

**SAN CARLOS PARK FIRE DISTRICT  
REGULAR BOARD MEETING  
August 10, 2023**

**RECORD OF PROCEEDINGS FROM JULY 13, 2023 REGULAR BOARD MEETING:**

Commissioner Hathaway opened the regular board meeting at 6:00 p.m.

Pledge of Allegiance

Moment of Silence

**ROLL CALL**

Chairperson Darleen Hathaway, Treasurer Steve Tokarz, Secretary Matt Fields, and Commissioner Mark Stirns attended. Fire Chief David Cambareri and Secretary Jennifer Bossi also attended. Vice-Chair Craig Weinbaum had an excused absence.

Meeting Paused: 6:01 p.m. \*Lieutenants Swearing In Ceremony

Meeting Resumed: 6:19 p.m.

**RECORD OF PROCEEDINGS**

There were no corrections to the June 8, 2023 Regular Board Meeting Minutes. *Commissioner Hathaway stated that the Record of Proceedings stand approved as read.*

**TREASURER'S REPORT**

*Commissioner Stirns moved to dispense with the reading of the accounts and read totals only. Commissioner Tokarz seconded. The motion was voted upon, with no questions, the motion carried unanimously.*

Commissioner Tokarz read the June 2023 Treasurer's Report.

*With no questions, Commissioner Hathaway stated that the Treasurer's Report stands approved for audit.*

*Commissioner Stirns moved to dispense with the reading of the bills and read totals only. Commissioner Fields seconded. The motion was voted upon, with no questions, the motion carried unanimously.*

Previously paid bills:	\$ 3,783.03
Payroll tax deductions:	\$ 150,256.72
Debit memos:	\$ 249,773.09
Monthly Bills to be paid:	<u>\$ 175,950.06</u>
Grand total:	<u>\$ 579,762.90</u>

\*Several Questions were brought to Fire Chief Cambareri, questions answered with a motion made.

*Commissioner Stirns motioned to pay the bills; Commissioner Fields seconded. The motion was voted upon, with no questions, the motion carried unanimously.*

**CHIEF'S REPORT**

Quarterly Report (3rd) – Fire Chief Cambareri reviewed the quarterly report. The District is currently running at 53.0%.

Fire & Rescue Calls – The San Carlos Park Fire Protection and Rescue Service District ran a total of 446 fire and rescue calls for the month of June 2023. Chief Cambareri then reviewed the fire/rescue comparison sheet.

Thank You Letters – Chief Cambareri presented the Board with a thank you card.

Proposed Budget 2023-2024 – Fire Chief Cambareri was in receipt of the DR420 Form, Certification of Taxable Value and the DR420MMP from the Lee County Property Appraiser for the Fire District. Maximum millage levy calculation as presented by the Department of Revenue are as follows:

- With a Board Majority vote of the Governing Body – 2.8402 (max.)
- Two thirds vote of the Governing Body – 3.1242
- Administration staff suggestion – 2.7000 (below max of 3.0000)

After the presentation of the 2023-2024 Proposed Budget, Fire Chief Cambareri and Administration staff suggest the millage rate 2.7000.

*Commissioner Stirns motioned to move forward and accept the administrative suggestion for a 2.7000 millage rate for the 2023-2024 fiscal budget. Commissioner Fields seconded. The motion was voted upon, with no questions, the motion carried unanimously.*

## **OLD BUSINESS**

### **Fiscal Year Audit 2022/2023**

Chief Cambareri updated the Board that the FY Audit 2022/2023 that has been scheduled for August.

### **Fitch & Associates Performance Audit**

Chief Cambareri informed the Board that the performance audit has been completed and all Board members should have received a copy of it for their review. The audit has been sent to the state by the deadline.

### **Strategic Planning Workshop**

Chief Cambareri reported that the Strategic Planning Workshop was successful and thanked the Board for allowing Commissioner Fields to attend.

## **NEW BUSINESS**

### **Florida Fixed Income Trust Investment Plan (Second)**

Chief Cambareri asked the Board for a motion approving him to invest up to \$2,000,000.00 in the Florida Fixed Income Trust. Discussion ensued. With no further questions a motion was made.

*Commissioner Tokarz motioned to allow Fire Chief Cambareri to invest up to \$2,000,000.00 in funds to the Florida Fixed Income Trust. Commissioner Stirns seconded. The motion was voted upon, with no further questions, the motion carried unanimously.*

### **D.R.O.P. Update**

Chief Cambareri updated the Board on some new changes regarding D.R.O.P. and the possible extension of years for those currently in the program. Chief Cambareri discussed two (2) members are currently in D.R.O.P. that are wishing to extend. Board of Fire Commissioners and Chief Cambareri agreed that as long as individuals remain productive and positive members of the District, extensions could be authorized.

### **Chapter 175 Schedule “A” Discussion**

Chief Cambareri informed the Board that he is in discussion with the Union regarding the Schedule “A”. This benefit is identical to those offered under the Florida Retirement System (FRS) except in regards to vesting years and employee contribution rate. We are working on mirroring the plans.

### **Receptionist/Data Entry Job Posting**

The District has posted a job availability for a receptionist/data entry position. We are accepting resumes until July 28, 2023.

**PUBLIC INPUT**

None

*Commissioner Hathaway adjourned the meeting at 6:58 p.m.*

Respectfully Submitted,

Commissioner Matthew Fields  
Secretary