

**Upper Captiva Fire & Rescue District**

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*servicing the community with pride*

Robert Kinniry, Chief: UpperCapFD@aol.com

BOARD OF COMMISSIONERS

REGULAR MEETING

18 August 2017

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

ISLANDERS PRESENT: Sue Ann Cousar, Jo Ann Beiermeister (by phone), Bill Byrnes (by phone), Arthur Mason (by phone), Kristi Riggle (by phone) and CAPT Ron Givens (by phone).

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

2) MINUTES: Minutes of the 21 July Regular Meeting were read; **LaVallie moved**, Jenkins **seconded**, and **all voted aye** to accept the minutes with corrections.

3) TREASURER'S REPORT ~~(08:42 — 31:17)~~:

- Balance Sheet:
  - The Ad Valorem checking account had a 31 July ending accrued balance of \$4,303.20
  - The Ad Valorem Money Market Account had a 31 July ending accrued balance of \$496,158.90 (including \$254.93 in interest)
  - The Friend's account had a 31 July ending balance of \$15,301.74 (no change)
  - The Impact Fee account had a 31 July ending balance of \$2,218.38 (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. There are 13 remaining unpaid 1<sup>st</sup> Year Special Assessments totaling \$9,902.77.
- Consolidated Income and Expense Report:
  - We are 83.33% through the year and have spent 74.26% of the consolidated budget. In our major spending categories, Pay & Benefits is 78.91%, Operating Expenses is 64.5%, and Capital is 12.73%, all are well below the straight line "glide path" of 83.33%.
  - For Revenues, we are at 99.9% collected through 31 July (with only \$537.13 unpaid in General Fund and \$486.53 unpaid in Special Assessments, less than \$1,024 total).
- **LaVallie moved** to accept the Treasurer's Report, Jenkins **seconded**, **all voted aye**.

40 4) CHIEF'S REPORT ~~(31:17 – 1:27:45)~~:

- 41
- 42 • Calls Last Month: 74 (7 more calls since the last meeting), including the fire on Sol Vista
- 43 that destroyed 2 homes, no injuries to residents or firefighters
- 44 • 1988 Pierce Engine/Pumper:
- 45 ○ Now at Matlacha/Pine Island FCD awaiting barging back to island, after successfully
- 46 completing pump testing
- 47 ○ Once our Engine/Pumper is barged out to the island, the loaner will be returned to
- 48 the mainland for any required maintenance before return to San Carlos Park (costs
- 49 unknown but one of the hoses has a finger-sized hole that will need to be repaired
- 50 or replaced before return)
- 51 ○ Cost was about \$1,000 to replace 2 rims (no tires) and to complete the pump
- 52 pressure testing
- 53 • FEMA Grant for High Volume Pump (750 gallons per minute): No updated status
- 54 • State Park Firebreak: LaVallie wrote a letter to Lach concerning the firebreak and the
- 55 path down to the South Banks but no answer has been received yet
- 56 • Sol Vista Fire: Provided first unapproved draft of the incident report and the detailed
- 57 timeline created from the 911 Dispatch Log:
- 58 ○ Call received from 911 Dispatch at 23:32, with initial response of E191 (23:37),
- 59 B192 (23:39), T191 (23:40), and U192/P192 (00:01)
- 60 ○ Chief (U192/P192) didn't receive notice until 23:47, enroute at 23:52, arrived at
- 61 Station to change from U191 to U192 and pickup P192 (High-Volume/High-
- 62 Pressure pump on trailer), enroute at 23:57, arrived at scene at 00:01
- 63 ○ On arrival, structure was fully involved with high flames and heat, with propane
- 64 tanks venting; 3<sup>rd</sup> Alarm was called in to 911 Dispatch that caused alert
- 65 notification of MERT and North Strike Team
- 66 ○ UC2 (Cook), UC3 (McMullen) and UC4 (Givens) responded from their mainland
- 67 homes, enroute at 23:55 and arriving at 00:39 via Crew Boat and, on their arrival,
- 68 found the structure fully collapsed at that point
- 69 ○ On UC2 arrival, CAPT Cook assumed command of the incident from CAPT Tyrell,
- 70 UC3 (McMullen) assumed operational control, and UC4 (Givens) assumed
- 71 personnel accountability
- 72 ○ There was only one access to fight the fire via Point House Trail and, with the
- 73 narrow pathway, the stone walls on both the NW and SE sides of Point House
- 74 Trail, pressure-treated dimensional lumber (2"x10"x16' or greater) for dock
- 75 repairs (that was manually moved after mutual aid units arrived), plus a sailboat
- 76 beside the pathway, all other access was through dense mangrove and Brazilian
- 77 pepper
- 78 ○ E191, B192, and T191 tank water initially provided water on the fire while Chief
- 79 worked to position P192 (the high-pressure/high-volume pump) to resupply
- 80 water from Safety Harbor

- 81           ○ Various marine/fire boats also assisted with establishing water supply from Pine  
82           Island Sound at DeTure's dock but, by that time, the exposure structure was on  
83           fire and propane tanks were also off-gassing and exploding
- 84           ○ Water supply was established with 6 lines after arrival of MERT and the North  
85           Strike team and LCSO verified all people were evacuated from both the exposure  
86           and neighboring homes; the family in the exposure structure were taken to the  
87           Fire Station during the incident and NCIC moved them to an alternate rental that  
88           morning
- 89           ○ Island Girl captained 3 vessels to ferry arriving North Strike & South Strike Teams,  
90           along with Red Cross rehab supplies; with initial arrivals within 1 hour and 20  
91           minutes, compared to greater than 2-1/2 hours for the Kingfisher fire
- 92           ○ With arrival of various mutual aid fire companies, additional water lines were put  
93           into place, arriving manpower relieved firefighters in place, and various  
94           rehab/rest rotations were initiated
- 95           ○ Fire under control reported to 911 Dispatch at 01:32, 2 hours after initial call
- 96           ○ State Fire Marshal and Lee Arson Investigation began that morning, with mutual  
97           aid responders released
- 98           ○ No loss of life, no injuries (smoke or heat), no loss of major equipment, all  
99           equipment operated as expected, proper fuel was used in the pumps and other  
100           equipment
- 101           ○ Sward asked about the lumber obstructions and Chair stated that it was probably  
102           for Trapanese's dock repair that Jeffers was in the process of. Fry also reminded  
103           everyone that the stone walls appear to be out of the easement, on private  
104           property, but still posed an obstruction for the loaner Engine/Pumper that was 3'  
105           longer with a greater turning radius that would not have made that turn (the  
106           heat was so intense that our own Engine/Pumper would not have attempted the  
107           turn anyway)
- 108           ○ Sward asked about reports that various vacation renters smelled a "burning  
109           rubber-type smell" around sunset and that kids out playing "smelled trash  
110           burning"); Chief confirmed that was true but neither reported it
- 111           ○ Chief read email from Chief Nesbitt (Chairman of the Lee County Chiefs  
112           Association, Chief of Bayshore FD, and the North Strike Team commander) that  
113           congratulated Lee County for their improvements in barrier island mutual aid  
114           response and the District's on-shift initial responses were a dramatic  
115           improvement over the last fire in February 2013
- 116           ○ Givens stated that approximately 90 firefighters responded, either on-island or  
117           held at Pineland Marina but the initial response (4 UCFRD firefighters) fought the  
118           fire alone during the first hour and half
- 119           ○ Fry thanked Chief and Givens for completing the report and the time summary,  
120           and stated that the final report and an After Action Review of what went  
121           right/what went wrong needed to be briefed at the September meeting,  
122           including the perspectives of 911 Dispatch and the responding departments and  
123           strike teams

- 124 ○ LaVallie pointed out that the significant difference between the Adams fire in  
125 February 2013 is the Special Assessment with the addition of 2 part-time  
126 firefighters on every shift that are highly trained (totaling 3 or 4 part-time  
127 firefighters on each shift now), that are frequently exercised at their full-time  
128 departments, which unfortunately wasn't the case 4-1/2 years ago  
129 ○ Chair stated sense of the Board was that the Chief would create an After Action  
130 Report and present that at the September regular meeting, as well as future  
131 discussions over multiple future regular meetings, including hypothetical  
132 scenarios of what would happen if a fire didn't occur on the Sound or on a canal  
133 ○ Public Question: Will the incident report be posted on the website for the UCCA  
134 to forward as public information to the "all island" email list? Fry stated that the  
135 first draft was already posted on the website last night and that any updates will  
136 be posted as well, as the Chief finalizes them.  
137 ● The Board accepted the Chief's Report

138  
139 5) COMMISSIONER REPORTS:

140  
141 A) Sward-Legal Representation ~~(1:27:45 – 1:40:10)~~:

- 142  
143 ● Discussed with Attorney Pritt and confirmed that he will continue to support the District  
144 until the District chooses a replacement firm as the district's legal counsel  
145 ● Pritt provided a second name, in addition to Attorney Pringle, but that attorney didn't  
146 have recent governmental or fire district experiences  
147 ● Pringle represents a number of fire districts and will attend the October regular board  
148 meeting to "meet and greet", for a potential decision to become our legal advisor on that  
149 date or shortly thereafter  
150 ● Chair asked if Pritt identified any requirement for a public announcement or open  
151 "bidding" process and Sward stated that Pritt didn't believe there was a legal  
152 requirement for that

- 153  
154 ● LaVallie-Community Committee Update ~~(1:40:10 – 1:48:16)~~: Until we have a legal  
155 advisor, there is no reason to discuss surface maintenance or a new referendum

156  
157 6) OLD BUSINESS:

- 158  
159 A) Repair or Replace the Station Generator ~~(1:48:16 – 1:58:35)~~: Tabled until Chief provides  
160 further information

- 161  
162 B) Officer Chain of Command/Organization Chart ~~(1:58:35 – 2:06:40)~~: Tabled until Chief  
163 provides further information

- 164  
165 C) F17 and FY18 Meeting Schedules ~~(2:06:40 – 2:12:52)~~:

166

- 167 • October: Synchronizes a 4<sup>th</sup> Friday meeting on 27 October, with the SHC Meeting on
- 168 Saturday, 28 October and UCCA Meeting on Sunday, 29 October
- 169 • December: Scheduling 8 December gets the meeting out of the 2<sup>nd</sup> half of December,
- 170 away from the holidays
- 171 • All other meetings are the 3<sup>rd</sup> Friday of each month, except the two Budget Hearings
- 172 that remain on Saturdays at 10AM
- 173 • The approved schedule will be posted on the UCFRD website after the meeting
- 174

175 D) FY18 Proposed Budget ~~(2:12:52 – 4:53:08)~~:

- 176
- 177 • There have been no changes to the briefing slides or detailed spreadsheets since it was
- 178 posted on the website on 4 July, before the July meeting
- 179 • Revenues ~~(2:12:52 – 3:22:16)~~:
  - 180 ○ \$17.8 million increase in valuations for FY18 but we'll potentially lose \$2-\$3 million
  - 181 after the total losses of the Batista/Trapanese homes (about \$10,000 in reduced
  - 182 revenues next year)
  - 183 ○ Three "what-if" millage rates for 3.75 mils (\$65K increase), the rollback rate of about
  - 184 3.41 mils (\$2K increase), and a "bare bones" 3.15 mils that doesn't increase
  - 185 uncommitted reserves in FY18 (reducing proposed revenues \$48K)
  - 186 ○ Board decided that the target goal for the unrestricted reserve is \$210K for the first 3
  - 187 months of each fiscal year for payroll and operating costs for October – December
  - 188 and Fry recommends that \$250K should be our target limit for unrestricted reserves
  - 189 at the end of each year plus the \$500K line of credit for unforeseen emergencies
  - 190 during the budget year
- 191 • Pay & Benefits Proposals ~~(3:22:16 – 4:12:41)~~:
  - 192 ○ Part-Time Hourly Pay:
    - 193 ■ LaVallie stated that, unless we have a problem with hiring or retaining part-time
    - 194 employees, the maximum that we should be discussing is just a cost of living
    - 195 adjustment to keep them where they are this year (and any given year going
    - 196 forward)
    - 197 ■ The rest of the Board agreed
  - 198 ○ Chief's Pay:
    - 199 ■ Chief asks for a \$5000 increase in base pay (plus a \$1250 increase in retirement
    - 200 and increases in District-paid taxes) while Fry recommends the Federal Cost of
    - 201 Living Adjustment (COLA) of up to 0.3% for 2017
    - 202 ■ LaVallie stated that we shouldn't expect the new Chief's pay to be any higher
    - 203 than the former Chief's last pay of \$68,540, that he should be entitled to a cost
    - 204 of living raise, and that we should decide whether Chief's performance merits a
    - 205 raise in base salary and benefits
    - 206 ■ Chair stated that we spent 30 minutes or more last month on those performance
    - 207 reviews and he paraphrased that the Board was satisfied with the Chief's
    - 208 performance and, in his opinion, as part of the proposed new organization
    - 209 structure, that we should pay those new leadership people for their additional

- 210 efforts and that we haven't provided any meaningful raises to the Chief after his  
211 promotion from Assistant Chief
- 212 ■ Fry stated again that we jointly agreed in May 2016 (that the Board voted on, the  
213 Chair and Chief signed) a salary of \$55,000; that the written contract has never  
214 been amended with the \$5000 voted by the Board last year 4-1; that Fry takes the  
215 view that the \$5000 (plus \$1250 in retirement contribution) was a non-recurring  
216 bonus for the work that Chief did as the Acting Chief during late 2015/early 2016,  
217 and that his FY18 salary reverts to the \$55,000 that is in the signed written  
218 contract
  - 219 ■ Chief stated that his "magic number" this year is \$65,000 (\$5000 more than this  
220 year), based on his expanded duties, what the former chief was paid, and that  
221 other Chiefs receive significantly more money
  - 222 ■ Sward recommended a \$2000 raise, with a \$500 increase in retirement, based on  
223 the performance reviews that everyone completed last month
  - 224 ○ **Sward moved** that we increase the Chief's base pay \$2000 next year to \$62,000, plus  
225 \$500 for retirement, **seconded by McDonald, carried 4-1 (Fry against)**
  - 226 ○ **McDonald moved** that we increase all part-time employees hourly rates by 0.3% as  
227 cost of living adjustment, **seconded by LaVallie, all voted aye**
  - 228 ○ **LaVallie moved** that we cap the annual cost for additional hours worked by Cook,  
229 McMullen, and Givens up to \$8000/year total, **seconded by Sward, all voted aye**
  - 230 ● Operating Expenses ~~(4:12:41—4:25:47)~~:
    - 231 ○ General Fund: Board accepted Chief's and Treasurer's recommended spending
    - 232 ○ Special Assessment: Board accepted Chief's and Treasurer's recommended spending
  - 233 ● Capital Investment:
    - 234 ○ General Fund: Board accepted Chief's and Treasurer's recommended spending
    - 235 ○ Special Assessment: Board accepted Chief's and Treasurer's recommended spending
  - 236 ● **Fry moved** that we accept the Treasurer's numbers for Operating Expenses and Capital  
237 Investment, **seconded by Sward, all voted aye**
  - 238 ● Fry provided slides as "food for thought" concerning ~~(4:25:47—4:53:08)~~:
    - 239 ○ Alternatives for Chief's housing, if his current landlord sells the house or the Chief  
240 retires, for renovating the current Station
    - 241 ○ Options for hiring a full-time EMT-qualified employee, initially working 2-shifts on/4-  
242 shifts off or 1-shift on/2 shifts off (like any other fire district in the area) shows that  
243 we can afford to hire that employee, by displacing one of our part-time employees  
244 and is well within our budget limits
  - 245 ● **Fry moved** that we direct the Chief to begin the process to draft an ad for hiring a full-  
246 time, 2-1/3 shift per week EMT-qualified employee by the October 2017 meeting,  
247 **seconded by Jenkins, all voted aye**
- 248
- 249 E) FY18 Final Special Assessment Methodology & Roll ~~(4:53:08—4:55:10)~~: **Fry moved** that  
250 we accept the final draft of the methodology and roll, after all of the changes identified at  
251 the July meeting were updated, **seconded by Jenkins, all voted aye**  
252

253 7) NEW BUSINESS:

254

255 A) Resolution to Accept 4<sup>th</sup> Year Fire Service Special Assessment (Resolution 2017-081817)-  
256 ~~(4:55:10—5:06:04)~~: Chair read the resolution, **LaVallie moved** that we approve the  
257 resolution, **seconded** by Jenkins, **all voted aye**

258

259 8) PUBLIC COMMENT ~~(5:06:04—5:11:44)~~: Negative comments about the fire were not having  
260 volunteers to provide directions to the fireman that missed the turn; Chief responded that “the  
261 Beast” (B192 military truck) went down to the beach to assess the spread of fire and whether it  
262 could drive along the beach to approach the back of the fire, then returned to Point House Trail.  
263 Does Attorney Pringle have any municipal experience and Sward responded that he represents  
264 other fire districts in the area.

265

266 9) NEXT DATE: Preliminary Budget Hearing on Saturday, 9 September 2017 beginning at 10AM,  
267 the Final Budget Hearing on Saturday, 16 September 2017 beginning at 10AM, and the next  
268 Regular Meeting will follow immediate on Saturday, 16 September 2017, at the conclusion of  
269 the Final Budget Hearing.

270

271 10) ADJOURN – **Moved by Fry, seconded** by Jenkins; meeting adjourned at 3:14 PM.

272

273 Respectfully submitted,

274

275

276

277 Bill Fry

278 Secretary/Treasurer

UNAPPROVED DRAFT