

SANIBEL FIRE & RESCUE DISTRICT
Minutes of the Fire Commission Meeting
January 13, 2021

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: Medical Director Dr. Benjamin Abo, Firefighter Robert Doerr, Firefighter Arian Moore, Captain Kevin Barbot, Firefighter Alma McClure, Lee County EMS Jeff Lyons, Lee County EMS Supervisor Robert Nilly, Captain Chris Jackson, Firefighter John Reitenbach, Firefighter Bryan Clement.

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

1st Order of Business: Administrator Mary Hickey reviewed the financials. The districts financials are doing well, we have deposited 81% of all ad velorum taxes, and are at 31% of expenses. Interest rates have dropped except FL Fit and Bank of the Islands, and that's it.

2nd Order of Business: Division Chief Tim Barrett began by stating we have focused on training the first few days with a focus on fire drills. The first 5 minutes of the fire are the most important. We have been meeting with Captiva Fire Department throughout the week to discuss mutual aid. We are going over what our role would be if we respond in Captiva or their role if they respond on Sanibel. The medical side, we have our Medical Director Dr. Benjamin Abo doing a lecture on the 27th of this month. In preparation we have been doing airway training. We have scheduled a propane safety class next week. Chief asked that I go over the annual report for my department. Commissioner Muench asked, since you mentioned Captiva, and obviously Iona McGregor Fire comes here, what is the chain of command? Who's in charge? Division Chief Barrett said, if it's our fire we will be in charge of it but sometimes they send a battalion chief, and they would help with incoming units. Chief Briscoe said, the first engine on scene is in charge, if I come up and if the IC for the incident doesn't want to relinquish command, he can stay as IC. As for me responding to other districts, I don't take control unless their officer asks me. Division Chief Barret said, they take a support role.

Division Chief Barrett briefly went over the annual report. 90 training days a year, a lot of internal training about 360 hours, public education, 105 eCards issued, invoiced out \$700 worth. CPR cards totaled 116 cards and BLS total was 139. Basically, we collected \$1,600 and issued 300 cards which includes cards we didn't charge for. Four more condo associations got AED machines. Commissioner McCurry asked, the money for programs like that, where does it go? Administrator Hickey said, it off sets the expense for the purchase of the cards. Chief Briscoe said, we don't charge the coast guard, the school, or the police. Division Chief Barrett said, so we pay out of the district budget for all of that. Commissioner McCurry said, so we don't even break even? Division Chief Barrett said, the goal is to get as many people trained.

Division Chief Barrett said, we are starting new hire application process with a physical and written exam, for the Firefighter/Paramedic. Commissioner Muench asked, how long will that take? Chief Briscoe said, we put this hiring process on the fast track. Firefighter Doerr said, the physical will be on February 4-5 and the oral exam will be the Monday after, February 8-9. Chief Briscoe said, we sped it up. Commissioner Muench said, do we have personnel promoting? Chief Briscoe said, I'll speak on that shortly.

3rd Order of Business: Fire Chief Briscoe reviews the calls, stating December 2020 we responded to 124 calls, and in December 2019 we responded to 121 calls. Total YTD calls for 2020 are 1,466 and for YTD calls 2019 we responded to 1,618 calls. We are behind but considering everything that happened with reduced tourism it makes sense. The trucks are in for service, waiting on parts. Ladder will go in this month for annual service. We have a resolution for new tires on the brush truck. Captain Jackson found that two tires are 10 years old, and the other two are a few years away from needing to be replaced. Resolution 2021-01-02 is to replace all four tires. Administrator Hickey read the Resolution 2021-01-02 to the board. Commissioner Cochrane moves to adopt, all agree. Second by Commissioner McCurry. All Commissioners approve the resolution.

Chief Briscoe discussed facility and maintenance. We had a lot of painting done here at Station 1. Fire Chief Briscoe discussed painting of Station 2 and we have a resolution for this. Commissioner Muench asked, are you satisfied with the job? Chief Briscoe said, yes sir. Administrator Mary read Resolution 2021-01-01 to the board. Commissioner McCurry moves to adopt, all agree. Second by Commissioner Muench. All Commissioners approve the resolution.

4th Order of Business: Fire Marshal Williams discussed the opening of 400 rabbits. They have had a few issues with the fire alarm. A smoke detector was in the back near where they cook. So, we would get alarm activations a lot. The Custard shop is going slow. San Cap is going slow. Annual inspections going well. I am working on the fire alarm class, it's still being set up, hopefully the first part of February. I took the shifts to Periwinkle Place to review alarm identification. I called Florida Fire Service and got them set up to do the painting on the hydrants. They completed 200 but have 240 more to do. They are ordering paint and started on the east end and will finish the rest. He handed the annual report to the fire commissioners and reviewed all the information. Total inspections are 1061, 74 violations, total campfire permits are 52, and total collected fees are \$27,040.40. Commissioner Muench asked, I know the campfire permits had a little issue did they guys get static or was there miscommunication? Chief Briscoe said, the one problem was at Casa Ybel, Joann realized she should have called me instead of Judy. The people who had the permit didn't clean up but Casa Ybel maintenance looked it and cleaned it up, so when we looked it appeared clean and we reissued the deposit. Fire Marshal Williams said, I work Monday thru Thursday if it's during the week I go and check the sites, but if it's during my time off I text the guy patrolling the beach to look. Chief Briscoe said, after NYE I came out on New Year's Day and checked all of them. Commissioner Muench asked, is the deposit enough? Fire Marshal Williams said, it's \$50 for the permit and a \$100 refundable deposit. Chief Briscoe said, after this season we will change the rules and prices. Fire Marshal Williams said, the problem is others are having fires without permits, and we have a hard time finding whose fire is what. Chief Briscoe said, our people give the police the permit so that the officer on duty can be aware. I told them I'd shut them down. Fire Marshal Williams said, everyone gets a copy. Commissioner Muench said, as long as we are all in sync. Chief Briscoe said, yes. Commissioner McCurry asked, so we can have two different fires and we wouldn't know which was for which permit? Chief Briscoe said, the police officers go out and check the permits. Commissioner McCurry asked, but that's happening? Fire Marshal Williams said, here's an example. I go out and check one fire but find another that doesn't have a permit, of course I clean it up, but we didn't get any money for it. Chief Briscoe said, after February 14 we will change everything and come to the commissioners for approval.

5th Order of Business: Assistant Administrator Quinn discussed the districts social media output. The past 28 days have generated 3,150 post reaches, and 33 new page likes. The Firefighter/Paramedic Hiring post has received the highest post reach with over 2,400 views in less than 24 hours.

6th Order of Business: Fire Chief Briscoe discussed the CARES Act and the money we received. Of that money we recouped a little over \$48,538.59 and left roughly \$2,687.63 on the table. If we couldn't justify it, we didn't ask for it. We should have no issues getting these funds. I put out a letter of interest for the Deputy Chief position and we are excited to announce Captain Kevin Barbot will be the new Deputy Chief. He will be appointed February 1, 2021. Deputy Chief Barbot read a short speech before leaving on a call. He strongly worded that he would support the officers, chiefs, and administrative staff. Division Chief Barrett said, Kevin is one squared away guy, he'll do a fine job. Chief Briscoe said he advertised for new hires and moving forward we will be doing it differently. The physical will be first that way we eliminate any possibility of people who can't do the job, it follows other department hiring protocol, and it weeds out individuals. Dr. Benjamin Abo has agreed to sit on the board for those who make it to the oral interview. We have sent out an internal memo for the promotion of a new captain and lieutenant. We put out the promotional assessment for March 13 or 14. I will have Deputy Chief Barbot set up the exam. We have evaluators for the hiring board, and I'll find evaluators for the promotional board. We have the written test and oral interview questions. Commissioner Muench asked, how soon do we handle this? Chief Briscoe said, I waited until February 1st to promote Kevin, this is the best time to get him up to speed and for the hiring board to be developed, other than that we will have overtime but we are budgeted for it.

7th Order of Business: Firefighter John Reitenbach as union representative was on a call and wasn't able to give input.

8th Order of Business: Medical Director Dr Abo said, I want to take a moment to officially meet all the fire commissioners. I have worked a lot with Tim, and we have hit the ground running with training and good topics for the department. Everyone has been very receptive and said we can't be "paid for what we do but instead be prepared for what we do. Especially for Sanibel, the medical oversight we can make sure that the care and education is appropriate with equipment and medications.

Excited and we are looking toward getting ultrasound equipment for the trucks. After the meeting I can show you a unit I keep in my car. The only other department doing this will be Estero Fire and Rescue. We would be leading the way, it's exciting. You have a great team and I'm excited to be a part of it. Commissioner Muench said, we have heard great things. Dr. Abo said, this is why I went to medical school. Commissioner Cochrane said, we feel we made the right choice. Dr. Abo said, 25 years in EMS next month.

9th Order of Business: Fire Chief Briscoe went through Year of Service Recognition. Fire Chief Williams Briscoes- 21 years of service. Firefighter Robert Doerr- 21 years of service. Firefighter Carl Johanson- 9 years of service. Firefighter Cliff Steele- 9 years of service. Captain Tom Tracy 23 years of service.

10th Order of Business: The minutes for the December 9, 2020, commission meeting were reviewed and accepted by the Board Members. A motion was made by Commissioner McCurry to accept the minutes as presented. The motion was second by Commissioner Cochrane. There was no discussion. The motion was approved unanimously.

Meeting adjourned at 9:37 AM.

Commissioner Jerry Muench

Commissioner Bruce Cochrane

Commissioner Richard McCurry