

FORT MYERS BEACH FIRE CONTROL DISTRICT

MAY 16, 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

MAY 16, 2017 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. Swearing-In of Firefighters

Andrew Dominguez	Abel Gomez
Paul Montenegro	Allan Reyez
Matthew Vreeland	John Wilcoxon
5. Promotion of Ron Martin to Executive Assistant Fire Chief of Life Safety and Support Services
6. Break
7. May 2, 2017 Work Session and Meeting Minutes [Discussion/Approval]
8. Treasurer's Report
 - A. April 30, 2017 Department Checks #42903 through #42976 for a total of \$242,347.87 [Discussion/Approval]
9. Chiefs Report [Information]
10. Attorney Report [Information]
11. Restate Agenda Items [Information]
12. Public Input on Agenda Items
13. Old Business
14. New Business
15. Commissioners Remarks [Information]
16. Public Input
17. Adjournment

MINUTES
WORK SESSION AND MEETING OF THE
FORT MYERS BEACH BOARD OF FIRE COMMISSIONERS
TIME: 10:00 AM
DATE: May 2, 2017
PLACE: 3043 Estero Boulevard, Station 31 – Training Room
Fort Myers Beach, Florida 33931

IN ATTENDANCE: Chairwoman Morris, Vice-Chairman Schindler, 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. Vice-Chairman Schindler made a motion to adopt the agenda. Sec./Treasurer Raymond seconded.
Motion approved unanimously 5 – 0

4. April 18, 2017 Work Session and Meeting Minutes [Discussion/Approval]

Chairwoman Morris called for a motion to approve the April 18, 2017 meeting minutes. Vice-Chairman Schindler made a motion to approve the April 18, 2017 meeting minutes. Sec./Treasurer Raymond seconded.
Motion approved unanimously 5 – 0

5. Restate Agenda Items [Information]

6. Public Input on Agenda Items

7. Old Business

A. Board of Commissioners Policy Manual [Discussion/Information]

The Board discussed and made changes to the first nine (9) pages of the policy manual. The Board will continue to work on the policy manual at the next work session meeting.

B. Fire Chief Appraisal Form Revision [Discussion/Approval]

The Board and Chief Love reviewed the Fire Chief Appraisal form and made a few minor changes. Chairwoman Morris called for a motion to approve the revised Fire Chief Appraisal Form. Commissioner Fleming made the motion. Commissioner Wood seconded.
Motion approved unanimously 5 – 0.

8. New Business

A. Updated Pay Schedule Item [Discussion/Approval]

Chief Love explained the altered pay schedule for the Executive Assistant Fire Chief position. Commissioner Wood made a motion to approve the presented

salary scale item for the rank of Executive Assistant Fire Chief. Commissioner Fleming seconded.
Motion approved unanimously 5 – 0.

9. Reports from Union Representatives Districts 3 and 15

No reports provided.

10. Fire Chief Remarks [Information]

No remarks were provided.

11. Remarks of Commissioners

Commissioner Fleming discussed the two vacant Chiefs positions and stated that he would like to bring someone in that does not have to go through school.

Commissioner Wood thanked everyone in attendance at meeting and stated that he believes the information discussed is very important.

Vice-Chairman Schindler agreed with Commissioner Wood's comments.

12. Public Input

No public input was provided.

13. Adjournment

Meeting adjourned at 12:35 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 April 2017

Account Name	Report Balance 03/31/17	Revenue & Transfers	Disbursements & Transfers	Balance 04/30/17
Money Market & Investments - BB&T				
AdValorem distribution (net of commissions)		334,423		
Transport receipts (AR)		71,700		
PAC - recaptured transport receipts		912		
Inspections and special events		2,864		
Retiree health reimbursements		4,011		
Education reimbursement		750		
Worker's compensation wage reimbursement		886		
9/11 Memorial donation		-		
Interest earned		44		
Transfers to Disbursement account			(696,800)	
	7,579,960	415,590	(696,800)	7,298,750
SBA - Prime				
Interest earned		3,087		
Transfers to/from BB&T		-	-	
	3,403,476	3,087	-	3,406,563
Disbursement Acct - BB&T				
Transfers from Money Market		696,800		
Retiree health insurance reimbursements		21,031		
Bank charges			(373)	
Contractual ACH payments			(14,915)	
Payroll related & ACH payments			(217,586)	
Net Payroll - direct deposits			(233,926)	
Accts payable checks 42903 - 42976			(242,348)	
	155,228	717,831	(709,148)	163,911
Total District Funds				
	11,138,664	1,136,508	(1,405,948)	10,869,224
Less: Transfers		(696,800)	696,800	
Totals	11,138,664	439,708	(709,148)	10,869,224

Fort Myers Beach Fire Control District
Statement of Assets, Liabilities and Fund Balance
April 30, 2017

Assets

Current Assets

Disbursement account	\$ 163,911	
Investment accounts	7,298,750	
State Board Investment Fund	3,406,563	
Petty cash	300	
Accounts receivable	455,517	
Allowance for doubtful accounts	(177,812)	
		11,147,229

Capital Assets

Land	1,429,970	
Buildings	6,459,764	
Equipment	1,559,656	
Fire/rescue vehicles	2,725,815	
Accumulated Depreciation	(4,154,414)	
		8,020,791

Other Assets

Amount to be provided	1,167,510	
		1,167,510

Total Assets		\$ 20,335,530
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Liabilities and Fund Balance

Current Liabilities

Accounts payable	\$ 72,779	
Accrued wages	221,790	
Payroll taxes payable	15,269	
Deferred revenue - 9/11 Memorial Project	6,683	
Deferred revenue - CERT	2,354	
Deferred revenue - restricted donation	1,000	
Retirement payable	125,742	
Current portion of BB&T loan	176,356	
		621,973

Long Term Liabilities

Compensated Absences (estimate)	185,000	
Ambulance lease	135,342	
Construction loan - Station 33	670,812	
		991,154

Total Liabilities		1,613,127
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Fund Balance

Investment in Capital Assets (net of depreciation)	8,020,791	
Nonspendable	10,037	
Assigned	5,246,180	
Unassigned	5,445,395	
		18,722,403

Total Liabilities & Fund Balance		\$ 20,335,530
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Fort Myers Beach Fire Control District
Summary Statement of Revenues, Expenditures and Changes in Fund Balance
For the Seven Months Ended April 30, 2017

	% Yr Remaining:			41.67%
	Actual	Budget	Variance	Var %
<u>Revenues</u>				
Ad Valorem taxes	9,053,829	9,171,614	(117,785)	-1.28%
Impact fees	-	9,400	(9,400)	-100.00%
Firefighters supplemental income	10,622	21,000	(10,378)	-49.42%
Inspection fees & special events	19,325	34,000	(14,675)	-43.16%
Ambulance transport	508,705	610,000	(101,295)	-16.61%
Interest	19,132	14,900	4,232	28.40%
Miscellaneous	8,503	5,561	2,942	52.90%
Sale of Capital Assets	-	3,000	(3,000)	-100.00%
Total Revenue	9,620,116	9,869,475	(249,359)	-2.53%
Fund Balance carried forward		6,175,000	6,175,000	
Total Revenue & Fund Balance carried forward	9,620,116	16,044,475	6,424,359	
<u>Expenditures</u>				
Personnel	4,102,237	8,323,600	4,221,363	50.72%
Professional & Contractual	314,703	476,650	161,947	33.98%
Travel	9,113	55,200	46,087	83.49%
Communications & Freight	66,463	125,000	58,537	46.83%
Utilities and Insurance	170,340	253,400	83,060	32.78%
Repairs and Maintenance	132,494	247,500	115,006	46.47%
Miscellaneous Operational & Administrative	12,086	32,800	20,714	63.15%
Operating Supplies & Tools	169,089	380,145	211,056	55.52%
Education & Training	67,167	147,800	80,633	54.56%
Other Services	41,817	84,230	42,413	50.35%
Capital Equipment	199,516	477,350	277,834	58.20%
Debt Service	108,899	194,620	85,721	44.05%
Total Operating Expenditures	5,393,924	10,798,295	5,404,371	50.05%
Fund Balance Reservations		5,246,180	5,246,180	
Total Expenditures and Reserves	5,393,924	16,044,475	10,650,551	
Revenues over (under) Expenditures & Reserves	4,226,192	-	(4,226,192)	
Fund Balance, October 1 (Estimate)	6,475,420			
Fund Balance, April 30	10,701,612			

Check History Report

Sorted By Vendor

Ft Myers Beach Fire Control Dist (BFD)

Activity From: 4/1/2017 to 4/30/2017

Bank Code: 1 Disbursement - BB&T

Vendor Name	Check Date	Check Number	Check Amount	Check Type
A F A Auto Parts	04/17/17	042947	25.50	Auto
ABC Fire Equipment Corp.	04/05/17	042903	639.20	Auto
Advanced Disposal	04/17/17	042946	557.53	Auto
Anclote Fire & Safety Products	04/05/17	042904	641.00	Auto
Bennett Fire Products, Inc.	04/05/17	042905	3,740.00	Auto
Bound Tree Medical LLC	04/05/17	042906	7,483.42	Auto
Bound Tree Medical LLC	04/17/17	042948	461.40	Auto
Brick Markers USA	04/05/17	042907	351.00	Auto
Cash	04/17/17	042949	116.67	Auto
CDW Government, Inc	04/05/17	042908	710.70	Auto
CenturyLink	04/05/17	042909	6,027.67	Auto
CenturyLink	04/17/17	042950	272.44	Auto
Columbia Southern University	04/05/17	042910	594.00	Auto
Comfort Zone Inc.	04/05/17	042911	78.00	Auto
Culligan of Fort Myers	04/17/17	042951	484.25	Auto
Custom Lawn Care FMB LLC	04/05/17	042912	85.00	Auto
Custom Tees Now	04/05/17	042944	415.27	Auto
Dept of Financial Services	04/05/17	042945	155.92	Auto
Early Bird Cleaning	04/05/17	042914	200.00	Auto
Early Bird Cleaning	04/17/17	042952	200.00	Auto
Emblem Enterprises, Inc.	04/05/17	042915	311.89	Auto
EMS Management & Consultants	04/17/17	042953	1,757.29	Auto
First Care Medical Center	04/05/17	042916	43.00	Auto
First National Bank	04/17/17	042954	9,738.25	Auto
Florida Fire Chiefs' Assoc	04/05/17	042917	95.00	Auto
Florida Fire Chiefs' Assoc	04/17/17	042955	95.00	Auto
Florida Fire Systems, LLC	04/17/17	042956	75.00	Auto
Gavins Hardware	04/05/17	042918	363.45	Auto
Gavins Hardware	04/17/17	042958	410.20	Auto
Helen K Snell	04/05/17	042913	750.00	Auto
I. A. F. F. Local # 1826	04/17/17	042959	2,515.60	Auto
Int'l Assoc of Arson	04/05/17	042919	100.00	Auto
J M Todd Inc	04/05/17	042920	168.70	Auto
Jems	04/17/17	042960	19.99	Auto
Lee County BOCC	04/05/17	042922	95,826.28	Auto
Lee County BOCC	04/17/17	042962	1,350.43	Auto
LEE COUNTY PLUMBING & WELL SERVICE	04/05/17	042921	650.00	Auto
Lee Memorial Health System	04/17/17	042961	1,459.00	Auto
LeeSar Regional Service Center	04/05/17	042923	774.95	Auto
Lowe's Home Centers Inc	04/17/17	042963	50.45	Auto
Manatee Tech	04/17/17	042964	303.00	Auto
Matthew Love	04/05/17	042926	215.00	Auto
Mercury Medical	04/05/17	042924	291.35	Auto
Minerva Bunker Gear Cleaners	04/05/17	042925	563.75	Auto
NAFECO	04/05/17	042927	65.00	Auto
nexAir, LLC	04/05/17	042928	124.40	Auto
nexAir, LLC	04/17/17	042966	350.07	Auto
Office Team	04/05/17	042929	2,490.39	Auto
Office Team	04/17/17	042967	787.50	Auto

Check History Report

Sorted By Vendor

Ft Myers Beach Fire Control Dist (BFD)

Activity From: 4/1/2017 to 4/30/2017

Bank Code: 1 Disbursement - BB&T

Vendor Name	Check Date	Check Number	Check Amount	Check Type
PGIT	04/17/17	042968	16,963.24	Auto
Public Risk Insurance Agency	04/05/17	042930	41,927.00	Auto
Public Risk Insurance Agency	04/17/17	042969	494.00	Auto
Sam's Club	04/05/17	042931	135.00	Auto
ShareFile	04/05/17	042932	2,300.00	Auto
Shoreline Lumber, Inc.	04/17/17	042971	317.44	Auto
South FL Emergency Vehicles	04/17/17	042976	9,923.59	Auto
Standard Life Insurance	04/05/17	042934	4,399.56	Auto
Staples Credit Plan	04/05/17	042935	810.00	Auto
SupplyWorks	04/05/17	042936	486.84	Auto
SW FL Polygraph & Background	04/17/17	042972	339.98	Auto
SW Specialty Advertising Co.	04/05/17	042933	16.00	Auto
SWFL Public Service Academy	04/17/17	042957	3,500.00	Auto
TargetSolutions Learning LLC	04/05/17	042937	8,705.50	Auto
Thyssenkrupp Elevator Corp	04/05/17	042938	571.38	Auto
Thyssenkrupp Elevator Corp	04/17/17	042973	430.30	Auto
Tri-County	04/05/17	042939	99.00	Auto
U.S. Financial Life Ins Co	04/05/17	042941	433.60	Auto
Unice Salzman Jensen, P.A	04/17/17	042970	1,989.00	Auto
US Department of Education	04/05/17	042940	84.24	Auto
US Department of Education	04/17/17	042974	195.68	Auto
Verizon Wireless	04/05/17	042942	1,078.03	Auto
Waldorf University	04/17/17	042975	769.50	Auto
WEX Bank	04/05/17	042943	1,395.08	Auto
		Report Total	<u>242,347.87</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

April 2017

Fire Chief Report

Recently our team joined forces with other Fire Departments within Lee County to fight the wildfires in Lehigh. I would like to give a special thanks to each of our members who deployed for their professionalism and the calmness they displayed in such a stressful and critical situation. Their actions were paramount in the success of our District on this deployment!

This month our Prevention team has been very busy attending local events and promoting safety initiatives. Our Prevention Specialists participated in the National Safe Kids Day along with many other local and state entities. Our Prevention team took the Lee County Fire Marshal's safety trailer to the event and trained kids on how to escape in case of a fire. There were many other safety initiatives discussed such as bike safety, swimming safety, and the importance of exercise. I would like to thank our Prevention members for their dedication to our community.


I am proud to announce that our new website is up and running. If you haven't seen it please check it out at www.fmbfire.org. Along with this, we are in the second round of review for our new logo revision and should have some good items to work with soon.

We recently posted the open positions for Assistant Chief of Training, Education, and Safety, Firefighter/Paramedic, and Executive Assistant Fire Chief of Operations. We have already received many applications and look forward to the processes.

On Thursday, May 4th, the Battalion Chief Promotional Exam was held at the Southwest Florida Public Service Academy. Although the process was lengthy, it went very well.

Our most recent four (4) new members have completed orientation and are now hitting the street. Please join me in welcoming them to our team!

I wish everyone in our community a safe month.


Matthew R. Love
Fire Chief



OPERATIONS

Operations Supervisor-Fire Chief Matt Love

April 2017 Incidents: 337
2017 Year to Date Incidents: 1410
Average Emergent Incident Response Time: 6:67

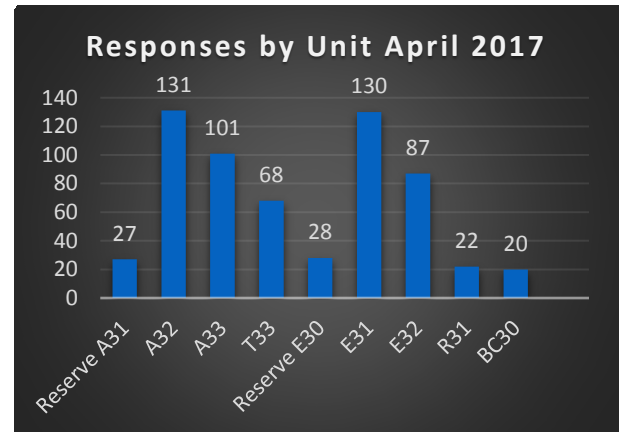
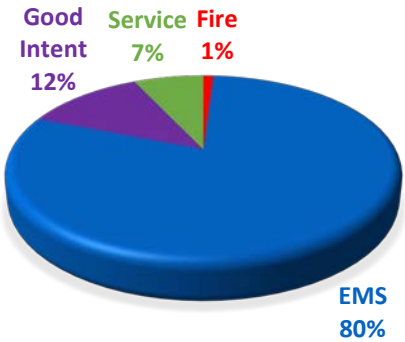
TRAINING

- Officer Development
- Fire Pump Training
- Forcible Entry
- Ground Ladders
- Pediatric Advanced Life Support Training
- Various EMS Training Events
- Driver Training (EVOC)
- Target Hazard Review
- Various Target Solutions Training
- Physical Health/Wellness Training

EMERGENCY MEDICAL SERVICES (EMS)

*EMS Operations Supervisor- Division Chief
Medical Officer Randy Kraus*

APRIL 2017



EMS training for the month of April started with an exciting opportunity for our Paramedics and EMT's who attended multiple sessions over the course of two days with cadaver skills training. This training is extremely difficult to come by, and the experience was invaluable. Our personnel were able to practice intubation and airway techniques, interosseous needle insertion, and Physicians were on hand to provide education on organ systems and biological processes. April's training also consisted of renewing our Paramedic's American Heart Association (AHA) Pediatric Advanced Life Support certifications. We closed the month of April with another exiting training opportunity. FMBFD along with Lee County EMS co-sponsored Attorney Steve Wirth from the law firm Page, Wolfberg, & Wirth, the premier EMS Law Firm in the United States. Attorney Wirth provided 3 days of Lectures on Patient Care Documentation which included provider attitude, patient care report writing principles, patient care refusals, and included a mock cross examination of a provider's report documentation in a court room setting. The lecture was very well received and beneficial to our organization, as well as the EMS and Fire professionals from all over the State of Florida who attended the series.

PREVENTION SERVICES

Prevention Services Supervisor- Division Chief Fire Marshal Ron Martin

Within the month of April, our prevention services included:

- 4 New Business Inspections
- 20 Construction Related Inspections
- 14 Annual Inspections
- 4 Ordinance Property Inspections
- 7 Fire Code Compliance Inquiries
- 28 Client Follow-Up Inspections



ADMINISTRATIVE SERVICES

OUR BEACH TEAM

Some highlights from this month include:

- Please welcome Firefighter DeCastro, Firefighter Jordan, Firefighter Leon, and Firefighter Martinez to our team!
- Members of our team participated in the Easter Egg Hunt and the National Kids Safe Day.
- Congratulations to Cody Chilson on his promotion to Lieutenant, and Ron Martin on his promotion to Executive Assistant Fire Chief of Life Safety and Support Services.

EMPLOYEE RECOGNITION

April Service Anniversaries

Lieutenant Cody Chilson	10 years
Firefighter Chris Armiger	2 years
Executive Assistant Angie Snyder	4 years

UPCOMING EVENTS

- Safe Kids SWFL – Car Seat Check
May 24th – 1:00 pm – 4:00 pm
Station 32
- Bluegrass, Brew, and BBQ
May 27th – 11:00 am – 10:00 pm
Matanzas on the Bay
- Board of Fire Commissioners Workshop
June 6th – 10:00 am
Station 31
- Santini’s Fresh Market
Every Tuesday from 9:00 am – 1 pm
Santini Plaza

