

MINUTES  
**VIRTUAL WORK SESSION & MEETING OF THE  
FORT MYERS BEACH FIRE CONTROL DISTRICT  
BOARD OF COMMISSIONERS**  
TIME: 9:30 AM  
DATE: May 13, 2020  
VIRTUAL ZOOM MEETING

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

**1 Meeting Called to Order**

**2 Introduction of Remote Meeting**

Chairman Wood read the introduction of remote meetings process for the record.

**3 Electronic Meeting Procedures**

Chairman Wood read the electronic meeting procedures for the record.

**4 Emergency Order Public Electronic Meetings [Discussion/Approval]**

Vice-Chairman Fleming read the Emergency Order for Public Electronic Meetings for the record. Chairman Wood called for a motion to approve the Emergency Order Public Electronic Meetings. Commissioner Liszak made a motion to approve the Emergency Order. Vice-Chairman Fleming seconded.

Motion approved unanimously 4 – 0

**5 Pledge of Allegiance**

**6 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. Vice-Chairman Fleming seconded.

Motion approved unanimously 4 – 0

**7 Restate Agenda Items [Information]**

**8 Public Input**

*No public input was provided*

**9 Swearing-In Ceremony [Presentation]**

**10 Consent Agenda Items [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. February 26, 2020 Regular Meeting Minutes

B. March 3, 2020 Work Session & Meeting Minutes

C. Surplus of Capital Assets (surplus list #2020-01)

## **11. Coronavirus Report [Information]**

Chief Love provided an update on the operations and discussed the directives that have been put in place for the department. Director of Finance and Administrative Services Thompson discussed cost recovery options.

## **12. Unfinished Business**

### **A. Fire Commissioner Seat 1 Process & Applicant Review [Discussion/Approval]**

The Board discussed options for filling Commissioner Seat One (1) and agreed to re-open the process due to the circumstances surrounding the COVID-19 pandemic.

Secretary/Treasurer Bennett made a motion to re-post Commissioner Seat One (1) for thirty (30) days. Commissioner Liszak seconded.

Motion approved unanimously 4 – 0.

## **13. New Business**

### **A. Fire Chief Annual Appraisal Process [Discussion/Approval]**

Each Commissioner provided feedback on the Fire Chief's Annual Appraisal Process utilizing the seven categories in the Fire Chief Appraisal form. The scoring and feedback from each Commissioner included: (*Scale of 1 to 5*)

#### **Category 1 – Financial Management**

- Vice-Chairman Fleming (5)
  - Completed 2020 budget process
  - All benchmarks planned were met including funds for the collective bargaining agreement
  - The District received a successful audit with no negative findings
- Commissioner Liszak (5)
  - Echoed Vice-Chairman Fleming's comments
  - Financial appraisal
  - He met all benchmarks and exceeded them in a number of areas
  - He continues to provide a strong financial platform to work with
- Secretary/Treasurer Bennett
  - Echoed other Commissioners' comments
  - Great job managing the budget and making adjustments where necessary
  - He has kept us on track and not just for this year, but for the future
- Chairman Wood (5)
  - Created a successful plan to purchase property for Fire Station 31 and Headquarters
  - He provides a copious amount of data to the Board which allows them to make good financial decisions

#### **Category 2 – Personnel Management**

- Commissioner Liszak (5)
  - Excellent at leading by example
  - Sets expectations and goals
  - Provides tools and resources for employees to do their jobs
  - Being so careful and considerate with hiring and moving employees around where needed

- Says what he's going to do and does what he says
- Secretary/Treasurer Bennet (5)
  - Outstanding on all levels
  - Amazing at how he can continually adjust staff to find talents where needed
- Vice-Chairman Fleming (5)
  - Successful signing of the District 15 contract
  - The addition of mental health to the department's medical and physical evaluations
- Chairman Wood (5)
  - Echoed other Commissioners' comments
  - Maintained the employee Advisory Group
  - Implementation of the Officer Development Sessions, "Ops hour", new Division Program Management System

#### Category 3 – Strategic Planning

- Chairman Wood (5)
  - Updated our strategic plan and uses it to develop a work plan
- Secretary/Treasurer Bennett (5)
  - Great job with the strategic plan and reassessing it as needed
  - The Fire Station 31/Headquarters Project
- Vice-Chairman Fleming (5)
  - Echoed other Commissioners' comments
  - Strategic Planning category can be summed up with the word "TOPPs"
- Commissioner Lyszak (5)
  - Impressed with how he handled the planning for the future of the Fire Department
  - He made decisions with forward thinking about the future growth of our community
  - Steps and process of planning for a new fire station

#### Category 4 – Leadership

- Secretary/Treasurer Bennett (5)
  - Haven't seen a leader at his level
  - Lucky to have him here
  - I will do everything to keep him here
  - He is somebody people look forward to working for
  - Being selected in to the leadership institute
- Commissioner Lyszak (5)
  - Leads by example
  - Excellence in leadership
  - Never seen someone lead so effortlessly
  - Always finds ways to improve himself personally in his leadership skills
- Chairman Wood (5)
  - Involves the rest of the staff in leadership activities through several different programs that he's instituted.
  - I can't give him a high enough score on leadership

- Vice-Chairman Fleming (5)
  - Echoed other Commissioners' comments
  - Graduated from Emergency Services Leadership Institute
  - Represents our department in leadership magazines
  - Outstanding leader for organization and we are lucky to have him

Category 5 – Community, Governmental, & Industry

- Vice-Chairman Fleming (5)
  - Community involvement
  - Attends the Florida Association of Special Districts Conference, speaks on Beach Talk Radio, attends the National Congressional Alumni event, etc.
  - Meets jointly with Lee and Collier Fire Chiefs
  - Acceptance into the Kennedy school, which is a very difficult program to get into
- Commissioner Lyszak (5)
  - Consistently out in the community
  - Community Resource Advisory Board (CRAB) presentation, public service announcements, the Scoop, etc.
  - Attends meetings with other Fire Chiefs
  - He consistently volunteers for many organizations and gives up his own personal time (Bell Ringing, Sand Sculpting event, Bay Oaks, Roar Offshore, etc.)
- Secretary/Treasurer Bennett (5)
  - Outstanding person in every aspect
  - Serves on the Task Force Six (6) Board
  - Inter-Agency Operations
  - Acceptance into Kennedy School
  - Implementation of hearing impaired smoke detectors
- Chairman Wood (5)
  - During the pandemic he's worked with other Districts, the Community, and the Town
  - He has a calm demeanor and people rely on him and his information

Category 6 – Board of Fire Commissioners

- Commissioner Lyszak (5)
  - Has one-on-one meetings with the Commissioners
  - He shows concern for the Commissioners and checks on them personally
  - He always ensures the Commissioners have everything they need
  - He works well with the Board of Commissioners
  - He serves the Board well
- Vice-Chairman Fleming (5)
  - Echoed Commissioner Lyszak's comments
  - He meets one-on-one with the Board members
  - Listens to suggestions and concerns
  - Keeps the Board updated
  - All the reasons he was nominated for the Florida Association of Special

Districts (FASD) District Manager of the Year

- Chairman Wood (5)
  - The information Vice-Chair Fleming produced to nominate Chief Love for Florida’s Manager of the Year is honorable and the information in this evaluation is material that can also be used for this
- Secretary/Treasurer Bennett (5)
  - He has been great from day one (1) on keeping the Board updated on information
  - There probably is not a Special District in Florida that is as informed and coordinated as ours is

Category 7 – Disaster Planning and Management

- Secretary/Treasurer Bennett (5)
  - Hurricane planning
  - COVID-19 guidance
  - Keeping the public informed
  - Keeping personnel healthy and safe
  - Works with other agencies
- Commissioner Lyszak (5)
  - Great job during the COVID-19 pandemic
  - Adaptation to something we can’t plan for
- Vice-Chairman Fleming (5)
  - Echoed other Commissioners’ comments
  - Adapting to measures to protect our community and members during pandemic
  - Former Mayor Cereceda’s “rock” during the COVID-19 crisis
  - The YouTube videos especially the one of the Chief reading to the kids
  - First person out of many that received a perfect score on evaluation
- Chairman Wood (5)
  - His disaster planning because of his qualities and what he has done for everyone
  - His planning is essential to our department and other agencies

Chairman Wood called for a motion to approve the presented Fire Chief Appraisal Annual Evaluation score of 5 out of 5. Vice-Chairman Fleming made the motion to approve. Commissioner Lyszak seconded. Chairman Wood called for a roll call vote.

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

Chief Love thanked the Board for their comments and gave accolades to his support team.

Chairman Wood thanked Commissioner Lyszak for all of her leadership and willingness to work on the disaster plan for the Town and community. Commissioner

Liszak thanked everyone for their support and stated that this has been a team effort.

**B. Fire Chief Performance-Based Annual Adjustment [Discussion/Approval]**

Chairman Wood explained that after an evaluation that meets or exceeds expectations there is usually a performance-based pay adjustment. Chairman Wood read a letter that Chief Love wrote to the Board prior to his evaluation requesting them to not give him a salary adjustment at this time due to the unprecedented events happening in our community. The Board discussed Chief Love's request and agreed to revisit this item at the October Work Session & Meeting. Chairman Wood called for a motion. Secretary/Treasurer Bennett made a motion to postpone the salary adjustment discussion for the Chief to the October 14, 2020 Work Session and Meeting, and to vote on this item no later than the October 28, 2020 Regular Meeting. Commissioner Liszak seconded. Chairman Wood called for a roll call vote.

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

**C. Mid Fiscal Year Budget Update [Information/Discussion]**

Chief Love described activity within the major budget categories in detail for the mid fiscal year budget. The Board thanked Chief Love and Director of Finance and Administrative Services Thompson for providing the budget information.

**D. Board of Fire Commissioner Policy Review Session [Information/Discussion]**

The Board reviewed the redline copy of the policies and provided their feedback on the changes. The Board also discussed their desired changes to the policies. Chief Love will contact our attorney to get his opinion on verbiage and add the changes to the policies for the Board members to review.

**E. Commissioner Electronic Devices [Discussion/Approval]**

Vice-Chairman Fleming added this item to the agenda for discussion and stated that he would like to have a laptop for electronic meetings. The Board and Chief Love discussed options for providing Vice-Chairman Fleming with a laptop and agreed to try to use a laptop the District already has and if that does not work to move to the next step.

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

Chief Love reported communication with both Districts and that a report was not needed for this meeting.

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

Chief Love discussed the following items:

- \$21,000 USAR Reimbursement
- Fire Commissioner Election Qualifying Deadline
- Face Shield Donor News Article and Thank You
- New Member Recruit Class

- Life Safety Assistant Rossback's Promotion
- Chief Wirth and Chief DiCristofalo's Position Updates
- Administrative Assistance to backup Training
- Florida Statute 189.069 Update
- Virtual Meeting Orders
- Thank You Information
- Thanked the Staff for Participating in the Zoom Practice Meetings
- Thanked the Board for the Evaluation

#### **16. Commissioner Remarks [Information]**

Vice-Chairman Fleming thanked Chief Love and staff for the Zoom meeting. Vice-Chairman Fleming congratulated the members for their promotions. Vice-Chairman Fleming thanked Director of Finance and Administrative Services Thompson for her work on the budget. Vice-Chairman Fleming thanked Executive Assistant Snyder for her work on the meeting packet binders. Vice-Chairman Fleming congratulated Chief Love on his evaluation. Vice-Chairman Fleming thanked the whole department for their work.

Commissioner Liszak echoed Vice-Chairman Fleming's comments. Commissioner Liszak stated that she is impressed by our members and the community, and the acts of kindness. Commissioner Liszak stated the Chief Love is doing a great job and it shows through the whole organization.

Secretary/Treasurer Bennett echoed the other Commissioners' comments. Secretary/Treasurer Bennett congratulated the members on their promotions. Secretary/Treasurer Bennett thanked the District staff for the intensified response over the last couple of months. Secretary/Treasurer Bennett thanked the community for their cooperation and dedication to keeping our community safe. Secretary/Treasurer Bennett thanked Vice-Chairman Fleming for his work on the FASD nomination packet. Secretary/Treasurer Bennett thanked Chief Love for another great year.

Vice-Chairman Fleming thanked Executive Assistant Fire Chief Martin and Executive Assistant Snyder for fulfilling his requests for the FASD nomination.

Chairman Wood echoed the other Commissioners' comments. Chairman Wood thanked his fellow Board members and stated that he is proud of our District. Chairman Wood congratulated Chief Love on an outstanding job.

#### **17. Adjournment**

12:52 PM