

Upper Captiva Fire & Rescue District

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servicing the community with pride

BOARD OF COMMISSIONERS

REGULAR MEETING

20 May 2016

COMMISSIONERS PRESENT: Zeke McDonald, Tom Jenkins, AJ LaVallie, Steve Sward (by phone), Bill Fry (by phone), and Chief Bob Kinniry.

ISLANDERS PRESENT: Bill Byrnes, Sue Ann Cousar, Sandy Werner, Arthur Mason, Liuva Serrate Rodriguez, and CAPT Ron Givens.

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

2) MINUTES: Minutes of the 23 April meeting were read; **Jenkins moved**, LaVallie **seconded**, and **all voted aye** to accept the minutes with correction.

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

- Balance Sheet Report:
 - The Ad Valorem checking account had a 30 April ending balance of \$359,679.59. On 15 May, the Bookkeeper received \$11,731.33 net tax receipts from the County that will be reflected in next month's reports.
 - The Friend's checking account had a 30 April ending balance of \$15,271.84 (no change from last month).
 - The Impact Fee checking account had a 30 April ending balance of \$7,602.55 (added \$474).
 - The Special Assessment Fund checking account had a 30 April ending balance of \$97,866.35. On 15 May, the Bookkeeper received \$11,841.36 net tax receipts from the County that will be reflected in next month's reports.
 - For overall tax collections, we are at 92.91% through 30 April, compared to 92.67% for April 2015.
 - Sward asked about inter-fund transfers and Fry explained those are primarily caused by Bookkeeper writing one check (either from General Fund or Special Assessment) and then allocating proportionally between accounts, instead of writing 2 separate checks (like for Pineland Marina dockage/parking).
 - Chair asked about liabilities and Fry stated that there were no unexpected outstanding bills or debts.
- Consolidated Income and Expense Report:

- Overall, in the Consolidated Budget, the District is 61.61% spent (and we are through 58.3% of the year)
- Although the bottom line shows 61.61% spent overall, the Line of Credit repayments at nearly 100% skew the figures. It is best to focus on Pay & Benefits that are at 58.5%, Operating Expenses are at 48.17%, and Capital Purchases are at 33.3% (all near or under our straight-line expectations).
- **Jenkins moved** to accept the Treasurer's Report, LaVallie **seconded**, **all voted aye**.
- Work has started on the FY17 budget and for the initial proposals that will be presented at the June meeting, we'll follow the method that Treasurer Wildeman followed last year, with the Board's approval:
 - We'll propose the maximum 3.75 mils for the Ad Valorem tax rate, allowing the Board to either accept that millage rate or reduce it during the September budget hearings (since we can decrease the announced millage rate but can't increase it after July)
 - The guidance to Weyer for the Special Assessment will be the same as the past two years with Total Gross Assessments at \$466,042 and Total Net Assessments of \$447,400 (after the potential 4% early payment discounts) that can be accepted or reduced during the August Special Assessment hearing

4) CHIEF'S REPORT: Calls to date are 66; used first narcotics pain meds last week for a patient

- Chiefs' Transition Status: Proceeding at Chief's desired pace and most transition tasks have been completed.
- P-191 (500 gpm pump) Status: The Division of Forestry (DoF) military pump grant was approved for a 50/50 grant and the modifications and repairs are proceeding.
- B-191 (Brush Truck Replacement) Status: The DoF brush truck grant was approved for a 50/50 grant and the modifications and repairs are proceeding.
- The total grants approved were for \$5500, the total amount of repairs and modifications, and \$2750 will be returned to the District once the work is completed during the month of June.
- Boat Updates:
 - Replacement Crew Boat: Found a new boat in Naples for \$19,000 1999 22.5' OptiSport with cuddy cabin and 2005 4-cycle Yamaha 250 (160 hours on the motor) and Chief will take it out on the water tomorrow to test.
 - Crew Boat Update: The LCSO report was provided to the insurance company for the claim for the damaged boat.
 - Carolina Skiff Sale on GovDeals.com: We received the check for the winning bid of \$3,225 this month.
 - Old Crew Boat Sale on GovDeals.com: We re-advertised and then sold the boat for \$1,975 (check not received not yet).
- R-191 (Medical Mule): Trade-in value is at least \$6,000 for just the base vehicle, with a replacement purchase price of \$14,000+. All of the modified equipment on the current

R191 would be removed and reinstalled on a new vehicle. Chief will propose keeping the current medical mule vehicle and dispose of a different Club Car at a future meeting.

- Submitted Updated Hurricane Plan to the County EOC last week
- Public Question about when the Island Hurricane meeting will be held and Chief stated he would schedule the information meeting in June
- Chair asked when the Public Facility Report will be updated since he believed it was 4 years since last update and asked Chief to update this year
- LaVallie asked about Water Pump redundancy since we are waiting for the DoF Grant-funded pump won't be on island until mid-June (that replaces the failed pump) but we still have our relatively new 750gpm pump available
- Staff Housing Update: Landlord refused to reduce the rent or provide his tax identification number so we'll convert from expense reimbursement process since January to a cash housing allowance for the Chief (included in his proposed contract)
- T-191 (Tanker) Replacement: Chief will begin working with the DoF to request a 5ton 6x6 later in the summer

5) COMMISSION REPORTS:

A) Fry-2014 Special Assessment Update: No new payments this month

Name	Island Address	Total	Status
BERNS MANAGEMENT LLC	4511 HIDDEN	\$1,748.79	Resent 27 Feb
FLORIDA BROTHERS LLC	4621 ORO PESOS	\$713.86	Resent 27 Feb
SLOCUM WILLIAM D JR + MARILYN	151 HUMMINGBIRD	\$503.95	Resent 27 Feb
DEVOY SALLY + HOWICK PATRICIA	12568 SOUTH BANKS	\$580.61	Resent 27 Feb, spoke by phone on 30 Mar 2016
MANDELL AARON H 50% +	4471 PANAMA SHELL	\$639.61	Returned undeliverable Mar 2016
GROSSINGER JEROME M + LEILA	4541 ORO PESOS	\$264.06	Returned undeliverable Mar 2016
TSAKIRIDIS ANATASIOS + BAHRAMIS GUS J	4440 SCHOONER	\$225.91	Returned undeliverable Mar 2016
LEON MIGUEL A	4440 SMUGGLERS	\$491.30	Returned undeliverable Mar 2016
	Subtotal for 8	\$5,853.64	
ZANGHI CHARLES JOHN	4460 OYSTER SHELL	\$221.86	Delivered 24 Aug (2015 Paid 23 Feb)
MARMO VINCENT J + MARY JANE	4500 CUTLASS	\$767.41	Delivered 24 Aug (2015 Paid 31 Mar)
FISCHER JAMES C + SCHALL CAROLYN E	181 WHITE PELICAN	\$569.96	Delivered 24 Aug (2015 Paid 24 Mar)
LIBERTONE DANA + LIBERTONE LAURA	12520 SOUTH BANKS	\$808.36	Delivered 24 Aug (2015 Paid 16 Apr)
ROSEN, RONALD	12616 SOUTH BANKS	\$651.36	Delivered 26 Aug (2015 Paid 30 Mar)
ROSEN, RONALD	12617 SOUTH BANKS	\$785.80	Delivered 26 Aug (2015 Paid 30 Mar)
ARANEDA EVELYN MARINA	4511 CUTLASS	\$235.48	Returned undeliverable Oct 2015 (2015 Paid 30 Oct)
CUNNINGHAM JOE	721 RUM	\$311.55	Delivered 16 Sep (2015 Delinquent)
FISCHER JAMES C + MAZZA SALVATORE	4521 BUTTERFLY SHELL	\$1,283.98	Delivered 24 Aug. (CERT 2013/14 & 2015 Delinquent)
NORTH CAPTIVA FISH CAMP LLC	11654 REDFISH SHORES	\$271.14	Unclaimed 5 Oct (CERT 2013/14 & 2015 Delinquent)
NORTH CAPTIVA FISH CAMP LLC	11650 REDFISH SHORES	\$279.49	Unclaimed 5 Oct (CERT 2013/14 & 2015 Delinquent)

HENKEL EVERETT III + HENKEL PENNY	12604 SOUTH BANKS	\$665.46	<u>Delivered 24 Aug</u> (CERT 2014 & 2015 Delinquent)
HERMANN G A + MYRL	12608 SOUTH BANKS	\$657.75	<u>Delivered 26 Aug</u> (2015 Delinquent)
LANZA MARK J TR	12649 SOUTH BANKS	\$2,067.39	<u>Delivered 24 Aug</u> (CERT 2014 & 2015 Delinquent)
TOTAL UNPAID		\$15,430.63	
TOTAL PAID SINCE AUGUST 2015		\$ 3,302.85	

B) LaVallie-Easement Committee Update: Chair abolished the FD-sponsored committee before any meetings were conducted or updates were provided and will ask the Community to sponsor a replacement committee with LaVallie as District Liaison and Chief as an Advisor to the new community committee.

6) OLD BUSINESS:

A) Proposed Contract for New Chief:

- Minor changes to the Board approved final draft were recommended by the Attorney and those updates were posted on the website a week before the meeting last Friday.
- Chief asked for one additional change to the proposed contract to raise his salary to \$55,000 (from \$52,400) that would provide the additional money to pay the Chief's share of the FICA and Income Tax payments (since this allowance is taxable income). Sward stated that was only fair and Fry stated that he had already planned to propose a \$2600 raise for Chief in the FY17 Proposed Budget.
- Board accepted the Final Draft with lawyer-recommended changes and increased salary to \$55,000, **moved by Sward** to accept, **seconded** by Fry, **all voted aye**.
- Chair read Resolution 2016-052016(1) Approving Chief's Contract **moved by Jenkins** to adopt, **seconded** by LaVallie, **all voted aye**, Resolution passed and signed by Chair, Assistant Secretary LaVallie, and attested by Jenkins.

B) Acceptance of Division of Forestry Grant: Chair read Resolution 2016-052016(2) Budget Amendment 2016-003 Accepting the DoF Grant of \$2750 (Revenue) and Repair and Maintenance increase \$2750 to \$18,850 for modification of the new 2-1/2 ton 4x4 truck (B-191 Replacement) and new water pump (P-191 Replacement). **Sward moved** to adopt, **seconded** by LaVallie, **all voted aye**, Resolution passed and was signed by Chair, Assistant Secretary LaVallie, and attested by Jenkins.

7) NEW BUSINESS:

A) Changing Regular Meeting Day: **Jenkins moved** that we schedule future District Regular Meetings on Friday (or another day), **seconded** by LaVallie. Chair made a friendly amendment accepted by Jenkins and LaVallie that he would confirm legality with Attorney Pritt and it will be announced at the next meeting in June on Saturday, 18 June. **All voted aye.**

- B) Employee Work Shifts and Scheduling: Sward stated that Chief Kinniry has the authority to schedule all shifts and make personnel retention decisions and the Board will support his decisions. Chair reiterated that prior advice from Attorney Pritt that the Chief is the CEO of the District, that the Board under law has supervisory authority over Chief only, and that other personnel issues are in the Chief's purview.

8) PUBLIC COMMENT: Comments made throughout the meeting. Public question about the possible changing of the regular meetings to Fridays and any requirement to provide notice or an annual schedule. Chair stated that notice is required in the News-Press at least 7 days before a change becomes effective and he asked Chief if proper notice was provided and he stated YES. Fry also stated that meeting date changes are posted to the website in RED the day the change is decided at a regular meeting, as well as in the Draft Agenda and Minutes posted a week before each meeting. Another public question was about the community committee and Chair said intent was to discuss easement access on the lanes and potential fire hazards of stacked brush and refuse around the island.

9) NEXT DATES: Regular Meeting Saturday, 18 June 2016

10) ADJOURN – **Moved by Jenkins, seconded** by LaVallie; meeting adjourned at 11:36AM.

Respectfully submitted,

Bill Fry
Secretary