



# Upper Captiva Fire & Rescue District

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Richard Pepper, Fire Chief • Bob Kinniry, Assistant Chief

## BOARD OF COMMISSIONERS

### REGULAR MEETING

10 October 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, Karen Sirabian (and Arthur Mason by phone).

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

2) MINUTES:

- Minutes of the 19 September final budget meeting were read; **Jenkins moved**, Wildeman seconded, and **all voted aye** to accept the minutes without corrections.
- Minutes of the 19 September regular meeting were read; **Jenkins moved**, Wildeman seconded, and **all voted aye** to accept the minutes with corrections.
- Chair commented about possible reasons for overspend on Pay & Benefits on the Ad Valorem budget was probably for pre-ALS activities (Paramedic check-rides and interviews with Dr. Lemmons on the mainland). Fry stated that is probably true but the data isn't identified that way. Based on review of the Ad Valorem data for Pay & Benefits of \$28K:
  - \$12K for shifts that Chief/Assistant Chief were off (but this nearly matches \$13K that Treasurer budgets for their vacations)
  - \$3.2K-\$3.5K was likely caused by having two officers on duty for 6 days (instead of one) to conduct new FF orientations and prep for increasing on-duty staff from 2 to 4 FFs effective 15 Oct
  - About \$7.5K for Ad Valorem officers to meet the 4-staff minimum (when two Special Assessment FFs weren't available to schedule)
  - \$2.4K was caused by transfer of Higgins retirement contribution from Retirement to Pay
  - Leaving about \$7.6K that Fry couldn't easily identify without going through the daily timesheets
  - And with the higher payroll costs, about \$2K of higher taxes/workman's compensation costs were identifiable (they are 7.65% for FICA and 4.23% for W/C)
  - Higgins stated that some additional hourly wages were likely for building maintenance and modification, updating the station for shift from an apartment to a four-bunk station

- And the likely cost of on-mainland, pre-ALS activities for our new FF-Paramedics, as part of the privileging process with Dr. Lemmons would be the difference
- Capital cost overruns were \$51K of the overspend (\$40K higher cost than budgeted for pump repair and \$11K for the new Polaris)

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

- The ad valorem checking account had a 30 September ending balance of \$32,700.58. As expected, the 2014/2015 budget was significantly over spent at 118.75% spent (currently estimated at \$114,438.45, \$45K reimbursed from donations for ALS expenses, and \$70K spent from reserves, taking the reserve down to under \$35K, including the donation checking account, but expect further reductions as the September invoices arrive and, under accrual budgeting rules, payment of those invoices will increase the amount spent in 2015).
- The Impact Fee account had a 30 September balance of \$6,647.97.
- As of 30 September, the Special Assessment checking account had \$33,559.26, after deposit of \$40K from the Line of Credit. Treasurer reported that \$430,198.80 of the \$447,400 Special Assessment (96.2%) was received as of 30 September, leaving \$17,201.20 outstanding (plus three checks totaling \$1,548.77 were received in late-September/early-October but not deposited, taking unpaid assessments down to \$15,652.43). We are slightly over budget on the Special Assessment expenses at \$3,552.03 or about 100.8% spent.
- Line of Credit: First \$40K has been drawn down and deposited into the Special Assessment checking accounts (and we will continue drawing additional for both Special Assessment and Ad Valorem now through mid-December).
- Donations: The Friends of the Fire Department checking account had a balance of \$21,010.32 as of 30 September (collected over \$65,891 in donations so far this year).
- Public Comment: Question about how much the ending cash reserve compared to budgeted amount (Fry stated that Cash Budgeted to Carryforward was about \$132K and actually ended at about \$56K; the total overspending was about \$117K with \$45K reimbursed for ALS costs from the donations). Next question was about controls this year to ensure that the overspending doesn't happen again. And Wildeman stated there is a two-person rule for signing checks (Bookkeeper validates/prints and a Commissioner signs) and the last question was whether there was a threshold spending limit for the Chief, without Board approval, and the answer was individual actions up to \$999 (otherwise requires Board approval).
- **Jenkins moved** to accept the Treasurer's Report, Fry seconded, **all voted aye.**

4) ACTING CHIEF'S REPORT: Calls to date are 132 (including one boat evacuation by the Contender):

- Subpoena for Medical Records: Received from the Sheriff's Office yesterday afternoon that will be discussed with Attorney Pritt.
- M-191/Skiff Wiring: Wiring will cost \$1000-\$1500 if done by a shop (cheaper if done by FFs as self-help but could take a month out-of-the water)

- Crew Boat Wiring & Steering: Marina working on the boat’s hydraulic steering system and future replacement will be \$1800. Still working to diagnose the wiring issue but no cost estimate yet but could be another \$1000-\$1500 (seems like cylinders misfiring). Still working to get a cost for amount spent on the current problem. Investigated whether Freedom Boat Club was an option for a “use lease” but they don’t do business memberships. Boat replacement would be \$7K-\$20K.
- T-191 Tanker: Engine is using large amounts of oil and has only limited power when driven. Higgins stated that \$5000-\$7500 probably needed to replace the engine, an unknown cost to repair or an unknown cost for a replacement truck.
- Chief Pepper: Showed pictures of equipment in 1991 and Deputy Chief Higgins announced he will transition to a maintenance function in January 2015, focused on the District’s equipment (rather than as an on-shift/24-hour Deputy Chief/Station Officer). Deputy Chief will provide a written proposal and costs for his transition to a new Maintenance and Training role.

5) COMMISSION REPORT:

A) Adopt Resolution 2015-101015(1): Read by Chairman, discussion focused primarily on why the detailed lines needed to be listed on the attachment to the resolution, Fry stated that he would rather see just the top-line and bottom-line numbers as the attachment. Bookkeeper was called by the Chair to confirm why detailed lines were required (rather than just the top-line source of funds/bottom-line use of funds). Bookkeeper confirmed need to list the details. Vote was **4-1 (Fry opposed)** at 11:37AM

B) Wildeman-Staff Housing: Lee County Zoning stated that, according to Lee County Zoning, a multi-family townhouse can no longer be approved on North Captiva after 1984 and Board agreed to end discussions since it wasn’t possible. Wildeman also stated that full-time residence in the Fire Station would also not be allowed (only a caretaker is allowed in the Station, not multiple families, even if the Station was configured with 2 or more apartments).

C) Fry-2014 Special Assessment Update: This month’s update since the letters were mailed on 22 August for those owners that failed to pay last year’s Special Assessment and their current status is:

Name	Island Address	Total	Status
GALVANO DANIEL J + KATHERINE	4520 SCHOONER	\$224.92	Paid 14 Sep
FISCHER GLENN L	4501 SMUGGLERS	\$232.34	Paid 14 Sep
H + C ISLAND CO LLC	700 GULF	\$172.52	Paid 21 Sep
POTTINGER JOHN + POTTINGER MARTHA J	190 SWALLOW	\$221.63	Paid 21 Sep
TRI VENTURES INC	55 KINGFISHER	\$891.83	Paid 30 Sep
FRANKEL V + NURIA TR 1/2	12644 SOUTH BANKS	\$652.26	Paid 30 Sep
CUNNINGHAM JOE	721 RUM	\$311.55	Delivered 16 Sep
ZANGHI CHARLES JOHN	4460 OYSTER SHELL	\$221.86	Delivered 24 Aug
FISCHER JAMES C + MAZZA SALVATORE	4521 BUTTERFLY SHELL	\$1,283.98	Delivered 24 Aug
MARMO VINCENT J + MARY JANE	4500 CUTLASS	\$767.41	Delivered 24 Aug
BERNS MANAGEMENT LLC	4511 HIDDEN	\$1,748.79	Delivered 24 Aug

FISCHER JAMES C + SCHALL CAROLYN E	181 WHITE PELICAN	\$569.96	<u>Delivered 24 Aug</u>
SCHALL KIRBY J JR	4621 ORO PESOS	\$713.86	<u>Delivered 24 Aug</u>
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
MANDELL AARON H 50% +	4471 PANAMA SHELL	\$639.61	Moved (No Address) 9 Sep
GROSSINGER JEROME M + LEILA	4541 ORO PESOS	\$264.06	Moved (No Address) 24 Aug
TSAKIRIDIS ANATASIOS + BAHRAMIS GUS J	4440 SCHOONER	\$225.91	Unclaimed 9 Sep
LEON MIGUEL A	4440 SMUGGLERS	\$491.30	Unclaimed 18 Sep
SLOCUM WILLIAM D JR + MARILYN	151 HUMMINGBIRD	\$503.95	Moved (No Address) 14 Sep
NORTH CAPTIVA FISH CAMP LLC	11654 REDFISH SHORES	\$271.14	Notice Left 8 Sep
NORTH CAPTIVA FISH CAMP LLC	11650 REDFISH SHORES	\$279.49	Notice Left 8 Sep
LIBERTONE DANA + LIBERTONE LAURA	12520 SOUTH BANKS	\$808.36	<u>Delivered 24 Aug</u>
DEVOY SALLY + HOWICK PATRICIA	12568 SOUTH BANKS	\$580.61	<u>Delivered 26 Aug</u>
HENKEL EVERETT III + HENKEL PENNY	12604 SOUTH BANKS	\$665.46	<u>Delivered 9 Sep</u>
HERMANN G A + MYRL	12608 SOUTH BANKS	\$657.75	<u>Delivered 24 Aug</u>
ROSEN, RONALD	12616 SOUTH BANKS	\$651.36	<u>Delivered 26 Aug</u>
ROSEN, RONALD	12617 SOUTH BANKS	\$785.80	<u>Delivered 26 Aug</u>
GRANT LYNDA A	12640 SOUTH BANKS	\$685.55	<u>Delivered 8 Sep</u>
LANZA MARK J TR	12649 SOUTH BANKS	\$2,067.39	<u>Delivered 24 Aug</u>
<b>TOTAL UNPAID</b>		<b>\$15,652.43</b>	
<b>TOTAL PAID TO DATE</b>		<b>\$ 2,395.50</b>	

- Of the 5 addresses that were returned without forwarding address or were unclaimed
- Question from the Public was whether we were done with collecting future year special assessments and Chair confirmed that Lee County should be doing future year collections (but that we would still be responsible for collecting the remaining \$15.6K until satisfied). The liens will remain on the Lee County property records until collection.

#### D) Fry-Contracts and Policy Drafts:

- Draft Contracts: Matlacha/Pine Island FD, drafted by Pritt, was used as the baseline for the creating drafts for Chief & Assistant Chief
- FY15 Off-Schedule for Chief & Assistant Chief, for review and correction by the Chiefs
- Draft Paid-Time-Off Form for requesting and documenting time off to the Bookkeeper
- Cost Calculations for Full-Time vs Part-Time Staffing that clearly identifies existing salaries, wages, and district-provided benefits for entire workforce (without a clear agreement of existing benefits, we can't start a negotiation or develop a contract); FRY reiterated that he is NOT proposing elimination of any full-time Chiefs, just a recognition of the total pay & benefits for total compensation and Chair & Sward confirmed the need for full-time paid management of the District (and all Commissioners agreed)
- Wildeman provided a proposed policy document that states his benefits proposal (to be incorporated in the multi-page contract)

- Draft Comments from Commissioners and Chiefs on all documents due by 31 October to Kinniry (and if, on the costs of benefits especially, there is a different calculation, a detailed description of why the calculation is incorrect, what the correct calculation should be, and reason why).

6) OLD BUSINESS:

A) Contender Initial Outfitting Costs: Wildeman submitted some costs to the Friends but

B) Employee Manual: Kinniry emailed to all employees and created a signing sheet to track delivery and reading by the Part-Time firefighters. Hard-Copy printed copies still not received from Pine Island Printing.

C) SHC Staff Housing Lease: Chair & Bookkeeper spoke with Owner separately, lease was not renewed, without cost, for lease, utilities, and any other related costs. Fry asked if the FY16 lease payment for Kinniry's housing was being paid out of Special Assessment (rather than Ad Valorem)

D) Full-Time Temporary Disability Insurance: There is still no information from Lee County's benefits manager. For the Treasurer's proposal from Mutual of Omaha, Kinniry would like to forgo one day's leave in FY16 and pay for the first 3-months of temporary disability insurance (until the County plan information is received). **Fry moved** that the District should pay the first 3-months of premiums for Kinniry, with reduction of Kinniry's vacation days to 15 for FY16, directing the Bookkeeper to make the payment. Jenkins seconded. After discussion (Pepper isn't currently eligible for insurance with his current injury/recovery but once he is eligible, Pepper agrees to forgo one vacation day per quarter to fund his future disability insurance as well), **all voted aye**. Kinniry will complete the insurance application and provide the bill to Bookkeeper.

E) Road Trimming & Easements: Chair asked UCCA Secretary to take this topic up with UCCA Board. For Firefighter spot trimming, Kinniry will coordinate with Jenkins for Garlon.

F) Paramedic/EMT-B Hourly Rate Reset: Message went out to FF-EMT and FF-Paramedic

G) T-191 Motor Maintenance: Deputy Chief will create a proposal

7) NEW BUSINESS:

A) Crew Boat Repair/Replacement: Proposal stating alternatives and costs for Board review and decision.

B) M191 Skiff Repair/Replacement: Proposal stating alternatives and costs for Board review and decision.

C) Contender Sale: Chief's will coordinate with Sheriff Scott and identify sale options (other than sealed bid).

D) Fun Run: Jenkins beginning to plan the 3<sup>rd</sup> Annual Run/Walk; **Jenkins moved** for the Board to approve up to \$3500 for initial costs for the next Fun Run, to be reimbursed from entry fees. Fry seconded. After discussion, **all voted aye**.

E) Chief's Update: Doctor will approve him running, starting next week and he believes that he may receive his medical statement to return to full firefighter status, as early as December. Returning to island work before having full firefighter status will cost the District \$20/day (for Island Girl return) that isn't budgeted. Chief will attempt to negotiate a cost-free solution for his return rides.

F) Full-Time Chief Evaluations:

- 360 Peer/Subordinate Reviews: Fry proposed reviews of the Chiefs, using the Draft Peer/Subordinate 360 Review, should be completed by the Chiefs/Captains/Lieutenants, on Chief & Assistant Chief
- Draft Evaluation Report Form: Fry proposed that the Board complete annual evaluations for Chief & Assistant Chief (with option for the Board to use this in lieu of or in addition to the Board using the 360 Review)
- Implementing a rating process for our two full-time Chiefs should be our priority, with a future Board decision on a rating process for our part-time members

8) PUBLIC COMMENT: Cables and wires on the Gulf-front beach from Seair north have been exposed after significant beach erosion. LCEC has been called, asking whether the lines are live. Although LCEC responded quickly but couldn't verify whether they were live. Another question raised again about Budget Controls and concern about funds spent last year. Last question was whether the Special Assessment collection costs would be paid by the property owner or the District; Chair stated that the legal collection costs had to be funded in advance by the District (and while costs should be recovered if a judgement is in our favor, they would not be recovered in the current fiscal year).

9) NEXT MEETING DATE: 21 November

10) ADJOURN – **Move** by **Wildeman**, **seconded** by Fry; meeting adjourned at 2:34PM.

Respectfully submitted,

Bill Fry  
Secretary