

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

*Minutes of January 16, 2018
Administration Building*

ANNUAL AWARDS CEREMONY

The meeting was called to order at 6:33 pm with the following members present: Larry Jennis, George Harris, Randy Cooper, David Bishop and Al Robinson. The Pledge of Allegiance and a moment of silence were followed by the administration of the oath to all present. Chairman Jennis 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 Bishop motioned to approve consent agenda; seconded by Commissioner Harris; motion passed unanimously.

COMMUNICATIONS: Note of thanks from VFW for brining Santa on the Fire Truck. Letter of thanks from Ms. Betker to FM Davis and Inspector Kwiatkowski for speaking at their social club and answering so many questions for them.

CARRIED FROM CONSENT AGENDA: None

OLD BUSINESS:

- A. *Non-Transport ALS Discussion:* Chief Sousa reported that we are targeting February 1st to begin service on the island with Rescue 138. The goal is to have R138 to begin February 1st and then engine at Station 1 by June 1st. We should be in good shape to do three trucks in a year. We have received our ALS license from State of Florida. We have a permit for two vehicles. Commissioner Harris asked how leave will be handled for the three medics that will be starting. Chief Sousa stated that we may have to absorb some overtime until the others get up to speed. We will have a media event when the service is launched. Updates will be in Chief's Report for future. (remove from agenda)
- B. *Administration Building Update:* Chief Sousa reported that we have found a parcel that would suite the District's needs and the owner has agreed to purchase price of \$460,000 but not with contingency of sale of this property. We would need to do renovations which would be approximately \$200,000 or more. Discussion followed. Commissioner Robinson motioned for Chief Sousa to be authorized to purchase subject building; seconded by Commissioner Cooper. Commissioner Robinson amended his motion as follows; motion for the Fire Chief and Commissioner Harris to enter into a purchase contract for the subject property in the amount of \$460,000 contingent upon the due diligence and closing cost to be determined and final approval of the Board; seconded by Commissioner Cooper; motion passed unanimously.

NEW BUSINESS:

- A. *Board Assignments:* All Board members will continue with the assignments from 2017.
- B. *Job Descriptions:* Chief Sousa stated that Chief Losek will be retiring in 14 months and we will be needing to replace the Battalion Chief position which is an appointed position by the Fire Chief. The current job description that is in place has been reviewed and a determination was made that there is a need to increase educational requirements to a Bachelor's Degree. The current Battalion Chief's will be grandfathered in. This will give our personnel a heads up of the requirements with target dates. The second part includes a Paramedic requirement, a Certified District Manager and a Florida Certified Labor Relations Professional. The next job description is for the Administrative Battalion Chief which already had the Bachelor's Degree and Paramedic requirement. The last one is for Fire Marshal which includes requirement of Bachelor's and Fire Code Administrator. A salary scale which includes a step plan has been established as well; which is a time and grade plan. Commissioner Harris asked if we are limiting the pool of applicants by the educational requirements of the Bachelor's for the Battalion Chief. Chief Sousa stated we are giving almost 4 years from now to obtain. Commissioner Bishop stated he is fine

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with education requirement as long as it is an accredited institution; however with the pay scale there should be some language at the discretion of the Chief; shouldn't be an automatic. Chief Sousa stated we could add language concerning this. Commissioner Harris stated he disagrees; these employees are at-will and can be let go anytime they are not meeting the expectations; prefers the rigid structure from a labor prospective. Chief Sousa stated we can add foot note at bottom of pay scale that states subject to satisfactory performance review. Commissioner Cooper motioned to adopt job descriptions as modified with satisfactory performance review; seconded by Commissioner Robinson; motion passed unanimously.

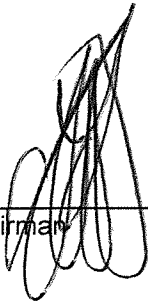
CHIEF'S REPORT: Chief Sousa stated that we have reached out to our bank and told them we were looking at three public investment pools to move our money to; they wanted the opportunity to increase the interest rate amount to 125 basis points; we will remain with our current banking institute. Our Association (WMFF Inc.), is proposing to sponsor a 5-K event on October 6, 2018 for fundraising for the Brian Reed Scholarship, WMFF Inc. and Don Bouwer who founded Ten-8 Fire Equipment and Bradenton Christian School. We have reached out to Ten-8 to partner with us as a fundraising event for a memorial to be called the West Manatee Fire Rescue Don Bouwer Memorial 5-K. We have the application for Robinson Preserve.

COMMISSIONER'S COMMENTS: Commissioner Cooper stated that the next Manatee County Fire Commissioners meeting will be on Monday, January 22 and he will send out a notice on it.

NEXT MEETING: Tuesday, February 20, 2018 at 6:00 pm at the Administration Building.

ADJOURNMENT: Chairman Jennis adjourned the meeting at 7:54 pm; motioned by Commissioner Robinson; seconded by Commissioner Harris; motion passed unanimously.

Chairman



Secretary

