

Iona McGregor Fire District Board of Fire Commissioners
February 20, 2019
6:00 PM

Meeting called to order at 6:00pm

Roll Call of Commissioners –

Present are Commissioner Louwers, Commissioner Langford, Commissioner Andersen, Commissioner Barbosa, and Commissioner Walker. Chair Walker noted a guest in the audience, James Hayden, who is a resident of the district and works at City of Fort Myers Fire Department. Also, for the record, Attorney Pringle, HR Zinger, Chief Howard, AC Comer, CFO Winzenread, DC McMillion, DC Aquil, DC Steffens, DVP Tansey, and Community Relations & Education Coordinator Contreras were all in attendance.

Opening Prayer and Pledge of Allegiance observed

Amendments to the Meeting Agenda – none

Presentations/Awards – none

Public Input on Business Agenda Items – none

Business Agenda Items (Agenda Items Requiring Action)

1) Meeting Minutes – January 16, 2019 Workshop and Monthly Meeting
Minutes were distributed prior to meeting. **Motion** (5612) to approve minutes as presented made by Commissioner Barbosa, seconded Commissioner Andersen... carried.

2) Financial Report – January 2019
Financial report was provided prior to tonight's meeting. When asked for questions or comments, Commissioner Walker inquired as to the increase in investments to which CFO Winzenread explained that Statutes regulate what State and District can invest in. He then questioned ACH payments which were included in finance report and retained earnings to which CFO informed that ACH payments, monthly payments which are automatically withdrawn from our account, have been added to the Check History section of report and appear at the end of check listings with check type as 'wire transfer' in report and explained the retained earnings. Following brief discussion, Commissioner Langford made a **motion** (5613) to approve financial report as submitted, second offered by Commissioner Louwers... motion carries with unanimous vote. Please see last three pages for approved financial report.

3) Job Description – Fire Chief
Commissioner Langford questioned the requirement of Division Chief experience and that he believes the Division Chiefs positions have only been in existence for two years. Chief Howard explained that throughout the past 15 years Division Chief positions were in place; and one previous chief restructured them to Battalion Chief status. As he did not agree with this change, upon becoming Chief, he restructured back to that of Division Chiefs. Commissioner Walker commented that job descriptions below the Chief's grade is done by the Chief, not the Board. Correct, technically, replied Chief. Are we eliminating anyone in these positions for Assistant Chief process? No, replied Chief Howard, adding that the strategic plan created pathways for moving up – functional succession program – having two levels eligible for moving up. Created pathways for all positions to be two level possible

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move up, e.g. Firefighter and Engineer can test for Lieutenant; Engineer and Lieutenant can test for Battalion Chief, etc. providing that other qualifications are met for the position. Commissioner Langford questioned if we have ever hired anyone from outside for Chief. Not hired, but we have had outside candidate participate in process. Attorney Pringle stated that the outside solicitation of candidates was a Board decision, and when next Chief selection process begins, Board will determine if wishing internal only candidates or internal/external. Commissioner Barbosa noted that he still likes having the EFO as a requirement, adding we are first in County to have that piece required, and some Chiefs in the area already have that credential. We are on the cutting edge, just like the ISO 2 rating, we were first, and others followed. With no further comments, a **motion** (5614) to approve Fire Chief Job Description as presented with EFO requirement moved to 'preferred' was made by Commissioner Louwers, second Commissioner Andersen; vote results were four in favor, one opposed (Commissioner Barbosa). Motion carries.

4) Job Description – Assistant Chief

It was noted that the same change was made to the Assistant Chief job description. **Motion** (5615) to approve Assistant Chief Job Description as presented with EFO requirement moved to 'preferred' made by Commissioner Andersen, second Commissioner Langford... four in favor, Commissioner Barbosa opposed. Motion carries.

1) Executive Report

Chief began by stating that report was included in packet and is available for questions. We have updated some of the strategic plan information although it had not been done on a quarterly basis. Chief Comer has researched software and we have decided to utilize the Planner program which is a modified version of the previous Microsoft Project Manager program. The Commissioner devices have been purchased; however, the set up has not yet been done.

Chief briefly reviewed the Strategic Plan goal update information – there are 22 tasks under the objectives, which are under the goal. We update the Strategic Plan annually and look to Board for additional areas or modifications to the goals and objectives. All 22 tasks have had some activity with two items having been completed. Commissioner Walker stated that he would like to receive information in paper format to which Chief affirmed could be given. At a glance, electronic version is easy to follow, stated Commissioner Louwers. Commissioner Andersen agreed that electronic format is easier than paper copy. Following the presentation and format discussion, Commissioner Walker asked how we get rid of the hydraulic tools. Chief discussed various disposal options, depending upon the condition of item, we may sell, auction, or donate used tools to other agencies, agencies in other countries if item no longer meets US standards, adding that we have donated items to Dominican Republic in the past.

Chief mentioned the Interlocal Agreement with southern departments for a closest unit response regardless of jurisdiction. There has been interest from another agency to be added; and will bring to the board at next meeting. Chief introduced Megan to Board and briefly described some of her credentials and the duties that she will be performing. Commissioner Walker stated he would like the Executive Report and other reports that are voted on to be included in the minutes. Commissioners Walkers **motioned** (5616) to have any written report be part of the minutes as presented, and a synopsis is included as well, with no second, motion

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withdrawn. **Motion** (5617) to receive Executive Report was made by Commissioner Walker, second by Barbosa... carried.

2) Attorney Report

Attorney Pringle informed that the proposed Amendment of Chapter 191 of Florida Statutes continuing; a form of amendment has been pre-filed and is under review with legislative staff. There are sponsors in House and Senate as of today; however, this may change when their names are to be added. **Motion** (5618) to receive the attorney report was made by Commissioner Langford with a second from Commissioner Louwers... carried.

3) DVP Reports – Districts 7 & 25

District 7 – DVP Tansey informed Board that everything is good.

District 25 – No report

Public Input on Non-Business Agenda Items –

James Hayden spoke on surplus equipment, adding that the City of Fort Myers Fire Department has a relationship with the Dominican Republic and has also had success using GovDeals to dispose of equipment.

Commissioner Comments – none

Adjournment

Motion to adjourn meeting made by Commissioner Langford, second Commissioner Louwers... carried.

Meeting adjourned at 7:02 pm

Approved by: _____

Print Name: _____

**IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
FINANCIAL REPORT NOTES
BALANCE SHEET AND STATEMENTS OF REVENUES AND EXPENDITURES
(UNAUDITED)
For the four Months Ended January 31, 2019**

Notable items on the Balance Sheet:

Cash and Investments

The rate of return on surplus funds held in Florida PRIME (Florida Local Government Investment Pool) increased to 2.67% for the month of January, up from 2.56% in December.

Liabilities

Liabilities totaling \$20,550 consist of amounts withheld from employees' pay for required retirement contributions.

Notable items on the Statements of Revenues and Expenditures:

Revenues

- Received approximately \$766,000 in ad valorem tax revenues during the month of January. To date the District has received about 88% of the annual budgeted total.
- Received the first quarterly distribution of impact fees of approximately \$20,000 (impact fees are restricted and are currently used to pay principal and interest on the capital lease from the construction of Station 75)
- Interest on invested surplus funds totaled \$31,667

Expenditures

Notable expenditures for the month of January include:

- Annual installment on capital lease for air packs - \$62,251
- Progress payment on annual audit for 2018 - \$11,000
- Annual contribution to VEBA (Iona McGregor Retiree Insurance Trust) - \$470,963

Total expenditures reflect 32.44% of budget and are within expected ranges.

Other Notes:

The monthly check listing now includes electronic payments as well as checks. The electronic payments have check numbers that start with "W" and show "Wire Transfer" as the check type. The wire transfer notation is the default of the accounting software; however, the electronic payments are processed through ACH transactions.

ASSETS

CASH

Operating Account - BB&T	\$ 927,135.67	
Operating Account - BankUnited	944,992.40	
Petty Cash	<u>100.00</u>	
Total CASH:		1,872,228.07

INVESTMENTS

Investments - SBA	11,468,270.11	
Investments - BB&T Money Rate Savings	1,005,839.28	
Money Market - BankUnited	3,519,906.05	
Investments - 5/3 Bank	<u>596,940.08</u>	
Total INVESTMENTS:		16,590,955.52

ACCOUNTS RECEIVABLE

Accounts Receivable	<u>2,305.21</u>	
Total ACCOUNTS RECEIVABLE:		<u>2,305.21</u>

Total ASSETS:

\$ 18,465,488.80

LIABILITIES

FRS - Employee Contribution - ADMIN	3,404.21	
FRS - Employee Contribution - OPS	<u>17,145.62</u>	
Total LIABILITIES:		20,549.83

EQUITY

Retained Earnings-Current Year	10,734,030.23	
Prior Year Revenues Over/(Under) Expenditures	776,646.20	
Fund Balance	<u>6,934,262.54</u>	
Total EQUITY:		18,444,938.97

Total LIABILITIES & EQUITY:

\$ 18,465,488.80

IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
SUMMARY STATEMENT OF ACTIVITIES - GENERAL FUND
For the Four Months Ended January 31, 2019 (Unaudited)

Revenues	Amended		Variance	
	Budget	Actual	\$	%
Cash Carry Forward	\$ 7,362,557			
Ad valorem taxes	19,620,023	\$ 17,250,207	\$ (2,369,816)	87.92%
Permits, Fees & Special Assessments	75,000	19,918	(55,082)	26.56%
Intergovernmental	47,040	-	(47,040)	0.00%
Charges for services	55,000	28,042	(26,958)	50.99%
Miscellaneous	227,000	103,286	(123,714)	45.50%
Proceeds from debt	-	-	-	N/A
Total Revenues	20,024,063	17,401,453	(2,622,610)	86.90%
Total revenues and cash carry forward	<u>27,386,620</u>			
Expenditures				
Personnel services				
Salaries	10,338,780	3,389,224	6,949,556	32.78%
Benefits	5,513,428	1,972,672	3,540,756	35.78%
Operating Expenditures				
Professional and contractual	762,222	451,674	310,548	59.26%
Travel	84,050	15,869	68,181	18.88%
Communications & freight	133,850	34,196	99,654	25.55%
Utilities, equipment rental, and insurance	289,603	123,034	166,569	42.48%
Repairs and maintenance	578,013	131,091	446,922	22.68%
Other operational and administrative	463,362	205,361	258,001	44.32%
Supplies, tools & small equipment	394,809	112,748	282,061	28.56%
Education and training	112,940	26,364	86,576	23.34%
Capital expenditures	1,426,886	22,868	1,404,018	1.60%
Debt service	456,850	182,323	274,527	39.91%
Total Expenditures	20,554,793	6,667,423	13,887,370	32.44%
Revenues over/(under) expenditures	<u>(530,730)</u>	<u>\$ 10,734,030</u>	<u>\$ 11,264,760</u>	
Fund Balance/Cash Carry Forward	<u>6,831,827</u>			
Total expenditures and reserves	<u>\$ 27,386,620</u>			
		<u>JANUARY</u>	<u>DECEMBER</u>	
Cash Balances				
BB&T - Operating		\$ 927,136	\$ 1,102,459	
BankUnited - Operating		944,992	2,136,931	
Petty Cash		100	100	
		<u>1,872,228</u>	<u>3,239,491</u>	
Investments				
General - SBA - Fund A		11,468,270	12,941,406	
BB&T Money Market		1,005,839	1,005,686	
BankUnited Money Market		3,519,906	2,010,440	
5/3 Bank		596,940	595,789	
		<u>16,590,956</u>	<u>16,553,320</u>	
Total Cash and Investments		<u>\$ 18,463,184</u>	<u>\$ 19,792,810</u>	

Submitted for approval on February 20, 2019

Approved By: _____

(Signature)

