



**BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING**

**September 9, 2009**

**MINUTES FROM AUGUST 11, 2009 REGULAR BOARD MEETING**

Commissioner Schweers opened the meeting at 5:00 p.m.

Silent Prayer

Pledge of Allegiance

**ROLL CALL**

Commissioner Sassano, Commissioner Messina and Commissioner Schweers were present. Commissioner Akins and Commissioner Levy were absent.

**AWARDS/PRESENTATION**

Chief Vanderbrook presented a five year pin to Public Relations Manager Susan Lindenmuth and the Employee of the Quarter award to LuAnn Delo.

**PUBLIC COMMENT ON AGENDA ITEMS**

No public comments were made.

**ITEMS TO BE PULLED FOR DISCUSSION**

No items to be pulled for discussion.

**CONSENT AGENDA**

*Commissioner Sassano made a motion to approve Consent Agenda items 1-9 as presented. Commissioner Messina seconded, all were in favor, motion carried.*

**ADMINISTRATIVE AGENDA**

- 1. APPROVE THE PREVENTIVE ELEVATOR MAINTENANCE AGREEMENT BETWEEN EFR AND GENERAL ELEVATOR SALES & SERVICE, INC. (G.E.S.S.) IN THE AMOUNT OF \$1,824.00.** Chief Vanderbrook provided a brief explanation. *Commissioner Messina made a motion to approve the agreement between EFR and G.E.S.S. in the amount of \$1,824.00. Commissioner Sassano seconded, all were in favor, motion carried.*
- 2. APPROVE THE SERVICE AGREEMENT BETWEEN EFR AND CONSERV BUILDING SERVICES FOR THE ADMINISTRATIVE COMPLEX IN THE AMOUNT OF \$6,925.00.** Chief Vanderbrook provided a brief explanation. *Commissioner Sassano made a motion to approve the agreement between EFR and ConServ Building Services in the amount of \$6,925.00. Commissioner Messina seconded, all were in favor, motion carried.*

3. **APPROVE PURCHASE OF A REPLACEMENT SERVER AND SOFTWARE.** Chief Vanderbrook provided a brief explanation. *Commissioner Sassano made a motion to approve the purchase of the replacement server and software. Commissioner Messina seconded, all were in favor, motion carried.*
4. **AUTHORIZE LARSONALLEN LLP TO PERFORM THE ANNUAL FINANCIAL AUDIT FOR FISCAL YEAR ENDING 9/30/2009 FOR EFR AT AN AMOUNT NOT TO EXCEED \$21,000 WHICH IS INCLUSIVE OF \$2,800 FOR THE AUDIT OF THE FIRE FIGHTERS PENSION PLAN; AUTHORIZING FIRE CHIEF TO SIGN ALL NECESSARY DOCUMENTATION TO CONSUMMATE SAID TRANSACTION.** Chief Vanderbrook provided a brief explanation. *Commissioner Messina made a motion to authorize the audit by LarsonAllen LLP for the fiscal year ending 9/30/2009. Commissioner Sassano seconded, all were in favor, motion carried.*
5. **ADOPT SOG 252 EFR FAMILY AND MEDICAL LEAVE (FMLA) POLICY.** Chief Vanderbrook provided a brief explanation. *Commissioner Messina made a motion to adopt SOG 252. Commissioner Sassano seconded, all were in favor, motion carried.*
6. **ACKNOWLEDGE RECEIPT OF MEMORANDUM OF UNDERSTANDING BETWEEN EFR AND DISTRICT 11 REFLECTING CHANGES TO THE DRIVER ENGINEER POSITION DESCRIPTION.** Chief Vanderbrook provided a brief explanation. *Commissioner Sassano made a motion acknowledging receipt of the MOU between EFR and District 11 reflecting changes to the Driver Engineer Position Description. Commissioner Messina seconded, all were in favor, motion carried.*

At this time, Chief Vanderbrook asked to recognize the promotion of Lieutenant Thomas Lentz. *Commissioner Schweers performed the swearing in of Lieutenant Thomas Lentz.*

7. **CONDUCT THE ANNUAL PERFORMANCE REVIEW OF THE FIRE CHIEF.** Discussion on the process and a written document from each commissioner to be placed in the personnel file of Chief Vanderbrook.

#### **WALK ON ITEMS**

No walk on items.

#### **FIRE CHIEF'S REPORT**

- First Public Hearing scheduled for Wednesday, September 9 at 5:01 p.m. with the regular Board meeting to follow.
- Final Public Hearing will be on Monday, September 14 at 5:01 p.m.
- TRIM Notices should be mailed around August 24
- Pre-construction on the boat
- Building oversights or repairs: gutters have been completed, working on the generator issue as well as the a/c issues.
- Consolidation study – we are on our 3<sup>rd</sup> revision of the first draft; Chief Vanderbrook, Chief Ippolito and Chief Kinsey have met and agreed to allow Tri-Data to extend their time in order to get the document and move forward.

- Medical priority dispatch which was presented by Kim Dickerson at the Lee County Fire Commissioners Forum begins at midnight on August 15.
- Discussed closest unit and the importance to maintain staffing levels.

*Commissioner Schweers asked for a motion to go into executive session to provide direction to Chief Vanderbrook regarding negotiations, wherein Commissioner Schweers, Commissioner Sassano, Commissioner Messana, Chief Vanderbrook and Finance Director White will be in attendance. Commissioner Messana made a motion to proceed into executive session. Commissioner Sassano seconded, all were in favor, motion carried.*

The tape recorder and microphones were turned off. All non-participants in the executive session were dismissed.

*Commissioner Schweers reconvened the meeting at 6:28 p.m.*

*The meeting was adjourned at 6:28 p.m.*

**Respectfully submitted,**

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Gayle M. Sassano, Secretary