if they need to be cancelled before arriving on the scene.
5. An ad is being run in the Naples Daily News in order to create a new hiring list. The written test will be given on 1/30/89.
6. A first responders class will be started in February and will run for approximately 2½ months.

7. Had a successful Santa Claus drive this year. Fire prevention material was passed out with the candy canes.
8. Eng. Greg Swab, Eng. Dave Anderson, and Eng. Tim Cunningham have successfully completed their probation period and are now off probation.

Emergency Business:

Commissioner Young stated that Chief Jones had approached him regarding the possibility of this district purchasing a computer terminal and tap into North Naples Fire District's computer system.

A motion was made by Commissioner Griffith and seconded by Chairman Steffen to direct the Chief to look into the possibility and cost of tapping into North Naples Fire District's computer system. No vote was taken.

Chairman Steffen directed the Chief and Assistant Chief to look specifically into the cost of tapping into North Naples Fire District's computer system.

Comments from Audience:

Carol Beauvais wanted to know what could be done about having a bridge put across the canal at the end of 13th Street S.W. Duane Billington replied that this should be brought to County Commissioner Hasse's attention. Also, what about the water supply that is suppose to become available from the water lines on either Wilson or Everglades? Acting Chief Peterson replied that he has been in touch with the Utilities Department. The well fields have not officially come on line yet and that the district is working on an adapter to enable us to fill our trucks once the well fields are in use.

Agenda Items for Next Meeting:


1. Interdepartmental Committee's Report
2. Policy for Press Releases
3. District 1 Contract
4. Impact Fee Contract
5. Report on Computer System

Adjournment:

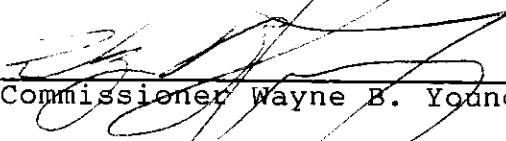
- * A motion was made by Commissioner Young and seconded by Chairman Steffen to adjourn the meeting at 10:50 P.M. Motion carried unanimously.

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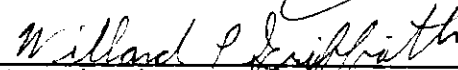
Minutes of 1/10/89 Commission Meeting approved on 2/14/89.



Commissioner Marvin Steffen



Commissioner Wayne B. Young



Commissioner Willard P. Griffith