

East Naples Fire Control and Rescue District

Board of Fire Commissioners Meeting

July 14, 2009

I MEETING OPENED at 5:30 pm

Commissioner Cannon called to order the regular meeting of the East Naples Fire Control and Rescue District's Board of Fire Commissioners at 5:30 pm on July 14, 2009, at 4798 Davis Blvd, Naples, FL. Present were Commissioners Cannon, Gibbons, Davis, and Hughes. Also present were Assistant Chief Potteiger, Deputy Chiefs Biondo, Teague, Bogert, Director Bishop, Community Relations Officer Speers, James Popiol, Ed Riley FCO, Robert Salvaggio FCO, Leo Davis, FF Chris Citak, FF Robert McGowan; EMS Chief Jeff Page; Ms. Rosie Rhodes; Administrative Assistant Mary Ann Orlick. In attendance via telephone; Chief Dyer and Commissioner Boyer.

A. Pledge of Allegiance

Commissioner Cannon opened the meeting with the Pledge of Allegiance.

B. Additions or Deletions to the Agenda

- Deputy Chief Teague added 38 A & B to Board Packet
- Assistant Chief Potteiger added the following:
 - E under #3 the audit
 - Old Business: after K email policy
 - New business: under 3 after D, change minimum bids for engines
 - Table 175 Pension Stop Start Resolution

Commissioner Davis made a motion to approve the agenda with the above additions and deletions. Commissioner Gibbons seconded the motion and it passed unanimously.

C. Approval of Minutes of the June 9, 2009 Meeting

Commissioner Davis made a motion to approve the minutes of the June 9, 2009 regular meeting. Commissioner Gibbons seconded the motion and it passed unanimously.

D. Acknowledgement of special meeting minutes.

Commissioner Davis made a motion to approve the June 24, 2009 special meeting minutes; there was no quorum; therefore a discussion only took place. Commissioner Gibbons seconded the motion and it passed unanimously.

E. Treasurer's Report

Treasurer's report is as submitted. Assistant Chief Potteiger talked about the ad valorem. We have received a check for \$680,000. Commissioner Cannon commented that we are down about \$500,000. Audit Report was included. Commissioner Davis made a motion to approve the Treasurer's report subject to audit. Commissioner Gibbons seconded the motion and it passed unanimously.

F. Awards and Recognition

Deputy Chief Bogert recognized Firefighter Chris Citak for 5 years of service.

G. Reports

1. Fire Service Steering Committee: Commissioner Davis

Commissioner Davis said the next meeting will be July 23rd, 6:00 pm, Station 30 in Immokalee.

2. Fire Administration: Assistant Chief Potteiger

a. Personnel:

1. FF Eric Clere on light duty and attending rehab.
2. FF Chris Citak injured his elbow and is attending rehab.
3. Engineer Kevin Nelmes has a knee injury and will be out 3 weeks to 1 month and is also attending rehab.

- b. **Line of Duty Deaths:** Read by Deputy Chief Teague, a moment of silence was observed.
- c. **Community Relations:** Report is as submitted.
- d. **AT-A-BOYS:** A thank you email was received from Lisa Douglass thanking ENFD for our assistance with the Jaycees annual firework display.
- e. **Other:** Nothing was submitted.
- f. **Public Comment:** No comments were brought forward.

3. Administration: Assistant Chief Potteiger

- a. **Shop:** Fuel reports, as submitted. Nate is on vacation.
- b. **Fire Code Official's Office:** Fuel report, as submitted. Ed Riley said that reviews are holding steady with 650. Our 1st review approval rate went up due to the contractors getting their permits out quicker. Commissioner Cannon asked about the fuel report and the reviews. Ed reported he received an email from Laura Donaldson regarding the new building and she is still trying to work through some issues with the owner. The Lee County Plan reviews are still looking at other options.
- c. **GRIT:** Nothing was submitted.

4. Fire Prevention: Deputy Chief Biondo

Report is as submitted. Commissioner Hughes asked Deputy Chief Biondo about inspections the Bureau has done and if they are all cataloged on computer; no, all inspection reports are however filed and on file. Chief Dyer explained some of the features the new reporting software would offer, including an index and cataloging segment for Prevention. Staff is reviewing three vendors.

5. Support Services: Director Bishop

Report is as submitted. Director Bishop talked about meetings with health care and worker's comp brokers. Reviewed the audit once it came in and everything looks good there. Greg Houchin is getting all the air conditioners serviced.

6. Plans, Policies & Integration Report: Deputy Chief Teague

Report is as submitted.

7. Fire Operations: Deputy Chief Bogert

Suppression report is as submitted. We are doing MOU training. ENFD delivered 22 medications, performed 836 procedures, and approx. 1305 different patient types.

II Old Business - On Going

- a. **Flu Shots/ VaxCare:** Deputy Chief Teague reported that we are still waiting for Dr. Tober's approval. An email with various contacts for Dr. Tober to check out has been forwarded. Dr. Tober contacted Dr. Lemons, a supporter of the program, who endorses the program saying it is a good public relations situation. Dr. Tober contacted Dr. Colfer at the County Health Department but she doesn't see the need. Dr. Colfer has not answered Chief Teague's emails or phone calls. We are running out of time and only have a six week window to get it together for our citizens.
- b. **Alternative Funding/Pension Bonds - NSTR:** Chief Dyer said there was nothing to report at this time. He had asked Merchant Capital to work up some numbers and he hopes there will be more information next month.

- c. **Dr. Tober's Allegations:** Chief Dyer said there was nothing new to report but the preliminary report will be ready within the next week.
- d. **Commissioner Cannon spoke about the Shell Bill task force meeting:** Changes were made to the draft with the attorney. As soon as the revised draft is ready it will be distributed so we can discuss at our August meeting and see if we approve or disapprove of the concept.
- e. **Headquarters Building:** Chief Dyer said there is no new information. Assistant Chief Potteiger said we are looking into the Sheriff's Office at Station 21 that is vacant. We are trying to find out what their intentions are with the building. ENFD could possibly use it as another classroom. Commissioner Cannon made the comment that we would have to buy that portion because the County owns it.
- f. **IPT Database:** Assistant Chief Potteiger explained this process will once again be done. Last year we added a bunch of addresses that were credited to other Districts' in error. We will be using the same database query that we used before to make sure the ENFD Firefighters Pension plan is getting the insurance credit it deserves from the insurance companies.
- g. **175 Pension Trustee:** Assistant Chief Potteiger received a resume and a letter of intent from Dave Becker. He has worked for Collier County EMS for 20 plus years, is an excellent Paramedic and I recommend appointing him as a Pension Trustee. Commissioner Davis' motion: I move to appoint David R. Becker as a District Resident Trustee to the East Naples Fire Control & Rescue District Firefighters' Pension Plan to serve the remainder of a term expiring on September 30, 2010 created by the resignation of Trustee Betty Hughes. Commissioner Gibbons seconded the motion and the appointment was made.
- h. **175 Stop Start Pension Plan Resolutions:** Assistant Chief Potteiger asked that this item be tabled and asked the Board if they would consider a special meeting if the State approves the resolutions. Commissioner Cannon asked what the holdup was. Assistant Chief Potteiger explained that we have asked for the State to go back and get the money from the past. The State does not have any problem moving forward but they do have a problem going back. They have to make sure that the numbers agree with both lawyers. Commissioner Cannon asked if this was retroactive from 2007-2008.
- i. **Executive Summary 2009-04 PE Equipment:** Station 20 & 21 & some to 23. Deputy Chief Bogert talked about the new PE Equipment Grant and the vendors who would be supplying it. Commissioner Davis made a motion to approve the Executive Summary for the 2009-04 PE Equipment. Commissioner Gibbons seconded and it passed unanimously. Assistant Chief Potteiger also mentioned that we did get the grant for the station exhaust systems.
- j. **GASB:** Director Bishop said that she did contact Mr. Nichols but he did not handle the GASB 45. Mr. Nichols referred us to a firm, who referred us to yet another firm by the name of Foster and Foster. Foster & Foster submitted a proposal to us but were just over \$1000 higher than Bolton and Partners. Staff has checked Bolton and Partner's references and we are providing the data that they need to start. Commissioner Cannon stated that as far as the GASB is concerned, we do not have to do this, as it is not a requirement based on the information passed out at the last meeting. He also stated that it was important that we were going for bond issuance or other financing issues. Chief Dyer explained that when we present the figures, we will ask at that time if the GASB is necessary. The Chief explained that he was learning a lot about the program.
- k. **Email Policy:** This policy clearly defines where email falls into public record. Chief Dyer explained that it is important to our exchange server. The firemen do not have access to email. Commissioner Davis made a motion to adopt Policy 2009-06

Electronic Mail Public Records Policy. Commissioner Cannon seconded and it passed unanimously.

- j. **Board of Fire Commissioners:** (Topics Initiated by the Board) Commissioner Cannon explained that we should share some the costs of the Shell Bill after we get together a task force. We should not expect one department to pay 100% of the cost. We can bring it up at the joint meeting. The Joint Commissioners quarterly meeting will be held July 29th, 5:30 pm at station 45.

III New Business

- a. **Lake Park Property:** SWFL Water Permit requirement letter, and SWFL Water Management Deed of Conservation Easement. Commissioner Hughes made a motion to approve the application, Commissioner Gibbons seconded and the motion passed 4 to 1. Commissioner Davis opposed.
- b. **Sign Posts at Station 22:** The Bayshore Gateway Triangle CRA came to us because they don't like the sign posts at Station 22. They did get a grant to help with replacing them. It will cost us approximately \$400-\$600 per sign to change them. The grant application would have to be signed by the chairman to get it started. They have also agreed to make signs for the Lake Park Property because people have been dumping there. The Board asked for more information before taking action.
- c. **1st Public Budget Meeting:** Staff will have the preliminary budget ready by August 8th. The Budget workshop will be August 18th. The 1st public meeting date was set for September 8th and the final budget meeting will be September 22nd.
- d. **Disposal of Fixed Assets:** The requested items have been junked and never taken off the books or are items that should have never been added to the fixed asset list and the usable life is over. We are asking to have these items declared surplus. Commissioner Davis made the motion to dispose of the fixed assets, Commissioner Gibbons seconded and the motion passed unanimously.
- e. **New Minimum Bids for Fire Engines:** We originally advertised the Hurricane for \$20,000 and Engine 24 for \$120,000. We have not gotten any bids or queries on these engines and it's been 4-5 months so we are asking if we can lower the Hurricane down to \$10,000; Engine 24 to \$80,000 and the Pick Up truck \$600 for both the cap and the truck. Commissioner Hughes made a motion to lower the bids of the Hurricane to \$10,000, Engine 24 to \$80,000 and the Pick Up Truck to \$600, Commissioner Gibbons seconded and it passed unanimously.
- f. **Executive Summary 2009-03 GIS Data Mapping Contract:** Chief Dyer explained that at the Boards' direction staff has found the best vendor for the computer mapping system to be installed in the engines. The executive summary explains the next step. Everyone in the county is using this except the East Naples and Golden Gate Fire Departments. Currently we use Claris Draw which is an Apple Program and it's very hard to support. The grand total is \$22,155.00. It sounds like a lot but when we start adding up all the hours Captain Chinae spends maintaining our current paper copies of each map book this will go along way with the mapping program. Commissioner Boyer asked if this program overlaps and the Chief said yes, it adds fire hydrants, hazmat and pre fire plans. Chief Dyer has seen a sample of this program at North Naples Fire Department and he is very satisfied that this is the right program. The Chief said this is just the mapping software. This is just one component of what will be done with the engine computers. We will have to add to it once we know what the Sheriff's department is doing. Commissioner Davis made a motion to approve the Executive Summary 2009-03 GIS Data Mapping Contract, Commissioner Gibbons seconded and the motion passed unanimously.
- g. **Topics Initiated By the Board:** None

SUMMARY OF ASSIGNMENTS: The Bayshore Gateway Triangle CRA beautification project regarding signs, Joint Meeting with North Naples, Staff Salaries, Budget, Dr. Tober allegations.

ADJOURNMENT:

Commissioner Cannon asked if we have a motion to adjourn. Commissioner Gibbons made a motion to adjourn. Commissioner Davis seconded the motion and the July 14, 2009 meeting was adjourned.

Commissioner Thomas G. Cannon **Date**

Commissioner Richard Gibbons **Date**

Commissioner Angela Davis **Date**

Commissioner Robert L. Hughes **Date**

Commissioner Robert A. Boyer **Date**

Respectfully Submitted by M. Orlick
Revised by T.Bishop 8/4/09