

# **FORT MYERS BEACH FIRE CONTROL DISTRICT**

**MARCH 20, 2018  
BOARD OF FIRE COMMISSIONERS  
REGULAR MONTHLY MEETING**



# **MATERIALS**



# FORT MYERS BEACH FIRE CONTROL DISTRICT

## BOARD OF FIRE COMMISSIONERS REGULAR MONTHLY MEETING

### AGENDA

**MARCH 20, 2018**

**6:00 PM**

2725 ESTERO BOULEVARD, FORT MYERS BEACH TOWN HALL  
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. January 23, 2018 Work Session and Meeting Minutes [Discussion/Approval]
5. Treasurer's Report
  - A. February 28, 2018 Department Checks #43717 through #43805 for a total of \$237,337.02 [Discussion/Approval]
6. Fire Chief Report [Information]
7. Attorney Report [Information]
8. Restate Agenda Items [Information]
9. Public Input on Agenda Items
10. Operations Branch Presentation [Executive Assistant Fire Chief Wirth]
11. Old Business  
*No Items*
12. New Business
  - A. Strategic Performance Goals [Information/Discussion]
  - B. Fire Chief Agreement Update [Discussion/Approval]
  - C. Life Safety Services, Code Enforcement & Plans Review Alterations [Information/Discussion]
  - D. Long-Term Facility Planning [Information/Discussion]
13. Reports from IAFF Union Representatives Districts 3 and 15 [Information]
14. Fire Chief Remarks [Information/Discussion]
15. Commissioners Remarks [Information]
16. Public Input
17. Adjournment

**DRAFT MINUTES**  
REGULAR MONTHLY MEETING OF  
FORT MYERS BEACH FIRE CONTROL DISTRICT  
BOARD OF FIRE COMMISSIONERS  
TIME: 6:00 PM  
DATE: February 20, 2018  
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.

Note: Commissioner Wood late arrival.

**1. Meeting Called to Order**

**2. Pledge of Allegiance**

**3. Adoption of Agenda**

Chairwoman Morris called for a motion to approve the agenda. Secretary/Treasurer Raymond made a motion to approve the agenda. Commissioner Fleming seconded. Motion approved unanimously 4 – 0.

**4. January 23, 2018 Regular Meeting Minutes [Discussion/Approval]**

Chairwoman Morris called for a motion to approve the January 23, 2018 meeting minutes. Vice-Chairman Schindler made a motion to approve the January 23, 2018 meeting minutes. Secretary/Treasurer Raymond seconded. Motion approved unanimously 4 – 0.

**5. Treasurer's Report**

Chairwoman Morris requested Secretary/Treasurer Raymond to read the Treasurer's report for December 2017 and January 2018.

Secretary/Treasurer Raymond reviewed the summary of bank and investment account activities for the months ending in December and January.

A. December 31, 2017 Department Checks #43582 through #43641 for a total of \$228,862.02 [Discussion/Approval]

Chairwoman Morris called for a motion to approve the December 2017 Treasurer's report. Commissioner Fleming made a motion to approve the department checks for December 2017. Vice-Chairman Schindler seconded. Motion approved unanimously 4 – 0.

B. January 23, 2018 Department Checks #43642 through #43716 for a total of \$289,114.26 [Discussion/Approval]

Chairwoman Morris called for a motion to approve the January 2018 Treasurer's report. Vice-Chairman Schindler made a motion to approve the department checks for January 2018. Commissioner Fleming seconded. Motion approved unanimously 4 – 0.

#### **6. Chiefs Report [Information]**

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

- Annual Hose Testing in December
- New Engine Arrival Mid May
- Computer Aided Dispatch System (CAD) Update
- Upcoming Promotional Examinations (Battalion Chief, Lieutenant, and Driver Engineer)
- Strategic Plan Update
- Discussions with the Town of Fort Myers Beach Regarding the Hydrant Maintenance Program, Short Term Ordinance Plan, and Plans Review.
- Collective Bargaining Agreement Update
- Community Thank You Letter

#### **7. Attorney Report [Information]**

*No report was provided*

#### **8. Restate Agenda Items**

#### **9. Public Input on Agenda Items**

*No input was provided*

#### **10. Old Business**

##### **A. Fire Chief Evaluation Process [Discussion/Approval]**

The Board of Commissioners discussed and provided feedback regarding Chief Love's annual evaluation, resulting in a final performance rating of 4.59 out of 5, reflected in the Fire Chief Appraisal.

##### **B. Fire Chief Performance-Based Annual Adjustment [Discussion/Approval]**

Chairwoman Morris identified how the discussion regarding this topic has occurred in the past and the reason it has been added to this agenda. Vice-Chairman Schindler made a motion to delay the annual adjustment discussion until the next meeting. The Board discussed whether to keep this item on the agenda or move it to the next meeting agenda. Chairwoman Morris stated that there has to be a second before any more discussion can take place. Secretary/Treasurer Raymond seconded. The Board continued to discuss the Fire Chief's performance based annual adjustment. Chairwoman Morris called for a vote. Motion failed 2 – 3.

The Board discussed different options and items to consider for the annual adjustment. Commissioner Wood suggested offering the same average amount, which is currently being offered to Firefighters in the upcoming contract. Secretary/Treasurer Raymond suggested a raise of 11.82% to close the gap toward

the average. The Board agreed to round the annual adjustment to 12%. Chairwoman Morris called for a motion. Vice-Chairman Schindler made a motion to approve the 12% increase. Commissioner Wood seconded. Motion approved unanimously 5 – 0.

## **11. New Business**

### **A. Upcoming Florida Association of Special Districts (FASD) Conference Attendance [Discussion/Approval]**

Chief Love requested a total count of the Commissioners who were interested in attending the FASD Conference. Commissioner Fleming stated that he would like to attend the conference as well as the April meeting. Chairwoman Morris called for a motion to approve that Commissioner Fleming attend the FASD Conference. Secretary/Treasurer Raymond made a motion. Vice-Chairman Schindler seconded.

Motion approved unanimously 5 – 0.

### **B. Surplus Capital Assets [Discussion/Approval]**

Chief Love explained why this item was added and reviewed the surplus list of items in detail. Commissioner Wood made a motion to surplus assets as provided on Surplus List #2018-01 and to dispose of assets as recommended by staff and in accordance with all the laws and rules of the State of Florida. Vice-Chairman Schindler seconded.

Motion approved unanimously 5 – 0.

## **12. Reports from Union Representatives Districts 3 and 15**

*No reports were provided.*

## **13. Fire Chief Remarks [Information/Discussion]**

*No Remarks*

## **14. Remarks of Commissioners**

Commissioner Wood apologized for being late and discussed the ladder truck viewing. Commissioner Wood congratulated Chief Love on his annual evaluation and pay raise.

Vice-Chairman Schindler congratulated Chief Love on his evaluation. Vice-Chairman Schindler discussed the cohesiveness and politeness that the Board has had over the past few years and stated that he would like to see that continue. Vice-Chairman Schindler discussed the incident he recently had and thanked our members Lieutenant Chilson, Firefighter Jensen, and Firefighter Gonzalez for their amazing service. Vice-Chairman Schindler's wife Pam also discussed the experience and incident.

Commissioner Fleming stated that it pleases him to hear about the good care that Commissioner Schindler received. Commissioner Fleming described knowing that our members provide this care for everyone is a wonderful feeling. Commissioner Fleming congratulated Chief Love on his performance appraisal and wished all Firefighters and First Responders a safe night.

Secretary/Treasurer Raymond echoed comments.

Chairwoman Morris stated that we have come a long way and a lot of that is thanks to Chief Love. Chairwoman Morris stated that she thinks our Firefighters are doing a great job and she is pleased to see the change in the department. Chairwoman Morris asked Commissioner Fleming if he could provide her with some constructive examples of what she can work on in regards to his comment at the last meeting. Commissioner Fleming stated that this came about when the Board was reorganized and stated that our policy says once a decision has been made we move on. Chairwoman Morris and Commissioner Fleming continued to discuss the comment.

**15. Public Input**

*No input was provided.*

**16. Adjournment**

Meeting adjourned at 7:14 pm.

DRAFT

**FORT MYERS BEACH  
FIRE CONTROL DISTRICT**

**BOARD OF FIRE COMMISSIONERS  
REGULAR MONTHLY MEETING**

**TREASURERS REPORT  
MATERIALS**

**Fort Myers Beach Fire Control District**  
**Summary of Bank and Investment Account Activity**  
**For the Month of February 2018**

Account Name	Report Balance 01/31/18	Revenue & Transfers	Disbursements & Transfers	Balance 02/28/18
<b>Money Market &amp; Investments - BB&amp;T</b>				
AdValorem distribution (net of commissions)		485,298		
Impact Fees		1,830		
Transport receipts (AR)		51,309		
Expense reimbursements		1,277		
Inspections and special events		2,523		
Retiree health reimbursements		961		
Insurance premium refund		8,536		
Interest earned		54		
Transfers to Disbursement account			(669,500)	
	9,144,397	551,788	(669,500)	9,026,685
<b>SBA - Prime</b>				
Interest earned		4,724		
Transfers to/from BB&T		-	-	
	3,441,120	4,724	-	3,445,844
<b>Disbursement Acct - BB&amp;T</b>				
Transfers from Money Market		669,500		
Retiree health insurance reimbursements		19,773		
Bank charges			-	
Contractual ACH payments			(14,915)	
Payroll related & ACH payments			(204,436)	
Net Payroll - direct deposits			(231,881)	
Accts payable checks 43717 - 43805			(237,337)	
	207,899	689,273	(688,569)	208,603
<b>Total District Funds</b>	12,793,416	1,245,785	(1,358,069)	12,681,132
Less: Transfers		(669,500)	669,500	
<b>Totals</b>	12,793,416	576,285	(688,569)	12,681,132



**Fort Myers Beach Fire Control District**  
**Statement of Assets, Liabilities and Fund Balance**  
**February 28, 2018**

**Assets**

**Current Assets**

Disbursement account	\$ 208,603	
Investment accounts	9,026,685	
State Board Investment Fund	3,445,844	
Petty cash	300	
Accounts receivable	309,002	
Allowance for doubtful accounts	(221,806)	
Prepaid expense (engine)	535,066	
		13,303,694

**Capital Assets**

Land	1,429,970	
Buildings	6,528,166	
Equipment	1,558,377	
Fire/rescue vehicles	2,929,379	
Accumulated Depreciation	(4,470,925)	
		7,974,967

**Other Assets**

Amount to be provided	1,045,188	
		1,045,188

<b>Total Assets</b>	\$ 22,323,849
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**Liabilities and Fund Balance**

**Current Liabilities**

Accounts payable	\$ 66,564	
Accrued wages	162,735	
Payroll taxes payable	8,659	
Deferred revenue - 9/11 Memorial Project	6,683	
Deferred revenue - CERT	2,854	
Deferred revenue - restricted donation	873	
Retirement payable	119,466	
Current portion of ambulance lease	53,212	
Current portion of Station 33 loan	125,987	
		547,033

**Long Term Liabilities**

Compensated Absences (estimate)	205,000	
Ambulance lease	95,348	
Construction loan - Station 33	565,641	
		865,989

<b>Total Liabilities</b>	1,413,022
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**Fund Balance**

Investment in Capital Assets (net of depreciation)	7,974,967	
Nonspendable	545,476	
Assigned	5,527,320	
Unassigned	6,863,064	
		20,910,827

<b>Total Liabilities &amp; Fund Balance</b>	\$ 22,323,849
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**Fort Myers Beach Fire Control District**  
**Summary Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For Five Months Ended February 28, 2018**

% Yr Remaining: **58.33%**

	Actual	Budget	Variance	Var %
<u>Revenues</u>				
Ad Valorem taxes	9,025,861	9,742,363	(716,502)	-7.35%
Impact Fees	1,830	9,400	(7,570)	-80.53%
Firefighters Supplemental Income	5,897	22,200	(16,303)	-73.44%
Inspection Fees & Special Events	12,492	34,000	(21,508)	-63.26%
Ambulance Transport Fees	140,663	725,000	(584,337)	-80.60%
Interest	21,533	26,900	(5,367)	-19.95%
Miscellaneous	8,563	5,037	3,526	70.00%
Sale of Capital Assets	-	28,000	(28,000)	-100.00%
Proceeds from Debt	-	414,000	(414,000)	-100.00%
Total Revenue	<u>9,216,839</u>	<u>11,006,900</u>	<u>(1,790,061)</u>	<u>-16.26%</u>
Fund Balance carried forward		6,750,000	6,750,000	
Total Revenue & Fund Balance carried forward	<u>9,216,839</u>	<u>17,756,900</u>	<u>8,540,061</u>	
<u>Expenditures</u>				
Personnel	2,900,278	9,004,400	6,104,122	67.79%
Professional & Contractual	313,854	502,550	188,696	37.55%
Communications & Freight	51,330	128,250	76,920	59.98%
Utilities and Insurance	113,734	268,150	154,416	57.59%
Repairs and Maintenance	72,798	347,500	274,702	79.05%
Miscellaneous Operational & Administrative	9,803	33,550	23,747	70.78%
Operating Supplies & Tools	137,984	383,120	245,136	63.98%
Education & Training	32,951	207,400	174,449	84.11%
Other Services	32,473	90,280	57,807	64.03%
Capital Equipment	137,240	1,044,080	906,840	86.86%
Debt Service	71,846	220,300	148,454	67.39%
Total Operating Expenditures	<u>3,874,291</u>	<u>12,229,580</u>	<u>8,355,289</u>	<u>68.32%</u>
Fund Balance Reservations		5,527,320	5,527,320	
Total Expenditures and Reserves	<u>3,874,291</u>	<u>17,756,900</u>	<u>13,882,609</u>	
Revenues over (under) Expenditures & Reserves	<u>5,342,548</u>	<u>-</u>	<u>(5,342,548)</u>	
Fund Balance, October 1	<u>7,593,312</u>			
Fund Balance, February 28	<u><u>12,935,860</u></u>			

Check History Report

Sorted By Vendor

Ft Myers Beach Fire Control Dist (BFD)

Activity From: 2/1/2018 to 2/28/201

Bank Code: 1 Disbursement - BB&T

Vendor Name	Check Date	Check Number	Check Amount	Check Type
A FA Auto Parts	02/08/18	043718	54.20	Auto
ABC Fire Equipment Corp.	02/23/18	043760	60.00	Auto
Accountemps	02/08/18	043717	1,887.12	Auto
Accountemps	02/23/18	043762	2,096.80	Auto
Accountemps	02/28/18	043794	1,467.76	Auto
Action Automatic Doors & Gate	02/23/18	043761	89.00	Auto
Advanced Disposal	02/23/18	043763	571.57	Auto
Alejandro Gonzalez	02/08/18	043731	300.00	Auto
American Messaging	02/28/18	043795	100.02	Auto
B&B Automotive	02/23/18	043764	248.56	Auto
Bound Tree Medical LLC	02/08/18	043719	809.75	Auto
Bound Tree Medical LLC	02/23/18	043765	3,459.27	Auto
CenturyLink	02/08/18	043721	278.50	Auto
CenturyLink	02/23/18	043766	5,933.96	Auto
Clean Air Concepts	02/23/18	043767	315.00	Auto
Clean Air Concepts	02/23/18	043767	(315.00)	Reversal
Columbia Southern University	02/23/18	043768	607.50	Auto
Comfort Zone Inc.	02/08/18	043722	300.00	Auto
Comfort Zone Inc.	02/28/18	043796	89.00	Auto
Corporate Billing, Inc.	02/23/18	043769	521.35	Auto
CRS Technology Consultants	02/08/18	043723	97.50	Auto
CRS Technology Consultants	02/23/18	043771	3,000.00	Auto
CRS Technology Consultants	02/23/18	043772	1,000.01	Auto
CRS Technology Consultants	02/23/18	043773	97.50	Auto
Culligan of Fort Myers	02/08/18	043724	408.36	Auto
Custom Lawn Care FMB LLC	02/23/18	043774	85.00	Auto
Early Bird Cleaning	02/08/18	043725	200.00	Auto
Early Bird Cleaning	02/23/18	043775	200.00	Auto
ERLA, Inc. dba EMSAR Florida	02/23/18	043776	285.93	Auto
ESO Solutions	02/23/18	043777	2,750.00	Auto
Extreme Painting & Contracting, Inc.	02/08/18	043726	18,910.00	Auto
FASTSIGNS	02/28/18	043797	6,791.96	Auto
First National Bank	02/08/18	043727	4,384.06	Auto
Florida Fire Systems, LLC	02/08/18	043728	650.00	Auto
Fort Myers Court Reporting	02/23/18	043778	361.92	Auto
Fully Involved Leatherworks	02/23/18	043779	2,418.54	Auto
Gavins Hardware	02/08/18	043730	104.44	Auto
Gavins Hardware	02/28/18	043798	204.18	Auto
Hamilton's Uniforms LLC	02/08/18	043732	189.96	Auto
Hydra-Ram Unlimited, Inc	02/08/18	043733	254.98	Auto
Institution of Fire Engineers - USA Branch	02/08/18	043734	161.00	Auto
Int'l Assoc of Fire Chiefs	02/08/18	043735	244.00	Auto
J M Todd Inc	02/08/18	043736	194.75	Auto
J M Todd Inc	02/28/18	043799	228.55	Auto
Kirkwood Electric, Inc	02/08/18	043737	730.00	Auto
Krusty Pete's	02/23/18	043780	1,982.00	Auto
Lee County BOCC	02/08/18	043739	2,653.37	Auto
Lee County BOCC	02/08/18	043740	93,655.10	Auto
Lee Memorial Health System	02/08/18	043738	110.00	Auto
Lightning Wireless Solutions	02/23/18	043781	27,154.00	Auto
Low Volt Systems Inc	02/28/18	043800	1,053.14	Auto
Lowe's Home Centers Inc	02/08/18	043741	276.30	Auto

Check History Report

Sorted By Vendor

Ft Myers Beach Fire Control Dist (BFD)

Activity From: 2/1/2018 to 2/28/2018

Bank Code: 1 Disbursement - BB&T

Vendor Name	Check Date	Check Number	Check Amount	Check Type
Mary Ellen Frazier, PSY DPA	02/08/18	043729	300.00	Auto
Matthew Love	02/23/18	043783	76.00	Auto
Mercury Medical	02/08/18	043742	550.69	Auto
Minerva Bunker Gear Cleaners	02/08/18	043744	314.50	Auto
Municipal Emergency Services	02/08/18	043743	65.50	Auto
Municipal Emergency Services	02/23/18	043782	196.50	Auto
NAFECO	02/08/18	043745	1,524.43	Auto
nexAir, LLC	02/08/18	043746	866.68	Auto
Patty Coram	02/23/18	043770	64.81	Auto
Paul Graham	02/08/18	043749	150.00	Auto
PGIT	02/23/18	043784	19,493.66	Auto
Physio Control, Inc.	02/08/18	043748	260.53	Auto
Professional Adjustment Corp	02/08/18	043747	169.66	Auto
Red Uniform Tailor	02/08/18	043751	117.45	Auto
Red Uniform Tailor	02/23/18	043785	176.33	Auto
Rosa C. Foerster	02/28/18	043801	103.33	Auto
Sage Software Inc.	02/23/18	043786	2,862.00	Auto
Santini Marina Plaza Self	02/08/18	043753	395.00	Auto
South FL Emergency Vehicles	02/08/18	043754	479.50	Auto
South Florida Gas, Inc.	02/23/18	043788	101.20	Auto
Standard Life Insurance	02/23/18	043789	3,934.82	Auto
Staples Credit Plan	02/28/18	043803	249.62	Auto
Sun Hardware	02/23/18	043790	51.46	Auto
SupplyWorks	02/08/18	043755	694.69	Auto
SupplyWorks	02/28/18	043804	660.73	Auto
SW Specialty Advertising Co.	02/28/18	043802	41.00	Auto
Teleflex Medical	02/23/18	043791	5,100.00	Auto
Terry Brunson	02/08/18	043720	327.62	Auto
The Print Shop Ink	02/08/18	043750	146.33	Auto
Unice Salzman Jensen, P.A	02/23/18	043787	4,420.00	Auto
United Parcel Service	02/08/18	043756	20.64	Auto
United Parcel Service	02/23/18	043792	24.87	Auto
United Parcel Service	02/28/18	043805	45.50	Auto
United States Postal Service	02/23/18	043793	300.00	Auto
Verizon Wireless	02/08/18	043757	2,375.54	Auto
WEB-TPA	02/08/18	043752	148.05	Auto
WEX Bank	02/08/18	043758	763.53	Auto
Witmer Associates, Inc.	02/08/18	043759	53.94	Auto
			<u>Report Total</u>	<u>237,337.02</u>

# **FORT MYERS BEACH FIRE CONTROL DISTRICT**

**BOARD OF FIRE COMMISSIONERS  
REGULAR MONTHLY MEETING**

**CHIEFS REPORT  
MATERIALS**



# FORT MYERS BEACH FIRE DEPARTMENT

## OFFICE OF THE FIRE CHIEF

### Board of Fire Commissioners February 2018 Fire Chief Report

As mentioned last month, we recently completed an entry-level hiring process for Firefighter Paramedic. Interviews for this position, as well as for the Facilities and Logistics Manager, went great and we are excited to finalize these processes.

This month I had the pleasure of being a “Celebrity Reader” at the Beach Elementary School in honor of Dr. Seuss’s Birthday. I sincerely appreciate the invitation at such a great event, providing an opportunity for students to enjoy a story with community members, as well as for me to present a little fire safety information.

In the last couple of weeks Dr. Banyan has been hosting focus group sessions regarding the Strategic Plan and is currently reviewing the data received from the surveys. We will continue to gather the information as more surveys come in and will keep progressing in our timeline towards completing the Strategic Plan.

I recently had the privilege of throwing the first pitch of the season for the Fort Myers Beach Little League. Although I had to practice before I got out there, I am proud to say that I was able to throw the pitch and make it across the plate! This too represents the valuable role our fire department plays in the Fort Myers Beach Community. Daily we are reminded of how often our firefighters involve themselves in community events and I am tremendously proud of the countless efforts our team makes to shape this community.

Local 1826 held their annual Muscular Dystrophy Association (MDA) Drive recently. I am proud to announce that once again last year’s fund raising numbers were surpassed! Thank you to all of our members who participated in the event this year. It was an honor to spend time out in our community raising money for such a tremendous association, supporting children with this horrific disease.

The 60<sup>th</sup> Annual Shrimp Festival also took place recently, which kept the island very busy through the weekend. I would like to thank our members who participated in the events, represented our organization in the parade, as well as staffed our resource tent to benefit and educate our community.

As we slowly wind down our busy season, we hope that everyone stays safe for the rest of the month and we wish our seasonal residents safe travels in the coming weeks!

Matthew R. Love  
Fire Chief

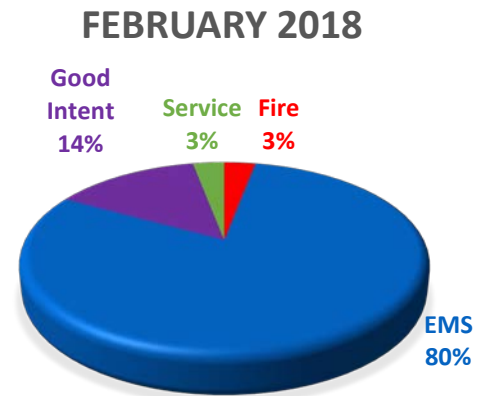
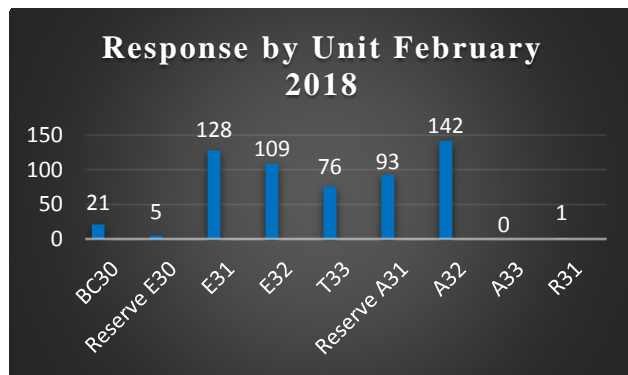


## OPERATIONS BRANCH

*Operations Branch Supervisor-Executive Assistant Fire Chief Scott Wirth*

It was a busy February for the Operations Branch. Our team took part in the quarterly Lee County Training Co-op. Members participated in live fire training including fire hose management, victim search and rescue, proper ladder usage and forcible entry techniques. The process of testing for Battalion Chief and Lieutenant began this month, with the entire process scheduled to be completed in a few months. The recent hiring test for Firefighter Paramedics went great. The testing process took two days to complete and produced a very respectable list of candidates.

February 2018 Incidents: 321  
 2018 Year to Date Incidents: 631  
 Average Emergent Incident Response Time: 4:50

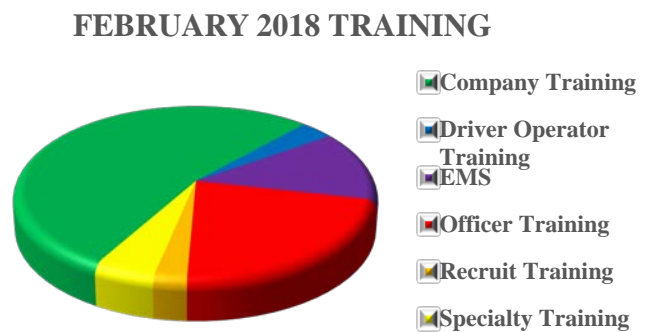


## TRAINING, EDUCATION & SAFETY

*Training Division Supervisor- Assistant Chief Billy Cockman*

The Training Division is preparing for the upcoming promotional testing. This includes the creation of Driver Engineer evolutions so that candidates can perfect their skills prior to the promotional testing for this rank. Training hours for February include:

February 2018	Hours
Company Training	161.23
Driver Operator Training	10.5
EMS	39.5
Officer Training	67.25
Recruit Training	8
Specialty Training	15
<b>Grand Total</b>	<b>301.48</b>



Additional Training topics for February included:

- Fire Behavior
- Area Familiarization
- Various Target Solutions Training Classes
- Hazardous Materials
- Ladder Training
- Mayday Drills
- Hose Lays and Water Source Drills
- Driver Operator Training
- Officer Training
- Protocol Training



## EMERGENCY MEDICAL SERVICES (EMS)

*EMS Division Supervisor- Division Chief Randy Kraus*

During the month of February, the Emergency Medical Services Division conducted several web-based learning activities. Training included our County-Wide Protocol review. The topics were Pain/Anxiety, Procedural Sedation, Patient Restraint, and Nausea and Vomiting. With violence against EMS providers becoming more relevant in the pre-hospital arena, we have continued our educational and practical training series for our personnel to learn how to deal with violent encounters. Division Chief Kraus, along with Executive Assistant Fire Chief Wirth attended the Annual ESO Solutions (our public safety incident reporting program) National User Conference and are using the information received to increase our capability within this system.

## LIFE SAFETY & SUPPORT SERVICES BRANCH

*Life Safety & Support Services Branch Supervisor- Executive Assistant Fire Chief Ron Martin*

### LIFE SAFETY

*Office of the Fire Marshal, Code Enforcement & Community Education*

#### Totals

	# of Inspections <sup>1</sup>
CLIENT INQUIRY <sup>FS</sup>	6
CONSULT FIRE ALARM <sup>FS</sup>	3
CONSULT-FIRE SPRINKLER <sup>FS</sup>	1
CONSULT-SITE <sup>FS</sup>	4
INSPECTION-902 NOT LISTED <sup>FS</sup>	6
INSPECTION-906 NOT LISTED <sup>FS</sup>	3
INSPECTION-ANNUAL-EXISTING ASSEMBLY <sup>FS</sup>	4
INSPECTION-FIRE ALARM <sup>FS</sup>	3
INSPECTION-FIRE FLOW <sup>FS</sup>	2
INSPECTION FIRE LINE HYDRO <sup>FS</sup>	2
INSPECTION-FIRE PUMP INSTALLATION <sup>FS</sup>	2
INSPECTION-FIRE RATED SEPERATIONS <sup>FS</sup>	3
INSPECTION-FIRE RATED WALL PENETRATIONS <sup>FS</sup>	5
INSPECTION-LP GAS LINE PRESSURE TEST <sup>FS</sup>	1
INSPECTION-SPRINKLER FINAL <sup>FS</sup>	1
INSPECTION-SPRINKLER HYDRO/ROUGH <sup>FS</sup>	1
INSPECTION-U/G FIRE LINE <sup>FS</sup>	1
INSPECTION USE PERMIT <sup>FS</sup>	3
MISC-KNOX BOX KEY ENTRY <sup>FS</sup>	2
REFERRAL/COMPLAINT-DEPARTMENT <sup>FS</sup>	1
Re-inspect <sup>FS</sup>	4
<b>Total<sup>5</sup></b>	<b>58</b>

As the District entered into Spring Break and the peak of traffic patterns on the islands, time and efficiency for our Fire Inspectors tends to be impeded as traveling to and from inspections takes longer. We would like to thank our Inspectors for their extra efforts during this time of year to maintain services to our community.

### SUPPORT SERVICES

*Facilities, Logistics, Information and Technology*

The month of February was an active and exciting month in Support Services. This month we began to finalize plans for the District phone system update, as well as finalized the system model for Information and Technology network upgrades.





## **ADMINISTRATIVE SERVICES BRANCH**

*Finance & Administrative Services Branch Supervisor- Director Jane Thompson*

Administrative services highlights from the month of February include:

- Eighty-two applicants responded to the Administrative Assistant posting. Eleven applicants responded to the Facilities and Logistics Manager posting. The hiring process is quickly moving forward for both positions.
- Nineteen firefighters successfully completed the assessment process and the top candidates are continuing through the remainder of the pre-employment assessments.
- Special thanks to Executive Assistant Fire Chief's Ron Martin and Scott Wirth for their time and countless hours in attending and facilitating demonstrations with various vendors that specialize in staffing software. A new vendor was selected to provide a specialized staffing program that is fully web-based. In addition, as equally important to the program's functionality, a significant savings over the current vendor's web-based solution will be realized moving forward. A software migration date of July 1<sup>st</sup> is the target goal.

### **TEAM RECOGNITIONS**

#### **February Service Anniversaries**

Driver Engineer Andres Vila	12 years
Firefighter Tate Sturtevant	12 years
Firefighter Hermes Llaser	2 years
Firefighter Layne Tal	2 years
Firefighter Abel Gomez	1 year
Firefighter Paul Montenegro	1 year

### **UPCOMING EVENTS**

- Good Friday  
*Friday, March 30, 2018 (Fire Headquarters Closed)*
- Annual Easter Egg Hunt  
*Saturday, March 31, 2018 at Bay Oaks*
- Easter  
*Sunday, April 1, 2018*
- Board of Commissioners Work Session and Meeting  
*Tuesday, April 3, 2018 at the Fort Myers Beach Public Library, 9:30 am*
- Board of Commissioners Regular Monthly Meeting  
*Tuesday, April 16, 2018 at the Fort Myers Beach Town Hall, 6:00 pm*



# **FORT MYERS BEACH FIRE CONTROL DISTRICT**

**BOARD OF FIRE COMMISSIONERS  
REGULAR MONTHLY MEETING**

**NEW BUSINESS  
MATERIALS**



# FORT MYERS BEACH FIRE CONTROL DISTRICT

## BOARD OF FIRE COMMISSIONERS MEETING

### “Blue Sheet” AGENDA ITEM INFORMATION

**AGENDA CATEGORY:** New Business: ITEM 12A  
**AGENDA ITEM:** Strategic Performance Goals  
**SUBJECT:** Annual Fire Chief Specific Period Objectives  
**OTHER:** N/A

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

**PURPOSE**  
Provide Board of Commissioners with the opportunity to review and discuss the strategic performance objectives for next evaluation period of the Fire Chief.

**HISTORY**  
Following each Fire Chief evaluation, the Board and Fire Chief determine specific performance goals for the following evaluation period related to the expectations identified in the Fire Chief Appraisal document.

**RECOMMENDATION**  
It is recommended that the Board discuss and review the provided objectives and provide feedback and consensus before finalization.

# FORT MYERS BEACH FIRE CONTROL DISTRICT

## FIRE CHIEF PERFORMANCE OBJECTIVES

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**Fire Chief: Love, Matthew**

**Period: March 21, 2018 – March 21, 2019**

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### **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:

- Reassess Life Safety Division costs relative to the cost of service delivery and propose Life Safety Services Fee Schedule alterations as a result of assessment.
- Update the District's Re-Capitalization and Sustainment Plan to identify progress of the 5 year "catch-up" impacts and long-term forecasting relative to revenue and taxation needs.
- Attach budget initiatives to Strategic Initiatives upon completion of the Strategic Planning Process.
- Continue forecasting and assessments to achieve and maintain employee compensation goals.

### **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:

- Maintain a pool of new-hire candidates to promptly address potential vacancies.
- Develop a multi-year supervisory development program targeting specific organization needs and targets of culture change initiatives.
- Establish an enhanced system and frequency for communication throughout the organization.

# FORT MYERS BEACH FIRE CONTROL DISTRICT

## FIRE CHIEF PERFORMANCE OBJECTIVES

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### 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:

- Complete the current Strategic Planning Cycle and implement the approved Strategic Plan.
- Develop a Work Plan for the District to accent the Strategic Plan.
- Attach budget initiatives to Strategic Plan Initiatives.
- Proactively assess long-term capital replacement items such as preparation work for the upcoming Ladder Truck replacement prior to the year of replacement.

### 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:

- Further enhance development processes (initial and on-going) in leadership and supervision throughout the organization.
- Develop succession paths internally for organizational promotions and long-term continuity.
- Maintain involvement in New Hire development to stimulate retention and attention to Core Elements.
- Introduce enhanced physical and mental health aspects into the organization.

# FORT MYERS BEACH FIRE CONTROL DISTRICT

## FIRE CHIEF PERFORMANCE OBJECTIVES

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### 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

#### Specific Period Objectives:

- Maintain active participation and planning with local entities such as the Town of Fort Myers Beach, Lee County Sheriff's Office, Lee County Emergency Medical Services, Iona-McGregor Fire Department, and Bonita Springs Fire Department, to ensure efficient public safety delivery.
- Maintain involvement and development relative to Florida Special District governance and Florida Public Employer Labor Relations.
- Meet with local media partners and provide productive community information on department initiatives and public safety.
- Maintain District credibility by building opportunities to market the District outwardly.

### 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

#### Specific Period Objectives:

- Develop District Board Policy into a central collection and reference point.
- Incorporate Commissioner training elements into each election cycle.
- Complete response modeling, incident forecast and trending study.

### 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

#### Specific Period Objectives:

- Update and review Hurricane Operations based on Irma feedback.
- Work within our Geographic Division to establish joint operation plans with Iona-McGregor Fire Department to better confirm redundancy in disaster service delivery.



# FORT MYERS BEACH FIRE CONTROL DISTRICT

## BOARD OF FIRE COMMISSIONERS MEETING

### “Blue Sheet” AGENDA ITEM INFORMATION

**AGENDA CATEGORY:** New Business: **ITEM 12B**  
**AGENDA ITEM:** Fire Chief Agreement Update  
**SUBJECT:** Agreement renewal discussion  
**OTHER:** N/A

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

#### **PURPOSE**

The purpose of this item is to satisfy the requirements of the current Fire Chief Agreement regarding the desire to enter into action to update the Fire Chief Agreement scheduled to expire in one (1) year.

#### **HISTORY**

The current Fire Chief Agreement states:

*“The term of Employment pursuant to this Agreement shall be for a period of three (3) years, commencing on March 21, 2016 and terminating on March 21, 2019. Two (2) years after the commencement of this Agreement (by March 21, 2018) The Board and Fire Chief may commence renegotiation discussions of this Agreement. If both parties agree, then a new contract will be entered into by the District and the Fire Chief. If there is no agreement on a new contract, the current contract will remain in effect until the end of the original three (3) year term.”*

To achieve this, the Board and Fire Chief shall discuss interest in beginning the process of creating a new agreement. If both parties are interested in moving forward with the creation of a new agreement, revision drafts and recommendations will be presented after the March 20<sup>th</sup> meeting.

#### **RECOMMENDATION**

It is recommended that the Board discuss and come to a consensus/vote as to the desire for creating a new agreement.

#### **RECOMMENDED MOTION**

Motion to enter into the process with the Fire Chief to create a new Fire Chief Employment Agreement.



# FORT MYERS BEACH FIRE CONTROL DISTRICT

## BOARD OF FIRE COMMISSIONERS MEETING

### “Blue Sheet” AGENDA ITEM INFORMATION

**AGENDA CATEGORY:** New Business: ITEM 12C  
**AGENDA ITEM:** Life Safety Services, Code Enforcement, & Plans Review Alteration  
**SUBJECT:** Upcoming alterations in the Life Safety Service model  
**OTHER:** N/A

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#### **ACTION**

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

#### **PURPOSE**

The purpose of this item is to update the Commissioner group on recent changes which will be imposed upon the District and discuss strategies for successfully transitioning.

#### **HISTORY**

Currently the District uses the services of Lee County to conduct all Life Safety Division plans review through an agreement between Lee County and the Town of Fort Myers Beach.

Recently, the District was made aware that this agreement is being severed. The District has researched options to maintain service level, as well as address other related implications to Life Safety Services which will be impacted by Town ordinance.

#### **RECOMMENDATION**

It is recommended that the Board discuss and provide feedback on the proposed methodology for successfully transitioning and provide staff with any desires as the project evolves.





**FORT MYERS BEACH FIRE CONTROL DISTRICT**  
**BOARD OF FIRE COMMISSIONERS MEETING**  
**“Blue Sheet” AGENDA ITEM INFORMATION**

**AGENDA CATEGORY:** New Business: **ITEM 12D**  
**AGENDA ITEM:** Long-Term Facility Planning  
**SUBJECT:** Discuss outcomes of recent facility study findings  
**OTHER:** N/A

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**ACTION**  
**[Information/Discussion]**

**PURPOSE**

The purpose of this item is to discuss the findings of the most recent study related to Fort Myers Beach Fire Station 31 and action plans moving forward.

**HISTORY**

The District has been in the process of assessing the long-term sustainability of facilities, specifically Fire Station 31. At the end of last year, the District engaged a firm to develop an in-depth study of the facility. Those findings were assessed by staff, and further research was conducted to fill potential information gaps in the decision making process.

**RECOMMENDATION**

It is recommended that the Board discuss the information presented and provide staff with desires moving forward in the long-term facility planning process.