

**Matlacha/Pine Island Fire Control District
Minutes for Regular Commissioners Board Meeting
December 16, 2020**

Call to Order: Commissioner Player called the meeting to order at 5:03 p.m.

Invocation: Mr. Pritt led everyone in the invocation.

Pledge of Allegiance: Commissioner Player led everyone in the Pledge of Allegiance.

Roll Call: Commissioner Player, Cammick, Dreikorn, DeLacey, and Price were present. Chief Mickuleit, Deputy Chief Brant, Assistant Chief Davis, Mrs. Grady, Renee Lynch, Captain Simer, Captain/DVP Barr, and Administrative Assistant Miles were present. Guests: Darlene Soler, Ila Valcarcel, Bob and Penny Pritt, and Angie Young.

Setting of Agenda: Commissioner Player asked if there were any changes or public comment on the agenda. Chief Mickuleit responded, that admin would like to add the interlocal agreement with Lee County for COVID relief to new business. **Commissioner Dreikorn moved to approve the agenda as amended, Commissioner Price seconded. Motion passed unanimously.**

Public Comment – Agenda Items: None

Approval of Minutes:

1. November 18, 2020 Regular Meeting Minutes – Ila Valcarcel asked about the possibility of moving back to virtual meetings, and Chief explained, that without a Governors order, we are not able to go back to virtual meetings. She also asked about the \$40k saved on hose, and Chief clarified that with the savings we were able to get an upgraded hose. **Commissioner Cammick moved to accept minutes as presented. Motion seconded by Commissioner Dreikorn. Motion passed unanimously.**

Treasurers Report: 11/14 – 12/11/2020 Treasurer’s Report presented by Commissioner Dreikorn. Admin Asst. Miles informed the Board of a correction in a formula, causing the totals to be incorrect. Commissioner Dreikorn asked to put the approval of the summary off until next meeting, when it can be corrected.

Cash Disbursements: 11/14 – 12/11/2020 **Commissioner Cammick moved to accept the cash disbursements as presented. Motion seconded by Commissioner Dreikorn. Motion passed unanimously.**

Accountants Compilation Report: Presented by Renee Lynch. **Commissioner Cammick moved to accept Accountants Compilation Report. Motion seconded by Commissioner Dreikorn. Motion passed unanimously.**

Commissioners’ Expenses: None

Guest Speakers: None

Firefighters: None

Union: DVP Barr spoke about the union’s involvement in the community. They are striving to increase their representation in the community through involvement with the Kiwanis. This year the guys stepped up and have adopted two children at the elementary school, whose families are going through hard times, to purchase Christmas gifts for. Additionally they have purchased gifts for local elderly through the Beacon of Hope again this year. Commissioner Player mentioned

**Matlacha/Pine Island Fire Control District
Minutes for Regular Commissioners Board Meeting
December 16, 2020**

that there have been talks of a Pine Island Cares conglomerate, including at least one representative from each community organization on the island to get together to share ideas and opportunities. Which might be a good place for the guys to get involved.

Old Business:

1. *Purchasing Policy:*

Renee Lynch presented a draft of the new purchasing policy to the board, with the correction of adding Chief and Dep Chief to the list of signors, since they are already signors. She gave a brief overview of the policy and noted the controls in place that the auditors prefer to see included. Ila Valcarcel had a question about limits to online payments and when the Board would be notified of a change to vendors or amounts. There was discussion about setting a maximum, and how it is not easily done, given that depending on the vendor the amounts will be significantly different. The Commissioners felt that administration had a good handle on the regular monthly expenditures and any significant change would be discussed at least at the monthly meetings when the Board approves the Cash Disbursements detail. Mrs. Valcarcel also asked about stop payments and digital copies of invoices. Renee informed her that stop payment fees may not be charged in the case of a small check paid to an employee and Chief informed her that there are currently no digital copies of invoices, although they have been looking into it. **Commissioner Cammick moved to accept the proposed policy with the amendment originally stated. Motion seconded by Commissioner Price. Motion passed unanimously.**

2. *MERT Hurricane Plan:*

Captain Simer, who is also the MERT coordinator presented the plan that he has been working on since the previous meeting where the Board brought up the concern with marine response during storms. There was discussion of jurisdiction and that legally the only agencies covered when requiring a boat to move and towing it to a safe location is the Sheriff and FWC. Captain Simer has reached out to both agencies as well as the head of Lee County MERT response about the proactive options that we can take in order to help prevent issues in the future. Everyone that he spoke to was completely on board and hopes to make this a county wide effort going forward. Chief noted that once completed this policy will be added to the District's Hurricane Policy. **Commissioner Dreikorn moved to approve this policy. Commissioner Price seconded. Motion passed unanimously.**

New Business:

1. *Fitness Challenge:*

Chief presented to the Board the plan for a fitness challenge within the district starting the beginning of January 2021. Cigna has allocated \$1,000 that we can get reimbursed if spent towards the health of our employees. The email included in your packet shows that Cigna would consider this challenge to be reimbursable. Our plan is to have small monthly winners who will receive gift cards and then one larger prize for the overall winner at the end of the year. Captain Simer clarified to the board that the challenge will not only focus on one area like BMI, but a combination of all areas of health and fitness.

**Matlacha/Pine Island Fire Control District
Minutes for Regular Commissioners Board Meeting
December 16, 2020**

Everyone participating will perform a baseline test to determine their starting point and put everyone on a level playing field. All the information will be held by Captain Simer confidentially and administration will have no part in determining winners, in order to make sure it is as fair as possible. The Chief just would like the approval of the Board before purchasing the prizes. **Commissioner Price moved to allow admin to purchase the prizes needed for the challenge going forward. Commissioner Dreikorn seconded. Motion passed unanimously.**

2. ***Agenda for January Workshop Meeting:***

Chief asked the Board what they would like to see on the agenda for the first workshop meeting. There was discussion about budget and future capital expenditures. It was clarified that the workshop meeting will be the Monday prior to the January Board meeting at 5:30 pm.

3. ***Renewal of Medical Director Contract:***

Chief informed the Board that this contract would run through June 2021, and would provide the District coverage so that we can continue to use Narcan. We are still looking into a new medical director for the future. **Commissioner Dreikorn moved to approve the contract. Commissioner Cammick seconded. Motion approved unanimously.**

4. ***Resolution 2021-003 A Resolution to Dispose of Property:***

A RESOLUTION OF THE MATLACHA/PINE ISLAND FIRE CONTROL DISTRICT OF LEE COUNTY, FLORIDA, AUTHORIZING THE REMOVAL OF CERTAIN FIXED ASSETS AS SET FORTH IN FLORIDA STATUTES 274, IN ACCORDANCE WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES, AND BOARD OF COMMISSIONERS FIXED ASSETS PROCEDURES; PROVIDING FOR AN EFFECTIVE DATE. Commissioner Cammick moved to approve the presented resolution. Commissioner Price seconded. Motion approved unanimously.

5. ***Interlocal Agreement:***

Chief presented the agreement to the Board and explained that \$76k was allocated to the District for COVID relief and that Administration felt that this was an easier and faster avenue than FEMA. There has been discussion with other Chief's throughout the county and the County is encouraging the Districts to apply for all that they were allocated. Including payroll and benefits. However, these amounts should be held by the district until a final decision is made by the US Treasury, because some salary and wage funds may need to be paid back if not approved. Motion made by **Commissioner Dreikorn to have Chief Mickuleit sign the interlocal agreement on behalf of the district. Commissioner Price seconded. Motion approved unanimously.**

**Matlacha/Pine Island Fire Control District
Minutes for Regular Commissioners Board Meeting
December 16, 2020**

Chief's Report: Brief discussion on the following items:

1. We would like the Boards approval to donate the old hose to either other fire districts or community members, depending on need. None of the hose has property control numbers so an official resolution is not needed. We just wanted to inform the board of how we planned on getting rid of it once our new hose comes in.
2. In the next few weeks the District is expected to be offered a COVID-19 vaccination. We polled the employees and only about 20% are willing to receive the vaccine. We will not be requiring our employees to receive the vaccine, but it will be offered to all employees once it becomes available.
3. Santa Sighting was a huge success. We handed out about 200 stuffed animals and replied to about 40-50 Santa letters. Thanks to all the staff that helped put on the event, we couldn't have done it without them.
4. The Boat and Golf Cart Parades were a success as well. Commissioner Price thanked the District for participating in the golf cart parade, it was a big success for their community. Captain Simer spoke on the boat parade, they had a great time and lots of good words from those in the community. Additionally they took the opportunity to do man overboard training with the new guys before the parade, so it worked out well.
5. Paramedic school starts in January. Once completed we will be able to have one ALS truck full time. We plan on taking baby steps with the first round and see just how much it is going to cost the District before sending more guys. But we are excited for this new opportunity to serve the community.
6. Thank you to Ila Valcarcel for serving on the Board!
7. Thank you to Mr. and Mrs. Pritt for your years of service for the Board!

Public Comment – General: None

Good of the District:

1. Commissioner Dreikorn thanked Angie Young, union representative, for attending.
2. Commissioner DeLacey thanked the guys for the quick response that saved her dad's life. She is happy to say that he is out of the hospital and recovering in a rehab facility after suffering a massive stroke.

Adjournment:

Commissioner Cammick moved to adjourn. Motion seconded by Commissioner Dreikorn. Motion passed unanimously.

Meeting adjourned.

Respectfully submitted,

Sarah Miles

District Administrative Assistant

Board Secretary