



**Sanibel Fire & Rescue District
RFP Committee
Special Meeting Minutes**

DATE: Wednesday, November 8, 2023 @ 9:00 AM

ATTENDEES: Jerry Muench (Chairman)
Bruce Cochrane (Vice Chairman)
Richard McCurry (Secretary Treasurer)

Kevin Barbot (Fire Chief)
John DiMaria (Deputy Chief) - *excused*
Chris Jackson (Assistant Chief)
Larry Williams (Fire Marshal)
Greta Fulkerson (Administrative Assistant)

The meeting was called to order by Commissioner Muench. Commissioner Muench led the Pledge of Allegiance.

1. Addendum Acknowledgement

Chief Barbot addressed the one addendum that needed to be acknowledged during the RFP process. Chief Barbot had put the following year as the start date of service when in fact it is this current year. Article 4, sub-section 2 should be dated 2022-2023.

2. Review of Proposals Received

Out of the 15 RFPs for a Financial Auditing Firm that were sent out, only one proposal was submitted by the deadline, that being Tuscan & Company, PA.

3. Committee Discussion

Upon review, Commissioner Muench commented that they seem to be very well-qualified. They represent many local governments, special districts, and fire districts. Commissioner Cochrane added that they have a lot of experience with this District's needs. Commissioner McCurry felt that the proposal was thorough, and that they seem to be highly involved with everything and everyone as necessary.

Chief Barbot reiterated that RFPs were submitted to 15 firms throughout the state. The District was in clear communications and received a couple of public records requests from certain firms. These firms chose not to send the District proposals. Chief Barbot checked with legal counsel that it would be okay to proceed with just one proposal, and given that all requirements were met, it was confirmed and approved to proceed.

Commissioner McCurry asked what the deadline was for proposal submission. Chief Barbot answered, he believed it was October 27th.

Commissioner Cochrane added that this RFP process for a Financial Auditing Firm was originally initiated because the District was dissatisfied with the previous firm and how they handled the most recent financial audit.

4. Public Comments

No public comments were made.

5. Ranking of Proposals

Chief Barbot explained to the Board Members that, as RFP Committee, they would have to rank on the scoring sheet based on the criteria provided in the RFP. He added that all firms were made aware of what criteria would be scored on. The Board Members proceeded to score accordingly.

Chief Barbot commented that Tuscan came in about 20 percent higher than the District's previous firm, however, he believes that the District will receive more year-round assistance on ensuring that the District is abiding by all of the proper state and federal procurements and guidelines and feels that in and of itself is worth the added expense.

6. Recommendation at the Board of Commissioners Meeting

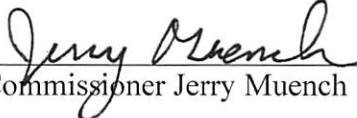
Discussion on the final recommendations of the top ranked proposers, one proposal in this case, will be presented at the next Board meeting on November 8, 2023.

A motion was made by Commissioner McCurry to finalize the recommended list. The motion was seconded by Commissioner Cochrane. There was no discussion. The motion was approved unanimously.


7. Next Steps and Timeline

Chief Barbot reiterated that at the District's 10:00 AM regular Board meeting, the recommended list would be presented to the Board Members and a motion would need to be made to proceed to the next steps of the process.

There being no further business, the meeting adjourned at 9:08 AM.



Commissioner Jerry Muench



Commissioner Bruce Cochrane



Commissioner Richard McCurry