

FORT MYERS BEACH FIRE CONTROL DISTRICT

JANUARY 23, 2018
BOARD OF FIRE COMMISSIONERS
WORK SESSION & MEETING



MATERIALS



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS WORK SESSION & MEETING

AGENDA

JANUARY 23, 2018

9:30 AM

2755 ESTERO BOULEVARD, FORT MYERS BEACH PUBLIC LIBRARY
FORT MYERS BEACH, FLORIDA 33931

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

1. Meeting Called to Order
2. Pledge of Allegiance
3. Adoption of Agenda [Discussion/Approval]
4. December 19, 2017 Regular Meeting Minutes [Discussion/Approval]
5. Restate Agenda Items [Information]
6. Public Input on Agenda Items
7. Slumber Safe Presentation (Executive Assistant Fire Chief Ron Martin) [Information]
8. Old Business
 - A. Follow-Up Discussion: Commissioner, Board and Officer Duties [Information/Discussion]
 - B. Strategic Planning Follow-Up Discussion & Feedback Points [Information/Discussion]
9. New Business
 - A. Current Commissioner Backgrounds Discussion [Information/Discussion]
 - B. Fire Chief Annual Appraisal Process [Information/Discussion]
 - C. Administration Job Description Updates [Discussion/Approval]
10. Reports from IAFF Union Representatives Districts 3 and 15 [Information]
11. Fire Chief Remarks [Information/Discussion]
12. Commissioner Remarks [Information]
13. Public Input
14. Adjournment

DRAFT MINUTES
REGULAR MONTHLY MEETING OF
FORT MYERS BEACH FIRE CONTROL DISTRICT
BOARD OF FIRE COMMISSIONERS

TIME: 6:00 PM

DATE: December 19, 2017

PLACE: 2525 Estero Boulevard – Town Hall
Fort Myers Beach, Florida 33931

IN ATTENDANCE: Chairwoman Morris, Vice-Chairman Schindler, Secretary/Treasurer Raymond, Commissioner Wood, Commissioner Fleming, Fire Chief 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 approve the agenda. Commissioner Wood made a motion to approve the agenda. Secretary/Treasurer Raymond seconded. Motion approved unanimously 5 – 0.

4. Swearing-In Ceremony

Scott Wirth	Billy Cockman
Jorge Gonzalez	Ryan Huber
Eric Jacobowitz	Michael Tejada

5. Break

6. December 5, 2017 Work Session & Meeting Minutes [Discussion/Approval]

Chairwoman Morris called for a motion to approve the December 5, 2017 meeting minutes. Secretary/Treasurer Raymond made a motion to approve the December 5, 2017 meeting minutes. Commissioner Wood seconded. Motion approved unanimously 5 – 0.

7. Treasurer's Report

Chairwoman Morris requested Secretary/Treasurer Raymond to read the Treasurer's report for September 2017, October 2017, and November 2017.

Secretary/Treasurer Raymond reviewed the summary of bank and investment account activities for the months of September, October, and November.

A. September 30, 2017 Department Checks #43318 through #43369 for a total of \$173,040.06 [Discussion/Approval]

Chairwoman Morris called for a motion to approve the September 2017 Treasurer's report. Commissioner Fleming made a motion to approve the department checks for September 2017. Commissioner Wood seconded.

Motion approved unanimously 5 – 0.

- B. October 31, 2017 Department Checks #43370 through #43476 for a total of \$388,105.52 [Discussion/Approval]

Chairwoman Morris called for a motion to approve the October 2017 Treasurer's report. Vice-Chairman Schindler made a motion to approve the department checks for October 2017. Commissioner Wood seconded.

Motion approved unanimously 5 – 0.

- C. November 30, 2017 Department Checks #43477 through #43581 for a total of \$266,698.82 [Discussion/Approval]

Chairwoman Morris called for a motion to approve the November 2017 Treasurer's report. Commissioner Fleming made a motion to approve the department checks for November 2017. Vice-Chairman Schindler seconded.

Motion approved unanimously 5 – 0.

8. Chiefs Report [Information]

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

- Spirit of the Holidays events
- Wounded Warrior Project attendance
- Commissioner Tablets – discussion deferred to the January work session and meeting
- Slumber Safe presentation to Chamber of Commerce
- Network upgrades
- Upcoming FASD Conference

9. Attorney Report [Information]

Chairwoman Morris met with the attorney who is taking depositions and there was only one deposition taken today and that was former Fire Commissioner Dave Brower. The attorney needs to get a deposition from attorney Pringle, with a mandatory deposition set for him on January 16, 2018, along with Darren White. Chairwoman Morris reported that the Darren White trial is scheduled for a week in April. Chairwoman Morris will send out the information to the Board of Fire Commissioners.

10. Restate Agenda Items

11. Public Input on Agenda Items

No input was provided

12. Old Business

- A. Board Policy Manual [Discussion/Approval]

Chief Love reviewed the updated changes that were mentioned by the Board at the December 5, 2017 work session. Chairwoman Morris called for a motion to approve the final amended board policy manual. Commissioner Wood made a motion to approve the final board policy manual.

Secretary/Treasurer Raymond seconded.

Motion approved unanimously 5 – 0.

13. New Business

A. Election of Board Officers [Discussion/Approval]

Chairwoman Morris called for nominations for Chair of the Board. Secretary/Treasurer Raymond nominated Commissioner Morris, Vice-Chairman Schindler seconded. Commissioner Fleming nominated Commissioner Wood, Commissioner Wood seconded. The Board of Commissioners discussed the nominations. Chairwoman Morris called for a vote. Commissioner Morris was elected as Chair 3 – 2.

Commissioner Morris – Aye
Commissioner Schindler – Aye
Commissioner Raymond – Aye

Chairwoman Morris called for nominations for Vice-Chair of the Board. Chairwoman Morris nominated Commissioner Schindler as Vice-Chair. Secretary/Treasurer Raymond seconded. No other nominations presented. Chairwoman Morris called for a motion. Commissioner Schindler was elected as Vice-Chair unanimously 5 – 0.

Chairwoman Morris called for nominations for Secretary/Treasurer. Vice-Chairman Schindler nominated Commissioner Raymond. Chairwoman Morris seconded. Commissioner Wood nominated Commissioner Fleming. Commissioner Fleming seconded. Commissioner Raymond was elected as Secretary/Treasurer 3 – 2.

Commissioner Morris – Aye
Commissioner Schindler – Aye
Commissioner Raymond – Aye

Discussion continued between the Board regarding the Board Officers positions.

B. Strategic Planning Focus Group [Information/Discussion]

Chief Love gave an overview of the Strategic Planning Focus Group process. Chief Love reported that we have selected Dr. Banyan to assist us in the creation of our upcoming Strategic Plan and introduced Dr. Banyan to the Board of Commissioners. Dr. Banyan gave a short presentation regarding the strategic plan process and received preliminary Board feedback.

14. Reports from Union Representatives Districts 3 and 15

No reports were provided.

15. Fire Chief Remarks [Information/Discussion]

No Remarks

16. Remarks of Commissioners

Commissioner Fleming wished everyone a Merry Christmas and Happy Holiday. Commissioner Fleming discussed the Spirit of the Holidays events and stated that the Kids Foundation is a great organization and he's proud to be a part of it.

Secretary/Treasurer Raymond discussed our meetings being televised.

Secretary/Treasurer Raymond stated that the discussion of Board Officers should be added to a work session meeting and mentioned that maybe all Commissioners should be Officers. Secretary/Treasurer Raymond wished everyone a Merry Christmas and Happy New Year.

Commissioner Wood thanked Firefighters, First Responders, and Administration for getting us through Hurricane Irma and he believes we have a good handle on hurricane preparedness. Commissioner Wood thanked Chief Love for filling the gaps as we finalized our hiring processes. Commissioner Wood thanked everyone for letting him be a part of the department and board.

Vice-Chairman Schindler discussed the swearing-in ceremony. Vice-Chairman Schindler stated that it's been an enjoyable year and that we have seen this department turn around under the leadership of Chief Love and his staff. Vice-Chairman Schindler stated that he is proud to be a part of this organization and thinks that the strategic plan will help us keep moving forward.

Chairwoman Morris stated she has enjoyed being the Chair of the Board for the past year and looks forward to it again this year. Chairwoman Morris stated that she agrees with Secretary/Treasurer Raymond that the discussion of Board Officers should be on a work session agenda. Chairwoman Morris wished everyone a Merry Christmas.

17. Public Input

No input was provided.

18. Adjournment

Meeting adjourned at 7:28 pm.

FORT MYERS BEACH

FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS
WORK SESSION & 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: [Follow-Up Discussion: Commissioner, Board and Officer Duties](#)
SUBJECT: N/A
OTHER: Added to the agenda at the request of Commissioners Morris & Raymond

ACTION

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

PURPOSE

At the request of Commissioners Morris and Raymond at the December 19, 2017 meeting, this item was added to facilitate discussion as to the various roles and responsibilities each Commissioner fills.



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS MEETING

“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY: Old Business
AGENDA ITEM: Strategic Planning Follow-Up Discussion and Feedback Points
SUBJECT: Ongoing 2018 Strategic Plan Feedback
OTHER: Follow-up discussion from the December 19, 2017 Presentation

ACTION

[Information/Discussion](#)

PURPOSE

The following discussion points have been provided to facilitate Board discussion related to the 2018 Strategic Planning process, focus group subjects, and survey questions.

The information discussed will be captured and provided to the 2018 Strategic Planning Team for inclusion in the process.

Commissioners are asked to discuss the following questions and provide feedback and desires:

- What is the District doing now that meets the needs of the community particularly well?
- What can the District do in the next three years to meet its mission / or meet the needs of the community?
- What are you are most concerned about relative to the District?

FORT MYERS BEACH FIRE CONTROL DISTRICT

**BOARD OF FIRE COMMISSIONERS
WORK SESSION & 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: [Current Commissioner Backgrounds Discussion](#)
SUBJECT: Opportunity to share Commissioner history as a learning experience
OTHER: Added to the agenda at the request of Commissioner Fleming

ACTION

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

PURPOSE

At the request of Commissioner Fleming, Commissioners are asked to have a conversation about their backgrounds for the benefit of the group.

Items proposed for discussion include:

- First elected or appointed
- Positions held
- Reelection- opposed or not
- Previous employment
- Reason for serving



FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD OF FIRE COMMISSIONERS MEETING

“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY: New Business
AGENDA ITEM: [Fire Chief Annual Evaluation Process](#)
SUBJECT: Preparation for upcoming annual Fire Chief Evaluation
OTHER: N/A

ACTION

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

PURPOSE

Provide information and documentation to the Board in preparation for the Fire Chief’s annual evaluation.

HISTORY

“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.... 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.”

To achieve the on time completion of the evaluation, the Board of Fire Commissioners are being provided with the “Fire Chief Appraisal” document.

Following this meeting, Commissioners are encouraged to complete the document, and meet with the Fire Chief to provide personal evaluation comments. This will allow the Commissioner group to submit the completed appraisals by the February 20th Commissioner meeting, which is one (1) month prior to the anniversary date.

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

Board of Fire Commissioners Performance Ratings:

- 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

Board of Fire Commissioners Performance Ratings:

- 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

Board of Fire Commissioners Performance Ratings:

- 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

Board of Fire Commissioners Performance Ratings:

- 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 participates in workshops, seminars, conferences, committee meetings and public safety hearings
- Establishes and maintains 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

Board of Fire Commissioners Performance Ratings:

- 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:

- Apprises the Board of District activities and operations
- Assists the Board in the preparation of agenda topics for Board meetings
- Recommends matters for adoption by the Board
- Provides technical advice to the Board

Board of Fire Commissioners Performance Ratings:

- 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 and effective disaster management

Board of Fire Commissioners Performance Ratings:

- 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 MEETING

“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY:	New Business
AGENDA ITEM:	Administration Job Description Updates
SUBJECT:	Alteration to Job Classification & Description
OTHER:	N/A

ACTION

[Discussion/Approval](#)

PURPOSE

Alter the job description and categorization of the Receptionist position to Administrative Assistant and the Technology and Logistics Manager position to Facilities and Logistics Manager.

HISTORY

Upon implementation of the above positions, the District chose to fill the receptionist position with temporary contract workers until the specific needs of the position were determined and a candidate pool skill set could be determined. Throughout this process and assessment, it has been determined that successful operation of the position requires the skill set more commonly found in the Administrative Assistant category rather than Receptionist.

The District’s Technology program has undergone substantial renovation over the last year, to include transition to a new Information and Technology vendor. After this transition, an organization-wide assessment of technology needs, and a candidate pool assessment, it has been determined that the organization can be more effective using the current outsourced technology model. Further, an assessment of the most beneficial services and more cost saving services of the dual role logistics position has identified more consistency with facility related duties. This skill set better accents the logistics responsibilities, decreases position costs, and can affect long-term cost containment based on District needs.

The classification of the above listed positions includes the attached job description alterations and below compensation adjustments. Compensation levels are based on local data in comparison to the one currently in place (2017 version) administrative compensation levels and do not reflect the new (2018 version) administrative compensation levels slated for implementation in the coming months.

- Current Position: Receptionist 33,000 to 38,000
Updated Position: Administrative Assistant 37,000 to 48,250
- Current Position: Technology and Logistics Manager 60,000 to 70,000
Updated Position: Facilities and Logistics Manager 48,000 to 60,000

RECOMMENDATION

Staff recommends that Commissioners provide feedback on position descriptions and approve documents.

RECOMMENDED MOTION

Motion to approve the Administrative Assistant and Facility and Logistics Manager Job Descriptions and associated compensation levels.



**FORT MYERS BEACH FIRE DEPARTMENT
JOB DESCRIPTION**

Position Title:	Administrative Assistant	Reports To:	Director of Finance and Administrative Services
Position Status:	Full-Time Paid "At Will"	Effective Date:	DRAFT 1-16-18
FLSA Classification:	Non-Exempt	Approved:	

This position description is established by the Fort Myers Beach Fire Department ("District") to outline the basic requirements, duties, and general responsibilities of the Administrative Assistant position. This position is "at-will," which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal, State, and Local law. Similarly, the employee may terminate the employment relationship for no reason at any time.

SUMMARY OF POSITION:

Under the supervision of the Director of Finance and Administrative Services, the Administrative Assistant works a schedule determined by the Director of Finance and Administrative Services, which consists of approximately forty (40) hours a week, unless otherwise dictated. The Administrative Assistant works as a team member in the coordination and execution of department administrative responsibilities. The position requires significant self-starting ability, organization, computer skills, and a family and team attitude toward the execution of public safety at all levels.

REPORTING RELATIONSHIP:

The Administrative Assistant works under the direct supervision and guidance of the Director of Finance and Administrative Services. The Administrative Assistant does not fill a supervisory role.

SPECIFIC POSITION DUTIES AND RESPONSIBILITIES:

1. Performs a variety of clerical, secretarial, and administrative work.
2. Performs a wide variety of tasks and provides support to various Branches, Divisions, and Programs such as Emergency Medical Services, Training, Life Safety, Administrative Services, and Operations (i.e. tracking and updating Target Solutions, File of Life packets, special events, property registrations, inspection/event payments, etc.).
3. Performs routine filing and other organizational filing activities.
4. Assist in event planning with other members of the organization, contacting vendors and outside resources.
5. Responsible for accounts payable processes such as, but not limited to: tracking packing slips and matching to invoices, entering and coding invoices, distributing invoices for signatures, processing checks, and contacting vendors.
6. Oversee maintenance of office machines (copier/printer, postage machine) as required.
7. Assists in the coordination of Purchase Requests, Purchase Orders, and Purchasing Packets
8. Assists in the coordination of payroll processes when assigned.
9. Produce briefs of meetings and conferences when assigned.
10. Clean and confirm professional presentation of department facilities when assigned.
11. Assist administrative staff with special projects as assigned.



**FORT MYERS BEACH FIRE DEPARTMENT
JOB DESCRIPTION**

Position Title:	Administrative Assistant	Reports To:	Director of Finance and Administrative Services
Position Status:	Full-Time Paid "At Will"	Effective Date:	DRAFT 1-16-18
FLSA Classification:	Non-Exempt	Approved:	

12. Non-routine after hour response in times of significant emergency incidents to assist with projects when assigned.
13. Performs routine clerical and administrative work, including receiving and processing prevention department documents, providing customer assistance, cashiering, data processing, and record keeping.
14. Prints fax cover sheets, memos, correspondence, reports and other documents as necessary.
15. Performs other clerical duties such as photocopying, scanning, and collating as needed.
16. Answers and operates central telephone system and routes callers or provides information as required.
17. Receives the public and answers questions; responds to inquiries from employees, citizens, and others and refers, when necessary, to appropriate party.
18. Assists in the procurement of department materials and supplies.
19. Operates office machines as required.
20. Receive, stamp, and distribute incoming mail and prepare outgoing mail.
21. Composes, types, and edits correspondence, reports, minutes, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
22. Inputs data to standard office and department forms; makes simple postings to various reports such as annual reports, hydrant inspections, and fire inspections; compiles tabulated data.
23. Provides assistance to walk-in first aid patients when needed.
24. Perform light cleaning tasks to ensure common area in the administrative office is kept clean, safe, stocked, locked and in good working order.
25. Consistently and correctly follows the District's rules, policies and procedures.
26. Ensures complete, accurate, and timely preparation and maintenance of District records and reports.
27. Consistently promotes a professional image of the District at all times.
28. Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of office software products to include, but not limited to, Microsoft Office, Word, Excel, and Outlook.
2. Some knowledge of accounting principles and practices
3. Skill in operation of common office tools and equipment.
4. Ability to perform cashier duties accurately; ability to effectively meet and interact with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
5. Possess and demonstrate a comprehensive knowledge of the District's rules, policies, and procedures.
6. Continually support a motivational atmosphere for all department members.
7. Demonstrate a courteous and professional manner to the public, paying particular attention to personal hygiene and cleanliness. Maintain composure and a professional attitude under stressful conditions.
8. Demonstrate mature, professional, and appropriate conduct at all times and in all places, employing ethics, integrity, honesty, and a cooperative teamwork atmosphere.



**FORT MYERS BEACH FIRE DEPARTMENT
JOB DESCRIPTION**

Position Title:	Administrative Assistant	Reports To:	Director of Finance and Administrative Services
Position Status:	Full-Time Paid "At Will"	Effective Date:	DRAFT 1-16-18
FLSA Classification:	Non-Exempt	Approved:	

9. Demonstrate ability to create a work environment in which employees can be open and at ease with each other. Ability to promote and maintain a positive, effective team environment. Ability to establish and maintain harmonious relationships and mutual respect among team members.
10. Demonstrate ability to recognize and accept constructive criticism. Utilize training, direction, delegation and accountability to improve team skills. Encourage individual initiative.
11. Demonstrate ability and initiative for continual self-development; work with team members in preparing and implementing realistic self-development plans; support appropriate job changes and promotions.
12. Demonstrate consistent ability to work as needed to achieve results and/or meet targets within established time frames.
13. Demonstrate sound judgment and the ability to receive feedback and suggestions, initiating regular discussions with team members.
14. Demonstrate effective listening and speaking skills. Produce clearly organized and easily comprehended written communications. Maintain an open line of communication with superiors and team members.
15. Proficient in setting goals, receiving delegated tasks effectively without close supervision, and contributing with new ideas.
16. Schedule work for the most efficient and effective performance of activities, and elimination of unnecessary activities. Handle multiple responsibilities simultaneously, prioritize responsibilities appropriately, and perform responsibilities in a thorough and timely manner.
17. Demonstrate ability to meet performance or quality control standards. Ability to deliver results, set control parameters in terms of time, dollars, and budgets.
18. Ability to adapt to necessary changes in operations; willing to try new ideas.

QUALIFICATIONS:

Experience:

1. Four (4) years of increasingly responsible related experience, or any equivalent combination of related education and experience.
2. Must be 21 years of age.

Education:

1. Must possess a High School diploma or G.E.D., and preferred to have attended specialized course work in general office practices such as typing, filing and bookkeeping.

Certificate or Licenses:

Must satisfy, maintain, and keep current all District, State, and Federal Certifications and/or Licensure requirements for the following:

1. Must possess, or be eligible to obtain within 30 days of appointment to the position, and maintain a valid Florida driver's license.



FORT MYERS BEACH FIRE DEPARTMENT JOB DESCRIPTION

Position Title:	Administrative Assistant	Reports To:	Director of Finance and Administrative Services
Position Status:	Full-Time Paid "At Will"	Effective Date:	DRAFT 1-16-18
FLSA Classification:	Non-Exempt	Approved:	

A combination of education, training, and experience, which provides the required skills, knowledge, and abilities, may be considered in qualifying a candidate.

PHYSICAL, MENTAL, ENVIRONMENTAL AND OTHER REQUIREMENTS:

Physical Requirements:

1. Auditory – Ability to understand and follow oral instructions in the English language.
2. Verbal – Ability to participate in routine conversation in person or via telephone in the English language.
3. Visual – Must be able to distinguish circumstances/situations, written materials and other details concerning District facilities.

Environmental and Other Requirements:

1. This position may require work in a variety of locations and conditions, including office areas.
2. A large portion of this position will involve sedentary, administrative work in an office environment.
3. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.

RELATIONSHIPS:

1. Co-workers and Firefighters- Daily interactions to facilitate the coordination of daily operations, exchange of information to complete administrative and operational tasks related to fire stations and district buildings, and manage program needs.
2. Fire Department Officers- Multiple daily interactions by telephone, written computer communication (E-mail) and personal contact- coordination of daily operations, and exchange of information.
3. Chief Officers- Multiple daily interactions by telephone, personal contact, written computer communication (E-mail), for the exchange of information, etc.
4. Other contacts as assigned, required, or needed.

SUMMARY:

This Job Description illustrates examples of duties, jobs, skills, and knowledge an employee should have to be successful in this position. Employees in this job classification can and should expect to perform job-related responsibilities and tasks not enumerated in this job description.

Incumbents are advised the essential functions and requirements contained herein are subject to change at the discretion of the Fire Chief to meet the needs of the District.



**FORT MYERS BEACH FIRE DEPARTMENT
JOB DESCRIPTION**

Position Title:	Administrative Assistant	Reports To:	Director of Finance and Administrative Services
Position Status:	Full-Time Paid "At Will"	Effective Date:	DRAFT 1-16-18
FLSA Classification:	Non-Exempt	Approved:	

This job description should not be interpreted as all-inclusive or as an employment agreement between employer and employee.

Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform functions or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

ACKNOWLEDGEMENT:

I acknowledge receipt of this position description and agree to perform within the parameters established.

Signature

Date

(Print Full Name)

Fire Chief

Date



FORT MYERS BEACH FIRE DEPARTMENT JOB DESCRIPTION

Position Title:	Facility & Logistics Manager	Reports To:	Chief of Life Safety/Support
Position Status:	Full-Time Paid; "At-Will"	Effective Date:	DRAFT 1-16-18
FLSA Classification:	Non-Exempt	Approved:	

This Position Description is established by the Fort Myers Beach Fire Department ("District") to outline the basic requirements, duties, and general responsibilities of the Facility and Logistics Manager Position.

This position is "at-will," which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal, State, and Local Law. Similarly, the employee may terminate the employment relationship for no reason at any time.

SUMMARY OF POSITION:

The Logistics and Facility Manager is an Administrative Manager of the District functioning under limited supervision and is responsible for the successful operation of District facilities and building systems ensuring that they are in a constant state of readiness to serve the community. This requires that the successful candidate be capable of making repairs, replacements, and modifications to the District's facilities, systems, and equipment up to the level that such repairs, replacements, and modifications require a Trade's License or Permit.

The Facility and Logistics Manager is responsible for the procurement, storage, inventory, and distribution of all non-emergent District commodities. As Logistics Manager for the District, the candidate is assigned as the Uniform Program Manager responsible for procurement, storage, inventory, and distribution of District uniforms.

The candidate must be able to establish and maintain an inventory control system and manage all commodities assigned.

REPORTING RELATIONSHIP:

The position of Facility and Logistics Manager for Fort Myers Beach Fire Department reports directly to the Executive Assistant Fire Chief of Life Safety and Support Services. The Facility and Logistics Manager does not fill a supervisory role.

SPECIFIC POSITION DUTIES AND RESPONSIBILITIES:

1. Maintains District facilities in a safe manner and in a constant state of readiness to serve the community.
2. Develops, plans, and implements a preventative maintenance schedule.
3. Assesses breakdown of building systems and makes repairs, or determines correct vendor to provide a solution.
4. Makes repairs, installations, or modifications to buildings or grounds that do not require a license or permit.
5. Maintains District supply chain of non-emergent commodities including, office supplies, procurement, inventory, storage, and distribution.



FORT MYERS BEACH FIRE DEPARTMENT JOB DESCRIPTION

Position Title:	Facility & Logistics Manager	Reports To:	Chief of Life Safety/Support
Position Status:	Full-Time Paid; "At-Will"	Effective Date:	DRAFT 1-16-18
FLSA Classification:	Non-Exempt	Approved:	

6. Serves as the District's Uniform Manager.
7. Researches vendors, pricing, and service agreements for recommendation to the Executive Assistant Fire Chief of Life Safety and Support Services for retention purposes.
8. Supervises onsite vendors and ensures the highest quality of service to the District when facility construction, repairs, or modifications are occurring.
9. Will serve as the District Resource Unit Leader during times of declared emergencies.
10. Available to respond to the needs of the District twenty four (24) hours a day, seven (7) days a week.
11. Other duties as assigned.

DUTIES AND RESPONSIBILITIES:

The Facility and Logistics Manager position is directly responsible for the maintenance, repairs, and modifications of the District's buildings and grounds, ensuring the constant state of readiness, safety, and security. The Facility and Logistics Manager is the Supply Chain Manager for all District's non-emergent commodities and serves as the District's Uniform Program Manager.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to analyze, troubleshoot, and repair District facilities, building systems, and equipment that does not require a license or permit to accomplish.
2. Ability to develop, manage, and implement an inventory control system for all non-emergent commodities.
3. Possess a customer first philosophy.
4. Extensive experience in carpentry, plumbing, technology, and/or electrical skills is strongly preferred.
5. Be able to research and develop a relationship with District vendors to ensure the highest level of service to the District.
6. Ability to function and develop solutions in a strict fiscal environment.
7. Ability to make and present reasonable solutions to problems.
8. Ability to work well both independently and in a team environment.
9. Demonstrates abilities to articulate and communicate well with others.
10. Responds professionally to stressful situations with good stress management skills.

QUALIFICATIONS:

General:

1. Must be at least 21 years of age.
2. Knowledge of:

Government Regulations

Chain of Command



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General Commercial Facility Maintenance	Knowledge of Tools and Equipment
General Construction Principles	Data Collection
General Mechanical Aptitude	Scientific Methodology
Inventory Supply Systems	Research Techniques

Experience:

1. Experience as a facility engineer/manager, and/or skilled craftsperson in building trades, or similar position.
2. Experience in supply chain management.
3. Working knowledge of supply and inventory control systems.
4. Experience in implementing inventory and waste control systems.

Education:

1. Associate's Degree or higher in Building Trades or Business related field is preferred.
2. Minimum of a High School Diploma with extensive experience in Building Trades and Inventory Management will be considered equivalent to the Associate's Degree.
3. Licensed Florida Commercial Building Contractor or higher preferred.
4. Formal Building Trades Certification is preferred.

Certificate or Licenses:

Must possess or be eligible to obtain within 30 days of appointment to the position, and maintain a valid Florida driver's license.

A combination of education, training, and experience which provides the required skills, knowledge and abilities may be considered in qualifying a candidate.

PHYSICAL, MENTAL, ENVIRONMENTAL AND OTHER REQUIREMENTS:

Physical Requirements:

1. Strength and Mobility – Mobility to move to and from various points within the District facilities and the outdoor environment. Must possess the ability to lift items more than one hundred fifty (150) pounds occasionally and up to eighty (80) pounds frequently.
2. Auditory – Ability to understand and follow oral instructions in the English language.
3. Verbal – Ability to participate in routine conversation in person or via telephone in the English language.
4. Visual – Must be able to distinguish circumstances/situations, written materials, and other details concerning District facilities and emergent scenes from distances both near and far.



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Mental Requirements:

1. In the capacity of the Facility and Logistic Manager of the District, the candidate must be capable of functioning in a work environment with a high level of mental stress and pressure.

Environmental and Other Requirements:

1. Much of this position will involve sedentary, administrative work in an office environment, with a noise level typical of most office environments.
2. Fieldwork shall take place in environments where excessive hazards may exist.
 - Fieldwork shall take place only after appropriate permission has been granted by the officer in charge.
 - Fieldwork may require the use of personal protective equipment as directed by the officer in charge.
3. This position requires standing, walking, sitting, kneeling, stooping/bending, light lifting, reaching overhead, reaching away from the body, and repetitive motion.
4. This position demands the frequent use of sensory activities such as talking, seeing, hearing, depth perception, and color vision.
5. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.

RELATIONSHIPS:

1. Community Members and Visitors – Interactions by personal contact, telephone, written and electronic communication (E-mail).
2. Co-workers – Multiple daily interactions responding to urgent and routine situations, to facilitate the coordination of daily operations, exchange of information, and to complete tasks.
3. Fire Department Members – Multiple daily interactions by telephone, written, electronic communication (E-mail), and personal contact in exchange of information.
4. Fire Department Chief Officers – Daily interactions by telephone, personal contact in exchange of information, and assisting executives.
5. Other contacts as assigned required or needed.

SUMMARY:

This Job Description illustrates examples of job duties, skills, and knowledge an employee should have to be successful in this position. Employees in this job classification can and should expect to perform job-related responsibilities and tasks not enumerated in this job description.

Candidates are advised the essential functions and requirements contained herein are subject to change at the discretion of the Fire Chief to meet the needs of the District.



**FORT MYERS BEACH FIRE DEPARTMENT
JOB DESCRIPTION**

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This Job Description should not be interpreted as all-inclusive or as an employment agreement between employer and employee.

Any essential functions of this position will be evaluated as necessary should a candidate/applicant be unable to perform functions or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the candidate/applicant when possible.

ACKNOWLEDGEMENT:

I acknowledge receipt of this position description and agree to perform within the parameters established.

Signature

Date

(Print Full Name)

Fire Chief

Date