



Upper Captiva Fire & Rescue District

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Richard Pepper, Fire Chief • Bob Kinniry, Assistant Chief

BOARD OF COMMISSIONERS

REGULAR MEETING

19 September 2015

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

ISLANDERS PRESENT: Sue Ann Cousar and Karen Sirabian (and John Mejia by phone).

1) CALL TO ORDER: Chairman McDonald called the meeting to order at 11:47 AM.

2) L191 Sealed Bid: Chair tabled agenda and moved to the L191 sealed bid opening. Acting Chief Kinniry read the News-Press announcement. Fry confirmed that the Board had no reserve and it will be sold to the highest bidder this morning (all confirmed). Acting Chief Kinniry then opened the sealed bid (only one received) and read it aloud from Tim Higgins for \$5,000 (\$2,600 payment by personal check and \$2,400 in the retirement contribution for 2015 forgone). **Fry moved** that we accept the bid, second by Jenkins, **vote was 3-2 (Wildeman and McDonald opposed)**. Wildeman then asked if the rest of the Board had received a \$25,000 conditional offer for the ladder truck (via email, not a sealed bid), forwarded from Chief Pepper on Friday, 18 September at 8:26 AM, from the Gainesville Fire Department (conditioned on City Council approving at their next meeting on 12 October). Wildeman was the only one that received the forwarded email from Chief Pepper. Lots of discussion about seller's remorse from Board members that were unaware before the sealed bid was opened and the vote was called but it wasn't a sealed bid (it was a conditional offer that required a vote of the Gainesville City Council in 3 weeks).

3) MINUTES:

- Minutes of the 15 August regular meeting were read; **Wildeman moved**, Jenkins seconded, and **all voted aye** to accept the minutes with corrections.
- Minutes of the 12 September preliminary budget meeting were read; **Wildeman moved**, Jenkins seconded, and **all voted aye** to accept the minutes with corrections.

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

- The ad valorem checking account had a 31 August ending balance of \$68,132.57. Commissioners discussed that this now takes us to about 99.8% of budgeted revenue collected through August, still leaving only \$1,078 uncollected (no change from last month). Salaries and fringe benefits is at 99.4% spent (over budget by 9% or about 1 month of labor expenses) and with 112.3% of the total, even though our overall budget target should be 91.7% through this point in the fiscal year. We expect to complete 2014/2015 significantly over spent (currently estimated at \$100K spent from reserves, taking the reserve down to \$32K).
- The Impact Fee account had a 31 August balance of \$6,645.69.
- As of 31 August, the Special Assessment checking account had \$25,271.74. Treasurer reported that \$426,407.21 of the \$447,400 Special Assessment (95.31%) was received as of 31 August, leaving \$18,704.87 outstanding (plus two checks for \$234.34 and \$224.92 were received in mid-September, taking unpaid assessments down to \$18,245.61). We are slightly under budget on the Special Assessment expenses at about 91.5% spent (while 91.7% through the year).
- Line of Credit: First \$40K has been drawn down and deposited into the Special Assessment checking account (and we will start drawing additional amounts for both Special Assessment and Ad Valorem now through mid-December). Good news is interest rates are relatively low (65% of Prime or about 2%).
- Donations: The Friends of the Fire Department checking account had a balance of \$27,253.54 as of 31 August (collected over \$65,891 in donations so far this year). The Treasurer stated that another \$6000 was moved from Donations during September to reimburse ALS and Contender initial outfitting bills).
- Projected Year End Reserves: Total Cash on Hand as of 31 August is \$127,303.54, with \$1,078 in remaining Ad Valorem and \$18,245.61 in remaining Special Assessment uncollected taxes. Assuming 90% of that amount will be uncollectable this fiscal year and using pro rata budget data for the remaining month of the fiscal year, Treasurer estimates only \$42K in year-end reserves. Wildemen stated that includes “unspendable” cash that overstates the calculation (\$6K in the Impact Fee account and maybe as much as \$24K in the Donation account), leaving \$10K-\$20K as “spendable” year-end reserves (instead of \$135K in year-end reserves that were budgeted).
- **Jenkins moved** to accept the Treasurer’s Report, Sward seconded, **all voted aye.**

5) ACTING CHIEF’S REPORT: Calls to date are 128.

- ALS Update/Staffing: No issues but we are now starting to replace expiring drugs.
- M192 Training: With funding shortfalls, training has been scaled back to when FF Russel is on scheduled shift. We still don’t have a qualified captain/operator on each shift.
- Additional Part-Time Firefighter Hiring: Question about the need for hiring additional firefighter/paramedics but Kinniry told McMullen that FF-EMTs should be the ones hired (that each shift should have a minimum of one FF-P, two is okay if necessary, but three is

unaffordable and should be filled with a FF-EMT). There have been some days were three FF-Ps are on shift, further eroding the budget.

- UCCA Newsletter: Completed a fire department letter insert for the next newsletter.

6) COMMISSION REPORT:

A) Fry-2015 Special Assessment Update: The latest certified letters were mailed on 22 August to 30 property owners that have failed to pay this year's Special Assessment. Starting at this meeting, Fry will provide a monthly update on those owners and their current status:

Name	Island Address	Total	Status
GALVANO DANIEL J + KATHERINE	4520 SCHOONER	\$224.92	Paid 14 Sep
FISCHER GLENN I	4501 SMUGGLERS	\$232.34	Paid 14 Sep
TRI VENTURES INC	55 KINGFISHER	\$891.83	Delivered 16 Sep
CUNNINGHAM JOE	721 RUM	\$311.55	Delivered 16 Sep
ZANGHI CHARLES JOHN	4460 OYSTER SHELL	\$221.86	Delivered 24 Aug
MARMO VINCENT J + MARY JANE	4500 CUTLASS	\$767.41	Delivered 24 Aug
H + C ISLAND CO LLC	700 GULF	\$172.52	Delivered 25 Aug
BERNS MANAGEMENT LLC	4511 HIDDEN	\$1,748.79	Delivered 24 Aug
POTTINGER JOHN + POTTINGER MARTHA J	190 SWALLOW	\$221.63	Delivered 24 Aug
FISCHER JAMES C + SCHALL CAROLYN E	181 WHITE PELICAN	\$569.96	Delivered 24 Aug
FISCHER JAMES C + MAZZA SALVATORE	4521 BUTTERFLY SHELL	\$1,283.98	Delivered 24 Aug
PADILLA PEDRO + FUENTES MARIA DELVALLE	4441 BUTTERFLY SHELL	\$221.80	Mailed Overseas 22 Aug
ARANEDA EVELYN MARINA	4511 CUTLASS	\$235.48	Mailed Overseas 22 Aug
SCHALL KIRBY J JR	4621 ORO PESOS	\$713.86	Delivered 24 Aug
GROSSINGER JEROME M + LEILA	4541 ORO PESOS	\$264.06	Moved (No Address) 24 Aug
SLOCUM WILLIAM D JR + MARILYN	151 HUMMINGBIRD	\$503.95	Moved (No Address) 14 Sep
TSAKIRIDIS ANATASIOS + BAHRAMIS GUS J	4440 SCHOONER	\$225.91	Unclaimed 9 Sep
LEON MIGUEL A	4440 SMUGGLERS	\$491.30	Unclaimed 18 Sep
MANDELL AARON H 50% +	4471 PANAMA SHELL	\$639.61	Moved (No Address) 9 Sep
NORTH CAPTIVA FISH CAMP LLC	11650 REDFISH SHORES	\$279.49	Notice Left 8 Sep
NORTH CAPTIVA FISH CAMP LLC	11654 REDFISH SHORES	\$271.14	Notice Left 8 Sep
LIBERTONE DANA + LIBERTONE LAURA	12520 SOUTH BANKS	\$808.36	Delivered 24 Aug
DEVOY SALLY + HOWICK PATRICIA	12568 SOUTH BANKS	\$580.61	Delivered 26 Aug
HENKEL EVERETT III + HENKEL PENNY	12604 SOUTH BANKS	\$665.46	Delivered 9 Sep
HERMANN G A + MYRL	12608 SOUTH BANKS	\$657.75	Delivered 24 Aug
ROSEN, RONALD	12616 SOUTH BANKS	\$651.36	Delivered 26 Aug
ROSEN, RONALD	12617 SOUTH BANKS	\$785.80	Delivered 26 Aug
GRANT LYNDA A	12640 SOUTH BANKS	\$685.55	Delivered 8 Sep
FRANKEL V + NURIA TR 1/2	12644 SOUTH BANKS	\$652.26	Delivered 31 Aug
LANZA MARK J TR	12649 SOUTH BANKS	\$2,067.39	Delivered 24 Aug
TOTAL NOW UNPAID		\$18,245.61	

7) OLD BUSINESS:

A) Contender Initial Outfitting Costs: Treasurer stated that about \$3K-4K has been reimbursed from the Friends Donations to the Ad Valorem accounts in the last week.

B) Employee Manual: 2 copies to be printed by Chief, emailed to all part-time members by Acting Chief, and a signature sheet created for one bound copy for each part-time firefighter to confirm receipt by signature and date.

C) Staff Housing Lease: **Fry moved** that we terminate and/or not renew the lease for SHC townhouse lease for FY2016, seconded by Jenkins. McDonald suggested a friendly amendment to let the lease expire and negotiate with owner for a more flexible "as needed" rental basis. Chief then stated that he would need 30 days to vacate the townhouse, resuming partial work in October, and full-time administrative work starting in November. Sward proposed a 3-month extension on the lease. Fry asked if we were ready to do our first 2016 budget amendment (identifying the offset to pay for it). McDonald asked whether the administrative duties could be performed from the mainland. **All voted aye** to let the lease expire and the Chair and/or Chief to contact owner to attempt reduction of future rent payments.

D) Part-Time Rates: Chief stated that there was a misunderstanding; the rate increases after privileging with Dr. Lemmons was budgeted in the Special Assessment budget and Chief approved them. McDonald stated that until the FF-P was privileged by Dr. Lemmons and the District was an approved ALS department (since until 1 June, they could only work as FF-EMT). Fry asked why they weren't all paid at \$16/hour for the first 8 months but Chief said if they were privileged with Dr. Lemmons, Chief paid them at \$18/hour and once the District's ALS certification was in place, those certified with Dr. Lemmons were raised to \$19.50/hour starting on 1 June. Bookkeeper Lynch ran reports for Special Assessment firefighters and the data for June-August showed about \$6650 in higher payments (about \$7500 with taxes) and that the annual cost would be over \$33K (including tax add-ons). The data for Ad Valorem firefighters wasn't clear and we still don't know why we are overspent by about \$35K-\$40K on pay & benefits. **Fry moved** to reset the rates to \$16 for FF-EMT and \$18 for FF-P, effective 1 Oct 2015. Sward second. Wildeman is opposed because it is micro-management and Fry stated that when the budget limit is violated, that is not micro-management. **Vote 3-1 (Wildeman opposed; Jenkins departed early and didn't vote).**

8) NEW BUSINESS:

A) L191 Sealed Bid Opening: Moved to the start of meeting.

B) Full-Time Employee Policy Manual & Full-Time Employee Contracts: Fry volunteered to start work on this before the next meeting with the two Chiefs.

C) Full-Time Employee Disability Insurance: Wildeman stated that Mutual of Omaha estimates about \$300/month for both with a 30-day waiting period, and 3-months of coverage. Chief stated he would be willing to pay premiums himself while McDonald stated that it could be shared. Fry stated that the District already pays for on-duty disability insurance (workman's compensation) and shouldn't add a new benefit without it coming out of current full-time compensation. McDonald asked to table discussion until the next meeting.

D) Vacant Lot: Wildeman had updated information for lot purchase/housing construction and proposed to table discussion until the next meeting.

E) Mule Disposal: Higgins has removed all parts that are re-usable; Chief said that it was already declared as “junk” by the insurance company and it can be disposed of.

F) Skiff Electrical Issues: Acting Chief reported electrical problems with the skiff, requiring re-wiring and plans on having the firefighter staff do the repairs (without paying an external maintenance shop).

G) Road Easement Trimming: Acting Chief stated that owners are blocking easements with plantings and fencing that blocks roads. Fry stated that any layman can tell where the electric/telephone boxes are (and the easement line is between the utility boxes and the houses) and road navigation is impeded for our firetrucks. McDonald asked to table the discussion until the next meeting.

9) PUBLIC COMMENT: None

10) NEXT MEETING DATE: 10 October

11) ADJOURN – **Move** by **Wildeman**, **seconded** by Sward; meeting adjourned at 2:49PM.

Respectfully submitted,

Bill Fry
Secretary