

**FORT MYERS SHORES FIRE & RESCUE PROTECTION DISTRICT**  
**BOARD OF FIRE COMMISSIONERS**  
**September 19, 2019**  
**MINUTES**

**Call Meeting to Order**

Commissioner Apperson called the meeting to order at 7:33 p.m. In attendance were Commissioners Apperson, Kimball, Schneider, Detzel and Ragen. Chief Dowaliby, Attorney Pringle, Deputy Chief Rewis, Administrative Assistant Howard were also in attendance. Alva Fire Commissioner Crittendon arrived a few minutes after the meeting started.

**Amendments to the Agenda**

1. New Business: Approve Renewal of VFIS Insurance Policies: Accident and Sickness for \$5,612.00; Liability, Property and Auto for \$27,067 + taxes, fees and surcharges estimated at \$19.99.
2. Old Business: Approve additional \$674.01 for miscellaneous parts and supplies for installation of the new Brush Truck pump.
3. Old Business: Approve additional \$200.00 for freight for the delivery of the Forcible Entry Door Training Prop caused partly by our delay in placing the order.

**Presentations/Awards**

None

**Approval of Minutes**

The minutes for August 15, 2019 were presented for approval. Commissioner Detzel made a motion to accept the minutes as presented. Commissioner Schneider seconded and the motion passed.

The minutes for the Special Meeting on June 15, 2019 were presented for approval. Commissioner Ragen made a motion to accept the minutes as presented. Commissioner Kimball seconded and the motion passed.

The minutes for the Tentative Budget Hearing on September 5, 2019 were presented for approval. Commissioner Detzel made a motion to accept the minutes as presented. Commissioner Kimball seconded and the motion passed.

## Treasurer's Report

<b>First Bank - General Fund</b>			
Opening Balance	August 1, 2019		\$1,643,850.36
Credits		\$33,212.58	
Debits		\$192,540.72	
Ending Balance	August 31, 2019		\$1,484,522.22
<b>First Bank - Impact Fee Fund</b>			
Opening Balance	August 1, 2019		\$890,120.80
Credits		\$566.99	
Debits		\$0	
Ending Balance	August 31, 2019		\$890,687.79
<b>First Bank - CDARS</b>			
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
<b>Total</b>			<b>\$8,375,210.01</b>

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

## Chief's Report

I am slowly getting back in the swing of things. It's been nine weeks since my surgery and I am making positive strides forward. I would like to thank everyone for the work they have done in my absence. I greatly appreciate it.

### **Items of Interest**

- The 18<sup>th</sup> 9/11 passes this month and for us, it is NINE years since AC Pete Gee passed. He is always with us and always missed.
- We participated in our first USAR deployment. Captain Jones, Engineer Pledger and FF Peterson were part of Florida Task Force 6 and they were attached to Florida Task Force 1. They were staged in Fort Lauderdale and then moved to Orlando before being released. Florida escaped but we were ready.
- The meeting at Mr. Pringle's office with Paul Martin of the Verandah Community and with Kevin Winter from Johnson Engineering went well. On Tuesday I received the final drawing of the proposed square footage. Mr. Pringle has contacted AD Design and we will move forward quickly. Our goal is to have all three properties platted as one with new zoning applied.
- The ballistic vests and helmets have arrived.

- Mrs. Howard's contract is up September 30, 2019. I would like to meet with Mr. Pringle to make some changes that Debbie and I have discussed. I have completed annual evaluations for Debbie and Deputy Chief Rewis.
- It is time to review my contract. I would also like to discuss it with Mr. Pringle, but first, the Board should do my annual evaluation.

Mr. Pringle explained that the Commissioners have historically completed the evaluation and discussed it individually with the Chief. It is voluntary, not mandatory to use the form the Chief has passed out.

Any amendments to any of the three contracts will be brought back to the board at a future meeting.

- The Confined Space Trailer is complete and will be open for you to see what is inside.
- We have some birthdays to celebrate this month: Captain Clouse; Engineer Hunt; and Engineer Poulton's son Keegan. Congratulations everyone and I hope your day was special.
- Under Old Business we will discuss the boat lift. There has been an increase in pricing.
- Under New Business there are several projects we would like to get started at the beginning of October.

#### **Meetings Attended**

- Lee County Fire Chiefs Association
- Lee County Medical Care Council

#### **Training Attended**

- Captain Jones, Engineer Pledger and FF Peterson have finished the Trench Rescue Technician class. In total, they have completed over 400 hours of training this calendar year!
- FF Mimbs is approaching one month from being done with paramedic school. 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 Bachelor and Associate degrees.

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

### **Attorney's Report**

- The Chief already discussed the meeting with Mr. Martin and the employment contracts. If there are any questions about either item, please let me know.

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

### **Fire Prevention Division Report**

- Current Construction: Portico Clubhouse
- New Construction: None to report
- Projects Completed: Stevens and Stevens Insurance
- Revenues: The Division billed \$135.00 for the month.
  - 1 Occupancy Inspection at \$60.00
  - 1 Fire Flow Test at \$75.00
- Meetings Attended:
  - Lee county Fire Arson Task Force
  - Lee County Fire Chiefs Association
  - Hexagon CAD Training admin meeting
  - Hexagon CAD Training, Train the Trainer class/meeting
- Prevention Education: None to report
- Inspections: The division completed 50 various fire inspections for the month.
- General Information:
  - Completed a Fire Drill and Q & A session with the occupants of Villa Vincente. It was a good session, the residents had good questions for what to do in different situations.
  - Conducted CPR/AED and First Aid training for: the staff of Calvary Academy, Verandah employees and the coaches at Riverdale High School.
  - After Cape Coral Fire Dept. received permission to open their program for smoke detectors for the hearing impaired to the rest of the county, one of our residents applied for one and we have received and will be installing it for them.

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

## **Public Input on Agenda Items**

None

## **Old Business**

1. Approve total expenditure for Boat Lift. We requested updated quotes and received them from two companies. The third did not respond. Stokes Marine \$48,380.00 and SteMic \$57,874.00. We like both companies, but we would like authorization to contract with Stokes Marine since they are the cheaper of the two bids. The County will reimburse us for \$18,865.00 through the WCIND Grant awarded for fiscal year 2018/2019, but we do need authorization to expend the total amount and then accept the Grant Funds. There will be some additional cost for the electrical work, but we will bring that back for approval when we have the quotes. We believe we have budgeted adequately for the total expenditure in the 2019-2020 budget.  
After discussion of the quotes, Commissioner Schneider made a motion to contract with Stokes Marine for the installation of the boat lift. Commissioner Kimball seconded and the motion passed.
2. Approve additional \$674.01 for miscellaneous parts and supplies necessary to complete the installation of the new pump on the brush truck. The cost of the pump and most of the piping and supplies was previously approved, but there were various miscellaneous parts and supplies needed throughout the repair process.  
Commissioner Ragen made a motion to approve the \$674.01 in additional expenditures.  
Commissioner Kimball seconded and the motion passed.
3. Approve additional \$200 for freight for the Forcible Entry Door Training Prop. The actual cost went up \$300, but the manufacturer will pay the other \$100. There was a delay of several months between the quote and placing the order, due to the delay in installing the new apparatus storage shed. We think it is fair to pay part of the increase since the delay was on our end.  
Commissioner Schneider made a motion to approve the additional freight cost. Commissioner Kimball seconded and the motion passed.

## **New Business**

1. Approve renewal of workers compensation policy with Florida Municipal Insurance Trust (Florida League of Cities) for \$43,166. This is an increase of \$520 or about 1 % over last year's estimate.

Commissioner Detzel made a motion to approve the renewal. Commissioner Ragen seconded and the motion passed.

2. Approve third year of the five-year contract with Firehouse Cloud Software for \$3,790.

Commissioner Ragen made a motion to approve the payment. Commissioner Schneider seconded and the motion passed.

3. Approve renewal of VFIS Insurance policies:

- a. Accident and Sickness Policy: This is the workers comp supplemental policy that covers both career and volunteer personnel. The total for the annual renewal is \$5,612, which is \$108 less than last year.

Commissioner Ragen made a motion to approve the renewal. Commissioner Kimball seconded and the motion passed.

- b. Property, Portable Equipment, Auto, General Liability, Management Liability, and Excess Liability: \$27,067 (+ taxes, fees, and surcharges estimated at \$19.99). This is approximately \$2,100 more than last year. The increase is mainly due to the addition of the new boat and trailer and the confined space trailer.

Commissioner Ragen made a motion to approve the renewal. Commissioner Schneider seconded and the motion passed.

4. Approve meeting dates for fiscal year 2019-2020. We recommend the third Thursday of each month: October 17, 2019; November 21, 2019; December 19, 2019; January 16, 2020; February 20, 2020; March 19, 2020; April 16, 2020; May 21, 2020; June 18, 2020; July 16, 2020; August 20, 2020; September 17, 2020.

Commissioner Ragen made a motion to set the meeting dates for the third Thursday of each month as listed, at 7:30 pm, at the fire station. Commissioner Detzel seconded and the motion passed.

5. Approve acceptance of the 2019/2020 WCIND Grant and expending the total funds for upgrades to the new boat. The total of the items we have submitted for is \$38,400, and we will receive reimbursement of 50%, or \$19,200. The items include slip resistant flooring, graphics

and lettering, a new fire pump, new emergency lighting, an AED, wireless intercom system, and training. We need to approve the total expenditure of \$38,400 and acceptance of the WCIND Grant reimbursement.

Commissioner Ragen made a motion to approve the expenditure and accept the grant.

Commissioner Kimball seconded and the motion passed

Chief Dowaliby asked the board to separately approve the expenditure of \$2,350 for hull repairs to the boat in preparation for application of the graphics. This repair is included in the total expenditure of \$38,400 for the boat, but the Chief would still like specific approval for it.

Commissioner Ragen made a motion to approve the hull repairs for \$2,350. Commissioner Kimball seconded and the motion passed.

6. Approve the following line item budget adjustments to the fiscal year 2018/2019 budget:

- a. Move \$35,000 from Capital Outlay line 522.640 – Machinery and Equipment – to Operating Expense line 522.462 – Vehicle Repairs – to cover unexpectedly high repair costs this fiscal year.

Commissioner Ragen made a motion to approve the budget adjustment. Commissioner Schneider seconded and the motion passed.

- b. Move \$14,000 from Capital Outlay line 522.640 – Machinery and Equipment – to Operating Expense line 522.525 – Tools and Equipment – to put Brush Gear in the correct line. The brush gear was budgeted as a capital expenditure, but after reviewing the items, they don't meet our requirements for capital assets. Each full set is under \$1,000 and each piece of it will be replaced as necessary.

Commissioner Ragen made a motion to approve the adjustment. Commissioner Schneider seconded and the motion passed.

7. Ratify the Bargaining Unit Contract. The Union has ratified it with the changes the Board discussed previously.

Commissioner Schneider made a motion to ratify the Union Collective Bargaining Agreement.

Commissioner Kimball seconded and the motion passed.

8. Discuss Chief Dowaliby's contract.

Chief Dowaliby would like approval for Mr. Pringle and the Chief to discuss the Chief and Administrative Assistant's contract and bring back changes to the Board.

Commissioner made a motion to approve allowing Chief Dowaliby and Mr. Pringle to prepare the contract amendments and bring them back to the Board for approval at a future meeting. Commissioner Ragen seconded and the motion passed.

9. Discuss Administrative Assistant Howard's contract. – Addressed in item #8
10. Authorize setting up an account with a rental car company to provide transportation for employees going to classes when a District vehicle is not available. Commissioner Ragen suggested that setting up an account with a rental car company would be a better way to handle employee travel than trying to always have a district vehicle available. He is concerned about liability if an employee has to use their own vehicle but there are other advantages: it would free up district vehicles, save wear and tear on district or personal vehicles, and possibly be cheaper for the district than paying for mileage for personal vehicle use. – We don't have any prices available on yet so it will be brought back at a future meeting once we get that information.
11. Approve updates to Internal Controls Policy, including minor changes in wording, addition of policy specifically addressing the new department credit card, and increasing the Chief's purchasing authority from \$1,000 to \$10,000.

Attorney Pringle has not had a chance to review this policy yet and he would like for us to have Jeff Tuscan look at it as well. There was some discussion about approving the part of the updated policy that increases the Chief's purchasing authority for non-emergency, budgeted items. The decision was made to separately authorize the Chief to approve the purchases of budgeted items up to \$10,000.00. The entire policy will be revised and considered at a future meeting.

Commissioner Ragen made a motion to approve increasing the Chief's purchasing authority from \$1,000.00 to \$10,000.00 for non-emergency, budgeted items. Commissioner Schneider seconded and the motion passed.

12. Authorize setting up online archiving with Archive Social. The monthly cost is \$199 with an annual commitment, for a total of approximately \$2,400 a year. This service is used by other local governments and it will help keep us in compliance with records management laws by archiving our online activity, including posts and comments on our social media. It will allow us to have access to all content while still removing inappropriate posts. This will allow us to

expand our social media presence and reach more people with information about special events and emergencies.

Commissioner Schneider made a motion to approve to approve the Archive Social service.

Commissioner Kimball seconded and the motion passed.

13. Authorize us to move forward with the following budgeted capital expenditures beginning on October 1, 2019, at costs not to exceed the following budgeted amounts:

a. Deputy Chief Rewis' truck: Budget \$49,000

This may take 3 – 4 months to get. His current truck, which we just replaced the engine in, will then become the truck we use to pull the boat and the trailers.

b. Sealing the parking lot: Budget \$12,000

It will be several years before we move forward with any construction on the adjacent property so the current parking area will need maintenance until that point.

c. Storage and Furniture for the Prevention Office: Budget \$15,000

We did the remodel in fiscal year 2019, removing the wall between the prevention office and the file room to make one large office, and installing the security door between the lobby and the offices. Now we need to get the furniture and storage so Deputy Chief Rewis can get his new office organized. This will include a desk and built-in unit for storage and plans review.

d. Spray insulation for living quarters ceiling: Budget \$15,000

We may not be able to get it done for this price, but if not we will come back to the Board

e. Ice Machine: Budget \$5,000

f. Children's Simulated Bunker Gear for public relations: \$3,000

This will be for kids who are touring the station and for education events. We will be able to purchase several sets in each size.

g. High Pressure Lift Bags: Budget \$\$12,000

NFPA has a new standard that limits lift bags to a 10-year service life. Our current lift bags are just over 10 years old. These will replace both our low and high pressure bags.

h. Hull preparation for Marine 82: Budget \$7,000 (including the \$2,350 approved in Item #5)

Commissioner Schneider made a motion to approve the listed expenditures at costs up to the budgeted amounts beginning October 1, 2019. Commissioner Apperson seconded and the motion passed.

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

None

**Union Report:**

None

**Comments from Commissioners:**

The Commissioners thanked everyone for doing a good job. They also commented on the purchase of the wedges for Buckingham Exception School that Chief Dowaliby and the Rotary raised money for.

**Adjourn**

Commissioner Detzel made a motion to adjourn. Commissioner Kimball seconded and the motion passed. Meeting was adjourned at 9:03 p.m.