

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

Meeting called to order at 6:02 p.m.

Roll Call of Commissioners – Present are Commissioners Louwers, Langford, Andersen, Barbosa, and Walker.

Opening Prayer and Pledge of Allegiance observed

Amendments to the Meeting Agenda – none

Public Input on Business Agenda Items – none

Business Agenda Items (Agenda Items Requiring Action)

1) Meeting Minutes – February 20, 2019

Minutes were distributed prior to meeting. **Motion** (5619) to adopt minutes as presented made by Commissioner Andersen, second Commissioner Langford... carried.

2) Financial Report – February 2019

Financial reports distributed prior to tonight's meeting. Commissioner Walker inquired about the revenue, County discounts, and other general items which were addressed by CFO Winzenread. He indicated that the high percent of received revenue could be due to better economy and taxes being paid early to take advantage of the discount – 4% if paid in November; 3% if paid in December; 2 % if paid in January, and 1% if paid in February. Commissioner Louwers asked if there is another vendor where we could get second opinion for repairs of apparatus. Chief informed that it is difficult to find EVT certified technicians in the area. Following financial inquiries and responses **motion** (5620) to approve financial reports as submitted made by Commissioner Barbosa with second offered by Commissioner Andersen... carried. Please see pages 4-6 to review approved financial reports.

3) Interlocal Agreement – Closest Unit Response

Chief briefly addressed this item and informed as to what the closest response system is and how it is handled. Commissioner Walker questioned where request came from, and the lack of participation by South Trail. Chief informed he has presented the item adding that the item has been ongoing for many years and all current participants are in favor of extending the agreement throughout County. Chief Howard briefly addressed the relationship of South Trail and Fort Myers Fire Department. Commissioner Louwers inquired how many calls do we run out of District and received response of 300-350 to South Trail and receive 200-250 from Fort Myers Beach, also may respond to Sanibel. Chief added that we may give more to some departments than we get but they also give to other agencies more than they receive. Commissioner Louwers questioned if can see in future of receiving revenue for providing service. Chief stated if responding becomes a tremendous cost could address charging in the future. Attorney Pringle also addressed the potential charge for service clause in the agreement stating the goal of language is to give responding agencies ability to collect from third parties, not other agencies. Following discussion, **motion** (5621) to authorize Chief to execute amended Closest Unit Interlocal Agreement including addition of City of Fort Myers Fire Department was made by Commissioner Louwers, second Commissioner Barbosa... carries.

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4) Employment Agreement Second Addendum

Chief Howard gave summary of recent salary survey results of the south six departments. Since October 2018 several conversations regarding salary comparisons have occurred. We reached out to the departments and compiled the received information into a salary matrix. From the matrix, a step range was developed and only included Chief's proposed range to Board as it is set by Board. In addition, also looking to extend agreement to 2023. Chief added that the step structure is new to the current pay program, but administrative positions have had steps in past. Time between steps is one year, as with the Collective Bargaining step system whereby the next step is achieved at the employee's annual promotion date.

Attorney Pringle explained that and any other changes to the Chief's Employment Agreement would be an additional addendum adding that it within Chief's purview to address wages of administrative staff to hire and fire for all non-bargaining employees within the confines of the budget. Attorney addressed the proposed modification to Chief's employment agreement which includes a 'step-based' salary structure. Commissioner Louwers added that he had conversations about Chief making adjustments with administrative pay; and believes that as long as in budget should be allowed to. He likes the step system as it makes sense. Chief Howard informed that the goal is to have every employee, specifically firefighters, the middle of the pay range of south six departments. Commissioner Louwers stated that he thought the process that was completed is good and makes sense.

Following discussion, **motion** (5622) to approve the second addendum of Chief's employment agreement with provisions described and with salary structure as in Exhibit A; and authorize the Chair to sign was made by Commissioner Walker, second Commissioner Barbosa. Commissioner Walker suggested a voice vote with the results of:

Commissioner Walker – yes, Commissioner Barbosa – yes, Commissioner Andersen – no, Commissioner Langford – no, Commissioner Louwers – yes. Motion carries with 3/2 vote.

5) Investment Account – Florida Fixed Income Trust (FIT)

Attorney Pringle addressed the investment of funds that are not currently being utilized whereby additional income can be earned and statute 218.415 allows for this action to be taken. Already investing with another entity. Looking to add second investment entity through Interlocal Agreement with other governmental agencies. CFO Winzenread stated 50% will stay with Prime and 50% will go to Trust and both will be reported on financial report. Attorney Pringle briefly reviewed several provision in the proposed resolution, and read title into the record as Resolution 2019-01 "A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE IONA MCGREGOR FIRE PROTECTION AND RESCUE DISTRICT, LEE COUNTY, FLORIDA, TO APPROVE THE PLACEMENT OF DISTRICT FUNDS WITH FLORIDA FIXED INCOME TRUST ("FLORIDA FIT"); TO RESCIND ALL RESOLUTIONS IN CONFLICT; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR LIBERAL CONSTRUCTION; TO PROVIDE FOR SCRIVENER'S ERROR; TO PROVIDE FOR AN EFFECTIVE DATE..."

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Following discussion and the reading of resolution title, Commissioner Andersen **motioned** (5623) to approve the establishment of an investment account for District surplus funds with FL-FIT and designate Chief Howard and CFO Winzenread as authorized Traders and execute required documentation, second offered by Commissioner Louwers. As this is through resolution, a roll vote is needed.

Role vote – Commissioner Andersen – yes
Commissioner Barbosa – aye
Commissioner Langford – yes
Commissioner Louwers – yes
Commissioner Walker – yes

Motion carries, resolution adopted.

6) Executive Report

Chief informed new Community Relations person is doing great. In her action with media we are getting good coverage and exposure, adding that the report was submitted, and he is available for questions. **Motion** (5625) to accept Executive report was made by Commissioner Barbosa with second offered from Commissioner Louwers... approved.

7) Attorney Report

Attorney Pringle said that the proposed bill amending chapter 191 has been removed from further consideration in this legislative session. There were some folks that opposed the bill and campaigned hard to kill it. Commissioner Louwers stated we had opportunity to get flag pole from Perkins; however, after research, it is not cost effective to move and would like to see about fundraiser for a larger flagpole flag to fly National flag and Iona flag below. Commissioner Barbosa made **motion** (5626) to accept attorney's report, Commissioner Louwers seconded... approved.

8) DVP Reports – Districts 7 & 25

District 7 – DVP Tansey reported that MDA drive efforts of Iona raised \$12,138, adding that this year Local 1826 had a \$200,000 goal which they exceeded by raising over \$250,000.

District 25 – No District 25 representative present at time of item

Public Input on Non-Business Agenda Items – none

Commissioner Comments – Commissioner Louwers mentioned and apologized that he gave his comment about flag at the wrong time.

Adjournment

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

Meeting adjourned at 7:52 p.m.

Approved by: _____ Date: _____

Print Name: _____

**IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
FINANCIAL REPORT NOTES
BALANCE SHEET AND STATEMENTS OF REVENUES AND EXPENDITURES
(UNAUDITED)**

For the five Months Ended February 28, 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) decreased one basis point to 2.66% for the month of February. The BB&T accounts are effectively closed as of 2/28/19 with a balance of \$95.

Liabilities

Liabilities totaling \$19,398 consist of amounts withheld from employees' pay for required retirement contributions.

Notable items on the Statements of Revenues and Expenditures:

Revenues

- Received approximately \$671,000 in ad valorem tax revenues during the month of February. To date the District has received almost 92% of the annual budgeted total.
- Received the first two quarterly payments for the space rented to Lee Co. EMS under the new agreement in the amount of \$14,927. The payment is net of \$1,800 previously paid by Lee Co. at the old agreement rate.
- Interest on invested surplus funds totaled \$30,047 for the month of February.

Expenditures

Notable expenditures for the month of February include:

- Annual renewal of maintenance agreement for cardiac monitors - \$14,251
- Significant repairs to the cooling system of Truck #74 - \$18,023
- 2nd quarterly debt service payment for apparatus capital lease (2 engines) - \$25,011

Total expenditures reflect 38.79% of budget and are within expected ranges.

IONA MCGREGOR FIRE DISTRICT (IMF)

ASSETS

CASH

Operating Account - BB&T	\$	94.78	
Operating Account - BankUnited		942,966.14	
Petty Cash		100.00	
		<u> </u>	
Total CASH:			943,160.92

INVESTMENTS

Investments - SBA		13,425,561.43	
Money Market - BankUnited		2,894,634.75	
Investments - 5/3 Bank		598,024.41	
		<u> </u>	
Total INVESTMENTS:			16,918,220.59

ACCOUNTS RECEIVABLE

Accounts Receivable		1,975.89	
		<u> </u>	
Total ACCOUNTS RECEIVABLE:			1,975.89

Total ASSETS: \$ 17,863,357.40

LIABILITIES

FRS - Employee Contribution - ADMIN		3,404.79	
FRS - Employee Contribution - OPS		15,992.98	
		<u> </u>	
Total LIABILITIES:			19,397.77

EQUITY

Retained Earnings-Current Year		10,133,050.89	
Prior Year Revenues Over/(Under) Expenditures		776,646.20	
Fund Balance		6,934,262.54	
		<u> </u>	
Total EQUITY:			17,843,959.63

Total LIABILITIES & EQUITY: \$ 17,863,357.40

IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT
SUMMARY STATEMENT OF ACTIVITIES - GENERAL FUND
For the Five Months Ended February 28, 2019 (Unaudited)

Revenues	Amended		Variance	
	Budget	Actual	\$	%
Cash Carry Forward	\$ 7,362,557			
Ad valorem taxes	19,620,023	\$ 17,901,207	\$ (1,718,816)	91.24%
Permits, Fees & Special Assessments	75,000	19,918	(55,082)	26.56%
Intergovernmental	47,040	-	(47,040)	0.00%
Charges for services	55,000	35,496	(19,504)	64.54%
Miscellaneous	227,000	149,939	(77,061)	66.05%
Proceeds from debt	-	-	-	N/A
Total Revenues	20,024,063	18,106,559	(1,917,504)	90.42%

Total revenues and cash carry forward 27,386,620

Expenditures				
Personnel services				
Salaries	10,338,780	4,125,715	6,213,065	39.91%
Benefits	5,513,428	2,365,770	3,147,658	42.91%
Operating Expenditures				
Professional and contractual	762,222	474,574	287,648	62.26%
Travel	84,050	19,906	64,144	23.68%
Communications & freight	133,850	52,251	81,599	39.04%
Utilities, equipment rental, and insurance	289,603	149,227	140,376	51.53%
Repairs and maintenance	578,013	175,511	402,502	30.36%
Other operational and administrative	463,362	215,425	247,937	46.49%
Supplies, tools & small equipment	394,809	129,197	265,612	32.72%
Education and training	112,940	33,493	79,447	29.66%
Capital expenditures	1,426,886	25,104	1,401,782	1.76%
Debt service	<u>456,850</u>	<u>207,334</u>	<u>249,516</u>	45.38%
Total Expenditures	20,554,793	7,973,508	12,581,285	38.79%

Revenues over/(under) expenditures (530,730) \$ 10,133,051 \$ 10,663,781

Fund Balance/Cash Carry Forward 6,831,827

Total expenditures and reserves \$ 27,386,620

	FEBRUARY	JANUARY
Cash Balances		
BB&T - Operating	\$ 95	\$ 927,136
BankUnited - Operating	942,966	944,992
Petty Cash	100	100
	<u>943,161</u>	<u>1,872,228</u>
Investments		
General - SBA - Fund A	13,425,561	11,468,270
BB&T Money Market	-	1,005,839
BankUnited Money Market	2,894,635	3,519,906
5/3 Bank	598,024	596,940
	<u>16,918,221</u>	<u>16,590,956</u>
Total Cash and Investments	\$ <u>17,861,382</u>	\$ <u>18,463,184</u>

Submitted for approval on March 20, 2019

Approved By: _____

(Signature)

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