

FORT MYERS BEACH FIRE CONTROL DISTRICT

**JANUARY 8, 2020
BOARD OF FIRE COMMISSIONERS
WORK SESSION & MEETING**



MATERIALS



FORT MYERS BEACH FIRE CONTROL DISTRICT

BOARD OF FIRE COMMISSIONERS WORK SESSION & MEETING

AGENDA

JANUARY 8, 2020

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. 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. December 11, 2019 Work Session & Meeting Minutes
7. Unfinished Business
 - A. Review of Recent Records Request [Discussion/Input/Approval]
8. New Business
 - A. Vehicle Procurement [Discussion/Input/Approval]
 - B. Land Procurement [Discussion/Input/Approval]
9. Report from IAFF Union Representative District 3 and/or 15 [Information]
10. Fire Chief Remarks [Information/Discussion]
11. Commissioners Remarks [Information]
12. 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: December 11, 2019
PLACE: 2755 Estero Boulevard – Public Library
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 (*unexcused*): 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 approve the agenda. Commissioner Liszak made a motion to approve the agenda. Commissioner Bennett seconded.
Motion approved unanimously 4 – 0

4 Restate Agenda Items [Information]

5 Public Input on Non-Agenda Items

No public input was provided

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

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

Motion approved unanimously 4 – 0

8 Presentation: Administrative Services [Information]

Director of Finance and Administrative Services Jane Thompson presented information on the various areas overseen by the Administrative Services Division such as finance, budget, human resources, policy management, risk management, compliance, office administration, and organizational support.

9. Moved up from Item 13 below.

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

District Vice President (DVP) Jake Lamb thanked everyone who attended the recent Spirit of the Holidays events. DVP Lamb stated that we will be participating in the chili cook-off at the Mound House this upcoming Saturday as well as the upcoming gift wrapping at Red Coconut and the toy delivery.

10. Fire Chiefs Report [Information]

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

- The recent Water Symposium
- Phone Call and Email Volume in the Life Safety Division
- Station Message Board Project
- Extended Ambulance Off-Loads
- Water Quality Letter Update
- Radio Systems Accelerated Purchase
- Thank You Notes from the Community
- Preview of the Life Safety Presentation for March 25, 2020 Meeting
- Shirts for Commissioners

11. Unfinished Business

No unfinished business

12. New Business

- A. Board of Fire Commissioner Policy Review Session – B2003 [Discussion]
The Board reviewed this policy and made no changes.

- B. Review of Recent Records Request [Discussion]
Commissioner Bennett discussed concerns with Commissioner Fleming's meetings and communications, recently surfaced through an open records request. The Board discussed the implications of the actions as they relate to liability, labor practices, ethics, and District policy. The District's Attorney, Andrew Salzman, provided advice and voiced concerns with Commissioners meeting with the Union during negotiations. Commissioner Fleming apologized and agreed that he had overstepped his bounds, identifying that he would take legal advice and not be involved in the activity again. The Board continued to discuss this matter and how it should be handled. The Board agreed that a written notice should be formalized to Commissioner Fleming, on behalf of the Board, regarding the conduct. Attorney Salzman will draft the notice for Commissioner review. This item will be discussed further at the next Board of Commissioner meeting.

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

(This item was moved up to Item 9)

14. Fire Chief Remarks [Information/Discussion]

Chief Love wished everyone Happy Holidays and thanked the Board for a great year.

15. Commissioner Remarks [Information/Discussion]

Commissioner Bennett stated that this was a great meeting and he's thankful that we can

have open discussions to move forward on topics. Commissioner Bennett congratulated members on their promotions and that he likes seeing our employees move up and stay with our District. Commissioner Bennett thanked us for the photo he received. Commissioner Bennett wished everyone a Happy Holiday.

Commissioner Liszak echoed Commissioner Bennett's comments. Commissioner Liszak congratulated the Beach Kids Foundation on a successful Spirit of the Holidays dinner. Commissioner Liszak thanked the fire department and police department for their involvement in the boat parade.

Vice-Chairman Fleming thanked Director of Finance and Administrative Services Thompson for her presentation. Vice-Chairman Fleming congratulated our members on their promotions. Vice-Chairman Fleming stated that he is impressed with our top-shelf EMS care. Vice-Chairman Fleming stated that it will be wonderful to be fully staffed as it will help cut down on overtime for employees and that Firefighters need time off. Vice-Chairman Fleming thanked everyone for a great meeting and stated that it has been a learning experience.

Chairman Wood thanked Director of Finance and Administrative Services Thompson and her staff for the work they do in Administrative Services. Chairman Wood stated that he is very impressed that our department is almost fully staffed and that people are choosing to stay, and that this is an attest to the Chiefs and Administrative Services personnel.

Commissioner Liszak stated that she will be visiting the fire station to try to get autographs for the calendars she purchased.

16 Adjournment

10:53 AM

**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: [Review of Recent Records Request](#)
SUBJECT: Added at the request of Commissioner Bennett
OTHER: N/A

ACTION

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

PURPOSE

Discuss and/or approve the written notice provided by the District’s attorney, on behalf of the Board, regarding recent Board conduct.

HISTORY

At the December 11, 2019 meeting, the Board discussed concerns with recent Commissioner communication and conduct. The District’s attorney provided the Board with advice, and the Board agreed to have the attorney draft language to document the occurrence.

At this meeting the Board will discuss the wording and determine actions.

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: Vehicle Procurement
SUBJECT: Two (2) Light Support/Staff Vehicles
OTHER: N/A

ACTION

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

PURPOSE

Provide the Board of Fire Commissioners with information and recommendations for action on the procurement of two (2) light staff/support vehicles.

HISTORY

The Department continues to follow an established Capital Sustainment Plan, which identifies the replacement of two (2) light support vehicles for the 2019/20 budget cycle. After careful assessment, staff presents for Board consideration, a minor adjustment to the Capital Sustainment Plan, which will help enhance service to the citizens and visitors of Fort Myers Beach, while actually reducing the total vehicle/apparatus count.

See the attached Executive Summary, Procurement Documentation, and Quotations.

RECOMMENDATION

Staff recommends the Board approve the attached and below identified vehicle procurements.

RECOMMENDED MOTION

Motion to approve the procurement of two (2) light support/staff vehicles as identified in the proposal from Alan Jay Fleet Sales in Sebring, Florida at a purchase price of \$83,417.60 (\$133,580.60 with warranty and up-fitting), and to grant the Fire Chief authority to complete the transaction and if needed, negotiate unforeseen items up to 5% of the original quote.



FORT MYERS BEACH FIRE CONTROL DISTRICT BOARD OF FIRE COMMISSIONERS MEETING

“Blue Sheet” AGENDA ITEM INFORMATION

AGENDA CATEGORY: New Business **ITEM 8B**
AGENDA ITEM: Land Procurement
SUBJECT: Land Procurement Contract
OTHER: For the intended use of relocating Station 31 & Headquarters

ACTION

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

PURPOSE

To take formal action to approve the purchase of land located at 2545 and 2555 Estero Boulevard, as outlined in the Commercial Contract effective January 6, 2020.

HISTORY

The District has actively searched for land over the past several months in a desire to relocate Station 31, and potentially, the Headquarters building. Limited availability of property on the island, suitable to develop as a public safety structure, proved to be challenging. The land in question will allow the best possible outcome to address current and future needs of the District.

RECOMMENDATION

Staff recommends Board approval of the land contract.

RECOMMENDED MOTION

Motion to accept the Commercial Contract with an effective date of January 6, 2020 for the purchase of property located at 2545 and 2555 Estero Boulevard with a purchase price of \$3,992,000; to provide Chief Love the authority to act in accordance with the provisions of the Contract, procuring service professionals as needed to comply with all phases of the due diligence requirements, and to pay for such services; to provide approval to deposit funds to an escrow account pursuant to the Contract.