

MINUTES
EAST NAPLES FIRE CONTROL AND RESCUE DISTRICT
BOARD OF FIRE COMMISSIONERS MEETING
June 10, 2014

I. Meeting Opened

Chairman Hemping called to order the regular meeting of the East Naples Fire Control & Rescue District's Board of Fire Commissioners at 5:30 PM on June 10, 2014 at the Fire Code Office. Present were Chairman Hemping, Commissioners Cottiers, Cross, Page and Boyer. In attendance, Fire Chief Schuldt, Assistant Chief Sapp, Chief Hanson, Admin Asst. Packard, Exe. Asst. Chesser, Tony McGee, Craig Weinbaum, Chris Tobin, Walter Kopka, Dr. Robert Tober, Tony Grau, Mike Ramsey, Harry Zafiris, Ed Riley, Maggie Jani, Jackie de la Osa, Charlotte Johnson, Jamie Popiol, Linda Simmons, Shar Hingson, Kimberly Carey, Sarah Pike, George Danz, Rob Potteiger, Steve Liford, Tom Cannon, Dr. Horner and Wayne Martin.

A. Pledge of Allegiance and Invocation

Chairman Hemping opened the meeting with the Pledge of Allegiance followed by the invocation.

B. Line of Duty Deaths Reading and Moment of Silence

Chief Schuldt stated that there were a total of 5 FF fatalities for the month of May, bringing the total for 2014 to 41 followed by a moment of silence.

C. Additions and Deletions to the Agenda

None

D. Approval of the Agenda

Commissioner Cross moved to approve the agenda as drafted. Commissioner Cottiers seconded the motion. Motion passed 5-0.

E. Approval of the Board Minutes for May 13, 2014 - Regular Meeting

Commissioner Cross moved to approve the minutes for the May 13, 2014 regular meeting. Commissioner Boyer seconded the motion. Motion passed 5-0.

F. Consent Agenda

Commissioner Cross moved to approve the consent agenda. Commissioner Cottiers seconded the motion. Motion passed 5-0.

1. ENFD's Treasurer Report
2. FCO's Treasurer Report
3. Operations Report – Assistant Chief Sapp
4. Administration and Finance Report- Director Bishop
5. Logistics Report - Deputy Chief Biondo
 - a) Fire and Life Safety Report - Division Chief Hanson
6. Fire Code Officials Office
7. At -A-Boys
 - a) Collier County Food Programs Thank You – Appreciation to Lt. Insp. Mike Cruz for the excellent job in teaching a fire safety training class.
 - b) Customer Thank You – Appreciation to Lt. Insp. Brian Quinn for meeting scheduling needs, communication and positive attitude.
 - c) The Arlington at Naples Thank You – Appreciation to Lt. Insp. Steve Riley and Insp. Daniel Machin for the great job on the safety week presentation.

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G. Dr. Robert Tober – CPR Assist Devices (time specific 6:00 PM)

Chairman Hemping introduced Dr. Tober who demonstrated the CPR RsQ Assist Device that assists in the CPR process to make it easier for anyone performing CPR. The inventor, Joe Hanson who makes Naples his winter home, along with Dr. Tober's support is generously donating 30 devices to be placed on all emergency vehicles in the East Naples – Golden Gate Districts. The goal is to get these on all emergency response vehicles in the County and eventually get them distributed to public areas similar to AED's. Visit www.cprsqassist.com for more information.

Commissioner Cross thanked Dr. Tober for the demonstration and shared the Board's gratitude to both Mr. Hanson and Dr. Tober for the generous donation to the Districts.

H. FY 12-13 Audit Presentation – Auditor Tony Grau/Director Bishop

Director Bishop introduced Tony Grau of Grau & Associates who presented the ENFD and FCO FY 12 – 13 Audits.

Commissioner Cross moved to accept the ENFD 2013 September 30th Audited Financial Report. Commissioner Boyer seconded the motion. Motion passed 5-0.

Commissioner Cross moved to accept the 9/30/13 FCO Official Audit. Commissioner Boyer seconded the motion. Motion passed 5-0.

I. Awards and Recognition

1. 5 Year Service Award – Administrative Assistant Dianne McIntyre
Not in attendance.
2. 5 Year Service Award – FCO Administrative Assistant Sarah Pike
Chief Schuldt, along with former FCO Ed Riley presented a plaque to Administrative Assistant Sarah Pike for her 5 years of service.
3. Retirement Award – Fire Code Official Ed Riley
Chief Schuldt, along Asst. Chief Sapp presented a retirement plaque to FCO Ed Riley in appreciation of his many years of service to the Fire Code Office.

J. Fire Administration - Chief Schuldt

1. Fire Chief's Board Update

Chief Schuldt highlighted on the following:

- The preliminary TRIM numbers have come in. Both districts anticipate a moderate increase in taxable revenues totaling \$1,246,211. Combined the joint districts will see an average 6.88% increase in ad valorem revenue growth. A second preliminary set of numbers will be published in July and those numbers will be used in the FY 14-15 budget preparations.
Noted also was Isles of Capri, which will see a 4.598% increase in taxable value.
- FCO Ed Riley tendered his retirement effective May 31st. NNFD assumed responsibility for their fire plans review process on June 2nd. Deputy FCO Jackie de la Osa and AA Linda Simmons tendered their retirements as of June 1st and are now employed with NNFD.

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The County is to begin the fire plans review process with ENFD and GGFD but no actual transfer date has been set. The County is in the final stages of hiring so a date should be set soon.

Two fire plans reviewers along with 2 administrative staff remain at Fire Code. Once the ENFD-GGFD transfer of fire plans review to the County has been implemented, two current fire code employees will transfer employment to ENFD.

ENFD will continue to administer and manage the Fire Code Office and provide fire plans review to the remaining independent and dependant fire districts.

To keep Fire Code fully functional, East Naples Division Chief Shawn Hanson has assumed management responsibilities for all Fire Code Office operations. Deputy Fire Code Official Maggie Jani has assumed supervisory responsibilities for Fire Code Office personnel and daily operations. East Naples Deputy Director Bishop will oversee all Fire Code Office financials. An agreement with Elite Consulting has been established in order to provide one plans reviewer to assist in the plans review process.

Director Bishop has contacted a law firm to look into the legacy costs and setting up a trust associated with Fire Code for the future.

Director Bishop explained that a very qualified law firm, Bond, Schoeneck, & King has been found. A formal proposal will be coming to the Board in the near future with all the recommendations. There are three ways for this trust to be set up with the recommendation of setting up under an IRS Section 115 trust.

Chief Schuldt did state that the joint fire districts meeting in regards to Fire Code still has no date set. A tentative July 10th meeting has been proposed but no confirmation from the fire districts as of yet.

- With regard to the ALS Program; tentatively Medic 20 should be placed in service at ENFD Station 20 tomorrow, June 11th, which will provide a significant improvement to the ALS services in the area. In addition, a medic unit will be placed at Physicians Regional Hospital for additional ALS resources to help both ENFD and GGFD.

Close to initiating the ALS engine companies and the swap program in the ENFD division. The orientation process is nearing completion; looking at a possible July implementation date.

The GGFD Division is preparing to initiate a similar training program to implement ALS engine services.

- The County Fire Chiefs have initiated discussion regarding the deployment of closest unit responses. This change could potentially reduce response times countywide. Fire and EMS Chiefs support the concept but understand there are many operational issues that will need further discussion as well as formal support by the political bodies affected. The fire chiefs have agreed to discuss this issue locally and provide feedback during an upcoming countywide chiefs meeting.

This will come into play with the new communications system which will allow for enhancements; identifying units in the streets in real time.

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- In addition to the retirements from Fire Code, ENFD Lieutenant Terry Anderson tendered his retirement. Commissioner Cottiers questioned whether FCO Riley is entitled to any type of severance inside his contract. Chief Schuldt responded by stating that FCO Riley did not have an employment agreement which is similar to the other employees of the executive staff. Chairman Hemping questioned whether the Commission would want a recommendation from staff for some type of severance for all of the Fire Code employees due to the circumstances of the Fire Code Office. After discussion, the Board directed staff to come back with a recommendation of some type of extra pay to all the Fire Code employees.

K. Chapter 175 Firefighters' Pension Plan – Chairman Arroyo

Director Bishop provided an update, in Chairman Arroyo's absence:

- The annual and actuarial reports have been filed.
- The Plan has had a positive net gain.
- The next quarterly meeting is scheduled for Friday, August 15th, at 9:00 AM, in the FCO's Training Room.

L. Local 2396 Report – District President Craig Weinbaum

District President Weinbaum reported:

- District President Weinbaum has returned as the District President for ENFD.
- Merging of the two district contracts continue in order to be ready for the merger if the vote passes.
- The language for the Recognition Agreement for a seamless transition is being worked on; the new merged district will need to agree to work with the Union.
- Local 2396 President Tobin added that an MOU for interchange of personnel has been completed. This would provide for additional apparatus to be put on the street using personnel from ENFD, GGFD and including Collier County EMS. Extra manpower would mean adding additional response units, not taking away from the primary units.

Chairman Hemping moved to recess the meeting for a break at 7:02 PM. Chairman Hemping reconvened the meeting at 7:12 PM.

II. OLD BUSINESS

A. Isles of Capri Consolidation - Commissioner Page/Chief Schuldt

Chief Schuldt updated the Board stating that Isles has hired an Operations Manager, Wayne Martin, to work on the transfer of assets and bring structure to the organization during the process. The first official transitional meeting will be on June 23rd. In addition, there is a Town Hall meeting scheduled for July 10th at 4:00 PM at the Isles of Capri Community Center. The referendum language for Isles has been submitted for review and approval to the Supervisor of Elections office.

The development of the marine program has begun under the leadership of GGFD BC Andy Krajewski, with an anticipated start date of August 1.

Commissioner Page informed the Board that he has met with Isles of Capri residents who support the annexation and they have asked ENFD to help prepare an informational flyer to send out to all of the residents as well as absentee voters. Isles residents would cover the cost of the mailings. Commissioner Page has requested a copy of the flyer the County sent out prior to the straw ballot and requested that Chief Schuldt assign a staff member to help

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in the preparation of the flyer. Commissioner Page also requested the Chief work on setting a meeting with Fiddler's Creek residents as well.

Commissioner Cross had concerns with what the residents thought would happen if the vote does not go through; how to let the residents know that it will not remain the same.

Commissioner Page responded by suggesting that any of the Board members can reach out to Collier County Commissioner Henning to get the word out on what will happen if the annexation does not go through. At the first BCC meeting in July, Len Price will be bringing the recommendations of the June 23rd meeting. And this seems the perfect time to let the residents know what the outcome would be in an unfavorable vote; there are many conflicting scenarios being discussed out there. Commissioner Cross stated that he would reach out to Commissioner Henning.

Chairman Hemping stated that there is some confusion among the residents on whether the referendum is for the merger or not. Commissioner Page stated that the referendum does include language to approve the annexation at a 1.5 millage rate. The language does not address the fact that the millage rate will change from 2.0 to 1.5. Commissioner Cross feels that the rate change should try to be added to the referendum and directed staff to look into this possibility.

A clear explanation of the annexation will be included on the informational flyers.

Chairman Henning emphasized that we have been to many meetings on Isles of Capri and this needs to get done and we do whatever we need to do to make this happen. We need to make sure the constituents in the voting district understand where we are at.

B. GGF/ENFD Merger - Commissioner Hemping/Chief Schuld

Chief Schuld informed the Board that the ballot language for the merger has also been submitted. The Chief continues to attend area civic associations and answering any questions that might come up. At the recent East Naples Civic Association meeting, their Board decided to take a neutral position on the merger and not sway the voters one way or another. Staff continues to work on the draft 5 year financial projection.

Chairman Hemping reminded everyone of the merger team meeting Thursday, June 12th at 8:30 AM at the joint headquarters; the main topics will be the draft 5 year financial plan and the communication plans; both informational and campaign wise.

Commissioner Cross asked if there was any traction on legal commenting on the ability to use \$10,000 of appropriated funds for informational mailings. Director Bishop responded by saying that the funds could be used for educational purposes only without a sway of a vote one way or another. Commissioner Cross asked if the merger team had come up with anything. Chairman Hemping responded stating that a rough draft of a mailing had been brought to the last Merger Team meeting by Russell Tuff and that modifications continue.

1. Cost Savings Worksheet
The Joint District has realized a net savings of \$567,500.55.

C. District Owned Properties Updates - Commissioner Cross

1. US 41 and Outer Drive Vacant Land
Commissioner Cross reported that this property continues under the due diligence period which runs until August.
2. 951 and Sable Palm Road Update
Commissioner Cross presented two memorandums with options for the land swap. One is for 1.5 acres and the other is for 1.3 acres. The pros and cons were presented for both proposals. Commissioner Cross suggests going with the 1.3 acre proposal,

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without the additional \$30,000 cost to the District, in exchange for the District's entire 5.9 acres. This proposal will provide the District with 1.2 buildable acres. Commissioner Boyer moved to approve moving ahead with the 1.3 acre proposal for discussion. Commissioner Page seconded the motion. Motion passed 5-0.

3. **Village Falls Units 4977 and 4981 Sale Completed**
Commissioner Cross reported that the Village Falls sale is complete and the money is in the bank. Staff will bring a recommendation back on how to designate use of the impact fees that were used to purchase the Village Falls units.

III. NEW BUSINESS

A. AIW – Apparatus Purchase 3000 Gallon Water Tender – Asst. Chief Sapp

Asst. Chief Sapp presented the purchase of a very basic 3000 gallon Water Tender with a 500 gpm Hale pump.

Commissioner Cross moved to proceed with the purchase of the Pierce FXP 3000 gallon FL Tanker as outlined in Pierce Bid number 401 dated 5/15/14 submitted through the local vendor Ten-8 Fire Equipment. The purchase would be through the Florida Sheriff's Association State Bid as outlined under bid 11-10-1202 with a price not to exceed \$233,000 using option one to pay in full and receive a \$4,000 discount at the time of order.

Commissioner Page seconded the motion. Motion passed 5-0.

Commissioner Cross moved to approve the release of \$69,560.50 from the Reserve Contingency for the purchase of the Water Tender. Commissioner Boyer seconded the motion. Motion passed 5-0.

B. AIW – Apparatus Purchase 75 ft Quint – Asst. Chief Sapp

Asst. Chief Sapp presented the purchase of a 75 ft. Quint which provides the functionality of an engine and the benefits of an elevated stream with a ladder component.

Commissioner Cross moved to proceed with the purchase of the Pierce 75' HD ladder as outlined in Pierce bid number 381 dated 11/14/2013 submitted through the local vendor Ten-8 Fire Equipment. The purchase would be through the Florida Sheriff's Association State Bid as outlined under bid 11-10-1202 for a price not to exceed \$814,237.00 with funding subject to review by legal for a split between Ad Valorem and Impact Fees. Once legal review is complete, the Impact Fee percentage would be paid upfront and finance the Ad Valorem portion for 5 years with the caveat of using the money from the potential sale of the Outer Drive property to pay off the loan to avoid all the finance charges. Commissioner Page seconded the motion. Commissioner Boyer spoke heavily against the motion because he would like to see purchases of ladders that can be deployed and was under the impression engines were going to be purchased. If this purchase is data driven, Commissioner Boyer would like to see the data to support this purchase. ENFD's engines are old with excessive mileage and the need is to replace engines is right now. Commissioner Boyer thinks the data would support replacing engines. He would go along with this purchase later after the purchase of replacement engines but not at this time. Asst. Chief Sapp emphasized the need for the Quint with larger homes being built, etc. and stated that the next purchase would be for an engine which would occur after the merger. Commissioner Boyer was under the impression that at last month's board meeting, staff was directed to bring back a proposal for the purchase of an engine to which Commissioner Page clarified that the direction given last month was apparatus purchases for a Water Tender and Quint for ENFD and an engine for GGFD. Motion passed 4-1 with Commissioner Boyer opposed. Commissioner Boyer wanted it on the record that he is in support of buying engines.

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C. AIW – Salary Adjustments – Chief Schuldt

Chief Schuldt presented the salary adjustments for the updated Administration and Finance Officer Job Classification which was approved at the February BOFC meeting along with the Executive Assistant to the Fire Chief Job Classification which was approved at the May BOFC meeting. After a salary and market analysis of a dozen or so fire districts and governmental agencies, it was determined that the Administrative and Finance Officer is 9% below market while the Executive Assistant to the Fire Chief is about 26% below the market. Chief Schuldt presented maximum, minimum and midpoint salaries for each classification. Chief Schuldt recommended the approval of a 10% market adjustment for the Administration and Finance Officer which would result in a salary of \$90,816.00 and a 10% to the Executive Assistant which would result in a salary of \$47,796.00.

Commissioner Page questioned that since the Administration and Finance Officer's salary is close to the mid-point range, why not bring the Executive Assistant to the mid point range as well. Chief Schuldt responded by stating that he was trying to go with uniformity and not be overly aggressive or irresponsible. Commissioner Page stated that he would like to see both brought to the midpoint salaries. Commissioner Page went on to question the date that the Chief formally announced his administrative assistant instead of the date the job classification was approved.

Commissioner Page moved to approve both salaries be adjusted to the midpoint salary and that the Executive Assistant position be taken back to the date she was officially announced in her position in working for the Chief at GGFD. Commissioner Cross seconded the motion stating that both employees work very hard. Chairman Hemping stated that it has been recommended to look at all the non-bargaining employees' job classifications and salaries to which the Chief agreed. Chairman Hemping fully supports these salary adjustments; they are well deserved. Chief Schuldt did mention that the midpoint salary for the Administration and Finance Officer is for \$89,253.00 which is below the Battalion Chiefs salary. The Administration and Finance Officer has more authority and in doing so feels the salary should reflect that.

Commissioner Page amended his motion to adjust the Executive Assistant salary to the midpoint salary going back to the day the position was officially announced and providing for a 10% salary adjustment to the Administration and Finance Officer. Commissioner Cross seconded the amended motion. Motion passed 5-0.

D. AIW FCO Consulting Engagement Letter – Director Bishop

Director Bishop presented the FCO Engagement Letter with retired FCO Ed Riley for consulting services to utilize his historical knowledge of the Fire Code Office.

Commissioner Page moved to support staff's recommendation executing the attached agreement with retired FCO Ed Riley for support during the FCO transition. Commissioner Boyer seconded the motion. Motion passed 5-0.

E. AIW – Renovations at Station 20 Training Room – Asst. Chief Sapp

Commissioner Page moved to proceed with the repairs and renovations of the Station 20 Training/Meeting Room not to exceed \$7,000. Commissioner Cross seconded the motion. Motion passed 5-0.

F. Public Comment

None

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G. Topics Initiated by the Board of Fire Commissioners

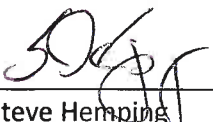
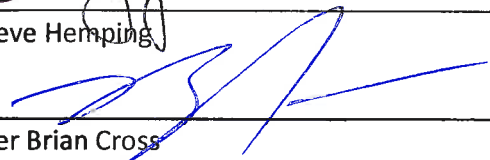


1. Commissioner Page commented how wonderful the ImageTrend reports are that Asst. Chief Sapp puts out.
2. Chief Schuldt shared how his Executive Staff as well as others are overwhelmed with work and he greatly appreciates it and the Board is seeing the benefits of these talented individuals.
3. Chairman Hemping, on behalf of the Board, appreciates everyone's help and knows all about the extra efforts everyone has been putting in. He went on to share the appreciation the Board has for the Chief's leadership throughout this process.
4. Commissioner Cross wanted to initiate discussion on when the post retirement benefit adjustments could be addressed. Chairman Hemping replied that he has seen a preliminary report from the attorneys and there is still some work to do on it. Commissioner Cross went on to say that he would table it until next time but he will be making a motion that the current sitting commissioners, effective immediately, will not accrue any post retirement benefits; he does not see any reason for the commissioners to be getting this benefit and knows of no other governmental entity that has it; let alone has it as a benefit for commissioners.

IV. SIGNATURE OF BOARD APPROVED ITEMS

1. Board Minutes for May 13, 2014 - Regular Meeting
2. FCO Consulting Engagement Letter

V. ADJOURNMENT

Chairman Cross moved to adjourn the meeting at 8:28 PM. Commissioner Boyer seconded the motion. Motion passed 5-0.

 Chairman Steve Hemping	7-8-14 Date
 Commissioner Brian Cross	7-8-14 Date
 Commissioner Charlie Cottiers	7-8-14 Date
Commissioner Robert Boyer	Date
 Commissioner Jeff Page	7/8/14 Date