

FORT MYERS SHORES FIRE & RESCUE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
September 17, 2020
MINUTES

Call Meeting to Order

Commissioner Apperson called the meeting to order at 7:30 p.m. In attendance were Commissioners Apperson, Kimball, Detzel, Ragen and Schneider. Also in attendance were Chief Dowaliby, Deputy Chief Rewis, Attorney Pringle, Administrative Assistant Howard, Engineer Hunt, and Adam Crittendon from Alva Fire Dept.

Amendments to the Agenda

1. Approve meeting dates for fiscal year 2020/2021.
2. Approve purchase of gym equipment: \$11,500
3. Approve purchase of ESO software to replace Firehouse Software: \$15,535

Presentations/Awards

None

Approval of Minutes

The minutes for August 2020 were presented for approval. Commissioner Ragen made a motion to accept the minutes as presented. Commissioner Detzel seconded and the motion passed.

Treasurer's Report

Bank account balances for the month of August 2020:

The operating account opened with \$2,417,380.51. There were credits of \$10,800.16 and debits of \$295,443.68 for an ending balance of \$2,132,736.99.

The impact fee account opened with \$1,180,268.45. There were credits of \$300.73 and no debits for an ending balance of \$1,180,569.18.

The 4-week C.D.A.R.S. opened with \$1,252,101.73. There was \$38.44 interest earned for an ending balance of \$1,252,140.17.

The 13-week C.D.A.R.S. opened with \$2,500,000.00. There were no credits or debits and the ending balance was \$2,500,000.00.

The 26-week C.D.A.R.S. opened with \$2,000,000.00 There were no credits or debits and the ending balance was \$2,000,000.00.

Total bank balances at were \$9,065,446.34.

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

Chief's Report

Items of Interest

- The Union has ratified the Contract. You will vote under Old Business.
- We will have some discussion about RFQ vs. RFP for Station 2. I would like to start the process now. Chief asked Mr. Pringle to go ahead and give a quick clarification of the process:
 - We went through the process before where you evaluated the qualifications of the design and construction as a team. That was a very lengthy process, and the feedback was that the combination of the design team and the builder made it difficult to make a selection. So Chief and I have talked about completely dividing the two and first selecting the architect and design team and then choosing the builder after the design is completed. We talked before about doing a Request for Proposals for the design work, which would include a cost for the design work. However, I do not think we have enough specifics to allow a design team to give you a proposal with an accurate maximum guaranteed price. I think that issuing an RFQ (Request for Qualifications) for the architect and design team would be the appropriate first step. The Request for Qualifications does not include a requirement for a guaranteed maximum cost, but it does include a request for information about similar projects and relevant experience so you can choose the most qualified firms. It also includes a request for preliminary drawings according to the information we are able to give them in the RFQ. If the main concern is getting the best quality work, then the RFQ process is the best way to accomplish that. Once you have chosen the architect and design team you believe is the best for your project, we negotiate a contract with them that will include the

guaranteed maximum price for the design phase of the project. If we are unable to come to an agreement with your first choice you can move on and try to reach an agreement with your second choice.

- Once you reach an agreement with the design team, then you begin the process of designing the project to a level of detail that will allow you to put out a Request for Proposals (RFP) for the builder. The RFP will include a requirement to provide you with a guaranteed maximum price in the response. After some further discussion, Mr. Pringle asked the Board for some direction for next month's meeting about whether they would like to move into a Request for Qualifications process. Chief Dowaliby said that the information he has received in the last few days makes him think that we are better off spending more time now to go through the RFQ process for the design team. By doing that now we will save time and hopefully money in the building phase.
- The Phase 2 environmental audit will be done Thursday morning on the Verandah property.
- I asked FPL (NextEra Energy) if there has been any movement on the training site acquisition. I received no reply.
- We have not heard anything about our Staffing for Adequate Fire and Emergency Response (SAFER) grant.
- We had a mandatory department meeting this week. The health of the organization appears solid.
- We are planning for this year's ISO inspection.
- FD pictures have been completed. I will have them framed shortly.
- Department anniversaries: None this month.
- Birthdays to celebrate this month: Captain Clouse, Engineer Hunt, and Engineer Poulton's youngest son.
- Wedding anniversaries: None this month.

Meetings Attended

- Lee County Fire Chiefs Association phone conference
- Monthly Officers meeting
- LCFCA Medical Branch phone conference
- Mandatory Department meeting

- Met with 5 of our new volunteers. There were some driving history issues I wanted to clarify with them.
- The Medical Care Council meeting was cancelled again.
- Volunteer training took place Wednesday night.

Training Attended

- EMT Recertification is being completed for this biennial period.

Chief Dowaliby will be out of town for several weeks for a family emergency.

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

Attorney's Report

Mr. Pringle gave his report during the Chief's report and the Chief already updated everyone on the Verandah property purchase.

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

Fire Prevention Division Report

- Current Construction: Little Caesars Pizza, Multi-family in Portico (8 plex unit)
- New Construction: Multi-family in Portico (2 new buildings)
- Projects Completed: None to report
- Revenues: The Division billed \$60.00 for the month.
- Meetings Attended: Lee County Communications Committee remote conference; Lee County Fire Marshals and Inspectors Association remote conference; Lee County Fire Chiefs Association remote conference
- Prevention Education: None to report
- Inspections: The division completed 5 various fire inspections for the month.

- The new volunteers have started and are working on learning the equipment location and uses. Last night we had training on the equipment set up and operations. They are all doing well and stepping up to the challenge to learn from our firefighters.

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. Approval of Bargaining Unit Contract

Commissioner Detzel made a motion to approve the Bargaining Unit Contract. Commissioner Schneider seconded and the motion passed.

New Business

1. Approve VFIS Insurance Renewals:

- i. Group Cancer Policy for compliance with Florida Cancer Presumption Law, covers initial diagnosis and death benefit: \$3,938

Commissioner Schneider made a motion to approve the renewal of the group cancer policy. Commissioner Kimball seconded and the motion passed.

- ii. Accident and Sickness Policy for Career and Volunteers: \$5,398

Commissioner Ragen made a motion to approve the renewal of the accident and sickness policy. Commissioner Kimball seconded and the motion passed.

- iii. Property, Liability, Auto: \$29,824 plus estimated Taxes, Fees and Surcharges of \$22.15

Commissioner Detzel made a motion to approve the renewal of the property, liability, and auto policies. Commissioner Schneider seconded and the motion passed.

2. Approve Workers Comp Renewal with Florida League of Cities

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

3. Appoint the Fire Chief as the District's CFO per recommendation of Jeff Tuscan – this is a new requirement from the Auditor General.

Commissioner Ragen made a motion to appoint the Chief as the District's CFO. Commissioner Schneider seconded and the motion passed.

4. Approve replacement Garage Doors. We have quotes from two companies: Overhead Door Company for \$24,530.00 including upgrading the doors to Dade County Windload with Level E impact rating. Garage Doors by Roy North for \$17,705. We recommend going with Overhead Door Company even though they are more expensive for several reasons. The main one is that when we originally asked for a quote on the roll-up style door, they told us they could not do it. They did come back out and quote it, but we are concerned that there will be continuous issues and repairs as there have been with the current doors.

Commissioner Detzel asked about the warranty on the doors. That information was not included with either of the quotes so Chief Dowaliby asked the Board to table the decision until next month. Commissioner Ragen made a motion to table the decision until next month.

Commissioner Detzel seconded, and the motion passed.

5. Approve updated Internal Controls Policy which includes the updated purchasing policy approved by the Board at the beginning of the fiscal year expanding the Chief's approval authority to \$10,000 on budgeted purchases.

Commissioner Schneider made a motion to approve the updated Internal Controls Policy.

Commissioner Kimball seconded and the motion passed.

6. Discussion of Donnelly & Gross proposal for setting up the Volunteer Non-Profit and federal tax exempt status.

Chief Dowaliby has discussed this item with Mr. Pringle as a way to help Mr. Pringle by taking one item off his plate since so much of his time is currently being taken up by the Verandah purchase. Mr. Pringle has discussed it with his staff, and they feel that they can do it in the same or fewer hours than the other firm quoted us. The Board would prefer to have Mr. Pringle do it if possible.

7. Approve the meeting dates for fiscal year 2020/2021: Third Thursday of each month dates are as follows: October 15th, November 19th, December 17th, January 21st, February 18th, March 18th, April 15th, May 20th, June 17th, July 15th, August 19th, and September 16th.

Commissioner Detzel made a motion to approve the meeting dates for fiscal year 2020/2021 as presented. The meetings will be held at 7:30 p.m. at Fire Station 1.

8. Approve purchase of gym equipment for \$11,500. This is for a new treadmill to replace the current one which is 15 years old, a matrix rower, and a climbmill. Commissioner Schneider recommended checking on the electrical requirements for the new equipment because sometimes it needs a dedicated outlet.

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

9. Approve purchase of ESO Software to replace Firehouse reporting software: \$15,535. ESO has purchased Firehouse and they are essentially going to stop selling and supporting the Firehouse software. There will be a recurring annual fee after the initial purchase. This includes several additional modules as well as much better functionality for mobile use on iPads. It will enable personnel to do reports on iPads at the scene instead of writing them up on paper in the field and then inputting them in the computer when they get back to the station.

Commissioner Schneider made a motion to approve the purchase of ESO software.

Commissioner Detzel seconded, and the motion passed.

Public Input on Non-Agenda Items:

None

Union Report:

DVP Hunt said all is good and they appreciate the Board approving the contract.

Comments from Commissioners:

Commissioner Ragen – everybody is doing a good job. Commissioner Detzel – asked Chaplain Cords to say a few words. Chaplain Cords thanked everyone for their thoughts and prayers while he was ill. He is feeling better and looking forward for continuing to support the department. He thanked the Board for the great job they do and said that we have a great crew who he enjoys working with. Commissioner Detzel - we all appreciate the Chaplain's spiritual support, and we are glad to have him back.

Commissioner Schneider said thanks to everyone. Commissioner Kimball – hopes this will be over at some point. Commissioner Apperson thanked everyone and welcomed Chaplain Cords back.

Adjourn

Commissioner Detzel made a motion to adjourn. Commissioner Ragen seconded, and the motion passed. Meeting was adjourned at 8:36 p.m.