

FORT MYERS BEACH FIRE CONTROL DISTRICT

**OCTOBER 9, 2019
BOARD OF FIRE COMMISSIONERS
WORK SESSION & MEETING**



MATERIALS



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS WORK SESSION & MEETING

AGENDA

OCTOBER 9, 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. August 14, 2019 Work Session & Meeting Minutes (*Ratification from the August 28, 2019 Meeting*)
 - B. July 31, 2019 Department Checks #45163 through #45265 for a total of \$316,600.22 (*Ratification from the August 28, 2019 Meeting*)
 - C. August 28, 2019 Regular Meeting Minutes
 - D. September 12, 2019 Tentative Budget Hearing Meeting Minutes
 - E. September 25, 2019 Final Budget Hearing Meeting Minutes
 - F. September 25, 2019 Regular Monthly Meeting Minutes
7. Unfinished Business
 - A. Board of Fire Commissioner Policy Review -Policy B2000 Section 5, 6, 7, & Appendix A [Discussion/Approval]
8. New Business
 - A. Board of Commissioner Work Session Meetings & Regular Monthly Meeting Dates and Times for 2020 [Information/Discussion]
 - B. Strategic Plan Updates [Information]
 - C. Board of Fire Commissioner Policy Review Session – B2001 [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

FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS WORK SESSION & MEETING

CONSENT AGENDA MATERIALS

DRAFT MINUTES
REGULAR MONTHLY MEETING OF THE
FORT MYERS BEACH FIRE CONTROL DISTRICT
BOARD OF COMMISSIONERS
TIME: 6:00 PM
DATE: August 28, 2019
PLACE: 2525 Estero Boulevard – Town Hall
Fort Myers Beach, Florida 33931

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

Absent: Chairman Wood

1. **Meeting Called to Order**

2. **Pledge of Allegiance**

3. **Adoption of the Agenda [Discussion/Approval]**

Vice-Chairman Fleming called for a motion to adopt the agenda. Commissioner Liszak made a motion to adopt the agenda. Commissioner Bennett seconded.
No changes or additions to the agenda.

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

5. **Presentation: Executive Fire Officer Graduates – Executive Assistant Fire Chief Ron Martin & Assistant Chief Vincent DiCristofalo**

Chief Love presented Executive Assistant Fire Chief Ron Martin and Assistant Chief Vincent DiCristofalo with their diplomas from the National Fire Academy and congratulated them on their accomplishment. Vice-Chairman Fleming congratulated Chief Martin and Chief DiCristofalo for graduating from the Executive Fire Officer Program.

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. August 14, 2019 Work Session & Meeting Minutes

B. July 31, 2019 Department Checks #45163 through #45265 for a total of \$316,600.22

Vice-Chairman Fleming called for a motion to approve the Consent Agenda.
Secretary/Treasurer Raymond made a motion to approve the consent agenda.
Commissioner Bennett seconded.

Following the above motion a vote was not conducted. This item will be ratified in a subsequent meeting.

7. Fire Chiefs Report [Information]

Chief Love highlighted items on the Chief's report as well as provided the Board with an updated copy of the Board Policy.

8. Public Input on Agenda Items

No public input was provided

9. Unfinished Business

No unfinished business

10. New Business

No new business

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

District Vice President (DVP) Lamb congratulated Executive Assistant Fire Chief Martin and Assistant Chief DiCristofalo on achieving their Executive Fire Officer Designation. DVP Lamb reported the tentative dates for the upcoming Spirit of Holidays events. DVP Lamb stated that the calendars are going to print very soon and he looks forward to raising money for the Beach Kids Foundation. DVP Lamb reported that negotiations continue between District 15 and FMBFD.

12. Public Input

No public input was provided

13. Fire Chief Remarks[Information/Discussion]

No additional remarks

14. Commissioners Remarks

Commissioner Liszak thanked Deputy Fire Marshal Jennifer Campbell for attending the Water Safety Symposium meeting. Commissioner Liszak thanked Chief Love and Beach Water for responding quickly to what she thought was a leaking fire hydrant. Commissioner Liszak asked about plans regarding Tropical Storm Dorian. Commissioner Liszak congratulated Executive Assistant Fire Chief Martin and Assistant Chief DiCristofalo.

Secretary/Treasurer Raymond asked what the dates were for the upcoming meetings. Secretary/Treasurer Raymond stated that he was impressed to see the administration staff having a "work day" at the office when he was in last week. Secretary/Treasurer Raymond congratulated Executive Assistant Fire Chief Ron Martin and Assistant Chief DiCristofalo.

Commissioner Bennett congratulated Executive Assistant Fire Chief Ron Martin and Assistant Chief DiCristofalo. Commissioner Bennett discussed preparations for the

storm and stated that our community should feel good about the services we are here to provide.

Vice-Chairman Fleming agreed with Commissioner Bennett's remarks regarding the storm. Vice-Chairman Fleming congratulated Executive Assistant Fire Chief Ron Martin and Assistant Chief DiCristofalo. Vice-Chairman Fleming thanked Chief Love for a very comprehensive report. Vice-Chairman Fleming stated that it is nice to see both Union representatives in attendance. Vice-Chairman Fleming reported that he stopped by the station last week to watch the training. Vice-Chairman Fleming congratulated Deputy Fire Marshal Jennifer Campbell on receiving the "Rock Star" Award. Vice-Chairman Fleming stated he doesn't believe the storm is coming our way, but we will be prepared if it does.

15. Adjournment

6:38 PM

DRAFT

DRAFT MINUTES
TENTATIVE BUDGET HEARING OF THE
FORT MYERS BEACH FIRE CONTROL DISTRICT
BOARD OF COMMISSIONERS
TIME: 5:15 PM
DATE: September 12, 2019
PLACE: 2755 Estero Boulevard – Public Library
Fort Myers Beach, Florida 33931

IN ATTENDANCE: Chairman Wood, Vice-Chairman Fleming, Commissioner Lyszak, 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. Vice-Chairman Fleming made a motion to adopt the agenda. Commissioner Bennett seconded.

Motion approved unanimously 4 – 0.

4. Restate Agenda Items [Information]

5. Public Input on Agenda Items

No public input was provided

6. Unfinished Business

A. Highlights of Proposed Budget & Millage Rate [Information]

Chief Love reviewed information presented at previous meetings regarding budget highlights and inquired if there were additional areas of presentation desired by those in attendance. *There were no requests from community members.*

7. New Business

A. Adoption of Tentative Millage Rate (TRIM) – Resolution 2019-02 [Discussion/Adoption]

Commissioner Bennett made a motion to adopt a TRIM rate of 2.9851. Commissioner Bennett read resolution 2019-02 for the record. Vice-Chairman Fleming seconded.

Chairman Wood called for a roll call vote.

Chairman Wood	Aye
Vice-Chairman Fleming	Aye
Secretary/Treasurer Raymond	Absent
Commissioner Lyszak	Aye
Commissioner Bennett	Aye

B. Adoption of Tentative Budget – Resolution 2019-03

Commissioner Liszak made a motion to adopt the Tentative Budget in the amount of \$22,327,453. Commissioner Liszak read resolution 2019-03 for the record. Commissioner Bennett seconded. Chairman Wood called for a roll call vote.

Chairman Wood	Aye
Vice-Chairman Fleming	Aye
Secretary/Treasurer Raymond	Absent
Commissioner Liszak	Aye
Commissioner Bennett	Aye

C. Establish Final Budget Hearing Date [Discussion/Approval]

Chief Love stated that the recommended date is September 25, 2019 at 5:15 pm at Fort Myers Beach Town Hall. Chairman Wood called for a motion. Commissioner Bennett made a motion to set the Final Budget Hearing for the 2019/2020 Fiscal Year Budget on September 25, 2019 at 5:15 pm, to be held at the Fort Myers Beach Town Hall.

Commissioner Liszak seconded.

Motion approved unanimously 4 – 0.

8. **Public Input**

No public input was provided

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

Chief Love thanked the Board of Commissioners and the staff for their work through the budget process.

10. **Commissioners Remarks**

Commissioner Bennett thanked Chief Love and staff for their hard work on the budget. Commissioner Bennett discussed how the budget relates to the needs of our District now and in the future. Commissioner Bennett wished Secretary/Treasurer Raymond a speedy recovery.

Commissioner Liszak echoed Commissioner Bennett's comments regarding Secretary/Treasurer Raymond. Commissioner Liszak thanked Executive Assistant Fire Chief Ron Martin and Deputy Fire Marshal Jennifer Campbell for their exemplary work on the planning of the boat races.

Vice-Chairman Fleming wished Secretary/Treasurer Raymond a speedy recovery and discussed his influence on the Board of Commissioners. Vice-Chairman Fleming thanked Chief Love and his staff for their work on the budget.

Chairman Wood echoed the other Commissioners' comments. Chairman Wood congratulated Executive Assistant Fire Chief Martin and Assistant Chief DiCristofalo for graduating from the Executive Fire Officer program. Chairman Wood thanked the community for their support in recognizing the needs of the District.

11. **Adjournment**

5:30 PM

DRAFT MINUTES
FINAL BUDGET HEARING OF THE
FORT MYERS BEACH FIRE CONTROL DISTRICT
BOARD OF COMMISSIONERS

TIME: 5:15 PM

DATE: September 25, 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.

Motion approved unanimously 4 – 0.

4. Restate Agenda Items [Information]

5. Public Input on Agenda Items

No public input was provided

6. New Business

A. Adoption of Final Millage Rate (TRIM) – Resolution 2019-04 [Discussion/Adoption]

Commissioner Bennett made a motion to adopt a TRIM rate of 2.9851. Commissioner Bennett read resolution 2019-04 for the record. Commissioner Liszak seconded. Chairman Wood called for a roll call vote.

Chairman Wood	Aye
Vice-Chairman Fleming	Aye
Secretary/Treasurer Raymond	Absent
Commissioner Liszak	Aye
Commissioner Bennett	Aye

B. Adoption of Tentative Budget – Resolution 2019-05

Vice-Chairman Fleming made a motion to adopt the Final Budget in the amount of \$22,327,453. Commissioner Liszak read resolution 2019-05 for the record. Commissioner Bennett seconded. Chairman Wood called for a roll call vote.

Chairman Wood	Aye
Vice-Chairman Fleming	Aye
Secretary/Treasurer Raymond	Absent
Commissioner Liszak	Aye
Commissioner Bennett	Aye

7. Public Input

No public input was provided

8. Fire Chief Remarks[Information/Discussion]

No additional remarks

9. Commissioners Remarks

Commissioner Bennett thanked Chief Love and staff for their hard work on the budget. Commissioner Bennett stated that due to no public comment it seems our community is happy with the direction we are moving.

Vice-Chairman Fleming echoed Commissioner Bennett's remarks and congratulated the Chief and staff on the budget.

Chairman Wood echoed the other Commissioners' comments.

10. Adjournment

5:24 PM

DRAFT

DRAFT MINUTES
REGULAR MONTHLY MEETING OF THE
FORT MYERS BEACH FIRE CONTROL DISTRICT
BOARD OF COMMISSIONERS
TIME: 6:00 PM
DATE: September 25, 2019
PLACE: 2525 Estero Boulevard – Town Hall
Fort Myers Beach, Florida 33931

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

Absent (*excused*): Secretary/Treasurer Raymond

1. **Meeting Called to Order**

2. **Pledge of Allegiance**

3. **Adoption of the Agenda [Discussion/Approval]**

Chairman Wood stated he would like to table Consent Agenda Item 5(A) until the next Board of Commissioner meeting. Chairman Wood called for a motion to approve the amended agenda. Vice-Chairman Fleming made a motion to approve the amended agenda. Commissioner Lyszak seconded.

Motion 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. August 28, 2019 Regular Meeting Minutes

This item was tabled and will be added to the next Board of Commissioner meeting agenda.

B. August 31, 2019 Department Checks #45266 through #45340 for a total of \$225,005.07

C. Surplus Capital Assets (List 2019-01)

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

Commissioner Lyszak made a motion to approve the consent agenda. Commissioner Bennett seconded.

Motion approved unanimously 4 – 0

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

Chief Love highlighted items on the Chief's report as well as the recent cyber-attacks.

7. Public Input on Agenda Items

No public input was provided

8. Unfinished Business

No unfinished business

9. New Business

No new business

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

District Vice President (DVP) Lamb stated that he is reporting on behalf of District Vice President (DVP) Williamson also. DVP Lamb congratulated Driver Engineer Jen Gordon on her years of service and recognized the recent accomplishments of our new members. DVP Lamb discussed an upcoming calendar signing event with the Women's Foundation, and a waiting list for calendars. DVP Lamb discussed what a grievance is and the process of a grievance and identified if Commissioners have questions regarding grievances they can contact a DVP. DVP Lamb discussed communication between Commissioners and the Union. DVP Lamb reported that the next negotiation meeting is October 25th on the third floor at Fire Station 32.

11. Public Input

Fort Myers Beach resident and business owner of Distinctive Beach Rentals Rick Loughrey discussed concerns with the Short-Term Rental Ordinance, asking the Board to consider the presented information.

12. Fire Chief Remarks[Information/Discussion]

No additional remarks

13. Commissioners Remarks

Vice-Chairman Fleming congratulated staff on the budget and stated that a good budget is needed to take care of the community and our staff. Vice-Chairman Fleming stated he is pleased to see the number of Firefighters in attendance and encourages on-duty employees to attend meetings. Vice-Chairman Fleming thanked everyone for what they do.

Commissioner Bennett echoed Vice-Chairman Fleming's budget comments and stated that he doesn't think people realize how much work goes into a budget this size. Commissioner Bennett stated that his thoughts are with Commissioner Raymond and that he continues hoping that he will make an improvement and be back with us soon.

Commissioner Liszak echoed Commissioner Bennett's comments regarding Commissioner Raymond. Commissioner Liszak stated that she appreciates everyone who attended the meeting tonight and that she believes it's important to be involved.

Commissioner Lyszak stated she would like to have further discussions regarding Mr. Loughrey's public comment.

Chairman Wood stated that his thoughts and prayers are with Commissioner Raymond, but also with Commissioner Lyszak for her dedication to the Roar Off Shore event coming up. Chairman Wood thanked Commissioner Lyszak, on behalf of the community, for her involvement in the upcoming event.

14. Adjournment

6:21 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: Board of Fire Commissioners Policy Review Session-
Policy B2000 Section 5, 6, 7, & Appendix A
SUBJECT: Approval of Board Policy B2000 Section 5, 6, 7, & Appendix A
OTHER: N/A

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

PURPOSE

Approve the updated information and verbiage to the Board Member Handbook- Board Policy B2000, 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 August 14, 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 5, 6, 7, & Appendix A.

In today’s meeting staff will provide updates based on the Board discussion on August 14, 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 5, 6, 7, & Appendix A as written.

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: 2020 Board of Commissioner Meetings
SUBJECT: Discussion regarding dates, times, and location options
OTHER: N/A

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

PURPOSE
Provide Board members with optional dates, times, and locations for 2020 Board of Commissioner Meetings and Work Sessions, allowing staff to confirm location options and reserve venues.

HISTORY
The Board of Commissioner Meetings have been held on the second and fourth Wednesdays of the month for the last year, with the exception of conflicting dates.

Staff would like to review the options for 2020, as well as consider the best weeks for meetings. Staff recommends the Board to consider keeping the second and fourth week of the month for meetings to allow for additional completion and accuracy of financial and operational statements.

RECOMMENDATION
Discuss dates, times, and locations for the 2020 Board of Fire Commissioner Meeting Schedule.



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS MEETING

“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY: New Business **ITEM 8B**
AGENDA ITEM: Strategic Plan Update
SUBJECT: Annual review of the District’s Strategic Plan
OTHER: N/A

ACTION **Information/Discussion**

PURPOSE
Provide an update in actions related to the District’s Strategic Plan.

HISTORY
In 2018, the District updated the Strategic Plan. Annually staff provides the Board with updates toward the strategic plans progress and alterations to actions.

In this meeting staff will review highlights of the 2018 Strategic Plan.

RECOMMENDATION
Staff recommends Board members review the Strategic Plan components presented.



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS MEETING

“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY: New Business **ITEM 8C**
AGENDA ITEM: Board of Fire Commissioners Policy Review Session-
Policy B2001
SUBJECT: Review of Board Policy B2001
OTHER: N/A

ACTION [\[Discussion\]](#)

PURPOSE
Review Board Member Handbook- Board Policy B2001.

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 Board Policy B2001 for Board discussion.

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