

**SAN CARLOS PARK FIRE DISTRICT
REGULAR BOARD MEETING
DECEMBER 14, 2023**

RECORD OF PROCEEDINGS FROM NOVEMBER 9, 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, Vice-Chair Craig Weinbaum and Secretary Matt Fields attended. Assistant Chief Glen Van Brunt and Executive Assistant Jennifer Bossi all attended. Commissioner Mark Stirns and Treasurer Steve Tokarz were absent. (excused)

RECORD OF PROCEEDINGS

There were no corrections to the October 12, 2023 Regular Board Meeting Minutes. *Commissioner Hathaway stated that the Record of Proceedings stand approved as read.*

TREASURER’S REPORT

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

Commissioner Weinbaum read the October 2023 Treasurer’s Report.

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

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

Previously paid bills:	\$ 140,989.03
Payroll tax deductions:	\$ 177,295.60
Debit memos:	\$ 397,644.18
Monthly Bills to be paid:	<u>\$ 218,765.75</u>
Grand total:	\$ 934,694.56

Questions were answered, motion made:

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

CHIEF’S REPORT

TRIM/Truth in Millage & Maximum Millage Levy Calculation Final Disclosure – The District has received the determination letter from the Department of Revenue that states the District met the certification requirements.

DR422 Certification of Final Taxable Value – We are in receipt of the DR422 from the Property Appraisers office showing the final gross taxable value which has increased slightly by 0.11%

Board Organization– Just a reminder that Article III, Section 2 of the Bylaws states “at the December meeting each year, the Board shall elect from its members, a Chairperson, Vice Chairperson, Secretary and Treasurer. The Secretary and Treasurer may be the same person.”

Christmas – Once again the staff is set to help needy families in our area with meals and presents at Christmas. As in past years, we would like permission to use the petty cash account for all the money donated and dispersed to needy families.

Commissioner Weinbaum motioned to use the petty cash account for all the money donated to the secret Santa program be used and dispersed to the needy families. Commissioner Fields seconded the motion. The motion was voted upon, with no questions, the motion carried unanimously.

Promotional Swearing In-Ceremony – During the December Board meeting, Chief Cambareri will be swearing in Lieutenant Caley Frappier and Facility & Logistics Manager Richard Doupe.

Fire & Rescue Calls – The San Carlos Park Fire Protection and Rescue Service District ran a total of 469 fire and rescue calls for the month of October 2023. Assistant Chief Van Brunt then reviewed the fire/rescue comparison sheet.

OLD BUSINESS

Station 55 “Guaranteed Maximum Price” Proposal

Assistant Chief Van Brunt updated the Board on the guaranteed maximum price proposal meeting that was held with Wright Construction Group on November 6, 2023. After discussion, a motion was made.

Commissioner Weinbaum motioned to accept and approve the guaranteed maximum price proposal from Wright Construction Group. Commissioner Fields seconded. The motion was voted upon, with no questions, the motion carried.

Station 55 Generator

At the “GMP” meeting, it was suggested by Wright Construction Group to purchase the generator as soon as possible due to them taking an average of 24 months to receive. A purchase order was shared with Chairperson Hathaway for signature. (Purchase number 23-090)

Medical Director Agreement

Assistant Chief Van Brunt presented the Board with the Medical Director agreement for signature. Agreement for signed by Chairperson Hathaway and is considered executed.

NEW BUSINESS

None

PUBLIC INPUT

None

Commissioner Hathaway adjourned the meeting at 6:12 p.m.

Respectfully Submitted,

Commissioner Matthew Fields
Secretary