

**SAN CARLOS PARK FIRE DISTRICT  
REGULAR BOARD MEETING  
JULY 11, 2024**

**RECORD OF PROCEEDINGS FROM JUNE 20, 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

Treasurer Steve Tokarz

Commissioner Mark Stirns

**Administrative Staff Present:**

Fire Chief David Cambareri

Assistant Chief Glen Van Brunt

Division Chief Brad Altstatt

Division Chief Lucas Karth

Executive Assistant Jennifer Bossi

Public Information Officer, Alexis Rothring and Finance & Human Resource Director Kassandra Whidden attended via Zoom for the audit presentation only.

\*Commissioner Matt Fields and Commissioner Craig Weinbaum were absent, which was excused.

**RECORD OF PROCEEDINGS**

There were no corrections to the May 9, 2024, 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 May 2024 Treasurer's Report. (Note: the benevolent account has changed names to the compensated absences account.)

*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 Tokarz seconded. The motion was voted upon, with no questions, the motion carried unanimously.*

Previously paid bills:	\$ 74,511.61
Payroll tax deductions:	\$ 256,543.10
Debit memos:	\$ 381,676.56
Monthly Bills to be paid:	\$ <u>709,502.57</u>
Grand total:	\$1,422,233.84

Questions: answered, motion made:

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

**CHIEF'S REPORT**

2022-2023 Fiscal Year Audit Presentation – Mr. David Caplivski presented the Board with the 2022-2023 fiscal year audit. There were no deficiencies reported in the internal controls of the District and the District is in compliance with Government Auditing Standards.

Financial Disclosure Report Reminder – Chief Cambareri reminded the board that the online report is due by July 1, 2024.

Property Appraiser Estimate – Discussion occurred on the June estimate of the tax roll.

Thank You Letters – Chief Cambareri presented the Board with several thank you letters for their review.

Fire & Rescue Calls – The San Carlos Park Fire Protection and Rescue Service District ran a total of 485 fire and rescue calls for the month of May 2024. Assistant Chief Van Brunt reviewed the fire/rescue comparison sheet.

### **OLD BUSINESS**

#### **Station 55 Update**

Chief Cambareri informed the Board that the development order has been completed for station 55 and more updates will be presented in the future. Permitting is still occurring at this time.

#### **New Hires (8 Firefighters)**

Chief Cambareri announced that the District has hired 8 new firefighters that will begin their employment of July 1, 2024.

#### **Facility & Logistics Manager Support Technician**

Chief Cambareri also announced that the District has hired a part-time position of support technician to assist Facility and Logistics Manager Doupe.

#### **Live Fire Training**

Our suppression team got to participate in live fire training in the City of Fort Myers and it was a great training opportunity. Special thanks to Assistant Chief Van Brunt and Division Chief Altstatt.

#### **National Special District Coalition**

Chief Cambareri updated the Board on HR 7525 that passed. The bill now has 2 Texas Senators supporting the Bill.

#### **Interest Bearing Account Transfer Approval**

Chief Cambareri asked permission from the Board to move 2,000,000.00 in impact fee funds to the Florida Fit/Deep Blue investment interest bearing account.

*Commissioner Tokarz approved Chief Cambareri to move 2,000,000.00 of impact fee funds to a Florida Fit/Deep Blue Investment account; Commissioner Stirns seconded. The motion was voted upon, with no questions, the motion carried unanimously.*

### **NEW BUSINESS**

#### **Policy and Procedure Addition**

Chief Cambareri presented the Board with an addition to the policy and procedures, section 303. This revision adds section 303.5, Emergency Financial Plan and is recommended by the Florida Auditor General that states that it recommends each local entity retain 90-120 days of operating revenue in a restricted account. The District already has 120 of operating revenue in a restricted account. Language needed to be added to policy and procedures only.

*Commissioner Stirns motioned to accept the revision to policy and procedures, Section 303, adding Section 303.5 Emergency Financial Plan as recommended by the Florida Auditor General; Commissioner Tokarz seconded. The motion was voted upon, with no questions, the motion carried unanimously.*

#### **Commissioner Weinbaum Letter**

Chief Cambareri presented a letter to the Board from Commissioner Weinbaum.

#### **Station 56 Discussion ITEC Location**

Chief Cambareri updated the Board on property he may have found for Station 56 located at Innovation at ITEC III. Discussion ensued. After discussion a motion was made.

*Commissioner Stirns motioned to approve Chief Cambareri to have the District Attorney review the contract with Innovation at ITEC III regarding Station 56; Commissioner Tokarz seconded. The motion was voted upon, with no questions, the motion carried unanimously.*

### **PUBLIC INPUT**

Firefighter Josh Althouse thanked the Board, Chief Cambareri, Assistant Chief Van Brunt, Division Chief Altstatt and Battalion Chief Kolin Manning for their support

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

Respectfully Submitted,  
Commissioner Matthew Fields  
Secretary