

**SAN CARLOS PARK FIRE DISTRICT  
REGULAR BOARD MEETING  
DECEMBER 12, 2024**

**RECORD OF PROCEEDINGS FROM NOVEMBER 14, 2024, REGULAR BOARD MEETING:**

Commissioner Hathaway opened the regular board meeting at 6:00 p.m.

Pledge of Allegiance

Moment of Silence

**ROLL CALL**

Chairperson Darleen Hathaway, Treasurer Steve Tokarz, Secretary Matt Fields, and Commissioner Mark Stirns attended. Chief David Cambareri, Assistant Chief Glen Van Brunt, Division Chief Brad Altstatt and Executive Assistant Jennifer Bossi also attended. Commissioner Craig Weinbaum had an excused absence.

**RECORD OF PROCEEDINGS**

There were no corrections to the October 17, 2024, Regular Board Meeting Minutes. *Commissioner Hathaway stated that the Record of Proceedings stand approved as read.*

**TREASURERS REPORT**

*Commissioner Stirns moved to dispense with the reading of the accounts and read totals only. Commissioner Fields seconded. The motion was voted upon, with no questions, the motion carried unanimously.*

Commissioner Tokarz read the November 2024 Treasurer's Report.

*With no questions, Commissioner Hathaway stated that the Treasurer's Report stands approved for audit.*

*Commissioner Stirns moved to dispense with the reading of the bills and read totals only. Commissioner Tokarz seconded. The motion was voted upon, with no questions, the motion carried unanimously.*

Previously paid bills:	\$ 143,502.32
Payroll tax deductions:	\$ 200,787.50
Debit memos:	\$ 410,411.30
Monthly Bills to be paid:	<u>\$ 271,721.12</u>
Grand total:	\$1,026,422.24

*Commissioner Stirns motioned to pay the bills; Commissioner Fields seconded. The motion was voted upon, with no questions, the motion carried unanimously.*

**CHIEF'S REPORT**

TRIM/Truth in Millage & Maximum Millage Levy Calculation Final Disclosure – The District has received the determination letter from the Department of Revenue that states the District met the certification requirements.

DR422 Certification of Final Taxable Value – We are in receipt of the DR422 from the Property Appraisers office showing the final gross taxable value which has increased slightly by 1.58%

Board Organization– Just a reminder that Article III, Section 2 of the Bylaws states “at the December meeting each year, the Board shall elect from its members, a Chairperson, Vice Chairperson, Secretary and Treasurer. The Secretary and Treasurer may be the same person.”

Christmas – Once again the staff is set to help needy families in our area with meals and presents at Christmas. As in past years, we would like permission to use the petty cash account for all the money donated and dispersed to needy families.

*Commissioner Fields motioned to use the petty cash account for all the money donated to the secret Santa program to be used and dispersed to the needy families. Commissioner Hathaway seconded the motion. The motion was voted upon, with no questions, the motion carried unanimously.*

Thank you Letters- Chief Cambareri presented the Board with thank you letters from the local schools thanking the District for their fire prevention programs.

Fire & Rescue Calls – The San Carlos Park Fire Protection and Rescue Service District ran a total of 543 fire and rescue calls for the month of October 2024. Assistant Chief Van Brunt then reviewed the fire/rescue comparison sheet.

## **OLD BUSINESS**

### **Annual Hose and Pump Testing**

Chief Cambareri informed the Board that all hose and pump testing has been completed.

### **Ladder and Air pack Testing**

Chief Cambareri informed the Board that the ladder and air pack testing has been scheduled and should be completed in the near future.

### **Hurricane Windows**

Station 51 has completed the hurricane window replacement.

### **Station 55 Update**

Chief Cambareri reviewed with the Board updates on the progress of Station 55.

### **Financial Policies Update**

Chief Cambareri updated the Board on the financial policy revision that are being completed by Raquel McIntosh.

## **NEW BUSINESS**

### **Fire Commissioner Seat 4 Discussion**

After a short discussion, a motion was made.

*Commissioner Tokarz motioned to appoint Mr. Craig Weinbaum to fill the vacant seat 4 of the Fire Commission. Commissioner Stirns seconded the motion. The motion was voted upon, with no questions, the motion carried unanimously.*

### **First Responder Prayer Night**

Chief Cambareri informed the Board that Lady of Light is having a prayer event for first responders on Tuesday, November 19 at 6:15 p.m. if they were interested in attending.

### **Consent Agenda Presentation**

Chief Cambareri presented the Board with a new revised consent agenda that will be the format at future meetings.

## **PUBLIC INPUT**

None

*Commissioner Hathaway adjourned the meeting at 6:08 p.m.*

Respectfully Submitted,  
Commissioner Matthew Fields  
Secretary