

SANIBEL FIRE & RESCUE DISTRICT
Board of Commissioners Emergency Meeting
December 5, 2022

Commissioners – Chairman Jerry Muench, Vice Chair Bruce Cochrane, Secretary Richard McCurry
Fire Chief Kevin Barbot
Assistant Administrator Greta Fulkerson

In attendance were the following: Captain Tracy, Lieutenant Wilkins, FF Nygaard, FF Martin, FF Tejada, FF Zarick, and the general public.

Commissioner Muench opened the meeting at 2:00 PM. Commissioner Muench led the Pledge of Allegiance.

1st Order of Business: The first business agenda item was regarding the Procurement Policy necessary in order for the District to enter into any substantial agreements with outside agencies, especially under the circumstances of working with FEMA (Federal Emergency Management Agency) or any other Public Assistance Program. The District's Procurement Policy, a document per the request of the auditors, had been a work in progress for some time. Given the immense destruction as a result of Hurricane Ian and the critical need to rebuild Station 172, the finalization of the Procurement Policy was fast-tracked and reviewed by both Hagerty Consulting and Lewis, Longman & Walker, P.A. in order to move forward with FEMA on this project. This Procurement Policy covers both emergency and non-emergency purchases. **A motion was made by Commissioner Muench to approve the District's Procurement Policy in order to move forward with the rebuild of Station 172. The motion was seconded by Commissioner McCurry. There was no discussion. The motion was approved unanimously.**

2nd Order of Business: **Resolution 2022-12-05** was read by Assistant Administrator Fulkerson. Coinciding with the Procurement Policy, this Resolution states that in order to comply with public-assisted guidance, the District has officially established and self-certified a micro-purchase threshold amount of \$50,000 for emergency procurements and a threshold amount of \$10,000 for all non-emergency procurements. **A motion was made by Commissioner Cochrane to adopt Resolution 2022-12-05, the District's micro-purchase self-certification. The motion was seconded by Commissioner Muench. There was no discussion. The motion was approved unanimously.**

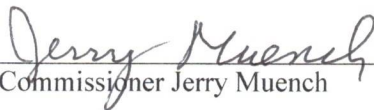
3rd Order of Business: The second business agenda item was regarding temporary housing, a single-wide trailer, at Station 172 provided by Industrial Housing Solutions, LLC. Originally the District was looking to obtain a temporary structure through public assistance from the State, but given the high pricing of such options provided decided to take a different route and obtain an asset on its own. The lease agreement on this single-wide trailer is 6 months and the initial deposit will cost the District \$14,050; this includes delivery and set-up, but the District will have to handle the water and electricity. All of these costs are reimbursable through VFIS insurance up to 24 months. Commissioner Muench asked, does this trailer need to be elevated? Chief Barbot responded, elevation is not necessary for a temporary structure. Commissioner McCurry asked, what happens if we still need it after the 6-month lease is up? Chief Barbot replied, we will be able to renew the lease if need be. **A motion was made by Commissioner McCurry to approve the purchase of a temporary structure for Station 172. The motion was seconded by Commissioner Cochrane. There was no discussion. The motion was approved unanimously.**

4th Order of Business: The third business agenda item was regarding the Community Disaster Loan (CDL), which is meant to assist state and local government agencies. The CDL is an open line of credit and has a forgiveness program attached if kept within constraints. While normal rates fall around 7%, CDL rates fall just under 4%. The CDL can only be used for operating expenses, and there is no accrued interest until


monies are withdrawn. If the Board chooses to proceed with the CDL process, the District would have to provide 3 years-worth of audits and would work with an advisor to acquire approval. They will then look at how much revenue the District will potentially lose from the disaster and will accept an estimate from Chief Barbot as to where the District is headed with those numbers. Although a motion is not necessary, Chief Barbot requested a nod of approval from the Board to proceed with the CDL application process. The Board agreed unanimously. Chief Barbot added that all business agenda items covered in the Emergency Meeting would need to be ratified in a motion at the following Commission Meeting.

5th Order of Business: Public Input to discuss. No items from the public.

Meeting adjourned at 2:21 PM.


Commissioner Jerry Muench


Commissioner Bruce Cochrane


Commissioner Richard McCurry