

AGENDA

GOLDEN GATE FIRE CONTROL & RESCUE DISTRICT

4741 Golden Gate Parkway

DATE: June 8, 1993

TIME: 7:30 - 10:00 P.M.
Recess if not Completed

1. Pledge of Allegiance/Invocation
2. Approval of Agenda
3. Approval of Minutes, Date(s): 5/11/93

4. Old Business:
 - A. Update On Emergency Complex Agreement

5. New Business:
 - A. Approval for Chief to Attend Florida Fire Chiefs' Conference
 - B. Consideration to Approve Auditor's Engagement Letter
 - C. Approval to Purchase Fire Prevention Material (Jr. Fire Helmets)

6. Reports:
 - A. Operations
 - B. Expenditures
 - C. Association
 - D. Union

7. Adjourn

GOLDEN GATE FIRE CONTROL & RESCUE DISTRICT

COMMISSION MEETING

JUNE 8, 1993

THESE MINUTES ARE JUST HIGHLIGHTS OF THE MEETING. REFER TO THE RECORDED TAPE IF MORE INFORMATION IS NEEDED.

The board meeting of the Golden Gate Fire Commissioners opened with the Pledge of Allegiance and Invocation; all board members were in attendance. There were approximately 10 people in the audience.

Approval of Agenda:

- * A motion was made by Commissioner Budd and seconded by Commissioner Smith to approve the agenda as presented. Motion passed unanimously.

Approval of Minutes, Date(s): 5/11/93:

- * A motion was made by Commissioner Budd and seconded by Commissioner Smith to approve the minutes of the 5/11/93 meeting as written. Motion passed unanimously.

Update on Emergency Complex Agreement:

Chief Peterson stated that he had talked with the district's attorney, Kim Kobza, today and that Mr. Kobza had advised that he had reviewed the package of material that had been provided him regarding the agreement. The Chief advised that he is to meet with Mr. Kobza on Tuesday morning to go over some questions and that Mr. Kobza wants to set up a meeting with the County Attorney, Heidi Ashton. Mr. Kobza hopes to have a report for the Board by July's meeting and had indicated he would attend this meeting to assist with explanations. Mr. Kobza did agree that there are substantial changes to the paperwork up to this point. There are some key issues, one being the property and feels comfortable that we are in a good position with that.

Approval for Chief to Attend Florida Fire Chiefs' Conference:

Chief Peterson advised that this conference will be held in Ft. Myers July 17th - July 21st this year. There should be some updates on the continuing training that has been outlined at State level for a disaster response plan. The Chief also advised that he would not be staying up there, he would drive back and forth.

- * A motion was made by Commissioner Budd and seconded by Commissioner Smith to approve Chief Peterson attending the Florida Fire Chiefs' Conference July 17th - July 21st. Motion passed unanimously.

Consideration to Approve Auditor's Engagement Letter:

Chief Peterson advised that the copy of the engagement letter included in the meeting packet is pretty much the same as in previous years and that the auditing firm is the same one that the District has been using. Based on preliminary estimates the fee for the 1992/93 audit should be in the range of \$7,500 to \$7,800. They will outline things staff can do to keep the costs down. Last year's cost was \$7,500. Met with Nathan Phillips who, this year, will be overseeing the CPA doing the field work. An accounting software package was discussed at this time. Mr. Phillips will be getting back to us with some suggestions. At this time, the thought was to look at getting payroll on line first and then work into the general ledger later.

Chairman Strain stated if there would be a reduction in auditing fees if an accounting software package was used it could help justify the expenditure.

Commissioner Budd questioned staff and the other two commissioners regarding their relationship with them. Commissioner Budd wanted to know if it would be worthwhile to look at other accounting firms. Chief Peterson advised that this firm does do other fire departments and that there would be an additional one time charge for any new firm to come on board for the time needed to go over past history. Chairman Strain stated he was comfortable with this firm and that there are not that many firms out there experienced with governmental entities and this happens to be one that has done a very good job and has made excellent recommendations year after year.

- * A motion was made by Commissioner Smith and seconded by Commissioner Budd to approve Wentzel, Berry & Alvarez's engagement letter for fiscal year 1992/93. Motion passed unanimously.

Approval to Purchase Fire Prevention Material (Jr. Fire Helmets):

Chief Peterson stated that this year he would like to purchase 3,000 plastic fire helmets for the area school children which will be primarily used during fire prevention week but would also be given to kids when they tour the station. The cost would be \$750 and would be purchased from Herman Marketing. Monies would

come out of Code #4801 (Fire Prevention Material).

- * A motion was made by Commissioner Smith and seconded by Commissioner Budd to approve the purchase of the Jr. Fire Helmets to be used by the Chief and staff for distribution to the school children. Motion passed unanimously.

Operations Report:

Chief Peterson gave the following oral report:

1. Met with The Beacon Group Inc., an insurance company underwriter who will be getting back with a written quote on insurance for the department (general, workers comp. and health).

2. As mentioned earlier, had met with the auditor and discussed accounting software.

3. The Chairman and Chief had met with the new attorney, Kim Kobza. Should receive a letter of engagement from him later on this week. This letter will include the hourly fees plus the amount for a retainer of so many hours for looking into daily type functions. Chairman Strain requested the Chief to check and see how the other departments in the County handle attorney fees. Mr. Kobza had indicated his hourly fee would be \$125 with the fee for his staff members at \$100.

Mr. Kobza will be providing an opinion regarding the word change in the Disciplinary Actions S.O.P. when it was made an A.O.P.

4. Continuing to meet with Sheriff Hunter on the 800 MHZ County wide radio system. The Sheriff remains committed to the fire districts being allowed to participate in the process. At the Commission Meeting today the County Commission went with the Sheriff's proposal that an unbiased outside consultant be brought in to assist with drawing up the specifications. The Chiefs' Assoc. is pushing for County wide funding versus fire district user fees (the fire districts are currently not paying for the use of the present system).

5. The Chief will be out of town on vacation from June 15th to the 23rd. Captain Fischer will be taking calls from the 15th - 18th. Captain Swab will take over when he comes back from Ocala on the 18th.

Expenditures:

* A motion was made by Commissioner Smith and seconded by Commissioner Budd to approve the expenditures as presented. Motion passed unanimously.

Volunteer Association Report:

Art Gooley gave the following oral report:

1. Allocated \$100 to build a new bench out front at Station 70.
2. Formed a committee for medical supplies, so medical kits will all be restocked the same.

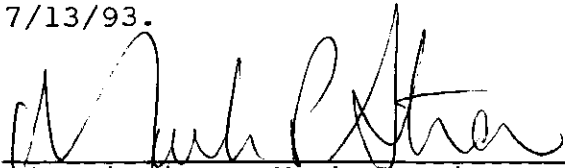
Union Report:

No report.

Adjournment:

* A motion was made by Commissioner Smith and seconded by Commissioner Budd to adjourn the meeting at 8:00 P.M. Motion passed unanimously.

Minutes of the 6/8/93 Commission Meeting were approved on 7/13/93.



Commissioner Mark Strain



Commissioner Gene Smith



Commissioner Russell Budd