

**SAN CARLOS PARK FIRE DISTRICT  
REGULAR BOARD MEETING  
MAY 9, 2024**

**RECORD OF PROCEEDINGS FROM APRIL 11, 2024, REGULAR BOARD MEETING:**

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

Pledge of Allegiance

Moment of Silence

**Fire Commissioners Present:**

Chairperson Darleen Hathaway

Vice-Chair Craig Weinbaum

Treasurer Steve Tokarz

Secretary Matt Fields

Commissioner Mark Stirns \*entered meeting at 6:08 p.m.

**Administrative Staff Present:**

Assistant Chief Glen Van Brunt

Executive Assistant Jennifer Bossi

**RECORD OF PROCEEDINGS**

There were no corrections to the March 14, 2024, 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 Tokarz read the March 2024 Treasurer's Report.

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

*Commissioner Weinbaum 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:	\$ 14,790.88
Payroll tax deductions:	\$ 164,449.48
Debit memos:	\$ 488,629.00
Monthly Bills to be paid:	\$ <u>519,718.38</u>
Grand total:	\$1,187,587.74

Questions: 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**

Second Quarterly Report – Assistant Chief Van Brunt presented the Board with the second quarterly report. The district is currently at 32.2 %.

Fiscal Year 2022/2023 Audit Update – The 2022/2023 audit will be presented at the next regularly schedule Board meeting.

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 March 2024. Assistant Chief Van Brunt reviewed the fire/rescue comparison sheet. Staff has been busy with training, community events and station maintenance.

**OLD BUSINESS**

**Hydrant Maintenance**

Assistant Chief Van Brunt update the Board that hydrant maintenance is being completed at this time.

**Station 55 Update**

Assistant Chief Van Brunt informed the Board that the development order is still being processed for station 55 and more updates will be presented in the future.

**Awards Ceremony**

On behalf of Chief Cambareri, Assistant Chief Van Brunt thanked the Board for their continued support for staff and states that all members were happy with the outcome of the awards ceremony.

**NEW BUSINESS**

**Policies and Procedures**

Assistant Chief Van Brunt presented the Board with policy revisions to #304 Figure 1, updating the threshold for purchase order required category 1, revising the amount from \$300.00 to \$2500.00 due to changes with internal accounting procedures. This revision follows all Florida Statute requirements.

*Commissioner Weinbaum motioned to accept the revisions to policy and procedures, #304, Figure 1, updating the threshold for purchase orders from \$300.00 to \$2500.00. Commissioner Tokarz seconded; the motion was voted upon, with no questions, the motion carried unanimously.*

**Retirement Announcements**

Assistant Chief Van Brunt informed the Board that Division Chief Dan Sieber and Battalion Chief Jose Orama will be officially retiring on Monday, April 15, 2024. The Board congratulated them on their retirements.

**PUBLIC INPUT**

*Commissioner Hathaway adjourned the meeting at 6:10 p.m.*

Respectfully Submitted,

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Commissioner Matthew Fields  
Secretary