

FORT MYERS BEACH FIRE CONTROL DISTRICT

**APRIL 3, 2018
BOARD OF FIRE COMMISSIONERS
WORK SESSION MEETING**



MATERIALS



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS WORK SESSION & MEETING

AGENDA

APRIL 3, 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. March 20, 2018 Regular Monthly Meeting Minutes [Discussion/Approval]
5. Restate Agenda Items [Information]
6. Public Input on Agenda Items
7. Old Business
 - A. Long-Term Facility Planning & Infrastructure Funding [Information/Discussion]
 - B. Fire Chief Agreement Update [Discussion]
8. New Business
 - A. Operations Incident Report Data [Information/Discussion]
 - B. Financial Report Data Presentation [Information/Discussion]
 - C. Board Policy Manual Absence Review [Discussion]
 - D. Board Meeting Frequency [Discussion]
 - E. Fire Inspection Practices Assessment [Information/Discussion]
9. Reports from IAFF Union Representatives Districts 3 and 15 [Information]
10. Fire Chief Remarks [Information/Discussion]
11. Commissioner Remarks [Information]
12. Public Input
13. Adjournment

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

TIME: 6:00 PM

DATE: March 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.

1. Meeting Called to Order

2. Pledge of Allegiance

3. Adoption of Agenda

Chairwoman Morris called for a motion to approve the agenda. Commissioner Fleming made a motion to approve the agenda. Vice-Chairman Schindler seconded. Motion approved unanimously 5 – 0.

4. February 20, 2018 Regular Meeting Minutes [Discussion/Approval]

Chairwoman Morris called for a motion to approve the February 20, 2018 meeting minutes. Secretary/Treasurer Raymond made a motion to approve the February 20, 2018 meeting minutes. Vice-Chairman Schindler seconded. Motion approved unanimously 5 – 0.

5. Treasurer's Report

Chairwoman Morris requested Secretary/Treasurer Raymond to read the Treasurer's report for February 2018.

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

A. February 28, 2018 Department Checks #43717 through #43805 for a total of \$237,337.02 [Discussion/Approval]

Chairwoman Morris called for a motion to approve the February 2018 Treasurer's report. Vice-Chairman Schindler made a motion to approve the department checks for February 2018. Commissioner Wood seconded. Commissioner Fleming asked for more information regarding one of the vendors as well as the revenue variances on the financial report. The Board continued to discuss the data on the financial report and agreed to add this topic to a work session meeting. Motion approved unanimously 5 – 0.

6. Chiefs Report [Information]

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

- Election Packets
- Center for Public Safety Excellence Classes
- Bed Tax Update – The Board would like to add Infrastructure to the next work session for discussion.
- The Board and Chief Love discussed the response by unit data provided in the Chief's report as well as what data they would like to see in future reports.

7. Attorney Report [Information]

Chairwoman Morris gave an update on the Darren White case and requested that Commissioners send any vacation time they have planned after August 19, 2018 for scheduling purposes.

8. Restate Agenda Items

9. Public Input on Agenda Items

No input was provided

10. Operations Branch Presentation

Executive Assistant Fire Chief of Operation, Scott Wirth, presented information to the Board and community about the District's structure fire response operations to include staffing levels and resource deployment, as well as essential tasks and how those are assessed.

11. Old Business

No Items

12. New Business

A. Strategic Performance Goals [Information/Discussion]

Chief Love reviewed his strategic performance goals for the next evaluation period. Chairwoman Morris requested that Procurement Review be added under the Financial Management section. Commissioner Wood made a motion to approve Chief Love's strategic performance goals with the addition suggested by Chairwoman Morris. Secretary/Treasurer Raymond seconded.

Motion approved unanimously 5 – 0.

B. Fire Chief Agreement Update [Discussion/Approval]

Chief Love acknowledged that the contract is beginning year three and identifies the need for the Board and Fire Chief to discuss the options for writing a new contract. The Board discussed writing a new contract and agreed that they would like it to be a five (5) year contract. Chief Love will work on updating some of the verbiage and send it to the Board for review. Commissioner Fleming made a motion to enter into the process with the Fire Chief to create a new Fire Chief Employment Agreement. Secretary/Treasurer Raymond seconded.

Motion approved unanimously 5 – 0.

C. Life Safety Services, Code Enforcement, & Plans Review Alteration [Information/Discussion]

Chief Love discussed the upcoming changes with the Town of Fort Myers Beach in regards to their short-term rental ordinance, the hydrant program, and plans review. The Board agreed that they would like Chief Love to look at options, review internal workload and costs for providing these services in-house, and fees for the services provided to the end user.

D. Long-Term Facility Planning [Information/Discussion]

The Board and Chief Love discussed the long-term facility plan specifically for Fire Station 31 due to the recent study of the facility. The Board and Chief Love discussed different options, and the Board agreed that Chief Love should bring someone in to look for commercial land options. This topic will be added to the April Work Session Meeting.

13. Reports from Union Representatives Districts 3 and 15

No reports were provided.

14. Fire Chief Remarks [Information/Discussion]

No Remarks

15. Remarks of Commissioners

Commissioner Fleming stated that the department did a great job on the recent fire and thanked the department for their service. Commissioner Fleming wished all Firefighters and First Responders a slow, safe night.

Secretary/Treasurer Raymond stated that the department did a great job on the fire and that he was impressed by the work put into the Muscular Dystrophy Association (MDA) boot drive.

Commissioner Wood stated that the department did a great job on the fire and thanked the department for their service. Commissioner Wood stated that he appreciated Chief Wirth's presentation and that it shows why training is necessary.

Vice-Chairman Schindler agreed with the other Commissioners comments. Vice-Chairman Schindler discussed the opportunity for bad press during situations like this. Vice-Chairman Schindler stated that people complain about the cost of service we provide, but we are very blessed to have it.

Chairwoman Morris stated that she is proud of our fire department and that she looks forward to working on the new contract with Chief Love.

16. Public Input

No input was provided.

17. Adjournment

Meeting adjourned at 7:46 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: **ITEM 7A**
AGENDA ITEM: Long-Term Facility Planning & Infrastructure Funding
SUBJECT: Continued discussion
OTHER: N/A

ACTION
[Information/Discussion]

PURPOSE

The purpose of this item is to discuss information requested at the previous meeting and continue facility planning efforts.

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.



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

AGENDA CATEGORY: Old Business: **ITEM 7B**
AGENDA ITEM: Fire Chief Agreement Update
SUBJECT: Agreement renewal discussion
OTHER: N/A

ACTION
[Discussion]

PURPOSE

The purpose of this item is to discuss any desired or presented information regarding updating the Fire Chief Agreement.

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.”

At the Board of Commissioner meeting on March 20, 2018 the Board agreed to update the Fire Chief agreement and to make it a five (5) year term.

RECOMMENDATION

It is recommended that the Board discuss the updated Fire Chief Employment agreement components.

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: ITEM 8A
AGENDA ITEM: [Operations Incident Report Data](#)
SUBJECT: Discuss data presentation for Commissioners
OTHER: N/A

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

PURPOSE
The purpose of this item is to discuss the data options for monthly reports and for the Board to determine what data they would like to see on the reports.

HISTORY
The District has been providing the incident report data by apparatus in the operations report. At the last meeting the Board discussed the possibility of seeing the report data by stations and crew. The Board requested to add this to the work session meeting for discussion.

RECOMMENDATION
It is recommended that the Board discuss and provide direction of the information they would like to see in the monthly operations report.



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

AGENDA CATEGORY: New Business: **ITEM 8B**
AGENDA ITEM: [Financial Report Data Presentation](#)
SUBJECT: Discuss the presentation of information on monthly reports
OTHER: N/A

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

PURPOSE
The purpose of this item is to discuss the information provided in the monthly financial reports.

HISTORY
The District has been providing the financial reports in the monthly meetings. At the last meeting, the Board discussed the “variables” column and discussed the information for budgeting purposes. The Board requested to add this to the work session meeting for discussion.

RECOMMENDATION
It is recommended that the Board discuss and provide direction for the information they would like to see in the monthly financial report.




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

AGENDA CATEGORY: New Business: ITEM 8C
AGENDA ITEM: Board Policy Manual Absence Review

ACTION
[Discussion]

PURPOSE
This item appears at the request of Commissioner Fleming for discussion.

	FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY			
	Title	Commissioner Policy Manual	Number	100
	Division	General	Revision Date	1/1/2018
			Effective Date	1/1/2018

IV. Special Meetings

Special meetings may be recommended by any member of the Board or the Fire Chief with seven (7) days' notice provided to each Board member, the Fire Chief, and District Administrative Offices, and a majority vote of all Board members.

V. Emergency Meetings

Emergency meetings may be called by the Chair or Vice-Chair in the event of a bona fide emergency situation, with reasonable notice. Emergency Meetings will be subsequently ratified by the Board.

VI. Meeting Attendance

A. Commissioners 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 (3) consecutive, unexcused absences from regularly scheduled meetings. The Board shall adopt policies by resolution defining excused and unexcused absences."

B. Commissioners will attend all meetings unless excused. Commissioners 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.

C. The Board has defined an unexcused absence as: times that a commissioner does not attend a scheduled meeting that is beyond the Commissioner's control, providing that such absences do not exceed four (4) consecutive occurrences.

Any absence exceeding the four (4) excused consecutive absences will then be considered an unexcused absence and count towards the policy that the Board shall remove any member who has three (3) consecutive, unexcused absences from regularly scheduled meetings.

The Board may 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 is unanimously granted by the Board.

D. All meeting attendance must be in person.

E. Commissioners shall attend all scheduled Meetings in District provided attire, representing the District in a professional manner.



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

AGENDA CATEGORY: New Business: **ITEM 8D**
AGENDA ITEM: Board Meeting Frequency

ACTION
[Discussion]

PURPOSE
This item appears at the request of Commissioner Fleming for discussion.



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS MEETING

“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY: New Business: ITEM 8E
AGENDA ITEM: Fire Inspection Practices Assessment
SUBJECT: Presentation of assessment
OTHER: N/A

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

PURPOSE
The purpose of this item is to present the Board with the assessment results of fire inspection practices.

HISTORY
Late last year, a Commissioner requested that we do a fire inspection practices assessment. A thorough assessment has been conducted by our team and is ready to be presented to the Board.

RECOMMENDATION
It is recommended that the Board discuss the information presented and provide staff with desires moving forward.