

Iona McGregor Fire District Board of Fire Commissioners Agenda  
February 16, 2022  
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

Public Recognition

Business Agenda Items (Agenda Items Requiring Action)

- 1) Meeting Minutes – January 19, 2022
- 2) Financial Report – January 2022
- 3) Surplus Item
- 4) Meeting Agenda Format
- 5) Executive Report
- 4) Attorney Report
- 5) DVP Reports – Districts 7 & 25

Public Input on Non-Business Agenda Items

Commissioner Comments

Adjournment

Iona McGregor Fire District Board of Fire Commissioners  
January 19, 2022  
6:00 PM

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

Roll Call of Commissioners – Present Commissioners Barbosa, Langford, Louwers, Walker; Commissioner Andersen via telephone.

Opening Prayer and Pledge of Allegiance observed

Amendments to the Meeting Agenda

Prior to meeting agenda, Commissioner Walker questioned the placement of Public Input on Business Agenda items. Attorney Pringle addressed his concern. Agenda was amended to include the Executive Report which has mistakenly been omitted from the published document. Attorney Pringle stated that he would like to add election of officers to agenda. **Motion** (5834) to adopt amended agenda was made by Commissioner Walker, seconded by Commissioner Langford... carried. (Louwers opposed)

Public Input on Business Agenda Items – none, no public present

Public Recognition – none

Business Agenda Items (Agenda Items Requiring Action)

1) Meeting Minutes – December 15, 2021

Minutes were presented prior to the meeting. Are there any corrections? Hearing none, a **motion** (5835) to approve minutes of December 15, 2021 was made by Commissioner Langford with a second by Commissioner Andersen... carried

2) Financial Report – December 2021

Commissioner Walker questioned the operating cash amount. It is at 1.9 million at end of December and .13% is current fed rate and .26 is Bank United rate that bulk of money is in stated CFO Winzenread. Following discussion, **motion** (5836) to approve December 2021 financial report was made by Commissioner Walker and seconded by Commissioner Louwers... passed

3) Executive Report

Executive report was submitted prior to the meeting. Commissioner Walker asked if there is an addendum to report. Chief Comer stated that tornado had not occurred. Crews worked great with the incident. Recovery effort is ongoing. 108 significant with another 63 or so uninhabitable stated DC Aquil. A brief discussion on recent tornado incidents occurred. Commissioner Walker questioned the promotional processes and who they are replacing. Chief Comer addressed the process and the vacancies created by moving up. Chief Aquil addressed the reported fire incidents. Strategic Plan update was briefly mentioned by DC Guzman. Following brief discussion, **motion** (5837) was made by Commissioner Langford to accept the Executive Report. A second was offered by Commissioner Louwers, with no discussion, motion carries.

Iona McGregor Fire District Board of Fire Commissioners  
January 19, 2022  
6:00 PM

4) Attorney Report

Attorney Pringle stated that two items are needed. Commissioner Andersen is here by phone and is able to participate in the election of officers in compliance with Florida Statute. When a commissioner is absent from meeting, usually defer until next month when all are present is attorney's recommendation.

Following brief discussion, **motion** (5838) was made by Commissioner Louwers to accept the Executive Report. A second was offered by Commissioner Langford, with no discussion, motion carries.

5) DVP Reports – Districts 7 & 25

With nothing to report, no action required.

6) Election of Board Officers (added item)

**Motion** (5839) to table item until the following meeting was made by Commissioner Walker, seconded by Commissioner Langford... carried.

Public Input on Non-Business Agenda Items – none no public present

Commissioner Comments

Great job on the tornado stated Commissioner Langford. Chief Comer added that he wished to applaud the responders, State was impressed with our efforts. Deputy Chief Aquil added that BC Palijan was quick to request the additional support from EOC.

Adjournment

Motion to adjourn made by Commissioner Walker, seconded Commissioner Langford... carried.

Meeting adjourned at 6:40pm

Approved by: \_\_\_\_\_

Print Name: \_\_\_\_\_

**IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT**  
**SUMMARY STATEMENT OF ACTIVITIES - GENERAL FUND**  
**For the Two Months Ended November 30, 2021 (Unaudited)**

Revenues	Amended	Actual	Variance	
	Budget		\$	%
Cash Carry Forward	\$ 10,211,193			
Ad valorem taxes	22,212,377	\$ 6,511,244	\$ (15,701,133)	29.31%
Permits, Fees & Special Assessments	50,000	-	(50,000)	0.00%
Intergovernmental	67,960	-	(67,960)	0.00%
Charges for services	51,000	20,972	(30,028)	41.12%
Interest Check/Demand Accounts	54,000	2,979	(51,021)	5.52%
Miscellaneous	214,804	9,826	(204,978)	4.57%
Proceeds from debt	-	-	-	N/A
<b>Total Revenues</b>	<b>22,650,141</b>	<b>6,545,021</b>	<b>(16,105,120)</b>	<b>28.90%</b>

Total revenues and cash carry forward 32,861,334

Expenditures				
Personnel services				
Salaries	11,775,174	1,643,457	10,131,717	13.96%
Benefits	6,630,506	854,583	5,775,923	12.89%
Operating Expenditures				
Professional and contractual	844,455	200,569	643,886	23.75%
Travel	110,135	6,065	104,070	5.51%
Communications & freight	116,050	13,400	102,650	11.55%
Utilities, equipment rental, and insurance	289,131	80,964	208,167	28.00%
Repairs and maintenance	551,665	57,437	494,228	10.41%
Operational, small tools and equipment	470,060	14,491	455,569	3.08%
Fuel, supplies, and administrative	410,343	60,749	349,594	14.80%
Education and training	141,160	3,303	137,857	2.34%
Capital expenditures	249,600	-	249,600	0.00%
Debt service	75,034	25,011	50,023	33.33%
<b>Total Expenditures</b>	<b>21,663,313</b>	<b>2,960,030</b>	<b>18,703,283</b>	<b>13.66%</b>

Revenues over/(under) expenditures 986,828 \$ 3,584,992 \$ 2,598,164

Fund Balance/Cash Carry Forward 11,198,021

Total expenditures and reserves \$ 32,861,334

	NOVEMBER	OCTOBER
Cash Balances		
BankUnited - Operating	\$ 7,385,021	\$ 1,123,597
Petty Cash	-	-
	<u>7,385,021</u>	<u>1,123,597</u>
Investments		
General - SBA - Fund A	1,930,065	1,929,902
BankUnited Money Market	<u>4,497,337</u>	<u>5,996,198</u>
	<u>6,427,402</u>	<u>7,926,100</u>
Total Cash and Investments	<u>\$ 13,812,423</u>	<u>\$ 9,049,697</u>

Submitted for approval on December 15, 2021

Approved By: \_\_\_\_\_

(Signature)





# Iona-McGregor Fire District Executive Report

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## Executive Summary/ December 2021:

### GENERAL:

- TAP program representatives were here last week for their site visit. Staff worked with them over three days to review what has been done thus far in the Strategic Plan, Community Risk Assessment-Standard of Cover, and the Self-Assessment writings.
  - We will soon receive a written report with suggestions on things that should be addressed prior to moving forward with accreditation.

### OPERATIONS:

- Our probationary hires from August just completed their 1<sup>st</sup> quarter and associated module competency testing.
- We have Battalion Chief and Engineer promotional processes planned for late January and early February, respectively.
- Lee County Sheriff Office has initiated renewed discussion and planning for active shooter training.
- Hurricane season has officially concluded and now we anticipate the start of our dry season.
- Seasonal population has just about peaked and is obvious throughout our district.
- We responded to multiple structure fires in November and our commitment to training is apparent.
- Through the work of DC Wisdom, we look forward to more acquired structure training opportunities.

### Logistics:

- Station and Tower painting has been completed.
- Tower construction of new windowsills and protective coverings to top floor have been ongoing. Windows are now done, and roof is 90% complete.
- T74 bucket repair has been submitted to insurance. The insurance company has approved the repairs needed.
- We have moved forward with the FLIR thermal camera purchase for M70
- Apparatus are beginning to be sent to SFEV for their annual maintenance.
- Station office furniture replacement is ongoing. Should be finalized this week.
- Fuel system data input has begun.



## Iona-McGregor Fire District Executive Report

### Prevention/Pub Ed:

Date: November 2021

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INSPECTION VOLUME:	378
VIOLATIONS CLEARED: past year to date	206
CPR / AED CLASSES:	0
CHILD PASSENGER SAFETY:	2
PUBLIC EDU. EVENT(S):	2
EAP PRESENTATIONS:	0
FIRE INVESTIGATIONS:	2

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### Supervisor's Summary:

- (6) fire flow tests for new projects
- (1) commercial structure fire origin & cause investigation
- (1) residential structure fire origin & cause investigation
- (9) new business permits signed off
- (50) turkeys dropped off @ the Gladiolus Food Pantry
- Pink Heals check presentation, (6) fire district's helped raise \$10,300
- Great media coverage on acquired structure training
- Christmas toy drive kicked off



## **Iona-McGregor Fire District Executive Report**

### **Fire Training/Special Operations:**

- Dive Team Members completed training this month covering dive skills and Rapid Diver drills
- Hazmat Techs participated in training with FMFD Hazmat covering different breathing air systems that can be used during entry into hazardous environments
- Squad 73 members from A and C shift conducted rope operations training off the Larsen Medical Facility at Shell Pointe
- TRT members participated in the Elf Rappel event at Golisano Children's Hospital along with LCSO SWAT
- Members attended the HROC Conference in Pensacola, FL. Training conducted at this conference focuses on high rise firefighting
- Several members attended a Live Fire Trainer Instructor class at the Fort Myers Fire Academy.
- Wrapped up 3 full days of training at an acquired structure in Zone 73. Members went through several stations covering skills focused on fire attack and ventilation
- 11 probationary firefighters completed their Module 1 testing which included a written and practical exam.

### **EMS, Health and Safety:**

- EMT Module 1 testing completed with all showing improvement since orientation.
- January is Firefighter Cancer Awareness Month



Previous Month ▾ Nov 1, 2021 - Nov 30, 2021 ▾

41%

**FIRE**  
Percentage of Total  
Incidents

59%

**EMS**  
Percentage of Total  
Incidents

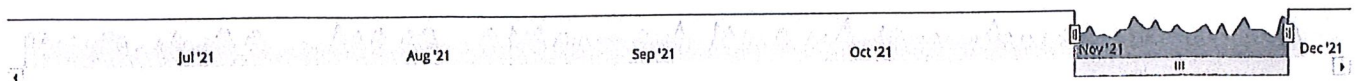
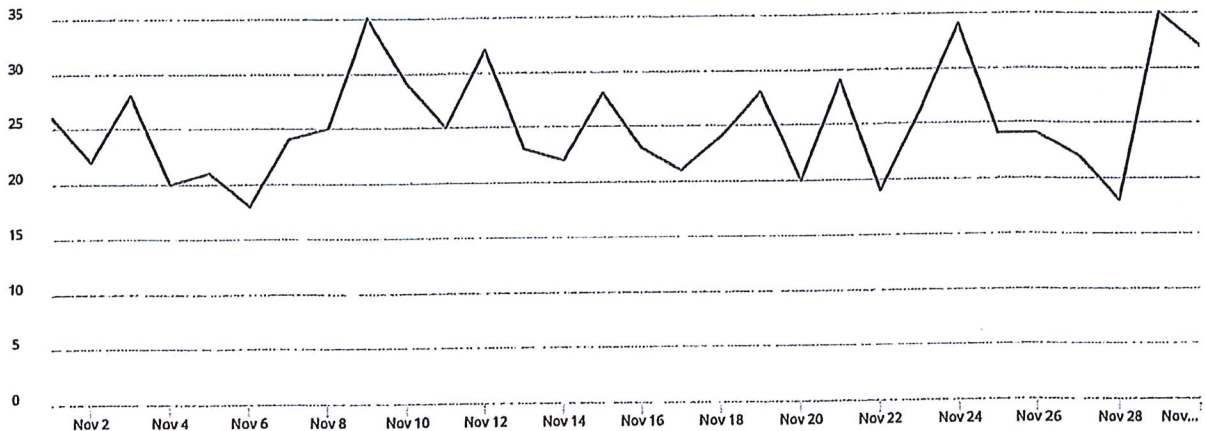
757

### INCIDENTS

In Selected Time Slice

30

**DAYS**  
In Selected Time Slice

[illegible]



[illegible]

**Iona McGregor Fire District**  
**Financial Report**  
02/16/2022

<u><b><i>Included Reports (unaudited)</i></b></u>	<u><b><i>Page(s)</i></b></u>
Financial Report Notes	1
Balance Sheet as of January 31, 2022	2
Summary Statement of Activities – General Fund	3
Detailed Statement of Activities – General Fund	4-5
Ad Valorem Tax Analysis	6
Check Register – Month of January 2022	7-8

**IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT  
FINANCIAL REPORT NOTES  
BALANCE SHEET AND STATEMENTS OF REVENUES AND EXPENDITURES  
(UNAUDITED)  
For the Four Months Ended January 31, 2022**

**Notable items on the Balance Sheet:**

Cash and Investments

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

- 0.14% - SBA (Florida PRIME Local Government Investment Pool)
- 0.21% - BankUnited

Liabilities

Liabilities totaling \$32,012 consist of trade accounts payable and amounts withheld from employees' pay for retirement, insurance and other voluntary payroll deductions.

**Notable items on the Statements of Revenues and Expenditures:**

Revenues

- Received approximately \$625,000 in ad valorem tax revenues during the month of January. To date we have received 91% of the annual budgeted total.
- Inspection fees totaled \$5,272 for the month of January.
- Interest on invested surplus funds totaled \$3,694 for the month of January.

Expenditures

- Semi-annual employee uniform order - \$16,879
- 90% payment for conversion of Station #74 to natural gas - \$14,808
- 2nd quarter property appraiser fees - \$21,377
- 2022 annual contribution to the VEBA - \$549,248

Total expenditures reflect 32.92% of budget and are trending as expected.

IONA MCGREGOR FIRE DISTRICT (IMF)

ASSETS

CASH

Operating Account - BankUnited

\$ 1,989,995.55

Total CASH:

1,989,995.55

INVESTMENTS

Investments - SBA

1,930,512.88

Money Market - BankUnited

19,403,534.94

Total INVESTMENTS:

21,334,047.82

Total ASSETS:

\$ 23,324,043.37

LIABILITIES

LIABILITIES AND OTHER CREDITS

Accounts Payable

6,998.34

Total LIABILITIES AND OTHER CREDITS:

6,998.34

ACCRUED EXPENSES

FRS - Employee Contribution - ADMIN

4,605.16

FRS - Employee Contribution - OPS

20,408.23

Total ACCRUED EXPENSES:

25,013.39

Total LIABILITIES:

32,011.73

EQUITY

Retained Earnings-Current Year

13,106,707.59

Prior Year Revenues Over/(Under) Expenditures

(333,396.00)

Fund Balance

10,518,720.05

Total EQUITY:

23,292,031.64

Total LIABILITIES & EQUITY:

\$ 23,324,043.37



**IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT**  
**SUMMARY STATEMENT OF ACTIVITIES - GENERAL FUND**  
**For the Four Months Ended January 31, 2022 (Unaudited)**

Revenues	Amended	Actual	Variance	
	Budget		\$	%
Cash Carry Forward	\$ 10,211,193			
Ad valorem taxes	22,212,377	\$ 20,091,324	\$ (2,121,053)	90.45%
Permits, Fees & Special Assessments	50,000	38,192	(11,808)	76.38%
Intergovernmental	67,960	-	(67,960)	0.00%
Charges for services	51,000	29,267	(21,733)	57.39%
Interest Check/Demand Accounts	54,000	9,632	(44,368)	17.84%
Miscellaneous	214,804	69,186	(145,618)	32.21%
Proceeds from debt	-	-	-	N/A
<b>Total Revenues</b>	<b>22,650,141</b>	<b>20,237,601</b>	<b>(2,412,540)</b>	<b>89.35%</b>
Total revenues and cash carry forward	<u>32,861,334</u>			
Expenditures				
Personnel services				
Salaries	11,775,174	3,705,329	8,069,845	31.47%
Benefits	6,630,506	2,345,641	4,284,865	35.38%
Operating Expenditures				
Professional and contractual	844,455	518,489	325,966	61.40%
Travel	110,135	11,660	98,475	10.59%
Communications & freight	116,050	26,524	89,526	22.86%
Utilities, equipment rental, and insurance	289,131	120,920	168,211	41.82%
Repairs and maintenance	551,665	140,549	411,116	25.48%
Operational, small tools and equipment	470,060	60,024	410,036	12.77%
Fuel, supplies, and administrative	410,343	137,681	272,662	33.55%
Education and training	141,160	39,065	102,095	27.67%
Capital expenditures	249,600	-	249,600	0.00%
Debt service	<u>75,034</u>	<u>25,011</u>	<u>50,023</u>	<u>33.33%</u>
<b>Total Expenditures</b>	<b>21,663,313</b>	<b>7,130,893</b>	<b>14,532,420</b>	<b>32.92%</b>
Revenues over/(under) expenditures	<u>986,828</u>	<u>\$ 13,106,708</u>	<u>\$ 12,119,880</u>	
Fund Balance/Cash Carry Forward	<u>11,198,021</u>			
Total expenditures and reserves	<u>\$ 32,861,334</u>			
		<u>JANUARY</u>	<u>DECEMBER</u>	
Cash Balances				
BankUnited - Operating		\$ 1,989,996	\$ 1,933,811	
Petty Cash		-	-	
		<u>1,989,996</u>	<u>1,933,811</u>	
Investments				
General - SBA - Fund A		1,930,513	1,930,277	
BankUnited Money Market		<u>19,403,535</u>	<u>21,200,084</u>	
		<u>21,334,048</u>	<u>23,130,361</u>	
Total Cash and Investments		<u>\$ 23,324,043</u>	<u>\$ 25,064,173</u>	

Submitted for approval on February 16, 2022

Approved By: \_\_\_\_\_  
 (Signature)

**IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT**  
**DETAILED STATEMENT OF ACTIVITIES - GENERAL FUND**  
**For the Four Months Ended January 31, 2022 (Unaudited)**

	Adopted		Variance	
	Budget	Actual	\$	%
<b>Revenues</b>				
Cash Carry Forward	\$ 10,211,193			
Ad Valorem Taxes	22,935,377	\$ 20,915,047	\$ (2,020,330)	91.19%
Excess fees	140,000	-	(140,000)	0.00%
Penalties	20,000	8,543	(11,457)	42.71%
Discounts	(837,000)	(825,306)	11,694	98.60%
Refunds Deducted	(50,000)	(8,676)	41,324	17.35%
Ad Valorem Taxes Prior Years	4,000	1,717	(2,283)	42.92%
Impact Fees	50,000	38,192	(11,808)	76.38%
FEMA Revenue	-	-	-	N/A
State Firefighter Supplemental	67,960	-	(67,960)	0.00%
Grant Revenue	-	-	-	N/A
Inspection Fees	50,000	28,417	(21,583)	56.83%
CPR - Books & Masks	1,000	850	(150)	85.00%
Interest Check/Demand Accounts	54,000	9,632	(44,368)	17.84%
Rents	34,804	17,750	(17,054)	51.00%
Sale of Equipment	175,000	-	(175,000)	0.00%
Contributions	5,000	-	(5,000)	0.00%
Miscellaneous	-	51,435	51,435	N/A
Proceeds from Debt	-	-	-	N/A
<b>Total Revenues</b>	<b>22,650,141</b>	<b>20,237,601</b>	<b>(2,412,540)</b>	<b>89.35%</b>
<b>Total Revenues and Cash Carry Forward</b>	<b>32,861,334</b>			
<b>Expenditures</b>				
<b>Personnel Services</b>				
Salaries - Commissioners	30,000	10,000	20,000	33.33%
Salaries - ADM	2,036,797	617,609	1,419,188	30.32%
Salaries - OPS	7,588,450	2,376,065	5,212,385	31.31%
Salaries - FLSA	594,229	184,369	409,860	31.03%
Salaries - Sick Pay - ADM	121,987	-	121,987	0.00%
Salaries - Sick Pay - OPS	275,218	4,977	270,241	1.81%
Salaries - Holiday Pay	128,711	48,878	79,834	37.97%
Salaries - Out of Class Pay	35,000	13,361	21,639	38.17%
Salaries - One Time Payouts - ADM	133,983	-	133,983	0.00%
Salaries - One Time Payouts - OPS	59,423	2,131	57,292	3.59%
Salaries - Ins Deductible & Subsidy- ADM	3,240	973	2,267	30.03%
Salaries - Ins Deductible & Subsidy- OPS	39,703	12,301	27,402	30.98%
Salaries - Phone Allowance	16,000	5,188	10,813	32.42%
Salaries - ER H.S.A Contribution - ADM	53,500	53,688	(188)	100.35%
Salaries - ER H.S.A. Contribution - OPS	247,500	241,000	6,500	97.37%
Salaries - Overtime Staffing - ADM	4,225	-	4,225	0.00%
Salaries - Overtime Staffing - OPS	293,039	104,249	188,790	35.58%
Salaries - Overtime Training - OPS	46,209	9,722	36,487	21.04%
Salaries - Overtime USAR/Strike Teams - ADM	-	-	-	N/A
Salaries - Overtime USAR/Strike Teams - OPS	-	-	-	N/A
Salaries - State Education ADM	18,640	5,700	12,940	30.58%
Salaries - State Education OPS	49,320	15,120	34,200	30.66%
Social Security Taxes - ADM/Commissioners	125,699	30,744	94,955	24.46%
Social Security Taxes - OPS	554,074	159,686	394,388	28.82%
Medicare Taxes - ADM/Commissioners	32,559	9,180	23,379	28.19%
Medicare Taxes - OPS	130,406	39,456	90,950	30.26%
Retirement - ADM	402,907	97,708	305,199	24.25%
Retirement - OPS	2,250,510	520,754	1,729,756	23.14%
Veba Plan Contribution - ADM	105,551	99,989	5,562	94.73%
Veba Plan Contribution - OPS	451,488	449,259	2,229	99.51%
Health Insurance - ADM	836,092	272,525	563,567	32.60%
Health Insurance - OPS	1,616,343	537,962	1,078,381	33.28%
Health Insurance - Admin Contribution	(20,174)	(8,855)	(11,319)	43.89%
Health Insurance - OPS Contribution	(94,167)	(40,303)	(53,864)	42.80%
Health Insurance - Retiree Contribution	(510,935)	(158,466)	(352,469)	31.01%
Employee Insurance - Other - ADM	99,229	39,326	59,903	39.63%
Employee Insurance - Other - OPS	282,349	116,748	165,601	41.35%
Workers Compensation Insurance - ADM	47,130	23,380	23,750	49.61%
Workers Compensation Insurance - OPS	321,445	156,490	164,955	48.68%
Reemployment Assistance - OPS	-	59	(59)	N/A
<b>Total Personnel Services</b>	<b>18,405,680</b>	<b>6,050,970</b>	<b>12,354,710</b>	<b>32.88%</b>

**IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT**  
**DETAILED STATEMENT OF ACTIVITIES - GENERAL FUND**  
**For the Four Months Ended January 31, 2022 (Unaudited)**

	Adopted		Variance	
	Budget	Actual	\$	%
<b>Operating Expenditures</b>				
Legal	50,000	798	49,202	1.60%
Computer Support Services	36,200	10,648	25,552	29.41%
Other Professional	81,550	30,313	51,237	37.17%
Audit and Accounting	36,000	1,000	35,000	2.78%
Tax Collector's Commission	448,000	403,287	44,713	90.02%
Property Appraiser's Commission	140,633	56,545	84,088	40.21%
Custodial & Janitorial Services	37,600	12,082	25,518	32.13%
Other Services - MVR Review	14,472	3,815	10,657	26.36%
Travel and Per Diem	110,135	11,660	98,475	10.59%
Telephones	58,000	19,058	38,942	32.86%
Wireless User Fee	55,950	7,100	48,850	12.69%
Freight & Postage	2,100	366	1,734	17.44%
Water	13,065	2,353	10,712	18.01%
Electricity	58,650	12,217	46,433	20.83%
Cable Television	3,910	1,302	2,608	33.30%
Garbage	13,800	3,779	10,021	27.39%
Propane	7,225	755	6,470	10.44%
Equipment Rentals & Leases	47,481	14,843	32,638	31.26%
Insurance	145,000	85,671	59,329	59.08%
Equipment Maintenance	112,100	26,070	86,030	23.26%
Building Maintenance	261,973	62,307	199,666	23.78%
Vehicle Maintenance	177,592	52,172	125,420	29.38%
Promotional Activities	31,500	4,527	26,973	14.37%
Promotional Activities - ADM	5,000	6	4,994	0.12%
Small Tools & Equipment	179,050	16,885	162,165	9.43%
Turnout Gear	116,910	2,503	114,407	2.14%
Annual Medical Exams/Wellness	50,000	195	49,805	0.39%
Legal Advertising	2,000	168	1,832	8.40%
Hiring Costs	30,000	160	29,840	0.53%
Uniforms	47,600	34,344	13,256	72.15%
Office Supplies	8,000	1,236	6,764	15.45%
Fuel	65,000	26,291	38,709	40.45%
Janitorial Supplies	27,600	5,986	21,614	21.69%
Medical Supplies	62,500	22,673	39,827	36.28%
Other Operating Supplies	53,640	8,090	45,550	15.08%
Memberships, Publications & Subscriptions	201,603	74,641	126,962	37.02%
Educational Reimbursement	41,800	10,321	31,479	24.69%
Training	99,360	28,744	70,616	28.93%
<b>Total Operating</b>	<b>2,932,999</b>	<b>1,054,912</b>	<b>1,878,087</b>	<b>35.97%</b>
<b>Capital Outlay</b>				
Buildings	-	-	-	N/A
Equipment	44,600	-	44,600	0.00%
Vehicles	205,000	-	205,000	0.00%
<b>Total Capital Outlay</b>	<b>249,600</b>	<b>-</b>	<b>249,600</b>	<b>0.00%</b>
<b>Debt Service</b>				
Principal	74,386	24,688	49,698	33.19%
Interest	648	324	324	49.94%
<b>Total Debt Service</b>	<b>75,034</b>	<b>25,011</b>	<b>50,023</b>	<b>33.33%</b>
<b>Total Expenditures</b>	<b>21,663,313</b>	<b>7,130,893</b>	<b>14,532,420</b>	<b>32.92%</b>
Revenues over Expenditures		<b>\$ 13,106,708</b>		
<b>Reserves</b>				
Assigned:				
Operating Expenditures Oct - Dec	5,281,000			
Hurricane/Disaster	2,641,000			
Capital (Facilities, Apparatus, Equipment)	3,267,021			
Health Insurance (Level Funding Reserve)	-			
Unassigned:				
General Operating	9,000			
<b>Total Reserves</b>	<b>11,198,021</b>			
<b>Total Expenditures and Reserves</b>	<b>\$ 32,861,334</b>			



**IONA MCGREGOR FIRE DISTRICT**  
**2021 - 2022 FISCAL YEAR**  
**Ad Valorem Tax Revenues to Date**

[illegible]

\* 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 January 31, of each year

Fiscal Year		Revenue	Discounts	Commissions
2022				
	Budget	22,909,377	837,000	448,000
	Actual	20,916,630	825,306	403,287
		91.30%	98.60%	90.02%
2021				
	Budget	20,664,066	755,000	404,000
	Actual	18,795,180	742,714	362,637
		90.96%	98.37%	89.76%
2020				
	Budget	20,485,690	742,500	400,500
	Actual	18,357,936	724,296	354,116
		89.61%	97.55%	88.42%
2019				
	Budget	20,352,023	732,000	395,000
	Actual	17,958,295	708,088	346,536
		88.24%	96.73%	87.73%
2018				
	Budget	19,193,971	690,000	383,000
	Actual	16,785,828	663,759	324,623
		87.45%	96.20%	84.76%
2017				
	Budget	18,354,838	645,000	359,000
	Actual	16,215,496	641,081	313,414
		88.34%	99.39%	87.30%



Check History Report  
Sorted By Check Number  
Activity From: 1/1/2022 to 1/31/2022

IONA MCGREGOR FIRE DISTRICT (IMF)

Bank Code: B BANKUNITED - OPERATING

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
021476	1/12/2022	AD	ADVANCED DISPOSAL-FT MYERS	944.82	Auto
021477	1/12/2022	AERAS	AERAS TECHNOLOGIES LLC	500.00	Auto
021478	1/12/2022	AIRGAS	AIRGAS	254.38	Auto
021479	1/12/2022	BOUND	BOUND TREE MEDICAL, LLC	130.45	Auto
021480	1/12/2022	CINTAS	CINTAS CORPORATION #294	107.62	Auto
021481	1/12/2022	CORPORA	CORPORATE BILLING, INC	1,429.74	Auto
021482	1/12/2022	CRS	CRS TECHNOLOGY	2,608.00	Auto
021483	1/12/2022	CRYSTAL	CRYSTAL SPRINGS	9.99	Auto
021484	1/12/2022	EAGLE	EAGLE ENGRAVING. INC.	189.95	Auto
021485	1/12/2022	FILIPAN	DIANA HERNDEN	2,250.28	Auto
021486	1/12/2022	FISCHER	NICK FISCHER	371.00	Auto
021487	1/12/2022	FPL5324	FL POWER & LIGHT CO.	390.04	Auto
021488	1/12/2022	GAVINS	GAVIN'S ACE HARDWARE	39.34	Auto
021489	1/12/2022	GLENDAL	GLENDAL PARADE STORE	363.95	Auto
021490	1/12/2022	GRALEY	GRALEY MECHANICAL, INC.	150.00	Auto
021491	1/12/2022	HOMD	Home Depot Credit Services	394.17	Auto
021492	1/12/2022	LEE DOT	LEE COUNTY BOCC	3,267.81	Auto
021493	1/12/2022	LEESAR	LEESAR INC	8,090.10	Auto
021494	1/12/2022	LEXIPOL	LEXIPOL	4,278.00	Auto
021495	1/12/2022	LMHS	LEE MEMORIAL HEALTH SYSTEM	130.00	Auto
021496	1/12/2022	MARCO	MARCO OFFICE SUPPLY, FURNITURE & PRINTING INC.	265.22	Auto
021497	1/12/2022	NAFECO	NAFECO	16,879.10	Auto
021498	1/12/2022	NEWSLEG	THE NEWS PRESS	168.05	Auto
021499	1/12/2022	OFFPRID	OFFICE PRIDE COMMERCIAL CLEANING SVCS	1,084.04	Auto
021500	1/12/2022	OVERHEA	OVERHEAD DOOR CO OF FORT MYERS	403.00	Auto
021501	1/12/2022	PGIT	PREFERRED GOVERNMENTAL INS TRUST	30,055.25	Auto
021502	1/12/2022	PROCHIL	DOMENICO PROCHILLO	199.00	Auto
021503	1/12/2022	RICOH	RICOH USA, INC.	53.17	Auto
021504	1/12/2022	RINE	CURTIS RINE	150.00	Auto
021505	1/12/2022	RYAN	RYAN PETROLEUM	4,862.19	Auto
021506	1/12/2022	SHRM	SOCIETY FOR HUMAN RESOURCE MGM	219.00	Auto
021507	1/12/2022	SOUTH	SOUTH FL EMERGENCY VEHICLES	5,917.08	Auto
021508	1/12/2022	SUMMIT	SUMMIT FIRE & SECURITY	2,654.35	Auto
021509	1/12/2022	SWSAC	SOUTHWEST SPECIALTY ADV INC.	180.00	Auto
021510	1/12/2022	TEN8	TEN-8 FIRE & SAFETY, LLC	7,730.49	Auto
021511	1/12/2022	VALVO	SUNSHINE LUBES LLC	148.20	Auto
021512	1/12/2022	VFIS	VFIS	10,680.00	Auto
021513	1/12/2022	VICKERS	VICKERS FOOD EQUIPMENT	409.96	Auto
021514	1/21/2022	AAAPM	A.A.A. PROPERTY MAINTENANCE INC	1,645.00	Auto
021515	1/21/2022	CORPORA	CORPORATE BILLING, INC	1,079.48	Auto
021516	1/21/2022	CRISMAN	BRIAN CRISMAN	2,524.08	Auto
021517	1/21/2022	FIREDEX	FIRE-DEX GW, LLC	79.00	Auto
021518	1/21/2022	FLUCFUN	FL UC FUND	59.49	Auto
021519	1/21/2022	FNG	FLORIDA NATURAL GAS	35.18	Auto
021520	1/21/2022	FPL8590	FL POWER & LIGHT CO.	555.41	Auto
021521	1/21/2022	HOMD	Home Depot Credit Services	492.89	Auto
021522	1/21/2022	LEESAR	LEESAR INC	1,009.21	Auto
021523	1/21/2022	MARCO	MARCO OFFICE SUPPLY, FURNITURE & PRINTING INC.	508.08	Auto
021524	1/21/2022	MARINE	MARINEMAX	446.75	Auto
021525	1/21/2022	MES	MUNICIPAL EMERGENCY SVCS, INC.	4,585.71	Auto
021526	1/21/2022	OFFICE	OFFICE DEPOT BUSINESS ACCOUNT	142.57	Auto
021527	1/21/2022	PORT	WEST MARINE PRO	7,499.98	Auto
021528	1/21/2022	RICOH	RICOH USA, INC.	420.36	Auto

Check History Report  
Sorted By Check Number  
Activity From: 1/1/2022 to 1/31/2022

IONA MCGREGOR FIRE DISTRICT (IMF)

Bank Code: B BANKUNITED - OPERATING

Check Number	Check Date	Vendor Number	Name	Check Amount	Check Type
021529	1/21/2022	SOUTH	SOUTH FL EMERGENCY VEHICLES	5,896.04	Auto
021530	1/28/2022	ALLPHAS	ALL PHASE ELECTRIC SVC OF FL INC	243.00	Auto
021531	1/28/2022	CINTAS	CINTAS CORPORATION #294	107.62	Auto
021532	1/28/2022	DINGLE	SCOTT DINGLE	1,570.00	Auto
021533	1/28/2022	FMPG	FORT MYERS PLUMBING & GAS LLC	14,808.31	Auto
021534	1/28/2022	FPL0598	FL POWER & LIGHT CO.	1,329.20	Auto
021535	1/28/2022	FPL3327	FL POWER & LIGHT CO.	15.80	Auto
021536	1/28/2022	FPL5324	FL POWER & LIGHT CO.	323.65	Auto
021537	1/28/2022	FPL6245	FL POWER & LIGHT CO.	689.57	Auto
021538	1/28/2022	HOMD	Home Depot Credit Services	558.00	Auto
021539	1/28/2022	MARCO	MARCO OFFICE SUPPLY, FURNITURE & PRINTING INC.	428.12	Auto
021540	1/28/2022	MARINE	MARINEMAX	991.05	Auto
021541	1/28/2022	PAPYRUS	PAPYRUS DOCUMENT & DESIGN, LLC	180.00	Auto
021542	1/28/2022	PRINCIP	PRINCIPAL LIFE INSURANCE CO	15,623.88	Auto
021543	1/28/2022	STAND	STANDARD INSURANCE CO.	13,648.10	Auto
W00712	1/3/2022	LOCUMS	LOCUMS DOC, INC	2,083.33	Wire Transfer
W00713	1/5/2022	BU9855	CARDMEMBER SERVICE	6,959.30	Wire Transfer
W00714	1/10/2022	CABLE1	COMCAST CABLEVISION	34.00	Wire Transfer
W00715	1/10/2022	CABLE2	COMCAST CABLEVISION	76.50	Wire Transfer
W00716	1/10/2022	CABLE3	COMCAST CABLEVISION	51.00	Wire Transfer
W00717	1/10/2022	CABLE4	COMCAST CABLEVISION	119.00	Wire Transfer
W00718	1/10/2022	UHC	UNITED HEALTHCARE INS. CO.	200,065.90	Wire Transfer
W00719	1/17/2022	CABLE5	COMCAST CABLEVISION	76.50	Wire Transfer
W00720	1/17/2022	T3	T3 COMMUNICATIONS, INC.	4,758.73	Wire Transfer
W00721	1/18/2022	LCU	LEE COUNTY UTILITIES	847.86	Wire Transfer
W00722	1/3/2022	LCPA	LEE COUNTY PROPERTY APPRAISER	21,376.78	Wire Transfer
W00723	1/6/2022	IMRINST	IONA MCGREGOR RETIREE INS TRUS	549,248.00	Wire Transfer
W00724	1/13/2022	PITNEY	PITNEY BOWES PURCHASE POWER	125.00	Wire Transfer
W00725	1/20/2022	ENTERPR	ENTERPRISE FM TRUST	3,146.45	Wire Transfer
W00726	1/20/2022	VERIZON	VERIZON	1,755.76	Wire Transfer
W00727	1/20/2022	MICROSO	MICROSOFT CORPORATION	1,216.00	Wire Transfer
W00728	1/27/2022	TECO	TECO	50.88	Wire Transfer
W00729	1/27/2022	TECO	TECO	164.77	Wire Transfer
W00730	1/28/2022	COLLIFE	COLONIAL LIFE PREMIUM PROCESSING	3,837.72	Wire Transfer
W00731	1/23/2022	PITNEYB	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	159.00	Wire Transfer
Bank B Total:				981,605.75	
Report Total:				981,605.75	

**BOARD MEETING AGENDA ITEM SUMMARY**Board Meeting Date: 02/16/2022

(Select All that Apply)

☒ Decision Making Agenda Item☐ Discussion Purposes Only Agenda Item☐ Walk On Agenda Item**SUBJECT:**

Surplus Items

**PERSON(S) MAKING SUBMITTAL OF AGENDA ITEM:**

Chief Howard &amp; CFO Winzenread

**BACKGROUND/DETAIL OF AGENDA ITEM:**

Two SCBA cylinders, asset tag numbers 01145 and 01203, are damaged and beyond reasonable repair. Each item had an original cost of \$1,050.00.

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

No

**REQUESTED BOARD ACTION:**

It is desired that the Board deem the two SCBA Cylinders (#01145 & #01203) as surplus and allow the Chief and/or his designee to dispose of the property in accordance with section 274.06, Florida Statutes.

**SURPLUS ITEMS - FEBRUARY 2022**

<b>TAG NO.</b>	<b>DESCRIPTION</b>	<b>IN-SERVICE DATE</b>	<b>CONDITION</b>	<b>ESTIMATED VALUE &gt; \$5,000?</b>
01145	SCBA 60/5500 Cylinder	1/20/2015	Damaged - Beyond Repair	No
01203	SCBA 60/5500 Cylinder	1/20/2015	Damaged - Beyond Repair	No

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



**BOARD MEETING AGENDA ITEM SUMMARY****Board Meeting Date:** February 16, 2022

(Select All that Apply)

☒**Decision Making Agenda Item**☐**Discussion Purposes Only Agenda Item**☐**Walk On Agenda Item****PERSON(S) MAKING SUBMITTAL OF AGENDA ITEM:**

Commissioner, James Walker

**BACKGROUND/DETAIL OF AGENDA ITEMS**

In my years of public service as an elected municipal clerk and the education, training that was necessary to meet the demands of that office I am recommending that the format of the agenda be changed as outlined in the attached format. It goes against my formal, training that an important document that will be part of history is structurally cumbersome and confusing to the lay reader. I have been in consult with the Lee County Clerk's office who prepares the agenda as well as the Board of Commission office who have provided me with the format the County Commission uses, and I encourage my fellow commissions to consider amending board [policy to include my recommendation. I would also recommend that the policy of putting meaningless numbers next to the motions be terminated.

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

No

**REQUESTED BOARD ACTION**

Date February 16, 2022

Dear commissioner,

I suggest that members amend section VII subparagraph 2b agenda format as follows:

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Meeting called to order

Roll call of commissioners and the determination that there is a quorum

Opening Prayer and Pledge of allegiance

Public and Guest Recognition

Approval of agenda

Approval of minutes

Presentation of financial report

The public can have up to three minutes to comment on agenda items after the commissioners have said their discussions

Agenda Items

- 1.
- 2.
- 3.
4. Chief's report
5. Attorney report
6. DVP Reports if presented
7. Public comments on non-agenda items
8. Commissioners' comments on non-agenda item

Adjournment



## Iona-McGregor Fire District Executive Report

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### Executive Summary/ February 16, 2022:

#### General:

- We have one member with an anniversary this month. Firefighter Michael Garcia has been with the District for 10 years.
- Our Battalion Chief process concluded, and we have promoted Lt. Jason Martin (to BC); and Engineer Hinton (to LT).
- We are working on implementation of our document management system which will assist in meeting accreditation requirements for review and revision cycles.

#### Accreditation:

- We are almost finished with the *Self-Assessment Manual*. We are waiting on a few revisions. Additionally, we are in the process on creating formalized annual appraisals for each of our programs, i.e., EMS, Health and Safety, fire suppression.
- We are continuing to work on the Strategic Plan Update. We will be creating a focus team that represents our internal and external customers.

#### Operations:

- The tornado we had in mid-January was a unique and significant event for our district.
  - The stars aligned in a very positive way for optimal response to meet the immediate need.
  - The community continues to work through the devastation, and we have been able to provide assistance in numerous ways.
  - We conducted a multi-agency after action review that was productive and beneficial
- The county has experienced a few brush fires recently, and we remain alert with the dry and often windy conditions.
- Two of our probationary firefighters are less than 1 month from completing their 1<sup>st</sup> year; and the others are at the ½ way mark.

#### Logistics:

- T74 damage to the bucket has been repaired and is back in service.
- Working with finance to get our Adobe updated for all admin users
- Fuel system has been set up and running
- Met with Motorola and have begun updating the station tones and lighting
- Repairs were made to St 72 from tornado damage.



**Prevention/Pub Ed:**

**Date: January 2022**

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INSPECTION VOLUME:	572
VIOLATIONS CLEARED: past year to date	444
CPR / AED CLASSES:	0
CHILD PASSENGER SAFETY:	1
PUBLIC EDU. EVENT(S):	0
FIRE INVESTIGATIONS:	1

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**Supervisor's Summary:**

- (3) fire flow tests for new projects
- (3) new business permits signed off
- SFR structure fire investigation
- Vehicle donation to South Fort Myers High School
- Tornado Disaster Relief collection and distribution

**Fire Training/Special Operations:**

- Hazmat Technicians in the department participated with the FMFD Hazmat team in drills focused on monitoring equipment
- Lt. Quilty and Eng. Nichols conducted Blitzfire training for the department.
- DC Wisdom and BC Martin completed the final step in order to meet state certifications to teach Confined Space Ops training.
- Dive Team Members are conducting SCUBA skills at Mastique this month
- Members of the department had the opportunity to train on three separate acquired structures this month
  - One in Zone 72 that was utilized for training on vertical ventilation.
  - One in Zone 71 that allowed us the opportunity to conduct drills covering 1<sup>st</sup> and 2<sup>nd</sup> due operations with the City of Fort Myers FD. Each round included a single suppression apparatus from each department. Familiarization of trucks and tactics was covered in addition to the drill.
  - The third was in Zone 74 off N. Town and River Dr. The training conducted was left to the Lieutenants choice.
  -



**EMS, Health and Safety:**

- Added near miss reporting to SOGs.
- Medical Inservice scheduled for Feb. 24<sup>th</sup>
- BLS CPR Recertifications this month
- In process of evaluating video laryngoscope equipment

Previous Month ▾ Jan 1, 2022 - Jan 31, 2022 ▾

43%

FIRE  
Percentage of Total Incidents

57%

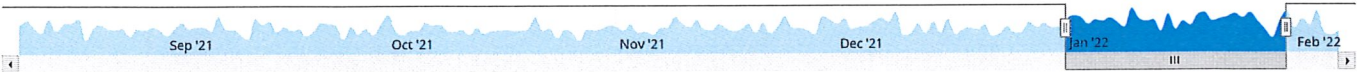
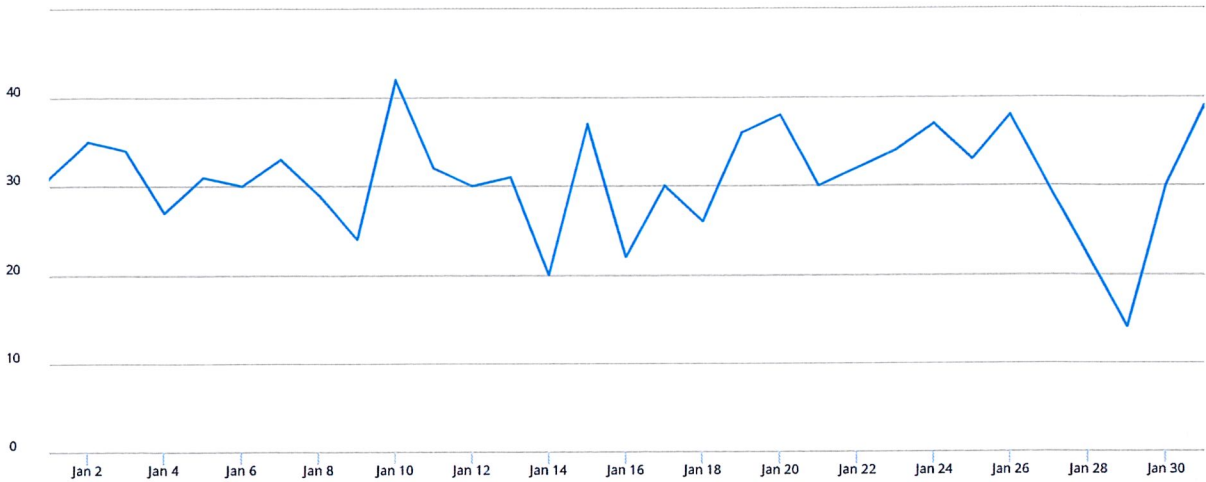
EMS  
Percentage of Total Incidents

957

INCIDENTS  
In Selected Time Slice

31

DAYS  
In Selected Time Slice



Counts	% Rows		% Columns		% All									
Week Ending	1/2/22	1/9/22	1/16/22	1/23/22	1/30/22	2/6/22	2/13/22	2/20/22	2/27/22	3/6/22	3/13/22	3/20/22	3/27/22	Total
(10) Fire, other		2												2
(11) Structure Fire		1	1											2
(13) Mobile property (vehicle) fire	1	2		1										4
(14) Natural vegetation fire				1										1
(15) Outside rubbish fire			1	1	1									3
(17) Cultivated vegetation, crop fire			1	1										2
(25) Excessive heat, scorch burns with no ignition				1		1								2
(30) Rescue, emergency medical call (EMS), other	2	12	7	10	2									33
(31) Medical assist	5	22	32	27	23	5								114
(32) Emergency medical service (EMS) incident	29	84	86	96	87	19								401
(35) Extrication, rescue		2			1	1								4
(36) Water or ice-related rescue		1												1
(40) Flammable gas or liquid condition, other		1												1
(41) Combustible/f.. spills & leaks		1												1
(42) Chemical release, reaction, or toxic condition			1											1

Week Ending	1/2/22	1/9/22	1/16/22	1/23/22	1/30/22	2/6/22	2/13/22	2/20/22	2/27/22	3/6/22	3/13/22	3/20/22	3/27/22	Total
(44) Electrical wiring/equipm. problem			4	2										6
(46) Accident, potential accident			1	1										2
(48) Attempted burning, illegal action					1									1
(50) Service call, other			1	1										2
(51) Person in distress		1												1
(52) Water problem					2									2
(53) Smoke, odor problem					1									1
(54) Animal problem or rescue			1											1
(55) Public service assistance	7	25	23	30	32	1								118
(60) Good intent call, other			1											1
(61) Dispatched and canceled en route	21	44	43	43	46	6								203
(62) Wrong location, no emergency found			1											1
(65) Steam, other gas mistaken for smoke			1	4	1									6
(67) HazMat release investigation w/no HazMat				1										1
(70) False alarm and false call, other		3				1								4
(71) Malicious, mischievous false alarm			1											1
(73) System or detector malfunction		2			6	1								9
(74) Unintentional system/detect... operation (no fire)	1	5	5	6	1	4								22
UNK			3											3
Total	66	208	214	226	204	39								957





# IMFD STRATEGIC PLAN 2021-2026

## QUARTERLY REPORT

October- December 2021

### **Goal 1 Enhance internal communications to promote consistent messaging between all personnel.**

#### **Objective 1A Identify and remove barriers to communication to facilitate the development of policies and procedures.**

The District has not begun to work on this objective as of this quarter.

#### **Objective 1B Incorporate available technology to improve accessibility to information.**

The district has purchased a document management software (Power DMS) to assist with improving accessibility to information. The district's management were trained on the utilization of the software and will begin to establish workflows.

The District is getting the latest version of Adobe to assist with the creation of documents that are maintained and delivered to employees.

#### **Objective 1C Evaluate meeting frequency and audience required to improve communication efficacy.**

The District has not begun to work on this objective as of this quarter.

### **Goal 2 Review personnel programs and resources to improve delivery to employees.**

#### **Objective 2A Improve information and access of departmental Behavioral Health Access Program (BHAP) to enhance and maintain personnel health.**

- Clinician list updated and added to SharePoint
  - Will have icon placed on home screen for immediate access
- Survey on current BHAP will be developed by end of Jan
- Survey will be available to all personnel until March 1, 2022
- Current components of BHAP will be assessed in accordance with best practices through LCFCA and Joint Council
- Develop entry requirements/interview process for peer team members
- Need to establish program goals and objectives – end of Jan

#### **Objective 2B Design and implement an employee evaluation program to support employee development.**

We have not taken additional steps toward implementation of a program with prioritization of other initiatives; however, we intend to research and explore more options. We realized this may require external assistance as we contemplate what is appropriate for our organization.

Probationary personnel at nearly every rank are currently receiving quarterly evaluations.

#### **Objective 2C Obtain quality employees to match community expectations.**

The District's program has yielded employees that match the community expectations as outlined in the current Strategic plan. Moreover, employees hired by the district are assessed quarterly during the first year to ensure they are continuing to meet district and community expectations.





# IMFD STRATEGIC PLAN 2021-2026

## QUARTERLY REPORT

October- December 2021

### **Objective 2D Design and implement a succession program to guide the IMFD's growth and development.**

The Iona McGregor succession program will be reviewed and revised as needed in the future. The development of a formal mentorship program will assist with succession. The district will be assessing the need for an officer academy to assist with succession.

### **Goal 3 Refine the public education and fire inspection programs to strengthen community relations.**

### **Objective 3A Review current community programs to identify areas of improvement.**

#### **Survey community to identify their needs:**

The community was previously surveyed as part of the Strategic Plan process, given the district data to use for educational purposes. The district began giving evaluation forms at the end of CPR classes to evaluate performance, course, course content and instructors. The district will use evaluations for all programs in the near future.

The district is looking into placing surveys on our new website (once completed) for community members to fill out. The district will inform community coordinators of the evaluations so they may share with their residents.

#### **Research best practices for community programs**

The District has researched best practices and learned the following:

1. Engagement – Programs should have a significant community impact, which ours do, especially our CPR program. The involvement of the community within these programs has made for strong relationships between staff and residents.
2. Community Voice – the evaluations have been a great way to gauge how we are doing from a student standpoint.

Involvement – Our programs have great involvement of staff and attendees. We have a robust CPR program and instructors jump at the opportunity to teach.

The District's Community Relations & Education Coordinator (CREC) works with Public Information Officers (PIO) at neighboring departments and continually learn from each other on way to improve community programs.

#### **Compare against current programs available**

Research is done on different departments around the country to see what types of programs they offer and how they are run. Other departments are looked at regularly in addition to collaborating with the other local PIOs.



# IMFD STRATEGIC PLAN 2021-2026

## QUARTERLY REPORT

### October- December 2021

#### **Create improved programs, program structure, and design.**

This is done on an as need basis. For example, the Fire Extinguisher Program design was tweaked a bit to include a PowerPoint or to not include it and just do a speaking presentation before the hands-on component. The district found that not every facility had a space that allowed for the PowerPoint to be used.

The Fire Marshal and the CREC are working on determining the next community program the district will add.

#### **Review programs every 2 years and revise as necessary**

The District routinely perform a two-year review of programs and make any adjustments in between that timeframe.

#### **Explore funding as necessary**

The district is currently working on applying for its first public education grant. The process goes live on Thursday, Jan. 13 at 6 a.m. This grant would be for new fire extinguisher equipment. The district applied for donations for the upcoming girls' empowerment camp, Camp Brave Heart. The district is waiting for the approval of monetary assistance. The plan is to continue to explore funding/grant opportunities for our programs.

#### **Execute programs**

New programs are being discussed with the hope of creating at least one new one in 2022. The district's Falls Program is still new and COVID has created some challenges with getting into the communities, so we hope for that program to gain more momentum as the virus slows down.

<b>Objective 3B</b>	<b>Analyze existing fire inspection and code enforcement processes to explore areas for improvement.</b>
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#### **Evaluate current and external inspection processes for effectiveness**

Evaluating minimum fire prevention inspection frequencies for existing occupancies as outlined in the Florida Fire Prevention Code and NFPA 1730, *Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations*, 2016 Edition.

#### **Identify where the current programs could be improved through community surveys**

QR code (SurveyMonkey) previously on all outgoing inspection and public education reports to the public, expired (\$). Replacing with (free) SurveyMonkey link in report footer.

#### **Research legislative requirements to identify best practices and industry standards**

Reviewing F.S. 633.202 and NFPA 1/101 for updates to codes and inspection procedures.





# IMFD STRATEGIC PLAN 2021-2026

## QUARTERLY REPORT

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### **Seek funding and approval for the development of new programs**

Not currently seeking funding for fire inspection programs. Utilizing MobileEyes software for inspection activity reporting.

### **Create and implement new program**

Currently working with CFO to implement credit card payments for streamlining collection of inspection fees.

### **Review programs annually to determine efficacy**

Currently reviewing 2021 inspection activity reporting to identify areas for improvement moving forward.

### **Revise programs as necessary**

Will discuss current programs with team and revise where necessary.

<b>Objective 3C</b>	<b>Review and revise external communication methods to better inform the community.</b>
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#### **Review current media policies:**

The Lee County Fire Chief's Association asked that one social media policy be created to be used County-wide for all departments to potentially use. After reviewing neighboring department's policies, (STFD, BSFD, IMFD, EFD, CCFD, LAFD, SCPFD), it was decided by the County's Public Information Officers and the District Community Relations & Education Coordinator (CREC) to use LAFD's policy as a template. A rough draft of the policy was created, and the proposed policy is ready to be reviewed. IMFD can review this policy. It has not been rolled out to the Association for review at this time.

#### **Research industry standards for efficient external communications**

The District is currently working on revamping the website. We are working with Eleina, the district's website designer, to begin creating the new site. Due to COVID, the IMFD Open House has been canceled and the district hopes to reschedule.

#### **Create outreach invitation and establish relationships**

The new website will house more information and links for the community to access. Surveys were recently implemented in the district's CPR classes and the feedback has been very helpful as to how the class and our instructors are performing.

#### **Develop programs and policies**

The district is gearing up for the second Camp Brave Heart (covid depending). Evaluations will be a mandatory part of our programs so the district can gauge the effectiveness of the program.



# IMFD STRATEGIC PLAN 2021-2026

## QUARTERLY REPORT

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The district is applying for a Firehouse Subs Foundation grant for new equipment to improve our Fire Extinguisher Training program.

### Implement the newly modified program

The district is scheduled to present our new Falls Prevention Program to a few communities early this year. This program was introduced to all the community coordinators we work with.

### Review on an annual basis

Current programs are not being reviewed on an annual basis, but we will start to review them by pulling reports from MobileEyes, reading student evaluations, keeping up with data/information pertaining to courses and adjusting course content as needed. This will be done on a biannual or as need basis.

#### Goal 4

**Develop a more comprehensive training program to better serve the evolving needs of our district.**

#### Objective

4A

**Develop a standard mentorship program for the fire district to improve employee development.**

We continue to review the formal mentoring programs as the need still exists. Development of employees is evolving, but still falls short of a formalized program. Much like the evaluation system, we may need external assistance to fully structure a formal program.

#### Objective

4B

**Increase access to live fire training to enhance fireground proficiency.**

A recent change at the fire marshal position has allowed a renewed focus on acquired structure training opportunities. We have increased efforts in finding opportunities but realize not all will allow the extent of live fire involvement. Two local agencies are constructing training facilities, and two other live fire training venues exist within the county.

The district has continued to support live fire opportunities at conferences with renewed opportunities supported in the 2021-2022 budget. Polled interest has revealed numerous personnel are interest in live fire instructor certification. The District sent 8 members through the 40-hour live fire program to shore up our cadre of instructors for future training opportunities.

The district has existing relationships with all agencies that have live fire training in Lee County. Live fire training continues to be supported through training conferences and co-op, however access to local live fire training facilities has not immediately increased. The role of Division Chief of Training and Special Operations has been filled and will continue to support fire training initiatives. The annual Fire and Special Operations Training Plan has been developed for 2022 and posted on SharePoint for members to reference as we proceed with the training program.





# IMFD STRATEGIC PLAN 2021-2026

## QUARTERLY REPORT

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The Annual Training Plan for Fire and Special Operations has been developed and posted to SharePoint. This will serve as the guide for fire and special operations training throughout the year.

### **Objective 4C      Develop a standard format for report writing to improve the quality of incident documentation.**

The Division Chief of EMS, Health & Safety position is fully implemented and assessing the needs of the organization so initiatives can be prioritized. Updates to some documents are in progress, along with the creation of other needed documents. The EMS focus group has yet to reconvene, however, intends to in the upcoming months.

### **Objective 4D      Expand focus on BLS training for all provider levels to improve patient outcomes.**

- Need to identify current standards and trends with BLS care
  - Will look at other department programs and standards as well as State requirements
- Survey to identify current BLS deficiencies in training
- BLS training inclusion monthly
  - Jan – exposure reporting and Ryan White
  - Remaining schedule to be developed by end of Jan.

### **Goal 5      Further develop the district's physical resource management to better serve the needs of the personnel and community.**

#### **Objective 5A      Improve district facilities to better meet the needs of emergency operations and service to the community.**

The District met with Motorola representatives to discuss the addition of the station tones at stations 71,73, and 75.

#### **Objective 5B      Review District's equipment compatibility with neighboring departments in support of continuity of service delivery.**

A list of basic equipment (hose loads, ladders, cardiac monitors, etc.) has been compiled and will be sent out to neighboring districts for feedback concerning their cache.

The Division Chief of Training and Special Operations is working on a concise draft of our equipment and is in the process of communicating with all neighboring agencies. The timeframe for receiving information is unknown, but we will maintain a dialogue to acquire

#### **Objective 5C      Improve the district's information technology to better meet the needs of personnel and the community.**

The district begun the process of upgrading their software to a new version of Adobe Pro. The District has identified a need to implement a PM scheduler for general maintenance issue within the stations. The district will be evaluating various approaches to complete this task.

#### **Objective 5D      Revise data entry protocols into PSTRAx to improve asset management.**

Objective 5d has not been addressed at this time.





# IMFD STRATEGIC PLAN 2021-2026

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### Goal 6

**Refine organizational management to sustain the highest quality service to our community.**

#### Objective 6A

**Review information systems to ensure production of usable data (e.g., ESO, Mobile Eyes, Aladtec, PSTRIX, etc.)**

The district has not begun working on objective 6A.

#### Objective 6B

**Evaluate existing policies and procedures to ensure they are accurate, necessary, and appropriately communicated.**

We have begun the implementation of our document management system (PowerDMS) with current focus on training and building out the platform. We intend to utilize this system to systematically maintain our documents, update periodically, and support understanding for all organizational personnel.

#### Objective 6C

**Implement a document management system to eliminate operational inconsistencies.**

See Objective 6B update.

### Goal 7

**Prepare for, pursue, achieve, and maintain international accreditation to better serve our community and embrace excellence.**

#### Objective 7A

**Form team or committee structures with management components as needed to pursue and maintain accreditation.**

Objective 7A has been completed.

#### Objective 7B

**Develop a community-driven strategic plan.**

Objective 7B has been completed.

#### Objective 7C

**Implement the community-driven strategic plan.**

This objective has effectively been met; however, the implementation process is continual. Goals and objectives will be evaluated for continued validity, and if needed updated through the planning process in quarterly review.

#### Objective 7D

**Conduct a community hazards and risk assessment and publish a Community Risk Assessment - Standards of Cover document.**

Objective 7D has been met.

#### Objective 7E

**Conduct and document a self-assessment of the district utilizing the CPSE/CFAI Fire and Emergency Services Self-Assessment Manual criteria.**

The District is continuing to work on objective 7E with the accreditation team and the CPSE Technical Advisory Program team.

#### Objective 7F Achieve agency accreditation by the CFAI.

The District continues to work toward achieving candidate agency status. The accreditation team is working on completing the Self-Assessment Manual, which will get the District closer to completing this goal.



# IMFD STRATEGIC PLAN 2021-2026

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### Objective

7G

Maintain accreditation with the CFAL.

Not applicable at this time.



## IAFF Local 1826

### Southwest Florida Professional Fire Fighters & Paramedics District 7 Monthly Report

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Meeting Date: 02/16/2022

#### General Information Update:

DVP Wright indicates that District 7 has nothing to report.





## IAFF Local 1826

### Southwest Florida Professional Fire Fighters & Paramedics District 25 Monthly Report

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Meeting Date: 02/16/2022

#### General Information Update:

Nothing to report, per DVP Mascarelli.