

SANIBEL FIRE & RESCUE DISTRICT  
Minutes of the Fire Commission Meeting  
April 13, 2022

Commissioners –Chairman Jerry Muench, Vice Chair Bruce Cochrane, Secretary Richard McCurry  
Fire Chief Bill Briscoe  
Deputy Fire Chief Kevin Barbot  
Division Chief Tim Barrett  
Fire Marshal Larry Williams *excused*  
Administrator Samantha Quinn

In attendance were the following: Captain Jackson, the Breeze Newspaper, and general public.

Commissioner Muench opened the meeting at 9:00 AM. Commissioner Muench led the Pledge of Allegiance.

1st Order of Business: The minutes for the March 9, 2022, commission meeting were reviewed and accepted by the Board Members. A motion was made by Commissioner Cochrane to accept the minutes as presented. The motion was second by Commissioner McCurry. There was no discussion. The motion was approved unanimously.

2nd Order of Business: Administrator Quinn presented the board with the account balances as of March 31, 2022, and a Profit & Loss Budget vs. Actual October 2021 through March 2022.

3rd Order of Business: Administrator Quinn reviewed the four reserve accounts to inform the board of the changes made from the March 9, 2022, board meeting. Administrator Quinn reviewed the interest rates at Florida Prime and it was agreed to move the funds allocated to the money market account to the Florida Prime account. **A motion was made by Commissioner Cochrane to move the funds from the Money Market Account to the Florida Prime Account as presented. The motion was second by Commissioner McCurry. There was no discussion. The motion was approved unanimously.**

4th Order of Business: The board will review these changes again in December 2022 when the remaining CDs come up for review. Administrator Quinn and Commissioner McCurry will meet to discuss relocating funds from the Operating Checking Account to a new fund. An update will be made at the next board meeting.

5th Order of Business: Division Chief of Training Barrett reviewed the on-going training throughout the month of March. The Medical Director will be on site for monthly training this April 20, 2022. The District and the Medical Director fully credentialed FF Clement. Special Operations Training will continue with EVOC. Deputy Chief Barbot and Division Chief Barrett will be doing command simulation training. Sanibel Fire will be attending an upcoming meeting with the Prescribed Fire Task Force with JN "Ding" Darling National Wildlife Refuge and SCCF to ensure a proper burning program on Sanibel Island. Division Chief of Train Barrett is preparing for confined space training. The District will be attending a MERT meeting that includes four separate counties to ensure multi agency coordination. The District will be sending two firefighters to BOSAR training. Public education for CPR certifications will continue at the Sundial, the Sanctuary, and JN "Ding" Darling National Wildlife Refuge.

6th Order of Business: Division Chief of Training Barret announce the District recently received a donation from the public. Commissioner Muench asked, what do we do with it? Chief Briscoe stated, it is allocated to a separate line item on the financial statements.

7th Order of Business: Administrator Quinn went over the social media and website interactions:

Website visits March: 11,725  
Facebook post reach: 5,299  
Post Engagement: 1,893  
New followers: 90  
Total followers: 2,845

8th Order of Business: Fire Marshal Williams is excused from the meeting. Fire Marshal Williams continues annual inspections. SCCF started their remodel. JN "Ding" Darling National Wildlife Refuge is taking one of their houses and changing it from residential to mixed occupancy for events and office space.

9th Order of Business: Deputy Chief Barbot reviewed the calls. March 2021, we responded to 151 calls and March 2022 we responded to 162 calls. All apparatus has had pump testing. The Aerial is 5-6 years old. No major issues have been reported. The District removed and replaced the lettering on the side of Marine 171. Employee Policy and Procedures with Lexipol is still moving forward. Crews provided stand-by service at the Community Church event. There are three firefighters working on technical rescue training. Three firefighters will begin Acting Officer Training. April 9, 2022, the District was able to provide a retirement ceremony to FF Doerr, with a special thanks to Captain DiMaria for arranging the event.

10th Order of Business: Fire Chief Briscoe stated, the generator transfer switch had a problem which is currently getting fixed, the District did budget for this repair. Chief Briscoe met with the helicopter pilot at Lee County EMS, the Public Safety Director, and the City Manager for Sanibel. Most of the requests is for the City of Sanibel to address as they are things not our property. Chief Briscoe stated the District issued our own burn ban and a week later Lee County also issued a burn ban. Chief Briscoe will be meeting with a broker to review all of the District policies and make any changes or adjustments.

11th Order of Business: Chief Briscoe informed the board that the District is still working on the Annual Audit. Chief Briscoe stated, we will be sending out Requests for Bid (RFB) for a new firm as their contract is up for renewal.

12th Order of Business: Chief Briscoe stated the City of Sanibel is voting whether to have fireworks on the island this year. The District requires a permit in the amount of \$150.00. Chief Briscoe stated, if this happens, I will work in overtime for the boat since this hasn't happened in several years, and if they allow it, it'll be a very busy event for the year.

13th Order of Business: Chief Briscoe stated, the policy and procedures for the District are being worked on. In the past the completed policy was handed to the board for review and voting. Will you all allow me to bring you the policy in sections rather than as a whole policy? I can send you the sections that I have approved. Commissioner Muench said, it'll be a lot easier. Chief Briscoe stated, it'll be a lot easier. **A motion was made by Commissioner McCurry to allow policy to be submitted in sections/groups to the board and the union for final approval. The motion was second by Commissioner Muench. There was no discussion. The motion was approved unanimously.** Chief Briscoe stated, once the entire policy is complete the board will approve it as a whole

14th Order of Business: Chief Briscoe stated, the marina, where our vessel is located, is having some dredging done. The project has been delayed due to needed repairs.

15th Order of Business: Chief Briscoe stated, Mary will be off the books by June 2022, she is part of the FASD Committee and will be attending the quarterly meeting in April 2022. After this meeting, this will be the final meeting the District will be paying for. The District will send a letter to Mary Hickey stating that she will need to transfer her cellphone number to her personally and begin paying for it at the conclusion of April. Commissioner McCurry asked, will there be a retirement party? Chief Briscoe stated someone will contact her to see what she would like.

16th Order of Business: Chief Briscoe went over years of service. Firefighter Bryan Clement started April 2, 2019, for 3 years of service. Firefighter Shane Grant started April 19, 2010, for 12 years of service.

17th Order of Business: Commissioner Muench asked, any comments on our new front office personnel? Administrator Quinn stated, Greta Fulkerson is very kind and we working to get everything caught up with filing, scanning, and shredding. She is currently temporary and at an appropriate time we will assess if she will be transitioning to a full-time career position with the District.

18th Order of Business: Commissioner McCurry advised that "Wheelchair Doug" had passed away and since fire personnel assisted with him a lot, he informed the audience of his memorial service that would be on April 23, 2022, at 10:00 AM.

19th Order of Business: No Union Items to discuss.

Meeting adjourned at 9:42 AM

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Commissioner Jerry Muench

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Commissioner Bruce Cochrane

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Commissioner Richard McCurry