

Iona McGregor Fire District Board of Fire Commissioners Agenda

March 16, 2022

6:00 PM

Meeting called to order at 6:00 pm

Roll Call of Commissioners - Present Commissioners Barbosa, Langford, Louwers, Andersen. Commissioner Walker was absent excused

Opening Prayer and Pledge of Allegiance

Amendments to the Meeting Agenda – There were no amendments

Public Input on Business Agenda Items – none, public that were present had no input

Public Recognition

- 1) Citizen Award - Megan Contreras, community relations coordinator introduced Gina Bodette who, in May of 2021, performed life-saving CPR compressions that she had learned at a 2018 IMFD CPR Class. Assistant Chief Comer Presented the award and praised her efforts.

Business Agenda Items (Agenda Items Requiring Action)

- 1) Meeting Minutes – February 16, 2022

Minutes were presented prior to the meeting. Hearing no corrections **motion** (5853) to approve minutes of February 16, 2022 was made by Commissioner Barbosa with a second by Commissioner Louwers... Carried

- 2) Financial Report – February 2022

Financial reports were submitted prior to the meeting. There were no questions in relation to the financial report. **Motion** (5854) to approve the financial report from the February 16, 2022 meeting was made by Commissioner Andersen with a second by Commissioner Langford... Carried

- 3) Meeting Agenda Format – Continued

As Commissioner Walker, who submitted agenda item, was absent excused, it was proposed that this item be tabled to the next meeting. **Motion** (5855) to approve tabling the meeting was made by Commissioner Louwers with a second by Commissioner Langford... Carried

- 4) Executive Report

Executive report was submitted prior to the meeting. Assistant Chief Comer mentioned that this was Chief Howard's last board meeting before his retirement. He invited the Commissioners to attend the change of command ceremony on April 14<sup>th</sup>, 2022 at (Florida Southwest College) FSW. Chief Howard thanked the board for their collaboration and efforts over the years and thanked the board for their support and hoped they will have the opportunity to attend the ceremony. A **motion** (5856) to approve the executive report was made by Commissioner Langford with a second by Commissioner Barbosa... Carried

- 5) Attorney Report

As agenda item 3 was tabled there was no report. Attorney Pringle offered his congratulations to Chief Howard. **Motion** (5857) to approve attorney report was made by Commissioner Louwers with a second from Commissioner Andersen....Carried

- 6) DVP Reports – Districts 7 & 25

With nothing to report no action required. **Motion** (5858) to approve was made by Commissioner Andersen with a second from Commissioner Barbosa.

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Public Input on Non-Business Agenda Items – no input, no public present at this time

Commissioner Comments – Commissioner Andersen said it had been a pleasure to work with Chief Howard these past 3 years and thanked him for taking care of the department and citizens.

Adjournment – Motion to adjourn made by Commissioner Barbosa, seconded by Commissioner Andersen... Carried.

Meeting adjourned at 6:21 pm

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

**IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT**  
**SUMMARY STATEMENT OF ACTIVITIES - GENERAL FUND**  
For the Five Months Ended February 28, 2022 (Unaudited)

Revenues	Amended	Actual	Variance	
	Budget		\$	%
Cash Carry Forward	\$ 10,211,193			
Ad valorem taxes	22,212,377	\$ 20,672,270	\$ (1,540,107)	93.07%
Permits, Fees & Special Assessments	50,000	38,192	(11,808)	76.38%
Intergovernmental	67,960	-	(67,960)	0.00%
Charges for services	51,000	32,914	(18,086)	64.54%
Interest Check/Demand Accounts	54,000	12,666	(41,334)	23.45%
Miscellaneous	214,804	69,186	(145,618)	32.21%
Proceeds from debt	-	-	-	N/A
<b>Total Revenues</b>	<b>22,650,141</b>	<b>20,825,228</b>	<b>(1,824,913)</b>	<b>91.94%</b>

Total revenues and cash carry forward 32,861,334

Expenditures				
Personnel services				
Salaries	11,775,174	4,550,227	7,224,947	38.64%
Benefits	6,630,506	2,828,748	3,801,758	42.66%
Operating Expenditures				
Professional and contractual	844,455	548,842	295,613	64.99%
Travel	110,135	13,250	96,885	12.03%
Communications & freight	116,050	68,096	47,954	58.68%
Utilities, equipment rental, and insurance	289,131	158,793	130,338	54.92%
Repairs and maintenance	551,665	213,461	338,204	38.69%
Operational, small tools and equipment	470,060	104,803	365,257	22.30%
Fuel, supplies, and administrative	410,343	193,837	216,506	47.24%
Education and training	141,160	19,135	122,025	13.56%
Capital expenditures	249,600	-	249,600	0.00%
Debt service	75,034	50,022	25,012	66.67%
<b>Total Expenditures</b>	<b>21,663,313</b>	<b>8,749,215</b>	<b>12,914,098</b>	<b>40.39%</b>

Revenues over/(under) expenditures 986,828 \$ 12,076,013 \$ 11,089,185

Fund Balance/Cash Carry Forward 11,198,021

Total expenditures and reserves \$ 32,861,334

	FEBRUARY	JANUARY
Cash Balances		
BankUnited - Operating	\$ 2,449,888	\$ 1,989,996
Petty Cash	-	-
	<u>2,449,888</u>	<u>1,989,996</u>
Investments		
General - SBA - Fund A	1,930,742	1,930,513
BankUnited Money Market	17,906,339	19,403,535
	<u>19,837,081</u>	<u>21,334,048</u>
Total Cash and Investments	<u>\$ 22,286,969</u>	<u>\$ 23,324,043</u>

Submitted for approval on March 16, 2022

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

(Signature)



# Iona-McGregor Fire District Executive Report

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## Executive Summary/ March 2022:

### GENERAL:

- Tonight is Chief Howard's final Board meeting. The District has benefited from his over 36 years of dedicated service. We will miss him very much and wish him a long and happy, well-deserved retirement.
- On Thursday, April 14<sup>th</sup>, we will have a "change-of-command" and retirement ceremony for Chief Howard at FSW, at 5:00 pm. Details will be forthcoming, but we wanted to notify the board so you can plan to attend.

### Accreditation

- The *Strategic Plan Quarterly Update* was presented last month to the Board of Fire Commissioners.
- The district is in the process of developing a focus group of internal stakeholders to help in the annual update/revision of the *2021-2026 Strategic Plan*.
- The district has selected the May-June time period to update the Strategic Plan. This will ensure that the goals, objective, and projects identified in the Strategic Plan are budgeted for appropriately.
- The district will be reaching out to the Fire Commissioners to receive input on the Strategic Plan.

### OPERATIONS:

- We concluded Engineer promotional testing with 9 candidates and will be promoting 2 Engineers by this month.
- Firefighters Thompson and Schwalder have officially passed their new hire probationary period, and we are happy to have them.
  - They have both proven to be positive additions to our operational staffing.
- We participated in our annual Incident Management Team (IMT) meeting, which helps support our readiness for large incident response (e.g. brush fires, tornadoes, etc.).
  - Deployment of adequate resources is a shared responsibility, and the Incident Management Team is the administrative component.
    - It is staffed by administrative officers from county agencies, with an on-call weekly rotation to fill various roles as needed.
  - Moreover, there is a need to continue succession training to maintain a sufficient Incident Management Team, especially as numerous veteran officers retire.
- The current predictions for brush fires are NOT positive as we still have a rain deficit, and unsure of when that will change.
- Numerous personnel are pursuing development through continued formal and certification-based education.

- We are optimistic about our continued development and succession planning.

## **Logistics:**

- Truck 74 has been placed back in service after the repairs were completed on the new bucket. The ladder has been tested and passed inspection by National Testing & Certification Inc.
- Engine 78 has been sent out to have the annual preventative maintenance performed. This service will cover the oil change, fluid level checks, and an overall inspection of several key areas of the apparatus.
- The district's administration has been provided with Adobe. This cloud-based program will allow the districts administration to have an ease of workflow and the files created will now be able to be accessed from any computer where the user is signed in.
- Motorola has been back to station 74 to add a dimmer switch to the tone alert red light systems installed. The red light which comes on along with the 911 tone, assists in waking responders up during the night. This is the first dimmer switch to be installed allowing each shift to select the appropriate light for the shift. This change will be added to all future installs of the tone alert systems at IMFD stations.
- Assisted with the engineer testing process. Using GoPro cameras mounted on the candidate and the proctors, we were able to capture the testing process from two angles. Engineer testing videos have been uploaded to SharePoint following the conclusion of the engineer promotional testing. The recording of the testing process has been an asset to ensuring that the testing is conducted in a safe and fair manner.
- The district flags have been reordered and a new guidon has been designed that will update the current districts logo on the flag. The new guidon will have ribbons that identify the districts recent changes to our core values.
- Following all the promotions from the last several months, we have ordered all the new Class-A brass and badges. They should be arriving within the next few weeks pending any material or shipping delays.

## **Prevention/Pub Ed:**

**Date: February 2022**

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TOTAL INSPECTIONS & ACTIVITIES:	592*
ANNUAL INSPECTIONS (EXISTING):	431
VIOLATIONS CLEARED:	88
CPR / AED CLASSES:	1
CHILD PASSENGER SAFETY:	2
FIRE EXTINGUISHERS TRAINING:	1
PUBLIC EDUCATION EVENTS:	0
FIRE INVESTIGATIONS:	0

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### **Supervisor's Summary:**

- The Fire Prevention and Finance Divisions worked with Tyler Technologies (MobileEyes Inspection Software) during the month of February to hit our target launch date of 2/28 for accepting online credit card and electronic check payments for customer billing of inspection and public education activities.
- Due to a decrease in COVID-19 cases within Lee County, all public education classes were approved to resume as of 2/17.
- The Pub Ed Division assisted with in-house BLS renewals over (3) shifts; 2/14, 2/16, & 2/18.

\*Activities include hydrant flow testing for remodel/new construction projects, emergency vehicle gate access testing, Knox Box key installation, follow-up for fire protection systems (contractor inspections).

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

- Members participated in the monthly hazmat training with FMFD. Subjects covered during this training exercise included scenario based training involving an unknown substance. Teams worked together to identify and analyze possible threats with FMFD detection equipment.
- Several members from the department attended the Orlando Fire Conference at the end of February. Subjects covered over three days included forcible entry, SCBA confidence, flashover, thermal imaging camera use, and elevator rescue.
  - In addition to members attending as students, three members also participated as instructors for a course titled Search and Ladders.
- The department hosted a Co-Op training event at the old Rutenberg Library. Including IMFD, a total of 5 departments participated in training that covered large area search, RIT (Rapid Intervention Team), and difficult hose stretches. Multiple instructors from several departments facilitated the training.
- Urban Search and Rescue-Task Force 6 members who deployed to the Surfside incident were recognized by CFO Jimmy Patronis with a challenge coin presentation.
- Several probationary employees completed their Module 2 testing. All employees displayed improvement in their time for ladder throws, hose stretches and turnout time.
- Several members participated in a Rope Rescue Operations course this month. This was an in house course by several employees who are active members of Task Force 6.

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

- Basic Life Support (BLS), also known as CardioPulmonary Resuscitation (CPR), recertifications were completed in February. BLS recertification is a requirement for all operations personnel and must be recertified every two years through the American Heart Association (AHA). Training is provided by in-house instructors who also recertified their instructor credentials through the AHA. Recertification was overseen by DC Crisman and Megan Steinke as AHA Faculty. CPR is a cornerstone of medical response to the citizens of the Iona McGregor Fire District, providing potentially life-saving skills in cardiac arrest.

- The medical inservice on Thursday, February 24<sup>th</sup>, 2022 was held at Station 75 from 0900-1030. Topics included upcoming changes to the Lee County Common Treatment Guidelines (also known as our “protocol”), a lecture review of capnography (an evaluative tool used to measure exhaled carbon dioxide and assess ventilatory adequacy of patients), and hands on training with airway management and Zoll monitor function, specifically the uploading of patient vital signs to the cloud to be inputted into the ESO medical reporting software. Lecture was presented by DC Hernden and the hands on portions were taught by FF Rine and FF Scripariu. Inservices provide an opportunity for collective medical learning and practice to further develop assessment and treatment skills needed to protect and service the citizens of the Iona McGregor Fire District.
- Gear Wash, LLC will be onsite at Station 74 April 11-21, 2022 to perform advanced cleaning, inspection, and repair of all bunker pants, coats, and helmets in accordance with NFPA 1851 (a standard set by the National Fire Protection Agency that turnout gear be inspected, cleaned, and repaired by a certified agency twice a year). All suppression and investigation personnel will rotate their gear through. Proper cleaning and repair of bunker gear helps ensure the safety and protection of members entering hazardous environments, and reduces the exposure to off-gassing of carcinogenic compounds and other potentially harmful contaminants encountered in the execution of duties while responding to all forms of emergency calls.