

**FORT MYERS SHORES FIRE & RESCUE PROTECTION DISTRICT  
BOARD OF FIRE COMMISSIONERS  
April 15, 2021  
MINUTES**

**Call Meeting to Order**

Commissioner Detzel called the meeting to order at 7:35 p.m.

In Attendance were Commissioners Detzel, Kimball, and Schneider. Commissioner Ragen arrived at 7:42 and Commissioner Apperson was absent (excused). Also in attendance: Chief Dowaliby, Deputy Chief Rewis, Attorney Pringle, Administrative Assistant Howard, Captain Jones, DVP/Engineer Hunt, Chaplain Cords, Adam Crittendon, John O'Grady, and Albert Dambrose.

**Pledge of Allegiance and Moment of Silence**

**Prayer by Chaplain Cords**

**Amendments to the Agenda**

1. Old Business: Approval of Amendments to Union Contract Article 34: Minimum Manning and Article 12: Sick Time
2. New Business: Approval of Job Descriptions for Assistant Chief and Deputy Chief

**Presentations/Awards**

Chief Dowaliby: B-Shift received the Rotary Club's Firefighter of the Quarter

**Approval of Minutes**

The minutes for March 2021 were presented for approval. Commissioner Kimball made a motion to accept the minutes. Commissioner Schneider seconded and the motion passed.

## Treasurer's Report

### First Bank - General Fund

Opening Balance	March 1, 2021		\$4,939,660.02
Credits		\$52,069.83	
Debits		\$392,794.94	
Ending Balance	March 31, 2021		\$4,598,934.91

### First Bank - Impact Fee Fund

Opening Balance	March 1, 2021		\$1,363,976.34
Credits		\$289.61	
Debits		\$0.00	
Ending Balance	March 31, 2021		\$1,364,265.95

First Bank - CDARS	Beginning Balance	Interest	Ending Balance
4 Week Public Funds CD	\$ 1,253,581.67	\$817.65	\$1,254,399.32
13 Week Public Funds CD	\$ 2,500,000.00	\$0.00	\$2,500,000.00
26 Week Public Funds CD	\$ 2,000,000.00	\$0.00	\$2,000,000.00
Total CDARS			\$5,754,399.32

Total			\$11,717,600.18
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The CDARS interest total is for February and March

Commissioner Kimball made a motion to accept the Treasurer's Report. Commissioner Detzel seconded. Motion passed.

## Chief's Report

### Items of Interest

- In your packet is an update from FASD on Week 7 of the Legislative session.
- We received one bid for the architect/engineer. Albert Dambrose of Studio AD submitted the proposal. He was part of the design/build presentation we had two years ago. We will talk about this during Old Business.
- Mr. Pringle will have an update on the lot sale.
- B-Shift was presented with the East Lee County Rotary Club's Firefighter of the Quarter. A copy of the letter is on the table for you to read.

- Debbie and I finished the Certified District Manager course offered by FASD. We each have a project to complete. Debbie is doing electronic record keeping policies and procedures and I am doing a succession plan.
- The security system was installed this week.
- We will have the blacktop sealed this coming month.
- I would like to invite discussion on holding our monthly meetings at Crossroads Church next fiscal year.
- Physicals have been postponed until October.
- I will discuss the Assistant Chief and Deputy Chief positions for next fiscal year under New Business. I would like to get approval to advertise and interview for the Deputy Chief position. Deputy Chief Rewis, in the 10-year plan, will be promoted to Assistant Chief next fiscal year. There is a new Organizational Chart for your review that gives you a visual to go along with what is in the 10-year plan. I am available to discuss these positions at your convenience before the next meeting.
- Birthdays: Commissioner Kimball, Commissioner Schneider, and Captain Swindle
- Wedding anniversaries: Engineer Washburn and his wife, and Firefighter Salyers and his wife

### **Meetings**

- Officers Meeting
- Union negotiations are ongoing
- Medical Branch conference call
- Met with Colonial Life
- Met with Chief DiCicco of LCEMS: I brought him the MOU that we signed in 2018 so that he would be aware of what was going on. He is going to run it up the chain to see what their position is currently on a certified EMT program in the Shores.
- The shifts attended the Spring Festival at Buckingham Exception School.
- We received a card from a 10 year old thanking the shift for doing a Birthday drive-by.

### **Training**

- Captain Jones will give the Captain's Training Report
- We had two HazMat related classes
- Firefighter Janey attended a USAR Building Collapse class and a USAR Vehicle Machinery Rescue class

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

### **Attorney's Report**

- Update on P3 Process: The notice has been posted per Florida Statute in the State Administrative Register and locally in The Business Observer. The deadline for responses is May 6, 2021 at 2:00 pm.
- Sale of lots belonging to the Volunteer non-profit: Resolutions have been signed by the officers of the dissolved non-profit so we are moving forward.
- Legislative update: The bills concerning special districts may or may not pass this year. If they do not pass this time, they will come up in future sessions.
- RFQ for Professional Services: We received one response to our RFQ for Professional Services from Studio AD Architects. The Board will consider it in Old Business and Mr. Pringle asked to reserve his comments until then.

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

### **Fire Prevention Division Report**

- Current Construction: Multi-family units in Portico, Publix at Buckingham
- New Construction: None to report
- Projects Completed: None to report
- Revenues: The Division billed \$890.64 for the month: 4 Fire Flow Tests, 3 Occupancy Inspections, 1 New Building Shell
- Meetings Attended: Lee County Fire Marshals and Inspectors Association, Lee County Fire Chiefs Association
- Prevention Education: Hazardous Materials for First Responders class
- Inspections: We are continuing to work on updating to our new inspections software. I will update you on the total number of inspections completed in a future report.

- **General information:** We will be starting the annual inspection program soon as we continue to work on the inspection program. The inventory and assets management portion of the ESO program is in the beginning phases to being placed in service.

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

### **Training Report**

- **Daily Training:** All shifts continue to participate in various functional training and circuit style workouts; Truck checks; SCBA & Gear checks; Target Solutions
- **Monthly Training:** Ladder Inspection and proper use; 1 pre-incident plan per shift; R.I.T. drills; Fire ground skills; Hydraulics/Apparatus; EMT; Hydrant Maintenance is complete
- **Upcoming Training:** Flammable Liquids Operations with Bill Miller
- **Training Needs:** Training Mannequin and Smoke Machine have been ordered
- **A-Shift:** Finished a college class and started another; Engineer Mann signed up for Columbia Southern; Finished hydrant maintenance; Various hands-on training; HazMat with Bill Miller; Easter Festival at Calvary Church with B-Shift
- **B-Shift:** CPR Refresher; Various Target Solution Courses; Co-op; April 21<sup>st</sup> training at the Dog Track in Bonita Springs; Swindle and Hunt college courses; HazMat with Bill Miller
- **C-Shift:** Physical fitness; Probationary Firefighter training with Taylor; Target Solutions; Various fire ground, pumping, and boat operations training; HazMat with Bill Miller

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

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

Pastor Cords said he has spoken to the other church leaders at Crossroads Baptist and they have agreed to allow us to hold our meetings there whenever we want to start. Chief Dowaliby said he would like to plan on moving our meetings beginning October 1<sup>st</sup> for the new fiscal year.

## Old Business

1. Review of response to Request for Qualifications for Professional Services. We received one response from Studio AD. The Board members each received the proposal prior to the meeting for review and Mr. Pringle also reviewed it and explained that hiring a licensed architect, engineer, or landscape engineer is the next step in the P3 process. Studio AD Architects has a history with the District, generally as a sub-contractor through Attorney Pringle's office. Their response to the RFQ is responsive and they and their sub-consultants are qualified to do the project. One of the engineering companies they will be using has been involved in several P3 projects, which will be helpful to the District.

There was discussion of the project in general. Commissioner Kimball voiced his opposition to putting a training tower at the new station. He feels it is not necessary since we may get the FPL property at some point for a training facility. Chief Dowaliby's position is that it is in the best interest of the department to give the guys a place on-site to do some different types of training. The FPL project may not come to fruition and if it does it will be several years before there is any facility there. We have been working on the FPL property for several years now and we are no closer to having the property.

Mr. Dambrose offered some additional information on the different types and costs of training towers. The District does not have to decide whether to build the training tower at this stage, but his recommendation is to include it in the development order. It does not have to be built if it is in the development order, but it is a lengthy process to amend the development order to include it at a later date. There was further discussion of the cost vs. the Board's fiscal responsibility to the district as well as the responsibility to provide the personnel with adequate training facilities. Attorney Pringle reminded the Board of Mr. Dambrose's recommendation to include it in the development order and make the decision whether or not to build it at a later date. There will be opportunities for the Board to decide on the training tower when they have a final design in front of them for approval. However, the first step in the process is to approve negotiating a contract with Studio AD for Professional Services.

Commissioner Detzel made a motion to approve negotiating a contract with Studio AD as qualified and responsive under RFQ #2021-02. Commissioner Ragen seconded and the motion passed.

Attorney Pringle asked the Board to appoint a negotiating team to negotiate the contract with Studio AD. He recommended Chief Dowaliby, Attorney Pringle, and one commissioner be appointed to the team. Commissioner Kimball was asked if he would serve on the negotiating team and he said he would. Commissioner Detzel made a motion to appoint Chief Dowaliby, Attorney Pringle, and Commissioner Kimball as the negotiating team to negotiate a professional services contract with Studio AD and to authorize Commissioner Kimball to execute the agreement. Commissioner Ragen seconded and the motion passed.

2. Approval of updated Bargaining Unit Contract Minimum Manning and Sick Leave Articles  
The employees will receive two more hours of sick time per month in return for our ability to send them to a doctor of our choice if the Captain thinks they need to go. It also clarifies what compensable sick time is as it relates to COVID and Influenza, as well as the policy, per CDC guidelines, for returning to work after being diagnosed with COVID. The minimum manning article changes minimum manning to five – one Captain or Acting Captain, two Engineers or Acting Engineers, and two Firefighters.

Commissioner Schneider made a motion to approve the updated sick leave article.

Commissioner Kimball seconded and the motion passed.

### **New Business**

1. Extractor for cleaning/disinfecting bunker gear \$7,011.93. This is a budgeted purchase but the cost is more than was budgeted for a machine which will better suit our needs than the smaller one we originally quoted.

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

2. Purchase of Devin Taylor's bunker gear from Alva Fire Department. The gear still has approximately 8 years of useful life and the remaining value is \$1,757.65.

Commissioner Schneider made a motion to purchase the gear. Commissioner Kimball seconded and the motion passed.

3. Job Descriptions: Assistant Chief and Deputy Operations Chief

Chief Dowaliby explained that as part of the ten-year plan he Deputy Chief Rewis will be moved into the Assistant Chief position on October 1, 2021. He would like to bring in a Deputy Chief to take over the operations side of the Deputy Chief position. He also would like to require the

Deputy Chief to be a paramedic with the goal of moving the department toward non-transport ALS service in the future, with the first step in that process being setting up a certified EMT program. We need to have somebody on staff who is qualified to set up a run a paramedic program in order to make that possible.

The Commissioners had several questions about how the timeline of starting an ALS program. Chief Dowaliby said that it is an eight- or nine-year progression and it requires a lot of additional expense in equipment. Commissioner Kimball feels that an ALS program is redundant since the county already has EMS. Commissioner Detzel said he did not believe that we are at the point that we need both a Deputy Chief and an Assistant Chief yet. Commissioner Schneider agreed and also said he does not believe there is any interest among our personnel to become paramedics or have an ALS program. Commissioner Ragen asked if any of our current personnel would be required to become paramedics or if they would have a choice.

Chief Dowaliby explained that we would not require current personnel to become paramedics. However, the long-term plan for the District calls for an additional four personnel per shift as the maximum. If we start down that road within the next couple of fiscal years, then we can hire new people who already are or agree to become paramedics.

After additional discussion the Commissioners said they would like to take some additional time before making a decision on the additional position. Among the issues raised were the cost of an ALS program, the cost of an additional Chief officer, the opinion of the guys about both issues, and the responsibility of the District to provide the services our community needs. The Commissioners requested the opportunity to consider the issues and speak to some of the guys before making a decision.

The Board agreed to table discussion of the job descriptions until the May meeting.

Commissioner Kimball made the motion to table, Commissioner Detzel seconded and the motion passed.

4. Approve placing ad for Deputy Chief

Commissioner Schneider made a motion to table until May. Commissioner Kimball seconded and the motion passed.

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



Mr. Pringle, who is a resident of the fire district, gave some input on the issue of the paramedic program. He reminded everyone that the fire district is a service-oriented organization. The only reason it is in existence is to provide fire protection and rescue service and he noted that the level of services we provide should be a primary consideration of the District. Right now, the District is in a position of transition and growth and he hopes the services that we provide will also continue to grow and expand.

His personal experience with our firefighter's response to his parents was that the guys provided outstanding service and did everything they possibly could do as first responders. He feels that the fire department personnel have a uniquely close relationship with the members of the community that EMS does not necessarily have. The fire department arrives before EMS most of the time, sometimes quite a few minutes before EMS so he believes that the only way to improve the service we provide would be the ability to have even one paramedic available to provide the higher level of service in that time before EMS arrives. He feels strongly as a taxpayer that the higher level of service would be worth every penny and more and he asked the Board to consider the level of service that is provided and the level of service that could be provided. If the District has the opportunity to provide a better level of service through the implementation of an ALS program, he asks the Board to please consider providing whatever service we are able to.

**Union Report:**

DVP Hunt thanked the commissioners for approving the amended union contract articles.

**Adjourn**

Commissioner Kimball made a motion to adjourn. Commissioner Ragen seconded and the motion passed. Meeting was adjourned at 9:14 p.m.