



# Upper Captiva Fire & Rescue District

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Richard Pepper, Fire Chief • Bob Kinniry, Assistant Chief

## BOARD OF COMMISSIONERS

### REGULAR MEETING

21 November 2015

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

ISLANDERS PRESENT: John Mejia

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

2) Chairman announced that two islanders passed away during the last month (Sam Horsley and Don Beiermeister). Acting Chief Kinniry read a thank you note from Beverly Horsley, Sam's widow, in appreciation of the efforts to save Sam's life. JoAnn Beiermeister also thanked the District's paramedics for their efforts and, in lieu of flowers, asked that friends donate to the UCFRD. The Treasurer will track any donations received in memory of Don Beiermeister, both for thank-you notes to the donors and for JoAnn.

3) MINUTES: Minutes of the 10 October meeting were read; **Jenkins moved**, Sward **seconded**, and **all voted aye** to accept the minutes with corrections.

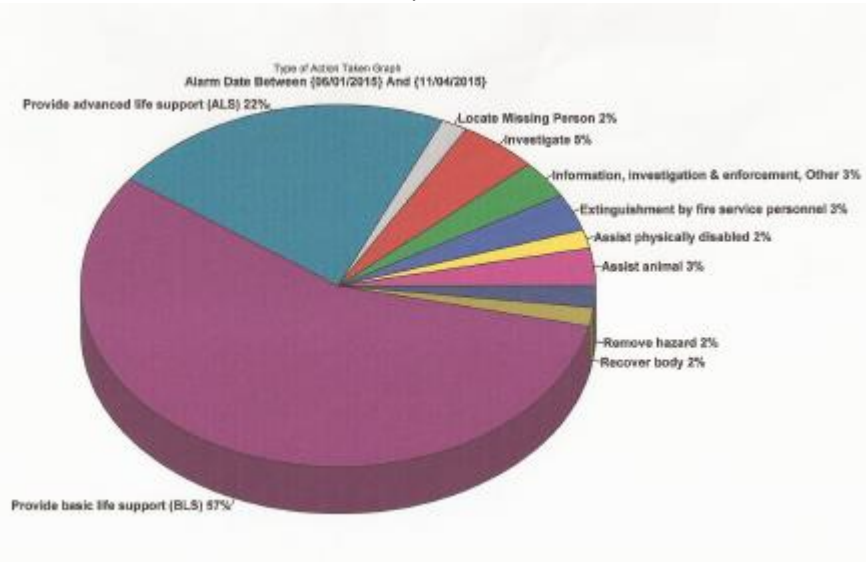
4) TREASURER'S REPORT: The current status of the accounts are:

- The ad valorem checking account had a 31 October ending balance of \$9,865.40, after deposit of \$40K from the Line of Credit.
- The Impact Fee account had a 31 October balance of \$6,647.97.
- As of 31 October, the Special Assessment checking account had \$34,356.14, after deposit of \$40K from the Line of Credit. Treasurer stated that about \$16K is still owed from last year's Special Assessment that is unlikely to be collected anytime soon. Treasurer was asked why Pay & Benefits was 2.4% above the straight-line and Fry said that was likely because part-time replacements for Chiefs sometimes come from Paramedics/EMTs (all on the Special Assessment budget) because there are more of them (and those costs weren't reallocated last year either). Treasurer was asked about the high percentage of spend for Rents & Leases (21% vs 8.33% expected) and stated that he would need the Bookkeeper to look into it further. Fry stated that Bookkeeper paid 2 months of staff housing lease and 3 months of Pineland rental costs (rather than 1 month for each).
- Line of Credit: The LOC has been drawn down by \$80K deposited into the Special Assessment checking account (\$40K in September and \$40K in October) and \$40K

deposited into the Ad Valorem checking account in October ... with another \$50K during November (about \$170K total), against our \$500,000 limit.

- Donations: The Friends of the Fire Department checking account had a balance of \$21,010.32 as of 31 October.
- **Jenkins moved** to accept the Treasurer's Report, Sward **seconded**, all voted **aye**.

5) ACTING CHIEF'S REPORT: Calls to date are 141 (Acting Chief reviewed a new graphical breakdown of runs with 57% BLS and 22% ALS, from 1 June – 4 November and it will be used to update the Commission each month in the future):



- M-191/Skiff Wiring: Wiring work has been delayed since it is now being used as the crew boat (details will be provided during New Business updates)
- Crew Boat Wiring & Steering: Details will be provided during New Business
- Garlon: Now on hand at the Fire Station for spot trimming and killing of Brazilian Pepper by the firefighters
- Shift Change: Moved from the SHC Bulkhead to Barnacle's Docks due to noise complaints from the Townhouse residents. Acting Chief coordinated with Barnacle's (Deb & Charlie Skinner) and they approved without cost. Firefighters are also driving utility carts at lower speeds and less rev'ing, in order to reduce noise.
- Continuing Firefighter/ISO Training: New website with Target Solutions for about \$1115 for this year, an increase of \$10/person (\$50) and about \$300 for initial setup that almost doubles the cost from previous years. Acting Chief and Treasurer will identify where to transfer funds by the mid-year review (this solution provides better ISO-focused training and tracking for the three Chiefs, Bill Byrnes, and Andrea Pepper; Officers, paramedics, and EMTs are trained using the same application, funded by their respective Districts).
- Volunteer Training: Since we can no longer train volunteers at the level to meet Firefighter minimum standards, Acting Chief is looking to refocus volunteer/auxiliary training (maybe using FEMA standards for Civilian Emergency Response Teams or CERT). More information to come next month.

- Acting Officers: Working a new initiative for existing Firefighter Paramedic/EMTs to be designated as “acting officers” when unable to schedule an Ad Valorem Officer for the shift. Acting Chief proposes paying \$1/hour to an acting officer, might occur 1-2 times per month.
- Request for Redundant ALS Consumable (Drugs, Bandages, etc.) Chest: Acting Chief’s estimate is about \$3200-\$3700. Treasurer will coordinate with Gene Murphy (Friends of the Fire Department) for funding. We will not add a second paramedic to the schedule (other than, based on lack of EMT availability for scheduling). Otherwise, making a conscious decision to have 2 paramedics on EVERY shift (or the 6 months of “season”) would cost \$10K-\$20K in additional Special Assessment pay & taxes (in addition to need to hire more paramedics and no longer scheduling EMTs for shifts).

## 6) COMMISSION REPORTS:

A) Fry-2014 Special Assessment Update: There have been no new payments since 30 September for those owners that failed to pay last year’s Special Assessment:

Name	Island Address	Total	Status
CUNNINGHAM JOE	721 RUM	\$311.55	<u>Delivered 16 Sep</u>
ZANGHI CHARLES JOHN	4460 OYSTER SHELL	\$221.86	<u>Delivered 24 Aug</u>
FISCHER JAMES C + MAZZA SALVATORE	4521 BUTTERFLY SHELL	\$1,283.98	<u>Delivered 24 Aug</u>
MARMO VINCENT J + MARY JANE	4500 CUTLASS	\$767.41	<u>Delivered 24 Aug</u>
BERNS MANAGEMENT LLC	4511 HIDDEN	\$1,748.79	<u>Delivered 24 Aug</u>
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>	

- Numerous calls from South Banks owners that haven’t paid because they believe they are “under water” and we tell each of them that their options include:

- Appeal to LEEPA to change the designation to SUBMERGED from VACANT/RESIDENTIAL, as their TRIM notice requires (might require a property survey as part of their appeal documentation)
- Donate the property to the State, a charity or a land trust (like Sanibel/Captiva Conservation Foundation or Calusa Land Trust, for example)
- Pay last year's tax directly to the District and this year's taxes to the County

B) Wildeman-Contender Initial Outfitting Costs: \$4250 was estimated and \$4650 was actually spent and reimbursed from the Friends during FY15.

C) Wildeman/Fry-Costs for FFs:

- Wildeman compared full-time salaries to part-time salaries (not including vacation or housing benefits) (Fry stated that Wildeman excludes about \$7K+ in shift replacement costs for vacation days and \$15K-\$18K in housing costs paid by the District for full-time staff, understating full-time pay & benefits by at least \$22K-\$25K each year)
- Wildeman suggests that we hire one or two additional Firefighter/EMTs, instead of using part-time EMTs since part-time EMTs "cost more per hour" (Fry stated that is only true if you exclude benefits since a 4-shift/96-hour part-time EMT costs \$45K in hourly wages without benefits, and working a non-supervisory employee 96-hours per week would require time-and-a-half for 40+ hours/week or we would have a Fair Labor Standards Act violation)
- Fry also again stated that it is incorrect for Treasurer or Chief to continue to state that full-time Chiefs are cheaper than part-time employees, since they aren't less expensive when benefits are included (housing for \$15K-\$18K, vacations for \$7K, health insurance for \$20K, and retirement of \$10K-\$14K) but Wildeman disagrees that housing and vacation pay are benefits or should be included in compensation
- Wildeman presented data for last year's pay and benefits costs that showed that our budgeted amount for Ad Valorem was actually \$19.20/hour (compared to the budgeted \$19.50/hour) and for Special Assessment was actually \$17.86 (compared to the budgeted \$17/hour or average of \$16 and \$18 hourly rates)
- Fry stated that the averages are understated on the Ad Valorem budget because vacation/convalescent leave payments are not reallocated back from Special Assessment (and they are overstated on the Special Assessment budget for the same reason) and Wildeman's hourly calculation doesn't include vacation or housing costs to the District
- Wildeman proposed Aladtec.com (or similar service) to manage scheduling; Acting Chief said that Aladtec costs about \$15K and therefore unaffordable. Board agreed costs would be high without identifying any improvements or savings over current manual scheduling process.

D) Wildeman-Policy Document for Proposed Employee Benefits:

- Salaried Employee Work Days: Proposed a return to 4-1/2 work days per week for employees with more than 5 years of service (**an increase from the 3-1/2 work**

- days/week average currently working**) and 5 work days for employees with less than 5 years of service
- Salaried Employee Ratings and Evaluations: Board annually evaluates the Chief (**and Assistant Chief's evaluation would be performed by the Chief**)
  - Paid Time Off:
    - **Vacation days** per year of 1 week after 6 months of service, 2 weeks after 1 year of service, 3 weeks after 5 years of service, and 4 weeks after 10 years of service
    - Seven paid **holidays** per year (**a new benefit**)
    - **Sick days** per year of 5 days for less than 5 years of service and 10 days for more than 5 years of service (**a new benefit**)
    - Fry stated that we need to define what a day and what a week is (is it a work day or a calendar day; 3-1/2 work days in a week or a 7 calendar days in the week?) but no definition was provided
  - Health/Dental Insurance: Fully paid for by the District
  - Retirement Cash Payment:
    - 0% of salary for employees with less than 5 years of service
    - 15% of salary for employees with more than 5 years and less than 10 years of service
    - 30% of salary for employees with more than 10 years of service (**a 5% increase over current payments**)
  - Severance Pay: 1 month's pay if employment is terminated for reasons other than for cause (**a new benefit**)
  - Treasurer will work with Chief and Acting Chief to create the definitions of "work week", "week of vacation", "vacation day", "sick day", "holiday", etc. as well as their input, recommendations, and preferences on benefits before the December meeting

E) Fry-Draft Contracts for Chiefs:

- A Matlacha/Pine Island FD contract, drafted by Pritt, was used as the baseline for creating the drafts for the Chief & Assistant Chief contracts
- Fry proposed to defer discussion until the December meeting, after Treasurer updates the Board on his proposed personnel policies (and Board approves a policy baseline)
- Fry volunteered to take the lead in contract negotiations, after incorporating any Board-approved proposals by the Treasurer and Chiefs; Board agreed that Fry would be the negotiator

F) Fry-Draft 360 Review Documents for Chiefs: **Fry moved** that the Board approve the Draft 360 Peer/Subordinate Review, authorize Fry to send to the Chiefs & Officers of UCFRD, and request return of completed reviews before 31 Dec 2015, and that Fry will compile the results for the January meeting, **seconded** by Jenkins. Chair suggested that since the Board hires 2 full-time employees, the Board should evaluate both employees. Treasurer and Sward stated that the review was too complex for us but was also concerned about the risk for damage to working relationships, as well as how much the Chief has been away from the job this year. Jenkins was also concerned about the size of the survey document as well. Fry

agreed that it is a complicated process but he would capture and recap the data; that any “mischief” opened is how the Board uses the data, not the way that Officers write their reviews; and that 90+% of the CAPTs/LTs have long-term knowledge of the Chief and Acting Chief (some for decades). Once the responses are received and evaluated, the Board can determine future changes in the process. **Vote was 4-1 (Wildeman opposed).**

7) OLD BUSINESS:

A) Employee Manual Status: Kinniry emailed to all employees, all employees have signed a sheet verifying receipt, and a hard-copy book is now available in the Station.

B) Temporary Disability Insurance (Acting Chief) Status: First premium and future premiums will be paid from his personal account. Acting Chief is scheduled for a required physical. The Acting Chief will provide a copy of the invoice to Bookkeeper for full reimbursement (in accordance with last meeting’s decision for the District to pay, reducing Acting Chief’s vacation allowance 1 vacation day/quarter of coverage). Still no information from Lee County on the status of their proposed program (start date or cost).

B) Boat Committee Report: Chief convened the Committee at Matlacha/Pine Island FD on 16 October with Tim Clark (formerly ran Marine Operations for the City of Cape Coral), Dave Tyrell (avid boater), and Paul Russel (USCGR Petty Officer).

- Key Discussion/Recommendations by the Committee:

- Need to reduce required on-island dockage down to 1 slip (since the 2<sup>nd</sup> SHC dockage was lost when the staff housing lease wasn’t renewed)
- Need to identify the best boat platform for two missions (rescue/beaching boat and patient evacuation boat)
- Best decision is likely going to be a single engine boat (lower operating and maintenance costs)
- Lee County Sheriff’s Office stated that L192 (Contender) can be sold (the conditions of the grant purchase were met before LCSO transferred to UCFRD)
- L191 (Carolina Skiff) can be sold and/or disposed of (the conditions of the grant purchase have also been met)

- LP2 Crew Boat Wiring/Steering and/or Replacement: Disagreement between Bob & Annie’s (B&A at Pineland Marina) and Pine Island Marine (PIM) about remaining life:

- Hull: B&A stated that the hull was unserviceable while PIM indicated that the hull might have 3-5 years of remaining life
- Motor: B&A stated that 2 cylinders had water in them and low compression while PIM indicated that all cylinders had even pressures and engine started right up
- Engine Cutoff: PIM currently diagnosing the problem
- PIM stated that LP2 is fixable by Thanksgiving (spent about \$3000 so far with unknown further costs to solve the engine cut-off problem)

- M192 Contender: Repairs costing about \$500 corrected an engine problem (and it is now back on-island for water rescue and patient evacuation)
- M191 Skiff Wiring and/or Replacement: Wiring still needs to be fixed, deck lamination is separating and needs fixing, or a Board decision is needed to replace it
- Funding might be available via Marine Emergency Response Taskforce (MERT) for a West Coast Inland Navigation District (WCIND) grant, submitted in March but:
  - No expenditures until 1 October
  - Must be a government specification boat (not a pleasure boat configured for District use)
  - This 50/50 grant schedule might drive the decision and the schedule to purchase a new boat to replace M191 (Skiff) and M192 (Contender)

C) T191 Repair/Replacement:

- Proposal from Higgins to convert a military vehicle to replace T191, installing a 1600 gallon tank for \$6900, submitting a grant request to Division of Forestry for a 50/50 grant (about \$3450), the existing truck might be sold for \$2500, for a net cost of \$950
- Diesel engine of existing T191 can't be rebuilt but could be replaced for about \$7500
- **McDonald moved** that we accept the T191 Replacement Proposal from Higgins to outfit a military vehicle for \$6900, **seconded** by Jenkins, with a friendly amendment from Fry to pay for it out of the Capital budget and ask the Friends for refund of whatever amount isn't covered after grant or sale proceeds, **all voted aye**

D) Deputy Chief Higgins Transition to Maintenance & Training Chief: Proposal received for about \$18K/year plus mileage but **Fry moved** to defer decision until next meeting (when there is time to review and discuss the full details of the proposal), **seconded** by Jenkins and **all voted aye**

E) Recap of 2015 Paid Time Off:

- Fry has asked Chief Pepper to confirm correctness of his dates not listed on the work calendar since 1 October, but based on Fry's budget calculations, Chief's funding limit for paid convalescent leave runs out on/about 30 November
- McDonald asked where Chief will sleep for his 4/3 bi-weekly shift when he does return to firefighter duty, Fry stated that he has already had that conversation with Chief BEFORE Chief gave up his staff housing (Chief would sleep in the Station or another on-island location without cost to the District)
- Sward stated that the District does not have the money in the budget to continue paying \$5K/month for convalescent leave (after the budgeted amount is spent)
- Sward moved that 30 November 2015 be the last paycheck for Chief until he returns to full-firefighter status, **seconded** by Jenkins, and Fry proposed a friendly amendment that we will pay one additional check on 14 December, that Chief will provide an answer to the Board on whether the dates off-schedule are correct, and that, if the calculation is correct, Chief will repay the amount by 30 September 2016

accepted by Sward and Jenkins; **vote was 4-1 (Wildeman opposed)**.

- Sward will draft a letter for Chair's signature and Chair will mail to Chief Pepper next week.

F) Walk/Run Update: Jenkins ordered 325 t-shirts for this year (an increase from 275 last year), will set up a table in front of the Station the week before the run on 31 December for registration and issue of t-shirts. Jenkins will solicit sponsors for the run over the next few weeks. Wildeman asked if insurance has been arranged and paid and Jenkins confirmed that it had. Jenkins will provide receipts for reimbursements for all costs.

8) NEW BUSINESS:

A) Chief Pepper's Status: Doctor approved him for running and a return to light duty but the Board doesn't have funding to pay daily travel costs for Chief to return to administrative duties only and that, until Chief has a doctor's statement approving full-time firefighter duties, the Board limits Chief's duties to off-island functions (without further compensation or reimbursement). Trips to/from the island will not be reimbursed during this period. The Board will vote at the meeting following receipt of his medical statement of full recovery to terminate the Acting Chief appointment (and approve Chief's return to paid status).

B) December Meeting: Sward requested moving the meeting from 19 December (he will be traveling from 17-29 December) to 12 December; Board agreed and Acting Chief to advertise new date in the News-Press

C) McDonald signed the Division of Forestry loan for the military vehicle

9) PUBLIC COMMENT: Comments made throughout the meeting.

10) NEXT MEETING DATE: 12 December

11) ADJOURN – **Moved by Wildeman, seconded by Sward**; meeting adjourned at 2:37PM.

Respectfully submitted,

Bill Fry  
Secretary