

FORT MYERS BEACH FIRE CONTROL DISTRICT

FEBRUARY 21, 2017

**BOARD OF FIRE COMMISSIONERS
REGULAR MONTHLY MEETING**



MATERIALS



ESTABLISHED 1949

**BOARD OF
FIRE COMMISSIONERS**

CAROL MORRIS
CHAIR

THEODORE R. SCHINDLER II
VICE-CHAIR

BOB RAYMOND
SECRETARY/TREASURER

RON FLEMING
FIRE COMMISSIONER

LARRY WOOD
FIRE COMMISSIONER

FIRE CHIEF
MATTHEW R. LOVE

FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS REGULAR MONTHLY MEETING

AGENDA

FEBRUARY 21, 20167 6:00 PM

3043 ESTERO BLVD., STATION 31 TRAINING ROOM FORT MYERS BEACH, FL 33931

1. Meeting Called to Order
2. Pledge of Allegiance
3. Adoption of Agenda [Discussion/Approval]
4. February 7, 2017 Work Session/Meeting Minutes [Discussion/Approval]
5. Treasurer's Report
 - A. January 31, 2017 Department Checks #42640 through #42738 for a total of \$288,295.38 [Discussion/Approval]
6. Community Emergency Response Team (CERT) Appreciation Presentation [Information]
7. Recognition of Retirement Ceremony [Information]
 - A. Recognition of Retirees'
 - Assistant Fire Chief Tom May
 - Captain JP Duncan
8. Break
9. Chiefs Report [Information]
10. Attorney Report [Information]
11. Restate Agenda Items [Information]
12. Public Input on Agenda Items
13. Old Business
 - A. Fire Chief Annual Evaluation Process [Discussion/Approval]
 - B. Residential Knox Box Memorandum of Understanding [Discussion/Approval]
14. New Business
 - A. Surplus of Capital Assets [Discussion/Approval]
15. Reports from IAFF Union Representatives Districts 3 and 15 [Information]
16. Commissioners Remarks [Information]
17. Public Input
18. Adjournment

MINUTES
WORK SESSION AND MEETING OF THE
FORT MYERS BEACH BOARD OF FIRE COMMISSIONERS
TIME: 10:00 AM
DATE: February 7, 2017
PLACE: 3043 Estero Boulevard, Station 31 – Training Room
Fort Myers Beach, Florida 33931

IN ATTENDANCE: Chairwoman Morris, Vice-Chairman Schindler (arrived shortly after Called to Order), Sec./Treasurer Raymond, Commissioner Fleming, Commissioner Wood, Fire Chief Matthew Love, District members and members of the public.

1. Meeting Called to Order

2. Pledge of Allegiance

3. Adoption of Agenda

Chairwoman Morris called for a motion to adopt the agenda. Sec./Treasurer Raymond made a motion to adopt the amended agenda. Commissioner Fleming seconded. Motion approved unanimously 4 – 0 (Schindler absent).

4. January 24, 2017 Work Session Meeting and Regular Meeting Minutes [Discussion/Approval]

Chairwoman Morris called for a motion to approve the January 24, 2017 meeting minutes. Commissioner Fleming made a motion to approve the January 24, 2017 meeting minutes. Sec./Treasurer Raymond seconded. Motion approved unanimously 4 – 0 (Schindler absent).

Chairwoman Morris gave an Attorney update on the White case.

5. Restate Agenda Items [Information]

6. Public Input on Agenda Items

7. Old Business

A. Long Term Facility Planning [Information]

Chief Love gave an update on the Long-Term Facility Planning and stated that we have received some documents that need to be looked through and suggested having Attorney Salzman look through them to see what our options really are. The Board agreed to pass the information on to Attorney Salzman.

B. Compensation Assessment Planning [Information/Discussion]

Chief Love and the Board discussed the plan for a compensation assessment and Chief Love asked the Board for input as to how they would like the information presented.

C. Board Retreat Update [Information/Discussion]

After receiving input from the Board, Chief Love stated that March 9, 2017 looks like the best date for the Board retreat. The Board agreed on the date. Chief Love will confirm the time and let the Board know.

D. Organization Core Elements & Branding Update [Information]

Chief Love gave an update on the Advisory Groups progress for the organizations core elements and branding.

8. New Business

A. Firefighter Cancer Support Network Presentation [Information]

Chief Love delivered a presentation on Firefighter cancer risks, and the Board and Chief Love discussed preventative measures that our organization can take to help prevent cancer.

B. Fire Chief Annual Evaluation Process [Information/Discussion]

The Board discussed each section of the appraisal form in detail. The Board agreed to leave all of the sections in for this year's evaluation and to discuss it in more detail at another meeting.

C. Residential Knox Box Memorandum of Understanding [Information/Discussion]

The District and the Board discussed the details and liabilities of the Residential Knox Box Program.

D. Fire Ordinance Update [Information/Discussion]

Chairwoman Morris discussed the citizen feedback we received in regards to the new property registration ordinance. The Board requested that Division Chief Martin bring a recommendation to the Board on how we can reach residents in order to get them to comply with the ordinance. Chairwoman Morris is going to respond to the complainant.

E. Turnover, Recruitment, Retention, and Staffing Levels [Information]

Commissioner Fleming discussed his concerns with the retention of our department. Chief Love and the Board discussed the future of our organization and retention issues.

9. Reports from Union Representatives Districts 3 and 15

District 3 representative Billy Galewski spoke on behalf of DVP Williamson and stated that they are ready to open up the contract and work through the issues.

10. Remarks of Commissioners

Commissioner Fleming asked if there was a way to get a list of owner/addresses of rentals from VRBO.

Vice-Chairman Schindler commented on the cancer presentation and the preventative measures we are taking.

11. Public Input

Fort Myers Beach resident John Pohland discussed the cancer presentation. Mr. Pohland discussed the staffing issues with the department.

12. Adjournment

Meeting adjourned at 12:42 pm.

**FORT MYERS BEACH
FIRE CONTROL DISTRICT**

**BOARD OF FIRE COMMISSIONERS
REGULAR MONTHLY MEETING**

**TREASURERS REPORT
MATERIALS**

Fort Myers Beach Fire Control District
Summary of Bank and Investment Account Activity
For the Month of January 2017

| Account Name | Report Balance 12/31/16 | Revenue & Transfers | Disbursements & Transfers | Balance 01/31/17 |
|--|----------------------------|------------------------|------------------------------|---------------------|
| Money Market & Investments - BB&T | | | | |
| AdValorem distribution (net of commissions) | | 338,336 | | |
| Transport receipts (AR) | | 47,498 | | |
| PAC - recaptured transport receipts | | 790 | | |
| Inspections and special events | | 2,155 | | |
| Retiree health reimbursements | | 2,708 | | |
| Settlement / prior health insurance carrier | | 3,367 | | |
| 9/11 Memorial donation | | 100 | | |
| Interest earned | | 54 | | |
| Transfers to Disbursement account | | | (630,800) | |
| | 8,401,474 | 395,008 | (630,800) | 8,165,682 |
| SBA - Prime | | | | |
| Interest earned | | 2,865 | | |
| Transfers to/from BB&T | | - | - | |
| | 3,395,122 | 2,865 | - | 3,397,987 |
| Disbursement Acct - BB&T | | | | |
| Transfers from Money Market | | 630,800 | | |
| Retiree health insurance reimbursements | | 19,342 | | |
| Impact fees - Town FMB | | - | | |
| VEBA contribution | | | (80,300) | |
| Bank charges | | | (220) | |
| Contractual ACH payments | | | (26,021) | |
| Payroll related & ACH payments | | | (213,600) | |
| Net Payroll - direct deposits | | | (244,996) | |
| Accts payable checks 42640 - 42738 | | | (288,295) | |
| | 337,803 | 650,142 | (853,432) | 134,513 |
| Total District Funds | | | | |
| | 12,134,399 | 1,048,015 | (1,484,232) | 11,698,182 |
| Less: Transfers | | (630,800) | 630,800 | |
| Totals | 12,134,399 | 417,215 | (853,432) | 11,698,182 |

Fort Myers Beach Fire Control District
Statement of Assets, Liabilities and Fund Balance
January 31, 2017

Assets

Current Assets

| | | |
|---------------------------------|------------------|------------|
| Disbursement account | \$ 134,513 | |
| Investment accounts | 8,165,683 | |
| State Board Investment Fund | 3,397,987 | |
| Petty cash | 300 | |
| Accounts receivable | 382,736 | |
| Allowance for doubtful accounts | <u>(174,501)</u> | 11,906,718 |

Capital Assets

| | | |
|--------------------------|--------------------|-----------|
| Land | 1,429,970 | |
| Buildings | 6,459,764 | |
| Equipment | 1,542,077 | |
| Fire/rescue vehicles | 2,654,852 | |
| Accumulated Depreciation | <u>(4,035,245)</u> | 8,051,418 |

Other Assets

| | | |
|-----------------------|------------------|-----------------------------|
| Amount to be provided | <u>1,211,059</u> | 1,211,059 |
| Total Assets | | <u><u>\$ 21,169,195</u></u> |

Liabilities and Fund Balance

Current Liabilities

| | | |
|--|----------------|---------|
| Accounts payable | \$ 97,008 | |
| Accrued wages | 151,622 | |
| Payroll taxes payable | 11,431 | |
| Deferred revenue - 9/11 Memorial Project | 6,934 | |
| Deferred revenue - CERT | 2,354 | |
| Deferred revenue - restricted donation | 1,000 | |
| Retirement payable | 118,644 | |
| Current portion of BB&T loan | <u>175,490</u> | 564,483 |

Long Term Liabilities

| | | |
|---------------------------------|----------------|-------------------------|
| Compensated Absences (estimate) | 185,000 | |
| Ambulance lease | 148,559 | |
| Construction loan - Station 33 | <u>702,010</u> | 1,035,569 |
| Total Liabilities | | <u><u>1,600,052</u></u> |

Fund Balance

| | | |
|--|------------------|-----------------------------|
| Investment in Capital Assets (net of depreciation) | 8,051,418 | |
| Nonspendable | 10,288 | |
| Assigned | 5,246,180 | |
| Unassigned | <u>6,261,257</u> | 19,569,143 |
| Total Liabilities & Fund Balance | | <u><u>\$ 21,169,195</u></u> |

Fort Myers Beach Fire Control District
Summary Statement of Revenues, Expenditures and Changes in Fund Balance
For the Four Months Ended January 31, 2017

% Yr Remaining: 66.67%

| | 2016 | | | |
|---|-------------------|-------------------|--------------------|----------------|
| | Actual | Budget | Variance | Var % |
| Revenues | | | | |
| Ad Valorem taxes | 7,979,349 | 9,171,614 | (1,192,265) | -13.00% |
| Impact fees | - | 9,400 | (9,400) | -100.00% |
| Firefighters supplemental income | 5,172 | 21,000 | (15,828) | -75.37% |
| Inspection fees & special events | 12,781 | 34,000 | (21,219) | -62.41% |
| Ambulance transport | 231,575 | 610,000 | (378,425) | -62.04% |
| Interest | 10,414 | 14,900 | (4,486) | -30.11% |
| Miscellaneous | 3,737 | 5,561 | (1,824) | -32.80% |
| Sale of Capital Assets | - | 3,000 | (3,000) | -100.00% |
| Total Revenue | 8,243,028 | 9,869,475 | (1,626,447) | -16.48% |
| Fund Balance carried forward | | 6,175,000 | 6,175,000 | |
| Total Revenue & Fund Balance carried forward | 8,243,028 | 16,044,475 | 7,801,447 | |
| Expenditures | | | | |
| Personnel | 2,462,900 | 8,323,600 | 5,860,700 | 70.41% |
| Professional & Contractual | 240,490 | 476,650 | 236,160 | 49.55% |
| Travel | 7,630 | 55,200 | 47,570 | 86.18% |
| Communications & Freight | 36,536 | 125,000 | 88,464 | 70.77% |
| Utilities and Insurance | 113,383 | 253,400 | 140,017 | 55.26% |
| Repairs and Maintenance | 87,945 | 247,500 | 159,555 | 64.47% |
| Miscellaneous Operational & Administrative | 7,848 | 32,800 | 24,952 | 76.07% |
| Operating Supplies & Tools | 114,325 | 380,145 | 265,820 | 69.93% |
| Education & Training | 31,639 | 147,800 | 116,161 | 78.59% |
| Other Services | 25,970 | 84,230 | 58,260 | 69.17% |
| Capital Equipment | 32,506 | 477,350 | 444,844 | 93.19% |
| Debt Service | 60,248 | 194,620 | 134,372 | 69.04% |
| Total Operating Expenditures | 3,221,420 | 10,798,295 | 7,576,875 | 70.17% |
| Fund Balance Reservations | | 5,246,180 | 5,246,180 | |
| Total Expenditures and Reserves | 3,221,420 | 16,044,475 | 12,823,055 | |
| Revenues over (under) Expenditures & Reserves | 5,021,608 | - | (5,021,608) | |
| Fund Balance, October 1 (Estimate) | 6,496,117 | | | |
| Fund Balance, January 31 | 11,517,725 | | | |

Check History Report

Sorted By Vendor

Ft Myers Beach Fire Control Dist (BFD)

Activity From: 1/1/2017 to 1/31/2017

Bank Code: 1 Disbursement - BB&T

| Vendor Name | Check Date | Check Number | Check Amount | Check Type |
|--|------------|--------------|--------------|------------|
| A F A Auto Parts | 01/12/17 | 042670 | 42.27 | Auto |
| Advanced Disposal | 01/24/17 | 042738 | 557.53 | Auto |
| Aztec Plumbing | 01/24/17 | 042731 | 651.00 | Auto |
| Bound Tree Medical LLC | 01/04/17 | 042641 | 3,568.85 | Auto |
| Bound Tree Medical LLC | 01/24/17 | 042709 | 1,504.02 | Auto |
| Cartridge World Fort Myers | 01/12/17 | 042671 | 139.38 | Auto |
| CenturyLink | 01/04/17 | 042642 | 6,087.85 | Auto |
| CenturyLink | 01/12/17 | 042672 | 272.98 | Auto |
| CenturyLink | 01/24/17 | 042710 | 6,086.78 | Auto |
| Chris Armiger | 01/04/17 | 042640 | 1,134.97 | Auto |
| Comfort Zone Inc. | 01/12/17 | 042673 | 316.00 | Auto |
| Comfort Zone Inc. | 01/24/17 | 042711 | 273.00 | Auto |
| Culligan of Fort Myers | 01/12/17 | 042674 | 525.34 | Auto |
| Cummins Power South | 01/24/17 | 042732 | 1,010.56 | Auto |
| Custom Lawn Care FMB LLC | 01/04/17 | 042644 | 85.00 | Auto |
| Custom Lawn Care FMB LLC | 01/24/17 | 042712 | 85.00 | Auto |
| Custom Tees Now | 01/12/17 | 042706 | 160.82 | Auto |
| Darl Spencer | 01/12/17 | 042698 | 92.43 | Auto |
| Donna Maul | 01/12/17 | 042697 | 389.80 | Auto |
| Early Bird Cleaning | 01/04/17 | 042645 | 200.00 | Auto |
| Early Bird Cleaning | 01/12/17 | 042675 | 200.00 | Auto |
| First National Bank | 01/12/17 | 042676 | 4,027.51 | Auto |
| First Recovery Group, LLC | 01/24/17 | 042720 | 456.70 | Auto |
| FL Fire Marshals & Insp Assoc | 01/12/17 | 042677 | 65.00 | Auto |
| Florida Fire Systems, LLC | 01/04/17 | 042646 | 75.00 | Auto |
| Fort Myers Court Reporting | 01/24/17 | 042713 | 120.00 | Auto |
| Fyr-Fyter Inc | 01/04/17 | 042647 | 113.50 | Auto |
| Gavins Hardware | 01/04/17 | 042648 | 134.95 | Auto |
| Gavins Hardware | 01/12/17 | 042678 | 303.50 | Auto |
| Genesis Global Technologies | 01/24/17 | 042733 | 225.00 | Auto |
| Hamilton's Uniforms LLC | 01/12/17 | 042679 | 189.96 | Auto |
| Hammerhead Beach Gym | 01/04/17 | 042649 | 4,700.00 | Auto |
| I. A. F. F. Local # 1826 | 01/12/17 | 042708 | 2,432.71 | Auto |
| Institution of Fire Engineers - USA Branch | 01/12/17 | 042681 | 161.00 | Auto |
| Int'l Assoc of Arson | 01/12/17 | 042680 | 2,432.71 | Auto |
| Int'l Assoc of Arson | 01/12/17 | 042680 | (2,432.71) | Reversal |
| J M Todd Inc | 01/12/17 | 042682 | 206.03 | Auto |
| Kelly Services, Inc. | 01/04/17 | 042650 | 638.00 | Auto |
| Krusty Pete's | 01/12/17 | 042683 | 11.50 | Auto |
| Lee County BOCC | 01/04/17 | 042651 | 88,347.98 | Auto |
| Lee County BOCC | 01/12/17 | 042686 | 500.00 | Auto |
| Lee County BOCC | 01/12/17 | 042687 | 886.42 | Auto |
| Lee County Public Safety/GCN | 01/12/17 | 042684 | 3,659.76 | Auto |
| Lee Memorial Health System | 01/12/17 | 042685 | 3,895.00 | Auto |
| LeeSar Regional Service Center | 01/04/17 | 042652 | 189.20 | Auto |
| M D Electric | 01/12/17 | 042688 | 680.00 | Auto |
| Manatee Tech | 01/12/17 | 042689 | 6.00 | Auto |
| Michael-Clarke Company, Inc. | 01/12/17 | 042690 | 290.00 | Auto |
| Municipal Emergency Services | 01/04/17 | 042653 | 995.75 | Auto |
| Municipal Emergency Services | 01/24/17 | 042714 | 5,715.00 | Auto |
| NAFECO | 01/04/17 | 042654 | 21,271.00 | Auto |
| NAFECO | 01/24/17 | 042715 | 383.50 | Auto |
| News-Press - Fort Myers | 01/24/17 | 042716 | 556.67 | Auto |
| nexAir, LLC | 01/04/17 | 042655 | 102.25 | Auto |
| nexAir, LLC | 01/12/17 | 042691 | 237.27 | Auto |

Check History Report

Sorted By Vendor

Ft Myers Beach Fire Control Dist (BFD)

Activity From: 1/1/2017 to 1/31/2017

Bank Code: 1 Disbursement - BB&T

| Vendor Name | Check Date | Check Number | Check Amount | Check Type |
|---|------------|--------------|-------------------|------------|
| nexAir, LLC | 01/24/17 | 042717 | 369.52 | Auto |
| Office Team | 01/04/17 | 042656 | 1,005.62 | Auto |
| Office Team | 01/12/17 | 042692 | 1,260.00 | Auto |
| Office Team | 01/24/17 | 042718 | 1,520.82 | Auto |
| Optum | 01/24/17 | 042719 | 133.63 | Auto |
| Overhead Door Co | 01/12/17 | 042693 | 131.00 | Auto |
| PGIT | 01/12/17 | 042694 | 16,963.24 | Auto |
| Public Risk Insurance Agency | 01/04/17 | 042657 | 41,927.00 | Auto |
| Publix Super Markets, Inc. | 01/12/17 | 042695 | 136.21 | Auto |
| RIVS d/b/a RIVS, InterviewStream, Async Inter | 01/24/17 | 042734 | 150.00 | Auto |
| Rosemary Ardenite | 01/12/17 | 042696 | 94.99 | Auto |
| Shoreline Lumber, Inc. | 01/24/17 | 042721 | 69.12 | Auto |
| Simon M. Harrison | 01/24/17 | 042722 | 187.50 | Auto |
| South FL Emergency Vehicles | 01/04/17 | 042660 | 24,707.94 | Auto |
| South FL Emergency Vehicles | 01/24/17 | 042724 | 200.00 | Auto |
| South FL Emergency Vehicles | 01/24/17 | 042724 | (200.00) | Reversal |
| South FL Emergency Vehicles | 01/24/17 | 042735 | 2,159.65 | Auto |
| South Florida Gas, Inc. | 01/04/17 | 042659 | 61.97 | Auto |
| South Florida Gas, Inc. | 01/24/17 | 042723 | 291.89 | Auto |
| Standard Life Insurance | 01/04/17 | 042661 | 3,819.54 | Auto |
| Staples Credit Plan | 01/04/17 | 042662 | 659.13 | Auto |
| Sun Hardware | 01/12/17 | 042700 | 109.96 | Auto |
| SupplyWorks | 01/04/17 | 042663 | 484.63 | Auto |
| SupplyWorks | 01/24/17 | 042726 | 176.77 | Auto |
| Susan J Frantz | 01/04/17 | 042658 | 10.00 | Auto |
| SW FL Polygraph & Background | 01/12/17 | 042701 | 339.98 | Auto |
| SW Specialty Advertising Co. | 01/24/17 | 042725 | 84.00 | Auto |
| SW Specialty Advertising Co. | 01/24/17 | 042725 | (84.00) | Reversal |
| SW Specialty Advertising Co. | 01/24/17 | 042736 | 84.00 | Auto |
| Ten 8 Fire Equipment | 01/04/17 | 042664 | 6,271.25 | Auto |
| Ten 8 Fire Equipment | 01/12/17 | 042702 | 4,462.29 | Auto |
| The Center for Psychology, PA | 01/04/17 | 042643 | 2,125.00 | Auto |
| Thyssenkrupp Elevator Corp | 01/12/17 | 042703 | 1,001.68 | Auto |
| Unice Salzman Jensen, P.A | 01/12/17 | 042699 | 6,069.00 | Auto |
| United Parcel Service | 01/04/17 | 042665 | 143.32 | Auto |
| United Parcel Service | 01/24/17 | 042727 | 99.82 | Auto |
| United Parcel Service | 01/24/17 | 042727 | (99.82) | Reversal |
| United Parcel Service | 01/24/17 | 042737 | 124.70 | Auto |
| US Department of Education | 01/04/17 | 042666 | 157.75 | Auto |
| US Department of Education | 01/12/17 | 042704 | 177.67 | Auto |
| US Department of Education | 01/24/17 | 042728 | 154.96 | Auto |
| Verizon Wireless | 01/12/17 | 042705 | 1,070.48 | Auto |
| Waldorf University | 01/04/17 | 042667 | 804.50 | Auto |
| Waldorf University | 01/24/17 | 042729 | 972.00 | Auto |
| WEX Bank | 01/04/17 | 042668 | 1,676.15 | Auto |
| Witmer Associates, Inc. | 01/04/17 | 042669 | 611.18 | Auto |
| Witmer Associates, Inc. | 01/12/17 | 042707 | 307.91 | Auto |
| Witmer Associates, Inc. | 01/24/17 | 042730 | 351.69 | Auto |
| Report Total | | | <u>288,295.38</u> | |

**FORT MYERS BEACH
FIRE CONTROL DISTRICT**

**BOARD OF FIRE COMMISSIONERS
REGULAR MONTHLY MEETING**

**CHIEFS REPORT
MATERIALS**



FORT MYERS BEACH FIRE CONTROL DISTRICT

OFFICE OF THE FIRE CHIEF

100 VOORHIS STREET · FORT MYERS BEACH, FLORIDA 33931
MAILING ADDRESS: PO BOX 2880 · FORT MYERS BEACH, FLORIDA 33932

Board of Fire Commissioners February 2017 Fire Chief Report

Here we are already well into February and as you can tell the “season” is upon us. Our operational incident load has certainly increased, as has the traffic and congestion. The implementation of “Rescue 31” has seen quite a bit of use recently, as we have found ourselves using it several times to facilitate a response when traffic patterns have been difficult.


As many members of our seasonal population return, we would like to remind everyone that we offer the “File of Life” program and that residents and visitors can pick up the information by stopping by our administration office or any staff vehicle. This program is solely in place to help our Community to receive the best possible service catered to each individual’s needs.

I am proud to announce that Division Chief Kraus attended several state meetings in January and learned that the Fort Myers Beach Fire Control District is the only organization in Lee County to be National Emergency Medical Service Information System (NEMSIS 3) certified. We were the fifth in the state to accomplish this, and are one (1) of thirty-two (32) organizations in the state to be compliant out of over two hundred seventy (270) organizations. Congratulations to our District for leading the way!

I had a great time visiting the stations for the “Chat with the Chief” sessions. There were a variety of themes discussed and I feel that the chats were beneficial to our organization. It’s a nice time for me to catch with the whole team and receive some excellent feedback and ideas for our organization.

As you know I have had the pleasure of sitting on the Beach Kids Foundation Board and this week, the Foundation announced the winner of the “Golden Coconut” award. Similar to the Golden Apple award, this award is given to educators for their “Above and Beyond” dedication to our Beach kids. I am proud to announce that this year’s Golden Coconut award winner is 5th grade teacher Jennifer Martin. Jennifer has spent many years with Beach Elementary and her dedication to educating her 5th grade students was highly recognized by the entire Beach Elementary staff. Please join me in congratulating her on receiving this great achievement.

I wish everyone in our community a safe month.

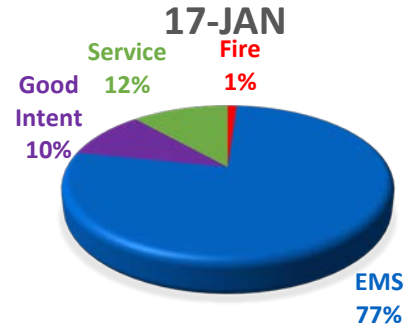

Matthew R. Love
Fire Chief



OPERATIONS

Interim Operations Supervisor-Fire Chief Matt Love

January 2017 Incidents: 372
2017 Year to Date Incidents: 372
Average Emergent Incident Response Time: 5:39



TRAINING

- Hose Line Management
- Forcible Entry
- Ladders
- Drafting Operations
- On-Line and Video Training Via Target Solutions
- Physical Health/Wellness Training

EMERGENCY MEDICAL SERVICES (EMS)

EMS Operations Supervisor- Division Chief Medical Officer Randy Kraus

EMS training for the month of January included a monthly in-service which covered patient care reporting documentation, quality management, and we introduced our new Narcotic Tracking software program. Other EMS training covered workplace stress, health and wellness, and Left Ventricular Assist Devices.

PREVENTION SERVICES

Prevention Services Supervisor- Division Chief Fire Marshal Ron Martin

Within the month of January, our prevention services included:

- 1 New Business Inspections
- 19 Construction Related Inspections
- 11 Annual Inspections
- 6 Ordinance Property Inspections
- 4 Fire Code Compliance Inquiries
- 19 Client Follow-Up Inspections

ADMINISTRATIVE SERVICES

We would like to welcome FF Gomez, FF Reyes, FF Montenegro, FF Anon, and FF Vreeland to our team!

OUR BEACH TEAM

This month our team continues to deliver excellence in service to our community. Some highlights include

- Members attended the flagpole dedication ceremony at Casa Marina II Condo Association. Thank you to Division Chief Martin, Fire Prevention Specialist Bill Genevrino, Captain Brown, FF Ahern, FF Adams, and FF Hartman for their participation in the ceremony.
- Members attended the “Chat with the Chief” sessions at each station on each shift.



- Five (5) new members started orientation training on February 6th.

EMPLOYEE RECOGNITION

- January Service Anniversaries
 - Engineer Todd Williamson 11 years
 - Firefighter Jeff Lundy 4 years
 - Firefighter John Cunningham 1 year
 - Fire Prevention Specialist Lloyd Adams 1 year

UPCOMING EVENTS

- February 24th – FMB Friends of the Arts Concert Series
7:00 pm – 9:00 pm
Fishtale Marina
- March 7th – Board of Commissioner Work Session
10:00 am
Station 31-3043 Estero Blvd.
- March 9th – Board of Commissioners Retreat
8:30 am – 5:00 pm
Hampton Inn - 11281 Summerlin Square Dr, Fort Myers Beach, FL 33931
- March 11th - 12th – FMB Lions Club Shrimp Festival
 - March 11th – 5K Shrimp Fest Run at 9:00 am at Doc Ford's*
 - March 11th – Shrimp Fest Parade at 10:00 am*
 - March 11th – Shrimp Fest Queen Crowning at 1:00 pm at Lynn Hall Park*
 - March 12th – Expo and Shrimp Dinner Dinners Continue*
 - March 12th – Shrimp Eating Championship at 1:00 pm.*
- Santini's Fresh Market
Every Tuesday from 9:00 am – 1 pm
Santini Plaza



**FORT MYERS BEACH
FIRE CONTROL DISTRICT**

**BOARD OF FIRE COMMISSIONER
REGULAR MONTHLY MEETING**

**OLD BUSINESS
MATERIALS**



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS MEETING

“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY: Old Business
AGENDA ITEM: Fire Chief Evaluation Process
SUBJECT: Annual Fire Chief evaluation
OTHER: Continuation from February 7, 2017 Work Session Meeting

ACTION

Discussion/Approval

PURPOSE

Provide Annual Fire Chief Evaluation per contract.

HISTORY

Per the Fire Chief employment agreement which commenced on March 21, 2016, *“The Fire Chief shall be reviewed by the District’s Board of Commissioners on annual basis, at least one (1) month prior to the anniversary date of this agreement. At the conclusion of the annual review, if the Fire Chief’s performance exceeds the satisfactory level, he will be eligible for an annual monetary salary increase, tied to performance, as determined by the District Board of Commissioners.”*

As discussed in the February 7, 2017 Board of Commissioners Work Session Meeting the Board will publicly provide the Annual Fire Chief Evaluation. In the previous meeting the Board discussed in detail each of the items on the Fire Chief’s Appraisal Form.

RECOMMENDATION

In the February 7, 2017 Work Session Meeting, Commissioners were encouraged to complete the Chief Performance Appraisal Form, and to meet with the Fire Chief to provide personal evaluation comments.

At this meeting, Commissioners will provide applicable scores and comments, and may choose to accept the final evaluation.



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS MEETING

“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY: Old Business
AGENDA ITEM: Residential Knox Box Program Memorandum of Understanding
SUBJECT: Residential Knox Box Master Key Share
OTHER: Continuation from the February 7, 2017 Work Session Meeting

ACTION

[Discussion/Approval](#)

PURPOSE

To enhance emergency response service to our residential customers by establishing a uniformed means of access into residential properties with minimal or no damage. Residential clients will enjoy a new level of enhanced service through a key share program with our neighboring Fire/EMS partners which will allow our partners to provide seamless service when responding into our Jurisdiction.

HISTORY

The Knox program was first introduced into Lee County in 1979 for all properties covered under the Fire Code. At that time, each Fire District was required to hold a separate Master Key. This began a long-standing use of this system for almost all of the commercial occupancies within the Fort Myers Beach Fire Control District, and has been a great success

In today's environment of mutual aid, automatic aid, and closest unit response, multiple Master Keys in these occupancies, specific to individual Districts, has been identified as a challenge. With a new residential application beginning, Fire Districts are taking advantage of the opportunity to enhance interoperability by establishing one (1) key which can be shared between neighboring Fire/EMS partners to ensure seamless service delivery.

At the February 7, 2017 Board Work Session Meeting, Commissioners were presented with the specifics of the program and items were discussed.

IMPACTS/CONSEQUENCES

By implementing this program, we will be working jointly with other surrounding District's and uniformly using the same residential Master Key. Utilizing this program will allow an easier, safer, faster way of gaining access to an emergency medical or fire situation. Without implementation of this program, responders who cross boundary lines to provide service to another community will have to continue the use of forcible entry which can cause a financial burden on our citizens.

RECOMMENDATION

It is recommended that the Board approve the memorandum.

RECOMMENDED MOTION

Motion to approve the Residential Knox Box Program Memorandum of Understanding as presented.

**FORT MYERS BEACH
FIRE CONTROL DISTRICT**

**BOARD OF FIRE COMMISSIONERS
REGULAR MONTHLY MEETING**

**NEW BUSINESS
MATERIALS**



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS MEETING

“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY: New Business
AGENDA ITEM: Surplus Capital Assets
SUBJECT: Board approval to surplus capital assets
OTHER: Reference: Florida State Statute - Chapter 274 &
Florida Administrative Code 69I-73.3005

ACTION

Discussion/Approval

PURPOSE

To take formal action to dispose of capital assets as required by law.

HISTORY

The District will surplus assets when; 1) replacement or trade-in is in progress, 2) the asset is obsolete and longer in service, 3) as a direct result of the annual physical inventory and replacement is anticipated in the short term.

IMPACTS/CONSEQUENCES

Capital asset lists remain current and impacts to the capital asset replacement schedule and reserve funding reflect accurate information. The record management component to the asset replacement and reserve funding program is imperative for budget and planning.

Lack of action may result in outdated or unused assets remain within the District’s records resulting in inaccurate reporting, and additional time and resources required to track and maintain outdated or unused assets as required by law.

RECOMMENDATION

Staff recommends surplus of assets provided on Surplus List #2017-01.

RECOMMENDED MOTION

Motion to surplus assets as provided on Surplus List #2017-01 and to dispose of assets as recommended by staff and in accordance with all the laws and rules of the State of Florida.

Fort Myers Beach Fire Control District

FYE 9/30/17

Surplus List #2017-1

Board agenda 2/21/17

| Tag | Cat | Acquisition Date | Description | Acquisition Value | Accum Depn | Net Value | Reason for Surplus | Recommended Disposition |
|------|-----|------------------|----------------------------------|-------------------|---------------|--------------|------------------------------------|-------------------------|
| 1042 | EQ | 08/26/04 | Hurst Power Unit | 3,959 | 3,321 | 638 | Obsolete / replaced | Donate to Fire Academy |
| 1091 | EQ | 09/27/05 | 24 Volt Dewalt Saw w/Robopac Kit | 1,496 | 1,496 | - | Obsolete / replaced | Donate to Fire Academy |
| 1231 | EQ | 05/26/05 | Hurst Cutter | 3,860 | 3,860 | - | Obsolete / replaced | Donate to Fire Academy |
| 1076 | CO | 08/11/04 | Radio - Mobile - MCS 2000 VHF | 2,047 | 2,047 | - | End of useful life/non-functioning | Scrap |
| 1110 | CO | 08/11/04 | Radio - Mobile MCS 2000 VHF | 2,063 | 2,063 | - | End of useful life/non-functioning | Scrap |
| 1387 | CO | 10/04/10 | Radio - Mobile - XLT5000 800 MHZ | 3,074 | 1,998 | 1,076 | Cost to repair exceeds value | Scrap or use for parts |
| 1214 | VE | 02/12/07 | 2007 Ford Fusion (B-6) | 19,372 | 19,372 | - | End of useful life | Trade-in |
| 1215 | VE | 03/15/07 | 2007 Ford Explorer (B-4) | 26,192 | 26,192 | - | End of useful life | Trade-in |
| 1271 | VE | 03/15/07 | 2007 Ford Explorer (B-1) | 26,618 | 26,618 | - | End of useful life | Trade-in |
| | | | | <u>88,681</u> | <u>86,967</u> | <u>1,714</u> | | |