

Iona McGregor Fire District Board of Fire Commissioners Agenda
December 11, 2019
6:00 PM

Meeting call to order

Roll Call of Commissioners

Opening Prayer and Pledge of Allegiance

Amendments to the Meeting Agenda

Public Input on Business Agenda Items

Business Agenda Items (Agenda Items Requiring Action)

- 1) Meeting Minutes – November 20, 2019
- 2) Financial Report – November 2019
- 3) Codification Resolution (For Discussion Only)
- 4) Policy on Commissioner / Attorney Communications
- 5) Sutphen Extreme Duty Engine/Squad Purchase
- 6) Contractor Selection
- 7) Commission Meeting Dates – 2020 Calendar Year
- 8) Election of Board Officers
- 9) Executive Report
- 10) Attorney Report
- 11) DVP Reports – Districts 7 & 25

Public Input on Non-Business Agenda Items

Commissioner Comments

Adjournment

Iona McGregor Fire District Board of Fire Commissioners Agenda
November 20, 2019
6:00 PM

Meeting called to order at 6:00 p.m.

Roll Call of Commissioners – Commissioner Louwers, Commissioner Langford, Commissioner Andersen, Commissioner Barbosa, and Commissioner Walker all present.

Opening Prayer and Pledge of Allegiance observed

Amendments to the Meeting Agenda – none

Public Input on Business Agenda Items – no public present

Business Agenda Items (Agenda Items Requiring Action)

- 1) Meeting Minutes – Final Millage & Budget Hearing & Regular Meeting September 18, 2019 (No October Meeting)
Motion (5670) to approve minutes of September 19, 2019 Final Budget and Regular meetings was made by Commissioner Barbosa, second by Commissioner Andersen... carried.
- 2) Financial Reports – September & October 2019
CFO Winzenread noted that two months reporting due to no October meeting. Commissioner Walker inquired as to the difference in interest between the two banks, along with the Colonial Insurance amount of zero. CFO addressed the interest rates as pertaining to our banking structure as well as informing that the Colonial offers voluntary policies to employees which are paid through payroll deduction; and once remitted, balance is zero. Following discussion, motion (5671) to adopt Financial reports for September and October 2019 was made by Commissioner Louwers with second from Commissioner Langford... carried. (See pages 4 & 5)
- 3) Policy on Presenting to Board by Employee (Attorney Pringle)
Attorney Pringle addressed the item and discussed the policy that has been drafted and stated that this is not to take place of public comment but rather to address a matter that employee has controversy with administration that has not been resolved. It is not an entitlement but rather an opportunity for employee to bring matter before board. Commissioner Walker conferred with attorney that as policy it can be changed by Board action to which attorney affirmed.

Commissioner Langford said that this policy is limited to what items can be brought forth. Commissioner Louwers stated that he does not believe there should be such a policy. More danger for commissioners as there could be some issues with commissioner input on potential issue and could be exposure for us in adopting and will not support. Attorney added that public input is not affected by this and where may be used is where there is not an agenda item already for item to be discussed. If board adopts policy, it is their responsibility to follow it. Commissioner Barbosa stated that in past has had employees come directly to him for discussion of items. Attorney stated this policy does not change that possibility. Commissioner Walker mentioned the reasoning for his requesting this policy was to allow employees to come to board without fear of retribution for questioning. Following discussion,

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Commissioner Walker made a motion (5672) to adopt policy as presented by Attorney. Without a second the motion fails commented Commission Walker.

4) Codification Resolution (Attorney Pringle)

Mr. Pringle informed that this item is for discussion purpose this evening. He described the codification legislation. Although much work has been put into compiling the information, additional decisions and information are necessary in order to present a formal resolution for the Board's consideration. He described the rescinding and retaining of various board actions to come up with clean compilation of acts of the board. A listing of previous board actions will be presented to the commissioners prior to their consideration of the resolution as well as those resolutions that will be retained and compilation will be placed on website for public view. Should have prepared by December meeting for consideration.

5) Policy on Commissioner / Attorney Communications

Commissioner Walker believes summary was clear and asked for questions or comments. Commissioner Louwers likes the direction this is going; however, do not believe it is the attorney's decision whether to bring discussed topic to board. Commissioner Walker stated that if have something to discuss, discuss it and if attorney believes that item has bearing or interest to other members, attorney could bring to board to inform. Mr. Pringle mentioned there are two parts being addressed. One is that board members are authorized to discuss with attorney business issues. In discussion of other items not business related should not occur. In items where there is a belief that the sharing of information would assist other members, attorney would share with others. If confidential matter, will not share, such as collective bargaining agreement discussions; this is similar to mediation whereby mediator can share information unless directed not to disclose. Commissioner Louwers thinks that when in open meeting we can have discussion and notes will be that discussion took place. The opinion section on this agenda item summary now becomes a public document. Following discussion, a motion (5673) to direct Attorney Pringle to prepare policy for Board consideration on the Commission members' communication with attorney made by Commissioner Louwers, second Commissioner Andersen... carried.

6) Surplus Items

Chief discussed the correction of last month's direction pertaining to the disposal of vehicle. Following meeting there was a USAR meeting whereby the USAR could use the vehicle and Chief wished to donate the vehicle. As a founding member of USAR it is in our interest to do so. Motion (5674) to authorize revise the disposal decision of the board the Chief and/or designee to dispose of vehicle in accordance with FS 274.05 was offered by Commissioner Barbosa second Commissioner Langford... carried.

October's surplus items were briefly described by Chief as to their lack of usefulness to District. Motion (5675) to deem items presented as surplus, remove from inventory, and authorize Chief and/or designee to dispose of in accordance with Florida Statute 274.06 was made by Commissioner Barbosa, second Commissioner Langford... carried.

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7) Executive Report

Chief stated new vehicle is in town and receiving final components, adding that we will have ceremony to place into service in the near future. During budget process, Board appropriated funds to replace Engine 71. Sutphen manufacturing is being pushed back and we have recently finalized purchasing agreement with a 13 to 15-month delivery timeline. Our next vehicle has been set for 14 to 16-month delivery and would like to order now with provision to back out of agreement if funds not appropriated by board in 2020-2021 budget. Chief added that there are a couple retirements after the new year, cancer provision policy has been finalized, and we will be hiring and holding promotional processes in near future. We will have the vehicle purchase proposal brought to board at December 11th meeting. Board directs chief to order the vehicle with escape clause in agreement.

8) Attorney Report

Mr. Pringle stated that he has nothing to add to what he has already addressed.

9) DVP Reports – Districts 7 & 25

District 7 –

DVP Tansey reported that everything is good

District 25 –

DVP Mascarelli replied he's good to go.

Public Input on Non-Business Agenda Items – none

Commissioner Comments – none

Adjournment

Motion to adjourn meeting made by Commissioner Louwers, second Commissioner Langford... carried.

Meeting adjourned at 7:05 p.m.

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

Revenues	Amended	Actual	Variance	
	Budget		\$	%
Cash Carry Forward	\$ 9,606,935			
Ad valorem taxes	19,878,190	\$ -	\$ (19,878,190)	0.00%
Permits, Fees & Special Assessments	95,000	-	(95,000)	0.00%
Intergovernmental	59,160	-	(59,160)	0.00%
Charges for services	51,000	4,765	(46,235)	9.34%
Interest Check/Demand Accounts	270,000	13,033	(256,967)	4.83%
Miscellaneous	53,453	19,715	(33,738)	36.88%
Proceeds from debt	-	-	-	N/A
Total Revenues	20,406,803	37,513	(20,369,290)	0.18%

Total revenues and cash carry forward 30,013,738

Expenditures				
Personnel services				
Salaries	10,529,757	600,604	9,929,153	5.70%
Benefits	5,676,405	322,736	5,353,669	5.69%
Operating Expenditures				
Professional and contractual	743,213	42,619	700,594	5.73%
Travel	106,475	945	105,530	0.89%
Communications & freight	143,320	9,407	133,913	6.56%
Utilities, equipment rental, and insurance	281,507	66,773	214,734	23.72%
Repairs and maintenance	694,143	21,611	672,532	3.11%
Other operational and administrative	321,320	9,354	311,966	2.91%
Supplies, tools & small equipment	387,370	26,299	361,071	6.79%
Education and training	133,150	2,280	130,870	1.71%
Capital expenditures	2,104,296	-	2,104,296	0.00%
Debt service	162,295	-	162,295	0.00%
Total Expenditures	21,283,251	1,102,629	20,180,622	5.18%

Revenues over/(under) expenditures (876,448) \$ (1,065,116) \$ (188,668)

Fund Balance/Cash Carry Forward 8,730,487

Total expenditures and reserves \$ 30,013,738

	OCTOBER	SEPTEMBER
Cash Balances		
BankUnited - Operating	\$ 1,292,307	\$ 707,288
Petty Cash	100	100
	<u>1,292,407</u>	<u>707,388</u>
Investments		
General - SBA - Fund A	5,546,864	7,036,412
BankUnited Money Market	1,504,460	2,002,485
5/3 Bank	405,480	404,875
	<u>7,456,805</u>	<u>9,443,772</u>
Total Cash and Investments	<u>\$ 8,749,212</u>	<u>\$ 10,151,160</u>

Submitted for approval on November 20, 2019

Approved By: _____

(Signature)

IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
SUMMARY STATEMENT OF ACTIVITIES - GENERAL FUND
For The Twelve Months Ended September 30, 2019 (Unaudited)

Revenues	Amended	Actual	Variance	
	Budget		\$	%
Cash Carry Forward	\$ 7,710,909			
Ad valorem taxes	19,620,023	\$ 19,614,372	\$ (5,651)	99.97%
Permits, Fees & Special Assessments	75,000	169,792	94,792	226.39%
Intergovernmental	47,040	39,550	(7,490)	84.08%
Charges for services	55,000	68,629	13,629	124.78%
Interest Check/Demand Accounts	180,000	303,860	123,860	168.81%
Miscellaneous	47,000	106,073	59,073	225.69%
Proceeds from debt	-	-	-	N/A
Total Revenues	20,024,063	20,302,275	278,212	101.39%

Total revenues and cash carry forward 27,734,972

Expenditures				
Personnel services				
Salaries	10,344,780	9,999,369	345,411	96.66%
Benefits	5,507,428	5,285,785	221,643	95.98%
Operating Expenditures				
Professional and contractual	721,222	689,074	32,148	95.54%
Travel	84,050	40,988	43,062	48.77%
Communications & freight	143,700	140,559	3,141	97.81%
Utilities, equipment rental, and insurance	282,628	274,867	7,761	97.25%
Repairs and maintenance	608,638	483,601	125,037	79.46%
Other operational and administrative	465,862	341,139	124,723	73.23%
Supplies, tools & small equipment	399,809	293,155	106,654	73.32%
Education and training	112,940	79,474	33,466	70.37%
Capital expenditures	1,426,886	172,433	1,254,453	12.08%
Debt service	456,850	456,849	1	100.00%
Total Expenditures	20,554,793	18,257,294	2,297,499	88.82%

Revenues over/(under) expenditures (530,730) \$ 2,044,981 \$ 2,575,711

Fund Balance/Cash Carry Forward 7,180,179

Total expenditures and reserves \$ 27,734,972

	SEPTEMBER	AUGUST
Cash Balances		
BankUnited - Operating	\$ 707,288	\$ 939,858
Petty Cash	100	100
	<u>707,388</u>	<u>939,958</u>
Investments		
General - SBA - Fund A	7,036,412	8,022,523
BankUnited Money Market	2,002,485	2,173,730
5/3 Bank	404,875	404,236
	<u>9,443,772</u>	<u>10,600,489</u>
Total Cash and Investments	<u>\$ 10,151,160</u>	<u>\$ 11,540,447</u>

Submitted for approval on November 20, 2019

Approved By: _____

(Signature)

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Iona McGregor Fire District
Financial Report
12/11/2019

<u>Included Reports (unaudited)</u>	<u>Page(s)</u>
Financial Report Notes	1
Balance Sheet as of November 30, 2019	2
Summary Statement of Activities – General Fund	3
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Check Register – Month of November 2019	7-9

**IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
FINANCIAL REPORT NOTES
BALANCE SHEET AND STATEMENTS OF REVENUES AND EXPENDITURES
(UNAUDITED)
For the Two Months Ended November 30, 2019**

Notable items on the Balance Sheet:

Cash and Investments

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

- 1.88% - SBA (Florida PRIME Local Government Investment Pool)
- 1.434% - BankUnited
- 1.63% - Fifth Third Bank

Liabilities

Liabilities totaling \$57,557 consist of trade accounts payable and amounts withheld from employees' pay for required retirement contributions.

Notable items on the Statements of Revenues and Expenditures:

Revenues

- Received approximately \$5.44 million in ad valorem tax revenues during the month of November. This represents almost 27% of the annual budgeted total.
- Inspection fee receipts totaled \$1,670 in November.
- Interest on invested surplus funds totaled \$8,667 for the month of November.
- Received 2nd quarterly payment for the space rented to Lee Co. EMS - \$8,363.

Expenditures

- Paid annual subscription renewal for ESO reporting software - \$26,173
- Paid for Sutphen SPH 100 Ladder Truck (new Truck #74) - \$1,234,896
- Purchased equipment for new Truck #74 from Ten-8 Fire Equipment - \$26,839
- Purchased Sierra vehicle routers to replace Rocket routers - \$18,602
- 1st quarterly debt service payment for apparatus capital lease (2 engines) - \$25,011

Total expenditures reflect 17.94% of budget and are tracking as expected.

IONA MCGREGOR FIRE DISTRICT (IMF)

ASSETS

CASH

Operating Account - BankUnited	\$	5,303,108.95	
Petty Cash		100.00	
Total CASH:			5,303,208.95

INVESTMENTS

Investments - SBA		3,553,062.53	
Money Market - BankUnited		2,001,928.24	
Investments - 5/3 Bank		406,020.87	
Total INVESTMENTS:			5,961,011.64
Total ASSETS:			<u>\$ 11,264,220.59</u>

LIABILITIES

LIABILITIES AND OTHER CREDITS

Accounts Payable		37,177.32	
Total LIABILITIES AND OTHER CREDITS:			37,177.32

ACCRUED EXPENSES

FRS - Employee Contribution - ADMIN		3,792.83	
FRS - Employee Contribution - OPS		16,587.06	
Total ACCRUED EXPENSES:			20,379.89
Total LIABILITIES:			<u>57,557.21</u>

EQUITY

Retained Earnings-Current Year		1,461,835.46	
Prior Year Revenues Over/(Under) Expenditures		2,033,919.18	
Fund Balance		7,710,908.74	
Total EQUITY:			11,206,663.38
Total LIABILITIES & EQUITY:			<u>\$ 11,264,220.59</u>

IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
SUMMARY STATEMENT OF ACTIVITIES - GENERAL FUND
For the Two Months Ended November 30, 2019 (Unaudited)

<u>Revenues</u>	<u>Amended</u>	<u>Actual</u>	<u>Variance</u>	
	<u>Budget</u>		<u>\$</u>	<u>%</u>
Cash Carry Forward	\$ 9,606,935			
Ad valorem taxes	19,878,190	\$ 5,221,815	\$ (14,656,375)	26.27%
Permits, Fees & Special Assessments	95,000	-	(95,000)	0.00%
Intergovernmental	59,160	-	(59,160)	0.00%
Charges for services	51,000	7,575	(43,425)	14.85%
Interest Check/Demand Accounts	270,000	21,700	(248,300)	8.04%
Miscellaneous	53,453	29,018	(24,436)	54.29%
Proceeds from debt	-	-	-	N/A
Total Revenues	20,406,803	5,280,107	(15,126,696)	25.87%
 Total revenues and cash carry forward	 <u>30,013,738</u>			
 <u>Expenditures</u>				
Personnel services				
Salaries	10,529,757	1,386,054	9,143,703	13.16%
Benefits	5,676,405	685,700	4,990,705	12.08%
Operating Expenditures				
Professional and contractual	743,213	156,643	586,570	21.08%
Travel	106,475	8,963	97,512	8.42%
Communications & freight	143,320	18,471	124,849	12.89%
Utilities, equipment rental, and insurance	281,507	85,178	196,329	30.26%
Repairs and maintenance	694,143	46,245	647,898	6.66%
Other operational and administrative	321,320	34,226	287,094	10.65%
Supplies, tools & small equipment	387,370	74,533	312,837	19.24%
Education and training	133,150	8,532	124,618	6.41%
Capital expenditures	2,104,296	1,288,717	815,579	61.24%
Debt service	162,295	25,011	137,284	15.41%
Total Expenditures	21,283,251	3,818,272	17,464,979	17.94%
Revenues over/(under) expenditures	<u>(876,448)</u>	<u>\$ 1,461,835</u>	<u>\$ 2,338,283</u>	
Fund Balance/Cash Carry Forward	<u>8,730,487</u>			
Total expenditures and reserves	<u>\$ 30,013,738</u>			
		<u>NOVEMBER</u>	<u>OCTOBER</u>	
Cash Balances				
BankUnited - Operating		\$ 5,303,109	\$ 1,292,286	
Petty Cash		<u>100</u>	<u>100</u>	
		<u>5,303,209</u>	<u>1,292,386</u>	
Investments				
General - SBA - Fund A		3,553,063	5,546,864	
BankUnited Money Market		2,001,928	1,504,460	
5/3 Bank		<u>406,021</u>	<u>405,480</u>	
		<u>5,961,012</u>	<u>7,456,805</u>	
Total Cash and Investments		<u>\$ 11,264,221</u>	<u>\$ 8,749,191</u>	

Submitted for approval on December 11, 2019

Approved By: _____
 (Signature)

IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
DETAILED STATEMENT OF ACTIVITIES - GENERAL FUND
For the Two Months Ended November 30, 2019 (Unaudited)

	AMENDED BUDGET	ACTUAL	VARIANCE	
			\$	%
REVENUES				
Cash Carry Forward	\$ 9,606,935			
Ad Valorem Taxes	20,512,690	\$ 5,445,579	\$ (15,067,111)	26.55%
Excess fees	135,000	-	(135,000)	0.00%
Penalties	19,000	1,313	(17,687)	6.91%
Discounts	(742,500)	(219,443)	523,057	29.55%
Refunds Deducted	(50,000)	(6,367)	43,633	12.73%
Ad Valorem Taxes Prior Years	4,000	733	(3,267)	18.31%
Impact Fees	95,000	-	(95,000)	0.00%
FEMA Revenue	-	-	-	N/A
State Firefighter Supplemental	59,160	-	(59,160)	0.00%
Grant Revenue	-	-	-	N/A
Inspection Fees	50,000	6,395	(43,605)	12.79%
CPR - Books & Masks	1,000	1,180	180	118.00%
Interest Check/Demand Accounts	270,000	21,700	(248,300)	8.04%
Rents	33,453	16,727	(16,727)	50.00%
Sale of Equipment	15,000	10,000	(5,000)	66.67%
Contributions	5,000	100	(4,900)	2.00%
Miscellaneous	-	2,191	2,191	N/A
Proceeds from Debt	-	-	-	N/A
Total Revenues	20,406,803	5,280,107	(15,126,696)	25.87%
Total Revenues and Cash Carry Forward	30,013,738			

EXPENDITURES

Personnel Services				
Salaries - Commissioners	30,000	5,000	25,000	16.67%
Salaries - ADM	1,726,288	253,527	1,472,761	14.69%
Salaries - OPS	6,948,087	990,161	5,957,926	14.25%
Salaries - FLSA	541,336	78,076	463,260	14.42%
Salaries - Sick Pay - ADM	99,591	-	99,591	0.00%
Salaries - Sick Pay - OPS	248,832	34	248,798	0.01%
Salaries - Holiday Pay	133,472	8,280	125,192	6.20%
Salaries - Out of Class Pay	55,000	2,751	52,249	5.00%
Salaries - One Time Payouts - ADM	39,997	-	39,997	0.00%
Salaries - One Time Payouts - OPS	91,548	-	91,548	0.00%
Salaries - Clothing and Uniform Allowance	3,200	-	3,200	0.00%
Salaries - Ins Deductible & Subsidy- ADM	-	487	(487)	N/A
Salaries - Ins Deductible & Subsidy- OPS	47,236	6,362	40,874	13.47%
Salaries - Phone Allowance	13,080	2,000	11,080	15.29%
Salaries - ER H.S.A Contribution - ADM	48,000	-	48,000	0.00%
Salaries - ER H.S.A. Contribution - OPS	239,500	2,000	237,500	0.84%
Salaries - Overtime Staffing - ADM	7,504	50	7,454	0.66%
Salaries - Overtime Staffing - OPS	118,654	13,471	105,183	11.35%
Salaries - Overtime Training - OPS	79,272	13,556	65,716	17.10%
Salaries - Overtime USAR/Strike Teams - ADM	-	-	-	N/A
Salaries - Overtime USAR/Strike Teams - OPS	-	-	-	N/A
Salaries - State Education ADM	13,800	2,740	11,060	19.86%
Salaries - State Education OPS	45,360	7,560	37,800	16.67%
Social Security Taxes - ADM/Commissioners	107,708	11,942	95,766	11.09%
Social Security Taxes - OPS	509,646	66,761	442,885	13.10%
Medicare Taxes - ADM/Commissioners	27,624	3,698	23,926	13.39%
Medicare Taxes - OPS	119,732	15,729	104,003	13.14%
Retirement - ADM	356,893	23,647	333,246	6.63%
Retirement - OPS	1,938,223	113,989	1,824,234	5.88%
Veba Plan Contribution - ADM	89,057	-	89,057	0.00%
Veba Plan Contribution - OPS	411,981	-	411,981	0.00%
Health Insurance - ADM	557,580	93,090	464,490	16.70%
Health Insurance - OPS	1,294,056	218,456	1,075,600	16.88%
Health Insurance - Admin Contribution	(14,858)	(2,621)	(12,237)	17.64%
Health Insurance - OPS Contribution	(76,156)	(12,930)	(63,226)	16.98%
Health Insurance - Retiree Contribution	(306,984)	(51,075)	(255,909)	16.64%
Employee Insurance - Other - ADM	80,634	17,106	63,528	21.21%
Employee Insurance - Other - OPS	266,340	58,702	207,638	22.04%
Workers Compensation Insurance - ADM	41,552	21,965	19,587	52.86%
Workers Compensation Insurance - OPS	273,377	107,242	166,135	39.23%
Total Personnel Services	16,206,162	2,071,753	14,134,409	12.78%

IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
DETAILED STATEMENT OF ACTIVITIES - GENERAL FUND
For the Two Months Ended November 30, 2019 (Unaudited)

	<u>AMENDED BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>	
			<u>\$</u>	<u>%</u>
Operating Expenditures				
Legal	60,000	-	60,000	0.00%
Computer Support Services	35,000	7,392	27,608	21.12%
Other Professional	27,300	4,429	22,871	16.22%
Audit and Accounting	35,000	1,000	34,000	2.86%
Tax Collector's Commission	400,500	105,782	294,718	26.41%
Property Appraiser's Commission	138,697	34,753	103,944	25.06%
Custodial & Janitorial Services	33,860	3,263	30,597	9.64%
Other Services - MVR Review	12,856	24	12,832	0.19%
Travel and Per Diem	106,475	8,963	97,512	8.42%
Telephones	86,400	14,981	71,419	17.34%
Wireless User Fee	52,720	2,896	49,824	5.49%
High Speed Internet Connect	2,100	344	1,756	16.38%
Freight & Postage	2,100	250	1,850	11.90%
Water	13,300	1,480	11,820	11.13%
Electricity	62,125	6,375	55,750	10.26%
Cable Television	3,611	601	3,010	16.64%
Garbage	12,035	1,622	10,413	13.48%
Propane	8,805	247	8,558	2.81%
Equipment Rentals & Leases	46,631	7,871	38,760	16.88%
Insurance	135,000	66,982	68,018	49.62%
Equipment Maintenance	97,000	1,007	95,993	1.04%
Building Maintenance	426,139	22,288	403,851	5.23%
Vehicle Maintenance	171,004	22,950	148,054	13.42%
Promotional Activities	33,200	5,215	27,985	15.71%
Promotional Activities - ADM	5,000	-	5,000	0.00%
Turnout Gear	111,620	1,159	110,461	1.04%
Capital Outlay under \$1,000	42,200	16,864	25,336	39.96%
Annual Medical Exams/Wellness	50,000	5,522	44,478	11.04%
Legal Advertising	3,000	-	3,000	0.00%
Hiring Costs	22,500	-	22,500	0.00%
Uniforms	45,800	3,779	42,021	8.25%
Office Supplies	8,000	1,687	6,313	21.08%
Fuel	90,000	13,101	76,899	14.56%
Janitorial Supplies	27,600	2,153	25,447	7.80%
Medical Supplies	63,615	5,329	58,286	8.38%
Other Operating Supplies	77,675	5,146	72,529	6.62%
Memberships, Publications & Subscriptions	128,480	48,804	79,676	37.99%
Educational Reimbursement	53,520	1,350	52,170	2.52%
Training	79,630	7,182	72,448	9.02%
Total Operating	<u>2,810,498</u>	<u>432,791</u>	<u>2,377,707</u>	15.40%
Capital Outlay				
Buildings	-	-	-	N/A
Equipment	269,400	31,723	237,677	11.78%
Vehicles	1,834,896	1,256,994	577,902	68.50%
Total Capital Outlay	<u>2,104,296</u>	<u>1,288,717</u>	<u>815,579</u>	61.24%
Debt Service				
Principal	156,354	23,845	132,509	15.25%
Interest	5,941	1,166	4,775	19.63%
Total Debt Service	<u>162,295</u>	<u>25,011</u>	<u>137,284</u>	15.41%
Total Expenditures	<u>21,283,251</u>	<u>3,818,272</u>	<u>17,464,979</u>	17.94%
Revenues over Expenditures		<u>\$ 1,461,835</u>		
Reserves				
Assigned:				
Operating Expenditures Oct - Dec	4,729,050			
Hurricane/Disaster	2,364,525			
Capital (Facilities, Apparatus, Equipment)	1,000,000			
Health Insurance (Level Funding Reserve)	500,000			
Unassigned:				
General Operating	136,912			
Total Reserves	<u>8,730,487</u>			
Total Expenditures and Reserves	<u>\$ 30,013,738</u>			

IONA MCGREGOR FIRE DISTRICT
2019 - 2020 FISCAL YEAR
Ad Valorem Tax Revenues to Date

Date Received	Taxes	Interest	Discounts	Commissions	Other *	Net Amount Remitted by the Tax Collector
11/15/2019	\$ 382,455.01	\$ -	\$ 17,062.60	\$ 8,545.04	\$ 964.77	\$ 357,812.14
11/29/2019	5,063,124.40	-	202,380.52	97,236.50	(5,286.34)	4,758,221.04
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	<u>\$ 5,445,579.41</u>	<u>\$ -</u>	<u>\$ 219,443.12</u>	<u>\$ 105,781.54</u>	<u>\$ (4,321.57)</u>	<u>\$ 5,116,033.18</u>

* Note - The "other" column includes prior year taxes, penalties, refunds, corrections, interest and other costs.

CURRENT AND LAST 5 FISCAL YEARS COLLECTION ANALYSIS
As of November 30, of each year

Fiscal Year		Revenue	Discounts	Commissions
2020				
	Budget	20,485,690	742,500	400,500
	Actual	5,441,258	219,443	105,782
		26.56%	29.55%	26.41%
2019				
	Budget	20,352,023	732,000	395,000
	Actual	5,134,047	207,099	99,810
		25.23%	28.29%	25.27%
2018				
	Budget	19,193,971	690,000	383,000
	Actual	5,460,697	221,820	106,892
		28.45%	32.15%	27.91%
2017				
	Budget	18,354,838	645,000	359,000
	Actual	4,107,587	166,528	80,335
		22.38%	25.82%	22.38%
2016				
	Budget	17,185,982	600,000	335,000
	Actual	3,384,438	136,992	66,224
		19.69%	22.83%	19.77%
2015				
	Budget	16,336,286	570,000	315,000
	Actual	3,376,139	136,502	66,048
		20.67%	23.95%	20.97%

Check History Report
Sorted By Check Number
Activity From: 11/1/2019 to 11/30/2019

IONA MCGREGOR FIRE DISTRICT (IMF)

Bank Code: B BANKUNITED - OPERATING

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
018939	11/8/2019	AD	ADVANCED DISPOSAL-FT MYERS	1,055.99	Auto
018940	11/8/2019	ALADTEC	ALADTEC, INC.	6,426.00	Auto
018941	11/8/2019	ALLHAND	ALL HANDS FIRE EQUIPMENT	822.35	Auto
018942	11/8/2019	BOULEVA	BOULEVARD TIRE CENTER	373.40	Auto
018943	11/8/2019	BOUND	BOUND TREE MEDICAL, LLC	67.94	Auto
018944	11/8/2019	BUCK	BUCKEYE CLEANING CENTER	802.30	Auto
018945	11/8/2019	CINTAS	CINTAS CORPORATION #294	54.04	Auto
018946	11/8/2019	COMPRES	COMPRESSED AIR SUPPLIES & EQUIPMENT, INC	359.00	Auto
018947	11/8/2019	CORPORA	CORPORATE BILLING, INC	1,553.24	Auto
018948	11/8/2019	CRS	CRS TECHNOLOGY	2,400.00	Auto
018949	11/8/2019	DONE	DONE RIGHT FIRE GEAR REPAIR	41.00	Auto
018950	11/8/2019	EMP	EMERGENCY MEDICAL PRODUCTS	2,576.54	Auto
018951	11/8/2019	FPELRA	FL PUBLIC EMP LABOR RELA ASOC	597.00	Auto
018952	11/8/2019	FPL0598	FL POWER & LIGHT CO.	1,472.10	Auto
018953	11/8/2019	FPL3327	FL POWER & LIGHT CO.	14.24	Auto
018954	11/8/2019	FPL5324	FL POWER & LIGHT CO.	672.94	Auto
018955	11/8/2019	FPL6245	FL POWER & LIGHT CO.	680.50	Auto
018956	11/8/2019	GONZ J	JOSE GONZALEZ	300.00	Auto
018957	11/8/2019	GROUND	GROUND EFFECTS	1,075.00	Auto
018958	11/8/2019	HOMD	Home Depot Credit Services	376.15	Auto
018959	11/8/2019	HULETT	HULETT ENVIRONMENTAL SERVICES	312.00	Auto
018960	11/8/2019	LCTC	LEE COUNTY TAX COLLECTOR	1,113.44	Auto
018961	11/8/2019	LONGSWO	LONGSWORTH COMFORT AIR LLC	727.00	Auto
018962	11/8/2019	LOWES	LOWE'S	54.19	Auto
018963	11/8/2019	MARCADI	MARCADIS SINGER, PA TRUST ACCOUNT	233.70	Auto
018964	11/8/2019	MARINE	MARINEMAX	628.90	Auto
018965	11/8/2019	MES	MUNICIPAL EMERGENCY SVCS, INC.	212.95	Auto
018966	11/8/2019	MOTORGA	MOTOROLA SOLUTIONS, INC.	18,601.70	Auto
018967	11/8/2019	OFFICE	OFFICE DEPOT BUSINESS ACCOUNT	1,022.34	Auto
018968	11/8/2019	OFFPRID	OFFICE PRIDE COMMERCIAL CLEANING SVCS	1,088.95	Auto
018968	11/8/2019	OFFPRID	OFFICE PRIDE COMMERCIAL CLEANING SVCS	1,088.95-	Reversal
018969	11/8/2019	PALMBEA	PALM BEACH PLUMBING PARTS	130.96	Auto
018970	11/8/2019	PAPYRUS	PAPYRUS DOCUMENT & DESIGN, LLC	180.00	Auto
018971	11/8/2019	PGIT	PREFERRED GOVERNMENTAL INS TRUST	25,809.33	Auto
018972	11/8/2019	PRIN VI	PRINCIPAL LIFE - VISION	926.32	Auto
018973	11/8/2019	PRINCIP	PRINCIPAL LIFE INSURANCE CO	14,129.34	Auto
018974	11/8/2019	PRO AM	PRO-AM SAFETY, INC.	273.72	Auto
018975	11/8/2019	REHLING	STEFAN REHLINGER	150.00	Auto
018976	11/8/2019	RYAN	RYAN PETROLEUM	4,510.90	Auto
018977	11/8/2019	SARLO	SARLO POWER MOWERS, INC	175.98	Auto
018978	11/8/2019	SRT	SOUTHERN RESCUE TOOLS, LLC	679.80	Auto
018979	11/8/2019	STAND	STANDARD INSURANCE CO.	12,869.72	Auto
018980	11/8/2019	SUTPHEN	SUTPHEN CORP.	1,234,896.08	Auto
018981	11/8/2019	TANSEY	BRIAN TANSEY	50.00	Auto
018982	11/8/2019	TCS	TRANSPORTATION CONTROL SYSTEMS	10,488.00	Auto
018983	11/8/2019	UPS	UNITED PARCEL SERVICE	49.90	Auto
018984	11/8/2019	VALVO	SUNSHINE LUBES LLC	268.55	Auto
018985	11/8/2019	VFIS	VFIS	8,791.00	Auto
018986	11/13/2019	FMIT	FL MUNICIPAL INSURANCE TRUST	7,911.54	Manual
018987	11/22/2019	ACADEMY	SWFL PUBLIC SERVICE ACADEMY	1,000.00	Auto
018988	11/22/2019	ACTION	ACTION AUTOMATIC DOOR CO.	1,343.00	Auto
018989	11/22/2019	AD	ADVANCED DISPOSAL-FT MYERS	811.16	Auto
018990	11/22/2019	AIRGAS	AIRGAS	182.82	Auto
018991	11/22/2019	ARMCHEM	ARMCHEM INTERNATIONAL	508.00	Auto

Check History Report
Sorted By Check Number
Activity From: 11/1/2019 to 11/30/2019

IONA MCGREGOR FIRE DISTRICT (IMF)

Bank Code: B BANKUNITED - OPERATING

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
018992	11/22/2019	BB&TGF	BB&T GOVERNMENTAL FINANCE	25,011.21	Auto
018993	11/22/2019	BOA0449	BANK OF AMERICA BUSINESS CARD	366.38	Auto
018994	11/22/2019	BOA4552	BUSINESS CARD	1,501.12	Auto
018995	11/22/2019	BOA8738	BANK OF AMERICA	465.99	Auto
018996	11/22/2019	BOA8960	BANK OF AMERICA BUSINESS CARD	23.98	Auto
018997	11/22/2019	BOA9353	BANK OF AMERICA BUSINESS CARD	33.00	Auto
018998	11/22/2019	BOULEVA	BOULEVARD TIRE CENTER	2,913.40	Auto
018999	11/22/2019	CINTAS	CINTAS CORPORATION #294	54.04	Auto
019000	11/22/2019	CORPORA	CORPORATE BILLING, INC	3,225.67	Auto
019001	11/22/2019	CROWN	CROWN INFORMATION MANAGEMENT	25.00	Auto
019002	11/22/2019	CRYSTAL	CRYSTAL SPRINGS	42.97	Auto
019003	11/22/2019	DANIELS	PHIL DANIELS	75.00	Auto
019004	11/22/2019	DONE	DONE RIGHT FIRE GEAR REPAIR	45.00	Auto
019005	11/22/2019	ESO	ESO SOLUTIONS INC.	26,177.72	Auto
019006	11/22/2019	ESTERO	ESTERO FIRE RESCUE	2,850.00	Auto
019007	11/22/2019	FFS	FLORIDA FIRE SYSTEMS, LLC	625.00	Auto
019008	11/22/2019	FIREHOO	FIRE HOOKS UNLIMITED INC.	4,969.89	Auto
019009	11/22/2019	FIRENIN	FIRE NINJA, LLC	3,233.11	Auto
019010	11/22/2019	FNG	FLORIDA NATURAL GAS	7.65	Auto
019011	11/22/2019	FPL8590	FL POWER & LIGHT CO.	535.57	Auto
019012	11/22/2019	GRALEY	GRALEY MECHANICAL, INC.	150.00	Auto
019013	11/22/2019	KONASC	CHALS ENTERPRISES, LLC	300.00	Auto
019014	11/22/2019	MES	MUNICIPAL EMERGENCY SVCS, INC.	2,501.85	Auto
019015	11/22/2019	MOTORGA	MOTOROLA SOLUTIONS, INC.	10,261.71	Auto
019016	11/22/2019	NAFECO	NAFECO	1,027.14	Auto
019017	11/22/2019	NEWCOMB	ROBERT NEWCOMB	75.00	Auto
019018	11/22/2019	OFFICE	OFFICE DEPOT BUSINESS ACCOUNT	44.96	Auto
019019	11/22/2019	OFFPRID	OFFICE PRIDE COMMERCIAL CLEANING SVCS	1,088.95	Auto
019020	11/22/2019	PRINGLE	RICHARD W. PRINGLE, P.A.	11,062.50	Auto
019021	11/22/2019	REHLING	STEFAN REHLINGER	150.00	Auto
019022	11/22/2019	RICOH	RICOH USA, INC.	516.19	Auto
019023	11/22/2019	SAFETYP	SAFETY PRODUCTS, INC	200.95	Auto
019024	11/22/2019	SKYLINE	SKYLINE OUTFITTERS LLC	360.00	Auto
019025	11/22/2019	STEFFEN	EDWARD STEFFENS	89.00	Auto
019026	11/22/2019	SWFPFF	SW FL PROFESSIONAL FIREFIGHTER	2,305.04	Auto
019027	11/22/2019	SWI	SAFEWARE INC	613.00	Auto
019028	11/22/2019	TEN8	TEN-8 FIRE EQUIPMENT, INC.	26,839.30	Auto
019029	11/22/2019	VALVO	SUNSHINE LUBES LLC	106.22	Auto
W00251	11/8/2019	PITNEY	PITNEY BOWES PURCHASE POWER	100.00	Wire Transfer
W00252	11/1/2019	LOCUMS	LOCUMS DOC, INC	2,083.33	Wire Transfer
W00253	11/6/2019	NEWS	NEWS-PRESS MEDIA GROUP	279.98	Wire Transfer
W00255	11/12/2019	SAGE IN	SAGE SOFTWARE INC	21.87	Wire Transfer
W00256	11/13/2019	CABLE4+	COMCAST CABLEVISION	171.97	Wire Transfer
W00257	11/13/2019	CABLE2	COMCAST CABLEVISION	62.91	Wire Transfer
W00258	11/13/2019	CABLE1	COMCAST CABLEVISION	27.96	Wire Transfer
W00259	11/13/2019	CABLE4	COMCAST CABLEVISION	97.86	Wire Transfer
W00260	11/13/2019	CABLE3	COMCAST CABLEVISION	41.94	Wire Transfer
W00261	11/15/2019	SAGE IN	SAGE SOFTWARE INC	227.33	Wire Transfer
W00262	11/18/2019	SAGE IN	SAGE SOFTWARE INC	240.53	Wire Transfer
W00263	11/8/2019	BOA4552	BUSINESS CARD	8,791.55	Wire Transfer
W00264	11/8/2019	PITNEY	PITNEY BOWES PURCHASE POWER	100.00	Wire Transfer
W00265	11/19/2019	LCU	LEE COUNTY UTILITIES	829.62	Wire Transfer
W00266	11/20/2019	CABLE5	COMCAST CABLEVISION	69.75	Wire Transfer
W00267	11/20/2019	CIGNA	CIGNA HEALTHCARE	156,200.83	Wire Transfer

Check History Report
Sorted By Check Number
Activity From: 11/1/2019 to 11/30/2019

IONA MCGREGOR FIRE DISTRICT (IMF)

Bank Code: B BANKUNITED - OPERATING

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
W00268	11/20/2019	ENTERPR	ENTERPRISE FM TRUST	3,139.86	Wire Transfer
W00269	11/25/2019	MICROSO	MICROSOFT CORPORATION	1,116.00	Wire Transfer
W00270	11/27/2019	TECO	TECO	34.55	Wire Transfer
W00271	11/27/2019	T3	T3 COMMUNICATIONS, INC.	7,498.46	Wire Transfer
W00272	11/29/2019	COLLIFE	COLONIAL LIFE PREMIUM PROCESSING	4,493.26	Wire Transfer
W00273	11/25/2019	VERIZON	VERIZON	1,071.51	Wire Transfer
Bank B Total:				<u>1,687,336.65</u>	
Report Total:				<u><u>1,687,336.65</u></u>	

BOARD MEETING AGENDA ITEM SUMMARY

Board Meeting Date: December 11, 2019

(Select All that Apply) ☒ Decision Making Agenda Item

☐ Discussion Purposes Only Agenda Item

☐ Walk On Agenda Item

SUBJECT: Adoption of a policy concerning the interactions of Board members of the District with the attorneys for the District.

PERSON(S) MAKING SUBMITTAL OF AGENDA ITEM: Initiated by Commissioner Walker.

BACKGROUND/DETAIL OF AGENDA ITEM: At the direction of the Board, a policy concerning the interactions of Board members of the District and the attorneys for the District has been prepared. A copy of the draft policy is attached.

BUDGET IMPACT: Yes / No / Unknown – If Yes, how much? From where?

None.

REQUESTED BOARD ACTION: A motion to either adopt the policy as written or to direct further changes to the policy or to direct that a policy not be adopted at this time.

Policy: Board of Commissioners and Attorney Interactions

Purpose: The purpose of this policy is to guide the members of the Board of Commissioners and the District's attorneys with regard to Board member and attorney interactions.

General Guidelines: It is normal practice for any Board member to have the ability to interact with the District's attorneys on any District related matter, including a Board member's service of the District as a public official, at any time. In interacting with the District's attorneys, Board members should be considerate of the time they spend consulting with the attorneys in an effort to properly use the District's resources and revenue. It is also normal practice for the Fire Chief, or the Fire Chief's designee, to interact with the District's attorneys about District matters when it is in the best interest of the District.

In the event a Board member discusses a District matter with an attorney of the District which is not a privileged or confidential communication and which the attorney believes will be beneficial for the other Board members to be made aware of, the attorney may inform the Board member that the attorney intends to share the topic of discussion with the other Board members and the Board member can request the attorney to not share the information with the other Board members in the manner proposed by the attorney if the Board member believes it is in the best interests of the District to not have the information shared in the manner prescribed by the attorney. In the alternative, the Board member can request the attorney to share the information with the other Board members at the next Board meeting or in another manner that the Board member believes is in the best interest of the District.

**BOARD MEETING AGENDA ITEM SUMMARY**Board Meeting Date: 12/11/2019

- (Select All that Apply)
- ☒ Decision Making Agenda Item
- ☐ Discussion Purposes Only Agenda Item
- ☐ Walk On Agenda Item

SUBJECT:

Sutphen Extreme Duty Engine/Squad Purchase

PERSON(S) MAKING SUBMITTAL OF AGENDA ITEM:

Fire Chief Howard

BACKGROUND/DETAIL OF AGENDA ITEM:

As discussed last month, current delivery times for Sutphen fire apparatus have dramatically increased due to the high level of demand. Our future capital replacement program outlines the replacement of apparatus at ten year intervals. Engine/Squad 73 is due to be replaced in 2021. In order to receive the replacement apparatus in 2021, we need to place the order now with an approximate delivery time of 14-16 month.

BUDGET IMPACT: Yes / No / Unknown – If Yes, how much? From where?

Current Fiscal year - no

2021 Fiscal year - Yes - \$726,195.00 - Capital Replacement - Reserves

Purchase would require Board appropriation of funds during the Fiscal 2021 Budget adoption process

REQUESTED BOARD ACTION:

Motion to Authorize Chief Howard to execute Sutphen Purchase agreement for the purchase of One (1) Sutphen Extreme Duty Custom Squad Pumper.

**BOARD MEETING AGENDA ITEM SUMMARY**Board Meeting Date: 12/11/2019

(Select All that Apply)



Decision Making Agenda Item



Discussion Purposes Only Agenda Item



Walk On Agenda Item

SUBJECT:

Contractor Selection

PERSON(S) MAKING SUBMITTAL OF AGENDA ITEM:Chief Howard
DC Logistics Hernden**BACKGROUND/DETAIL OF AGENDA ITEM:**

The 2019-2020 approved budget includes funds for the repair and remodeling of district facilities. Bids were obtained for the remodel of bathrooms at stations 72 & 73 along with flooring replacement for stations 71 & 74 and the exterior stair replacement of the Training Tower. The recommended bids are:

Bathroom remodel Stations 72 & 73 - Noel Painting - \$82,200.00

Flooring replacement Station 72 & 74 - Whyte's Flooring, Inc. - \$53,096.48

Training Tower Stairs - Argentum Welding, LLC - \$26,016.17

BUDGET IMPACT: Yes / No / Unknown – If Yes, how much? From where?

No, amount already included in approved budget.

REQUESTED BOARD ACTION:

It is recommended to approve the proposed work be completed by the recommended contractors as presented.

BID RECOMMENDATION LETTER

Date: 12/4/2019

RE: Station 72 & 73 Bathroom Remodel

Chief Howard:

We have evaluated the bids received for the Station 72 & 73 Bathroom remodel which consists of renovation of the men's, women's, and EMS bathrooms at Station 72, and of the unisex, and lieutenant's bathroom at Station 73.

3 bids were received as shown below.

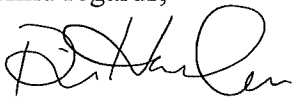
Noel Painting \$82,200

All Drywall \$84,221

Maddox Construction Company \$90,226

The low bid was submitted by Noel Painting in the amount of \$82,200. Our evaluation of the experience, reputation, and responsiveness of Noel Painting indicates that they are capable of completing the work required. Therefore, we recommend the award of a contract to Noel Painting for the Station 72 & 73 Bathroom Remodel in the amount of \$82,200.

Kind regards,

A handwritten signature in black ink, appearing to read 'D. Hernden', written over a horizontal line.

Diana Hernden
Division Chief - Logistics

BID RECOMMENDATION LETTER

Date: 12/4/2019

RE: Station 71-74 Flooring

Chief Howard:

We have evaluated the bids received for the Station 71-74 Flooring which consists of removal of carpet in office and bunk areas, replacement with LVT, and replacement of rubberized flooring in the gym at Station 74.

2 bids were received as shown below.

Whyte's Flooring, Inc. \$53,096.48

Abbey Carpet and Flooring \$87,577.01

*Material quality comparable. Bid includes removal of existing flooring.

The low bid was submitted by Whyte's Flooring, Inc. in the amount of \$53,096.48. Our evaluation of the experience, reputation, and responsiveness of Whyte's Flooring, Inc. indicates that they are capable of completing the work required. Therefore, we recommend the award of a contract to Whyte's Flooring, Inc. for replacement of Station 71-74 Flooring in the amount of \$53,096.48.

Kind regards,



Diana Hernden
Division Chief - Logistics

BID RECOMMENDATION LETTER

Date: 12/4/2019

RE: Station 74 Training Tower Stairs

Chief Howard:

We have evaluated the bids received for the Station 74 Training Tower Stairs which consists of replacement of the exterior stairs to maintain longevity of the training tower.

2 bids were received as shown below.

Argentum Welding, LLC \$26,016.67

Architectural Metals of SW Florida, Inc. \$58,000

*Material quality and fabrication methods comparable

The low bid was submitted by Argentum Welding, LLC in the amount of \$26,016.17. Our evaluation of the experience, reputation, and responsiveness of Argentum Welding, LLC indicates that they are capable of completing the work required. Therefore, we recommend the award of a contract for construction of the Station 74 Training Tower Stairs to Argentum Welding, LLC in the amount of \$26,016.17.

Kind regards,

A handwritten signature in black ink, appearing to read 'D. Hernden', written over a horizontal line.

Diana Hernden
Division Chief - Logistics

**BOARD MEETING AGENDA ITEM SUMMARY**Board Meeting Date: 12/11/2019(Select All that Apply) ☒ Decision Making Agenda Item☐ Discussion Purposes Only Agenda Item☐ Walk On Agenda Item**SUBJECT:**

2020 Commission Meeting Dates

PERSON(S) MAKING SUBMITTAL OF AGENDA ITEM:

Chief Howard & HR Zinger

BACKGROUND/DETAIL OF AGENDA ITEM:

It is necessary to notice the regular monthly commission meetings in the local newspaper to maintain compliance with Sunshine Law. Each year, after carefully considering upcoming conferences, seminars, and other potential scheduling conflicts, a proposed meeting calendar is submitted for Board consideration. The proposed dates for calendar year 2020 are: January 15th, February 19th, March 18th, April 15th, May 20th, June 10th, July 15th, August 12th, September 16th, October 21st, November 18th, and December 16th.

With the exception of June 10th and August 12th, all proposed dates are the third Wednesday of the month. Due to scheduling conflicts, the proposed dates for June and August meetings are on the second Wednesday of the month.

BUDGET IMPACT: Yes / No / Unknown – If Yes, how much? From where?

No

REQUESTED BOARD ACTION:

It is desired that the Board review the proposed dates, discuss any necessary changes, and formally adopt regular meeting dates for the 2020 Calendar year either as proposed or as determined.

**BOARD MEETING AGENDA ITEM SUMMARY**Board Meeting Date: 12/11/2019

(Select All that Apply)



Decision Making Agenda Item



Discussion Purposes Only Agenda Item



Walk On Agenda Item

SUBJECT:

Election of Board Officers

PERSON(S) MAKING SUBMITTAL OF AGENDA ITEM:

Chief Howard and Attorney Pringle

BACKGROUND/DETAIL OF AGENDA ITEM:

It is a requirement by statute that the election of the board officers occurs on an annual basis, and no more than 60 days following a general election. The statute does not define a process to be used allowing for the board to determine the process for filling the officer positions.

BUDGET IMPACT: Yes / No / Unknown – If Yes, how much? From where?

No

REQUESTED BOARD ACTION:

It is recommended that the board select and follow a process to fill the officer positions of the Board.



IONA-MCGREGOR FIRE DISTRICT

Executive Report

Executive Summary/December 2019:

GENERAL:

- Lieutenant David Hart and Engineer Bill Simpson have submitted their retirement paperwork. They both will be leaving within a few weeks.
- With the pending retirements, we will be looking to hire between 2-3 new employees in the near future.
- We are anticipating promotional testing for the Engineer position with upcoming retirements, and are planning accordingly
- Season is here along with the seasonal residents.

OPERATIONS:

- We have concluded the last of 3 consecutive months of training with the Lee County Cooperative
- Some of our personnel are attending a High Rise Operations training/conference this month and will return with knowledge to share with other operations personnel
- We are continuing to have Firefighter/EMT certified personnel participate in ride time with our crews, which may lay the foundation for future hiring
- Our personnel are participating in numerous holiday charity events within our district, including multiple at Golisano Children's Hospital

LOGISTICS:

- New Truck 74 equipment install progressing.
 - SOG update for care and cleaning of PPE progressing.
 - Annual pump testing being performed as apparatus are in for service.
 - Addressing new CAD system issues. Remote access capabilities have been established to allow immediate troubleshooting from anywhere.
 - Eng Hinton has been instrumental in the installation and training for the new software.
 - Field trial of new MDCs to begin by end of month.
-

PREVENTION:

INSPECTION VOLUME:	614
VIOLATIONS CLEARED: Year to Date	493 of 693
% OF MANDATED INSPECTIONS AVERAGE:	98%
CPR / AED CLASSES:	6
CHILD PASSENGER SAFETY:	3
PUBLIC EDU. EVENT(S):	2
EAP PRESENTATIONS:	0
FIRE INVESTIGATIONS:	2

SUPERVISOR'S SUMMARY:

- Increase in CPR classes ramping up. Booked clear through March now.
- Inspections rounding out end of year right on schedule

TRAINING/EMS:

- Three days of Highrise ICS training with Lee County Coop
 - Water ops team performed dive ops training Including Mohawk dive
 - Haz-Mat training with regional Haz Mat team
 - Participated in DC Logistics Job description update
-

Previous Month ▾ Nov 1, 2019 - Nov 30, 2019 ▾

43%

FIRE
Percentage of Total
Incidents

56%

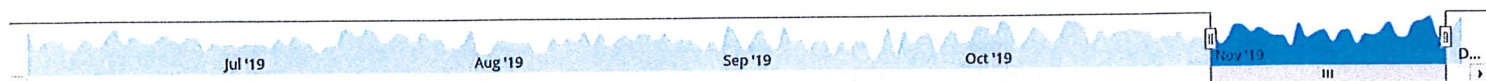
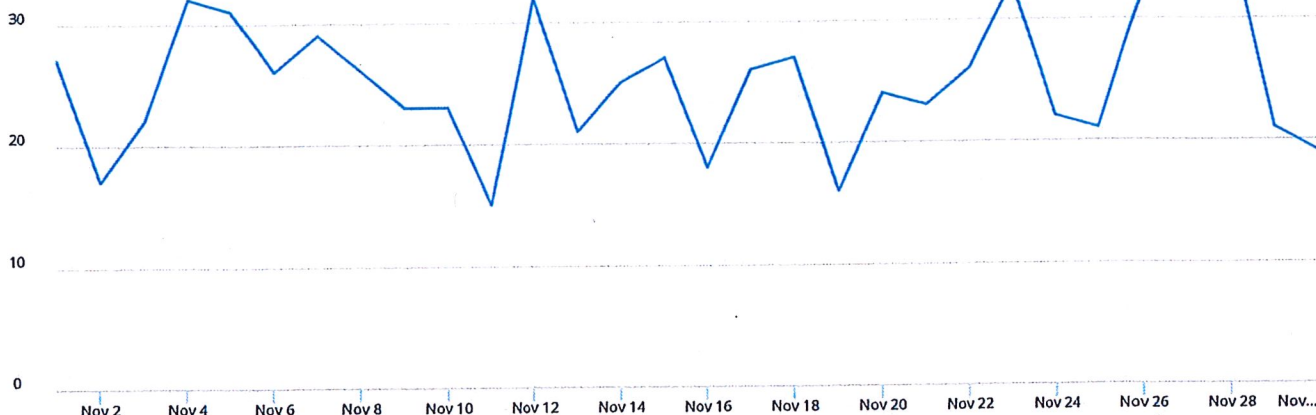
EMS
Percentage of Total
Incidents

755

INCIDENTS
In Selected Time Slice

30

DAYS
In Selected Time Slice



Counts	% Rows	% Columns		% All										
Week Ending	11/3/19	11/10/19	11/17/19	11/24/19	12/1/19	12/8/19	12/15/19	12/22/19	12/29/19	1/5/20	1/12/20	1/19/20	1/26/20	Total
(11) Structure Fire	1			2	1									4
(12) Fire in mobile property used as a fixed structure				1										1
(13) Mobile property (vehicle) fire					1									1
(14) Natural vegetation fire	2													2
(25) Excessive heat, scorch burns with no ignition	1													1
(30) Rescue, emergency medical call (EMS), other		1		2	5									8
(31) Medical assist	4	23	20	19	18									84
(32) Emergency medical service (EMS) incident	25	100	70	77	58									330
(34) Search for lost person	1													1
(35) Extrication, rescue		1		1										2
(36) Water or ice-related rescue				1										1
(41) Combustible/f.. spills & leaks				1										1
(44) Electrical wiring/equipm. problem	2	1	1	1										5
(50) Service call, other		1												1

[illegible]