

**FORT MYERS SHORES FIRE & RESCUE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
May 17, 2018
MINUTES**

Call Meeting to Order

Commissioner Apperson called the meeting to order at 7:30 p.m. In attendance were Commissioners Ragen, Detzel, Schneider, Kimball and Apperson. Also in attendance were Chief Duncan, Assistant Chief Dowaliby, Administrative Assistant Howard, Captain Burrell, Chaplain Cords, Engineer Rewis, Engineer Clouse, Firefighter Simmons, and several other members of the district as well as members of the public and employees' families. Attorney Pringle arrived after the presentations.

Pledge of Allegiance followed by a Prayer Offered by Chaplain Cords

Amendments to the Agenda

- a. Old Business: Approve final cost estimate for Stair Replacement – not-to-exceed \$28,000.
- b. Old Business: Approve additional \$28.37 per person for physicals.
- c. New Business: Appoint Negotiating Team for Union Negotiations.

Presentations/Awards

Promotions:

- Firefighter Justin Simmons was promoted to Engineer and his father, Retired Chief Jimmy Simmons pinned his new badge on him after he was sworn in by Chief Duncan.
- Engineer Jeremy Clouse was promoted to Captain and Captain Summerall pinned his new badge on him after he was sworn in by Chief Duncan.
- Assistant Chief Dowaliby was sworn in as Chief.
- Administrative Assistant Howard presented Chief Duncan with his half of the Firefighter's mizpah necklace in honor of his upcoming retirement. The other half of the mizpah is framed with Chief Duncan's picture and dates of service and it will hang in the fire station.
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Approval of Minutes

The minutes for April 2018 were presented for approval. Commissioner Kimball made a motion to accept the minutes as presented. Commissioner Detzel seconded and the motion passed.

Treasurer's Report

First Bank - General Fund			
Opening Balance	February 1, 2018		\$1,830,019.14
Credits		\$61,642.19	
Debits		\$255,047.86	
Ending Balance	February 28, 2018		\$1,636,613.47
First Bank - Impact Fee Fund			
Opening Balance	February 1, 2018		\$505,451.89
Credits		\$31,129.94	
Debits		\$0	
Ending Balance	February 28, 2018		\$536,581.83
First Bank - CDARS			
4 Week Public Funds CD			\$2,000,000.00
13 Week Public Funds CD			\$2,000,000.00
26 Week Public Funds CD			\$2,000,000.00
Total CDARS			\$6,000,000.00
Total			\$8,173,195.30

Commissioner Ragen made a motion to accept the Treasurer's Report. Commissioner Schneider seconded and the motion passed.

Chief's Report

- Everyone continues to work hard and do a great job.
- E-One completed warranty work on Engine 83. The major item they took care of was the replacement of the rear tires because they were not wearing properly. They also replaced the weather stripping around the doors and adjusted the cab.
- The new stairs are being assembled and hopefully we will have them installed by the end of the month. We will discuss more about the stairs in Old Business.
- We received tax distribution #9 for \$29,658.03.
- Our Impact Fees for April were \$16,090.96.
- No meetings attended.
- Anniversaries this month: Engineer Dave Washburn – 12 years. Chief Dowaliby and Firefighter Austin Gee – 1 year.
- This is my last meeting as Chief; I would like to say a few words at the end of the meeting.

Commissioner Detzel made a motion to accept the Chief's Report. Commissioner Kimball seconded and the motion passed.

Assistant Chief's Report

Items of Interest

- I'd like to thank Chief Duncan for his support over the last year.
- Engineer Clouse, Volunteer FF Casey Gee and I travelled to Lake City to see the Florida Fire Service's depot of available vehicles and ancillary equipment. We came home with a truck full of valuable tools and equipment. I am writing for approval to get a vehicle to replace Brush 81 and to secure a pump to replace the damaged pump on Brush 81.
 - I received an email from Mike Weston, the director of Forestry here, that we can pick up an LMTV.
- The Volunteer Fire Assistance Grant program notice arrived and the 50/50 is only for the first \$10,000. The pump we need is \$14,000, but while we were in Lake City we found a pump that will work and we are currently going through the paperwork to get that at no cost to the department.
- We received our first communication about the decontamination grant. We will be receiving four kits.
- Engine 83 has returned from E-One. Engineer Clouse and FF Gee drove to Ocala to pick it up.
- We gained permission to use the SWF Training Academy's training door for forcible entry training.
- The new staff vehicle should be available next week for you to look at. I'd like to thank Engineer Rewis for his time and dedication to producing a great final product.
- Dan Sieber from San Carlos Park FD worked with us again as we move towards using the iPads more effectively.
- The men did a bang-up job removing the cobwebs from the bay ceiling.
- Engineer Rewis and I covered the Strike Team Leader and Assistant Position for Alva last weekend.
- FF Pledger has been accepted to the SWF USAR Task Force 6 as a civilian volunteer. The Task Force is working with us and the other departments in the East to defer the \$7,000 yearly fee. I have been working with them to get Captain Jones accepted and we just received word that he has been accepted.

- Captain Jones' shift and I attended a lock down drill at the Buckingham Exceptional School a couple of days ago. It was very interesting, very well organized. We are writing them a letter with some suggestions from a Fire Department point of view and hopefully they will be able to utilize some of our recommendations.
- Hurricane Season is about to start...
- A-Shift ran a structure fire last night. Captain Summerall, Engineer Clouse, Volunteer FF Peterson, and the rest of the crew did a great job.

Meetings Attended

- Fire Chiefs Association Meeting.
- Chief Duncan, Engineer Rewis and I will meet with FP&L tomorrow to continue talks for a confined space team.

Training Attended

- By next month's meeting we hope to have a new TV in the training room. We budgeted for two TV's mounted on the wall but now we feel that one TV on a stand that can easily be moved around the room will be best for our needs.
- Engineer Swindle continues to teach training classes in-house for Eight Points Education and Training. These classes go towards Florida State requirements.
- The men continue to train. We have a number of men working on their Bachelor and Associates degrees.
- Captain Jones, Engineer Swindle and FF Pledger will be conducting Rope Operations Level refresher training for all personnel.
- I sent an email to LCEMS to find out where we are in the process of getting the MOU finalized.
- Engineer Washburn and FF Whatley are attending the Peer Fitness training for behavioral and mental health intervention being held at Iona McGregor Fire Department.
- I attended a strategic planning class at the Florida State Fire College last week.

By next month's meeting we hope to have a new TV in the training room. We budgeted for two TV's mounted on the wall but now we feel that one TV on a stand that can easily be moved around the room will be best for our needs.

Commissioner Kimball made a motion to accept the Chief's Report. Commissioner Ragen seconded and the motion passed.

Attorney's Report

- Thanks to all of the firefighters, the chiefs, the board, and Debbie for all of your support of me and my family as we are going through some changes including becoming caregivers to my father. I brought him by the station and Captain Burrell visited with him – he enjoyed it and it was a nice way to get him out of the house for a little while.
- Congratulations to Chief Duncan on your retirement. It has been a pleasure working with you over the years and I appreciate your service to the district.

Commissioner Kimball made a motion to accept the Attorney's Report. Commissioner Schneider seconded and the motion passed

Fire Prevention Division Report

- a. Current Construction: Sweetwater Landing Boathouse 31 Restaurant
- b. New Construction: None to report.
- c. Projects Completed: Sweetwater Landing Boat Storage; Pebblebrook at the Verandah
- d. Revenues: The Division billed \$2,075.60 for the month.
- e. Meetings Attended: Lee County Fire Marshals & Inspectors Association
- f. Prevention Education: None to report.
- g. Inspections: The division completed 63 various fire inspections for the month and a total of 496 for the year.

Commissioner Detzel made a motion to accept the Prevention Report. Commissioner Schneider seconded and the motion passed.

Public Input on Agenda Items

None

Old Business

- Approve final cost estimate for the stair replacement. The budget was \$25,000.00 but we would like to get approval for a cost not-to-exceed \$28,000.00. The concrete and prep work are a little bit more extensive than originally estimated.

Commissioner Kimball made a motion to approve a cost not-to-exceed \$28,000.00 for the remaining staircase work. Commissioner Ragen seconded and the motion passed.

- Approve additional \$28.37 per person for physicals. There were some extra charges for a few of the services, including bloodwork, that Advance Medical was unaware of when they gave us the original quote. The total extra is \$510.66, which makes the new total per employee \$613.37. Commissioner Schneider made a motion to approve the \$28.37 per person additional cost for the physicals. Commissioner Detzel seconded and the motion passed.

New Business

- Approval for new gym equipment – Freemotion Dual Cable Cross machine - \$3,995.00. We budgeted up to \$7,000.00 to upgrade the gym equipment as part of our expanded wellness/fitness program.
Commissioner Schneider made a motion to approve the purchase. Commissioner Kimball seconded and the motion passed.
- Appoint the Negotiating Team for Bargaining Unit negotiations. In the past the District’s negotiating team has consisted of the Chief and Attorney Pringle.
Commissioner Schneider made a motion to appoint Chief Dowaliby and Attorney Pringle to be the District’s negotiating team. Commissioner Ragen seconded and the motion passed.

Public Input on Non-Agenda Items:

None

Union Report:

Captain Burrell said all is well.

Comments from Commissioners:

Commissioner Ragen: This is bittersweet – I’m going to miss Chief Duncan, but I am really happy that you’re leaving it in Chief Dowaliby’s competent hands. I am very impressed by everything I’ve seen so far.

I had to call you all out for a friend and the guys did a great job, they were really professional. I was surprised when Chief Dowaliby showed up as well.

Commissioner Detzel: Chief Duncan, it’s been a pleasure working with you and I hope you thoroughly enjoy your retirement. I’ll look forward to seeing you around the district. We look forward to working with Chief Dowaliby again. I know we’re in very good hands. I wish Sam well on his retirement as well. Congratulations to J.J. and Justin on their promotions.

Commissioner Schneider: I've known you for a long time and I've enjoyed working with you. Good luck in your retirement.

Commissioner Kimball: The changes that I've seen in the last 12 years show what the right leadership can do. We are heading in the right direction and all of your work has paid off. We have a good group of people coming up through the ranks.

Commissioner Apperson: This department has been really blessed to have Chief Duncan. I think he was a firefighter when I started on the board and I am so proud of the way he grew and the job he's done at the department. I am also proud that Chief Dowaliby was able to come back to the department and I'm proud to be part of this board.

Chief Duncan: First of all, thank you for all of your support. I grew up out here and unlike a lot of fire chiefs in the county, I got to work where I grew up – and where I've lived and raised my kids and where my Mom and Dad lived. It's a little different and it's special. I've been blessed and the thing I'm most proud of is the people we have working here. This department could not have made a better choice than Chris. I am so glad that he came back and he has made my last year so easy. He's going to do great things, we just have to keep him healthy and not let him work himself to death! It has truly been the honor of a lifetime to work for this organization. I started this job two weeks before I turned 20 years old so I've been here a while and I truly have been blessed and I thank you all for that.

Adjourn

Commissioner Detzel made a motion to adjourn. Commissioner Kimball seconded and the motion passed. Meeting was adjourned at 8:07 p.m.