

SANIBEL FIRE & RESCUE DISTRICT
Minutes of the Fire Commission Meeting
September 14, 2022

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

In attendance were the following: FF Zarick, Captain Jackson, FF Felix, Lieutenant Reitenbach, FF Schelm, FF Steele, and the general public.

Commissioner Jerry Muench was excused.

Commissioner Cochrane opened the meeting at 4:00 PM. Commissioner Cochrane led the Pledge of Allegiance.

1st Order of Business: The minutes for the July 13, 2022, commission meeting were reviewed and accepted by the Board Members. A motion was made by Commissioner McCurry to accept the minutes as presented. The motion was second by Commissioner Cochrane. There was no discussion. The motion was approved unanimously.

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

3rd Order of Business: **Resolution 2022-09-01** Administrator Quinn reviewed the account balances and informed the board that the District could move excess funds from the District Operating Checking Account to various reserve accounts. The Emergency Fund will include the Emergency Fund at Florida PRIME, the flexible CD fund that were moved to the Operating Checking Account, and the Florida FIT; giving the district enough reserve funds for any emergency as of today. Vacation and Sick Reserve Fund will be enough to provide buy outs to future retiring employees. The Operating Fund Reserve and checking account gives the district a buffer prior to ad valorem tax payments for things such as operating expenses and personnel service expenses. Administrator Quinn read the resolution. **A motion was made by Commissioner McCurry to move forward with allocating excess funds. The motion was second by Commissioner Cochrane. There was no discussion. The motion was approved unanimously.**

4th Order of Business: Administrator Quinn stated based on last year's Ad Valorem tax deposit we are looking at some time in November 2022 for those funds to be deposited.

5th Order of Business: Administrator Quinn explained that the District has years of outstanding/uncleared checks that need to be removed from the system. Administrator Quinn spoke with Racquel at Grau and Associates and she agrees they all need to be removed. I would like your permission to do so prior to the end of this FY. **A motion was made by Commissioner McCurry to move forward with removing the uncleared/outstanding checks. The motion was second by Commissioner Cochrane. There was no discussion. The motion was approved unanimously.** After the motion Commissioner McCurry suggested a quarterly report be produced to ensure uncleared checks are monitored.

6th Order of Business: Administrator Quinn would like to schedule a review for the FY 2021 Audit at the October meeting. It was asked if they wanted the meeting virtually or in person. All the commissioners agreed that virtual would be best for all parties.

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

Website visits August: 19,039
Website visits September: 7,928
Facebook post reach: 7,008

Post Engagement: 2,231
New followers: 46
Total followers: 3,268

8th Order of Business: Division Chief of Training Barrett reviewed the on-going training throughout the month of August and September. All online training assigned to the firefighters has been assigned to tie together with the Medical Director, Dr. Benjamin Abo and his monthly lectures. Training will begin next week with Cardiac Life Support. The District participated in a 3 week training exercise at Shell Point Retirement Facility. The District purchased brand new rope rescue equipment. Marine 171 has been going out more at night to keep nighttime skills sharp. CPR classes have continued for the Coast Guard, Sanibel Police Department, Sanibel School, Sundial Beach Resorts, San Cap Beach Resorts, and some Captive beach resorts.

9th Order of Business: Fire Marshal Williams continues annual inspections. Fire Marshal Williams passed the suppression test at Normandie Seaside Café. Bailey's plan review is still in the works, they are still working on their life safety plan. Condo remodels are all over Sanibel Island. There was a small electrical fire above the gas pump covers Chevron on Periwinkle Way. 30 hydrants are scheduled to be painted. Deputy Chief Barbot reviewed the invoice for this service and stated they are a sole source provider. Deputy Chief Barbot asked for a motion. **A motion was made by Commissioner McCurry to move forward with painting the 30 hydrants on Sanibel Island. The motion was second by Commissioner Cochrane. There was no discussion. The motion was approved unanimously.**

10th Order of Business: Fire Marshal Williams and Deputy Chief Barbot worked with Santiva Chronicle on a Knox Box Article. Commissioner Cochrane asked, when will the Sundial Beach Resorts kitchen reopen? Fire Marshal Williams stated the city denied the trailer for a side kitchen, they have a plan to bring in food from offsite until the remodel is complete.

11th Order of Business: Deputy Chief Barbot reviewed the calls. The District is down 30 calls year-over-year. July 2021, we responded to 166 calls and July 2022 we responded to 150 calls. August 2021, we responded to 125 calls and August 2022 we responded to 126 calls. Maintenance is ongoing nothing major to report at this time. The District is proceeding with the Performance Review, the contract has been signed and submitted and the first meeting is scheduled for Oct 5th, 2022. Captiva Fire and Sanibel Fire will work closely through the process. Deputy Chief Barbot stated the policy review sent to all the commissioners will need a motion for implementation. **A motion was made by Commissioner McCurry to move forward with the current sections of the Employee Policy. The motion was second by Commissioner Cochrane. There was no discussion. The motion was approved unanimously.**

12th Order of Business: Deputy Chief Barbot stated the Administrative Agreement and Fire Chief's contract are both being reviewed by the District attorney. The District is currently a Class 3 for the ISO rating but close to a Class 2. A Class2 goal is attainable, although Class 1 is unattainable. Promotional testing was done with three candidates. At The Island Cow Fire all firefighters present did a great job; investigation is ongoing with a couple insurance companies. Chief Briscoe said, the state has already declared the cause as undetermined. The District assisted the community in various areas such as helping replace the historic school bell rope, attending the Best of the Islands Award Presentation to accept the award for the entire staff, attended 9-11 ceremonies around the county, Sanibel Fire represented at Tice Fire Department for their 9-11 ceremony, and also attended Mission BBQ for their 9-11 gathering. The District has two employees that are off probation, Lieutenant Reitenbach hit his 1 year as a promoted Lieutenant and Firefighter Schelm has officially passed his first probationary year with the District.

13th Order of Business: Chief Briscoe stated, the District would like to purchase a 2022 Ford F-150 Police Responder XL 4WD Supercrew. The vehicle is designated in the FY 2021-2022 budget Capital Outlay account, we need a motion to approve. **A motion was made by Commissioner McCurry to move forward with the 2022 Ford F-150 vehicle purchase. The motion was second by Commissioner Cochrane. There was no discussion. The motion was approved unanimously.**

14th Order of Business: The District just received the 2022-2023 insurance quotes, with property insurance rates increasing 30% but overall, only a total increase of roughly \$4,000. **A motion was made by Commissioner McCurry to move forward with the new insurance rates for the 2022-2023 Fiscal Year. The motion was second by Commissioner Cochrane. There was no discussion. The motion was approved unanimously.**

15th Order of Business: Chief Briscoe stated the COPCN was submitted early and Lee County has reviewed and approved everything, payment has already been made. The District is good for two more years. The District has a newly promoted full-time Assistant Administrator, Greta Fulkerson, she starts full-time 9/26/2022. Deputy Chief Barbot stated we also have a new Firefighter hire, Stephen Bledsoe and he started in August and has passed his credentialing.

16th Order of Business: Chief Briscoe went over years of service. Firefighter Brian Howell started August 15, 2001, for 21 years of service. Firefighter Allen Schelm started September 1, 2021, for 1 years of service.

17th Order of Business: Commissioner Items. Commissioner McCurry said it is sad to see Fire Chief Briscoe leaving and you will be missed by many in the department. Also wished Administrator Quinn good luck on the birth of her first child next month. Administrator Quinn thanked the commissioners.


18th Order of Business: Union Items to discuss. Firefighter Reitenbach stated Firefighter Zarick is also having his second child next month.

19th Order of Business: Public Input to discuss. No items from the public.

Meeting adjourned at 4:44 PM



Commissioner Jerry Muench



Commissioner Bruce Cochrane



Commissioner Richard McCurry