

**FORT MYERS SHORES FIRE & RESCUE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
August 16, 2018
MINUTES**

Call Meeting to Order

Commissioner Apperson called the meeting to order at 7:31 p.m. In attendance were Commissioners Ragen, Detzel, Schneider, Kimball and Apperson. Also in attendance were Chief Dowaliby, Attorney Pringle, Administrative Assistant Howard, Engineer Rewis, Firefighter Peterson, Captain Jones, Engineer Poulton, Firefighter Pledger, Engineer/DVP Washburn and Chaplain Cords. Also present were Commissioner Apperson’s mother and numerous members of Firefighter Peterson’s family.

Pledge of Allegiance and Moment of Silence followed by a Prayer from Chaplain Cords

Amendments to the Agenda

New Business: Approve payment of \$3,580.00 for the third year of the Firehouse Clouse software.

Presentations/Awards

Firefighter Curt Peterson was sworn in by Chief Dowaliby.

Approval of Minutes

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

Treasurer’s Report

| First Bank - General Fund | | | |
|-------------------------------------|--------------------------|---------------------|-----------------------|
| Opening Balance | February 1, 2018 | | \$1,144,537.97 |
| Credits | | \$7,557.49 | |
| Debits | | \$238,304.12 | |
| Ending Balance | February 28, 2018 | | \$913,791.34 |
| First Bank - Impact Fee Fund | | | |
| Opening Balance | February 1, 2018 | | \$537,254.61 |
| Credits | | \$53,259.88 | |
| Debits | | \$0 | |
| Ending Balance | February 28, 2018 | | \$590,514.49 |
| 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 | | | \$7,504,305.83 |

Commissioner Kimball made a motion to accept the Treasurer’s Report. Commissioner Detzel seconded and the motion passed.

Chief’s Report

I have an interesting leadership position that many of my peers don’t. I am tasked with leading a group of leaders.

I want to thank Debbie for facilitating the July Board of Commissioners meeting. She came in even though she was not 10%. She truly is a gem and a marvelous member of the organization.

I would also like to commend C-Shift for the assistance they provided Bayshore FD on the morning of July 24th. I spent an extended period of time on the phone that morning with Chief Nisbet who couldn’t stop praising their effort, performance, and their refusal to leave when there was still help needed to finish with the mop up and investigation.

I walked out of the station one day and saw A-Shift hovering over the open hood of a car. The car had overheated, and the driver didn’t know what to do. A-Shift helped her resolve the problem and get on her way.

Then I had the privilege to work alongside B-Shift as they provided mutual aid for Tice FD on a recent house fire. They were able to remove four dogs. One of the dogs was limp and not breathing. LCEMS was able to revive the animal and I got to watch the look on the dog’s owner’s face and listen to the joy in his voice as he thanked everyone.

I would also like to compliment Engineer Rewis and Engineer Simmons for picking a good group of volunteers. We see them often and they are performing well above expectation as a group at this time.

Items of Interest

- We would like to wish Mr. Pringle a happy (belated) birthday at the end of July.
- Engineer Rewis and I attended the funeral for Fort Myers Police Officer Adam Jobbers-Miller. It was quite a tribute.
- I dropped Paul Martin from Kolter an email and a follow up voicemail and he responded to me today. We are going to meet soon to start discussing the lot next door.

- I met with the new Caloosahatchee Center Manager for the Florida Forestry Service, Sean Allen. We discussed the wildland-urban interface off Hickey Creek Road between Frank Road and Oak Creek Road. They are filling the position of Mitigation Specialist, so when they do the new person will contact us. We have a high hazard area filled with homes and the loss of property and life could be dramatic if we don't do some form of mitigation project in the area.
- Performance Air of SW Florida revised the air intake for one of the air conditioner units that feeds the gym, hallway and my office.
- The update of my vehicle repair is not good. I will know more at the meeting. It will be about another month being repaired.
- Mr. Pringle should have an update on the Lehigh lots.
- We are accepting applications for our volunteer program.
- The FP&L project is moving forward.
- We will discuss getting your permission to move forward with gaining a contract with Sweetwater Marina for a boat slip in New Business.
- We have achieved operational consolidation of emergency services in Lee County. I would like to discuss what the next step for Fort Myers Shores FD should be with our surrounding departments. What about Financial Services consolidation? In Alva, Chief Tiner is going to be retiring and there's a possibility that their Administrative Assistant, Sunny Sipes may be retiring as well. Considering how difficult it may be for them to hire somebody to fill her (part-time) position in a cost effective way for them, we might think about Debbie helping them out by doing their audit prep and the day to day bill paying and payroll.
There was some discussion about how that might work and there will be further discussion over the next fiscal year.
- The flooring in the gym seeps moisture. We discovered this when we were moving gym equipment. National Drying Technologies came in and did a free mold evaluation and bought two gallons of cleaning solution. Attached is a letter we wrote them. We did a moisture test and the floor failed. We got a quote for several thousand dollars but the guys did some research and found a much cheaper way to do it.
Engineer Poulton said that they will be able to buy the materials, rent the necessary equipment and complete the work on shift for a cost of less than \$1,000.00.
- I will take any questions you have concerning the budget draft you have as part of this packet.
- We will have an Executive Session after the meeting.

Meetings Attended

- Debbie and I met with VFIS for our liability insurance review. We will discuss this in New Business.
- The Advanced EMT program is stalled again.
- The Quarterly Marine Emergency Response Team training was cancelled due to the water quality in the river.

Training Attended

- The men attended a three day Co-op training at the SWF Training Academy. The topic was Incident Command. I received feedback from the training staff and our personnel performed great.
- Firefighter Mimbs continues to attend Paramedic School.
- Firefighter Hunt is at the Lake County Training Academy for Operations Level Rope Rescue.
- Captain Jones, Engineer Simmons and Firefighter Pledger attended a USAR communications class in Jupiter, Florida.
- Rope Operations Level refresher training continues for all personnel.
- We have a bid from National Rescue Consultants for the Confined Space Technician class. I talked with Jeff Moyer from FPL and they approved the bid of \$9,500. The dates are October 29th – November 2nd. I have kept DVP Washburn in the loop.
- The men continue to train. We have a number of men working on their Bachelor and Associate degrees.

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

Attorney's Report

- Habitat for Humanity's attorney is working on the title research for the donation of the Lehigh lots that are owned by the now dissolved Volunteer organization. We are hoping to work out the transfer of the non-buildable parcel on River Road in concert with the donation of the other lots. We have tried in the past to have Lee County take over the River Road lot but they didn't want anything except what they needed for the cul-de-sac. We are going to try to work out something with the adjacent landowner.

Commissioner Ragen made a motion to accept the Attorney's Report. Commissioner Detzel seconded and the motion passed

Fire Prevention Division Report

- Current Construction: Verandah River House Phase III
- New Construction: Storage King (Route 80 Storage) new building
- Projects Completed: None to report
- Revenues: The Division billed \$680.00 for the month.
- Meetings Attended: Lee County Fire Marshals & Inspectors Association
- Prevention Education: None to report
- Inspections: The division completed 35 various fire inspections for the month and a total of 496 for the year.

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

Public Input on Agenda Items

None

Old Business

None

New Business

- Approve filters for AirVac System, which is the filtration system in the bays. \$1,890.00
Commissioner Schneider made a motion to approve the purchase of the filters. Commissioner Ragen seconded and the motion passed.
- Approve moving \$500,000.00 from CDARS to Operating Account when necessary. We do this every year to carry us through the end of the fiscal year until we receive our first substantial Ad Valorem revenues in December.
Commissioner Detzel made a motion to approve the transfer. Commissioner Schneider seconded and the motion passed.
- Approve resolving the moisture and mold issues in the gym. – Withdrawn because we were able to do this in-house for considerably less than the quote.
- Approve VFIS Renewal:

- The Property, Liability, Auto and Excess Liability (Umbrella) renewal is \$24,985.50, which is an increase of \$1,012.56 or 4.22% over the current year. This includes some additional coverages such as making the auto policy the primary in the case of employees using their own vehicles for department business. It also includes a full year of the Chief's new vehicle. The Hurricane deductible on this policy is still \$250, which is a major advantage.
- The Accident & Sickness Policy renewal is \$5,720.00, which is an increase of \$98.00 or 1.7% over the current year. This is the contractually required worker's comp supplemental policy and covers both career and volunteer firefighters.
- The Special Risk Policy renewal is \$1,044.00 for a two year policy. This is an increase of \$93.00 or 9.8% over the current two year policy. This is the Line of Duty Death Benefit policy required by Florida State Statute and covers both career and volunteer firefighters.

Commissioner Detzel made a motion to approve the renewal of the VFIS policies. Commissioner Kimball seconded and the motion passed.

- Chief Dowaliby discussed a few highlights of the Fiscal Year 2018-2019 Budget Draft. Personnel costs include raises and moving Engineer Rewis to a 40 hour a week position of Deputy Chief and Fire Marshal. Even with the proposed raises and hiring a new employee to take Bobby's place on shift, our total personnel costs are proposed to be lower than last year's estimate. This is in part due to the fact that we had two higher paid employees, Chief Duncan and Captain Summerall, retire.
- Approve moving forward with negotiating the contract for the boat slip at Sweetwater Landing, to be effective sometime next fiscal year. The contract will need approval at the beginning of next fiscal year once it is completed.
Commissioner Detzel made a motion to approve moving forward with the contract negotiations. Commissioner Schneider seconded and the motion passed.
- Renew FireHouse Software contract. This is the third year of a five year contract. \$3,580.00. Commissioner Schneider made a motion to approve renewing the FireHouse software contract. Commissioner Ragen seconded and the motion passed.

Public Input on Non-Agenda Items:

None

Union Report:

DVP Washburn:

- C-Shift and A-Shift continue working on the gym.
- Captain Jones, Engineer Simmons and Firefighter Pledger attended a USAR Communications class.
- Captain Jones and Firefighter Pledger were voted in as full members of Task Force 6 USAR Team.
- I received a letter from the Riverdale Band about an upcoming trip to Disney and we are sponsoring one person.
- We have union negotiations coming up and we appreciate the good relationship we have here between the union and management.

Comments from Commissioners:

Everyone keep up the good work and be safe. Welcome to Firefighter Peterson. Thank you all for all you do.

Adjourn

Commissioner Detzel made a motion to adjourn. Commissioner Schneider seconded and the motion passed. Meeting was adjourned at 8:24 p.m.