



Upper Captiva Fire & Rescue District

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Richard Pepper, Fire Chief • Bob Kinniry, Assistant Chief

BOARD OF COMMISSIONERS

REGULAR MEETING

16 May 2015

COMMISSIONERS PRESENT: Zeke McDonald, Roy Wildeman, Tom Jenkins, Steve Sward (by phone), Bill Fry (by phone), and Chief Richard Pepper.

ISLANDERS PRESENT: Sue Ann Cousar, Bill Byrnes, Jackie Byrnes, Renee Lynch, John Mejia, Karen Sirabian, Mary Ann Condon, Mary Kachel, Frank Galloway, Barbra Reber, Andrea Pepper and Arthur Mason (by phone).

1) CALL TO ORDER: Chairman McDonald called the meeting to order at 10:00AM.

2) Chairman McDonald asked to suspend the agenda and move to discussions of the FY 2014 audit results, presented by Mr. Jeff Brown of Ashley, Brown & Company, the District's independent auditor. Commissioners agreed and Mr. Brown began his review of the audit document. The overall finding of the auditor was "unmodified or, in old terms unqualified, opinion" without material adjustments or corrections. Chairman McDonald commented that this was the first audit in his tenure on the Commission that had an unqualified annual audit. Commissioners thanked Renee Lynch for her efforts over the last 7 months in organizing the bookkeeping records and organizing our financial records before the audit began. Chief Pepper remarked to the public that this audit is an annual occurrence, required by the State of Florida. A copy of the entire audit document will be available for public review at the fire station.

3) MINUTES: Minutes of the 18 April meeting were read (with minor corrections identified for changing "motioned" to "moved" throughout the minutes and "memorized" to "memorialized". **Wildeman moved**, Jenkins seconded, and **all voted aye to accept the minutes** as corrected.

4) TREASURER'S REPORT: The current status of the accounts are:

- Lee County Tax Collector has continued to remit the Ad Valorem payments and the two ad valorem accounts (checking and savings) had 30 April ending balances of \$177,363.57 and \$10,238.27 respectively. Commissioners discussed that, with \$12,900 deposited in the checking account by the Tax Collector yesterday, this was likely the last major deposit

for the fiscal year. If correct, the Ad Valorem revenues will be about \$40K under budget (and what is remaining may not be collectable until the property is sold). Fry asked whether the EMT-P check-rides were the cause of the higher than budgeted labor costs and Chief Pepper stated that was a part, since those check-rides and other things were unknown and requirements continued to change until we finally got to the end of the privileging process with Dr. Lemmons. Fry also asked when the financial summaries would show complete costs for initial outfitting of the ALS equipment and supplies (and charged against the Friends checking account). Wildeman responded that his intent is that the initial costs will be fully assigned and shown in the End of Month May report (reported at the June meeting).

- The Impact Fee account had a 30 April balance of \$5,220.95.
- As of 30 April, the Special Assessment checking account had \$165,628.77. Treasurer reported that \$415,281.79 of the \$447,400 Special Assessment (92.8%) was received as of 30 April, leaving \$32,118.21 outstanding (still have about one-half month's income not collected). If the remaining expenditures for the rest of the year match the pace of the past 7 months of expenditures, we may actually end in balance, even if the \$32K isn't collected before 30 September.
- Donations: The Friends of the Fire Department checking account had a balance of \$48,541.03 as of 30 April (collected over \$64,000 in donations so far this year). The Treasurer was asked when the ALS bills would be fully paid so that we can determine how much in donations might be left over.
- Line of Credit: Treasurer Wildeman will conclude renegotiation of the Line of Credit (current agreement expires on 28 July 2015) and will attempt to increase the line of credit to the \$500K that we have discussed the last few meetings. **Sward moved to accept, Jenkins seconded, all voted aye.**

5) CHIEF'S REPORT: Calls to date are 72.

- ALS Update/Staffing:
 - Still awaiting receipt of the DEA Form 222 allowing the District to order/purchase of controlled substances). Apparently, the DEA has mailed the form repeatedly to our Hodgepodge/Captiva address (and it has been repeatedly returned).
 - Dr. Lemmons and Chief Tuttle visited 11 May and Dr. Lemmons signed the Certificate of Need, effective 1 June 2015 for the District to begin ALS services.
 - Dr. Lemmons also wants to see the June schedule before start of the ALS service on 1 June 2015.
 - Two items remaining to purchase are an IV Infusor and Intarosseous needles (15 gauge)
- L191: One bid is being actively worked for a cash bid of \$16,000.
- ISO Update: Everything north of the state land is PPC-4 and south (including South Banks) is 4x.
- Mule Report: U-191 is now on-island and purchased for \$10,800; Deputy Chief and Assistant Chief negotiated a great savings of \$500 and \$1700 over the previous two quotes.

- Update to Property Owners: Planning for a PowerPoint presentation that lays out all of the improvements within the District, including the maintenance of existing road signs and the installation of new road signs. The Chief is planning to create a Letter of Appreciation, thanking UCCA for the hard work on the new road signs. **Wildeman moved**, Jenkins seconded, **all voted aye** to approve the letter of appreciation.

6) COMMISSION REPORT:

A) Assessment Collection: Chairman McDonald updated status. He contacted Attorney Pritt and the first 9 letters went out last week for those owing more than \$1000 on a single property. Discussion started about next steps and Commission agreed that at the next meeting, we will discuss further letters to delinquent property owners (cost to send each letter versus amount owed). The delinquent accounts will NOT be added to next year's County tax bill (we will be responsible for collections of the 2014/2015 into the future). Arthur Mason asked why the "Notice of Intent to Foreclose" letters didn't include collection or interest penalties; Chairman McDonald stated that Attorney Pritt's opinion is that no penalties can be imposed until an actual foreclosure hearing and a judicial order is imposed awarding fees.

7) OLD BUSINESS:

A) M-192 (28' Contender Boat Donation from Lee County Sheriff's Office) Training and Acquisition: Discussed past history related to MEDSTAR, with ever increasing costs, and now the County has contracted with a private company with costs of roughly \$18,000 plus mileage (total costs in the \$20,000 - \$21,000 range). In the past, the District has paid private charter captains and Island Girl ... about \$3,000 in a typical year (and absorbed those costs due to liability concerns if the District becomes a "Transport" department). County expressed concerns about the 1+ hour of a round-trip for their EMTs between Pine Island and North Captiva Island (after driving the ambulance to Pineland Marina, EMTs ride Island Girl to North Captiva, pick-up the patient, return to Pineland Marina, and then the EMTs load the patient into the ambulance for transport to the hospital). The past costs of roughly \$250 round-trip for private charters will offset the operating costs of the new 28' Contender (which will only be used for patient evacuation). Priority 1 patients will still fly on the County-contracted MEDEVAC helicopter, while Priority 2 and 3 patients (those that still must go to an Emergency Room) can be evacuated by the new boat with transfer to the Lee EMS ambulances within 30 minutes. After a question from the public, Chief Pepper reiterated that no Commission vote was required for an "interdepartmental" transfer between the LCSO and UCFRD (but the Commission was informed and no Commissioner objected). Secretary Fry and Chief Pepper were tasked by the Commission to prepare an Executive Summary, suitable for emailing to island property owners.

B) Employee Manual: Final revisions planned during the month of May with next review scheduled and discussed at the June meeting.

C) Cell on Wheels (COW): Chairman McDonald sent a note to Attorney Pritt asking whether T-Mobile would consider donating service to the District in lieu of a cash ground lease payment.

D) Escondido Lot: Commissioner Wildeman discussed with Dan Davenport whether \$250K (or the County assessment value of \$80/sf) was sufficient to build a SHC Village townhouse size/style; Davenport stated that it would likely cost \$200/sf to construct a 2-unit townhouse (plus questions about rezoning of the property for multi-family would require).

8) NEW BUSINESS:

A) County Expected Valuation Report: 1 June will be the expected date for the Lee County Tax Appraiser to provide the 2015 preliminary valuation of island property, to determine potential property tax revenues, to begin developing the District budget for next year.

B) A/C Out in SHC Rental for Chief Pepper for Last 3 Weeks: The property owner has sent \$3000 to pay for repair of the A/C. The owner has also asked the District to pay any additional costs that the A/C repair entails and subtract the cost from future rental payments. Fry suggested that was okay if we have something in writing (or email) from the owner allowing any additional costs to be offset with future rental payments. Commissioners agreed.

9) PUBLIC COMMENT: Arthur Mason suggested that the Commission should immediately send out the remaining "Notice of Intent to Foreclose" letters for all remaining delinquent Special Assessments immediately, not wait for the next meeting to discuss further, and to include the "cost of collections" in the future letters. Chairman McDonald stated that we still don't know what the first 9 letters cost the district and Attorney Pritt has stated that we cannot add collection costs without a court order (which would only occur once we go to court to foreclose on the properties). Bill Byrnes congratulated the District, members, taxpayers, and Friends donations for the ALS equipment (and increased taxpayer funding from the Special Assessment). Chairman McDonald also requested moving the July meeting from 18 July to one week earlier (11 July). Commissioners agreed and Chief Pepper stated that the date change would be advertised in the local newspaper (as well as posting on the UCFRD web page).

10) NEXT MEETING DATE: 27 June 2015

11) ADJOURN – **Motion** by Jenkins, **seconded** by Wildeman; meeting adjourned at 12:19PM.

Respectfully submitted

Bill Fry
Secretary