

FORT MYERS BEACH FIRE CONTROL DISTRICT

**JULY 10, 2019
BOARD OF FIRE COMMISSIONERS
WORK SESSION & MEETING**



MATERIALS



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS REGULAR MONTHLY MEETING

AGENDA

JULY 10, 2019

9:30 AM

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

BOARD OF FIRE COMMISSIONERS

LARRY WOOD
CHAIR

RONALD P. FLEMING
VICE-CHAIR

BOB RAYMOND
SECRETARY/TREASURER

JACKI LISZAK
FIRE COMMISSIONER

JOHN BENNETT
FIRE COMMISSIONER

FIRE CHIEF
MATTHEW R. LOVE

1. Meeting Called to Order
2. Pledge of Allegiance
3. Adoption of Agenda [Discussion/Approval]
4. Restate Agenda Items [Information]
5. Public Input on Agenda Items
6. Consent Agenda [Approval]
Items listed are considered routine and action will be taken by one motion; if a Commissioner desires discussion, the specific item will be removed during the Adoption of the Agenda, and considered separately.
 - A. June 26, 2019 Regular Meeting Minutes
7. Unfinished Business
 - A. Water Quality Letters [Discussion/Approval]
8. New Business
 - A. Preliminary Budget Presentation [Information/Discussion]
 - B. Dates for Tentative and Final Budget Hearings [Information/Discussion]
 - C. Financial Adjustments Resolution 2019-01 [Discussion/Approval]
 - D. Strategic Performance Goals [Discussion/Approval]
9. Report from IAFF Union Representative Districts 15 [Information]
10. Fire Chief Remarks [Information/Discussion]
11. Public Input
12. Commissioners Remarks [Information]
13. Adjournment

DRAFT MINUTES
REGULAR MONTHLY MEETING OF THE
FORT MYERS BEACH FIRE CONTROL DISTRICT
BOARD OF COMMISSIONERS
TIME: 6:00 PM
DATE: June 26, 2019
PLACE: 2525 Estero Boulevard – Town Hall
Fort Myers Beach, Florida 33931

IN ATTENDANCE: Chairman Wood, Vice-Chairman Fleming, Secretary/Treasurer Raymond, Commissioner Liszak, Commissioner Bennett, Fire Chief Love, District members and members of the public.

1. Meeting Called to Order

2. Pledge of Allegiance

3. Adoption of the Agenda [Discussion/Approval]

Chairman Wood called for a motion to adopt the agenda. Vice-Chairman Fleming made a motion to adopt the agenda. Commissioner Bennett seconded.
The motion was approved unanimously 5 – 0.

4. Restate Agenda Items [Information]

5. Swearing-In Ceremony [Presentation]

6. Consent Agenda [Approval]

Items listed are considered routine and action will be taken by one motion; if a Commissioner desires discussion, the specific item will be removed during the Adoption of the Agenda, and considered separately.

A. May 22, 2019 Work Session & Meeting Minutes

B. May 31, 2019 Department Checks #44986 through #45094 for a total of \$277,025.23

Chairman Wood called for a motion to approve the Consent Agenda.

Secretary/Treasurer Raymond made a motion to approve the consent agenda.

Commissioner Bennett seconded.

The motion was approved unanimously 5 – 0.

7. Fire Chiefs Report [Information]

Chief Love highlighted items on the Chief's report as well as the FASD Conference and Community "Thank You's".

8. Public Input on Agenda Items

No public input was provided

9. Unfinished Business

No unfinished business

10. New Business

A. Water Quality Letters [Discussion/Approval]

Commissioner Liszak added this item for discussion. The Board agreed that this topic is very important and that a letter should be sent again this year supporting the clean water initiatives. Commissioner Liszak, Vice-Chairman Fleming, and Chief Love will work to update the letter and will present it to the rest of the Commissioners at the next Board meeting.

B. Preliminary Capital Budget Presentation [Information/Discussion]

Chief Love presented the preliminary Capital Budget for fiscal year 2019-2020 and went over the Capital Budget Process in detail. Chief Love will provide more line item details in the upcoming budget meetings.

11. Report from IAFF Union Representative District 15 [Information]

District 15 Vice President Jake Lamb congratulated the District 3 Vice President, Todd Williamson, on his recent wedding. DVP Lamb reported that District 3 and District 15 just completed a photo shoot for the calendar and that the calendars should go on sale in October. The proceeds from the calendars will be donated to the Beach Kids Foundation. DVP Lamb thanked the Chief and Board for providing the in-depth physicals to our employees. DVP Lamb reported that the next negotiations meeting is July 10th at Station 32 at 1:30 pm.

12. Public Input

No public input was provided

13. Fire Chief Remarks[Information/Discussion]

No additional remarks

14. Commissioners Remarks

Commissioner Bennett stated that he appreciates the work, preparation, and research on the budget.

Vice-Chairman Fleming congratulated the new members. Vice-Chairman Fleming echoed DVP Lamb on the importance of health screening. Vice-Chairman Fleming thanked the Chief Love for the budget presentation. Vice-Chairman Fleming thanked Director of Finance and Administrative Services Jane Thompson and Division Chief Kraus for recovery of funds. Vice-Chairman Fleming discussed the recent tornado outbreak in Ohio and the devastation he saw while he was there. Vice-Chairman Fleming stated that we train for the unthinkable and thank God we do.

Commissioner Liszak stated that she was unable to attend the Coast Guard event, but thanked our members who were able to attend. Commissioner Liszak congratulated the new Firefighters. Commissioner Liszak thanked everyone for what they do every day on the job and echoed the other Commissioners' remarks.

Secretary/Treasurer Raymond echoed the Commissioners comments.

Chairman Wood stated he loves the ceremonies and especially enjoys seeing how proud the families are of the progress they are making and thanked Chief Love for doing a great job with the ceremonies. Chairman Wood reported that he attended the FASD Conference and that he was impressed by the quality of the presentations by the presenters and that it was way beyond his expectations. Chairman Wood encouraged other Commissioners to attend the FASD Conference.

15. Adjournment

7:15 pm

DRAFT

FORT MYERS BEACH

FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS
WORK SESSION & MEETING

UNFINISHED BUSINESS
MATERIALS



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

AGENDA CATEGORY: Unfinished Business **ITEM 7A**
AGENDA ITEM: [Water Quality Letters](#)
SUBJECT: Supporting the Clean Water Initiatives
OTHER: Added by Commissioner Liszak

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

PURPOSE
To send water quality letters regarding our support for the clean water initiatives.

HISTORY
Last year the Board sent letters to local, state, and federal representatives to support the Clean Water Initiative being led by Sanibel’s Mayor Kevin Ruane (see attached).

At a previous meeting, the Board agreed to update the letter for this year. Staff has worked with Commissioners to draft the attached letter for 2019.

RECOMMENDATION
[Staff recommends the Board review the updated information for approval.](#)

RECOMMENDED MOTION
[Motion to approve the attached water quality letter and send it to the listed recipients.](#)



FORT MYERS BEACH FIRE DEPARTMENT

100 VOORHIS STREET · FORT MYERS BEACH, FLORIDA 33931
MAILING ADDRESS: POST OFFICE BOX 2880 · FORT MYERS BEACH, FLORIDA 33932

BOARD OF FIRE COMMISSIONERS

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JOHN BENNETT
FIRE COMMISSIONER

FIRE CHIEF
MATTHEW R. LOVE

July 10, 2019

Mayor Kevin Ruane
The City of Sanibel City Hall
800 Dunlop Road
Sanibel, Florida 33957

Mayor Ruane,

The Fort Myers Beach Fire Control District endorses and countersigns your letter for the clean water initiative, "Call to Action".

Efforts must be persistent and intensified, to acquire and implement best practice solutions to abate the cancerous conditions that exist in our watershed. Poisonous conditions persist that imperil the citizens and visitors of our region, and the first responders who have taken an oath to protect these individuals and each other.

Additionally, the entire multi county region faces a historic economic collapse should these conditions persist. Please take appropriate actions to mitigate and alleviate these conditions.

With great support of your efforts,

Fort Myers Beach Fire Control District
Board of Fire Commissioners

Chair Larry Wood

Vice-Chair Ronald P. Fleming

Secretary/Treasurer Bob Raymond

Commissioner Jacki Liszak

Commissioner John Bennett

CC: *President Donald Trump*
Senator Rick Scott
Senator Marco Rubio
Congressman Rooney
Congressman Mario Diaz-Balart
Colonel Jason Kirk
Lieutenant Colonel Jennifer Reynolds

SHAPING OUR COMMUNITY THROUGH EXCELLENCE

PHONE (239) 590-4200 • FAX (239) 463-6761

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: [Preliminary Budget Presentation](#)
SUBJECT: Presentation of preliminary budget for the 2019/2020 Fiscal Year
OTHER: N/A

ACTION

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

PURPOSE

Provide Board members with planned expenditures and revenues for the upcoming fiscal year, to include items from the Capital Plan that were presented in previous meetings.

HISTORY

Staff begins the budget process in January of each year and works in phases based on when projections can be accomplished with reliable data, as well as when needs assessment items are reported. Prior to this point, staff has prepared the preliminary capital budget planning figures and has presented those to the Board. At this point, staff is prepared to deliver preliminary information on other areas of the budget to aid the Board in future meetings where the Tentative Millage Rate will be set.

RECOMMENDATION

[Provide feedback and review of the 2019/2020 Fiscal Year Preliminary Budget projections.](#)



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS MEETING

“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY: New Business **ITEM 8B**
AGENDA ITEM: Dates for Tentative and Final Budget Hearings
SUBJECT: Potential dates for the Tentative and Final 2019/2020 Budget Hearings
OTHER: N/A

ACTION

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

PURPOSE

Provide Commissioners with the opportunity to discuss and determine potential primary and alternate dates for the 2019 Preliminary and Final Budget Hearings in September.

HISTORY

Chapter 200 of the Florida State Statutes govern the Truth in Millage (TRIM); a process spanning nearly 100 days. Requirements contained within this chapter outline with great specificity the parameters in which government entities advertise, schedule and conduct two (2) public budget hearings.

With few exceptions, no taxing authority can hold a public budget hearing on the same day as the school district (September 10th), or county commission (September 3rd and 17th).

The tentative hearing date and time will be adopted by motion when the TRIM rate is established at the July 24th Board Meeting. This information is published on the TRIM notice mailed to taxpayers on or around August 24th. The final budget hearing date and time is officially selected during the first budget hearing and noticed in the newspaper, two (2) to five (5) days prior to the hearing.

RECOMMENDATION

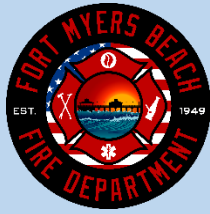
Staff recommends the following potential date options, and requests Commissioner feedback as to availability.

Preliminary Budget Hearing:

Primary: September 12, 2019
Alternate: September 13, 2019

Final Budget Hearing:

Primary: September 25, 2019 at 5:15 pm (Prior to the regularly scheduled meeting)
Alternate: September 24, 2019



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

AGENDA CATEGORY: New Business **ITEM 8C**
AGENDA ITEM: [Financial Adjustments Resolution 2019-01](#)
SUBJECT: Adjust funds carried forward from fiscal year 2017/2018
OTHER: N/A

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

PURPOSE
To take formal action to adopt Resolution 2019-01.

HISTORY
The District historically applies this annual budget amendment to a reserve account(s) once the final accounting for the prior year is completed.

RECOMMENDATION
Staff recommends adoption of Resolution 2019-01.

RECOMMENDED MOTION
Motion to Adopt Resolution 2019-01 to Amend the Budget for Fiscal Year 2018/2019.

RESOLUTION 2019-01

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE FORT MYERS BEACH FIRE CONTROL DISTRICT, LEE COUNTY, FLORIDA; TO AMEND THE BUDGET FOR FISCAL YEAR 2018/2019; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the 2017/2018 fiscal year of the Fort Myers Beach Fire Control District ended September 30, 2018; and,

WHEREAS, the Fort Myers Beach Fire Control District ended the 2017/2018 fiscal year with an actual General Fund balance of \$9,375,252, and not with the budgeted and anticipated year end fund balance of \$8,000,000; and,

WHEREAS, the Board of Commissioners of the Fort Myers Beach Fire Control District is desirous of amending the annual budget, and parts thereof, for the 2018/2019 fiscal year to show the carrying forward and allocation of the District's actual 2017/2018 fiscal year end General Fund balance in the amount of \$9,375,252.

NOW THEREFORE, be it resolved by the Board of Commissioners of the Fort Myers Beach Fire Control District, that:

SECTION 1. INCORPORATION OF RECITALS.

The recitals set forth are true and correct and form a part of this Resolution.

SECTION 2. AUTHORITY.

The Board of Commissioners of the Fort Myers Beach Fire Control District is authorized to adopt this Resolution by Chapter 191, Florida Statutes, and other applicable laws.

SECTION 3. AMENDMENT OF THE BUDGET FOR FISCAL YEAR 2018/2019.

The Board of Commissioners hereby amends the District's budget for the 2018/2019 fiscal year to adjust the carry forward amount to equal the actual 2017/2018 fiscal year end fund balance of \$9,375,252. The total adjustment required is \$1,375,252. The fiscal year 2018/2019 budget will be adjusted as follows:

1. The Fund Balance Carry Forward will be increased by \$1,375,252 and the Assigned Fund Balance Reserve for Building and Equipment Replacement and Sustainment will be increased by \$1,200,000 and the Millage Sustainment Fund will be increased by \$175,252.

SECTION 4. SEVERABILITY.

If any section, subsection, sentence, clause or other provision of this Resolution is held unconstitutional, inoperative or void by a court of competent jurisdiction, such holdings shall not affect the remainder of this Resolution.

SECTION 5. CONSTRUCTION AND EFFECTIVE DATE.

This Resolution shall be liberally construed to affect the purposes hereof and shall take effect immediately upon its adoption.

THE FOREGOING RESOLUTION WAS OFFERED BY COMMISSIONER _____ WHO MOVED THE RESOLUTION'S ADOPTION. THE MOTION WAS SECONDED BY COMMISSIONER _____ AND, UPON BEING PUT TO A VOTE, THE VOTE WAS AS FOLLOWS:

Commissioner Larry Wood	_____
Commissioner Ron Fleming	_____
Commissioner Bob Raymond	_____
Commissioner John Bennett	_____
Commissioner Jacki Liszak	_____

Duly passed and adopted on this 10th day of July, 2019.

Board of Commissioners of the Fort
Myers Beach Fire Control District

By: _____
Larry Wood, Chairman

Attest by: _____
Bob Raymond



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

AGENDA CATEGORY: New Business: **ITEM 8D**
AGENDA ITEM: Strategic Performance Goals
SUBJECT: Annual Fire Chief Specific Period Objectives
OTHER: N/A

ACTION
[Discussion/Approval]

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 approve the provided objectives.

RECOMMENDED MOTION
Motion to approve the presented Fire Chief Performance Objectives.