

**FORT MYERS SHORES FIRE & RESCUE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
October 15, 2020
MINUTES**

Call Meeting to Order

Commissioner Apperson called the meeting to order at 7:31 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, Chaplain Cords, Engineer/DVP Hunt, and FF Janey, Volunteer FF Weber. Captain Swindle, Engineer Pledger, and Volunteer FF Salyers joined the meeting during Old Business.

Pledge of Allegiance and Moment of Silence

Amendments to the Agenda

1. Move Garage Doors from New Business to Old Business
2. Approve beginning the purchase process for the new utility truck budgeted at \$52,000

Presentations/Awards

None

Approval of Minutes

The minutes for the following meetings were presented for approval:

1. Preliminary Budget Hearing: Commissioner Schneider made a motion to accept the minutes as presented and Commissioner Detzel seconded. Motion passed.
2. Final Budget Hearing: Commissioner Detzel made a motion to accept the minutes as presented and Commissioner Ragen seconded. Motion passed.
3. September Meeting: Commissioner Ragen made a motion to accept the minutes as passed and Commissioner Kimball seconded. Motion passed.

Treasurer's Report

Bank account balances for the month of September:

The operating account opened with \$2,132,736.99. There were credits of \$4,073.94 and debits of \$255,569.44 for an ending balance of \$1,881,241.49.

The impact fee account opened with \$1,180,569.18. There were credits of \$291.10 and no debits for an ending balance of \$1,180,860.28.

The 4-week C.D.A.R.S. opened with \$1,252,140.17. There was interest of \$288.17 accrued for an ending balance of \$1,252,428.34.

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 September 30, 2020 were \$8,814,530.11.

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

Chief's Report

Items of Interest

- I would like to thank everyone for their kind words as my family struggle with the deteriorating condition of my Aunt. She is coping well and as always, she's inspirational.
- We will have some discussion about RFQ vs. RFP for Station 2. Mr. Pringle will have some input.
- We are waiting for the Phase 2 environmental inspection on the Verandah property to be completed.
- I have asked Jeff Moyer at FPL (NextEra Energy) to help with the approval of the training facility land. It is moving through the process.
- We did not receive the Staffing for Adequate Fire and Emergency Response (SAFER) grant.
 - We will be moving forward with hiring and I will ask you for approval to hire one personnel now. We will hire the other two positions in January.
- We are planning for this year's ISO inspection.
- FD pictures are printed. The next step is to have them framed.
- Department anniversaries: Engineer Poulton (13 years), Engineer Simmons (11 years), Engineer Pledger (7 years), FF Mimbs (7 years), FF Janey (2 years)

- Birthdays to celebrate this month: FF Peterson, Engineer Simmons' oldest daughter, and Engineer Hunt's son
- Wedding anniversaries to celebrate this month: Engineer Mann and his wife

Meetings Attended

- LCFCA Medical Branch phone conference
- Attended three Building Workgroups
- The Medical Care Council meeting was cancelled again
- River Hall now has an email chain and they are working to set up all three HOAs in that. They are interested in knowing what is going on with the station so I updated them on the process to date and told them that the development order will take up to a year.

Training Attended

- EMT Recertification is being completed for this biennial period.
- We have two new USAR members: Captain Swindle and FF Mimbs
- Our PEER Fitness Instructors are Captain Jones, Captain Swindle, Captain Clouse, Engineer Poulton, Engineer Hunt, and Engineer Mann
- Our new Volunteer Coordinator is FF Austin Gee
- The personnel who are going for Hazmat Technician are Engineer Pledger, FF Austin Gee, and FF David Mimbs

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

Attorney's Report

- The Non-Profit Corporation Articles of Incorporation have been drafted and they will be filed soon. The work on the 501(c)(3) application process has been started. I have spoken with Retired Chief McGeachie who is one of the officers on the old volunteer organization and he will be happy to sign the paperwork to get the Lehigh lots transferred to the new volunteer corporation. He also knows where the other officers are and will help us get in touch with them to sign as well. All of the ones who are still living are in the area.
- We will talk about the competitive selection process for Station 2 in New Business.

- We should be receiving the Phase 2 Environmental study on the Verandah property soon. We have initiated the 4th extension to the inspection period, but everything is moving along. The plat is finished, and I should be receiving it soon. Attorney Mahoney and I will be talking on Monday about getting things ready to move toward closing.

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

Fire Prevention Division Report

- Current Construction: Two Multi-Family (8 Plexes) in Portico
- New Construction: None to report, but I have received the development order approval for the old Bank of America at Buckingham and Palm Beach that is going to be torn down and replaced with a gas station and car wash.
- Projects Completed: Little Caesars Pizza
- Revenues: The Division billed \$320.63 for the month.
- Meetings Attended: Lee County Fire Marshals and Inspectors Association remote conference, Lee County Fire Chiefs Association remote conference, Lee County Fire Arson Task Force
- Prevention Education: None to report
- Inspections: The division completed 23 various fire inspections for the month.
- I have been hearing nothing but positive remarks from the volunteers about our guys, as well as hearing great things from our guys about the group of volunteers we picked up in the last round of interviews. When it is time to test for hiring we have a great group to choose from.

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

Public Input on Agenda Items

Old Business

1. RFP for Construction Advisor

Chief Dowaliby explained his idea for trying to get a Construction Advisor on board with the project as the first step in order to give the District somebody to advise the Board on every step of the process. After several workgroup meetings as well as conversations with Lehigh Acres Fire Department about their construction process we think having a Construction Advisor on board early in the process would give us somebody who is our advocate through the entire project. Some other Fire Departments have told us they are using the Construction Manager at Risk Delivery Model, but the construction managers are all working for the construction companies so that is not exactly what we have in mind. The perfect thing would be to have a Construction Manager at Risk company that is not associated directly with a construction company, but there are none in our area. Mr. Pringle and I talked about the possibility of finding a retired construction manager who has experience with fire departments and would be able to help us choose a design team and then a construction company. We would like to issue a Request for Proposals from Construction Advisors so we could see what the cost would be and then decide whether we think it is worthwhile. We think there is potential to save the District money and time because an advocate for the District who is familiar with the entire design and build process, as well as with fire station functionality, would be able to limit problems and change orders. They would be involved right from the beginning with the design process and give input on all aspects of the design and build. If we are not able to find anyone then we will fall back on the construction manager with the contractor we choose.

After further discussion about liability issues and the function of the Construction Advisor, Commissioner Schneider made a motion to approve issuing an RFP for a Construction Advisor. Commissioner Kimball seconded, and the motion passed.

2. RFQ for Architect and Professional Services

Commissioner Schneider made a motion to approve starting the process of issuing an RFQ for an architect and other professional services. Commissioner Kimball seconded, and the motion passed.

3. Garage Doors – tabled last month after some discussion

We recommend going with Overhead Door Company even though they are more expensive than Roy North. We feel that we will get a better product and hopefully better service.

Commissioner Ragen made a motion to approve the purchase of roll-up garage doors from Overhead Door Company for a cost not-to-exceed \$25,000. Commissioner Schneider seconded, and the motion passed.

New Business

1. Station 1 roof: Chief asked to table this item so we can get more information.

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

2. Electric Gate

We requested bids from several companies but only had two come out. One of them gave us a bid on a swing gate, which is not as secure as a cantilevered gate. The other one did quote the cantilever gate and the quote is less than the one we received two years ago. Tropical Fence has quoted \$10,334.14 for the gate. We will also need to get electric service installed but we were already working on getting electric out there so the Chief and Deputy Chief's staff vehicle can be charged when they are parked out front. The quote including both items is \$3,950 which is within the Chief's authority to approve.

Commissioner Ragen made a motion to approve the purchase of the cantilever electric gate from Tropical Fence Company for \$10,334.14. Commissioner Schneider seconded, and the motion passed.

3. Hire three new firefighters at an estimated first year cost of \$287,000

We have one volunteer on the hiring list, Paul Salyers, and we would like to bring him on effective next week. We will wait until Deputy Chief Rewis and the Volunteer Coordinators are satisfied that the new volunteers are ready to test. We anticipate that we will be able to hire the other two to start in January.

Commissioner Schneider made a motion to approve hiring three new personnel. Commissioner Kimball seconded, and the motion passed.

4. New Utility Truck

We budgeted \$52,000 for a new pickup truck to replace the 2006 Utility Truck. We would like to equip it as a rescue truck to use whenever we have six personnel on shift. We hope that will save some wear and tear on the engines if we can run some rescue calls and public assist calls with the pickup truck. It will be essentially the same truck as the Deputy Chief's staff vehicle.

Commissioner Ragen made a motion to approve the purchase of the new pickup truck for a price not-to-exceed the \$52,000 we have budgeted. Commissioner Schneider seconded, and the motion passed.

Public Input on Non-Agenda Items:

None

Union Report:

None

Comments from Commissioners:

The Commissioners all welcomed Paul Salyers and thanked everyone.

Adjourn

Commissioner Ragen made a motion to adjourn, Commissioner Detzel seconded, and the motion passed. Meeting was adjourned at 8:27 p.m.