

**FORT MYERS SHORES FIRE & RESCUE PROTECTION DISTRICT**  
**BOARD OF FIRE COMMISSIONERS**  
**April 18, 2019**  
**MINUTES**

**Call Meeting to Order**

Commissioner Apperson called the meeting to order at 7:31 p.m. In attendance were Commissioners Detzel, Kimball, Schneider and Apperson. Commissioner Ragen was not in attendance due to illness. Also in attendance were Chief Dowaliby, Attorney Pringle, Deputy Chief Rewis, Administrative Assistant Howard, Chaplain Cords and other members of the department. Jeff Tuscan and James West from Tuscan and Company were in attendance to present the fiscal year 2017-2018 audit report.

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

**Amendments to the Agenda**

1. New Business: Approval of the Florida State Firefighters Mutual Aid agreement;
2. New Business: Approval of the remodel of Deputy Chief Rewis' office and the addition of a security door to the front lobby. Both are budgeted and they will be completed as part of the same project. Budget total for the two is \$13,000.
3. Approval of Junopi wi-fi for the upstairs remodel \$1,517.63.
4. Approval for county permit we have to pull \$1,500.

**Presentations/Awards**

Jeff Tuscan presented the Fiscal Year 2018 Audit.

- The audit is longer this year due to the requirements of GASB 75 that changed how the District shows the liability for post-employment benefits (OPEB). In the past, the District has increased the liability each year by the amount for the current year, as determined by the actuarial valuation. GASB 75 requires the entire liability to be shown each year so the liability this year increased by \$640,100. \$640,098 of this is recorded as a restatement of the previous year's results.
- Mr. Tuscan noted that they issued an Unmodified Opinion, which is the highest level of opinion they can issue.

- He pointed out the Net Pension Liability to FRS is now over \$3.5 million dollars and the OPEB liability is a little over \$1.3 million. So the debt we have on the books is mostly comprised of the liabilities for retiree future benefits.
- At the end of the year, the district had about \$6.4 million dollars in reserves. That is the actual cash on hand at the end of the fiscal year and what the District's budget is based on.
- The auditor's reports on internal controls and compliance are included in the audit report and show that after testing the District's internal controls and compliance with financial rules they did not find any instances of non-compliance or any material weaknesses.
- Mr. Tuscan reviewed graphs prepared by Tuscan and Company showing comparisons from year to year of the District's income, expenses, reserves, liabilities and impact fee restricted reserves. The District doesn't have any debt except the long-term liabilities for retiree benefits and pension. The graphs illustrate the growth of the District in ad valorem income and reserves. Our District has been fortunate only to have to use reserves to fund operations in two years during the financial downturn. The budget for fiscal year 2018-2019 includes the use of about \$200,000 in reserves, but that is for capital expenditures.
- There were no comments this year.

Commissioner Kimball asked Mr. Tuscan if he is aware of any legislation coming up that could impact us in the next few years. He said there doesn't seem to be anything moving forward right now in the legislature but there have been several lawsuits against different governments and non-profits if their web-sites aren't accessible to the vision impaired. Our web-site is already set up for accessibility.

Chief Dowaliby asked Mr. Tuscan to give the Board his input on debt vs. paying for the second station out of reserves. He pointed out the information in the graphs about reserves and how much we have assigned for the new station and equipment. He said he felt he would be remiss if he didn't recommend caution on the part of the District in paying outright and using most of our reserves. It may be a better idea to take on debt for part of the new station, making sure there is no pre-payment penalty so we could pay it off at any time. The District would be better prepared for another downturn in ad valorem revenues if there is a downturn if we have reserves on hand. Historically, the District has tried not to acquire debt but in this case, it would be prudent to consider it.

### Approval of Minutes

The minutes for March 2019 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

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Opening Balance	March 1, 2019		\$2,681,401.96
Credits		\$48,096.12	
Debits		\$262,160.20	
Ending Balance	March 31, 2019		\$2,467,337.88
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Opening Balance	March 1, 2019		\$747,013.95
Credits		\$475.84	
Debits		\$0	
Ending Balance	March 31, 2019		\$747,489.79
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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
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Total			\$9,214,827.67

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

### Chief's Report

I hope everyone had a good month and your taxes are filed. We have been busy around the station. The remodel upstairs is  $\frac{3}{4}$  of the way done. The dining room table will be here soon.

### Items of Interest

- Under old business I want to talk about rescinding our MOU from the county by a letter.
- Under new business I would like to talk about a program that allows us to carry Epi pens. The cost is \$25 per person or \$425 total. I'm not sure we will use this program, but I would like to have the ability to move forward if it turns out to be the best option.
- Under new business I would like to enter in a partnership with Tice FD and Bayshore FD for SCBA face piece annual, mandatory fit testing.

- We submitted paperwork to the Lee County Zoning Department so we can get the variances for setback to build up to our property line. We can then hook up the electric for the bunker gear shed, move forward with the large parking shed, and order the forcible entry door.
  - I met with the Caloosahatchee Shores Planning Committee. The did not object to the variance for setbacks.
- Our Requests for Qualifications have arrived, and Mr. Pringle will review the next steps in the process.
- The FPL property is working its way through their legal and real estate process.
- The Rotary Club Project has raised over \$2,600. The goal is \$4,050!
- I volunteered as a cashier for the Cape Coral Police Association at Jet Blue Park for a Red Sox game.
- We received a donation for animal 02 masks from Retired NYPD Detective Art Collins.
- Physicals are almost done. We have one more day.
- The Firefighter Cancer was supposedly dead but has been revived as of this morning.
- We have some birthdays to celebrate this month: Engineer Swindle, FF Whatley and Captain Burrell's son Blaine.
- Engineer Washburn and his wife Julie have a wedding anniversary this month, as does Volunteer FF Paul Salyers and his wife Katie.
- Volunteer Michael Stoker was hired by South Trail Fire Dept. Congratulations!

### **Meetings Attended**

- I attended the Lee County Fire Chiefs Association (LCFCA) monthly meeting.
- I met with the Remodel Work Group.
- I met with area BLC department Chiefs at Bayshore FD to discuss a Narcan and Epi Pen program.
- I attended the Alva FD Board of Fire Commissioners Meeting. Commissioner Crittenden's father donated badges for the Chief and their six firefighters. These are the first badges they've ever had. Change is moving forward for our neighbor to the east.

### **Training Attended**

- A Lieutenant and an Engineer from the City of Miami FD conducted a one-day Vortex Tripod class.
- Engineer Swindle, Engineer Simmons, FF Mimbs and FF Peterson attended a Rope Operations Level class hosted by Tice FD.
- FF Mimbs continues to attend Paramedic school.

- The men continue to train. We have several men working on their Bachelor and Associate degrees.

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

### **Attorney's Report**

- RFQ responses: You received seven responses to the RFQ which is a very good response. Normally the next step is for the Board to make a decision on one response or to rank the top three. The Chief, Administrative Assistant and Mr. Pringle will review the responses to make sure they all comply with all of the requested information. When we complete that process, you will have all or most of the responses to consider. I would suggest that the Board give proper merit to the next steps of the process since the decisions will have an impact for many years to come. I would suggest that the Board hold a special meeting where all the responders are given adequate time to present their qualifications and answer any question the Board may have. You may find that there is information that they haven't been able to include in the written material that will make a difference in your opinion. I suggest holding the meeting on a Saturday if possible so the Board can hear from all responders in one day.  
Once you decide on a team, the next step in the process is the negotiation of a continuing service agreement with them. If you will agree to holding a meeting on a Saturday, several weeks out, the Chief and Debbie can coordinate to set up a day that works for everyone.  
The continuing services agreement will set out each step in the process for each project, including everything they need to do to be paid. The District will have the final say on each step. At the end of the meeting the Board directed the Chief and Attorney to work out a date and a schedule for the special meeting on a Saturday that works for everyone.
- Boat Slip: The revised contract is complete. The only change was to clarify that any improvements we make to the slip are the property of the District and will not convey with the slip.

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
- New Construction: None to report
- Projects Completed: Dollar Tree; MVP Realty Association
- Revenues: The Division billed \$270 for the month.
- Meetings Attended: Lee County Fire Marshals and Inspectors Association; Lee County Fire Chiefs Association
- Prevention Education: None to report
- Inspections: The division completed 20 various fire inspections for the month.

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

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

None

### **Old Business**

1. Rescind the MOU with Lee County EMS.

In August of 2017, we started the process of credentialing our EMTs through Lee County EMS so we can be recognized as a BLS department and allow our EMTs to administer certain medications. We have talked about the ongoing process of waiting for the county to get an MOU passed and how we have gotten caught up in the COPCN issue the county is having with some of the other fire departments. Although they continue to issue COPCNs, they have chosen not to move forward with the MOU with us.

In speaking with some of the other Fire Chiefs, I have found that there are other ways to allow our EMTs to administer Narcan and Epinephrine. We want to have the ability to administer Narcan to our personnel if they are exposed but have not been able to make any headway with the county. I would like to rescind the MOU with them and revisit it when they are ready to do it. We have found other ways to allow our personnel to administer Narcan and Epinephrine so we would like to move forward with that.

Commissioner Kimball made a motion to rescind the MOU with Lee County EMS for BLS. Commissioner Schneider seconded and the motion passed.

## New Business

1. Approve the fiscal year 2018 audit report.

Commissioner Detzel made a motion to approve the 2017-2018 audit report. Commissioner Kimball seconded and the motion passed.

2. Adopt Resolution #2019-01 amending the fiscal year 2018-2019 budget, adjusting the carry forward to equal the fiscal year 2017-2018 audited fund balance.

Attorney Pringle read the title into the record as follows:

RESOLUTION #2019-01: A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE FORT MYERS SHORES FIRE PROTECTION AND RESCUE SERVICE DISTRICT (“DISTRICT”), LEE COUNTY, FLORIDA: TO AMEND THE BUDGET FOR FISCAL YEAR 2018-2019; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

The substantive portion of the resolution states “The Board of Commissioners of the Fort Myers Shores Fire Protection and Rescue Service District hereby amends the District’s budget for the 2018/2019 fiscal year to adjust the carry forward amount to equal the 2017/2018 fiscal year end fund balance of \$6,436,147.00. The total adjustment required is an increase of \$94,147.00. The fiscal year 2018/2019 budget will be adjusted as follows: 1. The Unassigned Fund Balance Carry Forward income will be increased by \$94,147.00. 2. The Assigned Fund Balance Building Reserves expense will be increased by \$94,147.00.

Commissioner Detzel made a motion to adopt the resolution, Commissioner Schneider seconded, and the motion passed. The motion passed on voice vote: Commissioner Apperson - Yes; Commissioner Detzel – Yes; Commissioner Kimball – Yes; Commissioner Ragen – Absent; Commissioner Schneider – Yes.

3. Approve \$25 per person – total of \$425 – application fee to get Department of Health approval for administration of Epi Pen. We can either get approval from a physician or we can go through the Department of Health. We aren’t sure which way we are going to go but I would like the approval if we do need to go through the Department of Health.

There are programs available to us for the Narcan. One of them, through the Department of Children and Families provides us with Narcan to give to families who have members at risk of overdose. That is a free program, we just have to fill out paperwork. The other program is available to us through the Florida Department of Health, the Heroes Program, which funds Narcan for us to use, whether on ourselves or our clients. Right now, the program is out of money, but the new budget opens on July 1<sup>st</sup>. Between those two programs, we should be able to adequately service our community.

Commissioner Kimball made a motion to approve the application fee up to \$500 total.

Commissioner Detzel seconded and the motion passed.

4. Discussion and approval of splitting the purchase of a new machine for Fit Testing with Tice FD and Bayshore FD. We have budgeted for an outside company to do this testing each year but the initial investment of \$1,667 in the machine could potentially save money for the District over the next few years. We would like authorization to use the \$1,000 we budgeted this year and then budget the additional \$667 next year for the purchase of the machine. There will be an ongoing cost of \$275 per year.

Commissioner Kimball made a motion to approve the purchase as proposed by Chief Dowaliby.

Commissioner Schneider seconded and the motion passed.

5. Discussion of leasing a commercial Xerox printer/copy machine.

We budgeted \$4,000 to purchase a commercial printer/copy machine this year but we have found a good deal on leasing one that gives us the basic machine, the attachment for making pamphlets, setup and networking, ink and all of the maintenance for less than the current cost of ink and toner for the machines we have now. We spend about \$3,000 per year just on ink and replacement printers. The cost for the 60 month lease is \$140.08 per month plus \$ .0050 per black and white copy and \$ .045 per color copy. We have used seven or eight cases of paper in the past twelve months but if we figure high at one case per month, with  $\frac{3}{4}$  of that being black and white and  $\frac{1}{4}$  color, we would spend \$200 less than we have spent on ink in the last year. We would also be able to add options at any time during the lease term.

Commissioner Detzel made a motion to approve the 60 month lease for the Xerox Copy machine. Commissioner Schneider seconded and the motion passed.

6. Approval of Junopi wi-fi to improve the wi-fi as part of the remodel for a total of \$1,517.63. Commissioner Schneider made a motion to approve the expenditure for the wi-fi improvements. Commissioner Kimball seconded and the motion passed.
7. Approval of expenditure of \$1,500.00 for county permits to run the electric to the new sheds. We also had to get variance letters to allow us to build up to the property line. Commissioner Schneider made a motion to approve the expenditure. Commissioner Detzel seconded and the motion passed.
8. Florida State Firefighters Association Mutual Aid Agreement - This is a volunteer organization that helps firefighter's families who are affected by disasters. When it was time for FEMA reimbursement, they weren't eligible because they don't have an FD ID number. The mutual aid agreement will allow them to get their own FD ID number for future use.



Commissioner Schneider made a motion to approve the mutual aid agreement and Commissioner Kimball seconded. The motion passed.

9. Approval of remodel of Deputy Chief Rewis' office and installation of a security door in the front hallway. These are budget items with a total budget of \$13,000.

The remodel will include combining the Deputy Chief's office and file room into one larger office by removing the wall between them, removing one of the doors, installing a new hard ceiling in place of the acoustical drop ceiling, installing new lighting and floors, replacing drywall as needed and painting.

The security door will be installed at the same time and will be inside the lobby at the hallway. They will install the door and move the extinguisher in the hallway. We will be able to keep the outside door unlocked during office hours and people will be able to come inside instead of standing outside waiting for us to come open the door. We will install the same type of keypad that we have in the rest of the station and a doorbell.

Commissioner Schneider made a motion to approve up to \$13,000.00 for the office remodel and security door installation. Commissioner Detzel seconded and the motion passed.

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

None

**Union Report:**

Captain Burrell said the upstairs is going really well and thanked the Commissioners for supporting them in the remodel.

**Comments from Commissioners:**

Commissioner Detzel thanked Mr. Tuscan and Administrative Assistant Howard for the audit work. He also thanked all the men for their hard work. He noted that he and Commissioner Ragen will both be absent next month.

Commissioner Schneider thanked everyone.

Commissioner Kimball thanked Mr. Tuscan.

Commissioner Apperson thanked Mr. Tuscan and Debbie.

**Adjourn**

Commissioner Detzel made a motion to adjourn. Commissioner Schneider seconded and the motion passed. Meeting was adjourned at 8:58 p.m.