

Iona McGregor Fire District Board of Fire Commissioners Meeting
August 21, 2019
6:00 PM

Meeting called to order at 6:06 pm.

Roll Call of Commissioners –

Chair Walker, Vice Chair Barbosa, Secretary Andersen, Treasurer Langford, and Commissioner Louwers present.

Opening Prayer and Pledge of Allegiance waived as previously performed.

Amendments to the Meeting Agenda – none

Public Input on Business Agenda Items – no input

Business Agenda Items (Agenda Items Requiring Action)

1) Meeting Minutes – July 17, 2019

Motion (5652) to approve minutes as presented made by Andersen Commissioner Langford... carried.

2) Financial Report – July 2019

Motion (5653) to approve Financial Report of July 2019 made by Commissioner Louwers with second by Commissioner Langford... carried. (See pages 3-5)

3) Surplus Items

CFO Winzenread described the two items requesting surplus. **Motion** (5654) to approve surplus of items as presented and authorize Chief to dispose of in accordance with Florida law was offered by Commissioner Louwers, second Commissioner Andersen... carried.

4) Executive Report

Chief mentioned the hiring of Lan Pritchard in the receptionist position adding that her presence has aided the administrative staff greatly. After hearing no questions of the report, a **motion** (5655) to accept Executive Report was made by Commissioner Barbosa, second Commissioner Louwers...carried.

5) Attorney Report

Attorney Pringle mentioned that two emails were recently submitted to Board, one is draft policy regarding presentation to Board by district employees on items of dispute. An important element is the second part, guidelines for matters in dispute, create procedure where employee can present item of dispute to Board. Included prerequisite steps to go to Assistant Chief and Chief first before being presented in public meeting. This would not be applied to anything contained in a Collective Bargaining Agreement as there is a grievance process and discipline review. This is an additional avenue that is not awarded through negotiations. One of the items mentioned in cover email stated that this is not an agenda item, it is being presented for review and feedback if wishing to go forward with the policy. Attorney Pringle expressed that this specifically excludes anything contained in the Collective Bargaining Agreement, Firefighter Bill of Rights, and Chapter 447 of the Florida Statutes. Commissioner Walker states that the policy is not needed for the next meeting and suggests having it reviewed by staff.

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Chief stated that the information given by a citizen last month did not properly reflect district majority. He added that he had no issues with this and does not believe it will be utilized as there are not the challenges the individual portrayed there to be. Commissioner Walker stated that regardless of what that person said, he spoke to many individual and had no more than three persons with any concerns or complaints of the administration. Attorney added that the policy would be for the benefit of the Board, if something is brought, there is a method and structure to be done so there can be a fair response to an item. He attempted to write something that has benefit to District in having a structure and method to address possible concerns. Chief will have document reviewed and bring back at future meeting.

The other email item addressed the review of policies, resolutions, and board actions that have occurred dating back to 1980. Request was to review policies, board actions, and resolutions for anything that is still in effect. Cumulative review has been done with end-result being the policies and processes that will remain in effect and usable today for the board to decide what they wish to keep.

Commissioner Walker stated there is a document from Lehigh Acres that he would like attorney to share with Board. Attorney replied that the degree of regulatory control that boards impose upon themselves is varied. Some have none, some have numerous. Lehigh's document is on the higher end of control. It is up to this Board to determine this Board's regulatory control. Following, a **motion** (5656) to accept Attorney Report was made by Commissioner Walker with second from Commissioner Barbosa... carried.

6) DVP Reports – Districts 7 & 25

District 7 – DVP Tansey informed that negotiations will be beginning very soon, and he is looking forward to bringing an agreement.

District 25 – No report; no representative

Public Input on Non-Business Agenda Items – none

Commissioner Comments

Chair Walker mentioned to Chief Guzman that he heard logistics

Adjournment

Motion to adjourn made by Commissioner Louwers, second Commissioner Langford... passed.

Meeting adjourned at 6:38 p.m.

Approved by: _____

Print Name: _____

**IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
FINANCIAL REPORT NOTES
BALANCE SHEET AND STATEMENTS OF REVENUES AND EXPENDITURES
(UNAUDITED)
For the Ten Months Ended July 31, 2019**

Notable items on the Balance Sheet:

Cash and Investments

The rates of return on surplus funds for the month of June are as follows:

2.55% - SBA (Florida PRIME Local Government Investment Pool)

1.884% - BankUnited

2.30% - Fifth Third Bank

Liabilities

Liabilities totaling \$20,242 consist of amounts withheld from employees' pay for required retirement contributions.

Notable items on the Statements of Revenues and Expenditures:

Revenues

- Received 3rd quarter impact fees totaling \$43,819
- Inspection fees received during the month of July totaled \$10,375
- Interest on invested surplus funds totaled \$26,143 for the month of July

Expenditures

- Paid 3rd and 4th quarter government communication network radio fees to Lee County in the amount of \$17,286
- Purchased 5 Opticom emergency vehicle preemption devices for a total of \$17,480 to replace units originally purchased in 2009

Total expenditures reflect 72.48% of budget through 83% of the year.

IONA MCGREGOR FIRE DISTRICT (IMF)

ASSETS

CASH

Operating Account - BankUnited
Petty Cash

\$ 903,061.72
100.00

Total CASH:

903,161.72

INVESTMENTS

Investments - SBA
Money Market - BankUnited
Investments - 5/3 Bank

9,304,974.32
2,169,628.19
469,921.31

Total INVESTMENTS:

11,944,523.82

ACCOUNTS RECEIVABLE

Accounts Receivable

329.29

Total ACCOUNTS RECEIVABLE:

329.29

Total ASSETS:

\$ 12,848,014.83

LIABILITIES

FRS - Employee Contribution - ADMIN
FRS - Employee Contribution - OPS

4,228.20
16,013.95

Total LIABILITIES:

20,242.15

EQUITY

Retained Earnings-Current Year
Prior Year Revenues Over/(Under) Expenditures
Fund Balance

5,116,863.94
776,646.20
6,934,262.54

Total EQUITY:

12,827,772.68

Total LIABILITIES & EQUITY:

\$ 12,848,014.83

IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
SUMMARY STATEMENT OF ACTIVITIES - GENERAL FUND
For the Ten Months Ended July 31, 2019 (Unaudited)

Revenues	Amended Budget	Actual	Variance	
			\$	%
Cash Carry Forward	\$ 7,710,909			
Ad valorem taxes	19,620,023	\$ 19,464,676	\$ (155,347)	99.21%
Permits, Fees & Special Assessments	75,000	90,282	15,282	120.38%
Intergovernmental	47,040	39,550	(7,490)	84.08%
Charges for services	55,000	63,737	8,737	115.89%
Interest Check/Demand Accounts	180,000	250,415	70,415	139.12%
Miscellaneous	47,000	106,073	59,073	225.69%
Proceeds from debt	-	-	-	N/A
Total Revenues	20,024,063	20,014,733	(9,330)	99.95%
Total revenues and cash carry forward	<u>27,734,972</u>			
Expenditures				
Personnel services				
Salaries	10,344,780	7,954,366	2,390,414	76.89%
Benefits	5,507,428	4,337,968	1,169,460	78.77%
Operating Expenditures				
Professional and contractual	721,222	669,582	51,640	92.84%
Travel	84,050	32,990	51,060	39.25%
Communications & freight	143,700	122,424	21,276	85.19%
Utilities, equipment rental, and insurance	282,628	246,261	36,367	87.13%
Repairs and maintenance	608,638	396,022	212,616	65.07%
Other operational and administrative	465,862	306,719	159,143	65.84%
Supplies, tools & small equipment	399,809	240,318	159,491	60.11%
Education and training	112,940	61,428	51,512	54.39%
Capital expenditures	1,426,886	164,450	1,262,436	11.53%
Debt service	456,850	365,340	91,510	79.97%
Total Expenditures	20,554,793	14,897,869	5,656,924	72.48%
Revenues over/(under) expenditures	<u>(530,730)</u>	<u>\$ 5,116,864</u>	<u>\$ 5,647,594</u>	
Fund Balance/Cash Carry Forward	<u>7,180,179</u>			
Total expenditures and reserves	<u>\$ 27,734,972</u>			
		JULY	JUNE	
Cash Balances				
BankUnited - Operating		\$ 903,062	\$ 623,914	
Petty Cash		100	100	
		<u>903,162</u>	<u>624,014</u>	
Investments				
General - SBA - Fund A		9,304,974	10,783,073	
BankUnited Money Market		2,169,628	2,166,434	
5/3 Bank		469,921	469,052	
		<u>11,944,524</u>	<u>13,418,559</u>	
Total Cash and Investments		<u>\$ 12,847,686</u>	<u>\$ 14,042,573</u>	

Submitted for approval on August 21, 2019

Approved By: _____

(Signature)