



LEHIGH ACRES FIRE CONTROL AND RESCUE DISTRICT
NOTICE OF MEETING

A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS WILL BE HELD AT
MICROTEL INN & SUITES, 1320 BUSINESS WAY, LEHIGH ACRES
AT 4:00pm, Tuesday October 25, 2011

AGENDA

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

IN ATTENDANCE (ROLL CALL)

ADOPTION OF AGENDA

CONSENT AGENDA

- Approval of Minutes
- Treasurers Report

SOP's- (Assistant Chief, Ken Bennett)

Action Required

- Recommending the Board of Fire Commissioners approve the presented SOP 140.01- Standard Operating Policy on Work Place Safety.
Executive Summary October 2011-1 (pg 31) & 1a (pg 71)

Job Descriptions- (Assistant Chief, Ken Bennett)

Action Required

- Recommending the Board of Fire Commissioners approve the revised job descriptions for Mechanic and Secretary, as presented.
Executive Summary October 2011-2 (pg 79)

PRESENTATION

(No Action Required)

- **Representative Matt Caldwell, District 73**

PUBLIC COMMENTS ON AGENDA ITEMS

(3 min limit; no discussion by Commission)

DEPARTMENT REPORTS

- Chief
- Staff
- DVP 6 and 19
- Attorney's Report

COMMISSIONERS' REPORTS

UNFINISHED BUSINESS

Fire Fighter Reservist Program- (Chief Adams)

Action Required

- During the September 22, 2011, this agenda item was tabled. The Fire Chief requests the Board of Commissioners to consider establishing a Firefighter reservist program to supplement the level of service if the SAFER Grant is no longer viable.

Executive Summary October 2011- 3 (pg 86)

CERT Liability Insurance/Bouchard Insurance Representative - (Chief Adams)

Action Required

- During the September 22, 2011, meeting the Board requested to have a Bouchard Insurance representative present to discuss protecting the District from liability regarding the CERT program. Currently, the District is sponsoring the CERT program and the concern is a possible suit brought by a CERT participant as a result of injury during non-activated participation or a suit brought by a victim that they assist during activation.

Executive Summary October 2011- 4 (pg 99)

NEW BUSINESS

Health Insurance- (Chief Adams, Susan Platas, Administrative Assistant and Jeffrey Nickell, Logistics Manager)

Action Required

- To discuss and choose a health insurance company for the employees of the District from November 1, 2011 through September 30, 2012.

Executive Summary October 2011- 5 (pg 102)

CERT and the US Internal Revenue Code- (Commissioner Adams)

Action Required

- To have the CERT program organized under Section 501(c)3 of the U.S. Internal Revenue Code.

Executive Summary October 2011- 6 (pg 110)

GASB #54 Fund Balance Policy- (Ben Van Klingerren, Finance Manager)

Action Required

- Request the Board of Commissioners to adopt/establish a Fund Balance Policy consistent with the provisions of Governmental Accounting Standards Board Statement (GASB) No. 54 as presented.

Executive Summary October 2011- 7 (pg 112)

Venue/Location Change- (Ben Van Klingerren, Finance Manager)

Action Required

- Request venue/location change for November 22, 2011 regularly scheduled Commission meeting.

Executive Summary October 2011- 8 (pg 121)

Fire House Software- (Assistant Chief Ken Bennett)

Action Required

- Recommending the Board of Fire Commissioners approve the replacement of the current Incident and EMS Reporting, and staffing databases with a single database, ACS-Fire House.
Executive Summary October 2011- 9 (pg 123)
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Town Hall Meetings- (Commissioner Carter)

Action Required

- During the September 22, 2011 meeting Commissioner Carter requested to have Town Hall meetings added to the agenda.
Executive Summary October 2011- 10 (pg 130)
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Christmas Toys- (Commissioner Carter)

Action Required

- During the September 22, 2011 meeting Commissioner Carter requested Christmas toys be added to the agenda.
Executive Summary October 2011- 11 (pg 131)
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PUBLIC COMMENT ON NON-AGENDA ITEMS

(3 min limit; no discussion by Commission)

COMMISSIONER'S COMMENTS

ADMINISTRATIVE COMMENTS

ADJOURNMENT

Any person wishing to appeal an official decision made on any subject by the Board of Fire Commissioners, Lehigh Acres Fire Control and Rescue District, at a meeting or hearing will need a verbatim record of the proceedings. This record must include the testimony and evidence upon which the appeal is to be based. If an individual requires special aid or services as addressed in the Americans With Disabilities Act (ADA), please contact the Fire Chief at (239) 303.5300. If the Fire Chief is not available, please contact staff at the same number.