

SANIBEL FIRE & RESCUE DISTRICT
Minutes of the Fire Commission Meeting
July 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 *excused*
Fire Marshal Larry Williams
Administrator Samantha Quinn

In attendance were the following: Captiva Fire Chief Jeff Pawul, Max Miller with Bouchard Insurance, FF Martin, FF Bell, FF Felix, FF Zarick, Lieutenant Wilkins, Lieutenant Howell, Lieutenant Reitenbach, Captain Jackson, Captain DiMaria, the Breeze Newspaper, Local 1826 Union Members Angie Young and attendee, and the general public.

Commissioner Muench opened the meeting at 9:01 AM. Commissioner Muench led the Pledge of Allegiance.

1st Order of Business: The minutes for the May 11, 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 Muench. There was no discussion. The motion was approved unanimously.

2nd Order of Business: Administrator Quinn congratulated Commissioner Cochrane and Commissioner McCurry on their run for fire board commission. Administrator Quinn will be moving forward with their surety bonds.

3rd Order of Business: Administrator Quinn presented the board with the account balances as of June 30, 2022, and a Profit & Loss Budget vs. Actual October 2021 through June 2022.

Administrator Quinn reviewed the current operating account and informed the board that the District could move forward with an interest baring account of .02%. This would not change the account number and it would only allow for interest to begin accruing. **A motion was made by Commissioner Muench to move forward with having the operating account interest baring as presented. The motion was second by Commissioner Cochrane. There was no discussion. The motion was approved unanimously.**

4th Order of Business: Chief Briscoe reviewed the reserves the District will need. He anticipates the District needs about 3MIL in emergency reserves. The current reserve accounts were reviewed at the District's current accounts. Chief Briscoe stated, we will be able to sustain the department for approximately 3 years. Currently the vacation and sick reserve account is set at 41k, and we need it closer to 400k. Funds need to be allocated appropriately to fund each reserve account properly. He stated the commissioners would need to determine what amounts would they like allocated for each reserve account, especially as costs increase. Chief Briscoe also stated he would like to add a new capital improvement fund reserve that would be used to add funds for any large projects including a remodeling or building a new Station 2 or potentially a Station 3. Station 2 will need to be replaced at some point, potentially 3-5 years out and the District can start now by adding these funds to this reserve account.

5th Order of Business: Chief Briscoe reviewed the net taxes for varying millage rates with the commissioners. Commissioner McCurry stated that he called Lee PA and asked for the tax rates for several fire departments and reviewed the spreadsheet he put together. Sanibel Fire is below any of the one listed. Chief Briscoe stated our draft budget is about 95% complete. Commissioner Cochrane stated we can keep the rate the same and reevaluate in September at the budget hearing.

6th Order of Business: **Resolution 2022-07-01.** Fire Chief Briscoe stated, we have a resolution for the District to adopt the tentative millage rate for Fiscal Year 2022-2023, by using the millage of 1.3089 which would exceed the roll back rate of 1.1642 resulting in a tax increase to residents of 12.43%. Administrator Quinn read the resolution. **A motion was made by Commissioner Cochrane to accept the resolution as presented. The motion was second by Commissioner McCurry. There was no discussion. The motion was approved unanimously.**

7th Order of Business: Chief Briscoe stated the commissioners meeting in September will be the same day as the budget hearing. He asked if the commissioners would like to move that meeting to a later time? After some discussion it was agreed to move the commission meeting to 4:30 pm on September 14, 2022. Administrator Quinn will put an ad in the paper to change our date for that meeting.

8th Order of Business: Max Miller, public sector division insurance reviewed our District's insurance representation with our current policies. Chief Briscoe stated, we need to vote to allow Max Miller at Bouchard Insurance to start the pre renewal process and take over representing Sanibel Fire & Rescue District. **A motion was made by Commissioner Muench to move forward with Bouchard Insurance as presented. The motion was second by Commissioner McCurry. There was no discussion. The motion was approved unanimously.**

9th Order of Business: Administrator Quinn went over the social media and website interactions:

Website visits May: 12,069

Website visits June: 30,916

Facebook post reach: 6,247

Post Engagement: 1,050

New followers: 49

Total followers: 2,964

10th Order of Business: Administrator Quinn discussed a visitor stopping by yesterday to thank our firefighters who helped her one-year prior. The visitor continued to express her gratitude for the kindness that was extended to her at that time.

11th Order of Business: Division Chief of Training Barrett was excused. Deputy Chief Barbot reviewed the on-going training throughout the month which included swim rescue training, setting up CPR training courses for every teacher and staff member at Sanibel School, and active shooter training.

12th Order of Business: Fire Marshal Williams continues annual inspections. Fire Marshal Williams is waiting on plans for Bailey's, they haven't passed yet because I am waiting for a life safety plan. Working on the San Cap Trust Bank remodel and the Sanctuary Golf Club kitchen remodel. The Sanibel Causeway revised their plans, the parking area will be all shell now, and parking spots are outlined with posts. The District asked for hydrants and they are not putting in hydrants, due to the additional cost of 2.5MIL for one hydrant on two of the spans.

13th Order of Business: Deputy Chief Barbot reviewed the calls. May 2021, we responded to 155 calls and May 2022 we responded to 163 calls. June 2021, we responded to 168 calls and June 2022 we responded to 141 calls. Maintenance is ongoing, nothing major to report at this time. The landing zone is fully trimmed and compliant with the City of Sanibel. Deputy Chief Barbot handed the commissioners several groups of policies created with Lexipol, they have been approved by the Fire Chief and received approval from the CBA Union Contract Guidelines. Deputy Chief Barbot will send an email to the commissioners so they can review the policies for the next meeting. The CBA Contract Amendment, with the language change has voted and agreed to the changes for promotion language and Workers Compensation procedures. It now in the commissioner's court to approve the changes. Chief Briscoe stated a vote is needed. **A motion is needed for Article 18 and 27 to be approved. A motion was made by Commissioner Cochrane to move forward with Article 18 & 27 as presented. The motion was second by Commissioner Muench. There was no discussion. The motion was approved unanimously.**

14th Order of Business: Chief Briscoe stated, the District had to use a different labor attorney due to the scope of the situation with Worker's Compensation. During the process we were very happy with the firm, Roper PA, more so than Allen Norton and Blue PA. The cost for service was better and the rates are much lower. Deputy Chief Barbot stated, we need a motion to end our current relationship with Allen, Norton, and Blue PA and retain Roper PA as our labor attorney. **A motion was made by Commissioner Cochrane to move forward with Roper PA as presented. The motion was second by Commissioner McCurry. There was no discussion. The motion was approved unanimously.** The Chairman Commissioner Muench will need to sign the new representation agreement.

15th Order of Business: Chief Briscoe stated the COPCN was submitted and now the District is waiting for Lee County to review it. The renewal fee has already been paid.

16th Order of Business: Chief Briscoe reviewed the next step for the Performance Review. He stated we asked our current auditor if we could piggyback with another Fire District and they advised we can piggyback for this new Performance Review. We would work with West Manatee Fire District, they will be working with JAngle Group, LLC. Chief Briscoe stated, I suggest we piggyback with this fire department, the cost will be between \$50,000 to \$60,000. **A motion was made by Commissioner Cochrane to move forward with Jangle Group LLC and piggyback with West Manatee County Fire District as presented. The motion was second by Commissioner Muench. There was no discussion. The motion was approved unanimously.**

17th Order of Business: Chief Briscoe went over years of service. Firefighter Alma Angelus started June 1, 2016, for 6 years of service. Administrator Samantha Quinn started June 4, 2019, for 3 years of service. Fire Marshal Larry Williams started June 8, 2020, for 2 years of service. Deputy Chief Kevin Barbot started June 28, 2010, for 12 years of service. Firefighter Mike Martin started July 23, 2007, for 15 years of service.

18th Order of Business: Chief Briscoe discussed the timeline for his retirement would be anytime from October 3, 2022 or could stay until February 1, 2023. Commissioner Muench said, I like promoting in house and I'd like to propose advancing Deputy Chief Barbot to Chief and look at his performance after one year. Commissioner Cochrane stated, a one-year contract and reevaluate after one year, so a probationary contract and October 4 will be the date, Commissioner Muench asked Deputy Chief Barbot if he would accept a one-year probationary contract as Fire Chief? Deputy Chief Barbot said, yes. Commissioner McCurry stated, we should do an evaluation prior to the promotion, and I agree that a one-year review will be fruitful. Commissioner McCurry stated, I propose we have Chief Briscoe and Deputy Chief Barbot run parallel during this timeframe, so that when the Chief steps up he is aware of everything prior to taking the position. Commissioner Muench stated, so a probationary contract? Chief Briscoe stated, you would need to meet with Lewis Longman and Walker, or Deputy Chief Barbot can come forward with his own attorney and bring a contract. Commissioner Muench said let's do the later, you bring your own contract. Deputy Chief Barbot said, yes, I will do that. Commissioner McCurry stated, I would like to make this official as of October 4th, Kevin will transition to probationary Fire Chief for 1 year. **A motion was made by Commissioner McCurry to move forward with Deputy Chief Barbot moving forward as Probationary Fire Chief for one year starting October 4, 2022, as presented. The motion was second by Commissioner Cochrane. There was no discussion. The motion was approved unanimously.** The commissioners congratulated Deputy Chief Barbot.

19th Order of Business: Commissioner Muench stated, I am asking Deputy Chief Barbot to pick his replacement Deputy Chief same as Chief Briscoe did. Chief Briscoe and Deputy Chief Barbot agreed.

20th Order of Business: Union Items to discuss. Firefighter Reitenbach thanked everyone for the CBA Union Articles passing, it was a lot of work for this to ensure the language met state statute.

21st Order of Business: Public Input to discuss. A general public attendee asked a couple questions on a special meeting and Florida Statute requirements on the website to the commissioners.

22nd Order of Business: Commissioner Items. Commissioner McCurry thanked Fire Chief Williams Briscoe for his years of service and everything he has done for Sanibel Fire & Rescue District.

Meeting adjourned at 10:28 AM

Commissioner Jerry Muench

Commissioner Bruce Cochrane

Commissioner Richard McCurry