

# **FORT MYERS BEACH FIRE CONTROL DISTRICT**

**AUGUST 14, 2019  
BOARD OF FIRE COMMISSIONERS  
WORK SESSION & MEETING**



# **MATERIALS**



# FORT MYERS BEACH FIRE CONTROL DISTRICT

## BOARD OF FIRE COMMISSIONERS WORK SESSION & MEETING

### AGENDA

**AUGUST 14, 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. July 24, 2019 Regular Meeting Minutes
7. Unfinished Business
  - A. Board of Fire Commissioner Policy Review -Policy B2000 Section 4 [Discussion/Approval]
8. New Business
  - A. Schedule of Fees Review [Information/Discussion]
  - B. Board of Fire Commissioner Policy Review Session-Policy B2000 Section 5, 6, 7 & Appendix A [Discussion]
9. Report from IAFF Union Representative District 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: July 24, 2019  
PLACE: 2525 Estero Boulevard – Town Hall  
Fort Myers Beach, Florida 33931

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

Absent: Secretary/Treasurer Raymond

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. Commissioner Liszak made a motion to adopt the agenda. Vice-Chairman Fleming seconded. The motion was approved unanimously 4 – 0.

4. **Restate Agenda Items [Information]**

5. **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. July 10, 2019 Work Session & Meeting Minutes

B. June 30, 2019 Department Checks #45095 through #45162 for a total of \$189,048.30

Chairman Wood called for a motion to approve the Consent Agenda. Commissioner Liszak made a motion to approve the consent agenda. Commissioner Bennett seconded.

The motion was approved unanimously 4 – 0.

6. **Presentation: Training Division Operations**

Assistant Chief DiCristofalo presented the goals and objectives of the Fort Myers Beach Fire Department's Training Division. The Board and Assistant Chief DiCristofalo discussed the requirements and expectations of the Insurance Services Office and the ways a lower score can be accomplished. Commissioner Bennett asked if Assistant Chief DiCristofalo could notify the Commissioners when there is training that they can attend.

7. **Fire Chiefs Report [Information]**

Chief Love highlighted items on the Chief's report.

Vice-Chairman Fleming requested that Chief Love provide the Commissioners with the article that Captain II DeVito wrote in the Firehouse Magazine and Chief Love stated that he would send them a copy. Vice-Chairman Fleming asked how many people we currently have registered within our Short-Term Rental Ordinance and Executive Assistant Chief Martin stated that he does not have that data at this time, but will provide it to Chief Love.

Commissioner Liszak asked what the process is for new properties registering in compliance with the Short-Term Rental Ordinance, and how we are working with the Town to share that information. Executive Assistant Chief Martin stated that the Life Safety Division requests an updated list every quarter to compare our data.

**8. Public Input on Agenda Items**

*No public input was provided*

**9. Unfinished Business**

**A. Water Quality Letters [Discussion/Approval]**

Chief Love discussed the water quality letters as well as who the recipients will be. Chief Love also provided the resolution recently passed by the Congress of Mayors. Commissioner Liszak stated that the Fort Myers Beach Chamber of Commerce recently adopted a water resolution and requested that we send a letter to the Chamber stating that we support the Chamber's water resolution as well. The Board agreed to have Commissioner Liszak and Chief Love move forward on the letters.

**10. New Business**

**A. Truth In Millage [Discussion/Approval]**

Chief Love explained that the Truth in Millage Rate (TRIM) had to be tentatively set tonight and reminded the Board of previous discussions regarding the budget. The Board and Chief Love discussed the numbers presented in previous meetings. The Board discussed the necessity and reasons behind needing to raise the millage rate. Commissioner Bennett stated that he would be comfortable setting the TRIM at the maximum 3.0 rate and working to bring it down. The Board and Chief Love discussed the maximum millage rate and how other District's select their TRIM rates. Vice-Chairman Fleming stated that we need to be able to provide the community with numbers explaining how much this will cost them. Chairman Wood called for a motion to adopt the TRIM rate. Commissioner Bennett made a motion to set the TRIM rate at 3.0. Vice-Chairman Fleming seconded. Motion approved unanimously 4 – 0.

**B. Dates for Tentative and Final Budget Hearings [Discussion/Approval]**

Chief Love provided the recommended dates, times, and locations for the upcoming budget hearings. Chairman Wood called for a motion to approve the Preliminary Budget Hearing date, time, and location. Commissioner Bennett made a motion to approve the Preliminary Budget Hearing for September 12, 2019, at 5:15 pm, at the

Fort Myers Beach Library. Vice-Chairman Fleming seconded. Motion approved unanimously 4 – 0.

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

*No reports were provided*

**12. Public Input**

*No public input was provided*

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

*No additional remarks*

**14. Commissioners Remarks**

Vice-Chairman Fleming thanked Chief DiCristofalo for his presentation. Vice-Chairman Fleming thanked Chief Martin for answering his impromptu questions. Vice-Chairman Fleming welcomed Chief Love back from vacation and stated that he hopes he actually took a vacation and that people need time off.

Commissioner Bennett thanked Chief DiCristofalo for his presentation and stated that he was thankful that Chief DiCristofalo is here to provide his experience and expertise. Commissioner Bennett told the Commissioners that setting the TRIM rate is a very hard job to do and that this is not the final number so they still have a lot of hard work to do. Commissioner Bennett welcomed Chief Love back from vacation.

Commissioner Lyszak echoed the other Commissioners remarks and congratulated our Emergency Medical Services Division on the Mission Lifeline Award. Commissioner Lyszak thanked Chief Love and staff for their work on the information provided.

Chairman Wood echoed the other Commissioners remarks and stated that he is happy to see Captain II DeVito still taking a leadership role in teaching other the importance thermal imaging cameras in fires.

**15. Adjournment**

6:57 pm

# **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:** Board of Fire Commissioners Policy Review-  
Policy B2000 Section 4  
**SUBJECT:** Approval of Board Policy B2000 Sections 4 Updates  
**OTHER:** N/A

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#### **ACTION** **Discussion/Approval**

#### **PURPOSE**

Approve the updated information and verbiage to the Board Member Handbook- Board Policy B2000, Sections 4 reviewed in previous meetings.

#### **HISTORY**

At the March 13, 2019 meeting, the Board discussed beginning the review of Board Policy B2000 and agreed that the review process should be done in sections rather than all at once.

At the May 8, 2019 meeting, the Board reviewed and discussed verbiage updates to the Board Policy B2000. The Board provided feedback on changes and updates to the Board Policy B2000, Sections 4.


**In today’s meeting staff will provide updates based on the Board discussion on May 8, 2019 for the Board’s review and approval.**

#### **RECOMMENDATION**

Staff recommends Commissioners review the Board Policy Manual sections presented and provide feedback and recommendations.

#### **RECOMMENDED MOTION**

**Motion to approve the updated changes and verbiage presented to Board Policy B2000, Sections 4 as written.**

	<b>FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY</b>			
	<b>Title</b>	Commissioner Handbook	<b>Number</b>	B2000
	<b>Division</b>	General	<b>Revision Date</b>	REV DRAFT
			<b>Effective Date</b>	1/1/2018

**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.
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.



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

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 shall include the most current issued version of Department approved language and logos, and should properly use the title “Commissioner”. All Commissioners will receive like clothing items in type and quantity.

~~1. Commissioners will wear the “Polo” type shirt issued to Work Session Meetings, and the “Fishing” style shirt issued to Regular Meetings.~~

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.

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.

	<b>FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY</b>		
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		<b>Effective Date</b>	1/1/2018


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~~ shall 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 regarding matters that may come before the Board, 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.

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.

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

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 votes; 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

~~After approval by the majority of the Board,~~ the Treasurer shall be authorized to ~~oversee invest or cause to be the investment of~~ 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 votes 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 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.

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

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.

IX. Violation

- A. If it is believed that a Commissioner has violated the items found in this document, or any other District Policy or Procedure, the alleged violation will be brought before the Board for review at a Board Meeting.
- B. The Commissioner who allegedly violated the item will have the opportunity to present a response to the allegations.
- C. An alleged violation brought to the attention of the Board may only be voted on at a subsequent Board meeting and not the initial meeting it was identified.
- D. Following the information presented, the Board will vote on the proposed discipline.
  - 1. The Board member accused of the violation may not vote.
  - 2. The vote must pass by a super majority of all remaining District Board members (3 out of 4, 3 out of 3).
  - 3. The Board may provide a formal sanction upon the violating Commissioner to include a publically voted on statement of record by the District.
    - a. Statements of record will be drafted by the Chair, or if the Chair is the accused, the Vice Chair.
- E. Any violation of Local, State, and/or Federal law may be escalated to the proper authorities by any individual, or on behalf of the District via a super majority vote, of all existing District Board members, minus the Board member accused of the violation (3 out of 4, 3 out of 3).

# **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:** [Schedule of Fees Review](#)  
**SUBJECT:** Annual review of the District’s Schedule of Fees  
**OTHER:** N/A

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

**PURPOSE**  
Each year during the budget process, the District reviews the Schedule of Fees.

**HISTORY**  
In 2018, the District conducted an in-depth assessment of cost recovery and revenue related to Life Safety services and updated the District’s Strategic Plan.

Using this data, the Department created a model to determine cost recovery figures and applied it to work unitization rates and related resources, beginning the process to re-align fees versus taxes.

In this meeting, staff will review the process from 2018 and provide a category review of the current Schedule of Fees.

**RECOMMENDATION**  
[Staff recommends Board members review the Schedule of Fees and provide comments if applicable.](#)



# FORT MYERS BEACH FIRE DEPARTMENT

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

## Schedule of Fees

### I. Fire Code Compliance Plan Review

A. Architectural plan review shall be in accordance with the following schedule:

Architectural Plan Review: Occupancy Group									
	A	B	E	F	H-1	H-2	H-3	H-4	H-5
Square Footage	Fee								
1-10,000	\$241.00	\$120.50	\$241.00	\$180.75	\$361.50	\$361.50	\$241.00	\$180.75	\$180.75
10,001-25,000	\$361.50	\$180.75	\$361.50	\$241.00	\$482.00	\$482.00	\$301.25	\$241.00	\$241.00
25,001-50,000	\$482.00	\$241.00	\$482.00	\$301.25	\$602.50	\$602.50	\$361.50	\$301.25	\$301.25
50,00-75,000	\$602.50	\$301.25	\$602.50	\$361.50	\$723.00	\$723.00	\$421.75	\$361.50	\$361.50
75,001-100,000	\$723.00	\$361.50	\$723.00	\$421.75	\$843.50	\$843.50	\$482.00	\$421.75	\$421.75
100,000-250,000	\$843.50	\$421.75	\$843.50	\$482.00	\$964.00	\$964.00	\$542.25	\$482.00	\$482.00
250,001-500,000	\$964.00	\$482.00	\$964.00	\$542.25	\$1,084.50	\$1,084.50	\$602.50	\$602.50	\$602.50
500,000-750,000	\$1,084.50	\$542.25	\$1,084.50	\$602.50	\$1,205.00	\$1,205.00	\$662.75	\$662.75	\$662.75
750,001-1,000,000	\$1,205.00	\$602.50	\$1,205.00	\$662.75	\$1,325.50	\$1,325.50	\$723.00	\$723.00	\$723.00
Over 1,000,001	\$1,325.50	\$662.75	\$1,325.50	\$723.00	\$1,446.00	\$1,446.00	\$783.25	\$783.25	\$783.25

Architectural Plan Review: Occupancy Group									
	I-1	I-2	I-3	I-4	R-1	R-2	R-3	R-4	S
Square Footage	Fee								
1-10,000	\$361.50	\$361.50	\$361.50	\$180.75	\$180.75	\$180.75	\$180.75	\$120.50	\$180.75
10,001-25,000	\$482.00	\$482.00	\$482.00	\$241.00	\$241.00	\$241.00	\$241.00	\$180.75	\$241.00
25,001-50,000	\$602.50	\$602.50	\$602.50	\$301.25	\$301.25	\$301.25	\$301.25	\$241.00	\$301.25
50,00-75,000	\$723.00	\$723.00	\$723.00	\$361.50	\$361.50	\$361.50	\$361.50	\$301.25	\$361.50
75,001-100,000	\$843.50	\$843.50	\$843.50	\$421.75	\$421.75	\$421.75	\$421.75	\$361.50	\$421.75
100,000-250,000	\$964.00	\$964.00	\$964.00	\$482.00	\$482.00	\$482.00	\$482.00	\$421.75	\$482.00
250,001-500,000	\$1,084.50	\$1,084.50	\$1,084.50	\$542.25	\$542.25	\$542.25	\$542.25	\$482.00	\$542.25
500,000-750,000	\$1,205.00	\$1,205.00	\$1,205.00	\$602.50	\$602.50	\$602.50	\$602.50	\$542.25	\$602.50
750,001-1,000,000	\$1,325.50	\$1,325.50	\$1,325.50	\$662.75	\$662.75	\$662.75	\$662.75	\$602.50	\$662.75
Over 1,000,001	\$1,446.00	\$1,446.00	\$1,446.00	\$723.00	\$723.00	\$723.00	\$723.00	\$662.75	\$723.00

B. Fire Sprinkler System Review Shall be in Accordance with Following Schedule:

<b>Fire Sprinklers</b>				
	<b>All Except as Listed</b>	<b>H-1</b>	<b>H-2</b>	<b>H-3</b>
<b>Square Footage</b>				
<i>1-10,000</i>	\$120.50	\$180.75	\$180.75	\$180.75
<i>10,000-25,000</i>	\$180.75	\$241.00	\$241.00	\$241.00
<i>25,000-50,000</i>	\$241.00	\$301.25	\$301.25	\$301.25
<i>50,000-75,000</i>	\$301.25	\$361.50	\$361.50	\$361.50
<i>75,000-100,000</i>	\$361.50	\$421.75	\$421.75	\$421.75
<i>100,000-250,000</i>	\$421.75	\$482.00	\$482.00	\$482.00
<i>250,000-500,000</i>	\$482.00	\$542.25	\$542.25	\$542.25
<i>500,000-750,000</i>	\$542.25	\$602.50	\$602.50	\$602.50
<i>750,000-1,000,000</i>	\$602.50	\$662.75	\$662.75	\$662.75
<i>Over 1,000,000</i>	\$662.75	\$723.00	\$723.00	\$723.00

C. Fire Alarm System Review Shall be in Accordance with the Following Schedule:

<b>Fire Alarm Systems</b>	
<b>Number of Devices</b>	<b>Fee</b>
1-25	\$120.50
25-50	\$180.75
50-100	\$241.00
100-250	\$301.25
250-500	\$361.50
500-750	\$421.75
750-1000	\$482.00
Over 1000	\$542.25

D. Kitchen Hood Ventilation System:

Plan Review                      \$121.00

E. New Pre-Engineered Suppression Systems:

\$60.00 + \$25.00 per Bottle of Suppression Agent

F. Existing Pre-Engineered Suppression System Reviews:

\$60.00 + \$2.50 per Head Altered, Deleted, or Added



G. Other Fire and Life Safety System Reviews:

Fire Alarm Monitoring	\$60.00
Fire Pumps	\$241.00 each
Standpipes	\$60.00 + \$6.00 per Riser
Generators	\$241.00 each
Dock Standpipe	\$121.00
Fuel Storage System	\$121.00 + \$60.00 per Tank
Use Inspection Review	\$60.00
Underground Fire Line	\$121.00 + \$2.00 per Linear Foot
Separation/Penetration	\$121.00
Fire Back Flow Devices	\$60.00 per Device
Commercial Fence	\$60.00
Reviews Not Listed	\$241.00

H. Commercial Storm Shutters and Impact Windows:

Two (2) Egress or Access Points	\$60.00
Each Additional Egress or Access Point	\$2.00 each

I. Special Event Review Fees:

\$60.00 per Application

J. Land Development Orders and Site Development:

Initial Review	\$241.00
Amended Review	\$121.00
Site Improvement, Conditional Use and all others	\$121.00

K. All fees listed above include initial review and one (1) re-review. Additional re-reviews will be provided in accordance with the following:

Second Re-Review	Original Price + 10%
Third Re-Review	Original Price + 25%
Fourth Re-Review	Original Price + 75%
Fifth Re-Review	Double Original Price
Sixth Re-Review	Double Original Price + 25%, Mandatory Reporting to Florida Department of Business & Professional Regulation and Contracted Party.

L. Revisions and Additions to Original Approved Plans:

25% of Original Review Fee (*Minimum of \$60.00*)

M. Administrative fee for minimally correcting plans (removing, adding, or copying information not completed correctly by submitter):

\$60.00

N. Expedited or “Fast Tracked” Plan Review Fee:

\$480.00

\* *Based Upon Operational Availability*

II. Fire Code Compliance Inspection Fees:

*Square footage is defined as the total area of the structure(s) under roof*

A. Site Plan Inspections:

\$188.00

B. Building Fire Final Inspections:

New Construction	\$376.00 + \$0.13 per Square Foot
Construction Type VI ( <i>Hardened Facility</i> )	\$376.00 + \$0.20 per Square Foot

C. Commercial Remodel, Renovation, Rehabilitation, and Alteration Inspections:

Single Story Individual Units	\$50.00 + \$0.20 per Square Foot
Single Story Multi-Units	\$188.00 + \$0.13 per Square Foot
Multi-Story Individual Units	\$376.00 + \$0.13 per Square Foot
Multi-Story Multiple Units	\$376.00 + \$0.20 per Square Foot
Plumbing Stacks and Fire Stop Inspections	\$188.00 per Stack
Fire Wall Penetration Inspections	\$95.00

D. Fire Alarm System Inspections:

New Fire Alarms	\$376.00 + \$0.75 per Device
Remodels	\$188.00 + \$1.05 per Device
Four (4) Devices or Less	\$50.00 + \$1.05 per Device
Monitoring Including Wireless	\$95.00
Radio Signal Testing	\$50.00

E. Fire Sprinkler Inspections:

New Systems	\$376.00 + \$0.75 per Head
Remodels	\$188.00 + \$1.05 per Head
Fifteen (15) Heads or Less Relocated or Added	\$50.00 + \$1.05 per Head

\* *Commercial occupancies which voluntarily (not required by code or the Authority Having Jurisdiction) retrofit with fire sprinklers shall have inspection fees under section, “E” (Fire Sprinkler Inspections), reduced by 50%.*

F. Kitchen Hood Inspections:

\$188.00 + \$1.05 per Foot of Duct

G. Pre-Engineered Suppression System Inspections:

\$50.00 per Bottle + \$1.50 per Head (*Includes total flood and pre-engineered*)

H. Flammable Spray Booth Inspections:

\$188.00 + \$0.83 per Square Foot

I. Underground Fire Line Inspections:

\$95.00 + \$1.03 per Liner Foot

J. Standpipe (New or Replacement) Inspections:

\$188.00 per Riser

K. Fuel Tank and Liquid Petroleum Gas Tank Installation Inspections:

*Above Ground*

Up to 1,000 Gallons	\$50.00 per Tank
1,001 to 3,000 Gallons	\$188.00 per Tank
3,001 to 4,000 Gallons	\$240.00 per Tank
Larger than 4,000 Gallons	\$240.00 + \$30.00 per Additional 1,000 Gallons

*Under Ground*

Up to 1,000 Gallons	\$188.00 per Tank
1,001 to 3,000 Gallons	\$240.00 per Tank
3,001 to 4,000 Gallons	\$280.00 per Tank
Larger than 4,000 Gallons	\$300.00 + \$30.00 per Additional 1,000 Gallons

L. Hydrant/Backflow Acceptance Tests:

\$50.00 per Device

M. Commercial Windows and Storm Shutter Inspections:

Two (2) Access or Egress Points	\$50.00
Additional Egress or Access Points	\$10.00 each

N. Miscellaneous Inspection Services:

Fire Retardant Application	\$188.00
Emergency Gate Access	\$25.00
Fencing and Awning Inspections	\$60.00
Inspections Not Listed Minimum Fee	\$188.00
Time Specific Inspections	Additional \$78.00 per Inspection
Fire Department Access Key Exchange	\$15.00
Special Duty (Fire Watch, Fire Alarm and Sprinkler Standby)	\$123.00 per Hour/per Person <i>(Minimum Two Personnel)</i>

O. Certificate of Use Inspections:

\$95.00 + \$0.05 per Square Foot

P. Re-Inspections of Permitted Work:

First Re-Inspection	\$50.00
Second Re-Inspection	\$100.00
Third Re-Inspection	\$150.00
Fourth Re-Inspection	\$200.00
Fifth and Each Subsequent Re-Inspection	\$376.00

Q. Stop Work Orders:

*(Defined as working without approved plans, working without posted permits, storage of combustible or flammables without a water source or fire extinguisher as required, and job sites with no Fire Department access results in immediate re-inspection)*

Two (2) times the Assessed Inspection and Plan Review Fees

R. Working Without a Lee County or Town of Fort Myers Beach Permit:

Inspections and Plan Reviews are Four (4) Times the Assessed Fees

III. Special Event Fees:

Commercial Fireworks Display	\$750.00 per Display
Event Organizer: Small Outdoor or Indoor Event ( <i>Up to 500 Attendees or 25 Vendors</i> ) + Vendor Fee	\$50.00
Event Organizer: Large Outdoor or Indoor Event ( <i>Over 500 Attendees or Over 25 Vendors</i> ) + Vendor Fee	\$95.00
Vendor: Per Carnival or Mechanical Ride, Fun Houses, Game Tent, or Trailer	\$35.00 each
Vendor Booths or Tents	\$25.00 each
Assembly Tents ( <i>400 Square Feet or Larger</i> ), Covered Stage, Trailer Stages	\$50.00 each
Vendor: Food Concessions ( <i>Tent or Trailer</i> )	\$50.00 each

Vendor: Food Trucks and Motorized Vehicles Used as Concessions.	\$50.00 each
Special Events Fee Submitted Less Than Thirty (30) Days from Event	\$75.00
Special Events Fee Submitted Less Than Fourteen (14) Days from Event	\$100.00

IV. Existing Structure Annual Inspections:

All occupancies are assessed a fee based upon use. Properties with multiple structures or uses will incur a fee for each structure or use inspected.

Fees include initial inspection and one re-inspection.

A. Apartment or Condominium Inspections:

*Defined as a building having three (3) or more living units with independent cooking and bathroom facilities.*

Up to Two (2) Stories	\$95.00
Three (3) to Five (5) Stories	\$188.00
Six (6) to Nine (9) Stories	\$240.00
Ten (10) Or More Stories	\$376.00

B. Hotel and Motel Inspections:

Hotel or Motel Under Same Management Up To 50 Units.	\$240.00
Every Unit Over 50	\$3.80 per Unit
High-Rise Hotels ( <i>Over 75 Feet</i> )	\$376.00

C. Assembly Occupancy Inspections:

50 to 99 Occupancy	\$188.00
100 to 300 Occupancy	\$237.00
301 to 1,000 Occupancy	\$285.00
1,000 + Occupancy	\$376.00

D. Business Occupancy Inspections:

1,500 to 3,000 Square Feet	\$50.00
3,001 to 5,000 Square Feet	\$100.00
5,001 to 10,000 Square Feet	\$150.00
10,001 + Square Feet	\$200.00
Fueling Facilities Add	\$50.00

E. Industrial and Manufacturing Facility Inspections:

Up to 1,000 Square Feet	\$95.00
1,001 to 5,000 Square Feet	\$188.00
5,001 to 10,000 Square Feet	\$240.00
10,001 + Square Feet	\$376.00

F. Storage Facility and Boat Storage Inspections:

1,000 to 3,000 Square Feet	\$95.00
3,001 to 5,000 Square Feet	\$188.00
5,001 to 10,000 Square Feet	\$240.00
10,001 + Square Feet	\$376.00
Fueling Facilities Add	\$50.00

G. Mercantile Occupancy Inspections:

1,000 to 5,000 Square Feet	\$50.00
5,001 to 10,000 Square Feet	\$100.00
10,001 to 25,000 Square Feet	\$150.00
25,001 + Square Feet	\$200.00

H. Short Term Rental Property Inspections Per FMBFD Ordinance (2016-01) :

Up to 1,500 Square Feet	\$95.00
1,501 + Square Feet	\$95.00 + \$0.14 per Square Foot ( <i>Maximum Fee \$376.00</i> )
First Time Registration Fee	\$25.00

I. Re-Inspections:

First Re-Inspection	No Cost
Second Re-Inspection	\$188.00
Third Re-Inspection	\$240.00
Fourth Re-Inspection and All Subsequent	\$376.00

V. Community Education:

Fire Extinguisher Training	No Cost
“Friends and Family” Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Training	No Cost
*Heart Saver CPR and AED Training	\$25.00 per Student (Minimum of Six (6))

*\*Based upon annual operational allotment.*

VI. Convenience Fee:

A. A convenience fee not to exceed more than 5% of the total service fee shall be assessed when applicable for all forms of electronic payment including credit card payments.

VII. Cost Recovery and Collection:

A. All fees for service are due at the time of service, plan review comments, inspection results, or permit sign offs will not occur until all fees are fully paid.

B. Late Payment Fees: Fees not paid within the terms identified are subject to a 1.5% monthly finance charge after (30) days.

C. Returned Check Fee: Fees associated with returned checks shall be in compliance with Florida Statute 68.065 which are as follows:

- 1. \$25.00 – Face value of \$50.00 or less
- 2. \$30.00 – Face value in excess of \$50.00 but does not exceed \$300.00
- 3. \$40.00 – Face value in excess of \$300.00 or 5% of the face value, whichever is greater

D. Direct costs of collection fees and legal fees associated with collection of Fire Department fees, shall be added to the original invoice amount.

E. Submitting parties with outstanding fees shall be required to pay all outstanding fees in addition to any new project submittal and prior to receiving service.

VIII. Fees for Response of Malfunctioning or Nuisance Alarms, Detection, and Suppression Systems:

A. Fire responses to malfunctioning systems not only create a burden on Fire Department resources, but also create a safety risk for the general public. Occupants in structures where malfunctioning systems are considered “routine” may become acclimated to the malfunctioning system and not pay attention to these critical systems during a “Live” Emergency. It shall be the responsibility of the owner, agent, or occupants of a structure having fire and life safety systems to maintain the systems for the life of the building, by employing a qualified contractor. All structures and premises shall adhere to the inspection, testing, and maintenance requirement as defined in the Florida Fire Prevention Code and (FFPC) National Fire Protection Association Standards Number (24) and (25).

B. It is the responsibility of the owner, agent or occupant(s) to have a qualified contractor on site within two (2) hours of the Fire Department’s request.

C. If there is no responsible party on-site at the time of a malfunctioning life safety system, and in the interest of saving lives and property, the Fire Department will post a “Fire Watch” and fees shall be assessed in compliance with this document. (See section II (N))

- 1. First Response: No charge will be incurred if corrective action is taken within twenty-four (24) hours by the property, owner, or agent.
- 2. Should no corrective action be taken, and the Fire Department called back for the same alarm within a forty-eight (48) hour period, there shall be a charge of \$75.00 and a Second Response fee in accordance with the following table:

Second Response Same Calendar Year	\$75.00
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Third Response Same Calendar Year	\$225.00
Fourth Response Same Calendar Year	\$300.00
Fifth Response Same Calendar Year	\$375.00
Sixth and Subsequent Responses in the Same Calendar Year	\$450.00 with a mandatory Fire Watch, system requirement for acceptance testing, and inspection fees shall be assessed in compliance with Section B (4) New Fire Alarm

IX. Submittal of Inspection, Testing, and Maintenance Reports by Contractors:

- A. The Fire Department shall provide a contractor portal for submission by contractors at no charge. All contractors performing inspection, testing, and maintenance shall submit their reports electronically. It is the owner, or agent, and occupants responsibility to ensure that contractors submit their inspection findings electronically.
- B. All contractors shall be responsible for notifying the Fire Department when a Life Safety system is taken off line or out of service immediately. Contractors that fail to notify the Fire Department of an out of service life safety system shall be fined a \$150.00 fee for each occurrence.
- C. Owners, agents, and occupants shall be assessed a fee for contractors who fail to submit inspection, testing, and maintenance reports electronically per the following:

First Occurrence	\$95.00
Second Occurrence	\$188.00
Third Occurrence and all Subsequent Occurrences	\$285.00

X. Apparatus Standby Rates:

Federal Emergency Management Agency (FEMA) Cost Code	Equipment	Hourly Rate
8041	Ambulance	\$40.50
8077	Command/Staff Vehicle	\$19.00
8693	Engine	\$78.90
8694	Aerial Apparatus	\$117.10
8089	Alternative Response Vehicle	\$14.00

XI. Personnel Rates:

Calculated per Person, per Hour. (*Minimum of two (2) personnel*) \$50.00



XII. Public Records:

A. Fees assessed shall be in compliance with Florida Statutes (FS) Chapter 119.07 (4).

Non-Certified One-Sided Copies ( <i>Not more than 8.5" X 14"</i> )	\$0.15 per Page
Two-Sided Copies and Other Copies.	\$0.05 per Page
Certified Inspection, Operational, or Investigation Reports	\$1.00 per Page
Requests that require extensive supervision, information, or technology resources.	In compliance with FS 119.07 (4) (d)



# FORT MYERS BEACH FIRE CONTROL DISTRICT

## BOARD OF FIRE COMMISSIONERS MEETING

### “Blue Sheet” AGENDA ITEM INFORMATION

**AGENDA CATEGORY:**

New Business **ITEM 8B**

**AGENDA ITEM:**

Board of Fire Commissioners Policy Review Session-  
Policy B2000 Section 5, 6, 7, & Appendix A

**SUBJECT:**

Review of Board Policy B2000 Section 5, 6, 7, & Appendix A

**OTHER:**

N/A

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**ACTION**

**[Discussion](#)**

**PURPOSE**

Review Board Member Handbook- Board Policy B2000, Sections 5, 6, 7, & Appendix A.


**HISTORY**

At the March 13, 2019 meeting, the Board discussed beginning the review of Board Policy B2000 and agreed that the review process should be done in sections rather than all at once.

**In today’s meeting staff will review the cited sections for Board discussion.**

**RECOMMENDATION**

Staff recommends Commissioners review the Board Policy Manual sections presented and provide feedback and recommendations.


	<b>FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY</b>		
<b>Title</b>	Commissioner Handbook	<b>Number</b>	B2000
<b>Division</b>	General	<b>Revision Date</b>	5/8/2019
		<b>Effective Date</b>	1/1/2018

**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**

- 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 votes 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>FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY</b>			
	<b>Title</b>	Commissioner Handbook	<b>Number</b>	B2000
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**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;
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.



	<b>FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD of FIRE COMMISSIONERS POLICY</b>			
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**Appendix A**  
**Fort Myers Beach Fire Control District Core Elements**  
*Mission, Vision, Values, and Slogan*  
*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.*