

FORT MYERS BEACH FIRE CONTROL DISTRICT

**DECEMBER 11, 2019
BOARD OF FIRE COMMISSIONERS
WORK SESSION & MEETING**



MATERIALS



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS WORK SESSION & MEETING

AGENDA

DECEMBER 11, 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 Non-Agenda Items
6. Swearing-In Ceremony [Presentation]
7. 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. November 13, 2019 Work Session & Meeting Minutes
 - B. October 31, 2019 Department Checks #45411 through #45499 for a total of \$359,269.66
8. Presentation: Administrative Services [Information]
9. Fire Chiefs Report [Information]
10. Unfinished Business
No unfinished business
11. New Business
 - A. Board of Fire Commissioner Policy Review Session – B2003 [Discussion]
 - B. Review of Recent Records Request [Discussion]
12. Report from IAFF Union Representative District 3 and/or 15 [Information]
13. Fire Chief Remarks [Information/Discussion]
14. Commissioners Remarks [Information]
15. Adjournment

FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS WORK SESSION & MEETING

CONSENT AGENDA MATERIALS

DRAFT MINUTES
WORK SESSION & MEETING OF THE
FORT MYERS BEACH FIRE CONTROL DISTRICT
BOARD OF COMMISSIONERS
TIME: 9:30 AM
DATE: November 13, 2019
PLACE: 2755 Estero Boulevard – Public Library
Fort Myers Beach, Florida 33931

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

Absent (*excused*): Secretary/Treasurer Raymond

Absent: Commissioner Liszak

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 3 – 0.

4. Restate Agenda Items [Information]

5. Public Input on Non-Agenda Items

No public input was provided

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. October 23, 2019 Regular Monthly Meeting Minutes

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

Motion approved unanimously 3 – 0

7. Unfinished Business

No unfinished business

8. New Business

A. Surplus of Capital Assets [Discussion/Approval]

Chief Love discussed the plan to surplus the ladder truck up for replacement.

Chairman Wood called for a motion to approve the surplus of the ladder truck.

Commissioner Bennett made a motion to approve the surplus of the ladder truck. Vice-Chairman Fleming seconded. Motion approved unanimously 3 – 0

B. Board Retreat Preparation [Discussion]

Chief Love requested feedback from the Board on how they would like the 2020 retreat presented. The Board discussed the retreat and agreed that they would like our Attorney present and would like to have it after season, possibly in May in place of a work session meeting.

C. Board of Fire Commissioner Policy Review Session – B2002 [Discussion]

Chief Love requested feedback regarding Policy B2002. The Board discussed the policy and agreed that no changes were needed for Policy B2002.

9. Report from IAFF Union Representative District 3 and/or 15 [Information]

District Vice President (DVP) Lamb gave an update regarding the upcoming Spirit of the Holidays events. DVP Lamb stated that he is bragging, but three of the upcoming promotions are coming from his shift. DVP Lamb reported that significant progress has been made on the District 15 contract. DVP Lamb stated that the Toy Drive is November 30, 2019 at Bayside Grill. DVP Lamb thanked Commissioner Bennett for the services his wife has provided to our members.

10. Fire Chief Remarks[Information/Discussion]

Chief Love reported that our members have been attending the “Co-Op” extrication training the last three days. Chief Love was excited to report that he was able to witness the installation of hearing impaired smoke alarms. Chief Love stated that the TEAMS morning meetings are going well and seem to be very helpful in carrying out information. Chief Love reported that he was able to do a “ride along” with a Fire Prevention Specialist and that he was impressed at the amount of work and time that goes into doing inspections. Chief Love stated that the Computer Aid Dispatch System has been changed over and thanked Executive Fire Chief Martin and Battalion Chief Lamb for their dedication to this project. Chief Love read a couple of thank-you notes the Department recently received.

11. Commissioners Remarks

Commissioner Bennett thanked Chief Love and staff for another great meeting. Commissioner Bennett wished Commissioner Raymond a full recovery.

Vice-Chairman Fleming asked about the public comment change on the agenda. Chief Love explained the change, as well as the direction and discusses from our attorney regarding public comment. The Board and Chief Love discussed this change and agreed that “Public Input” should be added to the end of agenda items that are up for approval. Vice-Chairman Fleming thanked DVP Lamb for his report. Vice-Chairman Fleming stated he will not be able to attend the event at Bayside Grill. Vice-Chairman Fleming stated that he attended the Water Symposium last week and that it was a good event.

Vice-Chairman Fleming reported that last month he attended a mini-conference for Florida Association of Special Districts (FASD) and mentioned a leadership speaker that will be attending the conference in Orlando.

Chairman Wood wished everyone a Happy Holiday.

12. Adjournment

9:54 AM

DRAFT

FORT MYERS BEACH

FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS
WORK SESSION & MEETING

CHIEFS REPORT
MATERIALS



FORT MYERS BEACH FIRE DEPARTMENT

OFFICE OF THE FIRE CHIEF

Board of Fire Commissioners October 2019 Fire Chief Report

Hope everyone had a fun and safe Halloween and fall kick-off!

In October, the Roar Off Shore Boat Race National Championship came to Fort Myers Beach. This event took several months to plan and was a big success for our community. There was an overwhelming dedication to this event by several of our public service entities as well as our local Chamber of Commerce and businesses who sponsored the event. I want to thank our public safety partners, the businesses', our residents and visitors, and especially our team for their time and efforts in making this a memorable and successful event.

We continue to meet regarding the events of the Spirit of the Holidays, and as of our last meeting, the Holiday Dinner Auction is sold out! We look forward to the upcoming events in December.

This month, Fort Myers Beach hosted the annual Surfers for Autism event. I had the honor of attending this event again this year and appreciate being able to witness such an impactful experience for these children. This event is for a great cause and brings a lot of joy to the participants and volunteers alike.

Recently, I had the pleasure of watching the installation of a hearing impaired smoke alarm accessory. These devices work with the home's existing smoke alarm system to wake those who can't hear audible alarms with a low frequency sound, a bed shaker, and a flashing light. This device is a great advancement in fire safety and I'm very happy I was able to see it being installed in our community.

Finally, I recently did a "Ride Along" with one of our Life Safety Specialists and what an experience that was. It's amazing to see what goes into their daily routine and the amount of time and detail that goes into an inspection. Thank you to Life Safety Specialist Noell for letting me tag along for the day, I really enjoyed it.

Matthew R. Love
Fire Chief



OPERATIONS BRANCH

Operations Branch Supervisor-Executive Assistant Fire Chief Scott Wirth

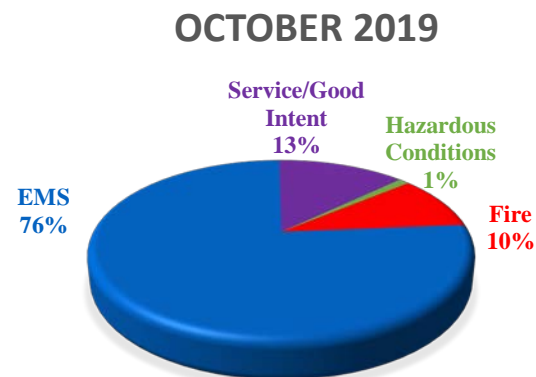
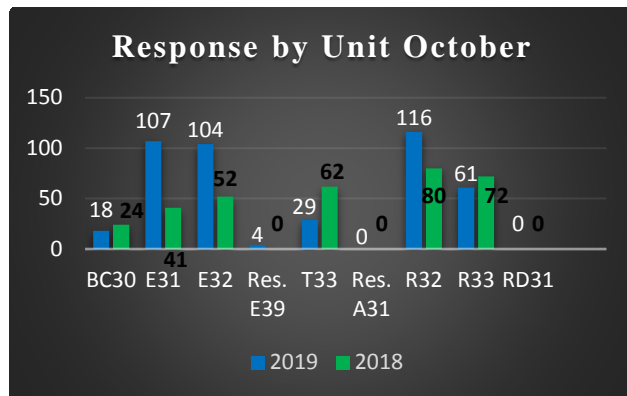
The Boat Races are back! After a 13 year hiatus, the Roar Offshore Boat Races returned to Fort Myers Beach. Nearly 70 teams and thousands of people came to the beach to enjoy the 3-day event. For the Fire Department, this meant a lot of pre-planning and preparation to assure that everyone had a safe and festive time. Many thanks to all the partnering agencies that came together to make this event a success.



We are grateful to Bay Oaks for allowing us to participate in the annual Haunted House. This event is so much fun for the kids and it provides our Fire Department the opportunity to train in the structure once the haunted house is finished. We look forward to many more years of working with the great team at Bay Oaks Recreation Center!

The Region 6 Urban Search & Rescue Team (USAR), held a three day training exercise at the Lee County Civic Center. The USAR team set up their mobile housing units complete with showers, bathrooms and dormitories for more than 50 team members. The team exercised all their technical rescue equipment as they conducted training sessions throughout all three days.

October 2019 Incidents:	277	2018 Comparison	242
Calendar Year 2019 Incidents:	2,689		2,545
Average Emergent Incident Response Time:	5:04		



TRAINING, EDUCATION & SAFETY

Training Division Supervisor- Assistant Chief Vinny DiCristofalo

This month we documented 1,055 hours of Insurance Service Office (ISO) training. Regular monthly training continued in the areas of Target Hazard Walkthroughs, Standard Operating Policy, and Firefighter Fitness.

A focus for October was training our personnel to use the new Computer Aided Dispatch Interface on our Mobile Data Computers. This training allowed for a fairly smooth transfer for our FMBFD units.



High Rise Operations training was conducted at Sunset Condominium. Crews worked on hose line deployment to units on lower floors, “flying standpipe” set up and operations, high rise hose deployment, and standpipe operations. Special thanks to the residents and management of Sunset Condominium for providing us this opportunity.

Personnel completed search drills using the Bay Oaks Recreation Center’s Haunted House. This is an annual opportunity created through our partnership with the Town of Fort Myers Beach and the staff at Bay Oaks. Crews utilized search techniques and our new search bags to locate, assess, and remove a downed victim from the structure.

Crews participated in the Lee County Training Cooperative’s vehicle extrication training. Crews were provided opportunities to create and implement action plans to extricate victims from realistic vehicle accidents. Techniques that were covered included stabilization of vehicles, door and roof removal, dash lifts, tunneling, and lifting vehicles using air bags and extrication tools.

Battalion Chief Lamb and Captain Brown completed the Florida Fire Chiefs Association Emergency Services Leadership Institute Human Resources & Labor Relations course. The course focused on a variety of human resource issues ranging from employee recruitment and retention, equal employment laws, collective bargaining, and the progressive discipline process.

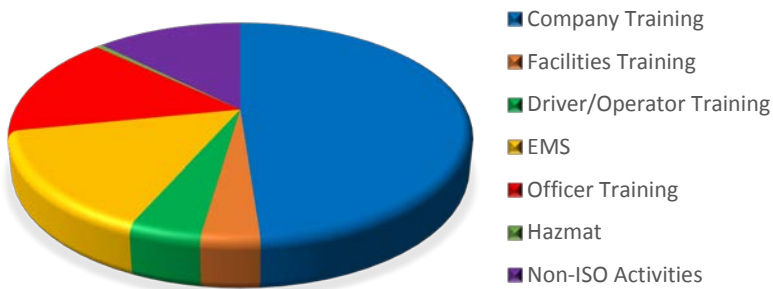
Company-level training included the topics of:

- Fire Behavior
- Forcible Entry
- Ground Ladders
- Ventilation
- Driver Engineer Training

Probationary Firefighters continued to work on skill development through completion of the assigned job performance requirements. These are completed under the supervision of the assigned Company Officer and the assistance of fellow team members.

Training hours for October included:

OCTOBER TRAINING



October Training	
Company Training	712.5
Facilities Training	50.5
Driver/Operator Training	63
EMS	221.75
Officer Training	221.75
Hazmat	8
Non-ISO Activities	181.25
Grand Total	1458.75



EMERGENCY MEDICAL SERVICES (EMS)

EMS Division Supervisor- Division Chief Randy Kraus

During the month of October, the Division of Emergency Medical Services implemented many enhancements to some of our organizational programs to refine and improve our systems outcomes. In our logistic software, we implemented expiration dates on many of our consumables and pharmaceuticals. This enhancement will allow the Division of Emergency Medical Services to better gauge the shelf life of our consumables and pharmaceuticals in both; the supply rooms, and on our vehicles. This should enable better quality control of our spending on these items as well. This will also help alleviate some of the work for our crews when the end-of-the-month expired drug checks are completed on each vehicle. The program enables us not only to see when an item is set to expire within 21 days (highlighted in yellow), it also notifies us when something has expired (highlighted in red).

Another enhancement implemented was to our Quality Management Control Program. This is a State and Federal mandated program that consists of quality assurance and quality improvement on the patients that we respond to. The enhancement allows us to easily communicate with our crews in regards to billing and clinical care requirements.

In training, we reviewed and discussed the new bi-annual changes to our treatment guidelines. Some of the new guidelines include Mass Casualty Triage, Procedural Sedation, Allergic Reactions, and Nausea and Vomiting. Finally, we rolled out our TEAM Concepts in Emergency Medical Care by utilizing our “Pit-Crew CPR” concepts, and applied them to all emergency medical care calls that we respond to. We are also able to record procedures and medication administration in real time, as well as having an on-line reference for our providers at “the bed-side”.

SUPPORT BRANCH

Support Branch Supervisor- Executive Assistant Fire Chief Ron Martin

The month of October was hectic for the Support Services Branch. In October a bulk of attention was paid to the ROAR Offshore Powerboat Races. This was an extremely staffing intensive event that required an all-out effort by the Branch, while still maintaining service to the Community. This months activity resulted in some long hours for the Life Safety Division; I would like to specially acknowledge Deputy Fire Marshal Campbell, Amber Datko, and Ben Noell, who truly stepped up to the plate to maintain service to our community.

October 2019 Inspection and Permit

Type	Number
Fire Permits/Plan Review/Construction	94
Assembly Inspections	2
Apartment/Condo Inspections	10
Hotel or Motel Inspections	1
Inspections-USE Permits	1
Night Time Occupancy Inspections	2
Ordinance Property Inspections	26
Community Complaints	9
Re-Inspections	92
Target Hazards	1
STOP WORK ORDER	1
Total	239

I am proud to announce that our Department successfully transitioned to the new Computer Aided Dispatch System. This was a substantial project that had the potential, if not done correctly, to have significant impacts on emergency operations efficiency. Assistant Chief DiCristofalo and Battalion Chief Lamb played essential roles in this transition. This included explicitly training our staff on the new system, and installing software. Not only did we successfully transition, but we ran the first call on the



new system for fire agencies in the county. Our staff did well with the transition, and to date, thanks to this preparation, we have had minimal impacts to our operations.

ADMINISTRATIVE BRANCH

Administrative Branch Supervisor- Director Jane Thompson

- The District was pleased to invite 27 qualified Firefighter applicants to attend the written, physical and medical assessments in November. Eleven successfully completed all three assessments and were invited to interview with the hiring panel. Top ranked candidates received a conditional offer of employment pending successful completion of additional pre-employment screening.
- The posting for Life Safety Specialist will close on December 2nd. We look forward to meeting with qualified candidates during the assessment phase of the hiring process in mid-to late December.

TEAM RECOGNITIONS

October Service Anniversaries

Battalion Chief Tom Grow	27 years
Captain Joe DeVito	13 years
Lieutenant Brad Hartman	11 years
Driver Engineer Willie Edge	11 years
Driver Engineer Billy Galewski	11 years

UPCOMING EVENTS

- Christmas Day
Wednesday, December 25, 2019
- Board of Fire Commissioners Work Session & Meeting
Wednesday, January 8, 2020 at the Fort Myers Beach Public Library, 9:30 am
- Martin Luther King Day
Monday, January 20, 2020



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 10A**
AGENDA ITEM: Board of Fire Commissioners Policy Review Session-
Policy B2003
SUBJECT: Review of Board Policy B2003
OTHER: N/A

ACTION [\[Discussion\]](#)

PURPOSE
Review Board Policy B2003.

HISTORY
At the March 13, 2019 meeting, the Board discussed beginning the review of Board Policy 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 B2003 for Board discussion.

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



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS MEETING

“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY: New Business **ITEM 10B**
AGENDA ITEM: [Review of Recent Records Request](#)
SUBJECT: Added at the request of Commissioner Bennett
OTHER: N/A

ACTION [\[Discussion\]](#)

PURPOSE

Discuss content of the recent Public Records Request regarding Board communication, private meetings, and conduct.

“Upon review of the recent information included in the District 15 Public Records Request, Board discussion and action if needed concerning private meetings and content of communication. Per Section 4 IX A of the Board Policy Manual B2000, possible violations exist in several sections including 4 C III B2 and 6 III B. It also raises questions of possible violations of State Statutes and Ethics of Public Officials.”