

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

*Minutes of January 16, 2024  
Administration Building*

Special Presentations: Casey Fischbach was recognized for her promotion to 2<sup>nd</sup> Class Firefighter Paramedic. The 2023 awards were presented. David Miller and Mark Tuttle – 1 year of service; Cameron Frazier – 10 years of service; Rodney Kwiatkowski – 15 years of service; Jerrod Apple – Soteria; Zackary Misiura – Rookie of the Year; David Miller – Firefighter of the Year; Cameron Frazier – Officer of the Year.

The meeting was called to order at 6:25 p.m. with the following members present: Robert Bennett, Larry Jennis, David Bishop, Derrick Warner, and Billy Burke. The Pledge of Allegiance was followed by a moment of silence and the oath.

**CHANGES TO AGENDA:** None

**PUBLIC COMMENTS:** None

**CONSENT AGENDA:** Commissioner Burke motioned to approve the Consent Agenda as presented; seconded by Commissioner Bishop; motion passed unanimously.

**COMMUNICATIONS:** None

**CARRIED FROM CONSENT AGENDA:** None

**OLD BUSINESS:**

A. Transient Public Lodging Establishments (TPLE): Fire Marshal (FM) Kwiatkowski stated he and Bureau Administrator (BA) Leissler have completed the online training modules with Granicus. FM Kwiatkowski stated the market currently shows 4,776 active TPLEs including 1,600 new TPLEs that have been identified. FM Kwiatkowski explained that Compliance Notification letters have been designed, uploaded, and will be sent out soon to customers. FM Kwiatkowski stated 92% of the 304 currently inspected TPLEs are in compliance while the remaining 8% are awaiting reinspection.

**NEW BUSINESS:**

A. Committee Appointments: Chairman Warner confirmed the current committees. Manatee County Fire Commissioner's Association – Commissioner Bennett, alternate Commissioner Jennis; Barrier Island Elected Officials – Commissioner Burke; Awards/Appreciation – Commissioner Bishop; Safety Committee – Commissioner Bennett; Strategic Plan Committee – Commissioner Bishop; Engine Apparatus Committee – Commissioner Jennis; Banking & Finance Committee – Commissioner Burke; Total Patient Care – Chairman Warner; TPLEs – Chairman Warner; Council of Government – Chairman Warner volunteered. Commissioner Bennett motioned to appoint Chairman Warner as the Board Liaison for the Council on Government Committee; seconded by Commissioner Bishop; motion passed unanimously.

B. Payroll/Financial Software: Finance Clerk (FC) Larson explained that Microsoft Dynamics GP, the Districts current payroll software, is being phased out and no longer meets the needs of the District. FC Larson stated that she worked with Commissioner Burke and conversed with other fire district administrators to research other options. FC Larson stated she and Commissioner Burke want to recommend switching to Edmunds Gov Tech. FC Larson mentioned that this software will cost \$34,000 for the first year and \$16,000 per year after that. Commissioner Burke spoke on the many short falls of the current software and motioned to approve the purchase and implementation of Edmunds Gov Tech. Commissioner Jennis asked why the price differs in the first year. FC Larson explained that the first year includes the data conversion and training which could take 6 to 9 months. Commissioner Bennett seconded Commissioner Burke's motion; motion passed unanimously.

**CHIEF'S REPORT:** Chief Rigney thanked the Board for their confidence in Staff during the recent storms. He mentioned recent issues with flooding on Anna Maria Island and opportunities to get another high-water vehicle. Chief Rigney explained the process of obtaining a high-water vehicle from Florida Forestry Service. He stated they allow the District to use the vehicle as long as it is painted red and insured by the District. The

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City of Holmes Beach is in need of this benefit and will partner with the District when in need during flooding incidents. Chief Rigney then mentioned the ongoing issue of structure fires during storms involving water and electrical hazards noting that 5 such incidents occurred in a 2-hour time frame during a recent weather event. Chief Rigney stated he has begun to reach out to Florida Power & Light to research power options when these instances occur. Chief Rigney also gave an update on the Strategic Plan and stated the goal is to complete it by October. Deputy Chief Johnson then thanked the Board and Staff following the presentation of the 2023 Awards and stated WMFR has the best personnel. FM Kwiatkowski stated that on February 29<sup>th</sup>, Cedar Hammock is hosting the first Manatee County Board of Appeals Training and invited the Board. FM Kwiatkowski then spoke on the Mobile Food Vendors presentation given by Inspector Adkins at the Manatee County Fire Marshal's Committee meeting. He expressed its importance as representatives of Manatee County Land Development Code were in attendance. FM Kwiatkowski then stated that both new inspectors have passed and received their State Fire Inspector Certificates. Lastly, FM Kwiatkowski explained that WMFR is now operating under the 8<sup>th</sup> Edition of the Florida Fire Prevention Code effective December 31, 2023.


**OTHER REPORTS:** Administrative Assistant (AA) Wright stated Financial Disclosures will now be sent via email from the Electronic Financial Disclosure Management System and still due by July 1st. AA Wright stated paper forms will no longer be filed with the Supervisor of Elections office.

**COMMISSIONER'S COMMENTS:** Commissioner Burke thanked FC Larson and BA Leissler for their hard work in vetting payroll software companies. Commissioner Burke also thanked FM Kwiatkowski and BA Leissler for all their efforts in the selection, planning, and training for Granicus thus far. Commissioner Bennett thanked Staff for the good year as Chairman for 2023. Chairman Warner spoke on the rising concerns regarding flooding, electrical fires involving flooding, and emergency response related to those issues.

**NEXT MEETING:** Tuesday, February 20, at 6:00 p.m. at Administration building.

**ADJOURNMENT:** Chairman Bennett adjourned the meeting at 6:47 p.m.

  
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Chairman

  
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Secretary



