

**FORT MYERS SHORES FIRE & RESCUE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS**

June 20, 2019

MINUTES

Call Meeting to Order

Commissioner Detzel called the meeting to order at 7:32 p.m. In attendance were Commissioners Detzel, Kimball, Schneider and Ragen Chief Dowaliby, Attorney Pringle, Deputy Chief Rewis, Administrative Assistant Howard, Chaplain Cords, Captain Burrell, Engineer Washburn and other members of the department. Commissioner Apperson was not in attendance (excused absence). Also in attendance were representatives of several of the construction companies and architects who sent responses for the RFQ for design/build teams: Tommy Heuther from Gulfpoint Construction; Art Castellanos from Castellanos and Tramonte Architects; Scott Loiacano and Johnny Limbaugh from Wright Construction Group; Jan-Erik Hustrulid from Owen Ames Kimball Construction Company; Brian Saunders from Deangelis Diamond Construction Company; David Ellis and Randy Winger from Core Construction Company; Trent Swartz and Connie Boyd from Vantage Construction Company; Molly Scott from Chris-Tel Construction Compan; Bryan Lee from BSSW Architects; Albert Dambrose from AD Studio Architects.

Pledge of Allegiance and Moment of Silence, followed by a prayer offered by Chaplain Cords

Amendments to the Agenda

1. New Business – Approval of tree removal and trimming between the two Palm Beach Blvd. lots
2. As a courtesy to the attendees from the design/build teams, move that item (Old Business #2) forward in the agenda so we address it before moving ahead with the rest of our regular meeting agenda.

Commissioner Ragen made a motion to amend the agenda and address Old Business Item #2 (Discussion and possible action on RFQ) next. Commissioner Kimball seconded and the motion to amend the agenda passed.

Old Business – Item #2: Discussion and possible action on RFQ responses:

Attorney Pringle made an announcement that Commissioner Apperson is unable to attend the meeting, which we only found out an hour or so before the meeting start time. He recommends that the discussion

be postponed until the July meeting because it is such an important decision that all five of the commissioners should be present for the discussion.

Commissioner Detzel called for public input and there was none. Commissioner Ragen made a motion to postpone the discussion and possible action on the design/build/project management teams' proposals until the July meeting. Commissioner Kimball seconded and the motion passed.

Attorney Pringle apologized to the design/build teams and thanked them for taking the time to come to the meeting. We will keep them updated so they can send representatives to the July meeting.

After the representatives from the construction companies and architects left the regular meeting agenda was resumed.

Presentations/Awards

None

Approval of Minutes

The minutes for April 2019 were presented for approval. Commissioner Kimball made a motion to accept the minutes as presented. Commissioner Ragen seconded and the motion passed.

Treasurer's Report

Opening Balance	May 1, 2019	\$2,356,679.52
Credits		\$80,532.77
Debits		\$351,480.24
Ending Balance	May 31, 2019	\$2,085,732.05
Opening Balance	May 1, 2019	\$747,950.57
Credits		\$79,342.68
Debits		\$0
Ending Balance	May 31, 2019	\$827,293.25
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		\$8,913,025.30

The financial information for both the May meeting, which was cancelled due to lack of a quorum, and the June meeting were included in the Commissioners' packets.

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

Chief's Report

I hope everyone has had a good couple of months. We have been busy around the station. The remodel upstairs is almost complete. The dining room table has arrived and looks great. If you have any questions, I will be happy to answer them.

Items of Interest

- As a reminder, your July 1, 2019 due date for returning your Financial Disclosures is looming. Please contact us if you need any help in filing.
- We received a third bid for the boat lift and the paperwork has been sent to Lee County for final approval.
- We started Union Negotiations yesterday. You should be quite pleased that I have decided not to call an Executive Session after the meeting because I know this meeting has a chance to be lengthy.
- We have filed an application with Lee County Community Development to withdraw our request for variance. The variance review revealed no need for the variance if we merge our two properties. Mr. Pringle is working on that now and can give us a report on the progress with Mr. Baucom.
 - We have received full refund of the \$1,500 permit fee.
- We met with the design/build/project management team responders on June 15, 2019.
- The FPL property is working its way through their legal and real estate process.

Meetings Attended

- I attended the Lee County Fire Chiefs Association (LCFCA) monthly meeting.
- The Captains, DC Rewis and I met to discuss the Volunteer Program.
 - The program is moving along nicely. One of the Volunteers was let go due to lack of improvement.
- DC Rewis and I were Strike Team leaders last week with Chief Kuhn.
- We are meeting with LAFD, Tice FD and Bayshore FD to discuss Hurricane preparation.
- I had a private meeting with Chief Abes of Lee County EMS.
- I attended the Medical Care Council Meeting where I got to talk with Dr. Lemmons of Lee County EMS.

Training Attended

- FF Peterson has been accepted to USAR Task Force 6 as its newest member. Congratulations are in order for his commitment to making himself a better firefighter.
- FF Mimbs is halfway through Paramedic school. He will complete his course work in October! He deserves recognition for his commitment to success. As we work towards improving emergency medical services to our community, he will be a driving force in training and outcomes.
- The men continue to train. We have several men working on their Bachelors and Associates degrees.

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

Attorney's Report

- Mr. Baucom has signed the paperwork to release the deed to station one from the current restrictions. They are waiting for a certified copy of Mrs. Baucom's death certificate to be able to record it with the County.
- Union Negotiations started yesterday, and they went very well.
- Mr. Pringle sent a letter to Mr. Martin with an offer for the purchase of the property adjacent to Station 1. Mr. Martin has responded at the same price as their initial proposal.

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

Fire Prevention Division Report – DC Rewis went on a call and his report was given after Old Business.

- Current Construction: Sonshine Christian Academy School buildings; Portico Clubhouse
- New Construction: None to report
- Projects Completed: King Storage; United Studios; Artistry Concepts, LLC dba M Weston Hair; My CBD Health
- Revenues: The Division billed \$150.00 for the month of April and \$1,666.75 for the month of May..

- Meetings Attended: Lee County Fire Marshals and Inspectors Association; Lee County Fire Chiefs Association; Lee County Fire Arson Task Force; Florida Fire Chiefs Association SW Region in Charlotte County; Meeting with Lee County staff for Portico multi-family units
- Prevention Education: None to report
- Inspections: The division completed 28 various fire inspections for the month of April and 31 for the month of May.
- General Information: I attended the fire expo in Pennsylvania with Alva Fire District Volunteer Steve Fair and FF Matt Marculaitis to look at new equipment and apparatus being provided.

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

Public Input on Agenda Items

None

Old Business

1. Sign Sweetwater Landing lease agreement for the boat slip. Chief Dowaliby noted that the agreement Mr. Pringle put together was sent back signed with no changes. Mr. Pringle reviewed the agreement which has several provisions meant to protect the District. Mr. Pringle said that the gentleman at the marina was very kind and that he was impressed that the Marina trusts the District so much that they agreed to all of our provisions. We will be allowed access at any time and they agreed not to move our boat to any other slip among other provisions. They also agreed to an initial term of 10 years, with renewal options, at a flat rate of \$300 per month including electricity.

Commissioner Kimball made a motion to sign the lease agreement with Sweetwater Landing. Commissioner Schneider seconded and the motion passed.

2. Clarification of the difference between the RFQ and RFP process.
Attorney Pringle reviewed the Request for Qualifications (RFQ) process and clarified that it is strictly to allow the board to choose which design/build/project management team they feel is the most qualified to work with the District on our possible future building projects. There were several mentions of cost during the special meeting, but at this point, the responders haven't been given enough information to quote a price, and it is not a variable that should be taken into account as the board decides on a team. There is an alternate process that the District could have

chosen, which is to do a Request for Proposals (RFP) for an architect to design the project and then have the chosen architect complete the design. After the design was completed, you would then do another RFP to choose a construction company. However, the District chose to start the process with an RFQ with the intention of choosing a team to work with on the project from design through construction. The District would choose which team they would like to work with and then the contract would be negotiated with that team for the first step in the process, and as each step is completed, an amendment would be made to the initial contract to move forward with the next step. At each step of the process, the Board would have the final say over whether to continue and if at any time they choose to stop the process, the District would pay for the completed work and then decide how to proceed. All of this information will be reviewed again at the next meeting when the discussion is taken up again.

New Business Chief Dowaliby thanked Engineer Washburn for jumping in to help with the multiple calls the guys received tonight even though he's off-duty.

1. Approval of Accurate Pavers quote for installation of parking spaces in front of the fence. The budget was \$9,000 but the quote came in at \$5,840.58.

Commissioner Kimball made a motion to approve the work by Accurate Pavers. Commissioner Ragen seconded and the motion passed.

2. Discussion of Verandah property.

We have received a response to our initial offer for the Verandah property and we are not exactly on the same page with them. They originally contacted us with a proposal for \$341,000 and we offered them \$200,000. Chief Dowaliby reviewed some of the increased costs we would incur if we can't buy the property and are unable to use the same design for both stations.

There was discussion of the negotiation process: Chief Dowaliby noting how valuable the property is to the District's future planning. He would like to see some progress on this issue before a decision is made on the design/build team because it will certainly impact our plans. Chief Dowaliby recommends obtaining an appraisal for the property so that we can continue negotiations with more information.

Mr. Pringle said that he feels that we should continue negotiations and that he had done some research on comparable sales to come up with the first offer we sent them. They are reluctant to lower their asking price because of how it could affect their future sales, but Mr. Pringle feels that we should continue negotiating at some middle ground and see if they might be willing to come down any. Mr. Pringle said that a less expensive first step would be to request an opinion

of the lot's value from a commercial realtor. That would cost several hundred dollars versus the several thousand it could cost for a complete appraisal. It would give us reliable information to negotiate with and we can get a full appraisal if we need it later.

3. Approval for an appraisal of the Verandah property.

Commissioner Schneider made a motion to approve getting an appraisal opinion letter from a Commercial Realtor. Commissioner Kimball seconded and the motion passed.

4. Approval of membership in Florida Association of Special Districts. The first year is 50% of the regular cost. We will have the exact figure next month.

Commissioner Kimball made a motion to table this item until the July meeting. Commissioner Ragen seconded and the motion passed.

5. Approval to place an ad for a Medical Director. We need to contract with a Medical Director to oversee our training, set up protocol for us and write the prescriptions. We are anticipating being able to find somebody who will be willing to do it for around \$3,000 per year.

Commissioner Schneider made a motion to approve placing an ad for a Medical Director to oversee our program for administering Narcan and Epi as well as our training. Commissioner Ragen seconded and the motion passed.

6. Discussion of Commissioner Kimball's vision of planning for the District's future financial needs.

Commissioner Kimball would like to see the District put a question on the ballot in the general election next year to increase our millage cap. He feels that we should get our strategic plan completed no later than October 1, 2019 in order to put together information to educate the community prior to the election. As part of the strategic plan, he would like us to analyze our calls and project where we anticipate the calls in the future as the District grows.

There is no board action needed at this time. Mr. Pringle did note that the Supervisor of Elections has to be notified 120 days prior to the election if we are going to put a question on the ballot. He also cautioned that there are going to be a lot of items on the ballot and we should have the ballot language ready as early as possible.

7. Approval for tree removal between the two Palm Beach Blvd. lots. We received three bids and we would like to go with Davie Tree Service, for \$1,400 which includes grinding the stumps and hauling everything away.

Commissioner Schneider made a motion to approve the work with Davie Tree Service.

Commissioner Ragen seconded and the motion passed.

Public Input on Non-Agenda Items:

None

Union Report:

Engineer / DVP Washburn said all is good, negotiations started yesterday, and we have more dates set up in July and August.

Captain / DVP Burrell was also present and said that everything is OK.

Chief Dowaliby may not be at the July meeting.

Comments from Commissioners:

Commissioner Detzel thanked Chaplain Cords for the use of the church for our special meeting. It was very helpful to have the use of a larger room.

Adjourn

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