

FORT MYERS BEACH FIRE CONTROL DISTRICT

MAY 2, 2017

**BOARD OF FIRE COMMISSIONERS
WORK SESSION AND 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 WORK SESSION & MEETING

AGENDA

MAY 2, 2017

10:00 AM

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. Approval of April 18, 2017 Regular Meeting Minutes [Discussion/Approval]
5. Restate Agenda Items [Information]
6. Public Input on Agenda Items
7. Old Business
 - A. Board of Commissioners Policy Manual [Discussion/Information]
 - B. Fire Chief Appraisal Form Revision [Discussion/Approval]
8. New Business
 - A. Updated Pay Schedule Item [Discussion/Approval]
9. Reports from IAFF Union Representatives Districts 3 and 15 [Information]
10. Fire Chief Remarks [Information]
11. Commissioners Remarks [Information]
12. Public Input
13. Adjournment

MINUTES
REGULAR MEETING OF THE
FORT MYERS BEACH BOARD OF FIRE COMMISSIONERS
TIME: 6:00 PM
DATE: April 18, 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. Commissioner Fleming made a motion to adopt the agenda. Sec./Treasurer Raymond seconded.
Motion approved unanimously 5 – 0.

4. Presentation to Beach Kids Foundation

Firefighter Robert Ponte presented a check to the Beach Kids Foundation from the money raised selling calendars.

5. March 28, 2017 Regular Meeting Minutes [Discussion/Approval]

Chairwoman Morris called for a motion to approve the March 28, 2017 meeting minutes. Sec./Treasurer Raymond made a motion to approve the March 28, 2017 meeting minutes. Vice-Chairman Schindler seconded.
Motion approved unanimously 5 – 0.

6. Treasurer's Report

Chairwoman Morris requested Sec./Treasurer Raymond to read the Treasurer's report for March 2017.

Sec./Treasurer Raymond reviewed the summary of bank and investment account activities for month ending March 31, 2017.

- A. March 31, 2017 Department Checks #42831 through #42902 for a total of \$308,606.73. [Discussion/Approval]

Chairwoman Morris called for a motion to approve the March 2017 Treasurer's report. Vice-Chairman Schindler made a motion to approve the department checks for March 2017. Commissioner Wood seconded.
Motion approved unanimously 5 – 0.

7. Chiefs Report [Information]

Chief Love highlighted items on the Chief's report, as well as:

- Update on the Assistant Fire Chief process

- Assessing data for monthly company incidents
- Re-Evaluating various vendors, to include bay doors
- Congratulations to Cody Chilson for his promotion to Lieutenant
- Swearing-in and promotion ceremony planned for the next Regular Board Meeting
- Four new hires start Monday

8. Attorney Report [Information]

Chairwoman Morris stated that Darren White has filed an amended complaint and that he is requesting more depositions.

9. Restate Agenda Items [Information]

10. Public Input – Agenda Items Only

None

11. Old Business

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

The Board discussed categories on the appraisal form. Commissioner Wood recommended moving this topic to a work session meeting and the Board agreed.

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

The Board discussed revisions to the policy manual and agreed to continue discussions in a work session meeting.

C. Updated Job Descriptions [Discussion/Approval]

Chairwoman Morris recommended cleaning up the “job duties” in the job description. Commissioner Wood made a motion to approve the job description for the position of Executive Assistant Fire Chief of Life Safety and Support Services. Vice-Chairman Schindler seconded.

Motion approved unanimously 5 – 0.

12. New Business

A. Engine Specifications

The Board and Fire Chief Love discussed the Executive Summary and bids. Commissioner Wood recommended that the Board approve the purchase and assess the financing. Commissioner Wood made a motion to approve the bid proposal for the purchase of one (1) Sutphen Monarch Rescue Pumper as identified in the proposal at a purchase price of \$534,866.11 and to grant the Fire Chief authority to complete the transaction and if needed, negotiate unforeseen items, up to 5% of the original quote, and to further allow for the prepayment of the apparatus using reserve funds with the intent to reimburse reserves with future debt. Chairwoman Morris added “and to attempt to negotiate for a lower price” to the motion. Vice-Chairman Schindler seconded.

Motion approved unanimously 5 – 0.

Chairwoman Morris read the summary of resolution 2017-01 into the record. The Foregoing Resolution Was Offered By Commissioner Wood Who Moved The

Resolution's Adoption. The Motion Was Seconded By Commissioner Schindler And, Upon Being Put To A Vote, The Vote Was As Follows:

Commissioner Carol Morris	Aye
Commissioner Theodore Schindler II	Aye
Commissioner Bob Raymond	Aye
Commissioner Ron Fleming	Aye
Commissioner Larry Wood	Aye

Discussion continued between the Board and the District regarding the wording of the Resolution.

13. Reports from Union Representatives Districts 3 and 15

Vice President of Local 1826 Troy Mesick gave an update on the MDA Boot Drive and negotiations.

14. Remarks of Commissioners

Commissioner Fleming congratulated Firefighters on the MDA Boot Drive and the Red Coconut for their Annual Easter Egg Hunt.

Commissioner Wood thanked Battalion Chief Grow and the group that put the bids together for the engine purchase.

Sec./Treasurer Raymond discussed the upcoming budget and how items may affect it.

The Board thanked our members for their hard work.

Vice-Chairman Schindler stated that he likes the format of the bids.

Chairwoman Morris stated that she is pleased with our Fire Chief.

15. Public Input

None

16. Adjournment

Meeting adjourned at 7:20 pm.

**FORT MYERS BEACH
FIRE CONTROL DISTRICT**

**BOARD OF FIRE COMMISSIONERS
WORK SESSION AND 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:	Board of Fire Commissioners Policy Manual
SUBJECT:	Policies for which the Board of Fire Commissioners conduct governance.
OTHER:	Remains on the agenda from previous meetings

ACTION

[\[Information/Discussion\]](#)

PURPOSE

Create a single document identifying how the Board of Fire Commissioners wishes to conduct business.

HISTORY

Previously, multiple miscellaneous items have existed in addition to the organizations bylaws, to include Board amendments and resolutions. This manual will bring all items into one document to be used by the Board of Fire Commissioners in conducting business and functioning as a Commissioner group.

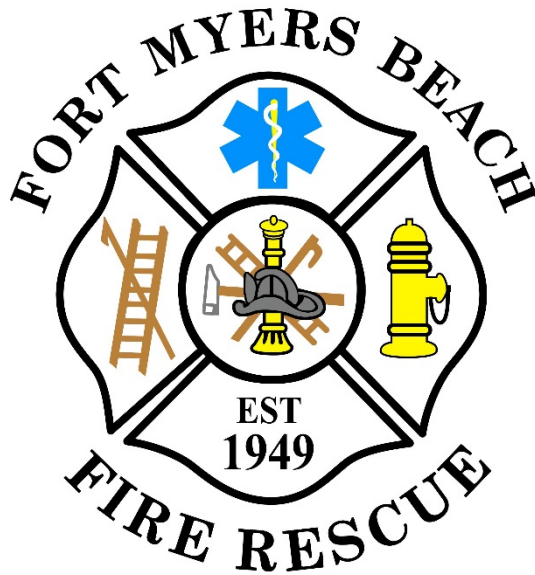
Legal counsel and staff have put together a draft document based on previous meeting discussions.

Additional components have been provided by legal counsel and have been added to their respective section.

RECOMMENDATION

Continue discussion as a draft document is developed for Board review.

FORT MYERS BEACH FIRE CONTROL DISTRICT



BOARD of FIRE COMMISSIONERS

POLICY MANUAL

DRAFT

Version 4/25/2017

	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY MANUAL		
Approved:		Effective Date:	DRAFT
Title:		Revision Date:	DRAFT

TABLE OF CONTENTS

SECTION 1: Policies of the Board Page 3

SECTION 2: Office..... Page 3

SECTION 3: Meetings..... Page 3

SECTION 4: Commissioners..... Page 6

SECTION 5: Florida Sunshine Law..... Page 10


SECTION 6: Code of Conduct, Mission, Vision & Values..... Page 10

SECTION 7: District Management..... Page 13

SECTION 8: Financial Administration..... Page 14

SECTION 9: Board of Fire Commissioner Policy Adoption..... Page 16

APPENDIX A: XXXX Page X

	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY MANUAL		
	Approved:	Effective Date:	DRAFT
Title:	Revision Date:	DRAFT	

PURPOSE

The purpose of the Fort Myers Beach Fire Control District Board of Fire Commissioners Policy Manual is to provide information to Commissioners, community members, and District staff as to the Boards desired and agreed upon actions in achieving order and effective operations of the Districts governing body.

SCOPE

All Fort Myers Beach Fire Control District Fire Commissioners.

POLICY

SECTION 1: Policies of the Board

- I. The policy of the Board (“Board”) shall be consistent with the availability of revenues, personnel and equipment, to use its best efforts to provide the quality services as authorized.
- II. This document, known as the Fort Myers Beach Fire Control District Board of Fire Commissioners Policy Manual, shall be the presiding policy of the Board.
- III. The Board shall be compliant with the Florida Statutes including, but not limited to;
 - A. F.S. 119: Public Records; Public Officers, Employees, and Records
 - B. F.S. 120: Administrative Procedure Act; Public Officers, Employees, and Records
 - C. F.S. 191: Independent Special Fire Control Districts; Planning and Development
 - D. F.S. 286: Public Business: Miscellaneous Provisions; Public Business
 - E. F.S. 447: Labor Organizations; Labor
- IV. The Board will review this document as needed, and no less than each time there is an alteration in the Officers of the District Board.

SECTION 2: Office

- I. The principal business office of District and Board shall be at 100 Voorhis Street, Fort Myers Beach, Florida 33931, until otherwise designated by the Board.
- II. Establishing Other Offices and Relocation
The Board, by resolution, may from time to time or in necessity, designate, locate and relocate its executive and business office and such other offices as, in its judgment, are necessary to conduct the business of the District.

	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY MANUAL		
Approved:		Effective Date:	DRAFT
Title:		Revision Date:	DRAFT

SECTION 3: Meetings

I. Meeting Materials

- A. The Board will come prepared to all meetings having read Board material, reports and/or correspondence on matters to be discussed at meetings. The Board will contact or meet with the Fire Chief prior to each meeting for clarification or questions regarding the material provided.
- B. All materials written, assembled, or otherwise recorded during a meeting, either handwritten or electronically captured are subject to public records laws and will be given to the Fire Chief for public access immediately after such meeting but no later than the following day of such meeting.

II. Roberts Rules of Order

Board meetings will be run consistent with Roberts Rules of Order for Small Boards.

III. Regular Meetings and Work Session Meetings


Regular Meetings and Work Session Meetings shall be conducted based on the approved and posted schedule.

IV. Special Meetings

Special meetings may be called by any member of the Board upon 72 hours written notice provided to each Board member, the Fire Chief, and District Administrative Offices.

V. Meeting Attendance

- A. The Board will adhere to the components of the Florida Statutes, specifically Chapter 191.005, regarding meeting attendance, which states, “The Board shall remove any member who has three consecutive, unexcused absences from regularly scheduled meetings. The Board shall adopt policies by resolution defining excused and unexcused absences.”
- B. The Board will adhere to existing laws adopted by the District with regard to meeting attendance.
- C. The Board shall attend all meetings unless excused. The Board will notify the Fire Chief and Chair via email or telephone as soon as possible if they are unable to attend a meeting along with an explanation for being absent.
- D. The Board defines an unexcused absence as: An absence that is beyond the Commissioner’s control from attending the Board meeting providing that such


	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY MANUAL		
	Approved:	Effective Date:	DRAFT
Title:	Revision Date:	DRAFT	

absences do not exceed four (4) consecutive occurrences. Any absence exceeding the four (4) excused consecutive absences will be an unexcused absence and count towards the above policy that states: “The Board shall remove any member who has four (4) consecutive, unexcused absences from regularly scheduled meetings.” The Board will allow an exception to this policy for unusual temporary extended incapacity. This exception will only occur if a request is made in writing to the Board explaining why the Board should allow more than the four (4) unexcused consecutive absences and the exception will then be unanimously granted by the Board.

- E. The Board is not permitted to attend Regular or Special Meetings via any audio-visual device. All Regular and Special Meeting attendance must be in person.
- F. The Board is not eligible to vote on any matters which come before the Board unless in attendance, in person at a meeting.
- G. The Board shall attend Regular Meetings in District provided attire, representing the District in a professional manner.

VI. Agenda

- A. To achieve the proper consideration of issues by the Board requires adequate preparation, which in turn requires Board meeting agendas be set sufficiently in advance and according to Board priority to allow adequate preparation and review for staff and Board alike. In order to allow for the orderly flow of issues to the Board according to the District’s mission and priorities of the Board, and to allow for maximum flexibility in the flow of information to the Board, agendas for regular meetings and work sessions of the Board shall be created and finalized at least four (4) days in advance whenever possible.
- B. The Board shall notify the Fire Chief well in advance of the four (4) day window if they wish to add items to the agenda in order to allow for proper research and information. When adding an item to the agenda, the requesting Board member shall provide:
 - 1. The area of the agenda for which the item will be placed (Old Business, New Business, Presentation, etc.)
 - 2. The desired action to be taken (Information, Discussion, Approval, etc.)
 - 3. A description of the topic, which will adequately prepare other Board members and staff for the topic to be discussed.

	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY MANUAL		
	Approved:	Effective Date:	DRAFT
Title:	Revision Date:	DRAFT	


- C. New Business and/or Old Business that remains open during the meeting should be carried forward as Old Business on the monthly agenda for the next meeting.
- D. The Board shall review and approve, or deny agenda items at the beginning of the meeting, and additional items shall be indicated and approved or denied.
- E. At any time, the Board may approve or disapprove discussion, addition, or removal of an agenda topic by majority vote.
- F. It is the general practice of the Board to review items, whenever possible, at a Work Session Meeting, and approve items at a Regular Meeting. Whenever possible, Work Session Meetings shall include presentation and discussion on topics, while Regular Meetings shall include the final vote on such items.
 - 1. Items of time or other sensitivity shall be brought to the Board despite the meeting type, as to not delay decision making.
- G. The Board will receive meeting materials electronically to expedite information delivery.
 - 1. For Regular Meetings (not Work Session Meetings), the Board will be delivered paper packets to their in-District residence.
 - 2. In circumstances, which packets include a substantial amount of supporting documentation, supporting documentation may only be delivered electronically to conserve resources.

VII. Emergency Meetings

- A. Emergency meetings may be called by the Chair or Vice-Chair in the event of an emergency that requires immediate action in order to protect the public health, safety, and welfare of the property owners and electors of the District, without notice if notice is not practicable.

VIII. Conducting Business

- A. Vote Requirements.
The Board shall require the affirmative vote of a majority of the Board Members present and voting for any action.
- B. Abstinent
Board Members may only abstain from a vote if they have filed the appropriate documentation with the state of Florida, as identified in statute 112.3143.

	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY MANUAL		
Approved:		Effective Date:	DRAFT
Title:		Revision Date:	DRAFT

C. Order

Board, staff, and community alike will maintain order, respect, and professionalism within meetings and official business. The Board Chair, or designee, will maintain order of meetings. Board, staff, and community will allow each the ability to present information and generate respectful discussion without interruption of one’s presentation and/or disorderly conduct.

IX. Public Conduct at Meetings

Comments by members of the public shall be made only during the “Public Comment” portions of the meeting and shall be limited to three (3) minutes per individual and five (5) minutes per group spokesperson unless additional opportunity is given at the Board’s discretion. Each member of the public wishing to speak may be asked to fill out a form indicating name, address, and agenda item to be addressed. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance, or any other means are hereby prohibited and constitute a violation of District rules. Such conduct may result in removal of person(s) responsible for such behavior from the meeting and/or criminal charges filed against such person(s). To the extent such occurrences arise and the person(s) responsible refuse to leave the premises, law enforcement authorities will be summoned. Law enforcement may be requested to attend meetings at any time in which the Board believes their presence will be an asset to the keeping of peace and the conducting of public business.

Public comment which pertains to general operations of the District and not related to Board business will be relayed to the Fire Chief to be addressed separately from the Board meeting.


SECTION 4: Commissioners

I. Commissioner Qualifications and Terms

The Board shall be determined by relevant statutory provisions. Commissioner terms will include **X**.

II. Commissioners Performance of Duties

The Board shall perform all duties expected, including duties as a member of any committee upon which the Board Member may serve, in good faith, and in a manner, which the Board Member reasonably believes to be in the best interest of the District, and with such care as an ordinarily prudent person in a like position would use under similar circumstances.

	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY MANUAL		
	Approved:	Effective Date:	DRAFT
Title:	Revision Date:	DRAFT	

A. Interference

No Board Member shall interfere with the daily operation of the Fire Department, unless the Board as a whole agrees to bring to the attention of the Fire Chief an area of the daily operation in which the Board deems is not fit or proper.

B. Administration

All orders for personnel will only be issued on the authority of the Fire Chief who is solely responsible to the Board for his actions and decisions. Board members requests for administrative services and information shall be made through the Fire Chief. All information provided to one Board member shall be disseminated to all Board members.

C. Commissioner Contact with Employees and Members of the District


1. The Board will adhere to labor contracts adopted by the District with regard to involvement with Department personnel.
2. The Board will schedule all meetings including, but not limited to; structured meetings, stop-ins, coffees, lunches, or formal gatherings with Department personnel through the Fire Chief.
3. The Board will get approval and coordinate ride-alongs with the Fire Chief.
4. Events initiated by a Commissioner that represent the Department to the Community and that use Department facilities or equipment will be approved by the Board with the consent of the Fire Chief.
5. The Board shall report any complaint against an employee of the District to the Fire Chief in a timely manner.

III. Commissioners Access to Materials

- A. Materials to disseminate information to the public, except campaign or election information are at the expense of the District.
- B. Clothing may be ordered through the Fire Chief following organizational policies and procedures. All such material should use Department approved language and logos, and should properly use the title “Commissioner”.
- C. The Board will not borrow Department equipment for personal or election use.

IV. Conflict of Interest

A potential conflict of interest of any Board Member shall be disclosed in accordance with State law, particularly Fla. Stat. 112.313.

	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY MANUAL		
Approved:		Effective Date:	DRAFT
Title:		Revision Date:	DRAFT

V. Commissioner Representation of the District and Representing an Official Board Position


A. The Board is only authorized to represent the District’s opinion when the majority of the Board has determined a stance on said issue or subject. At no time, will a Board Member represent the thoughts of the District through personal opinion without the authorization of a Board majority. This includes, but is not limited to, representation verbally, in written format, using electronic mediums and social media, the use of District logo, letterhead, uniform, business cards, State Commissioner Card, and any other insignia, to include the verbal representation of oneself as a Fire Commissioner. All written and verbal communication shall include a clear disclosure such as; “The view, opinions, or positions expressed herein are those of my own and do not represent those of the Board of Commissioners.”

B. The Boards actions and comments are a reflection on the District. Board Members should use discretion when discussing District business with members of the public at all times, including prior to and after public Board meeting discussions and decisions. At all times when discussing District business, the Board shall follow these rules:

1. Comments to the public must be factual.
2. A Commissioner is prohibited from making promises which would be binding on the District.
3. Once the Board takes a position on an issue, all official District correspondence regarding that issue will reflect the Board’s adopted position.
4. An individual Board Member may not make statements or representations on behalf of the District or the Board without authorization.

C. Abuse of Title

1. Board members may use their title only when conducting official District business, for information purposes, or as an indication of background and expertise, carefully considering whether they are exceeding or appearing to exceed any delegated authority given by the Board to represent the District.
2. Board Members may not represent the Board or the District at any meeting, discussion or otherwise without prior permission from the Board or the Board Chair.

	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY MANUAL		
	Approved:	Effective Date:	DRAFT
Title:	Revision Date:	DRAFT	

3. Board Members may express their personal opinions and comments, but must clarify that they are not representing the Board and his or her statements represent personal opinions, and do not reflect the official position of the Board or the District.
4. When speaking to a reporter, Board Members shall speak as an individual and not a representative of the District or the Board, and shall make that known to the reporter.
 - a. Board Members are strongly encouraged to refer all media inquiries to the District’s Public Information Officer and/or Fire Chief, as well as brief the Fire Chief on any comments made to a media outlet.

VI. Commissioner Communication

- A. The Board will be provided with a District electronic mail account (email) for use while conducting District business. Should a Board Member use another server or media outlet to conduct District business, that Board Member will copy the District issued account to confirm archival of the information.
- B. Board Members may submit one-way communication to each other via electronic mail, as long as no Board Member replies to the message. In these circumstances, the Board will be equally provided with information and the information will be courtesy copied to the Fire Chief.
- C. The Board will refrain from communication with each other in any format regarding matters that may ever come before the Board. See further information within the “Sunshine Law” section.

VII. Identification

The State of Florida will issue a card for each Board Member for identification purposes. The District will also provide the Board Members with business cards, which conform to the District’s business card template. Among, and in addition to customary information, business cards will include the title “Commissioner” rather than an officer position, the District’s administrative office address and phone number, and the District assigned electronic mail account.

	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY MANUAL		
	Approved:	Effective Date:	DRAFT
Title:	Revision Date:	DRAFT	

VIII. Officers

The Board shall elect from its membership a Chair, Vice Chair, and Secretary/Treasurer. Election will occur after each Commissioner election, and whenever added and acted upon on a meeting agenda.

A. Chair

The Chair shall preside at all meetings to include maintaining order. The Chair is authorized to sign all contracts, deeds, notes, debentures, warrants and other instruments on behalf of the District.

B. Vice Chair

The Vice Chair shall preside at meetings in the absence of the Chair.

C. Secretary

The Secretary shall be responsible for the records of the District; may act as Secretary at meetings of the Board and record all votes; shall be responsible for composing a record of the proceedings of the Board in a visual text format that may be transmitted electronically and kept for that purpose, which shall be an official record of the Board; and shall perform all duties incident to that office. The Secretary shall be the designated election official of the District, unless otherwise determined by the Board.

D. Treasurer

The Treasurer shall be authorized to invest or cause to be invested all surplus funds or other available funds of the District in permitted investments authorized by law or as specified by the Board.

E. Recording Secretary

The Board shall have the authority to appoint a recording secretary who need not be a member of the Board, and who shall be responsible for recording all votes and composing a record of the proceedings of the Board in a visual text format that may be transmitted electronically and kept for that purpose, which shall be the official record of the Board. The recording secretary shall not be required to take an oath of office, nor shall the recording secretary be required to post a performance bond.

F. The Board will, if deemed necessary, appoint an acting officer in the absence of any individual officer.

	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY MANUAL		
	Approved:	Effective Date:	DRAFT
Title:	Revision Date:	DRAFT	

IX. Compensation

Each Board Member shall receive the maximum compensation authorized by statute, unless otherwise determined by the Board. No Director shall receive compensation as an employee of the District, except as may be provided by statute.

X. Indemnification

The District shall defend, hold harmless and indemnify any Board Member, officer, agent, or employee, whether elective or appointive, against any tort or liability, claim or demand, without limitation, arising out of any alleged act or omission occurring during the performance of official duty, as more fully defined by law or by an indemnification resolution, if any.

SECTION 5: Florida Sunshine Law

I. Purpose of Florida’s Government-in-the-Sunshine Law

The purpose of Florida’s Government-in-the-Sunshine Law is to provide a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before the board for action. There is also a constitutionally guaranteed right of access. Virtually all state and local collegial public bodies are covered by the open meetings requirements with the exception of the judiciary and the state Legislature which has its own constitutional provision relating to access.

II. Sunshine Law Refresher

The Board is encouraged to receive annual refresher training of at least four (4) hours on subjects that pertain to applicable Sunshine Laws and/or Ethics.


III. Email Meetings

Certain e-mail between two (2) or more Board Members discussing pending resolutions or other District business shall be considered a public meeting. As such, email communication between Board Members is not permitted.

SECTION 6: Code of Conduct, Mission, Vision & Values

I. General

The Board is tasked with using its best efforts to provide for the health, safety and welfare of the inhabitants and property owners of the District and others. The Board shall be guided by the principle of non-partisanship – all decisions and votes shall be made in the best interest of the public, on their merits, objectively and without regard to political party, region or ideological partisanship – and Directors should conduct themselves in a highly professional manner.

	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY MANUAL		
	Approved:	Effective Date:	DRAFT
Title:	Revision Date:	DRAFT	

II. Mission Statement

The Board recognizes and adopts the Fort Myers Beach Fire Control District’s (Also known as the “Fort Myers Beach Fire Department”) Mission, Vision, Values, and Slogan and will use such as guidance in decision making and conduct. (See Appendix A)

III. Code of Conduct

A. Purpose

This Code of Conduct sets the minimum requirements for members of the Board. The purpose of the Code of Conduct is to promote public confidence in the integrity of the Board and the District by assisting in understanding the standards of conduct expected of them and establishing penalties, when appropriate, for anyone who violates the public trust.


B. Duty

The Board will represent the interest of our District. Therefore, the Board is responsible to promote efficiency, effectiveness, and responsiveness in the District, and to increase public awareness of the value and importance of the District. The Board has a duty to use their public positions to contribute to the public good. The Board shall be mindful of actions that give the appearance of impropriety and should strive to avoid situations that may create an appearance of impropriety.

C. Conduct

To facilitate the duty of the Board as listed above, the Board is committed and shall conduct the District’s business following these guidelines:

1. Focus on the issue, stick to the issue;
2. Respect the dignity, style, values, and opinions of each Commissioner;
3. Agree to disagree without getting personal
4. Refrain from verbal attacks, personal charges or abusive conduct on the character or motives of other members of the Board, the District staff and personnel, personnel of other agencies, and the public;
5. Once the Board makes a decision, move on to the next issue and work together in the future;
6. Encourage attentive listening and responsiveness in communication;
7. Listen to others before judging or reacting;
8. Make the needs of the District’s constituents the Board’s priority;
9. Exercise compassion, benevolence, fairness, and optimism;
10. Being prepared to make decisions that may not be popular;
11. Promoting organizational accountability through appropriate controls and procedures;

	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY MANUAL		
	Approved:	Effective Date:	DRAFT
Title:	Revision Date:	DRAFT	


12. Taking responsibility for their own errors;
13. Assume best intentions, and consider the validity of the message;
14. During Board meetings, speak to each other, not to the audience;
15. Speak for yourself, don't speak for others;
16. Base decisions on your best judgment of the merits and substance of the matter at hand;
17. Keep Executive Session discussions confidential;
18. If you have a concern for matters related to another Commissioner, address the person directly.
19. Use and allow the District Manager as a subject matter expert in making District decisions.
20. Refrain from involvement in operations which have been delegated to the District Manager.

D. Principles to be observed by the Board

1. The primary responsibility of the Board is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to the District Manager.
2. The Board shall commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, blindsiding, and other negative forms of interaction.
3. The Board shall commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
4. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board takes action, the Board shall commit to supporting the action and not create barriers to its implementation.

E. Violation of Code of Conduct.

1. The Board shall "police" themselves as it relates to adherence to the Code of Conduct, this document, and other related rules, regulations, or policy. The Board Chair shall maintain a level of order as it relates to these items and bring items to the attention of the Board as a whole should it be necessary.
2. District staff is not responsible for the management of the Board as it relates to these parameters, nor is it appropriately in the best interests of the District to expect staff to do so. Any report to staff or report by staff

	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY MANUAL		
	Approved:	Effective Date:	DRAFT
Title:	Revision Date:	DRAFT	

will be reported to the Board Chair or Vice Chair to be addressed by the Board.

3. Any Board Member who violates the Code of Conduct is subject to Board action. Action shall be taken only upon approval by a vote of a majority of the Board. The Board reserves the right to take any of the following steps for violation of the Code of Conduct by a Board Member, after consideration of the seriousness, duration, and/or repeated nature of the violation:
 - a. Verbal Warning;
 - b. Remedial or educational training on the subject of the violation intended to avoid or prevent future violations;
 - c. Written Warning;
 - d. Public censure, to include a letter of apology and/or a written resolution of the Board of apology to be sent to affected persons.
 - e. Suspension or removal following due process.

SECTION 7: District Management

I. Fire Chief/Chief Executive Officer/District Manager

- A. The Board will appoint a Fire Chief to maintain command and control of the District. The individual serving as the Fire Chief for the District serves as the Chief Executive Officer for the organization and reports directly to the elected Board of Fire Commissioners. The Fire Chief/Chief Executive Officer will serve as the District Manager, Commander-in-Chief, and will manage all functions of the District as identified in the Fire Chief position description and related agreements.
- B. The Fire Chief will oversee all personnel matters of the District, acting as the final authority for such matters.
- C. The Fire Chief will have the authority to execute financial matters as described within this document, as well as the authority to execute operational contracts and agreements within the Districts operations.
- D. The Fire Chief is responsible for all policy, procedure, and guideline for the operation of the District outside of that governed by the Board within the Board of Fire Commissioners Policy Manual.
- E. The Fire Chief is responsible for negotiating, or causing negotiation to occur for the District and acts as an agent to fulfill the Boards desires. The Board shall not

	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY MANUAL		
Approved:		Effective Date:	DRAFT
Title:		Revision Date:	DRAFT

represent the District within negotiating matters, nor represent an opinion or stance. In legal response to the components of Florida State law, Commissioners shall distance themselves from such activities to ensure their ability to function as needed through the process.

II. Fire Chief Evaluation Process

The Fire Chief shall be evaluated by the Board as determined by relevant agreements. When a formal evaluation of the Fire Chief occurs, each Board Member will be provided with the Fire Chief Appraisal document to provide both numerical and narrative feedback. The Board Members are encouraged to meet with the Fire Chief to deliver feedback and information prior to the final delivery of the evaluation. The final delivery of the evaluation will occur within a public meeting of the Board of Fire Commissioners based on an accumulation of all Commissioners ratings and comments.

SECTION 8: Financial Administration

I. Appropriating

At the time of budget adoption, the Board shall enact appropriations for the ensuing fiscal year as they relate to expenditures, compensation schedules, etc. The Board Appointed Fire Chief/Chief Executive Officer shall have the care and custody of the general funds of the District and shall deposit or cause to be deposited the same in the name of District in such banks or savings associations as the Board may select. The Fire Chief/Chief Executive Officer will approve or cause to be approved all vouchers, orders and checks for payment, and shall keep or cause to be kept regular books of account of all District transactions.


At no time will an individual Board Member commit the District to an expenditure without authorization by the whole Board.

A. The Fire Chief/Chief Executive Officer will execute purchasing authority as listed above, as well as present to the Board a procurement package for approval, as described in District Policy 202, at or in excess of \$**XX,XXX**.

II. All expenditures of the District will follow District policy for completion, and when required, District Account Signers will be required to approve signature purchases, such as District checks.

A. Signature authority is authorized to the Fire Chief/Chief Executive Officer for expenditures below \$**XXX**.

B. Expenditures at or in excess of \$**XXX** require a Commissioner signature.

	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY MANUAL		
Approved:		Effective Date:	DRAFT
Title:		Revision Date:	DRAFT

SECTION 9: Board of Fire Commissioner Policy Adoption

By order of the Fort Myers Beach Fire Control District Board of Fire Commissioners, this Board of Fire Commissioner Policy Manual is adopted on this **XX** day of, 2017.


XXXX XXXX

XXXX XXXX

XXXX XXXX

XXXX XXXX

XXXX XXXX

	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY MANUAL		
Approved:		Effective Date:	DRAFT
Title:		Revision Date:	DRAFT

**Appendix A
Fort Myers Beach Fire Control District Mission, Vision, Values, and Slogan**

Mission, Vision, Values & Slogan: (FMBFCD SOP-1)



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS MEETING

“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY: Old Business
AGENDA ITEM: [Fire Chief Appraisal Form Revision](#)
SUBJECT: Final Approval of the Fire Chief Appraisal Form Revision
OTHER: Remains on the agenda from previous meetings

ACTION

[Discussion/Approval](#)

PURPOSE

Review and approve proposed updates to the Fire Chief Appraisal Form

HISTORY

Within the last Fire Chief evaluation process, Commissioners discussed the revision of the Fire Chief Appraisal form for the following evaluation period.

This form was provided to all Commissioners, and discussion occurred beginning at the March 7, 2017 Board of Commissioners Meeting.

Updates have been applied to the form to date for Board review.

RECOMMENDATION

Discussion and approval is recommended.

RECOMMENDED MOTION

Motion to approve and implement the revised Fire Chief Appraisal Document as presented.

FORT MYERS BEACH FIRE CONTROL DISTRICT

FIRE CHIEF APPRAISAL

Fire Chief: **Performance Appraisal Period:** **Previous Appraisal Date:**

For the relevant Appraisal Period (*see* above), Fire Commissioners will evaluate the Fire Chief's work performance in each of the seven (7) categories. Each category in the appraisal is weighted equally.

Categories will be rated using a scale from one (1) to five (5), as reflected below. Commissioners may provide a fraction, up to one decimal, as desired in the scoring. (Example: 4.1, 3.9, etc.)

Unsatisfactory (1-1.9)	<i>Constantly falls below expectations</i>
Needs Improvement (2-2.9)	<i>Usually meets, but sometimes falls below, expectations</i>
Satisfactory (3)	<i>Meets expectations</i>
Above Satisfactory (3.1-3.9)	<i>Meets and sometimes exceeds expectations</i>
Very Good (4-4.9)	<i>Usually exceeds expectations</i>
Outstanding (5)	<i>Significantly exceeds expectations</i>

Comments on performance in any of the categories is encouraged. Specific comments are required for any category which receives a rating of 1-1.9 or 5.

CATEGORY 1: Financial Management

Expectations:

- Apprises the Board of the ongoing financial condition and operational budget of the District
- Forecasts and plans for future District financial needs
- Oversees the preparation and completion of the annual budget process, and manages the budget upon its adoption
- Supervises purchasing and requests approval from the Board as required by policy

Specific Period Objectives:

- Complete 5 and 10-year financial projection assessment to include Re-Capitalization and Sustainment Planning
- Integrate new Organizational Structure into the revised budget process and procedure
- Continue to refine and enhance the budgeting process to achieve staff efficiency and quality planning.
- Complete pilot phase and implement next phase of purchasing procedure effective new fiscal year.

Board of Fire Commissioners Performance Ratings:

- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:

Cumulative Board of Fire Commissioners Performance Rating:

FORT MYERS BEACH FIRE CONTROL DISTRICT

FIRE CHIEF APPRAISAL

CATEGORY 2: Personnel Management

Expectations:

- Oversees the District's Human Resources and personnel functions relating to recruiting, hiring, promoting, disciplining, terminating, training and development
- Oversees career development, training, and educational programs
- Establishes department organizational structure and the assignment of personnel
- Consults with the Board and legal counsel regarding labor relations and collective bargaining agreements

Specific Period Objectives:

- Complete implementation of revised and enhanced promotional processes
- Establish a system of forecasting position vacancy
- Maintain new employment eligibility to maintain operational staffing levels with minimal fluctuation
- Implement Assistant Chief of Training, Education and Safety
- Begin a phased and priority-based implementation of enhanced training, education and development programs
- Complete organizational restructuring process
- Contribute to the clarification of language within the District 3 Collective Bargaining Agreement to alleviate as many "gray areas" as foreseeable through a positive negotiation process with productive, respectful and professional interaction.

Board of Fire Commissioners Performance Ratings:

- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:

Cumulative Board of Fire Commissioners Performance Rating:

FORT MYERS BEACH FIRE CONTROL DISTRICT

FIRE CHIEF APPRAISAL

CATEGORY 3: Strategic Planning

Expectations:

- Establishes and maintains the District's Strategic/Comprehensive Plan
- Manages short and long range District strategies
- Establishes sub-plans based on the District's Strategic/Comprehensive Plan and organizational structure
- Provides an annual Strategic/Comprehensive Plan report

Specific Period Objectives:

- Refine and complete the 5 and 10-year financial projection assessments to be used in the financial phase of the Strategic/Comprehensive Plan revision.
- Continue the long-term facility planning assessment to be used in the facility phase of the Strategic/Comprehensive Plan revision.
- Secure funding and preparation requirements to facilitate a Strategic/Comprehensive Plan update and revision goal of late 2018.
- Provide the Board, organization and community with strategic/comprehensive planning process updates in lieu of annual Strategic/Comprehensive Plan report until revision.

Board of Fire Commissioners Performance Ratings:

- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:

Cumulative Board of Fire Commissioners Performance Rating:

FORT MYERS BEACH FIRE CONTROL DISTRICT

FIRE CHIEF APPRAISAL

CATEGORY 4: Leadership

Expectations:

- Serves as Chief Administrative Officer of the District and responsible to the District Board of Fire Commissioners for proper administration of all affairs of the District
- Oversees emergency service delivery, fire and life safety activities and disaster management functions
- Assures the proper command and control of District emergency response activities

Specific Period Objectives:

- Systematically review and assess each major function of the organization to establish metrics, efficiencies, and reporting measures
- Implement a command and control development program to ensure quality incident command activities
- Upon complete implementation of the organizational restructure, gain availability to personally develop and mentor leadership attributes of members

Board of Fire Commissioners Performance Ratings:

- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:

Cumulative Board of Fire Commissioners Performance Rating:

FORT MYERS BEACH FIRE CONTROL DISTRICT

FIRE CHIEF APPRAISAL

CATEGORY 5: Community, Governmental & Industry

Expectations:

- Represents the District through speeches and presentations consistent with good community District relations
- Attends and participate in workshops, seminars, conferences, committee meetings and public safety hearings
- Establishes and maintain effective working relationships with state, county and municipal agencies and officials.
- Ensures District compliance with applicable laws, ordinances, rules, regulations, resolutions and policies
- Demonstrates thorough knowledge of current and developing operations within the fire and EMS industry

Specific Period Objectives:

- Establish new opportunities to educate and inform our community of Fire Department functions and activities
- Continue active involvement in organizations which provide beneficial information and resources to our organization's mission such as, but not limited to, the Florida Special District Association (FSDA), Florida Public Employers Labor Relations Association (FPELRA), Florida State Fire Chief Association (FSFCA), and Lee County Fire Chiefs Association (LCFCA).
- Complete the FASD Certified District Manger (CDM) Program
- Regularly share information with our neighboring jurisdictions and service providers.
- Serve on the District Audit Committee and oversee audit assessments, implementing procedures to continually improve operations based on outside financial assessment.
- Provide information gained through outside cooperation, education, and training to internal members in an effort to advance services.

Board of Fire Commissioners Performance Ratings:

- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:

Cumulative Board of Fire Commissioners Performance Rating:

FORT MYERS BEACH FIRE CONTROL DISTRICT

FIRE CHIEF APPRAISAL

CATEGORY 6: Board of Fire Commissioners

Expectations:

- Periodically appraises the Board of District activities and operations
- Assists the Board in the preparation of agenda topics for Board meetings
- Suggests to the Board matters for adoption
- Provides technical advice to the Board

Specific Period Objectives:

- Continue to develop the Board of Fire Commissioners Policy/Operations Manual
- Develop a Statistical Abstract document to aid the Commissioner group in long-term decision making and illustrate the District's response model.
- Provide data assessments, studies, and technical analysis to the Commissioner group throughout the Collective Bargaining Process.

Board of Fire Commissioners Performance Ratings:

- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:

Cumulative Board of Fire Commissioners Performance Rating:

FORT MYERS BEACH FIRE CONTROL DISTRICT

FIRE CHIEF APPRAISAL

CATEGORY 7: Disaster Planning and Management

Expectations:

- Oversees emergency preparedness, disaster planning and hazard mitigation activities of the District
- Establishes policies, procedures, and practices necessary for efficient, effective and timely disaster management

Specific Period Objectives:

- Conduct an annual review of District disaster plans and procedures
- Develop enhanced relationships with relocation partners to assure diverse District asset planning
- Further integrate other entities into the Fort Myers Beach After Incident Assessment Process

Board of Fire Commissioners Performance Ratings:

- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:
- Commissioners X
 - Specific Comments:

Cumulative Board of Fire Commissioners Performance Rating:

Total Appraisal Score:

(Total points awarded by 5 Commissioners for 7 categories out of a possible 175)

Final Appraisal Rating:

(Total points divided by 7 categories, and by 5 Commissioners)

Additional Fire Commissioner Comments:

Fire Chief Comments:

**FORT MYERS BEACH
FIRE CONTROL DISTRICT**

**BOARD OF FIRE COMMISSIONERS
WORK SESSION AND 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: Updated Pay Schedule Item
SUBJECT: Commissioner review of pay schedule alteration
OTHER: N/A

ACTION

[\[Discussion/Approval\]](#)

PURPOSE

Receive Board of Fire Commissioner approval on the alteration of the pay schedule.

HISTORY

The below salary range includes alterations proposed prior to the continued recruitment for the position of Executive Assistant Fire Chief of Operations, aimed to increase eligibility and the candidate pool.

Executive Assistant Fire Chief

- Previous 104,000 to 110,000
- Proposed 109,000 to 115,000

RECOMMENDATION

Board approval of the altered scale.

RECOMMENDED MOTION

Motion to approve the presented salary scale item for the rank of Executive Assistant Fire Chief.