

SANIBEL FIRE & RESCUE DISTRICT
Minutes of the Fire Commission Meeting
December 9, 2020

Commissioners – Chair Jerry Muench, Vice Chair Bruce Cochrane, Secretary Richard McCurry
Fire Chief Bill Briscoe
Division Chief of Training Tim Barrett
Division Chief of Fire Prevention/Fire Marshal Larry Williams
Administrator Mary Hickey
Assistant Administrator Samantha Quinn

In attendance were the following: Tiffany Repecki – Breeze Newspaper.

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

1st Order of Business: The minutes for the November 18, 2020, 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.

Administrator Mary Hickey reviewed the financial statement. The districts financials are incomplete because we are waiting for bank statements. Everything else is up to date. We received our first draw on ad velorum taxes totaling \$1.5 mil. The funds you see shows that our interest rates have dropped. No questions from the board. She asked if we should do the resolutions. Commissioner Muench said to have Division Chief of Training Barrett do his report first.

2nd Order of Business: Division Chief Tim Barrett began by stating Houses can be far away from the engine or ladder truck. Rapid deployment of hose lay is key and one of the things we are working on. When the Engineer is on scene, they will have the training to quickly hit any fire with water before additional crews get there. This quickly gets water on the fire. Next week will have each Shift meet with Iona McGregor Fire District. This gives their shift and our shifts a chance to meet since we respond together on some incidents. The Captains will go over tactics and operations on the island. A meeting with Captive Fire Department will take place next week to discuss the same. We hosted Eight Points Education and Training Apparatus Class. Remaining shifts continued their walk through with Bailey's to learn about the solar panels. Fire Marshal Williams was huge about pointing out solar panel issues and alarm panels, so the last of the guys were able to see everything. Our Medical Director Dr. Abo did his lecture on airways, he's super energetic and the guys love his energy. Commissioner Muench asked how three shifts attend training? Fire Chief Briscoe stated one shift is an in-service training and the rest of the shifts are paid overtime. Commissioner Cochrane stated, I was here, and the room was packed, everyone seems to love him. Fire Chief Briscoe stated, he's such a good teacher that the guys want to come listen and learn. I also call Captiva Fire Department so firefighters at Station 2 can come down. This allows Captiva Fire to respond to anything in the region of Station 2. Division Chief Barrett went on to say our Medical Director is doing great, and a lot of department want him. CPR training continued with employees from Bailey's and the Sanibel Library. The next class will be Stop the Bleed. I am working on incorporating that with all CPR classes moving forward. No one should bleed out because of a lack of knowledge that we can provide. One of our shifts unloaded Christmas trees for the Lions Club. Lights of Love is coming up at Golisano Children's Hospital, Dec 16th. Very good experience, amazing to see. A-shift will be working that day. Santa will be making a visit to the school, and the bus ramp, kids can wave, everyone loves it. We will be driving Santa in the fire truck to the school. Division Chief Barrett went on to say we are continuing with Special Operations with training with the helicopter flight crew for the next few weeks. Sanibel Fire & Rescue District has a landing zone for an emergency helicopter landing. We want to make sure everything is smooth. Division Chief Barrett stated we work well together to ensure secure and safe flight. He then discussed the system gas monitor and how firefighters use them to enter a home and monitor gases in homes. We will be using this moving forward for all homes and/or enclosed spaces. Right now, we only have 1 for Station 1 & 2, but we would like to purchase an additional unit.

Administrator Mary read Resolution 2020-12-02 to add a new MSA Gas Detector to Station 2. Administrator Mary calls for adoption. Commissioner Cochrane moves to adopt, second by Commissioner Muench. Commissioner McCurry asked about the 20% discount date. He stated even though we budgeted for this item we are using our Workman's Comp company special funds and getting \$5,000 toward detector. So, the \$5,000 goes back into the budget. Administrator Mary stated since

we changed from the League of Cities to Preferred, we have been able to take advantage of the \$5,000 every year. All Commissioners approved the resolution.

3rd Order of Business: Fire Chief Briscoe reviews the calls, stating November 2020 we responded to 109 calls, and in November 2019 we responded to 120 calls. Total YTD calls for 2020 are 1,371 and for YTD calls 2019 we responded to 1,501 calls. We are behind but catching up with season. The support truck is getting new bushings, normal annual maintenance, a tune up, and lights. Engine 179 is at Sutphen, getting repairs for AC, air leak, leaking valve, corroded terminals, sirens, and normal annual maintenance. New Marine 171 is back in the shop, they are Changing the layout of the cabin. We don't have a date but they pushing to complete the boat as quickly as they can.

4th Order of Business: Fire Marshal Williams reviewed the new addition at Saint Michael Church. They will not have fire sprinklers, to mitigate fire spread a 4-hour fire wall is being installed instead. At 400 Rabbits there was a hood suppression test and fire alarm test. They are working toward a soft opening on December 22nd. They also will have an oyster bar. The second location for Blue Giraffe is complete with a full remodel and hood suppression system. They opened December 4th. I, Chief Briscoe, and an architect met at Bailey's to discuss their future remodel plans for the store and the entire parking lot. All parking spots will change straight spots with bike routes. Theater will be gone, and they are moving the liquor store. Hardware store will become the grocery store after remodel. Turning radius for the ladder truck was of concern and they are reviewing changes to the new parking lot. All housing in the back is to be torn down and the road will be moved to that location. They want to move the road farther away from the store. This project won't happen for a while. I am working on a fire alarm class with CT Fire, trying to get it set up with all shifts. This will go over several different panels and will be a good refresher/review for the guys. I'm looking at maybe January 2021. I also received my new field laptop; it is being set up and ESO programed. 984 inspections entered for this year.

5th Order of Business: Assistant Administrator Quinn discussed the districts social media output. The past 28 days have generated 3,050 post reaches, 1,689 post engagements, 45 new page likes, and we met my personal end of year goal which was to have over 2,000 followers before 2021. We currently have 2,032 followers of our page. We have continued to post district information and trainings, which the wives are very pleased with. Holiday theme profile pictures are a success.

6th Order of Business: Fire Chief Briscoe discussed painting of the Station and how we have already budgeted for this expense. Administrator Mary said it is in the Capital Outlay Account. Chief Briscoe said all walls will be touched up, and we have a resolution for this. Administrator Mary read Resolution 2020-12-02 to the board. Commissioner McCurry moves to adopt, all agree. Second by Commissioner Cochrane. All Commissioners approve the resolution.

Fire Chief Briscoe states that all paperwork for the COPCN has been received and now we need to file the State of Florida. Administrator Mary will have to send the final paperwork to the state and Division Chief Barret will be in charge of all annual stickers and paperwork. Hopefully all of this will be done today. I still need one piece of paperwork. Chief Briscoe discussed the emergency Fire Chief's Association meeting that took place yesterday. It discussed the Covid-19 vaccination that are coming to the region and the fire departments role. If department employees want the vaccine, they will have to go to a designated health department to get it. We are about 2-3 weeks out from getting the vaccine in our county. No one is required to get the vaccine. The health department will administer the vaccine by geographical regions. So, they would pick a date for Sanibel Island and the surrounding area, and those individuals that would like to receive the vaccine will go to the designated location and time to receive it. It's only offered, it's not mandatory. An email will come out with the date available for our location. We don't know which vaccine or the date we are getting for our location. Division Chief Barrett stated that Pfizer is getting most of the attention but it's a 2-shot vaccine. Commissioner McCurry asked about fire departments administering the vaccine? Chief Briscoe stated that no fire department will not touch this process due to paperwork and the liability, they are leaving it up to the health department to administer the vaccine. They would have to train everyone to follow all the protocol and the liability is to great. Division Chief Barrett stated that flu shots were different because we did them. Fire Chief Briscoe said that H1N1 was much easier, because Covid-19 was a emergency rushed vaccine the liability is much higher.

Fire Chief Briscoe stated that Lee County has given all local fire departments \$3.5 mil to spend through the CARES Act. It is to be divided up to each fire department. Our share is \$51,000. All money has to be spent or be spent from March 1st thru December 30th, 2020. We have already started gathering some qualified expenses through the year. Administrator Mary says we don't have many. Fire Chief Briscoe said I am working with Division Chief Barret on ordering things we need and that are not budgeted items. But for Covid-19. Currently we have discussed getting a wash sink but since I wasn't involved

in the current budget, we are able to use the CARES funds for this expense. This will give the guys a way to clean prior to entering the station. Division Chief Barrett stated we are also looking as decontamination sprayers for the stations and vehicles. Commissioner Muench asked about PPE? Division Chief Barrett said we have a quote for some of that as well. The gowns we use can only be used once and we are looking to restock all PPE. Also looking at breathing air filter, but PPE is the big one. Fire Chief Briscoe stated that a section allows for Hazard Pay to be used specifically for Covid-19, and I am working through those sick days utilized through the year. We also MAY be able to recoup salaries, but the state is waiting for final approval from legislation. We need a separate line item for the salary reimbursement, that way if legislation says no, we haven't spent the money, and we can return it to the government. Administrator Mary stated it also pays for overtime. Fire Chief Briscoe said we have a list of employees and are looking at each of those individuals. The easiest thing to do is to talk with Mary about this process but all reports and paperwork will go to Sam. She can do all the paperwork and send it to Lee County. I (Briscoe) will overseeing everything.

Fire Chief Briscoe is going to start looking for a Deputy Chief in early January. He is looking through paperwork and will know the candidates by the next meeting.

Fire Chief Briscoe asked what is the dollar amount or rules for a resolution? Administrator Mary stated it's an auditor requested. It makes it so that something we know at the department, that the fire board is also being made aware by a resolution. The monitor amounts are if the cost is \$10,000 or more, we need to provide three bids to fire board. All other resolutions are for checks we write internally. Fire Chief Briscoe stated he is asking so that he doesn't wait a month to spend for example \$5,000 for a resolution to be signed. I am putting this out there, so I know if I have to wait. Or can I buy it and come to the fire board the following month with the information on the purchase or the resolution. Commissioner Muench agrees. Administrator Mary said we tell the fire board, but the resolution is just documentation for the audit. Commissioner McCurry asked if it's budgeted expenses that we have already approved, I don't see an issue with the department purchasing the items. Fire Chief Briscoe says ok so I can purchase the item and inform you at the next commission meeting? Board unanimously agrees. Administrator Mary says yes you can inform the board after the fact (purchase of expense items). Commissioner Cochrane asked if Chief Briscoe wanted a number? Chief Briscoe said yes. Administrator Mary stated he just doesn't want to wait for a resolution prior to spending. Commissioner Muench stated that we understand. Fire Chief Briscoe said he just wants agreement with the board. Board unanimously agrees.

Commissioner Muench presented the new Fire Chief Contract for Fire Chief William Briscoe. He stated he would like to approve the Fire Chief contract. Commissioner Muench stated that the contract was sent to the district attorney, Terry Lewis at Lewis Longman & Walker. Fire Chief Briscoe said it was sent to me with the modifications. All suggested changes have been made and all of the commissioners have had a chance to look at it. Commissioner Muench stated we did it properly, and I think the Chiefs happy with it. Fire Chief Briscoe said yes. Administrator Mary read Resolution 2020-12-01. Discussion. Commissioner McCurry asked about the resolution wording "pending review"? Fire Chief Briscoe stated it has been reviewed by the district attorney and my attorney, and all things Terry Lewis wanted changed, have been changed. Commissioner Muench asked about salary? Fire Chief Briscoe stated it is in the contract. Commissioner Cochrane moved to adopt. Second by Commissioner McCurry. All Commissioners approved the resolution.

7th Order of Business: Fire Chief Briscoe went through Year of Service Recognition. Captain Chris Jackson- 17 years of service; Firefighter Arian Moore- 4 years of service. Firefighter Todd Walter- 5 years of service. Division Chief Tim Barret- 22 years of service. Commissioner Jerry Muench- 22 years of service. Commissioner Bruce Cochrane- 14 years of service. Commissioner Richard McCurry- 2 years of service.

8th Order of Business: Commissioner Muench asked about the money spent for the annual award ceremony. Due to Covid-19 the event was canceled, and he suggested the money budgeted for that event could be donated to Friends Who Care on Sanibel Island. Commissioner Cochrane wanted to make sure it would be designated for children only. Administrator Mary stated that it goes towards presents for Christmas. Also used for birthday gifts. Commissioner McCurry asked what the tax ramifications are? Commissioner Muench asked Mary to call the accountant about that, see if we can do it. The amount to be donated will be between \$2,800 to \$3,000.

9th Order of Business: Union items, no one present.

Meeting adjourned at 9:52 AM.

Commissioner Jerry Muench

Commissioner Bruce Cochrane

Commissioner Richard McCurry