

# **FORT MYERS BEACH FIRE CONTROL DISTRICT**

**AUGUST 7, 2018  
BOARD OF FIRE COMMISSIONERS  
WORK SESSION & MEETING**



# **MATERIALS**



# FORT MYERS BEACH FIRE CONTROL DISTRICT

## BOARD OF FIRE COMMISSIONERS WORK SESSION & MEETING

### AGENDA

**AUGUST 7, 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. July 24, 2018 Regular Monthly Meeting Minutes [Discussion/Approval]
5. Restate Agenda Items [Information]
6. Public Input on Agenda Items
7. Old Business
  - A. Infrastructure Planning/Funding [Information/Discussion]
  - B. Fire Chief Evaluation Dates [Information/Discussion]
  - C. Board Meeting Cancellation & Job Description Policy [Information/Discussion]
  - D. Board Policy Regarding Super Majority Vote [Information/Discussion]
8. New Business
  - A. Life Safety Services Fee Schedule [Information/Discussion]
  - B. Budget Updates [Information/Discussion]
9. Reports from IAFF Union Representatives Districts 3 and 15 [Information]
10. Fire Chief Remarks [Information/Discussion]
11. Commissioners Remarks [Information]
12. Public Input
13. Adjournment

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

TIME: 6:00 PM

DATE: July 24, 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. The motion was approved unanimously 5 – 0.

**4. July 10, 2018 Work Session & Meeting Minutes [Discussion/Approval]**

Chairwoman Morris called for a motion to approve the July 10, 2018 amended meeting minutes. Vice-Chairman Schindler made a motion to approve the July 10, 2018 meeting minutes. Commissioner Fleming seconded. Motion approved unanimously 5 – 0.

**5. Treasurer's Report**

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

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

**A. June 30, 2018 Department Checks #44014 through #44150 for a total of \$267,014.81. [Discussion/Approval]**

Chairwoman Morris called for a motion to approve the June 2018 Treasurer's report. Commissioner Fleming made a motion to approve the department checks for June 2018. Commissioner Wood seconded. Motion approved unanimously 5 – 0.

## **6. Chief's Report [Information]**

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

- Completion of membership process with the Chamber of Commerce
- Appreciation to the Town of Fort Myers Beach regarding FMBFD compliance in their short-term rental ordinance.
- Thank you letter from Lehigh
- Commissioner shirt sample
- Thank you letter from community

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

*No reports were provided*

## **8. Restate Agenda Items**

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

*No input was provided*

## **10. Old Business**

### **A. 2018/2019 Budget Module Updates [Information/Discussion]**

Chief Love explained three (3) different budget module options for the Life Safety Division. The Board and Chief Love discussed the modules in detail for budgeting purposes.

## **11. New Business**

### **A. Adoption of the 2018/2019 Truth in Millage (TRIM) Rate [Discussion/Adoption]**

The Board discussed different TRIM rate options as well as how the rate chosen will affect services and our community. Secretary/Treasurer Raymond made a motion to set the TRIM rate at 2.642. Commissioner Wood seconded. Motion approved 4 – 1 (Vice-Chairman Schindler dissenting).

### **B. Endorsement of the Clean Water Initiative [Discussion/Approval]**

Commissioner Fleming discussed the water quality issues and the impact it has on our economy and health. Commissioner Fleming made a motion to endorse the clean water initiative call to action by Mayor Kevin Ruane of the City of Sanibel, Florida, as well as identify that endorsement to multiple other individuals as a symbolic gesture in cooperation with municipalities, counties, senators, congressman, other state and local leaders, endorsing the call to action and support for continuing clean water efforts for not only us, but the first responders who are put in jeopardy should they have to encounter these waters. Commissioner Wood seconded. The discussion continued regarding whom the letter should be sent to. Commissioner Fleming made a motion to amend the previous motion, addressing this to the Mayor of the City of Sanibel and copying President Trump, Senator Nelson, Senator Rubio, Representative Congressman Rooney, Congressman Diaz-Balart, Colonel Jason Kirk, and Lieutenant

Colonel Jennifer Reynolds. Commissioner Wood seconded the amended motion. Motion approved unanimously 5 – 0.

**12. Reports from Union Representatives Districts 3 and 15 [Information]**

*No Reports Provided*

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

Chief Love stated that before the Commissioners leave we will come around with a sheet to get information for ordering shirts.

**14. Commissioner Remarks**

Commissioner Wood discussed the accolades that a vendor he recently worked with gave to Life Safety Specialists Bill Genevrino and Lloyd Adams.

Vice-Chairman Schindler discussed the unsolicited positive remarks that he heard at a recent Chamber of Commerce event he attended. He stated that the comments were regarding Chief Martin's team and how well they work with the community. Vice-Chairman congratulated Chief Martin on the courses he's completing. Vice-Chairman Schindler discussed how low our attorney bill has been compared to the past and how that money could help in the budget. Vice-Chairman Schindler also stated that he is willing to give up what he gets paid here to help, and that he would really like to see the TRIM rate at 2.58.

Commissioner Fleming asked how we are going to get the Clean Water Initiative letter signed and that he is leaving town on Friday. Chief Love stated that we could probably get the letter signed before he leaves. Commissioner Fleming gave kudos to the crews who took in the fire victims and stated that this is going above and beyond.

Commissioner Fleming stated that his thoughts and prayers go out to the Fort Myers Police Officer who was shot in the line of duty. Commissioner Fleming wished all First Responders a slow and safe night.

Secretary/Treasurer Raymond agreed with other Commissioners' remarks and stated he is happy we are signing the clean water endorsement letter. Secretary/Treasurer Raymond discussed how important the life safety subject is to him and that he will continue to fight for the life safety of our community and our taxpayers.

Chairwoman Morris stated that when budget discussions continue that maybe the Commissioners should look at donating their pay to the Life Safety Division budget.

**15. Public Input**

*No Public Input*

Vice-Chairman Schindler stated that it is nice to see people from the public at our meeting and asked them to give input next time they attend a meeting.

**16. Adjournment**

7:23 pm

DRAFT

# **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:** [Infrastructure Planning/Funding](#)  
**SUBJECT:** Review Status  
**OTHER:** N/A

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

**PURPOSE**  
Provide the Board of Fire Commissioners with updates on infrastructure planning/funding.

**HISTORY**  
As a result of the long-term facility assessment, the planning process has arrived at the need to identify funding options for facility needs to situate the District for the procurement of property and facilities.

Funding options were discussed at a previous meeting and staff has new information to update Commissioners on the funding status.

**RECOMMENDATION**  
[Staff recommends Board members give direction on the next steps to move forward with infrastructure planning/funding.](#)





# 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 Evaluation Dates](#)  
**SUBJECT:** Review of date options in relation to Commissioner Elections  
**OTHER:** Added by Commissioner Morris

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

#### **PURPOSE**

Review date options for the Fire Chief’s evaluation to coincide with election time frames in order to allow new Commissioners enough time to provide an evaluation.

#### **HISTORY**

The Fire Chief’s evaluation currently takes place in February and the concern for new Commissioners to have enough time to give a fair evaluation has surfaced due to elections taking place in November.

This was discussed at a previous meeting, and remains on the agenda for discussion.

#### **RECOMMENDATION**

Staff recommends Board members discuss date options that might work better for new Commissioners to better be able to evaluate the Fire Chief and implications to those dates.



# FORT MYERS BEACH FIRE CONTROL DISTRICT

## BOARD OF FIRE COMMISSIONERS MEETING

### “Blue Sheet” AGENDA ITEM INFORMATION

**AGENDA CATEGORY:** Old Business **ITEM 7C**  
**AGENDA ITEM:** Board Meeting Cancellation & Job Description Policy  
**SUBJECT:** Language additions from previous meetings  
**OTHER:** Added by Commissioner Morris

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

**PURPOSE**  
To review changes regarding the Board Meeting Cancellation Policy and Job Description Approval.


**HISTORY**  
In the past, the District has cancelled meetings through the Fire Chief and individual Commissioner contact, however, a policy as to the Boards desire for this process did not exist.

At a previous meeting, the Board discussed the verbiage they would like to see in the Board Policy Manual regarding meeting cancellations and approved the Chair to cancel a meeting for a lack of quorum.

Previous job descriptions were provided to the Board for review and approval. Since the separation of job descriptions from salary scales, the Board has determined the review and approval of job descriptions is no longer necessary. This was confirmed and supported by legal counsel.

At this meeting, the Board will review draft language to the Board’s policy manual to finalize the above items.

**RECOMMENDATION**  
Staff recommends Board members review the changes to the Board Policy Manual and provide feedback for approval at the next meeting.

|   |  |                            |                       |                   |
|---|--|----------------------------|-----------------------|-------------------|
|  | <b>FORT MYERS BEACH FIRE CONTROL DISTRICT<br/>BOARD of FIRE COMMISSIONERS POLICY</b> |                            |                       |                   |
|   | <b>Title</b>   | Commissioner Policy Manual | <b>Number</b>         | 100               |
|   | <b>Division</b>  | General                    | <b>Revision Date</b>  | 7/10/2018         |
|   |  |                            | <b>Effective Date</b> | REV DRAFT 7/16/18 |

The Board Chair, or designee, will maintain professionalism and order at meetings. Board, staff, and meeting attendees will allow each the ability to present information and generate respectful discussion without interruption of one's presentation and/or disorderly conduct.

**IX. Public Conduct at Meetings**


Comments by members of the public shall be made only during the "Public Comment" portions of the meeting and shall be limited to three (3) minutes per individual and five (5) minutes per group spokesperson unless additional opportunity is given at the Board's discretion. Public comments do not require a response from the Board.

**X. Meeting Cancellation**

- A. A Commissioner who will not be in attendance at a scheduled meeting or work session meeting shall notify the Chairperson via District email or written notice and will be considered absent from the meeting. In the event that three (3) or more Commissioners state that they will be absent from a scheduled meeting, the Chairperson shall cancel the meeting due to the lack of a quorum. The Chairperson will contact the Fire Chief who will notify all affected parties of the cancellation. Only the Commissioners who stated their absence as noted above, will accrue an absence.
- B. At any Board of Fire Commissioners Meeting, a subsequently scheduled Work Session Meeting may be cancelled by a Super Majority vote (4 out of 5, 3 out of 4, 3 out of 3) of all Commissioners in attendance. The Fire Chief will notify all affected parties of the cancellation.

**SECTION 4: Commissioners**

- A. Interference  
No Commissioner shall interfere with the daily operation of the Fire Department, unless the Board as a whole agrees to bring to the attention of the Fire Chief an area of the daily operation in which the Board deems is not fit or proper.
- B. Administration  
Board member's requests for administrative services and information shall be made through the Fire Chief. All information provided to one Board member shall be disseminated to all Board members.
- C. Collective Bargaining  
It is recommended that Commissioners do not attend collective bargaining sessions. While they are open to the public, if more than one Commissioner attends, it could be a violation of the Sunshine Law. The Commission, as a whole

|   |  |                            |                       |                   |
|---|--|----------------------------|-----------------------|-------------------|
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|   |  |                            | <b>Effective Date</b> | REV DRAFT 7/16/18 |

**SECTION 7: District Management**

**I. Fire Chief/Chief Executive Officer/District Manager**

- A. The Board will appoint a Fire Chief to maintain command and control of the District. The individual serving as the Fire Chief for the District serves as the Chief Executive Officer for the organization and reports directly to the elected Board of Fire Commissioners. The Fire Chief/Chief Executive Officer will serve as the District Manager, Commander-in-Chief, and will manage all functions of the District as identified in the Fire Chief position description and related agreements.
- B. The Fire Chief will oversee all personnel matters of the District, acting as the final authority for such matters.
- C. The Fire Chief will have the authority to execute financial matters as described within this document, as well as the authority to execute operational contracts and agreements within the Districts operations.
- D. The Fire Chief is responsible for all policy, procedure, and guideline for the operation of the District outside of that governed by the Board within the Board of Fire Commissioners Policy Manual.
- E. The Fire Chief is responsible for, and has the approval authority on, all position/job descriptions, with the exception of the Fire Chief position for which the Board is the approval authority.
- F. The Fire Chief is responsible for negotiating, or causing negotiation to occur for the District and acts as an agent to fulfill the Boards desires.

**SECTION 8: Financial Administration**

**I. Appropriating**

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



# FORT MYERS BEACH FIRE CONTROL DISTRICT

## BOARD OF FIRE COMMISSIONERS MEETING

### “Blue Sheet” AGENDA ITEM INFORMATION

**AGENDA CATEGORY:** Old Business **ITEM 7D**  
**AGENDA ITEM:** [Board Policy Regarding Super Majority Vote](#)  
**SUBJECT:** Identify what items in Board Policy should require Super Majority voting  
**OTHER:** Added by Commissioner Morris

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

**PURPOSE**  
To review the full policy manual and identify any alterations desired to require a Board Super Majority Vote.

**HISTORY**  
The Board Policy Manual was established to provide information as to how the Board governs itself, as well as locate all Board Policy in one location. In review of recent District documents, the concept of super majority voting and its definition, has surfaced. This has prompted the review of the Board Policy Manual and a desire for the Boards interpretation as to items requiring a super majority vote.

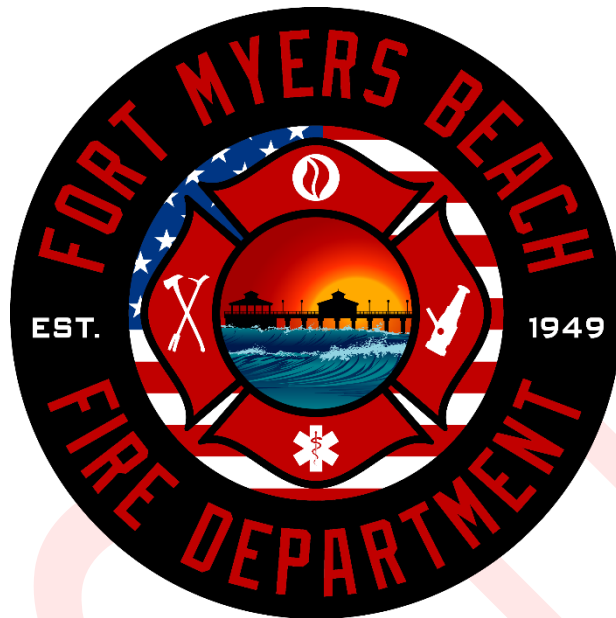
At a previous meeting, the Board identified and discussed the concept and purpose of a super majority vote. The Board also discussed the verbiage they would like to see in the Board Policy Manual regarding a super majority vote. This was approved and incorporated into the manual for any future changes to policy.

The Board also wished to review any other voting identified in the manual to determine if super majority voting may be desired.

The Board was provided a version of the manual with all voting areas highlighted, allowing Board members to review those areas and identify any additional super majority voting needs.

**RECOMMENDATION**  
[Staff recommends Board members provide feedback from their review of the highlighted manual and any desired alteration.](#)

# FORT MYERS BEACH FIRE CONTROL DISTRICT



## BOARD of FIRE COMMISSIONERS POLICY


### COMMISSIONER POLICY MANUAL (*Commissioner Policy 100*)

**“VOTE”**

*Adopted 12/19/2017*

*Effective 1/1/2018*

*Version 4/3/2018*

|   |  |                       |          |
|---|--|-----------------------|----------|
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|   |  | <b>Effective Date</b> | 1/1/2018 |

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**PURPOSE**

|   |  |                       |          |
|---|--|-----------------------|----------|
|  | <b>FORT MYERS BEACH FIRE CONTROL DISTRICT<br/>BOARD of FIRE COMMISSIONERS POLICY</b> |                       |          |
| <b>Title</b>  | Commissioner Policy Manual   | <b>Number</b>         | 100      |
| <b>Division</b>   | General  | <b>Revision Date</b>  | 4/3/2018 |
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The purpose of the Fort Myers Beach Fire Control District Board of Fire Commissioners Policy Manual is to define the policies and operating procedures the Board will use to conduct business.

## SCOPE

All Fort Myers Beach Fire Control District Fire Commissioners.

## POLICY

### SECTION 1: Policies of the Board

- I. The Commissioners operate in compliance with the Florida Statutes including, but not limited to;
  - A. F.S. 119: Public Records; Public Officers, Employees, and Records
  - B. F.S. 120: Administrative Procedure Act; Public Officers, Employees, and Records
  - C. F.S. 189: Special Districts, F.S. Public Officers General Provisions F.S. 191: Independent Special Fire Control Districts; Planning and Development
  - D. F.S. 286: Public Business: Miscellaneous Provisions; Public Business
  - E. F.S. 447: Labor Organizations; Labor


### SECTION 2: Office

- I. The principal business office of District and Board shall be at 100 Voorhis Street, Fort Myers Beach, Florida 33931, until otherwise designated by the Board.

### SECTION 3: Meetings

- I. Meeting Materials
  - A. Commissioners will arrive prepared to all meetings having read Board material, reports and/or correspondence on matters to be discussed at meetings. The Commissioners are encouraged to contact or meet with the Fire Chief prior to each meeting for clarification or questions regarding the material provided.
- II. Roberts Rules of Order  
Board meetings will run consistent with Roberts Rules of Order for Small Boards pursuant to Sunshine Law.
- III. Regular Meetings and Work Session Meetings  
Regular Meetings and Work Session Meetings shall be held based on the approved and posted schedule.
- IV. Special Meetings



|   |  |                            |                       |          |
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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 excused 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.


VII. Agenda

|   |  |                       |          |
|---|--|-----------------------|----------|
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- A. Agendas for regular meetings and work sessions of the Board shall be created and finalized at least four (4) days in advance whenever possible.
- B. Commissioners shall notify the Fire Chief well in advance of the four (4) day window if they wish to add items to the agenda in order to allow for proper research and information. When adding an item to the agenda, the requesting Board member shall provide:
  - 1. The area of the agenda for which the item will be placed (Old Business, New Business, Presentation, etc.)
  - 2. The desired action to be taken (Information, Discussion, Approval, etc.)
  - 3. A description of the topic, which will adequately prepare other Board members and staff for the topic to be discussed.
- C. New Business and/or Old Business that remains open during a meeting should be carried forward as Old Business on the monthly agenda for the next meeting.
- D. The agenda shall be reviewed, adjusted, and approved at the beginning of the meeting by the Board.
- E. It is the general practice of the Board to review items, whenever possible, at a Work Session Meeting, and approve items at a Regular Meeting. Whenever possible, Work Session Meetings shall include presentation and discussion on topics, while Regular Meetings shall include the final **VOTE** on such items.
  - 1. Items of time or other sensitivity shall be brought to the Board despite the meeting type, as to not delay decision making.

VIII. Conducting Business

- A. **VOTE** Requirements.  
The Board shall require the affirmative **VOTE** of a majority of the Board Members present and voting for all actions unless otherwise noted by policy or Roberts Rules of Order.
- B. Abstention  
Commissioners must **VOTE** on all issues unless they have a conflict of interest and file the appropriate documentation with the state of Florida as identified in statute 112.3143, to abstain from voting. If a Commissioner has a voting conflict, pursuant to Florida Statute, they may still participate in the discussion of the issue before the Board of Commissioners.
- C. Order

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The Board Chair, or designee, will maintain professionalism and order at meetings. Board, staff, and meeting attendees will allow each the ability to present information and generate respectful discussion without interruption of one's presentation and/or disorderly conduct.

IX. Public Conduct at Meetings

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**SECTION 4: Commissioners**

A. Interference

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

B. Administration

Board member's requests for administrative services and information shall be made through the Fire Chief. All information provided to one Board member shall be disseminated to all Board members.

C. Collective Bargaining

It is recommended that Commissioners do not attend collective bargaining sessions. While they are open to the public, if more than one Commissioner attends, it could be a violation of the Sunshine Law. The Commission, as a whole will **VOTE** on the Collective Bargaining Agreement at a publicly advertised meeting. At that meeting the Commission is to **VOTE** based on having the same information. Attendance at the Collective Bargaining Negotiations could result in a Commissioner making his/her decision on information that the rest of the Commission does not have. Additionally, attendance at the Collective Bargaining Negotiations could expose the attending Commissioner to deposition in any subsequent litigation.

D. Commissioner Contact with Employees and Members of the District

1. Commissioners will adhere to labor contracts adopted by the District with regard to involvement with Department personnel.
2. Commissioners will schedule all meetings including, but not limited to; structured meetings, stop-ins, coffees, lunches, or formal gatherings with Department personnel through the Fire Chief.



**FORT MYERS BEACH FIRE CONTROL DISTRICT  
BOARD of FIRE COMMISSIONERS POLICY**

|                 |                            |                       |          |
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3. Commissioners will receive approval and coordinate ride-alongs with the Fire Chief.
4. Events initiated by a Commissioner that represent the Department to the Community and that use Department facilities or equipment will be approved by the Board with the consent of the Fire Chief.
5. Commissioners shall report any complaint against an employee of the District to the Fire Chief in a timely manner.

E. Fire Chief Evaluation Process

The Fire Chief shall be evaluated annually by the Board as determined by Florida Statute and relevant legal documents.


II. Commissioners Access to Materials

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

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

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

1. Comments to the public should be factual.
2. A Commissioner should not make promises which would be binding on the District.
3. Once the Board takes a position on an issue, all official District correspondence regarding that issue will reflect the Board’s adopted position.


|   |  |                       |          |
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|   |  | <b>Effective Date</b> | 1/1/2018 |

B. Abuse of Title

1. Commissioners should only use their title when conducting official District business, for information purposes, or as an indication of background and expertise, carefully considering whether they are exceeding or appearing to exceed any delegated authority given by the Board to represent the District.
2. Commissioners may not represent the Board or the District at any meeting, discussion or otherwise without prior permission from the Board.
3. Commissioners may express their personal opinions and comments, but must clarify that they are not representing the Board and his or her statements represent personal opinions, and do not reflect the official position of the Board or the District.
4. When speaking to a reporter, Commissioners shall speak as an individual and not a representative of the District or the Board, and shall make that known to the reporter.
  - a. Commissioners are strongly encouraged to refer all media inquiries to the District’s Public Information Officer and/or Fire Chief, as well as brief the Fire Chief on any comments made to a media outlet.

IV. Commissioner Communication

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

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V. Identification

The District will provide Commissioners with business cards, which conform to the District’s business card template. Among, and in addition to customary information, business cards will include the title “Commissioner” rather than an officer position, the District’s administrative office address and phone number, and the District assigned electronic mail account.

VI. Officers

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

A. Chair

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

B. Vice Chair

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

C. Secretary

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

D. Treasurer

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

E. Recording Secretary

The Board shall have the authority to appoint a recording secretary who need not be a member of the Board, and who shall be responsible for recording all **VOTE**s and composing a record of the proceedings of the Board in a visual text format that may be transmitted electronically and kept for that purpose, which shall be the official record of the Board. The recording secretary shall not be required to





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take an oath of office, nor shall the recording secretary be required to post a performance bond.

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

**VII. Compensation**

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

**VIII. Indemnification**

The District shall defend, hold harmless and indemnify any Commissioner, officer, agent, or employee, whether elective or appointive, against any tort or liability, claim or demand, without limitation, arising out of any alleged act or omission occurring during the performance of official duty, as more fully defined by law or by an indemnification resolution, if any. In the event a Commissioner is charged with a public records violation, sunshine law violation, ethics violation or criminal violation, this section will only apply after exoneration.

**SECTION 5: Florida Sunshine Law**

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

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

**II. Sunshine Law Refresher**

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

**III. Electronic Meetings**

Electronic communications between two (2) or more Commissioners discussing pending resolutions or other District business shall be considered a public meeting and therefore is not permitted.

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



## FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY

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### I. General

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

### II. Mission Statement

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

### III. Code of Conduct

#### A. Purpose

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

#### B. Duty

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

#### C. Conduct

To facilitate the duty of the Commissioners as listed above, the Commissioners are committed and should conduct the District’s business following these guidelines:

1. Focus on the issue, stick to the issue;
2. Respect the dignity, style, values, and opinions of each Commissioner;
3. Agree to disagree without getting personal
4. Refrain from verbal attacks, personal charges or abusive conduct on the character or motives of other members of the Board, the District staff and personnel, personnel of other agencies, and the public;
5. Once the Board makes a decision, move on to the next issue and work together in the future;





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6. Encourage attentive listening and responsiveness in communication;
7. Listen to others before judging or reacting;
8. Make the needs of the District’s constituents the Board’s priority;
9. Exercise compassion, benevolence, fairness, and optimism;
10. Being prepared to make decisions that may not be popular;
11. Promoting organizational accountability through appropriate controls and procedures;
12. Taking responsibility for their own errors;
13. Assume best intentions, and consider the validity of the message;
14. During Board meetings, speak to each other, not to the audience;
15. Speak for yourself, don’t speak for others;
16. Base decisions on your best judgment of the merits and substance of the matter at hand;
17. Keep Executive Session discussions confidential;
18. If you have a concern for matters related to another Commissioner, address the person directly.
19. Use and allow the District Manager as a subject matter expert in making District decisions.
20. Refrain from involvement in operations which have been delegated to the District Manager.

**SECTION 7: District Management**

**I. Fire Chief/Chief Executive Officer/District Manager**

- A. The Board will appoint a Fire Chief to maintain command and control of the District. The individual serving as the Fire Chief for the District serves as the Chief Executive Officer for the organization and reports directly to the elected Board of Fire Commissioners. The Fire Chief/Chief Executive Officer will serve as the District Manager, Commander-in-Chief, and will manage all functions of the District as identified in the Fire Chief position description and related agreements.
- B. The Fire Chief will oversee all personnel matters of the District, acting as the final authority for such matters.
- C. The Fire Chief will have the authority to execute financial matters as described within this document, as well as the authority to execute operational contracts and agreements within the Districts operations.
- D. The Fire Chief is responsible for all policy, procedure, and guideline for the operation of the District outside of that governed by the Board within the Board of Fire Commissioners Policy Manual.

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E. The Fire Chief is responsible for negotiating, or causing negotiation to occur for the District and acts as an agent to fulfill the Boards desires.

**SECTION 8: Financial Administration**

I. Appropriating

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

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


A. The Fire Chief/Chief Executive Officer will execute purchasing authority as listed above, as well as present to the Board a procurement package for approval, as described in District Policy 202, at or above \$20,000.

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

A. Signature authority is authorized to the Fire Chief/Chief Executive Officer for expenditures at or below \$5,000.

**SECTION 9: Board of Fire Commissioner Policy Adoption**

I. The Board will review this document as needed, and no less than annually.

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II. The Board may alter this document with an affirmative super majority vote of all existing District Board members (4 out of 5, 3 out of 4, 3 out of 3).

III. By order of the Fort Myers Beach Fire Control District Board of Fire Commissioners, this Board of Fire Commissioner Policy Manual is adopted on this 19<sup>th</sup> day of December, 2017 and becomes effective as of January 1, 2018.

\_\_\_\_\_  
//s//  
Chairwoman Morris

\_\_\_\_\_  
//s//  
Vice-Chairman Schindler


\_\_\_\_\_  
//s//  
Secretary/Treasurer Raymond

\_\_\_\_\_  
//s//  
Commissioner Wood

\_\_\_\_\_  
//s//  
Commissioner Fleming

*\*Signatures on file with the District*

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

|   |  |                       |          |
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*Excerpts from FMBFD Policy & Procedure 1*

- I. The Mission of the Fort Myers Beach Fire Department is to honorably serve our community by providing caring, compassionate service through devoted professionals.
- II. The Vision of the Fort Myers Beach Fire Department is to be a best in class organization, shaping our community through excellence in service, changing lives in all that we do.
- III. The Values of the Fort Myers Beach Fire Department are:
  - A. Professionalism  
Professionalism for our team includes the actions of cooperation, responsibility, knowledge, maintaining health, patience, and advancement.
  - B. Loyalty  
Our team further identifies loyalty with security, social commitment, dedication, faith, success, and love.
  - C. Integrity  
FMBFD integrity includes honesty, power, wisdom, and justice.
- IV. The Slogan of the Fort Myers Beach Fire Department is: *Shaping our community through excellence.*

# **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:** Life Safety Services Fee Schedule  
**SUBJECT:** Draft Updates to the Life Safety Services fee schedule  
**OTHER:** N/A

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**ACTION**  
**Information/Discussion**

**PURPOSE**  
To review an updated fee schedule for all Life Safety Services.

**HISTORY**  
In previous meetings, discussions took place regarding options on funding the Life Safety Division and what tax versus fee ratios currently exist, in comparison to the desired ratio.

**RECOMMENDATION**  
Staff recommends Board members discuss the proposed Life Safety Services Fee Schedule and provide feedback.



# FORT MYERS BEACH FIRE CONTROL DISTRICT

## BOARD OF FIRE COMMISSIONERS MEETING

### “Blue Sheet” AGENDA ITEM INFORMATION

**AGENDA CATEGORY:** Old Business **ITEM 8B**  
**AGENDA ITEM:** [2018/2019 Budget Updates](#)  
**SUBJECT:** Updated budget projections for the 2018/2019 Fiscal Year  
**OTHER:** N/A

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

#### **PURPOSE**

Provide Board members with updated budget projections for the 2018/2019 Budget based on the items discussed in the previous meeting, as well as discuss budget options in relation to revenue needs.

#### **HISTORY**

To date, the Board has been through a series of presentations related to the 2018/2019 Fiscal Year Budget.

At this point, staff has prepared additional budget projections based on the feedback provided at the last several meetings. This includes alternative models to the District’s Life Safety Division resources.

In this meeting, staff will present updates to the proposed budget, as well as projections to alter expenses and revenues.

#### **RECOMMENDATION**

Staff recommends that the Board review and discuss desires based on the 2018/2019 Budget Updates.