

**FORT MYERS SHORES FIRE & RESCUE PROTECTION DISTRICT**  
**BOARD OF FIRE COMMISSIONERS**  
**January 17, 2019**  
**MINUTES**

**Call Meeting to Order**

Commissioner Apperson called the meeting to order at 7:33 p.m. In attendance were Commissioners Ragen, Detzel, Schneider, Kimball and Apperson. Also in attendance were Chief Dowaliby, Attorney Pringle, Deputy Chief Rewis, Administrative Assistant Howard, Chaplain Cords, Firefighter Janey and members of the department and public, including Alva FD Chief Brandon Kuhn.

**Pledge of Allegiance and Moment of Silence**

**Prayer by Chaplain Cords**

**Amendments to the Agenda**

1. New Business: Approve expenditure for piping the Brush Truck with the new pump. \$1,858.25
2. New Business: Discussion and possible action on recreation or setting up new non-profit for volunteer organization.
3. New Business: Give Attorney Pringle direction to begin process of getting the deed cleared so we can remodel/rebuild/expand Station 1.
4. New Business: Approve increased cost of nozzle for Brush Truck. \$3,212.78
5. New Business: Move forward with lease for slip at Sweetwater Landing and authorize Attorney Pringle to do contract.
6. New Business: Declare Toshiba DK401 Phone System surplus and authorize its disposal according to Florida Statutes. The system replacement was approved at an earlier meeting. Inventory Item #2000-006-3 at an original cost (fully depreciated now) of \$2,668.75

**Presentations/Awards**

Chief Dowaliby swore in Chaplain Paul Cords and Firefighter Bronson Janey.

**Approval of Minutes**

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

## Treasurer's Report

<b>Opening Balance</b>	<b>February 1, 2018</b>		<b>\$914,098.80</b>
<b>Credits</b>		<b>\$2,822,173.88</b>	
<b>Debits</b>		<b>\$241,086.42</b>	
<b>Ending Balance</b>	<b>February 28, 2018</b>		<b>\$3,495,186.26</b>
<b>Opening Balance</b>	<b>February 1, 2018</b>		<b>\$656,369.42</b>
<b>Credits</b>		<b>\$418.10</b>	
<b>Debits</b>		<b>\$0</b>	
<b>Ending Balance</b>	<b>February 28, 2018</b>		<b>\$656,787.52</b>
<b>4 Week Public Funds CD</b>			<b>\$1,500,000.00</b>
<b>13 Week Public Funds CD</b>			<b>\$2,000,000.00</b>
<b>26 Week Public Funds CD</b>			<b>\$2,000,000.00</b>
<b>Total CDARS</b>			<b>\$5,500,000.00</b>
<b>Total</b>			<b>\$9,651,973.78</b>

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

## Chief's Report

Happy New Year to everyone. I hope the holiday season treated you and the ones you care about well. I would like to thank DC Rewis and the Captains for stepping up during my leave. We have been busy around the station. The upstairs remodel work group has had three meetings and under New Business there will be some items for you to approve so the work can begin. We had a minor but still significant brush fire in River Hall. We had six departments and the strike team responding and ended up with about ten acres burned. We did some mop up and Captain Jones and Firefighter Janey went back out the next day to check for hot spots. Lehigh Acres did a great job with the initial response. No homes or structures were involved. We are going to be working with Forestry to look at doing some mitigation in a few areas that are at high risk.

It's hose testing month and we had 20 lengths fail, all of them over 10 years old. There is no NFPA requirement for replacing hose, but the international safety officers recommend 10 years. We will be replacing the hose and the total cost is \$5,696.70. None of it is capital since each section is under \$1,000 but we wanted to keep you informed.

EMS went "Condition Red" twice today and we had two calls during that time. Medic12 came from Hancock Bridge Parkway, and Medic 40 came from Page Field. As we look at approving our

MOU with Lee County, we don't know if that will go through or even be voted on, possibly because of the delay caused by the COPCN process the departments down south are involved in. We have already approved it but we don't know when the county will take action on it.

### **Items of Interest**

- We planned to have a plaque presentation to Stark Sullen Grading for removing the tree out in front of the station where we will have new parking spaces, but he wasn't able to attend the meeting. We will make sure he receives the plaque.
- We have five new volunteers who will be going through pre-screening and orientation.
- I took the Administrative Assistants from our surrounding departments to lunch for the holidays. It was a fun hour and a half. There was no expense to the District.
- We are moving along with the Strategic Plan.
- Paul Martin contacted me, but we haven't scheduled a time to meet yet.
- The new pump for the brush truck has shipped.
- Debbie is pleased with the new phone system that was installed.
- We are doing annual hose testing. There have been several lengths of hose that need replacing. None of these purchases will capital.
- Once again, the motor on Engine 82 is giving us problems. It was at Cummins Diesel and they did some repair work. We will have it evaluated again on February 11<sup>th</sup>. The test they will run then will determine our next course of action.
- Our new e-hydraulics tools have arrived. Alligator Towing will be dropping off five vehicles for us to train with.
- I received the first check for the Rotary Club Project. The goal is \$4,050 and we are \$250 closer!!
- I delivered turkey dinners to both the Salvation Army and the Nations Center.
- We have one birthday to celebrate this month; Engineer Ben Poulton.

### **Meetings Attended**

- I attended the Lee County Fire Chiefs Association (LCFCA) monthly meeting.
- I attended the Alva FD monthly commissioners meeting.
- I continue to stay in touch with the School Resource Officers. We are planning training for summertime.
- I met with the Remodel Work Group for a third time.

## **Training Attended**

- EMT certifications were all renewed.
- Target Solutions fire training was completed by all personnel.
- We have been approved to have three personnel in a USCG Boating Emergency Operator class to be held in March.
- I completed the FFS S-130 and S-190 classes.
- The active shooter training at Crossroads Baptist Church is set for January 29-31.
- We are still having issues with our EMT MOU training program.
- The next FPL confined space class is set up for Tice FD. We will offer openings to our volunteers and the Alva Fire Department.
- Firefighter Mimbs continues to attend Paramedic School.
- The men continue to train. We have several men working on their Bachelor and Associate degrees.

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

## **Attorney's Report**

Attorney Pringle said he has comment on several agenda items and he will reserve his comments until we get to those items.

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

## **Fire Prevention Division Report**

- Current Construction: King Storage (Route 80 Storage) second building; Sonshine Christian Academy School buildings; Auto Zone
- New Construction: None to report
- Projects Completed: None to report
- Revenues: The Division billed \$172.79 for the month of December and a total of \$5,120.39 for calendar year 2018.

- Meetings Attended: Lee County Fire Marshals and Inspectors Association; Lee County Fire Chiefs Association
- Prevention Education: Incident Command Co-op training with multiple districts in the county; Hydrant Flow Testing class
- Inspections: The division completed 7 various fire inspections for the month and a total of 381 for calendar year 2018.
- General Information: The new volunteers had their orientation last night and the current volunteers completed their American Heart Association Healthcare Provider CPR/AED course.

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

### **Public Input on Agenda Items**

None

### **Old Business**

1. Discussion of Lehigh Lots – will discuss in new business
2. Approval of Deputy Chief Fire Marshal Rewis’ contract as amended by Attorney Pringle to comply with current statutes as discussed at the December meeting  
Commissioner Kimball made a motion to approve the contract. Commissioner Schneider seconded and the motion passed.
3. Discussion of Chapter 191 Amendment –The proposed amendment to Chapter 191 would give the districts another tool to continue to fund services in the event of a severe downturn in ad valorem values. It would allow independent special fire districts to approve assessments to fund fire and rescue services by action of the Board without the need to go to a referendum of the voters. In the event the assessment option is ever used, the district would have to reduce the ad valorem millage it levies by 50% and it is a complicated formula about how to set the assessment. It would only be used if it was absolutely the only way to continue to provide fire and rescue services to the residents of our district in the case of a serious loss of ad valorem revenue. We would still have the option to go to a referendum to levy an assessment, just as we do now, and we could choose to go to a referendum to increase our millage cap. The proposed changes don’t take away any of our current paths to change our revenues, it just adds what is in effect a failsafe of sorts. If we were in the position that we lost, a huge portion of our ad valorem

revenues this would allow the Board to lower the district's ad valorem levy and levy a non-ad valorem assessment and keep our personnel and facilities operating, We are recommending that the district support the proposed change and contribute the requested \$3,500 toward the effort. The hope would be to never have to use the assessment but if it is available it could determine whether the districts could continue providing adequate service at some point in the future.

Attorney Pringle reviewed the costs associated with going to the voters with a referendum vote to increase the millage cap or levy an assessment under current law, which can run into the tens or hundreds of thousands of dollars with no guarantee that it will pass. Under normal circumstances and in a normal economic climate, that is the proper way to do it. However, if we ever find ourselves in another deep economic downturn, we may not have the time or funds to risk.

After some further discussion, Commissioner Ragen made a motion to support the proposed amendment to Chapter 191 and contribute \$3,500 to the legal effort. Commissioner Schneider seconded and the motion passed.

### **New Business**

1. Approval to begin the RFQ process for Station 2. We would like to place an ad for qualifications with the intention of choosing a design team, an engineering team and a project manager to oversee and coordinate all aspects of the construction of the second station and begin planning for replacing/ remodeling/expansion of the current facilities. Mr. Pringle said that if we do an RFQ along the same lines as he did at Lehigh Acres, we would ask for RFQ for a team to work on a continuing services agreement our projects as we are ready for them. Each step in the process would then become an amendment to the continuing services agreement and each project would have its own requirements.

There was some further discussion of the anticipated expansion of Highway 80 and the planned development of the district and how that will impact our plans for the stations.

Commissioner Ragen made a motion to have Mr. Pringle put together and place the RFQ ad. Commissioner Kimball seconded and the motion passed.

2. Approve expenditures for remodel of living quarters. We would like to get approval for a not-to-exceed total price. We will come back to the Board for approval of each individual capital expenditure including but not limited to: Flooring, Cabinets and Counter Tops, Appliances. We budgeted \$60,000 for the total and currently the bids/estimates are: Remodel – includes cabinets & countertops, flooring throughout, sinks, shower partitions, tile, electrical work, moving a/c

ducting, plumbing and labor at a total of \$40,921.35. The total of the quotes for the Furniture and Fixtures including beds with storage, mattresses, dining room table and chairs and kitchen appliances is \$25,616.00 for a total of \$65,907.35. Some of these items may come in lower than the quotes as we negotiate, and Pastor Cords has some contacts who may be able to help get the cost of some of the furniture and fixture items down. If necessary, we will be able to move funds from another line to cover the extra cost, but it is up to the Board to decide if you are comfortable approving the higher amount.

After some discussion the Board decided to approve an amount not-to-exceed \$68,000 including all items in the remodel and furniture and fixtures. The final totals on each capital item will be brought back for separate approval when a final total is known.

Commissioner Schneider made a motion to approve a not-to-exceed total of \$68,000 for the remodel, Commissioner Kimball seconded, and the motion passed.

3. Approve purchase of Forcible Entry Door for Training. This was budgeted at \$9,000 and we have three quotes ranging from \$7,225 to \$8,995. The guys would like to ask the board to purchase the middle priced one, the “Big Green Door” for \$7,400 including shipping.

Commissioner Kimball made a motion to approve the purchase of the “Big Green Door” forcible entry prop for \$7,400. Commissioner Ragen seconded and the motion passed.

4. Piping for Brush Truck pump for an estimated \$1,858.25. The pump was previously approved, and this is miscellaneous items necessary to get it hooked up and operational.

Commissioner Detzel made a motion to approve a not-to-exceed cost of \$2,000 for the piping and other miscellaneous parts necessary to get the new pump on the brush truck operational.

Commissioner Ragen seconded and the motion passed.

5. Volunteer Non-Profit Organization – We were looking at the lots we have and selling those to donate to a local cause, however we would like the Board to consider having Mr. Pringle either re-activate the Volunteer Non-Profit or set up a new one for the current volunteers and then use the money from the sale of the lots to begin funding the Volunteers. Mr. Pringle said it would be less expensive to set up a new non-profit entity and transfer the lots to them – several hundred dollars to set up a new non-profit vs. \$4,500 to re-activate the old one. That way, they can be sold and the funds used to train and equip the volunteers, which would save the District some money. Setting up a non-profit would also allow the volunteers to raise money in other ways.
6. Give Mr. Pringle the direction to begin the process of getting the deed for Station 1 cleared to allow us to merge the two lots and enable us to build as necessary on the current lot. There are restrictions in the deed that won’t allow us to have any loans on the property so that would rule

out any financing to remodel or rebuild the station. We currently don't have the ability to merge the property into one because of the deed restrictions on the original property. We are having trouble getting permits for the bunker gear storage shed and the new equipment shed because of the set-backs we need from the property line.

Commissioner Detzel made a motion to authorize Mr. Pringle to begin the process of clearing the deed to Station 1 so we can start working to plan the station that will eventually replace it.

Commissioner Ragen seconded and the motion passed.

7. Remote Control Nozzle for Brush Truck – this will replace the previous approval because the price has increased slightly since we received the original quote.

Commissioner Kimball made a motion to approve the purchase of the remote-control nozzle for \$3,212.78. Commissioner Schneider seconded and the motion passed.

8. Move forward with Sweetwater Landing lease for the boat slip. Authorize Mr. Pringle to review the contract and make any necessary changes.

Commissioner Ragen made a motion to move forward with the Sweetwater Landing lease for the boat slip at a rate of \$11 per foot per month and authorize Mr. Pringle to do the contract.

Commissioner Kimball seconded and the motion passed.

9. Declare the old phone system, which has now been replaced, surplus and authorize its disposal in compliance with Florida Statutes. Toshiba DK401 Phone System, #2000-006-3, original cost \$2,668.75.

Commissioner Schneider made a motion to declare the Toshiba DK401 phone system surplus and authorize its disposal under Florida Statutes. Commissioner Kimball seconded and the motion passed.

#### **Public Input on Non-Agenda Items:**

None

#### **Union Report:**

DVP Washburn thanked the Board for approving the remodel budget. They are working hard to try and save money and they really appreciate the Board's cooperation.

#### **Comments from Commissioners:**

The commissioners all said thanks for all the hard work and to be safe! Commissioner Ragen also thanked Chief Kuhn for coming to the meetings.



**Adjourn**

Commissioner Detzel made a motion to adjourn. Commissioner Kimball seconded and the motion passed. Meeting was adjourned at 9:04 p.m.