



**Sanibel Fire & Rescue District
Board of Commissioners Meeting Minutes**

DATE: Wednesday September 20, 2023 @ 3:30 PM

ATTENDEES: Jerry Muench (Chairman) – via Microsoft Teams Meeting
Bruce Cochrane (Vice Chairman)
Richard McCurry (Secretary Treasurer)

Kevin Barbot (Fire Chief)

John DiMaria (Deputy Chief)

Larry Williams (Fire Marshal)

Greta Fulkerson (Administrative Assistant)

Chris Jackson (Captain)

The meeting was called to order by Commissioner Cochrane. It was noted that Commissioner Muench was attending electronically via Microsoft Teams Meeting. Commissioner Cochrane led the Pledge of Allegiance.

1. Minutes of the Previous Meeting

The minutes of the July meeting were reviewed. **A motion was made by Commissioner McCurry to accept the minutes as presented. The motion was seconded by Commissioner Cochrane. There was no discussion. The motion was approved unanimously.**

2. Fire Marshal's Report

Fire Marshal Williams presented his report, highlighting that the Children's Education Center was now open for daycare and that the front two buildings at the Sanibel Island Beach Resort were now open. Fire Marshal

Williams was pleased to announce that three buildings at Sundial East had been finalized and the whole resort was expected to be opening next week, confirming that all three buildings had fire alarms on all four floors. Fire Marshal Williams reported that plans for the Shalimar Beach Resort were expected to be submitted later in the week. Propane tanks at Periwinkle Park should now be up and running. Fire Marshal Williams noted he had completed up to 670 plan reviews for the year, annual inspections for this year would be completed by next week.

3. Deputy Chief's Report

Deputy Chief DiMaria presented his report, noting that call volume was down around 54% from last year. Deputy Chief DiMaria expected call volume would increase over the next couple of months due to the influx of workers and trucks. Deputy Chief DiMaria reported that personnel medical training was traumatic brain injuries, every shift had reviewed their medical protocols. Regarding fire training, Deputy Chief DiMaria appreciated the support of Fire Marshal Williams, noting that good relationships were being developed with local companies and construction crews. Deputy Chief DiMaria reported fire attack apparatus positioning training at Sand Dollar had taken place, an air pack familiarization drill had also taken place. Rapid Intervention Team training was taking place this week at the old Station 2 building, next week a water rescue co-op training was taking place at Lakes Park. Deputy Chief DiMaria reported that CPR classes were continuing, around 60 organizations had now taken part, PR and community events were also continuing.

4. Chief's Report

I) Financial Update

Chief Barbot presented the Financial Update, highlighting that total expenditure budgets had been set at \$7.3 million last September, year-to-date they were at around \$6.5 million, so below budget. Chief Barbot noted that almost \$1 million of expenditure was related to storm mitigations, he anticipated the next fiscal year would be back to normal. Chief Barbot reported that apparatus maintenance costs had almost doubled, there was an outstanding invoice of \$45,000.

Chief Barbot announced he would attend the delegation meeting at FSW in October. The District would be submitting a House and Senate Appropriations Request to cover expenses with the rebuild of Station 172 that had not been funded by the State or FEMA. Chief Barbot would update further on the rebuild when awards and obligations were confirmed. Regarding tax rebate refunds, Chief Barbot reported a \$671,000 liability against the District, no payout had been received from the tax collector's office because of this liability. Chief Barbot went on to explain the allocation of \$35 million from the State to pay back against this liability, applications had been submitted with notification of reimbursements expected in mid to late October. Chief Barbot was expecting 100% of the liability to be reimbursed.

II) FEMA Status

Regarding FEMA, Chief Barbot reported it was a slow process, but was progressing. The replacement value for Station 172 for FEMA was \$5.5 million, with a 75/25% cost share. Chief Barbot cautioned that if rebuilding guidelines were not followed the FEMA portion could be reduced. The design and development process for Station 172 was 60% complete, the cost estimation for completion was expected and Schenkel and Shultz would start paperwork for the planning commission. Once plans were finalized the demolition would be combined in the construction service, the demolition was expected to be late January or early February.

III) Insurance

Chief Barbot confirmed that the policy with PGIT had been renewed for worker's compensation. Property and auto liability had been renewed with VFIS, the annual cost of this was \$88,000, however Chief Barbot envisaged the intent was to increase property insurance in particular for the next two years, he expected an increase upwards of \$200,000 when the new station was complete. Cancer insurance was now covered under their own policy, there was no increase and fiscal year 2023-2024 had been renewed.

IV) District Update

Chief Barbot presented the District Update, congratulating Mike Martin and Robert Wilkins on being promoted to Captain. Captain Chris Jackson would be moving into an administrative role as Assistant Chief, in that capacity he would be Construction Manager for Station 172 and be responsible for logistics, grants and funding. Captain Jackson would also assist Fire Marshal Williams. Chief Barbot was pleased to announce the appointment of two new probationary firefighters, Ronnie Petito and Dayan Concepcion. A promotional process was starting for a Lieutenant and a Captain position which would bring the District to 100%. Reflecting on the past year, Chief Barbot congratulated the dedication of the team.

Regarding Hurricane Idalia, Chief Barbot reported that extra staffing had been in place overnight, and it was uneventful as far as damage was concerned.

Chief Barbot reported there had been no District safety inspection from the State, he was happy to report they were compliant with Florida Administrative Codes 69A-62, the Firefighter Employment Standards. Compliance meant they were allowed to apply for grants, so an on-hold grant would now be actioned.

Chief Barbot noted the six-month extension for the Performance Review by legislators to December 31st, Assistant Chief Jackson would be the lead liaison for that project. Chief Barbot would update further at the December meeting. Commissioner McCurry wondered what the cost would be, Chief Barbot confirmed it would be \$45,000.

Chief Barbot noted that Deputy Chief DiMaria was doing a great job with media, social media exposure, Chief Barbot was confident that constituents knew what was going on. Chief Barbot reported he had met with the Resiliency Taskforce; work was continuing on with regard to acquiring funding for Station 172. Chief Barbot reported he would continue to work towards ensuring that state legislators understand that assistance was still required, he would be working with the Fort Myers Beach Fire Chief, the town of Fort Myers Beach and City of Sanibel leadership to ensure senators know of the struggle.

Chief Barbot reported the sale of challenge coins and T-shirts, sales of almost \$20,000 had been reached. Chief Barbot proposed an end of year awards banquet to thank staff, volunteers, and supporters for work done throughout the recovery period, suggesting the sales profit could be used for that. Commissioner McCurry agreed that would be a great idea.

V. Equipment and Maintenance Update

Chief Barbot reported that the annual ladder testing had been completed with no issues. The F250 had been outfitted with lights, sirens and communications, the beach rescue vehicle had also been outfitted with lights

and sirens, both vehicles were ready to go. Chief Barbot outlined the need to get backup power for the trailer, noting that Assistant Chief Jackson had been tasked with sourcing a generator large enough. Commissioner McCurry wondered whether the generator for the new building could be brought in early and use that on the trailer, Chief Barbot responded that the purchase lead time for that was twelve to eighteen months, he did not think they could wait that long.

5. Business Agenda Items

I) Appoint Financial Auditor Selection Committee for RFP

Chief Barbot noted legislation changes from 2020 that excluded administrative staff from being on a selection committee for financial auditors. Chief Barbot outlined that his role was as a technical advisor, he could gather information and give advice to be voted on by a selection committee. Commissioner McCurry suggested the three Commissioners should make the selection; Commissioner Muench agreed.

A motion was made by Commissioner Cochrane to accept the Financial Auditor Selection Committee as the three Commissioners. The motion was seconded by Commissioner Muench. There was no discussion. The motion was approved unanimously.

II) Establish Factors to Evaluate Financial Auditors for RFP

Chief Barbot noted the evaluation factors were in the information pack and had been circulated individually, this would provide the criteria and scoring method for selection of the financial auditor by the Selection Committee. Chief Barbot outlined that there would need to be a special meeting of the Selection Committee once responses were received. The award for the preferred financial auditor would be done in a regular Board meeting.

A motion was made by Commissioner Cochrane to use the evaluation factors in the special meeting to decide on the next financial auditor. The motion was seconded by Commissioner Muench. Commissioner McCurry wished to add a point nine, stating that the auditor must file the report after the Board of Commission approval to the appropriate State of Florida agency or agencies in due time or time to spare, noting that the last audit was submitted on the day of. Chief Barbot would add that point to the criteria. The motion was then approved unanimously.

III) Direct Fire Chief to Issue Financial Auditor RFP Consistent with Established Evaluation Factors

A motion was made by Commissioner Cochrane to direct the Fire Chief to issue the Financial Auditor RFP consistent with established evaluation factors. The motion was seconded by Commissioner Muench. There was no discussion. The motion was approved unanimously.

6. Commissioner Items

Commissioner Cochrane congratulated Mike Martin, Robert Wilkins and Chris Jackson on their appointments, also the two new hires, Ronnie Petito and Dayan Concepcion.

7. Union Items

There were no union items to note.

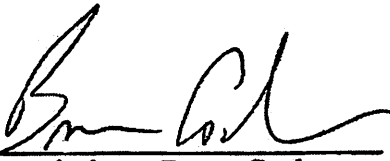
8. Public Input

There was no public input to note.


There being no further business, Commissioner Cochrane adjourned the meeting at 4:25 PM.



Commissioner Jerry Muench



Commissioner Bruce Cochrane



Commissioner Richard McCurry