

MINUTES
WORK SESSION & MEETING OF THE
FORT MYERS BEACH FIRE CONTROL DISTRICT
BOARD OF COMMISSIONERS
TIME: 9:30 AM
DATE: May 12, 2021
Fort Myers Beach Public Library

IN ATTENDANCE: Chairman Wood, Vice-Chairman Fleming, Secretary/Treasurer Bennett, Commissioner Lyszak, Commissioner Knickle, Fire Chief Love, and District members.

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 Knickle made the motion to adopt the agenda. Secretary/Treasurer Bennett seconded.
Motion approved unanimously 5 – 0

4 Restate Agenda Items [Information]

5 Public Input on Non-Agenda Items [Information]

No public input provided

6 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. April 14, 2021 Work Session & Meeting Minutes

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

Motion approved unanimously 5 – 0

7 Unfinished Business

No unfinished business

8 New Business

A. Mid Fiscal Year Budget Review [Information/Discussion]

Chief Love described activity within the major budget categories in detail for the mid fiscal year budget.

B. Fire Chief Annual Appraisal Process [Discussion]

Each Commissioner provided feedback on the Fire Chief's Annual Appraisal Process utilizing the seven (7) categories in the Fire Chief Appraisal form. The scoring and

feedback from each Commissioner included: (*Scale of 1 to 5*)
(*Fire Chief Appraisal Document Attached*)

Category 1 – Financial Management

- Chairman Wood (5)
 - Property purchase
- Secretary/Treasurer Bennett (5)
 - Based on objectives
- Commissioner Knickle
 - Kept the Board well informed on finances
 - Extensive planning of 2021 budget
 - Met all of his objectives
- Commissioner Liszak (5)
 - On schedule 2021 budget
 - Management of the District’s contingency plan and utilized funds to get us through the pandemic
- Vice-Chairman Fleming (5)
 - Echoed all comments
 - Various cost models for Collective Bargaining Agreement goals

Category 2 – Personnel Management

- Secretary/Treasurer Bennett (5)
 - Challenges of pandemic and managing personnel overtime and A/B teams
- Commissioner Knickle (5)
 - Despite pandemic, provided training options for personnel
 - Numerous policy reviews
 - Met all of his objectives
- Commissioner Liszak (5)
 - Kept team safe during pandemic by providing equipment & putting plans in place
 - The way he manages our department on a daily basis
- Vice-Chairman Fleming (4.9)
- Chairman Wood (5)
 - Continuous progress

Category 3 – Strategic Planning

- Commissioner Knickle (5)
 - Found updates of the strategic plan and key elements very helpful as a new Commissioner
 - Information provided during the property purchase
 - Technology element review and hiring of a technology professional
 - More than met objectives
- Commissioner Liszak (5)
 - Strategic plan is thorough & complete
 - Included the property purchase & technology/security in the plan
- Vice-Chairman Fleming (4.9)
- Chairman Wood (5)

- Presentation of the strategic plan & 85% completion of objectives even
- Secretary/Treasurer Bennett
 - Keeping the District in line, foreseeing the future, & making adjustments as needed

Category 4 – Leadership

- Commissioner Lyszak (5)
 - Collaborative nature
 - Programs he puts in place (coffee chats, manager meetings ride-alongs)
 - Says what he does & does what he says
 - Out in the community participating
 - Leads team by example
- Vice-Chairman Fleming (5)
 - Echoed Commissioner Lyszak
 - Completed Leadership Summits and the National Character & Leadership Symposium
 - John F. Kennedy School of Government courses
 - Implemented an incident command simulator training program
- Chairman Wood (5)
 - Prepared Officers for promotions
 - Mentored an officer of another District to prepare him for a transition to Fire Chief.
- Secretary/Treasurer Bennett (5)
 - Echoed other Commissioners’ comments
 - Command staff receiving certifications and national certifications over the last year
- Commissioner Knickle
 - Provided numerous training opportunities despite challenges of pandemic
 - Amount of face to face time training and mentoring him to get him up to speed as a new Commissioner
 - Impressed with amount of training and leadership he provides to the staff

Category 5 – Community, Governmental, & Industry

- Vice-Chairman Fleming (5)
 - 3 year recertification through Center of Public Service Excellence
 - Involvement with Lee County Chiefs Association
 - Worked with Town of FMB Council to assist with pandemic decisions
- Chairman Wood (5)
 - Involved in a lot of local government agencies despite the restrictions of Covid-19
 - Named the District Manager of the Year for the entire state by Florida Association of Special Districts
- Secretary/Treasurer Bennett (5)
 - Don’t think we could find a finer example of someone who interacts with other agencies both here and off the beach at the county and state level
 - Outstanding job

- Commissioner Knickle (5)
 - Echoed many comments already made.
 - Three Year Chief Fire Officer recertification
 - Represents the District well both locally and outside of Fort Myers Beach
 - Recognized as the District Manager of the Year by Florida Association of Special Districts which is a great honor for him and the District
- Commissioner Liszak (5)
 - Echoed all Commissioner comments
 - Chief Love's participation in Leadership Lee and the impressive feedback received from other community partners outside of FMB

Category 6 – Board of Fire Commissioners

- Chairman Wood (5)
 - Provided series of sessions with our new Commissioner to help with a smooth transition into his elected position
 - He provided the Board with many presentations
- Secretary/Treasurer Bennett (5)
 - Can't imagine a better informed Board between the regular emails, meetings, individually and as a group
 - We are in an excellent position thanks to Chief's hard work and support of the team
- Commissioner Knickle (5)
 - Can't speak highly enough about the time and attention he paid to bring me up to speed with the numerous classes to teach me about the Fire District and the Fire Department
 - Worked well with the Board this past year dealing with frequently asked questions, his door is always open to us
 - Impressed with his personal attempt to involve us in situations, keeping us informed on items we should be aware of
- Commissioner Liszak (5)
 - He's accessible to us at any time, and answers questions promptly and in a manner that can be understood
 - Leading through a pandemic keeping us all posted to keep the department moving in a positive manner
 - Excellent Communicator
- Vice-Chairman Fleming
 - Echoed other Commissioner comments
 - Keeps us updated on what is happening in the District, the positives and the less positives

Category 7 – Disaster Planning and Management

- Secretary/Treasurer Bennett (5)
 - Storm preparation & adjustments to make it more fluid
 - Handling of Covid-19 pandemic
- Commissioner Knickle (5)
 - Excellent job in preparing for local and regional disasters including

- hurricanes and flooding
 - Handling the challenges the pandemic, creating work teams at headquarters and contingency plans for Firefighter shortages
 - Procured equipment for employees and assisted other community and leaders with their plans
- Commissioner Lyszak (5)
 - The planning and continuous planning of Strategic Plan
 - Every aspect of how he runs this department
 - The way he managed the pandemic, people are safe and department is solid due to all the other elements of this review that came together during this disaster
- Vice-Chairman Fleming (5)
 - His planning and reaction to the pandemic
- Chairman Wood (5)
 - In spite of pandemic, the preparation for the impending hurricane season with collaboration with Board, community, & other agencies

Chief Love stated that he appreciates his evaluation rating, but appreciates the comments even more. Chief Love gave accolades to the support team and stated that one of his main objectives for this year is to focus on other members viewpoints of our department.

- C. Fire Chief Performance-Based Annual Adjustment [Discussion/Public Input/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 the Board to once again refrain from providing a salary adjustment to his position, due to the ongoing pandemic and uncertainty in our community. The Board discussed Chief Love's request and agreed to honor the request. Chairman Wood called for a motion. Secretary/Treasurer Bennett made a motion to postpone the topic of increase in pay for the Chief's until the October 13th meeting. Commissioner Lyszak seconded. Motion approved unanimously 5 – 0.

9. Fire Chief Remarks [Information/Discussion]

Chief Love discussed the following items:

- Short Term Ordinance & Fee Schedule
- Covid-19 protective measures
- Congratulated Dan Miller & Kyra Adams on their retirement from the department
- Wished Nancy Rossback luck in her new adventure
- Facility project update – May 13th is the Construction Manager presentations.
- Online class provided to our team by Mike Gagliano on Firefighter Marriage
- Gehring Group summit regarding mental health, media articles for mental health awareness month & community comments regarding our articles.
- Beach ambulance update
- Summary of several legislative updates

10. Attorney Report [Information/Discussion]

District Attorney Salzman stated that the Sunshine law was back in full force. Attorney Salzman discussed the interpretation of mask wearing at the Governor's level. Attorney Salzman reported that he will be speaking the upcoming Florida Association of Special District's event. The Board and Attorney Salzman discussed private versus public mask enforcement.

11. Commissioner Remarks [Information]

Commissioner Lyszak stated it was a good meeting. Commissioner Lyszak thanked Chief Love and stated that he deserved the appraisal. Commissioner Lyszak discussed the slowing of season. Commissioner Lyszak encouraged kindness and respect for mask wearing. Commissioner Lyszak thanked the department for their work during season.

Vice-Chairman Fleming stated it was a good meeting. Vice-Chairman thanked Chief Love for the fiscal budget review. Vice-Chairman Fleming congratulated Chief Love on his evaluation.

Secretary/Treasurer Bennett echoed other comments. Secretary/Treasurer Bennett told Chief Love great job on this past year and he looks forward to another good year coming up and thanked the staff for their work. Secretary/Treasurer Bennett stated that he knows that Jane works extremely hard during the budget process and it is much appreciated.

Commissioner Knickle thanked the staff and Chief Love for their meeting preparation work. Commissioner Knickle congratulated Chief Love on his evaluation.

Chairman Wood congratulated Chief Love on his performance review. Chairman Wood stated he is anxious to see the construction of the new facility begin.

12. Adjournment

10:35 AM



FORT MYERS BEACH FIRE DEPARTMENT

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

Fire Chief Appraisal

Fire Chief: _____ **Performance Appraisal Period:** _____ **Previous Appraisal Date:** _____

For the relevant Appraisal Period (*see* above), Fire Commissioners will evaluate the Fire Chief's work performance in each of the seven (7) categories. Each category in the appraisal is weighted equally.

Categories will be rated using a scale from one (1) to five (5), as reflected below. Commissioners may provide a fraction, up to one decimal, as desired in the scoring. (Example: 4.1, 3.9, etc.)

Unsatisfactory (1-1.9)	<i>Constantly falls below expectations</i>
Needs Improvement (2-2.9)	<i>Usually meets, but sometimes falls below, expectations</i>
Satisfactory (3)	<i>Meets expectations</i>
Above Satisfactory (3.1-3.9)	<i>Meets and sometimes exceeds expectations</i>
Very Good (4-4.9)	<i>Usually exceeds expectations</i>
Outstanding (5)	<i>Significantly exceeds expectations</i>

Comments on performance in any of the categories is encouraged. Specific comments are required for any category which receives a rating of 1-1.9 or 5.

CATEGORY 1: Financial Management

Expectations:

- Apprises the Board of the ongoing financial condition and operational budget of the District
- Forecasts and plans for future District financial needs
- Oversees the preparation and completion of the annual budget process, and manages the budget upon its adoption
- Supervises purchasing and requests approval from the Board as required by policy

Board of Fire Commissioners Performance Ratings:

- Commissioner _____ Board of Fire Commissioners Performance Rating: _____
- Commissioner _____ Board of Fire Commissioners Performance Rating: _____
- Commissioner _____ Board of Fire Commissioners Performance Rating: _____
- Commissioner _____ Board of Fire Commissioners Performance Rating: _____
- Commissioner _____ Board of Fire Commissioners Performance Rating: _____

- Specific Comments:



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Fire Chief Appraisal

CATEGORY 2: Personnel Management

Expectations:

- Oversees the District's Human Resources and personnel functions relating to recruiting, hiring, promoting, disciplining, terminating, training and development
- Oversees career development, training, and educational programs
- Establishes department organizational structure and the assignment of personnel
- Consults with the Board and legal counsel regarding labor relations and collective bargaining agreements

Board of Fire Commissioners Performance Ratings:

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Commissioner _____ ▪ Commissioner _____ ▪ Commissioner _____ ▪ Commissioner _____ ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____
Board of Fire Commissioners Performance Rating: _____
Board of Fire Commissioners Performance Rating: _____
Board of Fire Commissioners Performance Rating: _____
Board of Fire Commissioners Performance Rating: _____ |
|--|---|

- Specific Comments:



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Fire Chief Appraisal

CATEGORY 3: Strategic Planning

Expectations:

- Establishes and maintains the District's Strategic/Comprehensive Plan
- Manages short and long range District strategies
- Establishes sub-plans based on the District's Strategic/Comprehensive Plan and organizational structure
- Provides an annual Strategic/Comprehensive Plan report

Board of Fire Commissioners Performance Ratings:

- | | |
|----------------------|---|
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |

- Specific Comments:



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Fire Chief Appraisal

CATEGORY 4: Leadership

Expectations:

- Serves as Chief Administrative Officer of the District and responsible to the District Board of Fire Commissioners for proper administration of all affairs of the District
- Oversees emergency service delivery, fire and life safety activities and disaster management functions
- Assures the proper command and control of District emergency response activities

Board of Fire Commissioners Performance Ratings:

- | | |
|----------------------|---|
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |

- Specific Comments:



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Fire Chief Appraisal

CATEGORY 5: Community, Governmental & Industry

Expectations:

- Represents the District through speeches and presentations consistent with good community District relations
- Attends and participates in workshops, seminars, conferences, committee meetings and public safety hearings
- Establishes and maintains effective working relationships with state, county and municipal agencies and officials.
- Ensures District compliance with applicable laws, ordinances, rules, regulations, resolutions and policies
- Demonstrates thorough knowledge of current and developing operations within the fire and EMS industry

Board of Fire Commissioners Performance Ratings:

- | | |
|----------------------|---|
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |

- Specific Comments:



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Fire Chief Appraisal

CATEGORY 6: Board of Fire Commissioners

Expectations:

- Apprises the Board of District activities and operations
- Assists the Board in the preparation of agenda topics for Board meetings
- Recommends matters for adoption by the Board
- Provides technical advice to the Board

Board of Fire Commissioners Performance Ratings:

- | | |
|----------------------|---|
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |

- Specific Comments:



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Fire Chief Appraisal

CATEGORY 7: Disaster Planning and Management

Expectations:

- Oversees emergency preparedness, disaster planning and hazard mitigation activities of the District
- Establishes policies, procedures, and practices necessary for efficient and effective disaster management

Board of Fire Commissioners Performance Ratings:

- | | |
|----------------------|---|
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |
| ▪ Commissioner _____ | Board of Fire Commissioners Performance Rating: _____ |

- Specific Comments:



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Fire Chief Appraisal

Total Appraisal Score: _____

Additional Fire Commissioner Comments:

Fire Chief Comments: