

Iona McGregor Fire District Board of Fire Commissioners Meeting

February 22, 2017

6:00 PM

THE FOLLOWING MINUTES OF THE BOARD OF COMMISSIONERS MEETING REPRESENTS A SUMMARY OF THE STATEMENTS MADE DURING THE MEETING AND INCLUDES ALL OFFICIAL ACTION TAKEN BY THE BOARD. THEY DO NOT CONSTITUTE A VERBATIM RECORD OF THE ACTUAL COMPLETE STATEMENTS MADE DURING THE BOARD OF COMMISSIONERS MEETING. ANYONE WHO IS INTERESTED IN A VERBATIM AUDIO RECORDING OF THE BOARD OF COMMISSIONERS MEETING CAN REQUEST AN AUDIO RECORDING FROM THE RECORDS CUSTODIAN OF THE DISTRICT.

Meeting called to order at 6:03 p.m.

Opening Prayer and Pledge of Allegiance observed

Roll Call – Present: Chair Dorsett, Vice Chair Barbosa, Commissioner Taylor, Commissioner Walker, Attorney Pringle, Chief Howard, members of staff; absent excused: Commissioner Kuhn.

Approval of Minutes – January 6th Workshop and January 11, 2017 regular meeting

Chair introduced the item and asked if there were any questions or corrections pertaining to minutes. Commissioner Walker stated that he believes that persons named in minutes should be by full name and rank or full name with rank abbreviations. He then questioned the reference motion numbers as to what they were. HR Zinger described the numbering system which tracks every motion made by the Board since the inception of the District. He then added that prior suggestions had not been followed such as including financial report with the minutes, not having minutes on hand within ten days, and the chief not placing the department structure on outside wall. Following Commissioner Walker's comments, he then made a **motion** (5101) which was seconded Commissioner Taylor to approve minutes of January 6th and January 11th. Motion carried.

Approval of Treasurers Report – January, 2017

Chair Dorsett introduced item and inquired as to any questions or comments. Commissioner Walker addressed FD Winzenread as to the first page noting \$605,000 collected in January representing 83% of budgeted revenues. FD Winzenread explained that it is through January for fiscal period beginning in October. Commissioner Walker then questioned the debt service expenses to which he was informed that the debt services represents four outstanding loans for equipment, station 75, trucks, and air packs. A discussion ensued regarding the current interest rates of 1.74% for loans to 3.15% interest for the air pack equipment lease. Commissioner Barbosa added that at the time of the lease, the board thought this was a good rate. Commissioner Barbosa then asked FD Winzenread to explain the operational reserve suggestions, whereby he responded that the District needs 90 days for operations and also needs additional reserves for potential disasters. There is no mandated limit to how much can be in reserves; however the government has recommendations. Commissioner Walker addressed the check register notation of payment to the New Press for legal advertisement as well as payment to attorney. Attorney Pringle addressed the advertisement requirements as well as itemization of his billing. Commissioner Walker requested that attorney further detail his report by stating all of the conversations held between himself and the individual commissioners as to their topic discussions. Attorney addressed instances where sharing discussions could be construed as Daisy Chaining, as well as other potential violations of the Sunshine Law. Following financial discussions, a **motion** (5102) to approve financials, with the summary financial page made as part of the minutes, was made by Commissioner Walker, seconded by Commissioner Taylor. During discussion, it was clarified that the summary of previous Treasurers report will be

Iona McGregor Fire District Board of Fire Commissioners Meeting

February 22, 2017

6:00 PM

included with the draft minutes for review with the next meeting. Following discussion, motion carried.

Agenda Items Requiring Action

- 1) Board Vacancy Process
- 2) Marketing
- 3) **Workpro Flex Collection furniture – added by Commissioner Walker**

Adoption of Agenda

Chair read agenda and asked if any additions or deletions were desired. Commissioner Walker stated that he wished to add item to address commission table, and presented brochure to board. He then thanked Chief and DC Comer for being including in the dispatch tour. After receiving item addition, chair called for adoption of amended agenda. **Motion** (5103) to adopt agenda as amended by Commissioner Barbosa, seconded Commissioner Taylor... carried.

Public Comment on Agenda Items – none

Chief's Report –

Chief Howard began by noting that firefighter Michael Garcia will be receiving 5 year service award and noting that Attorney Pringle will discuss Board Replacement process. Regarding the front wall, Chief stated that this item has not been at top of priority listing, but he will not forget. Commissioner Walker addressed the five year award to individuals questioning why don't you wear hash-marks on uniforms? Chief responded that have discussed options of various service bar recognitions but not adopted. Commissioner Walker believes that the Chief's and Officers should have some distinction of rank. Chief informed that the bugles and hash marks on shirts and jackets distinguish the ranks. Commissioner Walker had not noticed these markings in the past, only that there were blue jackets.

Division/Committee Reports

DC Comer – Operations personnel volunteered in strategic plan, feedback positive and appreciate their assistance. Hydrant maintenance has been completed. The new GIS app worked well, seasoned personnel were happy with as well. Continue working with training on fire SOGs, going well. Operations officers have taken tour of dispatch facility and if anyone wishes to attend there is another tour tomorrow at 2:00, let know. Purpose was to see dispatch center and view their world. Previous critical persons of dispatch came back with better appreciation of them.

Training is at medical conference in Salt Lake and should bring back good stuff. There is one paramedic in credentialing process. There was a coordinated hazmat drill with FBI and Fort Myers. Welcome back to Lauri. Training has done good job carrying ball for PEIRO McMahon, and had PIO event at FSW and Ronald McDonald fundraiser was held at with dinner being prepared by BC.

BC Steffens – Going well. Status quo, doing well with inspections and crew are on track with goals for 100%. Two additional town hall meetings were held last month including Q&A of what we do for community. Two more are on schedule for next month. There was a PR event held on 17th with high school project of why there are fire codes. Popsicle-stick structures were

Iona McGregor Fire District Board of Fire Commissioners Meeting

February 22, 2017

6:00 PM

created representing past fire. The models were then set on fire and students experienced the spread of fire and also assisted in putting out. March is coming up for Tallahassee. Winktv has taken a video which will be posted on our website.

PEIRO McMahon – Glad to be back and grateful for support given. Training did awesome job. Saw video of training and looked great. Looking forward to working with BC Steffens.

BC Guzman – Logistics staying on website project, working with designer, will be a while before up and running. Working with 72 crews for design of future engine 72. Testing handheld radios; shipped to Lee Control for programming for beta testing and then once completed, we will be up to date. Filling requisitions, etc... Chair Dorsett questioned the current condition of boat. There have been inherent issues with boat, metal in motors and it is currently at San Carlos marina being repaired under warranty. Looking to find solution to constantly having to repair; current discussion with Water Operations to possibly sell current motors and get different ones.

Attorney Report –

Mr. Pringle began with board vacancy process that can be discussed when item comes up. Only other item is continuation of consolidation topic. Other fire districts also discussing item and have been telling them that as far as concerned 2017 the topic will not be brought up as legislation but next time could arise will be in 2018 legislative session. There has been discussion about the desire to educate public using social media in advance of possible election of topic if comes up. Still believe appropriate to have education activities much in advance of possible legislative vote.

Commissioner Walker stated that he has been exposed to many attorneys in his time, and is asking is there any way that you, Attorney Pringle, can you sit down with Chief and administration as to what they can do without you. Appreciate if you find out what they can handle routinely without an attorney. Mr. Pringle replied that the simplest response is that act in response to request for action most of the time, either from the Board, as group or individual, and also respond to Chief and members of administrative staff. Commissioner Walker inquired as to documents created, advertisements, and other items that he feels can be done by administration. Chair Dorsett stated that he is here to make sure we do not step outside guidelines and protect the reputation of district and ensures we do not make mistakes that other departments have resulting in having to redo, such as re-advertising after incorrectly handling. Protect district and keep the reputation. We share board attorney with administrative staff. She added that it is not right to keep challenging Board decision with having an attorney. Commissioner Walker was reminded that there is a dedicated section in the meeting for commissioner comments. Discussion concluded.

Unfinished Business

1)

New Business

1) Board Vacancy Process

Chair Dorsett requested attorney to give overview of how things have been done in past. Attorney discussed the statute for replacement of board member whereby it used to be that the Governor would fill vacancies, and now it is the board. Remaining members may appoint until

Iona McGregor Fire District Board of Fire Commissioners Meeting

February 22, 2017

6:00 PM

the next general election. At this time, unless board adopts mandatory procedure, have maximum amount of flexibility up to and included decision not to fill position. He added that the Board has the authority but not an obligation to fill a vacancy. Not mandated to particular process unless Board mandates process. In past, a process was prepared for filling a vacancy and described some of the steps, requirements, etc... Document was put together for that one instance only. That process has been reviewed and revised and brought before Board for review, questions, and comments. Do not have to follow it, adopt it, or do anything with it. First item in process is scope of commissioners' responsibilities. Mr. Pringle reviewed the presented Process document including the qualifications for becoming commissioner and other details of filling vacancy.

Following the document review, Commissioner Barbosa stated that if a policy, we would be imposing mandate on ourselves? Chair Dorsett mentioned that she would like to leave flexibility. Commissioner Taylor added that commissioners have moved, quit, died, and it is always different circumstances and don't want to be boxed in to a process; like to look at each case by case. All asked for, stated Commissioner Walker, is that a policy be adopted to allow public to know that there is a vacancy. Following discussion, it was decided that placing vacancy notification onto website is good way to let public know. No board action required.

2) Marketing

Chair Dorsett stated the item being brought is that we need to decide how to proceed. We do not have marketing plan for our demographic. Issue of marketing is needed to prepare to educate residents on what we provide. This is time sensitive, as needs to be ready by November, 2017 for next season. Attorney Pringle noted FS 106.113 that states if item goes to ballot, if item is subject to election, subsection.113 speaks of government agency expending monies on items pertaining to elections – used to say could not expend public funds on electioneering. In 2009 and 2010 changes occurred to definition of electioneering to be of candidates and not issues. Still applies to public funds on issues. Political advertising still applies and department of state has issued opinions through office on questions related to definitions and agree with what telling board. Political advertisement are advocating for or against the passage of an issue. If in 2018 the legislature says want ballot question, will become subject to the guidelines of political advertising constraints. Fact statements are okay to give and are never political advertisements. If begin education now of how beneficial to community now, can talk about as desire in social media so that when comes time to vote on consolidation, they will know the benefits of having separate independent district. Important to remember that there are limits, and there are criminal penalties for violating. Chair Dorsett added that marketing needs to be in place anyway, doing it now is because of consolidation issue and to make the sure public knows what we do. Barbosa asked if looking at marketing company, there is one in district. Discussion of in-house or outside marketing firm use ensued. Chair noted than one option is to inquire at universities if someone available in government side. Commissioner Taylor added that the position will affect every person in district. Let them start figuring what is needed FGCU is great resource to use, not saying hand them the keys. Throw it out there and see what happens. Commissioner Barbosa stated that student working on marketing may be the best to handle position in-house when they graduate. **Motion** (5104) to have Chair Dorsett contact FGCU and Dr. Banyan and chief bring recommendations to the next meeting was made by Commissioner Walker, seconded by Commissioner Taylor... carried.

Iona McGregor Fire District Board of Fire Commissioners Meeting

February 22, 2017

6:00 PM

Second item under marketing came with IT strategic plan question of Dr. Banyan. Part of moving forward and bringing up to speed, Joel has been working on website and getting things together. More to IT strategy than hardware and software; needs to compliment the department's strategic plan. The strategic outline was reviewed by Dorsett including the eight general components. This has been talked about since 2003 and is being brought to Board for where we want to go... continue band aid or move ahead. Commissioner Walker asked if she had a recommendation. Chair stated that should have up to date IT software/hardware and currently we do not have someone focused on it; would like to have IT strategic plan created. BC Guzman stated that IT plan has been issue; every year we have IT company make recommendations and unfortunately the recommendations have received band aids, although not a strategic plan, we have addressed those items in list. We have met with IT consultants and they have made proposal, and we have budgeted for it. Spoke of equipment and mobility, including cloud storage, finding equipment, etc... The proposal includes good bandwidth provider, switching to Comcast to do computers and phone system and increase our abilities. We will be able to utilize Office 365, government, with security. On top of that, there are built in redundancies. Replacing server and won't need as robust a server. BC Guzman will have IT consultants give presentation at next meeting.

3) Flex Collection

Commissioner Walker stated that if had circular table it would be more beneficial to not have to turn to look at each other. Brochure was presented on modular product, and would like to give chief okay to purchase. Dorsett wants to let Chief check with others first and then come back with recommendation. Chief will look into and then if he feels it is acceptable and meets the needs, he can purchase. No official board action needed.

DVP Report – none

Public Comment – non agenda items – none

Commissioner Comments – none

Adjournment

Motion to adjourn made by Commissioner Walker with second by Commissioner Taylor... carried.

Meeting adjourned 8:24p.m.

Signed by: _____

Print Name: _____

ANYONE WISHING TO APPEAL ANY ACTION OF THE BOARD OF COMMISSIONERS TAKEN AT THE REFERENCED MEETING IS RESPONSIBLE TO HAVE A VERBATIM RECORD MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

Iona McGregor Fire District Board of Fire Commissioners Meeting
February 22, 2017
6:00 PM
Addendum

The following acronyms have been used in the meeting minutes:

Acronyms	Description
BC	= Battalion Chief
DC	= Deputy Chief
DVP	= District Vice President
FBI	= Federal Bureau of Investigation
FD	= Finance Director
FGCU	= Florida Gulf Coast University
FS	= Florida Statute
FSW	= Florida Southwest College
GIS	= Geographic Information System
HR	= Human Resource
IT	= Information Technology
PEIRO	= Public Education Information Resource Officer
PIO	= Public Information Officer
PR	= Public Relations
Q & A	= Question and Answer
SOG	= Standard Operating Guideline

IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
SUMMARY FINANCIAL STATEMENT - GENERAL FUND
For The Four Months Ended January 31, 2017 (Unaudited)

<u>REVENUES</u>	<u>AMENDED</u>		<u>VARIANCE</u>	
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>\$</u>	<u>%</u>
Cash Carry Forward	\$ 5,557,464			
Ad valorem taxes	17,709,838	\$ 15,574,414	\$ (2,135,424)	87.94%
Permits, Fees & Special Assessments	65,000	26,569	(38,431)	40.88%
Intergovernmental	50,640	-	(50,640)	0.00%
Charges for services	53,000	13,742	(39,258)	25.93%
Miscellaneous	54,200	44,854	(9,346)	82.76%
Proceeds from debt	-	-	-	N/A
Total revenues	<u>17,932,678</u>	<u>15,659,579</u>	<u>(2,273,099)</u>	87.32%
Total revenues and cash carry forward	<u>23,490,142</u>			
<u>EXPENDITURES</u>				
Personnel services	14,313,157	4,658,476	9,654,681	32.55%
Professional and contractual	793,060	435,183	357,877	54.87%
Travel	70,965	8,800	62,165	12.40%
Communications & freight	124,400	40,537	83,863	32.59%
Utilities, equipment rental, and insurance	247,361	94,325	153,036	38.13%
Repairs and maintenance	258,274	59,927	198,347	23.20%
Other operational and administrative	285,150	98,864	186,286	34.67%
Supplies, tools & small equipment	341,815	110,331	231,484	32.28%
Education and training	182,285	33,399	148,886	18.32%
Capital expenditures	676,450	347,727	328,723	51.40%
Debt service	542,541	120,072	422,469	22.13%
	<u>17,835,458</u>	<u>6,007,641</u>	<u>11,827,817</u>	33.68%
Revenues over/(under) expenditures	<u>97,220</u>	<u>\$ 9,651,938</u>	<u>\$ 9,554,718</u>	

Fund Balance/Cash Carry Forward 5,654,684

Total expenditures and reserves \$ 23,490,142

	<u>DECEMBER</u>	<u>DECEMBER</u>
Cash Balances	\$ 2,411,930	\$ 1,500,224
Investments		
General - SBA - Fund A	10,089,846	12,080,878
Impact fee - SBA - Fund A	1,241	1,240
Sun Trust Government Money Fund	999,985	1,000,000
BB&T Money Market	1,004,764	1,004,611
5/3 Bank	<u>1,000,514</u>	<u>1,000,000</u>
	<u>13,096,350</u>	<u>15,086,729</u>
Total Cash and Investments	<u>\$ 15,508,280</u>	<u>\$ 16,586,953</u>

Submitted and approved by Board of Fire Commission on February 22, 2017