

NORTH RIVER FIRE DISTRICT
March 17, 2016 6:00 P.M. – STATION TWO

1. Open Meeting for the North River Fire District
2. Pledge of Allegiance to the Flag
3. Public Comment
4. Minutes of Meeting
5. Chaplain Introduction
6. Appointment of Firefighters’ Pension Trustee Position
7. Administration Restated Pension Document
8. Establish Public Hearing
9. Review of Commissioner By-laws
10. Fire Chief Evaluation
11. Financial Report
12. Administration Report
13. Commissioner Report
 - Commissioner Browning
 - Commissioner Bell
 - Commissioner Olmstead
 - Commissioner Willis
 - Commissioner Smith
 - Commissioner Alderman
14. Chairman’s Report

April						
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May						
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June						
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If any person desires to appeal any decision of the Fire Commissioner or of any other Board or Commission of the Fire District, that person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and any evidence upon which the appeals is to be based (F.S. 286.0105)
 The North River Fire District does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or in provision of services. Disabled individual may receive special accommodations in service on one working days notice. (F.S.286.11(6)).

SUPPLEMENTAL AGENDA MATERIAL NORTH RIVER FIRE COMMISSION –
MARCH 17, 2016

- | AGENDA | PAGE | |
|---------------|-------------|---|
| 4 | 5-6 | <u>February 18, 2016 Meeting Minutes</u>

ACTION NECESSARY:
Motion to approve/disapprove Minutes for February 18, 2016,
Second, Vote.
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| 5 | - | <u>Chaplain Introduction</u>

The department has retained a new Volunteer Chaplain “Cori Rigney”.
Cori and her husband, Ben, are raising three young children; a girl and two boys. Cori has been involved with youth ministry for seven years and is currently serving as the Youth Director at Pine Shores Presbyterian Church in Sarasota, Florida. She is working to earn a Master of Divinity degree through the distance program of the University of Dubuque Theological Seminary in Dubuque, Iowa. She will graduate on May 14, 2016.
Because of her husband’s job at the fire department, Cori has experience being around firefighters and their families; knowing the expectations, demands and challenges they face each day. Caring for the community of firefighters and their families is work she feels called to, and Cori is looking forward to learning more about serving as a chaplain and getting to know the women and men here at North River Fire District. |
| 6 | - | <u>Appointment of the North River Firefighters Pension Plan (NRFFPP), Citizen Trustee</u>

The District brings to the Board a resident of the district that qualifies to serve on the Pension Board after almost a year of vacancy in the said position. The District recommends Mary Egan a 20 year resident of the district as well as an administrative support staff for the District. Mary is not part of the NRFFPP.

ACTION NECESSARY:
Motion to approve/disapprove the appointment of Mary Egan as the Citizen Trustee for the NRFFPP through November of 2017.
Second, Vote.
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| 7 | 7
Insert | <u>Administrations Restated Pension Document & Resolution 2016-01</u>

The Fire District’s Administrative Pension Plan has been mandated by the IRS to adopt and update the prototype plan document on or before April 30, 2016. CS&L Pension department reviewed and updated the plan to meet IRS specification and cleaned up some verbiage making this plan once again a qualified document.

ACTION NECESSARY:
Motion to approve/disapprove the North River Fire District Money Purchase Plan and Resolution 2016-01, Second, Vote.
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SUPPLEMENTAL AGENDA MATERIAL NORTH RIVER FIRE COMMISSION –
MARCH 17, 2016

8 - **Establish Date of Public Hearing Regarding Proposed Fire Assessment Rates.**

ACTION NECESSARY:

Commissioners' decision to establish public hearing date of April 21, 2016. Motion to establish and advertise for public hearing, Second, Vote.

9 Insert **NRFD Fire Commissioners' By-laws formerly known as Commissioner Rules & Regulations**

Commissioners were provided with the current regulations and informed of needed updates and provided State Statutes to assist in any further changes.

ACTION NECESSARY:

Commissioners to discuss additions or deletions to the progressive By-laws; after attorney review bring back for Board approval.

10 Insert **Fire Chief Evaluation**

Commission to review and discuss the evaluation of the Fire Chief.

ACTION NECESSARY:

Commission to Motion, establish, approve/disapprove an annual increase effective March 10, 2016 per the excerpt from the contract below, Second, Vote.

- A. Future Salary Increases: All future determinations of whether to increase the FIRE CHIEF's annual salary beyond the amount provided in Section II (A), above, shall be made at the discretion of the DISTRICT's Board of Fire Commissioners. The Board of Fire Commissioners shall consider an annual salary increase for the FIRE CHIEF within 30 days of the Board of Fire Commissioners' annual performance review of the FIRE CHIEF as provided for in Section IV of this Amendment. Any such salary increase approved by the Board of Fire Commissioners shall be effective as of March 10, of the then current year. Provided the Board of Fire Commissioners has adopted an annual budget that provides for salary increases for all DISTRICT employees and the DISTRICT employees receive a salary increase, the Board of Fire Commissioners of the DISTRICT shall consider giving the FIRE CHIEF a three percent (3%) minimum annual salary increase of his adjusted annual salary for that current year.

SUPPLEMENTAL AGENDA MATERIAL NORTH RIVER FIRE COMMISSION –
MARCH 17, 2016

11 **8-15** **Financial report for the month of February 2016**

ACTION NECESSARY:

Commission approve/disapprove the financial report for the month of February 2016, Motion, Second, Vote.

12 - **Administrative Report**

1. Plan to Advertise, hire and train a new Administrative Assistant HR and other needed responsibilities within the next month or so.