



Upper Captiva Fire & Rescue District

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Richard Pepper, Fire Chief • Bob Kinniry, Assistant Chief

BOARD OF COMMISSIONERS

REGULAR MEETING

12 December 2015

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

ISLANDERS PRESENT: Bill Byrnes, Jackie Byrnes, and Arthur Mason

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

2) MINUTES: Minutes of the 21 November meeting were read; **Jenkins moved**, Sward **seconded**, and **4 voted aye (Wildeman abstained)** to accept the minutes without corrections.

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

- The ad valorem checking account had a 30 November ending balance of \$101,641.70, including deposits of \$80K from the Line of Credit and deposits of \$56,527.86 in tax revenue. Overall expenditures are at 15% (with 16.6% of the year completed) puts us slightly under budget so far. Further discussion about timing issues with Ad Valorem pay and benefits being under-budget and Special Assessment over-budget, primarily caused by the continued convalescent leave payments to the Chief (we have nearly 4x as many Paramedics/EMTs on the Special Assessment payroll than the Ad Valorem payroll and we have not been reallocating those costs back to the Ad Valorem budget).
- The Impact Fee account had a 30 November balance of \$6,647.97 (no transactions this fiscal year).
- As of 30 November, the Special Assessment checking account had \$16,219.42, after deposit of \$50K (plus \$40K in September) from the Line of Credit and deposits of \$40,420.57 in tax revenue. Treasurer was asked about the high percentage of spend for Rents & Leases (19.6% vs 16.67% expected), related to 3 months of Pineland rental costs (rather than just 2 months).
- Line of Credit: The LOC has been drawn down by \$90K deposited into the Special Assessment checking account (\$40K in September, \$40K in October, and \$10K in November) and \$40K deposited into the Ad Valorem checking account each in October & November (about \$170K total), against our \$500,000 limit. Public question again about why the Balance Sheet doesn't show any borrowings or liabilities but our Bookkeeper states that the Balance Sheets are correctly formatted (and that the auditor will properly reflect in the audited balance sheets).

- Donations: The Friends of the Fire Department checking account had a balance of \$21,010.32 as of 30 November. Public question was what these monies could be spent on (Treasurer stated that Friends limit to ALS-related expenditures only). Public question was then asked what is budgeted for ALS; Chair stated that ALS Paramedic is funded out of the Special Assessment but medical supplies and equipment is funded out of Ad Valorem (and Treasurer stated that he consults with the Friends for reimbursement on ALS-specific Ad Valorem costs after they occur).
- **Jenkins moved** to accept the Treasurer's Report, Sward **seconded**, **all voted aye**.

4) ACTING CHIEF'S REPORT: Calls to date are 146 (Acting Chief reviewed the graphical breakdown of runs with 50% BLS and 25% ALS, with 25% on a long list of miscellaneous types from 1 June – 30 November).

- FEMA Civilian Emergency Response Team (CERT) Training: Presented information to AJ LaVallie and Bill Byrnes (no other volunteers available yet so early in the Season) for volunteer/auxiliary training (using FEMA standards for Civilian Emergency Response Teams or CERT). Some training is "classroom" or "hands-on" (and classroom training is primarily web-based and can be done at any time if a volunteer misses the training)
- Temporary Disability Insurance Update: American Heritage policy for 90 days of pay-replacement after a 30 day waiting period; Acting Chief has completed medical review, paid by Acting Chief personally, for reimbursement (1 quarter premiums = 1 PTO day or roughly \$524, including hourly rates, FICA, and workmen's compensation taxes)
- Holiday Pay Differential: Our expanded, new part-time staff want a 1/3 pay differential (work 24 hours, paid for 32 hours) for working 4 holidays (Thanksgiving, Christmas Day, New Year's Eve, and July 4th). The cost estimate is about \$3000 annually, as a new benefit. **Fry moved** that we pay a 1/3 differential (work 24 hours, paid for 32 hours) to **part-time employees working Christmas and New Year's Eve this month (and July 4th, Thanksgiving Day, Christmas Day, and New Year's Eve in future years)**, second by Jenkins. **All voted aye**.
- Assistant Chief now taking over Scheduling (was delegated directly to CAPT McMullen, who will still assist).
- Fiscal Year 2015 Assistance to Firefighters Grant Program: Acting Chief stated that he recognized the opportunity too late to develop a submission. Treasurer stated that past grant applications haven't been successful (his post-grant evaluation indicated that successful proposals usually go to poorer/lower per property valuation districts).
- Training Program for ISO Prep: CAPT Clark given responsibility for developing a unified training plan, including ISO prep, with execution to begin in January.

5) CHIEF'S UPDATE:

- Provided his past historical training plan to the Board
- January 5th 2016 is the 25th Anniversary of the UCFRD's creation as an independent fire district. Gone from an Insurance Services Office (ISO) Public Protection Classification (PPC) 10 to PPC-9, PPC-7, and now a PPC-4.

- Now medically cleared for return to full firefighter duties by his doctor (medical statement provided to the Board), he will return to full duty on 1 January 2016, that he accepts Fry’s calculations that his “earned” convalescent pay accrual ended on 30 November (earned by eliminating paid vacations, retirement contribution, and housing), making December unpaid time. Treasurer proposed paying full-pay for December, recollecting that pay within 9 months (by 30 Sep 2016) or working additional/fill-in 24-hour shifts, as the schedule allows. **Wildeman moved** to return the Chief medically cleared, effective 15 December and to pay full December checks through end of December (with re-collection of the full amount or “work in kind” by 30 Sep), **seconded** by Jenkins. Fry stated that he agreed with everything except displacing part-time employee shifts (but suggested that Chief replacing the 10-13 days of AC Kinniry’s annual vacation would not directly take shifts away from part-time workers or cause both Chief and Assistant Chief to work the same days but Fry was opposed to Chief displacing a part-time firefighter unless there was an unfillable scheduling gap). **4 voted aye (Fry opposed).**
- Boat Committee Update:
 - LP2 Crew Boat: Operational; latest problem was a throttle cable bracket had slipped off.
 - M192 Contender: Operational and returned yesterday to the island for fire/rescue response.
 - M191 Skiff: DepChief Higgins again proposes re-wiring the skiff (on-island staff could accomplish during shifts) within one week. Chair proposed up to \$1000 be approved to re-wire M191 Skiff but Chief and Acting Chief reminded the Board that the boat would still not be fully operational (due to the separation of deck lamination) and no decision was made to proceed.

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	Unclaimed 5 Oct
NORTH CAPTIVA FISH CAMP LLC	11650 REDFISH SHORES	\$279.49	Unclaimed 5 Oct
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
LANZA MARK J TR	12649 SOUTH BANKS	\$2,067.39	Delivered 24 Aug
TOTAL UNPAID		\$15,652.43	

- Fry still has not confirmed with Bookkeeper for the reason above number is \$435.14 below the current Accounts Receivable amount and Fry will attempt to resolve the differences before the January meeting.

B) Fry-Draft 360 Review Documents for Chiefs: Fry emailed them to the 6 Captains, 4 Lieutenants, and 3 Chiefs on 25 Nov, with a requested return date before 31 Dec 2015. The Chief's/Assistant Chief's self-assessment are also due by 31 Dec as well. Board evaluation and review methodology for the Chiefs' is still to be decided.

C) Jenkins-Fun Run/Walk Update: List of donations, sponsorships, and individual checks will be provided to the Bookkeeper and the Treasurer will provide a thank-you letter after the event at 9AM on 31 Dec. 325 t-shirts have been ordered and Jenkins is working to gather volunteers (to take registration forms/checks the week before in front of the Fire Station).

D) Wildeman-Update on Proposed Policy for Employee Benefits

- Second Draft provided to the Board by Wildeman: The key updates were:
 - The Vacation Days/Sick Days/Personal Days (31-33 days total) to Paid Time Off (PTO) Days (12-23 work days)
 - Not allowed without Chief's approval to carry forward PTO days into a new year
 - Reduced Retirement Contribution from 30% to 25% (current contribution amount)
- Sward provided comments:
 - Salaried Employee Work Days: Proposed a 4 shift on/3 shift off (and second week of 3 on/4 off shift) for a total of 7 work shifts per bi-weekly pay period
 - Salaried Employee Ratings and Evaluations: Board annually evaluates the Chief (question remains on who should evaluate Assistant Chief)
 - Paid Time Off: Propose 5 weeks (increase from 4 weeks currently) that would be 3-1/2 days per week (14 days this FY and 17.5 rounded to 18 days next FY), used for vacations, holidays, or sick days, with an ability to accrue up to 7 vacation days

(2 work weeks) and payment for excess vacation days at the Firefighter-EMT hourly rate

- Health/Dental Insurance: Fully paid for by the District
- Retirement Cash Payment: 30% of salary (**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**)
- Chiefs' to share one townhouse (available to each of them for their overnight shift use)
- There is still no decision on definitions of "work week", "week of vacation", "vacation day", "sick day", "holiday", etc.

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 February meeting, after we agree on what the definitions of current compensation components are

F) Fry-Proposed Definitions of Employee Benefit Terms: Fry provided a draft of definitions and Fair Labor Standards Act and proposed that, since we apparently can't come to consensus during the meetings, that we plan on voting on each definition and compensation item at the January meeting for a majority decision on each (that then those definitions would be the basis for future contract negotiations and budget development)

7) OLD BUSINESS:

A) Boat Committee Report: Moved to paragraph 5 above (before Chief Pepper's departure from the meeting)

B) T191 Replacement Update:

- 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 was approved at the November meeting
- After the meeting, it was determined that the proposal would require roughly 14,000lbs of water to be carried on the truck at all times (on a truck rated for only 5,000lbs cargo) that would require either a strengthening of the suspension or reduction in the size of the water tank (from 1600 gallons down to 600 gallons)
- DepChief Higgins proposal does not include improving the suspension system (cost unknown)
- Fry suggested that we paint the new 2-1/2 ton truck, install a 500-600 gallon tank, and use the back half of the bed for brush (or paint it as a replacement brush truck, as originally intended) and request a 5-ton 6x6, 2 rear axle truck to be configured to

replace T191, and continue to use T191 until then (that has a 1900 gallon tank)

- **Wildeman moved** that we delay suspension and tank installation work and that DepChief Higgins develop cost estimates for fixing the truck in a proposal to the Board, **seconded** by Fry. Work on the truck will be suspended and the truck should be towed to his shop. **All voted aye.**
- Acting Chief proposed that DepChief should be reimbursed for his initial parts to get the truck out of the Division of Forestry lot (and provide him a debit card for future parts purchases for the District)
- The Acting Chief asked about using the debit card for wiring and parts for M191 Skiff and the Board stated that no work on wiring or decking should be done, since the intent is to dispose of the Skiff

C) Deputy Chief Higgins as Maintenance & Training Chief:

- Chair stated that cost avoidance of a scheduled maintenance program would more than pay for itself, if we can figure out how to fund this request
- Treasurer stated that funds were not available and have not been identified (proposal costs over \$18K for just labor where we only have \$15K for parts and labor in the budget) but it could be possibly afforded if the scope is cut in half to \$9K.
- Sward asked whether there is any benefit to cutting the scope (or would the cuts to scope make the effort a waste of time and money)
- Acting Chief has discussed with DepChief on focusing the proposal to only major maintenance issues on-call (since Acting Chief and some part-time staff have maintenance experience for routine activities). On the Training Officer issue, we have part-time Officers who are training officers for their own departments (including CAPT Clark, as an example, who has been on-island for 10+ years)
- Jenkins agreed with the Acting Chief
- Fry asked what benefit a one-day/week field training officer would be working 4 days/month (and shift staff maybe working only 2-4 shifts/month or only 8% of staff on shift at any one time). The Acting Chief has already established web-based training for the entire staff and the Shift Officers are responsible for shift training (and Wildeman reminded the Board that the hourly rate is 2x higher than the current hourly rate). Fry also asked whether routine maintenance was already within the DepChief's purview (and the answer was yes but no logbooks for each piece of equipment or maintenance history documents are apparently on file in the Station)
- **Wildeman moved** for a trial period for a 1-3 month period (16 hours/month vs 32 hours/month proposed) and Fry made a friendly amendment to eliminate the Training portion of the proposal, **seconded** by Sward. **All voted aye.**

8) NEW BUSINESS:

A) Pending Senate & House Bills: After Bookkeeper Lynch notified the Board about SB516, Fry identified a total of 4 bills from the Senate and House (1 House bill similar to SB516). Fry will create draft letters to the Senate and House sponsors for the other 3 bills (HB745, HB479,

and SB956), along with letters to Senator Benacquisto and Representative Rodrigues, before the next meeting for Commissioners' modifications and signature.

B) 25th Anniversary Fire Station Open House/Cook-Out: Wildeman moved that we do an celebration on Sunday, 10 January, with Acting Chief taking the lead to organize

C) McDonald provided advance notice that he would not be available for meeting on 16 April (we need to discuss rescheduling that meeting or Chair will not be available)

9) PUBLIC COMMENT: Comments made throughout the meeting.

10) NEXT MEETING DATE: 16 January 2016

11) ADJOURN – **Moved** by **Fry**, **seconded** by Jenkins; meeting adjourned at 1:48PM.

Respectfully submitted,

Bill Fry
Secretary