

Upper Captiva Fire & Rescue District

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servicing the community with pride

BOARD OF COMMISSIONERS

REGULAR MEETING

16 December 2016

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

ISLANDERS PRESENT: Jo Ann Beiermeister, Bill Byrnes, Sue Ann Cousar, CAPT McMullen, Doug Miller (by phone), and Robert Vannover (by phone).

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

2) Chair suspended the agenda without objection and moved to:

- New Business 8B (FY17 Special Assessment for C.D. Miller): Miller requested exemption from the Special Assessment of \$11,737.01 since he believes that his property is underwater and unbuildable.
 - Fry stated that the classification is currently “Vacant Residential / 00” and doesn’t currently qualify for any of our stated exemptions.
 - Fry also stated that this Board pays the Lee County Appraiser to properly classify properties and that we aren’t qualified to evaluate any changes to those classifications. Worse, any changes by this Board to a property’s classification may open the Board to charges of arbitrariness.
 - Fry then stated that the best process for Miller would be to appeal his classification to the Lee County Appraiser and, once successful, we should then reconsider his request. Miller agreed that was a reasonable suggestion.
 - **Fry moved** that we table this request until Miller appeals the classification of his property, **seconded** by Sward, **all voted aye**.

- New Business 8A (FY17 Special Assessment for Robert Vanover): Vanover requested exemption from the Special Assessment of \$387.03 since the County has subsequently classified his property as “RIVERS, LAKES, SUBMERGED LAND / 95”.
 - Fry confirmed that the classification was apparently changed from the “Vacant Residential / 00” classification after Weyer extracted the data from the County between May 2016 and now. The County has declared this land submerged, rather than this Board.

- **Fry moved** that we exempt the Vanover property from the Special Assessment since it now qualified for one of our approved exemptions, **seconded** by Jenkins, **all voted aye**.

3) MINUTES: Minutes of the 18 November Regular Meeting were read; **Sward moved**, Jenkins **seconded**, and **all voted aye** to accept the minutes without corrections.

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

- Balance Sheet:
 - The total checking account balances across all 5 accounts and 3 funds (General, Special Assessment, and Impact funds) was \$201,552.06 on 30 November and, after the County deposit last night of \$435,071.71, we have \$627,437.17 in the accounts this morning.
 - The Ad Valorem checking account had a 30 November ending balance of \$10,435.58
 - The new Ad Valorem Money Market Account had a 30 November ending balance of \$115,677.40
 - The Friend's account had a 30 November ending balance of \$15,283.33 (no change)
 - The Special Assessment checking account had a 30 November ending balance of \$52,073.44
 - The Impact Fee account had a 30 November ending balance of \$8,082.31 (no change)
 - Fry stated that there were no unexpected outstanding liabilities other than the usual transfers of expenses between the General Fund and Special Assessment Fund, including the Special Assessment Fund's repaying of "borrowed" cash from the General Fund Money Market Account instead of borrowing against the LOC
 - Fry also stated that the Line of Credit was not used in November or December, and, if there are no unexpected emergencies, should not be used this FY at all but that we should still renew it next summer since the LOC represents our Emergency Reserve.
- Consolidated Income and Expense Report:
 - After the second month of the new FY, we are 16.67% through the year and have spent 12.09% of the budget. Again this month, this low execution rate isn't significant since we delay most expenditures other than Pay & Benefits until December or later, when we are receiving tax revenues from the County Tax Collector.
 - We should encourage Chief to begin submitting his Capital purchase proposals to the Board for approval, including his plans for building renovation
- **Jenkins moved** to accept the Treasurer's Report, Sward **seconded**, **all voted aye**.

5) CHIEF'S REPORT: Calls to date are 132, including a bonfire on the beach and a chainsaw accident by an NCIC employee that required a MedFlight evacuation. All equipment is operational.

- Utility U-192 (Former R-191): The warranty parts (new engine block) have been ordered and we are awaiting completion of work before its return.
- Skid-Mounted Pump Unit: Potential capital purchase for \$7,000 that was included in the original budget
- Engine/Pumper E-191: Deficiencies with a fuel leak in the engine/head and pumper hose deficiencies; Pine Island/Matlacha may donate one of their current engine/pumpers after they receive their new trucks
- The Board accepted the Chief's Report

6) COMMISSIONER REPORTS:

A) LaVallie-Community Committee Update:

- LaVallie asked Byrnes to provide the update on the road trimming project that should finish next week
- Beiermeister asked for the check for \$10,000 that is the UCFRD share for the next progress payment and Chief stated that the company's invoice would be required for payment by the UCFRD; once the invoice is provided, Chief will print the check for a Commissioner signature
 - Brynes, Jenkins, & LaVallie have volunteered their own time to lead the project
 - Davenport has provided free barging to the men and equipment nearly every day
 - Brillhart/NCIC has provided free water taxi seats during weekends
 - SHC is doing free chipping of some piles that are "wet"/decomposing palm-fronds that the vendor's chipper can't handle
 - And Island Girl has volunteered free water taxi seats for this weekend
- Chair and Board thanked the UCCA and their volunteers for all of their efforts in organizing and executing this trimming work

B) Sward-Legal Update:

- Proceeding with the attorneys review and documents
- Sward stated that the carrier has asked us to process the check for "back wages"
 - Fry asked whether the insurance payment will include the District's share of FICA and W/C taxes (about 12% more than the payment to Pepper for "back wages") or is that additive cost to the District, if the insurance carrier asks us to make the payments and withholdings

- Sward will coordinate with insurance carrier and suggest a direct payment to Pepper, rather than through the District, saving the District \$1250+
- District will make the direct tax-free payment to the retirement plan
- And insurance carrier will pay Pepper's attorney fees directly to Brantley

C) Sward-Insurance Costs and Coverage Review:

- Guaranteed Replacement Cost Coverage for Station: Current coverage is an \$806,000 replacement cost
 - The cost for an appraisal of the station would cost \$1,000 to document the true replacement cost, if the Station were a total loss
 - **Fry moved** that the Board approve up to \$1,000 for this appraisal, **seconded** by Sward, **all voted aye.**
- \$1,000,000 Liability Policy:
 - That is the maximum limit for a liability policy with our insurer
 - The agency will research whether an umbrella or excess liability policy is available

D) Jenkins Fun Run Update:

- The Fun Run/Walk is scheduled for Thursday, 29 December, starting at 9AM, rather than Saturday, 31 December this year (since Saturday is a heavy renter turn-over day)
- Table will be set up in front of the Station on Monday – Wednesday (26-28 December) for advance registration

7) OLD BUSINESS:

- A) FY17 Special Assessment for SHC Restaurant: At the request of SHC's Fox and Mason, Chair proposed to table this item without objection
- B) Oaths of Office: Chief mailed the oaths to the State two weeks ago

8) NEW BUSINESS:

- A) FY17 Special Assessment for Robert Vanover: Discussed at the start of the meeting
- B) FY17 Special Assessment for C. Douglas Miller: Discussed at the start of the meeting
- C) Election of Officers: Chair proposed to table this item until January when all 5 Board members will be physically present on-island, without objection
- D) Proposal to Begin Direct Deposit of Payroll:

- Chief, Bookkeeper Lynch, and Fry met with Stonegate yesterday and received a web-based demo on the process to implement Direct Deposit of employee payroll and, based on that demo, we jointly recommend implementation, starting with the 31 January 2017 payroll
- Costs are similar to what we currently pay for postage, envelopes, and the physical checks that we produce:
 - Costs to produce physical checks range from \$40-\$60 each month (depending on how many checks are mailed and postage stamps are used)
 - Fees for direct deposit would be under \$45 each month
- Pay will be deposited in employees account the next business day after the files are uploaded to Stonegate; if we had done that yesterday, as long as the file was uploaded to the bank before 4:30PM, the deposits would have been in the employee accounts today
- **Fry** moved that we direct Chief to take actions to coordinate and implement direct deposit of payroll, effective 31 January 2017, **seconded** by Jenkins. **All voted aye.**

9) PUBLIC COMMENT: Comments made throughout the meeting.

10) NEXT DATE: Next Regular Meeting on Friday, 20 January 2017, beginning at 10 AM.

11) ADJOURN – **Moved by Fry, seconded** by Jenkins; meeting adjourned at 12:36 PM.

Respectfully submitted,

Bill Fry
Secretary/Treasurer