

AGENDA

GOLDEN GATE FIRE CONTROL & RESCUE DISTRICT

COMMISSION MEETING

Meeting Location: Golden Gate Fire Station
4741 Golden Gate Parkway

November 14, 1989 7:30 P.M. - 10:30 P.M.

1. Invocation
2. Pledge of Allegiance
3. Opening Comments - Chairman
4. Agenda - Additions/Deletions
5. Approval of Minutes
 - A. 9/12/89
 - B. 10/10/89
6. Review of Bills
7. Fire Chief's Report
 - A. Status of Impact Fees
 - B. Donations Received
 - C. Fire Prevention Thanks
 - D. Accident with Engine #2620
 - E. County's Inspection of Station #26
8. Firefighters' Association Report
9. Fire Prevention Presentation - David Anderson (Chief Hatcher)
10. Consideration to Purchase Emergency Telephone Signs (Chairman Steffen)
11. Approval of Leave Payment (Chief Hatcher)
12. Consideration to Hire New Firefighter (Chief Hatcher)
13. Public Poll On Level of Service (Chairman Steffen)
14. Administrative Benefit Package (Chief Hatcher)
15. Alternative Methods of Financing Golden Gate Fire Dept.
(Commissioner Young)
16. End of Fiscal Year Financial Statement
17. Emergency Business
18. Administrative SOPs (Chief Hatcher)
19. Comments from Commissioners
20. Comments from Audience
21. Closing Comments - Chairman
22. Agenda Items for Next Meeting
23. Adjournment

GOLDEN GATE FIRE CONTROL & RESCUE DISTRICT

COMMISSION MEETING

NOVEMBER 14, 1989

The board meeting of the Golden Gate Fire Commissioners opened with Invocation and the Pledge of Allegiance; all board members were present.

Agenda - Additions/Deletions:

Chief Hatcher requested item #9 to follow item #6 and the following agenda additions to be discussed under item #17.

1. Consideration for Union Contract Amendment
2. Word Change in Parkway Station Warranty Deed

The Board did not voice any objections to the agenda changes.

Approval of Minutes:

* A motion was made by Commissioner Young and seconded by Chairman Steffen to approve the 9/12/89 minutes as written. The motion passed with Commissioner Young and Chairman Steffen voting yes. Commissioner Griffith voted no.

* A motion was made by Commissioner Young and seconded by Chairman Steffen to approve the 10/10/89 minutes as written. The motion passed unanimously.

Review of Bills:

The Board did not voice any objections to the bills as presented.

Fire Prevention Presentation:

Eng. David Anderson presented a slide show of the fire prevention program that was presented to the areas schools and day care centers during fire prevention week for the Fire Commissioners and audience.

Eng. David Anderson read outloud the letters of thanks sent to Immokalee Fire Department, the North Naples Fire Department, and the members of Golden Gate Fire Department for helping with the program. Eng. Anderson then presented Pam Lee with a letter and Certificate of Appreciation for her contribution to the program.

Union Local 3182 presented Eng. David Anderson with a plaque in appreciation for the fine job that he did on putting the fire prevention program together.

Fire Chief's Report:

Chief Hatcher gave the following oral report to the Board:

A. The County is working on arriving at a solution for charging a fee for collecting the district's impact fees which will be incorporated in an interlocal agreement.

Chairman Steffen stated that he would like Chief Hatcher to write a letter to the Attorney General requesting information on just what the district can spend impact fee monies on. This letter may go out under the Chief's signature.

B. Advised the Board of cash donations received in the amounts of \$25.00 and \$10.00 and an unanimous donation of items for water rescue (masks, snorkles, wet suits) in excess of \$100.00.

*** A motion was made by Commissioner Young and seconded by Commissioner Griffith to accept the scuba gear donation. Motion passed unanimously.**

C. Advised the Board of the remodeling job done to the bay area of station #70 by engine #2620 when responding to a recent fire call. Only minor damage was done to the pumper.

D. Advised the Board that the County did a housing code inspection of Station #70 after having received a complaint. No violations were found.

E. Advised the Board of rumors that are going around about the district being in grave financial difficulty and going belly up. Chief Hatcher then read outloud a letter from the auditors regarding the district's financial stability, a copy is attached.

F. The Volunteer Association had received a request for Form 990 from IRS and the requirements have been fulfilled.

G. The Chief has reimbursed the district in the amount of \$378.00 for educational expenses incurred in fiscal year 1988/89.

H. New shoulder patches have been designed and ordered.

I. D.O.F. has started with the controlled burns and will be burning approximately 13,000 acres.

J. The Chief will be attending the National Fire Academy for two weeks. He will leave on November 24th and be back to work on December 11th. The Chief advised that he will be using the staff car and the NFA will reimburse the district for mileage.

K. Congratulated Lt. Ginter and Eng. Bill for receiving their Officer's Certificates and Capt. Whatley for receiving his Instructor's Certificate.

L. There are two Volunteer Response forms in the packet, the old type and the new computer generated form.

M. The Inspection Report has not been included in the packet but will be provided to the Commissioners by the end of the week.

Firefighter's Association Report:

Ward Seeley read outloud a report from the Association, copy is attached.

Consideration to Purchase Emergency Telephone Signs:

Chairman Steffen stated that he would like to install two signs, one on each fire department road sign, to advise the public that there is an emergency phone at Station #71 for calling 911.

- * A motion was made by Commissioner Young and seconded by Chairman Steffen to approve the expenditure of \$150.00 for the purchase of two emergency telephone signs and directed the Chief to contact the County for making and installing the signs. Motion passed unanimously.

Approval of Leave Payments:

Chief Hatcher advised the Board that Eng. Kevin Bill was leaving this department and going to work for East Naples. The Chief then read outloud Eng. Bill's resignation letter. Eng. Bill's last day of employment will be 11/17/89.

- * A motion was made by Commissioner Young and seconded by Chairman Steffen to approve the payment of leave credits to Eng. Kevin Bill. Motion passed unanimously.

Consideration to Hire New Firefighter:

Chief Hatcher asked the Board if they were going to fill the vacant position vacated by Eng. Bill. There was much discussion regarding the money that was not budgeted this year for the tanker. There was also discussion regarding the Chief reporting, at the next meeting, the cost to the district for providing minimum manning.

- * Chairman Steffen stepped down from the chair to make a motion to hire one new firefighter contingent on the district receiving verification that the District 1 contract does not require the district to set aside \$36,000 annually for a tanker. Commissioner Young seconded the motion. Motion passed with Chairman Steffen and Commissioner Young voting yes. Commissioner Griffith voted no.

Discussion followed regarding the hiring of a certified firefighter instead of hiring from the current hiring list.

- * A motion was made by Commissioner Young and seconded by Chairman Steffen to use the current hiring list, at this time, for filling the vacant firefighting position. The motion passed without objection.

Public Poll on Level of Service:

Chairman Steffen stated that he would like to conduct a public poll so he can make sure of what the public wants in the level of fire and rescue service from this department. Chairman Steffen went on to say that he would like to get a voters list of addresses and send out a list of questions for them to answer and return back to the department.

Commissioner Young stated that both Jay Reardon and Chief Martin have approached him regarding alternative ways of providing fire service for this district and would like to give them the opportunity to speak to the Board at the next meeting.

The audience stated that not enough people are reached by polls or town meetings in order to find out the communities true level of fire and rescue service desires.

Commissioner Griffith stated that no one has ever been able to show on paper what level of service the residents would receive if taxed at 2 mills in comparison to the level of

service they are now receiving at a 1 mill tax.

- * Chairman Steffen stepped down from the chair to make a motion directing the staff to compile dollar figures on cost to meet the voluntary performance standards outlined in the Fire Service Steering Committee Conceptual Paper. Motion passed unanimously.

Administrative Benefit Package:

Commissioner Griffith discussed word changes in the benefit package with the other board members. The following changes were the outcome from these discussions:

1. Page 2 - Tuition Refund

- * A motion was made by Commissioner Griffith and seconded by Commissioner Young to remove, "will be \$300.00 per year." Motion passed with Commissioner Young and Commissioner Griffith voting yes. Chairman Steffen voted no.

2. Page 2 - Leave

The wording, "under conditions detailed in this document," added at the end of the first sentence.

3. Page 5 - Court or Jury Duty

Paragraph #4 shall read, "Employees required to attend court, on district business only, on their day off shall receive pay in accord with current pay policy."

4. Page 7 - Administrative Leave

Paragraph #2 shall read, "All administrative leave must have prior written approval."

5. Page 13 - Class III Offenses

Paragraph #13 shall read, "Consumption or being under the influence of itoxicating beverages, marijuana, narcotics, or hallucinating drugs while on duty or in official district vehicles."

6. Page 13 - Class III Offenses

Add a new paragraph following paragraph #19 which shall read, "Penalties executed by the Chief unless it is the Chief, in which case penalties will be administered by the Board."

7. Page 13 - Class III Offenses

- * A motion was made by Commissioner Griffith to accept the next to last paragraph as written. Motion passed with Commissioner Griffith and Commissioner Young voting yes. Chairman Steffen voted no.
- * A motion was made by Commissioner Griffith to adopt the Administrative Benefit Package as amended. Motion passed unanimously.

Chief Hatcher requested that the Board consider raises at this time for the administrative employees.

- * A motion was made by Commissioner Griffith and seconded by Chairman Steffen to approve a 3% raise for all administrative employees (Chief, Asst. Chief, Secretary and Mechanic) making it effective the next pay period. The Assistant Chief is to receive an additional \$2,000.00 raise. Motion passed unanimously.

Emergency Business:

Word Change in Parkway Station Warranty Deed - Chief Hatcher advised the Board that the County had drawn up a warranty deed for changing the reverter clause needed before the new Emergency Services Complex is built and requested approval for taking this document to the district's attorney for review. The Board did not voice any objections.

Consideration for Union Contract Amendment - Chief Hatcher advised the Board that the Union is requesting a change in the promotional test dates, copy of memo is included in the packet. The Board agreed that the Chief may set a new test date that is agreeable with both administration and the union this one time only.

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Comments from Audience:

Mike Wittenberg, Vice President of the Volunteer Association, requested time to come before the Board on certain SOPs that the volunteers were concerned about. The Board agreed to hold SOP workshops so that the volunteers could have input. The workshop dates will be scheduled at a later date.

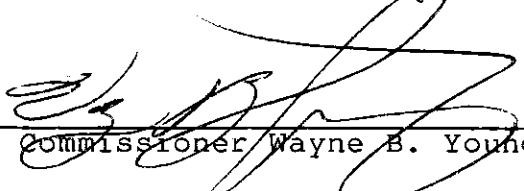
Adjournment:

The meeting was adjourned at 12:25 A.M.


Minutes of 11/14/89 Commission Meeting were approved on 12/12/89.



Commissioner Marvin Steffen



Commissioner Wayne B. Young



Commissioner Willard P. Griffith

GOLDEN GATE FIRE CONTROL & RESCUE DISTRICT

ADMINISTRATIVE BENEFIT PACKAGE

NOVEMBER 14, 1989

BENEFITS

Administrative (non-bargaining unit) employees will be given 12 paid holidays per year. The 12 paid holidays shall be:

New Year's Day	Thanksgiving
Washington-Lincoln's Birthday	Christmas Eve
Good Friday	Christmas Day
Memorial Day	New Year's Eve
Independence Day	2 Personal Days
Labor Day	

The Group Health Insurance for administrative employees and their families (excluding the part-time position) will be paid for by the district.

High risk administrative employees (Chief and Assistant Chief at this time) would receive life insurance benefits equivalent to \$105,000, of this \$10,000 is through the medical insurance provider, \$20,000 for accidental death or accidental dismemberment benefit through the National Union Fire Insurance Company, and the remaining \$75,000 will be covered by the Volunteer Firemans' Insurance Services, Incorporated and will be paid for by the district. Regular, full-time administrative employees shall receive a minimum of \$10,000 life insurance as provided by the medical insurance provider, paid for by the district.

Vacation and sick leave shall be accrued from the first day of employment (detailed later).

Retirement benefits for all administrative employees is through the Florida Retirement System and is paid 100% by the district.

Social Security is paid 50% by the district and 50% by the employee.

Credit Union services are available to all administrative employees through Suncoast Schools Federal Credit Union which can allow for direct deposit of payroll into any employee account at the Credit Union.

UNIFORMS

Uniforms (including boots or safety shoes) and jumpsuits will be provided to the Chief and Assistant Chief, paid for by the district. In addition, the mechanic will be issued jumpsuits and any other related uniform items deemed necessary in the performance of his duties.

TUITION REFUND

~~Tuition Assistance for administrative employees will be \$300.00 per year. [Any tuition assistance requests for the Chief] must be approved by the Board. All others may be approved by the Chief.~~

Administrative employees may also attend any seminars, conferences, etc. that are felt are job related and may improve job performance. The Chief may approve these courses for all administrative employees other than himself, in which case the Board must approve the request.

LEAVE

Administrative employees may be granted the following types of leave *under conditions detailed in this document:*

Annual
Sick
Military
Court or Jury
Funeral
Leave without Pay
Administrative
Disability

PHYSICAL EXAMINATIONS

High risk employees will be required to take a physical examination on a yearly basis and paid 100% by the district. All other administrative employees will be encouraged to take basic physicals yearly, paid by the district.

PAYDAY

All administrative employees shall be paid biweekly (every two weeks). There are a total of 26 paydays per year. The paychecks will be issued after 2:00 P.M. on every other Thursday.

OVERTIME/COMPENSATORY TIME

As outlined in the job descriptions, the only administrative employee entitled to overtime is the secretary and shall be paid at the rate of 1½ times the normal hourly rate.

Exempt administrative employees (Chief, Assistant Chief) may be granted compensatory time for hours worked over the 40 hours but not on an hour for hour basis and shall only be taken at a time when it will not seriously impact the operations of the district.

WORKERS' COMPENSATION

All administrative employees are covered immediately by Workers' Compensation Insurance for all on-the-job accidents. The insurance shall be paid 100% by the district.

TERMINATION OF INSURANCE

Insurance coverage for administrative employees stops on their last day of employment as stipulated by the insurance company. Employees will be entitled to cobra coverage as mandated by federal law.

VACATION

Vacation hours are accrued upon employment. Administrative employees, excluding the part-time mechanic, shall accrue vacation leave at the rate of 4.62 hours per pay period to a maximum of 240 hours.

SICK LEAVE

Administrative employees, except the part-time mechanic, are eligible for sick leave and shall be accrued at the rate of 4.62 hours per pay period with no maximum amount of accrual.

Military Leave

1. Reserve and National Guard Training: An employee of the Fire District who is a member of the United States Armed Forces Reserves or the National Guard, and who is ordered to engage in annual field training exercise or other temporary active duty, shall upon presentation of a copy of his official orders be granted leave with pay. Such leave with pay shall not exceed 17 calendar days in any 12 month period.

2. Recall to Active Military Duty: Any full-time employee who is a member of an Armed Forces Reserve Unit or the National Guard, who is ordered to active duty to fulfill his primary or an emergency military obligation, will be granted a military leave of absence without pay for this period of time.

3. Induction or Enlistment into Military Service: Any full-time employee who enlists or is inducted into the armed services for active duty, shall be granted a military leave of absence without pay for the initial period of enlistment. All pay due the employee (i.e. vacation, holiday time, etc.) shall be paid at the time of the employee's separation from the District to enter active military service.

Court or Jury Duty

1. An employee who is called for jury duty on a regularly scheduled workday shall be granted a leave of absence with pay upon presentation of a summon or subpoena. Any fees received for jury duty shall be retained by the employee. The employee shall not be eligible for reimbursement by the District for any meals, lodging, travel, or other expenses incurred while serving as a juror.

2. Employees subpoenaed as a result of District involvement in a court case shall be considered to be on duty and shall be paid in accordance with the District's pay policy. Any witness fees awarded shall be retained by the employee. The employee is also eligible for reimbursement of all out of pocket expenses for which he/she has no other source of recovery.

3. An employee who appears in court on a regularly scheduled workday as a witness, plaintiff, or defendant due to other than District involvement shall be required to use annual leave, personal leave, or leave without pay for any such absence from work.

on District Business Only

4. Employees required to attend court, on their day off shall receive pay in accord with current pay policy, (~~District business only~~)

5. Employees who attend court for only a portion of a regularly scheduled workday will report to their supervisor after being excused or released by the court.

6. In the event an official, fixed holiday occurs during the period of the jury duty, the employee shall receive pay for the holiday.

Funeral Leave

1. In the event of a death to member of an employee's immediate family, funeral leave with pay shall be granted. Leave time shall not be charged against the employee's accrued leave balance and shall not exceed 3 days per incident. Immediate family is defined as; spouse, mother, father, mother-in-law, father-in-law, brother, sister, children, foster children, step-children, grandchildren or grandparents of husband or wife, or a close relative domiciled in employee's residence.

2. Each employee requesting and receiving paid funeral leave may be required to furnish evidence of the name and relationship of the immediate family member involved. Such evidence might include a physician's statement, death certificate, newspaper report, etc.

3. Leave to attend funerals other than those defined as immediate family will be charge against the employee's annual leave.

Leave Without Pay

1. Leave without pay is a temporary nonpay absence from duty not to exceed 6 months, granted at an employee's request or for the benefit of the District. The approval of a leave of absence without pay is a matter of management discretion.

2. Except for military leave, employees cannot demand a leave without pay as a matter of right.

3. Employees may not use a leave of absence to accept and work a position outside the Fire District.

4. Benefits During Leave Without Pay:

a. During approved leaves without pay for illness or personal reasons, the employee shall pay in advance of the period covered for group health and/or life insurance. Except in the case of military leave, failure to remit payment may be cause for termination from Fire District.

b. No fringe benefits other than retaining original date of hire will accumulate during leaves of absence.

c. Employees on leave without pay due to worker's compensation accidents will continue to receive group insurance coverage during their leave at the expense of the District.

d. All leaves of absence without pay shall be deducted from the employee's length of service record for pay and leave accrual purpose.

e. Except for medical reason, leaves and without pay absences require any unused annual and sick leave to remain on deposit and credited to the employee upon return to work. If the employee fails to return to work following a leave of absence, payments for unused annual and sick leave will be made provided all other requirements for receiving this payment are met.

f. An employee shall not be eligible to accrue or use annual or sick leave while on leave without pay status.

5. Return to Work Following Leave Without Pay:

a. Once a leave of absence has been granted the employee shall be entitled to return to his or her former position provided the employee is able to perform all of the required duties, and provided the position has not been abolished.

b. If the position has been abolished, a Fire District employee shall be placed on an eligible register for a similar position for a period of up to 1 year.

c. An employee who returns to work after leave without pay for illness shall be required to have a physical examination to determine whether or not he/she is able to resume work, or shall provide a doctor's certificate to the Chief/Asst. Chief.

d. An employee who has been absent from work because of a sickness or work incurred injury shall notify the Chief/Asst. Chief and submit an attending physician's certificate verifying that the employee has been released to work.

Administrative Leave

1. When determined to be in the best interest of the District, an employee may be granted administrative leave with pay to attend professional and technical institutes, conferences, conventions, or other such meetings which may contribute to increasing the employee's effectiveness and knowledge.

2. All administrative leave must have the prior written approval, ~~of the Chief/Asst. Chief.~~

3. No administrative leave shall be required if the leave period is less than 1 day in duration.

4. Administrative leave for special meetings shall not exceed 5 working days unless a longer period of time is approved.

Disability Leave

1. Only a fire district employee who sustains an injury-in-the-line-of-duty and is certified by a physician as being temporarily disabled because of a work incurred injury or illness, which is compensated under the Florida Workers' Compensation Law, shall be subject to the provisions of this section.

2. If, upon investigation, it is determined the employee's disability resulted from intentional self inflicted injury, gross negligence on the part of the employee, or other forms of misconduct which contributed to or caused the injury, the employee shall not be entitled to receive or continue to receive injury-in-line-of-duty pay.

3. Injury-in-line-of-duty pay or sick leave pay shall be discontinued when an employee fails to seek medical assistance, follow prescribed treatment, or return to duty after being released by a physician to perform work of any kind when such work is available.

4. In the event an employee terminates while receiving injury-in-line-of-duty pay, the provisions of state law shall apply.

5. Compensation During Disability:

a. The Golden Gate Fire Control and Rescue District Commissioners shall authorize supplemental payments to the indemnity benefits paid by the District's workers' compensation carrier. Total shall not exceed the employee's normal rate of pay.

b. Supplemental payments provided by the Fire Commissioners shall not extend beyond a period of 3 months without a review.

c. Supplemental payments shall be limited to District employees that hold either permanent or probationary status, and only when the injury or illness is job related (on-the-job-injury or illness caused by direct contact of a communicable disease which is approved under the Workers' Compensation Law during the performance of duty or any injury or illness brought on as a result of carrying out assigned duties). Any questionable cases will be referred to the Board for final disposition.

d. Any combination of injury-in-line-of-duty pay, paid leave, workers' compensation, and other forms of compensation provided by the District shall not exceed the employee's regular full salary at the date of disability.

e. Failure to rebate any excess indemnity benefits due the District shall be cause for disciplinary action, or the withholding of any accrued benefits to which the employee might otherwise be entitled.

f. Full wages will be paid for the day of the injury if a disability results, or for the part of the day spent receiving medical treatment.

g. If the injured employee cannot return to work on the next shift or normal workday, the injury will be considered a disability starting immediately following the day of the injury whether it be a weekday, weekend, or holiday.

h. Disability shall be counted by calendar days. The employee shall receive his normal earnings for a period not to exceed 7 calendar days.

i. In cases where the disability is continued for an 8th day or more, an employee may request from the Chief/Asst. Chief and receive workers' compensation.

j. If the injury results in disability of more than 14 days, compensation shall be allowed from the commencement of the disability and the employee shall reimburse the District the amount of workers' compensation benefits for the first 7 calendar days.

k. The District will continue to pay the employee during the period of disability at the rate of 100% of his salary. The employee will then reimburse the District all compensation from workers' compensation immediately upon receipt.

SICK/ANNUAL LEAVE BUY OUT

Administrative employees shall be entitled to be paid for unused leave upon termination of employment. They shall be entitled to 100% of their rate of salary for any unused annual leave and 100%, up to a maximum of 240 hours, of their rate of salary for any unused sick leave. Any unused holiday time shall not be entitled to any buy out provisions.

DISCIPLINARY ACTION

The following list outlines the types of disciplinary procedures to be followed:

- Counseling
- Oral Reprimand
- Written Reprimand
- Demotion
- Reduction in Pay
- Suspension
- Dismissal

Class I Offenses

1. Leaving work during regular working hours without permission from supervisor.
2. Offensive conduct toward fellow employees or the general public.
3. Failure to call in when sick.
4. Occasional substandard work quality.
5. Selling or soliciting on district property without prior authorization.
6. Unauthorized use of telephone or other district communication equipment.
7. Distribution of printed, unauthorized handbills.
8. Conduct unbecoming an employee of the District whether on or off duty.
9. Violation of departmental rules.
10. Habitual tardiness.
11. Absence without proper notification.
12. Use or possession of another employee's working equipment without the employee's consent.
13. Malicious mischief, horseplay, wrestling, or other undesirable conduct.
14. Creating or contributing to unsafe or unsanitary conditions.
15. Neglect, carelessness, or disregard of common safety practices.
16. Failure to pay or make reasonable provision for future payment of legal debts which has caused a discredit to the District.
17. Distribution of, or posting written or printed matter of any description unless approved.

18. Unauthorized posting of notices, or removal of notices or signs from district bulletin boards.

19. Loafing, neglect of duties, or otherwise wasting of working time.

Class II Offenses

1. Insubordination, or failure to obey an official and legal supervisory directive.

2. Acceptance of a fee, gift, or other valuable item when such offer might be construed as an attempt to gain favor.

3. Absence without leave for a period of less than three days or failure to report for work after leave has been disapproved, revoked, or cancelled by the Chief/Asst. Chief.

4. Excessive absenteeism.

5. Making a false claim for leave.

6. Failure to report for overtime work without good reason after being scheduled to work.

7. Antagonistic attitude toward superiors and fellow employees, causing disruption of service or impairing operations.

8. Careless use of district property, neglect or disregard of safety practices resulting in damage, or an excessive number of accidents resulting in personal injury.

9. Possession of a deadly weapon on district property, unless duly authorized by the proper authorities.

10. Failure to obtain approval prior to engaging in nondistrict employment.

11. Failure to resign from non-district employment found to be a conflict of interest to the district as determined by the Chief.

12. Failure to report a personal injury or equipment damage immediately to one's supervisor.