

UPPER CAPTIVA FIRE & RESCUE DISTRICT

Board of Commissioners Meeting | Friday, August 17, 2018 | 10:00 a.m.

1. Call to Order

Chairman Bill Byrnes called the meeting to order at 10:00 a.m.

Roll Call – Those present were:

Commissioners	Bill Byrnes Tom Jenkins Bill Fry A.J. LaVallie Steve Sward – phone
Public	Rich Gross, Sue Ann Cousar, Roy Wilderman, Zeke McDonald, Teresa Bolme, Mark Justice, JoAnn Beirmeister and Ron Givens by phone
Staff /Firefighters	Chief Bob Kinniry, New Chief Jason Martin, Mack McMillan, Renee Lynch

2. Consideration of Minutes

Chairman Bill Byrnes called for a review of the minutes from last month's meeting. After suggested corrections, a **motion** was made by AJ LaVallie to accept the minutes of July 2018 meeting as corrected and agreed upon, motion **seconded** by Tom Jenkins and the motion **passed** unanimously.

3. Consideration of Treasurer's Report

Treasurer Tom Jenkins reported that he and Renee meet every two weeks on the budget. He asked Renee Lynch to present the Treasurer's report (attached). The District is 83% through the fiscal year 2018, revenue is at 100%, expenses are at 77%. Therefore, the District is under budget (77% expenses vs. 83% of fiscal year).

A **motion** was made by AJ LaVallie to accept the report, **seconded** by Tom Jenkins, and the motion **passed** unanimously.

4. Chief's Report

There have been *83 calls to date* (15 this month). FEMA status – timesheets for Overtime will not get manpower reimbursement because it was not true overtime. FEMA only pays additive costs. All other FEMA claims have been approved (7 ½ hrs OT). Hurricane tags will be available for re-entry to island after a storm (island proof of residence will be sufficient) Fifty-five (55) tags have been given out and the demand seems to be slowing down. Equipment- All equipment is up and running. The *5 Ton Forestry truck* is being worked on. Cost estimates to have the truck fully operational will be in the \$40,000 range depending on skid cost. Mention was made that the Weiner 50/50 grant is still available if criteria are met. Intro of new chief, Jason Martin.

5. Chair asked if there were any changes to the agenda. Renee Lynch asked to add discussion on Planning document 457 to New Business. Move New Chief/Old Chief discussion.

6. Old Business

- A. New Chief Status – Contract certifications are still on schedule. Certifications should be in hand by the end of September 2018. Martin is granted Special Chief Status from 8/1/2018. He has 365 days to get fully Florida certified. Discussion was had regarding the signed contract with Chief Martin. Contract was signed on 7/30/18 and is stored in digital format. A decision will be made by Attorney Pringle whether it is legally necessary to post the contract on the website.

Deputy Chief Status- Discussion was made concerning the Deputy Chief's compensation with regards to retirement contributions. By adopting the 457 Resolution, a deferred compensation plan, the employer or employee can contribute, match or abstain from contribution. There was a question on the fiduciary responsibility of the committee, administration by district and need for a district policy brought before the Board.

Bill Frye **moved** to table the discussion until the second September meeting. AJ LaVallie **seconded** the motion. Motion **passed** unanimously.

The board decided to draft a Resolution before the September meeting to present the ICMA responses. Chair, Bill Byrnes, will contact Attorney Pringle to see what is required to be posted on the website.

- B. Tom Jenkins discussed the resolution of the exterior renovations contract with Jason Odette. He presented a letter from Odette outlining the expenses incurred and work done with the intention of returning the remaining deposit money (\$1009) to the Fire District. A **motion** to accept the Odette resolution was made by AJ LaVallie, **seconded** by Bill Byrnes, motion **passed** unanimously.

Discussion was made for commissioner Tom Jenkins to take the lead on the interior renovations, begin with Bill Fry's initial drawings, enlist Zeke McDonald to work on permitting issues and report back to the Board.

- C. AMC Report – AJ LaVallie and Mark Justice reported on the Spanish Gold road improvement progress. They reported a grader and roller is needed to maintain the roads adequately. A Bobcat grader attachment is \$22,000. AJ LaVallie discussed funding for long term solutions to maintain the island roads.
- D. Storm Season Preparation – Chief Kinniry reported all preparations have been made.
- E. NCIC VOIP – Tom Jenkins is to check with Bryan Brillhart with NCIC and report back.
- F. Website Policy – A gift proposal of a new Fire District website was discussed. A **motion** was made by AJ LaVallie to accept the gift of the new website and authorize the work to go forward. The motion was **seconded** by Tom Jenkins, motion **passed** unanimously.
- G. Budget Updates – Renee Lynch will incorporate new budget items to be presented at the two September Budget Meeting (9/8 and 9/15/18).
- H. Line of Credit Documents – Chair Bill Byrnes signed the documents to validate the district line of credit.

7. New Business

- A. Weyer SA Methodology Report Revision – The question of why NCIC property was addressed. Renee Lynch explained the report was adjusted to include taxation on the property in question, other properties were adjusted to total the before mentioned tax dollars. The Resolution on Non Ad Valorem Year 5 Tax was presented. Motion was made by Bill Fry, seconded by AJ LaVallie and passed unanimously.
- B. Resolution 081718 (2) was tabled.
- C. Assistant Chief Position - Chair Bill Byrnes asked Renee Lynch and Tom Jenkins to review and discuss the Assistant Chief Compensation Comparison.

Bill Fry **moved** the Deputy Chief compensation package to be \$95,388 for Bob Kinniry once Jason Martin becomes Chief effective 10/1/2018. AJ LaVallie **seconded** and the motion **passed** unanimously.

Discussion was made to renovate the Fire Station to include a two bedroom suite shared by the Chief and Deputy Chief when on duty.

- 8. The Chair asked for **Public comments**: Kudos and thanks to Duncan Rosen and island volunteers for beach clean up of dead fish. The plan is for future clean up to be paid labor through Commission Manning's office.
- 9. The next meeting is set for **Saturday, September 8, 2018** at the fire station.
- 10. Motion to Adjourn**
A **motion** to adjourn the meeting was made by Bill Fry, **seconded** by Tom Jenkins, motion **passed** unanimously at 1:30 p.m (+/-)

Respectfully Submitted,

Steve Sward

SS:tjb