

Board of Fire Commissioners

Seat (2) Linda O'Connor Chair
Seat (3) Francis Parrish Vice Chair
Seat (4) Betty Stewart Secretary
Seat (1) Kellie Stoddard Treasurer
Seat (5) Ebson Parrish



Duette Fire "and" Rescue District
Manatee County, Florida
35800 State Road 62, Duette Florida 34219
Ceburn Parker Fire Chief
Maggie Mooney District Attorney

THIS IS A MEETING OF THE DUETTE FIRE & RESCUE DISTRICT BOARD OF FIRE COMMISSIONERS. AS SUCH, ALL MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND. THE COMMISSION IS AUTHORIZED TO ENACT REASONABLE POLICIES TO ENSURE THE ORDERLY CONDUCT OF THIS MEETING. ACCORDINGLY, ANY PERSON WHOSE SPEECH OR CONDUCT DISRUPTS THE BUSINESS OF THIS MEETING WILL BE ASKED TO LEAVE.

BOARD OF FIRE COMMISSIONERS REGULAR MEETING MINUTES

January 3rd, 2023, 7:00 PM - Commission Chambers, 35800 State Road 62, Duette Florida 34219

1. Call to Order, Roll Call, Pledge of Allegiance & Invocation

- A. Linda O'Connor called the meeting to order.
- B. Invocation was done by Chaplin Douglas Randell.

2. Proclamations, Commendations & Special Presentations

- A. **Presentation:** Required Sunshine Law Presentation: Attorney David Jackson from Persson, Cohen, Mooney, Fernandez & Jackson, P.A. reviewed the Florida State Sunshine, Public Records and Ethics Law Procedures. Board question and discussion ensued based on the training.

4. Public to be Heard

At each meeting the Fire Commissioners sets aside time for the public to address issues not on the agenda.

- A. No one from the public chose to make any comments.

5. Any Additions or Deletion of Agenda Items.

- A. Voting for Commission Chair Positions was added by Commissioner Kellie Stoddard, No Discussion.

6. Approval of Consent Agenda

The purpose of the Consent Agenda is to expedite formal action on agenda items that are routine in nature. Any item on the Consent Agenda can be removed from the Consent Agenda and placed on the Regular Meeting Agenda by any member of the Fire Commission without a motion, a second, or a vote. Otherwise, all items on the Consent Agenda are voted upon in their totality by one action (motion, second, and vote)

A. Fire Board Meeting Minutes

- November 1st, 2022, Regular Meeting Minutes read by Commissioner Betty Stewart. No Discussion.

B. Treasurers Report

- Financial Report given by Commissioner Kellie Stoddard with balance of \$248,510.34. No Discussion.

Board of Fire Commissioners

Seat (2) Linda O'Connor Chair
Seat (3) Francis Parrish Vice Chair
Seat (4) Betty Stewart Secretary
Seat (1) Kellie Stoddard Treasurer
Seat (5) Ebson Parrish

**Duette Fire "and" Rescue District
Manatee County, Florida**

35800 State Road 62, Duette Florida 34219
Ceburn Parker Fire Chief
Maggie Mooney District Attorney

C. Fire Chief's Report.

- Fire Chiefs Report given by Fire Chief Rocky Parker. A discussion ensued between the commissioners and chief reference the agenda format at the advice of the fire district attorney.
- D. Motion made to accept the Consent Agenda by Commissioner Betty Stewart and seconded by Commissioner Epsen Parrish. All Commissioners voted yes there were none opposed.

7. Regular Agenda**A. Unfinished Business**

- 1) Performance Review There was a discussion between the commissioners and the chief reference the performance audit taking place. Due to the change of fire chiefs some time was needed for organization.
- 2) Emergency Purchase of the New Engine Update, Fire Chief Rocky Parker updated the Fire Commissioners on the status of the new fire engine which is estimated to be due by January 30th.
- 3) Pat Carlton had the district building evaluated then commented to Chief Leonard that he was retiring. A new contractor was needed for an exam of the building.

B. New Business

- 1) Resolution 23-01 District EIN & Appointing Banking Representative.
 - A new EIN number was created to conduct district business and this may result in a banking change. Resolution 23-01 was presented to authorize Commissioner Kellie Stoddard Treasurer and Fire Chief Rocky Parker as authorized signatures to conduct business on behalf of the district for banking purposes. A discussion ensued between the commissioners.
 - Motion made to accept Resolution by Commissioner Betty Stewart and seconded by Commissioner Epsen Parrish. All Commissioners voted yes there were none opposed.

Board of Fire Commissioners

Seat (2) Linda O'Connor Chair
Seat (3) Francis Parrish Vice Chair
Seat (4) Betty Stewart Secretary
Seat (1) Kellie Stoddard Treasurer
Seat (5) Ebson Parrish

**Duette Fire "and" Rescue District****Manatee County, Florida**

35800 State Road 62, Duette Florida 34219
Ceburn Parker Fire Chief
Maggie Mooney District Attorney

2) Approval of Commission Meeting Calendar Dates 2023.

- A discussion ensued between the Fire Commissioners who agreed on the 2023 calendar dates of February 7th, March 7th, April 4th, May 2nd, June 6th, August 1st, September 5th and September 12th for the 2023 Calendar dates all scheduled for the Commission Chambers 35800 SR 62 Duette Florida 34219 at 7pm.
- Motion was made to accept the 2023 Commission Calendar by Commissioner Kellie Stoddard and seconded by Commissioner Betty Stewart. All Commissioners voted yes there were none opposed.

3) Public Records District Emails.

- All Fire Commissioners were issued District Emails to comply with Florida Sunshine Laws.

4) Old Engine 1611

- Fire Chief Rocky Parker asked the commissioners what they wanted to do with the old engine 1611. A Discussion ensued between the Commissioners about making old 1611 Surplus.
- Motion made to surplus the old engine 1611 by Commissioner Betty Stewart and seconded by Commissioner Ebson Parrish. All Commissioners voted yes there were none opposed.

5) Election of Commission Officers.

- A discussion ensued between the Commissioners on the election of commission officers. Commissioner Kellie Stoddard was re-elected as the Commission Treasurer, Betty Stewart Commission Secretary, Ebson Parrish Commission Chair, and Linda O'Connor Commission Vice Chair.
- Motion made to accept the Commission Election by Commissioner Kellie Stoddard and seconded by Commissioner Ebson Parrish. All Commissioners voted yes there were none opposed.

6) Fire Chief Secondary Employment

- Fire Chief Rocky Parker ask the commission if they would accept him taking a position as a flight paramedic as well to supplement income. A discussion ensued between the commissioners.

Board of Fire Commissioners

Seat (2) Linda O'Connor Chair
Seat (3) Francis Parrish Vice Chair
Seat (4) Betty Stewart Secretary
Seat (1) Kellie Stoddard Treasurer
Seat (5) Ebson Parrish

**Duette Fire "and" Rescue District
Manatee County, Florida**

35800 State Road 62, Duette Florida 34219
Ceburn Parker Fire Chief
Maggie Mooney District Attorney

- Motion made to accept the Fire Chief working as a Flight Paramedic by Commissioner Kellie Stoddard and seconded by Commissioner Ebson Parrish. All Commissioners voted yes there were none opposed.

10. Board of Fire Commissioners Comments.

- There were no comments by the Fire Commissioners.

11. District Attorney Comments.

- Not Present.

12. Fire Chief Comments.

- There were no comments by the Fire Chief.

13. Determination of Excused Absences.

- There were no Commissioner Absences.

13. Next Meeting

- February 7th, 2023, 7:00 PM - Commission Chambers, 35800 State Road 62, Duette Florida 34219

14. Adjournment.

- Motion made to adjourn at 8:40pm by Commissioner Kellie Stoddard and seconded by Commissioner Betty Stewart. All Commissioners voted yes there were none opposed.

No verbatim record by a certified court recorder is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105 Florida Statutes).

In accordance with the American with Disabilities Act and Sections 286.26 Florida Statutes, persons needing special accommodations to participate in this proceeding should contact the Fire Chief's Office at 941-776-9900 seventy-two (72) hours in advance of this meeting.



DUETTE FIRE RESCUE DISTRICT

MEMORANDUM

TO: Board of Fire Commissioners
FROM: Fire Chief, Rocky Parker
REPORT DATE: 01/03/2023
MEETING DATE: 01/03/2023
SUBJECT: Fire Chief Report

1. All apparatus with the exception of 1611 is in service.
2. December Run Report:

1. 12/07/2022	MVA No 11000 State Rd 37	No Patient
2. 12/08/2022	Wellness Check on station	
3. 12/12/2022	MVA 62 & Duette Rd	Cancelled enroute
4. 12/13/2022	MVA 62 & Saffold Rd	Cancelled by 1600
5. 12/16/2022	Mutual Aid Standby North River	
6. 12/16/2022	MVA	No Patient
7. 12/18/2022	Small Unattended Burn Pile	Extinguished
8. 12/21/2022	MVA SR62 & CR39	Haz-Mat
9. 12/26/2022	Chest Pain Country Store	1 STEMI Flown
10. 12/26/2022	MVA Double Fatality Car Fire	1 Trauma Alert
11. 12/26/2022	Assist the Police	Body Removal
3. 1 Firefighter Injury this month On Station during Christmas Party Event.
Submitted to workers Compensation for payment. He has been released back to duty.
4. I have been auditing the district to establish a list of necessary items for change or repairs of the building and equipment.
5. I have a New EIN number for the District.
6. I have purchased a new generator and portable light for crash scenes.
7. Created District Emails based on Sunshine Law & Public Records.
8. Created new Agenda Format, I will be completing the minutes
9. I completed the financial application for the New Engine 1611 which was approved.
10. I have submitted a cost recovery for a haz-mat scene call on December 21st 2022 with Southern Manatee Fire Rescue for \$693.04.
11. I am in the process of creating rules and regulations for the volunteers.

RESOLUTION 2022-12

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF THE DUETTE FIRE AND RESCUE DISTRICT OF MANATEE COUNTY, FLORIDA, APPROVING THE IRS EIN NUMBER FOR THE DUETTE FIRE DISTRICT AND AUTHORIZING FIRE DISTRICT OFFICIALS TO HAVE SIGNATORY AUTHORITY ON FIRE DISTRICT BANK ACCOUNTS, TO ESTABLISH A NEW BANK ACCOUNT AS NECESSARY FOR THE EIN NUMBER, AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Florida Statutes provide that independent special districts shall have the governmental, corporate, and proprietary powers to enable them to conduct district government, perform district functions, and render district service, and exercise any power for district purposes, except when expressly prohibited by law; and

WHEREAS, Section 7 of the District Charter of the Duette Fire and Rescue District empowers the District to adopt, amend, or repeal such ordinances and resolutions as may be required for the proper governing of the District; and

WHEREAS, The District has been assigned a new EIN Number by the IRS which may necessitate a banking change,

WHEREAS, the District currently has two business banking accounts with Fifth/Third Bank and has one business banking account with Bank of America. Fifth/Third and Bank of America Banks require that any change in the signature card be approved by the District via resolution; and

WHEREAS, Ceburn Parker Fire Chief was selected as the Fire Chief for the Duette Fire District as of the 6th day of December, 2022, necessitating a change in the signature cards referenced above in addition to Kellie Stoddard Commissioner Treasurer.

IT IS HEREBY RESOLVED BY THE DUETTE FIRE RESCUE DISTRICT AS FOLLOWS:

SECTION 1. INCORPORATION OF WHEREAS CLAUSES. THE ABOVE "WHEREAS" CLAUSES ARE HEREBY INCORPORATED BY REFERENCE AS THOUGH FULLY SET FORTH HEREIN.

SECTION 2. AUTHORIZATION TO SIGN BUSINESS ACCOUNT SIGNATURE CARD FOR THE CURRENT FIFTH/THIRD AND BANK OF AMERICA ACCOUNTS AND AUTHORIZING THE ESTABLISHMENT OF NEW ACCOUNTS AS NECESSARY TO CONDUCT DISTRICT BUSINESS FOR THE NEWLY ASSIGNED IRS EIN NUMBER 92-1485891. THE FOLLOWING PERSONS ARE HEREBY AUTHORIZED TO SIGN THE SIGNATURE CARDS FOR THE DISTRICT BUSINESS ACCOUNTS NEWLY CREATED OF HELD BY FIFTH/ BANK UNDER ACCOUNTS # xxxxxxxxx1627, xxxxxxxxx0961, AND BANK OF AMERICA xxxxxxxxx9099, TO PERFORM THE NORMAL MINISTERIAL FUNCTION WHICH ACCOMPANY SUCH AUTHORITY:

KELLIE STODDARD, COMMISSIONER TREASURER,
CEBURN PARKER, FIRE CHIEF

SECTION 3. CONTINUITY OF AUTHORIZATION. THE PERSON(S) SET FORTH IN SECTION 2 SHALL CONTINUE TO HAVE THE INDICATED AUTHORITY ON BEHALF OF THE DISTRICT UNTIL SUCH TIME AS THE DISTRICT PASSES A SUPERSEDING RESOLUTION.

SECTION 4. EFFECTIVE DATE. THIS RESOLUTION SHALL TAKE EFFECT IMMEDIATELY UPON ITS ADOPTION BY THE BOARD OF FIRE COMMISSIONERS FOR THE DUETTE FIRE AND RESCUE DISTRICT.

PASSED AND DULY ADOPTED this 3rd day of January, 2023.

Motion by: Kellie Stoddard

Seconded By: Betty Stewart-Bacon

FINAL VOTE ON ADOPTION

Commissioner Kellie Stoddard	<u>yes</u>
Commissioner Betty Stewart	<u>yes</u>
Commissioner Francis Parrish	<u>yes</u>
Commissioner Ebson Parrish	<u>yes</u>
Commission Chair Linda O'Connor	<u>yes</u>

Linda O'Connor
Linda O'Connor
Commission Chair

ATTEST:

Betty Stewart, sec.
Betty Stewart
Commission Secretary