

Upper Captiva Fire & Rescue District

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servicing the community with pride

BOARD OF COMMISSIONERS

REGULAR MEETING

17 November 2017

COMMISSIONERS PRESENT: Zeke McDonald, Tom Jenkins, AJ LaVallie, Steve Sward, Bill Fry (by phone), Attorney Richard Pringle (until 11:19) and Chief Bob Kinniry.

ISLANDERS PRESENT: Carol Johnson, Joe Miklavcic, Hart Kelley, Travis Parker, JoAnn Beiermeister, Rick Fox, Bill Byrnes, Jackie Byrnes, FF-P Craig Denison, Georgia Murphy (by phone), Arthur Mason (by phone), and Dan Hrycyk (by phone).

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

2) Chair suspended agenda without objection and moved to Sward's Legal Representation Commissioner's Report:

- Richard Pringle with Strayhorn and Strayhorn was introduced and asked to provide information on his background and current clients
 - Practicing in Fort Myers for 29-1/2 years, a 4th generation family member in the practice, and a 5th generation Floridian
 - Represents/represented Bayshore, Iona-McGregor, Lehigh Acres, Fort Myers Shores, Tice, and North Fort Myers Fire Districts; Glades County Attorney, San Carlos Water District, and Hendry County Water District.
 - Reviews union agreements and various contracts and inter-local agreements, as well as litigation for some fire districts in the past 30 years
- Sward asked for billing arrangements and Pringle stated that he charges \$250/hour, billed on a monthly basis, with details on the work and hours performed on each task. Typically doesn't charge for travel time since he routinely conducts conference calls with other clients while in his car, billing them for that travel time.
- Sward asked whether he had paralegals or junior attorneys that could perform work for us at lower cost and Pringle stated that although his son recently joined the firm, Pringle will be our primary attorney, based on his experience and would not routinely involve other staff in our tasks.

- Sward asked whether Pringle would expect to attend every meeting in person or attend just a portion of a meeting by telephone and Pringle said that he would be comfortable making those decisions on a meeting-by-meeting basis, depending on the agenda of each meeting. Further, Pringle stated that we live in an environment now that we are constantly connected by telephone, mobile, and emails throughout the day.
- Jenkins asked about his views on the possibility of the District taking over maintenance and improvement of our public-use pathways. Pringle stated that generally, the enabling legislation refers to that maintenance authority and that general law provides the right of access to an emergency scene. The question of what is defined as maintenance will become a key question and the answer to that question will determine how much money can be used to fund those efforts.
- McDonald asked if Pringle was aware of the old AG Crist opinion that may limit the District's ability to maintain private roads with taxpayer funds and Pringle stated that he was and that he believes that there is an ability to address the question, based on the need for fire district access.
- McDonald asked if most of the districts that Pringle represents have union contracts and Pringle stated that he has several of the larger districts that have multiple bargaining units in the same district. But for most of his districts, there is not a lot of controversy between the employees and district, so he would not call it a large part of his practice.
- McDonald asked whether Pringle had much experience with Community Panels and Pringle responded that the other major area of his practice is Land Use that includes community panels.
- Fry stated that he had no questions, until a decision was made to hire Pringle as the Board's attorney, concerning two different issues that will come before the Board during this meeting.
- Sward asked whether Pringle has represented or currently represents anyone on North Captiva Island and he said only Peter "Fuzzy" Jeffers in a land use case but that was in the distant past and there are no current clients that would become a conflict of interest.
- **LaVallie moved** to hire Attorney Pringle, effective immediately, **seconded by Jenkins**.
 - Sward suggested that we excuse Pringle and have free discussion but both LaVallie and McDonald stated that all of our discussions are public record
 - Fry asked to call the question
 - **All voted aye** to hire Pringle, effective immediately

- Fry asked three questions that Pringle, as our new attorney, respond in writing to before the 8 December meeting, related to the citizen proposal for the District to start improving our public-use pathways:
 - Confirm that we have the legal authority to maintain, by grading, and improve the surface of island public-use pathways (with appropriate fill) that exist as easements from individual island property owners, and if so, what are the limits of that authority
 - Confirm that this Board has the authority to use ad valorem revenues this year to accomplish that surface maintenance and improvement of our public-use pathways, potentially costing about \$60,000 total each year, with \$20,000 for grading and \$40,000 in fill and improvement
 - What are the governance and oversight requirements needed to comply with the Sunshine Act? Specifically, can the District appoint a citizens panel to identify, prioritize, and supervise contractors performing the maintenance and improvement of public-use pathways, either with or without a Commissioner as a member of the proposed committee?
 - Pringle asked clarifying questions and then stated that he had a sufficient understanding of the questions to provide an accurate, legally defensible response before the next meeting

- McDonald & Fry also asked questions related to the proposed community committee that intends to conduct a search for a replacement Chief of the District and whether that committee would be subject to the Sunshine Act if there isn't a Commissioner member
 - McDonald asked if one and only one Commissioner is a member on a citizens search committee whether the committee's discussions and recommendations would NOT be subject to Sunshine and Pringle answered that he favored a conservative and strict interpretation of Sunshine that, no matter who is on the committee, it is subject to Sunshine for any topic or meeting where decisions or recommendations could be discussed
 - Pringle stated that selection of a Chief isn't one of the activities that has an exception to Sunshine
 - Pringle's recommendation is that the committee could work without public meetings to gather facts but that the committee MUST cease discussions before the point of developing recommendations or rank ordering applicants
 - Pringle recommended that, before the committee reaches that point, the meetings should end, a set of meetings should be properly noticed in the News-Press, and then those discussions must occur in Sunshine
 - Fox asked for confirmation that it would be permissible to have committee meetings to gather resumes that aren't subject to Sunshine and then schedule 1 or more future meetings that ARE subject to Sunshine to review the resumes, discuss

candidates, and make a committee recommendation to the Board of Commissioners and Pringle stated that was legally allowed but there were risks to the committee members if they strayed into discussing recommendations or creating a short-list of candidates. A better way to proceed is to schedule 6 or 7 or more meetings, such as on a weekly basis, advertising all of those dates once, and then you can later cancel them just by posting a notice on the meeting room door. Then there is no risk to committee members about discussions slipping into Sunshine-limited topics by mistake. Pringle reiterated that once there is any two-way communication between individual members that discusses potential recommendations or options that opens the risk of potential Sunshine violation complaints.

- Pringle then departed the meeting at 11:19AM

3) Chief Search Committee 8E):

- Fox asked for guidance on how to conduct his committee meetings to comply with Sunshine:
 - Based on Board's understanding of Pringle's guidance, the Board is comfortable with the Committee meetings to finalize a proposed ad, what methods of dissemination that the ad will be published/announced, the timeline to publish/receive applications and resumes, and sorting the resumes into those that meet the minimum requirements and those that do not
 - Once that initial work is completed by the search committee, Fox would return to the Commissioners and notify the Board that the committee was ready to begin evaluating those resumes
 - The Board would approve the next step and announce future dates for the search committee meetings, publishing those dates in the News-Press, in compliance with Sunshine requirements
 - The Search Committee would then begin properly noticed/published meetings to discuss each resume that meets the minimum requirements and develop a rank order of those candidates for a recommendation to the Board
 - Once the Search Committee completes their evaluations, they would provide all of the resumes to the Board, with their recommendations, for detailed contract negotiations to begin
- Fox has begun to form the Search Committee that includes Bryan Brillhart, Steve Hoffman, and Bill Byrnes as members. Each have different talents and experiences that will help them accomplish the task. The committee has not met as a group yet, until they had clarifications on how Sunshine Law impacts the committee.
- Fox provided his suggested minimum qualifications for a future Chief:

- Professional attributes that include strong interpersonal and leadership skills, computer savviness, strong communication skills, public relations experience and, when necessary, ability to be a disciplinarian.
- Our Chief will lead the pathway maintenance initiative and Chair stated that any Chief will have responsibility to oversee any activity deemed legal for the District to perform, if assigned that duty by the Board.
- Draft ad would be an attempt to entice and sell the island and the District to potential applicants.
- Minimum Requirements are:
 - Florida Firefighter II certification
 - Florida EMT or Paramedic certification
 - Valid American Heart Association CPR certification
 - Florida Fire Officer II certification
 - ICS 190, 200 and 300 certifications
 - 15 years of experience
- Preferred requirements are:
 - Florida Administrative Fire Officer (Fire Officer III) or Florida Chief Fire Officer (Fire Officer IV) certification
 - Fire Safety Officer status
 - Wildland/Urban interface (with the large amount of state park on the island)
 - Boating experience a plus since the District is on a bridgeless island, we have two boats, and we have a mission for water rescues. Chair stated that this should probably move to a minimum requirement
- Fox recommends reducing the shifts from 8 shifts/2 weeks to 7 shifts/2 weeks or 3-1/2 shifts per week, on average
 - If we have a Chief and Assistant Chief, they would work 3 shifts one week and 4 shifts the next or vice versa
 - Asked Fry to run numbers for a Chief at \$60,000 salary, Assistant Chief at \$50,000, and possible benefits. Fry provided data indicating that the District currently pays about \$206,000 annually for all pay and for the District to cover 7 shifts/week, with Chief for 4 shifts/week and 3/shiffts per week by 3 different paramedics. As long as the Chief and Assistant Chief work together at least 7 shifts/week and total salary and benefits for any new hires are limited and reasonable, there should be no budget impact.
 - Chair commented that would mean that neither chief would be on duty when the other was there but 4 shifts/week would allow for one shift a week as an overlap day for both chiefs to discuss issues and synchronize efforts.
- Compensation will be open to negotiation, with salary & benefits commensurate with experience, shifting salary & benefits around to meet the applicants' requirements while remaining within our current budget limits of \$206,000 for two chiefs.
- LaVallie stated that we should not spend \$1 more than we need to attract and retain qualified employees.

- Fox's recruiting assumptions:
 - Housing will have to be addressed, whether that is in a Station apartment, a townhome, or the new Chiefs rent/buy their own island home, that cost will have to be in the benefit package.
 - Shifts will be 3/4 and 4/3 each two week period (7 shifts each per 2 week period)
- Recruiting Budget: Intend to pay out of SHC funds and submit reimbursement requests to the Board
 - \$1000 for advertising
 - \$4000 for interviewing but doesn't believe out-of-state advertising will be required, since he doesn't know how reciprocity works between other states and Florida, which will reduce possible travel costs

4) MINUTES: Minutes of the 27 October Regular Meeting were read; **LaVallie moved, Jenkins seconded**, and **all voted aye** to accept the minutes with corrections.

5) TREASURER'S REPORT:

- Balance Sheet:
 - The Ad Valorem checking account had a 31 October ending accrued balance of \$7,817.77 (that's after subtracting \$70 in overdraft fees for 2 checks in October that Chief created without confirming that Bookkeeper Lynch had transferred the money from the money market to checking account to cover them)
 - The Ad Valorem Money Market Account had a 31 October ending accrued balance of \$247,368.36 (including \$140.85 in interest for October)
 - The Friend's account had a 31 October ending balance of \$15,309.79 (no change)
 - The Impact Fee account had a 31 October ending balance of \$2,219.55 (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, both in the current and past fiscal years.
- Consolidated Income and Expense Report Ending 31 October: There are still a number of reallocations pending between FY17 and FY18 that will continue to impact our reserve carry-forward from last year and our expenditures this year. We were 8.33% into FY18 with Pay & Benefits at 8.92% (after the \$34,593 in Special Assessment wages are reallocated to \$28,064 for wages, \$2147 for FICA taxes, and \$4383 for Workmen's Comp), Operating Expenses at 2.17%, and Capital Investment at 18.47%.
 - The Pay & Benefits category is high due to the Workmen's Compensation line primarily since we pay 25% for our initial down payment on the policy each year and then 10 equal monthly payments that Lynch allocates 50/50 between the General Fund and Special Assessment Fund, so that high percentage is just a timing issue
 - The Capital account will have some dramatic changes in the next few months with the purchase of the boat motor last September and installation in October, making both the purchase and installation FY18 investments, according to Lynch. The repowering/installation cost of \$3155 is already in this FY but it still needs to be allocated 50/50 between the two funds

- There is also a large budget amendment that we'll talk about in new business for the \$50K cost of the high pressure/high volume pump & trailer that affects Capital and the Unrestricted Reserve this month, as well as the \$6,250 raise for Chief Kinniry, both of which decrease unrestricted reserves, that were approved last meeting
- Chair asked why 522.641 and 522.643 are both over \$750 and where is capital below \$750? Fry stated that under \$750 isn't capital but an expense purchase (like fire hose with a unit price less than \$750) and that is in 522.526 about 5 lines higher on the report.
- **Sward moved** to accept the Treasurer's Report, **Jenkins seconded, all voted aye.**

6) CHIEF'S REPORT:

- Calls: 88 calls year-to-date, including our first illegal fire on the beach
- Equipment:
 - High Volume/High Pressure Pump:
 - Chief stated that pump & trailer are on order from Ten-8, after they updated their quote, increasing the cost
 - Fry asked why the Chief provided a Word document to the Board for decision at the last meeting that showed \$42,791.48, while the individual lines totaled \$43,541.48, off by \$750? Chief stated that he added incorrectly.
 - Fry also pointed out that the Chief had the wrong total cost that is now \$49,734.14, almost \$6,200 more than what was presented to the Board:
 - The pump was \$42,000 and now it is \$41,500. Chief stated that is a \$500 discount that Ten-8 provided, after comparison with the online price from FirePenny.com.
 - The various hoses and connectors were \$791.48 and now total \$4,921.64 or \$4,130.16 higher. Chief stated that those items were not available from FirePenny.com, so he didn't include them in the two source comparisons.
 - The trailer, that was included in his freight cost estimate, is now its own separate line of \$1,812.50
 - The freight cost has doubled from \$750 to \$1,500, without the trailer
 - Fry stated that it was really good that Chief provided a document to the Board at the last meeting, before we approved spending, but it would be even better if the document was accurate, at the time the Board approves a purchase, rather than having a higher number become the actual cost when it is ordered. Chief's answer was that he left out roughly \$6000 of items that weren't available from FirePenny.com and he wanted to show the Board an "apples to apples" comparison, even though it may have misrepresented the total price of the purchase.
 - Utility Vehicle: Replacement U191 short-bed is on order and will be delivered soon
 - Chief reiterated that 6-wheeled utility vehicles are no longer being manufactured and they were starting to investigate a small pick-up truck for the next update of R191

- Fry stated that U192 that carries the slid-in tank & pump unit is also on a long-bed utility vehicle and that would have to go on a pick-up too but Chief stated that it will fit on a short-bed, with a small 4-6" overhang. Fry withdrew his comment, with apologies.
- GovDeals.com: \$4,000 check for the old crew boat motor was received this week
- Fire Break Maintenance: No update from Chief or LaVallie but LaVallie will contact State Ranger Lach before the next meeting
- The Board accepted the Chief's Report

7) COMMISSIONER REPORTS:

A) Sward-Legal Representation: Covered in 2) above

B) LaVallie-Community Committee Update:

- IRMA Chipping: At the meeting last month, the decision was made by the Board to spend up to \$7500 to start chipping debris along the sides of our pathways, with joint leadership by LaVallie and Byrnes. The decision to proceed immediately was driven by strong feedback by the Public in attendance.
- LaVallie stated that:
 - After 2 days of work, he decided to terminate the chipping because there were piles on the sides of our pathways that were obvious IRMA debris from pathway clearing, piles of cut vegetation from peoples' yards that may or may not have been caused by IRMA, palm fronds, and even piles that had been beside the road since last February's island clean-up. It was difficult to tell the difference, causing islander questions about why some piles were chipped and others were not.
 - Started on Conch Shell, proceeding north to Bartlett the first day, started on Sear the second day, with a plan to proceed south to SHC until it was terminated by LaVallie.
 - We paid \$3,490 for those 2 days of work for 3 men and the chipper (Cottrell and 2 laborers from MAJ Contracting, billed and paid to MAJ Contracting).
- Byrnes stated that:
 - Received many questions from islanders about why the Board was approving the spending of District funds to clear IRMA debris when it should be an individual property owner, County, or Crowder Gulf responsibility (the County's contractor for the rest of the County) who should be paying the bill.
 - Pulled the minutes from 2004 & 2005 after Hurricane Charley and found that:
 - The County and Crowder Gulf initially refused to come to North Captiva to perform post-Charley debris removal
 - The District obtained a Line of Credit from SunTrust to pay for debris removal and contracted with Utelco, who worked for about 1 week

- Then Crowder Gulf came back out and said it was their responsibility as a FEMA contractor and they ultimately began removing both foliage and construction debris, paid by FEMA
- UCFRD was ultimately reimbursed for about \$250,000 from FEMA to cover the Utelco bills, as well as overtime, attorney costs, and other Charley costs
- Crowder Gulf has agreed to return to North Captiva after Thanksgiving to survey any additional piles of debris “curbside” that were not originally surveyed 2 weeks after IRMA. NCIC is the only contractor that Crowder Gulf has subcontracted to for work on North Captiva, and their reimbursement limit is still \$2.30/cu yard of debris, even though that mainland reimbursement rate is too low to cover actual costs on this island
- Kelley asked the District to confirm that the County would not institute an MSTU/MSBU to charge islanders for debris clean-up, like they did after Charley
- Chair plans to call Commissioner Manning to press for complete reimbursement for our costs for debris clean-up
- Chief reminded everyone that for the original piles of debris, Crowder Gulf’s reimbursement rate would have been about \$2000 for clean-up of the entire island, which is unreasonably low, and that Crowder Gulf should just bring their own equipment out and do the work themselves for that price
- Miklavcic stated that the west end of Seair had significant storm debris and between the debris from road clearing and his neighboring yards, there were a number of significant piles of debris on Seair. Miklavcic coordinated with Cottrell to have his piles chipped, which started the afternoon of 27 October, after the Board approved for Cottrell to begin chipping for the District, up to that \$7500 limit. Those piles were chipped and Miklavcic directed Cottrell to submit the bill to the District for payment. Cottrell was told that only District-supervised work was covered and that Miklavcic would have to pay the bill. Miklavcic asked why Justice was paid \$3500 for chipping when Miklavcic, using Cottrell, was actually the first to start chipping. Miklavcic stated that he paid Cottrell and asked whether he would be reimbursed by the District or FEMA.
- LaVallie responded that:
 - Cottrell and Justice combined to accomplish the work with Cottrell running his chipper and Justice providing 2 laborers to pull the debris for Cottrell to feed into the chipper, so it was a joint effort, with Justice billing and receiving the payment and then paying Cottrell for his share of the work
 - Stated that he didn’t believe that it was any intention for the District to chip every pile, that some owners came out and told LaVallie and Byrnes that they were already paying for their piles to be chipped, and those piles were bypassed
- Sward stated that the \$7,500 was just a start of the work, that there was no process to reimburse anyone for work that they undertook on their own, and that we need to determine whether the District is going to be reimbursed for anything
- Chair asked LaVallie to contact Pringle to determine how we will go about getting reimbursed for IRMA debris chipping that the County/Crowder Gulf contract wouldn’t cover with their low, mainland-based rates

- Byrnes stated that since the discussion had morphed to Old Business I, we should also discuss Old Business J (Road Trimming). We only have one proposal in writing for any trimming or chipping work. Chair asked if he was suggesting that Clean Cut should do both jobs and not Cottrell?
 - LaVallie stated that we need to define what needs to be done, what that will cost, whether we decide to set aside some work for Cottrell, and where the money will come from.
 - Chair asked whether we needed to hold a special meeting in 2 weeks to discuss this and Fry stated we are already meeting on 8 December, 3 weeks from now.
 - Fry stated that all of these problems were why he proposed at the last meeting to solicit bids for chipping ALL piles on the side of our pathways, that we would have been discussing those proposals & costs at today's meeting instead of discussing how fouled up the last 3 weeks have been, and we could have made a decision to have the work completed nearer Thanksgiving, instead of nearer to Christmas now. That after 2 months since IRMA struck, we may now be too late to get any meaningful FEMA reimbursement. **Fry moved** again that we solicit all vendors for costs to chip EVERY pile on the side of our pathways and that we plan to award a contract at the 8 December meeting, **seconded by Jenkins, all voted aye.**
 - Fry asked if Byrnes would take care of contacting Clean Cut, Cottrell, MAJ, NCIC, SHC, and Tortuga for quotes by 7 December, so that we can discuss and award a contract on 8 December? Byrnes said that he would take the lead.
- Pathway maintenance tabled until the December meeting, after our new legal advisor provides his written opinion and we can then determine the path forward

8) OLD BUSINESS:

- A) Repair or Replace the Station Generator: Tabled until January when Chief provides further information about alternatives, costs, and whether building a wooden/tin-roofed shelter will protect the generator sufficiently.
- B) Officer Chain of Command/Organization Chart and **H) Officer New Hire:** Organization Chart and duties tabled until 8 December when Chief provides further detailed information about duty descriptions, what the 4 officers' (Cook, McMullen, Givens, and Denison) additional duties will entail and how frequently those duties will need to be performed.
 - Chief proposes hiring part-time FF/P Denison to work 2-1/3 shifts per week as a full-time employee and promoting him to "Operations Officer/Shift Captain"
 - Fry stated that the Board approved funding and the hiring of an EMT or Officer in the FY18 budget, that Denison has been an Acting Officer for a large number of shifts for the last 12-18 months, that he remains a full-time employee of Fort Myers FD with benefits, including health insurance, and that paying him the same \$20/hour that our other part-time Captains receive without benefits has no budget impact.

- Sward asked where Denison would sleep and Denison responded in the Station bunk room, as he has the last 2-1/2 years.
 - Denison asked how the Board decision to replace Chief Kinniry would impact his decision to work full-time for UCFRD (2-1/3 shifts or every 3rd day on C Shift). Chair stated that if he met the minimum requirements for the next Chief, he was welcome to apply and Denison stated that he started this with the idea of supporting Chief Kinniry, not to help push him out of the job.
 - Fry stated that the funding exists for a full-time officer, with or without a new chief. Fry also stated that neither Chief Kinniry nor Capt Denison currently meet the requirements of the proposed search process, since both were only Fire Officer I, not the Fire Officer II minimum certification.
 - **LaVallie moved** that we approve the Chief's request to hire Denison as Captain at \$20/hour, without benefits, **seconded by Fry, all voted aye.**
 - Fry stated that he would notify Bookkeeper Lynch after the meeting that, effective 1 January 2018, Denison is promoted to Captain, moves from the Special Assessment Fund to the General Fund, and will be paid \$20/hour, without benefits.
- C) Sol Vista Fire After Action Review (AAR) Update and Improvements – Future updates will move into the Chief's Report, starting in December:
- http://ucca1.com/images/08112017_After_Action_Review_Final.pdf (Updated)
 - Updates:
 - Chief updated his mobile phone and eliminated the competing notification applications and believes it is now functioning properly
 - Created a new daily checklist for firefighters to record any issues with fire lane or draft point blockages during their daily patrols. As part of that process, GPS readings have been taken for all of our draft points and designated landing/assembly locations for mutual responders. Sward asked whether all of our draft points were accessible and Chief stated that they were clear.
 - Sward asked about the cell phone drop and taking the Station landline off of call forwarding at night.
 - Chief responded that the reason it was forwarded to the Duty Officer's cell phone is that, if the crew is out on a call, there is no staff to answer the phone
 - Fry said that wasn't the question; the question was why the phone can't be taken off forwarding at NIGHT when the team is in the Station?
 - Chief again stated that it didn't make sense and Fry responded that if he is rejecting it as a solution, it should be updated on the matrix, and the Board needs to discuss your rejecting that potential solution.
 - Board agreed with Chief's decision to reject the solution and will leave the landline on call-forward to the Duty Officer cell phone at all times
 - Chair asked Chief to check with CenturyLink to determine if they could make both the landline and cell phone ring at night.

- Chief has purchased additional bottled water to store at the Station and on the vehicles
- Chair asked if Chief had contacted LCEC about moving the electric transformer box on Point House Trail/Sol Vista and the Chief said not yet, it was a more complicated action
- Chair asked why the improvement document says that the width of the pathways should be 20' but the Clear Cut proposal says they will cut to 15'. Chief explained that 15' was the minimum necessary and what was attempted during last year's road trimming. LaVallie stated that some roads might be more appropriate to be 30', like on Rum Road, where multiple water trucks may be shuttling water, going both directions. LaVallie stated that could be a future topic for our proposed road committee.

D) IRMA After Action Review Update and Improvements – Future updates will move into the Chief's Report, starting in December:

- http://ucca1.com/images/Hurricane_Irma_Issues-Solutions_10132017.pdf (Updated)
- Chief contracted with Suburban Propane to add our tank to their schedule for annual fill-up at the start of hurricane season
- Chief created a new checklist for hurricanes covering shutdown procedures that now identifies checking the propane level and turning off the generator if the station is closed
- Rejected the proposed solution to use Social Media since he believes that a Public Information Officer would be required and we don't have funds for that
- Chair asked about Reverse 911 and Chief stated that the County did use Reverse 911 to island landlines, starting the evening that mandatory evacuations were ordered, which was 2-3 days after Chief started his pre-evacuation notices to islanders.

E) Search Committee for Future Chief: Covered in 3) above

F) New Proposed Volunteer Program Identified Tasks & Training Plan: Tabled until 8 December when Chief provides further detailed information.

G) Station Repair Plan, Schedule & Costs: Tabled until 8 December when Chief provides further detailed information.

H) Draft Ad for New Full-Time Hire: Covered in 8B) above

I) Hurricane IRMA Vegetation Clean-Up: Covered in Commissioner LaVallie update

J) Pathway Trimming Project Proposals & Bids: Covered in Commissioner LaVallie update

9) NEW BUSINESS:

- A) Budget Amendment #1 Resolution: Chair read aloud the proposed resolution in its entirety, **LaVallie moved** to adopt, **seconded by Jenkins, all voted aye.**
- B) Commissioner McDonald Resignation: Plans to resign from the Board as a Commissioner on 8 December. McDonald would be happy to open the December meeting and will then yield the meeting to the new chairman.
- C) 5th Annual Fun Run on 29 December 2017: **Jenkins moved** for Board approval to pay for event insurance of \$165 and state park fee of \$200, **seconded by LaVallie, all voted aye.**

10) PUBLIC COMMENT: During the recent past, a firefighter was asked to document a possible blockage of beach access at the end of Oro Pesos and the firefighter reportedly responded “Which road is Oro Pesos?”. Kelley was disappointed in that question from the firefighter and suggested that Chief should test all of our part-time firefighters on the names of our main island roads and locations of draft points. Kelley asked and Board approved Fry to send an email to the all-island list announcing the vacancy and asking for names of interested District-registered voters. Will there be any further delays with the District taking responsibility for our pathway surface maintenance? The online petition has over 60 signatures, which is more than 50% of registered voters, who agree that the District should fund surface maintenance of our public-use pathways. LaVallie stated that the 3 questions that Fry asked Pringle, with a response in writing, should put to rest any questions of the legality of the District spending taxpayer money on the proposed project and we should have those written answers before the next meeting. Will Pringle address the legality of a fixed \$100/property assessment fee for pathway maintenance. Fry stated that the first step is to determine the legality of District-funding for pathway surface maintenance, and the follow-on steps were whether it will be financed by a special assessment requiring a referendum or the general ad valorem fund, and if special assessment, we would have our Real Estate Economist develop another separate methodology and proposed assessment roll, just as we do every June – August for the existing Fire Services special assessment ... and we are least 3-6 months from that point. Once we make the decision to go to referendum, that is the point when we start spending that estimated \$50,000 - \$70,000 in referendum costs. And we are not there yet.

11) NEXT DATE: The next Regular Monthly Meeting is Friday, 8 December at 10AM.

12) ADJOURN – **Moved by LaVallie, seconded by Jenkins;** meeting adjourned at 2:19 PM.

Respectfully submitted,

Bill Fry
Secretary/Treasurer