



Upper Captiva Fire & Rescue District

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Richard Pepper, Fire Chief • Bob Kinniry, Assistant Chief

BOARD OF COMMISSIONERS

REGULAR MEETING

27 June 2015

COMMISSIONERS PRESENT: Zeke McDonald, Roy Wildeman, Tom Jenkins, Bill Fry (by phone) and Chief Richard Pepper. Steve Sward did not attend (excused absence for a funeral).

ISLANDERS PRESENT: Sue Ann Cousar and Phil Kinsey

1) CALL TO ORDER: Chairman McDonald called the meeting to order at 10:06AM.

2) MINUTES: Minutes of the 16 May meeting were read; removed extra "is" from audit discussion, fixed numbering (had two paragraph numbered as 2 and corrected the follow-on paragraph numbers), and corrected the spelling of Dr. Lemmons name throughout (added second "m" that was missing). **Wildeman moved**, Jenkins seconded, and **all voted aye to accept the minutes** as corrected.

3) 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 31 May ending balances of \$162,648.55 and \$10,239.57 respectively. Commissioners discussed that, with \$33K deposited in the checking account by the Tax Collector during June, this was probably the last major deposit for the fiscal year. Although this last deposit wasn't as large as last June's deposit, it takes us to about 99% of budgeted revenue collected through June, which is great news.
- The Impact Fee account had a 31 May balance of \$5,220.95.
- As of 31 May, the Special Assessment checking account had \$134,936.69. Treasurer reported that \$417,410.97 of the \$447,400 Special Assessment (93.3%) was received as of 31 May, leaving \$29,989.03 outstanding (with about \$8K collected during June as a result of the legal notices of intent to foreclose from 5 of 9 property owners that owed more than \$1000 each).
- Projected Year End Reserves: Total Cash on Hand as of 31 May is \$342,119 with \$65,330 in remaining Ad Valorem and Special Assessment uncollected taxes. Assuming 50% of

that amount will be uncollectable this fiscal year and using pro rata budget data for the remaining 4 months of the fiscal year, Treasurer estimates only \$9539 in year-end reserves (and that number will likely decrease again next month with actual June data).

- Line of Credit: Treasurer Wildeman confirmed that the Bank has approved \$300K for the Line of Credit for next year but he is still negotiating for an increase of the Line of Credit to \$500K (current agreement expires on 28 July 2015 and, as it now stands, will renew for only \$300K, unless Treasurer succeeds).
- Donations: The Friends of the Fire Department checking account had a balance of \$29,073.28 as of 31 May (collected over \$65,240 in donations so far this year). The Treasurer stated that most of the ALS bills are now fully paid so that we can determine how much in donations might be left over next month (maybe \$3K-\$5K of ALS bills still to pay/reallocate from the donation account).
- **Jenkins moved** to accept the Treasurer's Report, McDonald seconded, **all voted aye**.

4) CHIEF'S REPORT: Calls to date are 91.

- ALS Update/Staffing: District ALS services became operational on 1 June 2015 and have run relatively smoothly since we started. One issue that will require constant work is standardizing procedures for all paramedics (especially difficult with rotating part-time shifts for communications). Operational procedures for shift change has increased to 10-15 minutes and that now includes the oncoming and departing paramedic to complete the on-board mule drug inventory/transfer (inside drug locker key is maintained by Chief and Assistant Chief and is inventoried when they change shifts each Monday & Friday). We usually have at least two (sometimes three) paramedics on each shift (with at least one/sometimes two of those privileged by Dr. Lemmons, and the Dr. Lemmons privileged paramedic functions as the "lead" paramedic). Questions arose about recurring cost for drugs and consumables next year (and future years) and, after some discussion, ALS Coordinator Kinsey estimated \$5K-\$10K (he believes closer to \$5K and Fry said it would probably be closer to \$10K); Chief will attempt to come up with a better number for the 2015/2016 budget preparation next quarter.
- M192 Training: All electronics have been checked and are fully operational. The bench will be installed soon and, once installed, training will begin for staff. The date for beginning operations will be announced when the bench is installed and the staff are trained.
- Mule Report: The old mule, replaced by the new mule, is still on hand. Deputy Chief Higgins is working on the undercarriage and drivetrain to see if it can be repaired (if it can't be repaired, it will be sold or disposed of).
- Letter to UCCA: Posted the letter of appreciation on the UCCA Website for their work on the road signs
- Update to Property Owners: Still working up 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.

- Public Facilities Report: Chief has nearly completed the update with all of the changes for this year and plans to provide the initial draft to Commissioners before the next meeting on 11 July.
- District 10 Meeting (discussions about hurricane evacuations with Pine Island/Matlacha as the Lead Agency): Last meeting was held on 8 June and the biggest change is that the LeeTrans bus will no longer come into Pineland Marina (evacuees will have to walk out to a regular bus stop on Stringfellow). New Lee County Public Safety Director is looking to set voluntary evacuations 72 hours before event, with mandatory evacuations 36-48 hours out (although homeowners cannot be forced to leave). Fire Station intended to remain open until the last hours (well after mandatory evacuations are completed). Additional note is that the Matlacha bridge will be shut down for 45MPH sustained winds (wind speed of the outer bands of an inbound tropical storm).
- L191: The one bid that was being actively worked for \$16,000 has fallen through (and no additional interest has been placed on the reseller's website in Alabama since).
- Last Week's Calls:
 - Tuesday, 16 June at Cayo Costa State Park, a swimming accident where a 15 y/o swimmer dove headfirst into the water. On UCFRD team arrival, the patient had no feeling from the neck down. UCFRD lead paramedic treated on the beach and then demanded that Lee Flight land on the beach for evacuation (too dangerous to evacuate by boat). Patient was taken to Tampa General (although he initially required help with breathing, he is currently off the ventilator but remains a paraplegic with no feeling from the waist down). Prompt care by ALS paramedics may have kept the patient alive (and future physical rehabilitation may improve his condition over time).
 - Friday, 19 June off State Park Beach (off Panama Shell and Gulf Drive), a vacationing family anchored a rental boat on the beach and it came free; 2 people swam out to attempt to recover the boat. UCFRD responded to the emergency call for 1 lost swimmer with 2 FF on the beach and 2 FF by our skiff/boat (search by multiple boats and the LCSO helicopter found the floating body; a UCFRD FF/swimmer recovered the body and Pine Island FF/EMT began CPR but was directed to discontinue after EKG strip was sent to the supporting ER). According to the autopsy results, the swimmer died of a massive heart attack (he didn't drown).
 - Chairman stated that everyone is proud that our Department was able to respond to both accident locations in a timely manner (and that thankfully the 15 y/o boy was able to be saved).

5) COMMISSION REPORT: None

6) OLD BUSINESS:

A) Audit: No questions from the Commissioners. Commissioners agreed that the overall findings could be posted to the website, with the entire report, including financials, available for public review at the Fire Station.

B) Employee Manual: Final revisions planned during the month of July with the final review scheduled and discussed at the July meeting. Fry committed to having final proposed revisions back to Chief for final review/comment by 5 July.

C) Executive Summary M-192 was discussed. Chairman McDonald requested a change to the posted executive summary to add discussion about our legal and moral responsibility to transfer “custody of care” to a higher level of care than the District can provide (we can’t abandon treatment of a patient, discontinue care, or transfer them to a private boat, unless the patient declines further treatment in writing). Fry was directed to make the change and re-post the executive summary as soon as possible.

D) Foreclosure Letters: Chairman McDonald restated that the Commission had decided at the April meeting to have legal letters drafted for the first 9 property owners that owed more than \$1000 on a property of our intent to file legal suit to collect and/or foreclose. Those letters were mailed by Roetzel & Andress LPA on 14 May. Fry updated the Commission on collection status from Bookkeeper Lynch (as of Friday, 26 June: 5 of 9 property owners paid about \$8K total and 1 property owner [Fuxa for \$2288] said their attorney would pay next week). Three property owners didn’t respond at all:

- Lanza Trustee For Hanover Street Realty Trust on South Banks for \$2067
- Berns Management LLC on Hidden Lane for \$1749
- Fischer and Salvatore on Butterfly Shell Drive for \$1284

Lynch told Fry that Roetzel & Andress LPA billed \$944.60 for the initial 9 letters. Fry proposed that the District send our own letter, using language similar to the Roetzel & Andress drafted letter (deleting language about a debt and debt collection), to demand payment before referring the remaining 28 properties (owing more than \$10 and less than \$1000) to Roetzel & Andress for collection and further legal action. These 28 owners owe roughly \$13K (and if the cost for 9 letters was \$1K, Fry expressed a concern that it would cost us \$3K for these 28 letters).

- Fry made a motion that we modify the Roetzel & Andress letter to create our own final demand for payment before instituting legal collection and/or foreclosure and that we mail them to the remaining 28 property owners by registered/certified mail. Chairman McDonald proposed a friendly amendment to the motion that he coordinate with Attorney Pritt to ensure no legal or ethical issue with our plagiarizing their letter. **Fry moved**, Jenkins seconded, **all voted aye**.
- Fry made a motion that the Chairman should notify Attorney Pritt to begin collection and/or foreclosure actions on the three properties that were notified on 14 May and failed to respond in any way (12649 South Banks, 4511 Hidden Lane, and 4521 Butterfly Shell Drive) and defer further action on 4560 Seair Lane for one more month. **Fry moved**, Jenkins seconded, **all voted aye**.

E) Cell on Wheels (COW): Chairman McDonald did not receive a response from Attorney Pritt asking whether T-Mobile would consider donating service to the District in lieu of a cash ground lease payment. Wildeman stated that he didn't want to commit to a quid pro quo (and that he would probably vote against it if it comes to a vote). Jenkins will follow up with NCIC/Bryan Brillhart to see if there is a solution on their tower. Otherwise, we will close this at the next meeting without further action.

F) Escondido Lot: Commissioner Wildeman updated Commission about various complexities (zoning, cost of lot, cost to build, etc.). Chairman McDonald stated that the District isn't really in the position to fund a construction project but that the Treasurer can continue to gather information. Although all of the Commission agrees that we would like to build equity from the roughly \$30K in annual housing costs, the District is not in the position to expend funds at this time.

7) NEW BUSINESS:

A) Budget for Fiscal Year 15/16: Treasurer Wildeman plans to have the first draft of the FY15/16 budget before the next meeting on 11 July.

- Ad Valorem: The DR 420 (island valuation) becomes official on 1 July at \$172M (up \$2M from the original estimate and over \$10M from \$161.8M last year) and, if the millage rate were set at 3.75 again next year, it would generate an additional \$38K in tax revenue.
- Planned schedule:
 - 11 July: Tentative Treasurer's Budget Proposal for both Ad Valorem and Special Assessment and initial Commission discussions of the proposed budget
 - 15 August: Further Commission discussion of proposed budget
 - First or Second Saturday of September: First Public Hearing on Proposed Budget
 - Third or Last Saturday of September: Final Public Hearing on Proposed Budget
- Special Assessment: Wildeman intends to use the gross assessment from last year's assessment roll (rather than the total assessment amount that was used this year) to develop budgeted Special Assessment revenues. This will take into account the possibility of reduced revenues if property owners pay early to take advantage of tax collection discounts. He expects to make adjustments on the expense side as well, based on our actual results from this last year.

B) Fire Assessment Methodology: Treasurer to work with Russ Weyer to update the assessment methodology (to accommodate new construction and renovations on the island) and Chief to coordinate with the Tax Collector to determine the necessary date cutoffs for providing the Special Assessment Roll with amounts by STRAP for County collection.

8) PUBLIC COMMENT: None

9) NEXT MEETING DATE: 11 July 2015

10) ADJOURN – **Motion** by Jenkins, **seconded** by Fry; meeting adjourned at 12:27PM.

Respectfully submitted

Bill Fry
Secretary