

**WEST MANATEE FIRE & RESCUE DISTRICT
SPECIAL COMMISSION MEETING**

*Minutes of April 1, 2018
Administration Building*

The meeting was called to order at 4:30 p.m. with the following members present: David Bishop, Randy Cooper, George Harris, Al Robinson and Larry Jennis. The Pledge of Allegiance was followed by a moment of silence and the oath.

PUBLIC COMMENTS: None

SPECIAL BUSINESS: A Resolution was presented appointing Commissioner Robinson to sign closing documents. Commissioner Robinson motioned to approve Resolution 2019-01; seconded by Commissioner Harris; motion passed unanimously. Administrative Finance Clerk Setefano read the resolution title: Resolution 2019-01 a Resolution of the West Manatee Fire and Rescue District ratifying the sale of its administration building to Oasis Middle School, Inc., Appointing Commissioner Al Robinson as the District's official signatory on all closing documents; Appointing Fire Chief Thomas Sousa to sign all closing documents in his official capacity where necessary and appropriate.


CHANGE TO AGENDA: New Administration Building

A. *New Administration Building:* Chief Sousa stated that he has been continuing to look at parcels for the administration building and would like the board to authorize him to purchase pending board approval and to bring details and negotiate a deal. Chairman Bishop motioned to authorize Chief Sousa to negotiate the terms and conditions to purchase a parcel for the administration building pending board approval. Also, for Commissioner Cooper to help coordinate and be the board representative for the search and negotiations; seconded by Commissioner Jennis; motion passed unanimously.

ADJOURNMENT: Chairman Bishop adjourned the meeting at 4:44 pm

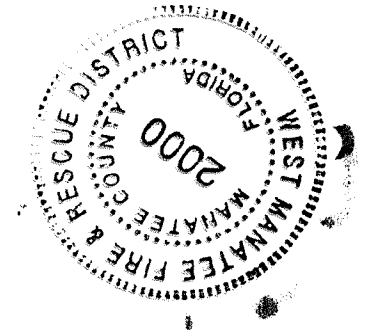


Chairman



Secretary

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**WEST MANATEE FIRE & RESCUE DISTRICT COMMISSION
REGULAR MEETING**

*Revised Minutes of March 19, 2019
Administration Building*

The meeting was called to order at 6:03 pm with the following members present: David Bishop, Randy Cooper, George Harris, Larry Jennis and Al Robinson. The Pledge of Allegiance was followed by a moment of silence and the oath. Chairman Bishop announced that anyone wishing to provide public comment on any of the agenda items should fill out a Comment Card located at the table by the door and hand them in to the Chief.

CHANGES TO AGENDA: None

PUBLIC COMMENTS: None

CONSENT AGENDA: Commissioner Harris pulled minutes from consent agenda for further consideration. Commissioner Harris motioned to approve consent agenda; seconded by Commissioner Cooper; motion passed unanimously.

CARRIED FROM CONSENT AGENDA: Commissioner Harris had some suggestions on the minutes that Administrative Assistant Kichar revised as presented. Commissioner Jennis motioned to approve revised minutes; seconded by Commissioner Cooper; discussion followed. Motion passed unanimously.

COMMUNICATIONS: Received correspondence from Preferred Governmental (our work comp carrier) that the annual grant application that was submitted by BC Rigney has been approved and awarded for the \$5,000 that was applied towards the air pack purchase. Correspondence regarding the annual Sunshine Law/Ethic class that will be held Thursday, May 23rd from 8:30 – 12:30 at the Bradenton Area Convention Center. Registration will start April 22nd. Letter from Pam Reed thanking BC Losek and FF Dillon. She recently had her hip replaced and they arranged a food chain for her, and it was greatly appreciated. Notes from Bob & Pat Gebo and Kathy Bower thanking FF/Paramedic Flores for the Friends and Family CPR class that he taught at Anna Maria Island Library.

OLD BUSINESS:

- A. *Administration Building Update:* Chief Sousa stated that we are scheduled to close on April 2nd. BC Kiernan and FM Davis have been working at the church to get it ready to move in. Movers are scheduled for March 26th. Chairman Bishop stated to make sure that there is a current certificate for the elevator at the church.
- B. *Succession Planning:* Commissioner Jennis stated that he is aware that the other board members have completed their interviews with BC Rigney. Commissioner Jennis motioned to appoint Battalion Chief Ben Rigney to the position of Fire Chief pending his contract negotiations with the Chairman of the Board; seconded by Commissioner Robinson. Chairman Bishop stated that they need to agree that they don't need a formal oral presentation. Commissioner Harris motioned for no oral presentation; seconded by Commissioner Cooper; motion passed unanimously. Chairman Bishop stated he would like first motion to be amended to state upon retirement of current Chief. Jennis and Robinson agreed. Commissioner Cooper stated he is well qualified and has good ideas; Commissioner Robinson stated he is very pleased with the candidate; Commissioner Harris stated he will be a fine Chief and Chairman Bishop stated that he couldn't be happier of where we have come from. Discussion ended. Motion passed unanimously.
- C. *Cortez Old Fire Station:* Chief Sousa stated that he spoke with the President of F.I.S.H. and they are going to have a local A.M. radio station using location. There are about 4 stipulations in the deed. Chief Sousa stated he recommends getting with our attorney to clean the deed up so there are no ties to us. Commissioner Harris stated it would be wise for the attorney to look at it and give us some recommendations. Chairman Bishop stated we need our attorney to review and give the pro's and con's. Chairman Bishop stated that this is under the threshold for needing a motion and we have a line item for attorney's fees.

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D. *Contract Services for Fire Chief/Administration:* Commissioner Harris stated that he and Chief Sousa met with Southern Manatee's Chief, Chairman and Assistant Chief. This was an introductory meeting. Nothing to report until they meet with their board. Hopeful that we will be able to meet again before our next board meeting. Commissioner Jennis stated that the districts cooperate and collaborate every day without agreements. Chairman Bishop stated that he would like to see about amending title. It was agreed to change the title to "Contract Services with other Fire District's".

NEW BUSINESS:

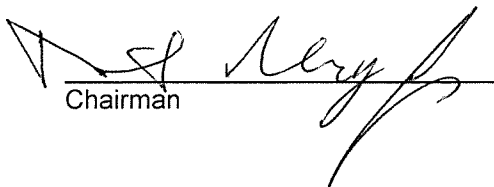
A. *RFQ for Architect:* Chief Sousa stated that we will be out of administration building in a few weeks and after briefing the board in the fall about rehabbing St. 3 dorms and bathrooms. Would like to go out for an RFQ for Architect to start project at St. 3 and then keep them under contract until we find property or a building. Chairman Bishop stated that a Design, Bid, Build process is o.k., but you should also go out for a Construction Manager as well. Don't know if we want to piggy back a renovation project with new construction project. Suggest we split those items up. Concerning the St. 3 renovation, Commissioner Robinson inquired about the previous remodel and cost. Chief Sousa stated is was only a partial remodel and was around \$350,000 and was only one side of the building. Chairman Bishop stated that this would be separate RFQ's, one for Design Professional and one for Construction Manager and advertised separately noting that they would work together. Commissioner Jennis asked if we could give the Chief a more general authorization to explore various methods. Commissioner Jennis motioned to authorize Chief Sousa to move forward with selection of either an architect and/or a contractor to start the renovation process on St. 3; seconded by Commissioner Harris; motion passed unanimously.

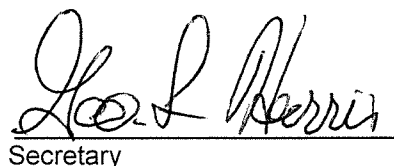
CHIEF'S REPORT: Chief Sousa stated that the boat is back in service. April we will need to have the mid-year budget review workshop. B.C. Losek's retirement ceremony is March 27th at 11:00 at Station 1. We will be moving admin on March 26th. B.C. Rigney reported that he and Julie Kichar went to Tallahassee last week for the Certified District Manager Program and now will be working on our projects.

COMMISSIONER'S COMMENTS: Commissioner Robinson stated he would like to be present for the closing on April 2nd. Commissioner Cooper motioned to allow Commissioner Robinson to sign closing documents on behalf of the Board; seconded by Commissioner Harris; motion passed unanimously. Commissioner Jennis wanted to thank staff for all the hard work in getting the new office ready. Also, thank you to B.C. Moore for all his efforts in getting the boat back in service.

NEXT MEETING: Mid-Year Budget Workshop on Tuesday, April 16th, 2018 at 5:00 pm followed by regular meeting at 6:00 pm at the Administration Building.

ADJOURNMENT: Chairman Bishop adjourned the meeting at 6:58 pm


Chairman


Secretary



(Seal)