

**Matlacha/Pine Island Fire Control District
Minutes for Regular Commissioners Board Meeting
September 27, 2023**

Call to Order: Commissioner Player called the meeting to order at 5:30 p.m.
Invocation, pledge and roll call were completed at the final budget hearing.

Chief Mickuleit, Assistant Chief Davis, Assistant Chief Allen, Administrative Assistant Miles, Accountant Renee Lynch, and Attorney Zach Liebetreu were present.
Captain Simer and Captain Barr.
Public: Tom Finnal and Deputy Chief of Cape Coral Michael Russell.

Setting of Agenda: Commissioner Price moved to approve the agenda as presented. Motion seconded by Commissioner DeLacey. Motion passed unanimously.

Approval of Minutes: August 16, 2023, Special Meeting Minutes Commissioner Price moved to accept the minutes as presented. Motion seconded by Commissioner Hernandez. Motion passed unanimously.

August 23, 2023, Regular Meeting Minutes Commissioner Price moved to accept the minutes as presented. Motion seconded by Commissioner Hernandez. Motion passed unanimously.

Treasurers Report: 8/19/23 – 9/22/23 Presented by Admin Assistant Miles. Commissioner Hernandez moved to accept the Treasurers Report as presented. Motion seconded by Commissioner Price. Motion passed unanimously.

Cash Disbursements: 8/19/23 – 9/22/23 Presented by Admin Assistant Miles. Commissioner Price moved to accept the cash disbursements as presented. Motion seconded by Commissioner DeLacey. Motion passed unanimously.

Accountants Compilation Report: Accountant Renee Lynch presented the month end report for August 31, 2023, Commissioner Price moved to accept Accountants Compilation Reports. Motion seconded by Commissioner DeLacey. Motion passed unanimously.

Commissioners' Expenses: None.

Guest Speakers: None.

Public Comment: No public comment.

Firefighters: Captain Simer updated the Board on a never done before training that is in the works.

Union: Captain Barr updated the Board, everything is good with the union.

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Old Business:

1. **Station 2 land acquisition:** the deed is complete, and we are just waiting on paperwork with the county. We are having issues with mold at the station and have moved the crews out of the station for mitigation. We were able to use a community members RV for a few days, but it was not adequate, and we have since moved the crew to Station 1. We looked into other options as well, Air B&B's and trailers all would have been quite costly for the short period of time that we needed it. Given the urgency of the matter and the need to get the Station up and running again we have moved quickly to get the air conditioning replaced (using the company that we have our maintenance contract with) and mediation company come in to make the necessary repairs. To date we have spent close to \$10,000 on this issue and hope to have the crew back in as soon a possible, once it passes the air quality test.
2. **Hurricane Restoration Update:** Chief updates, Station 1 also has a mold concern upstairs, we believe that it is related to the air conditioning unit. **Commissioner Price moved to spend up to \$25,000 to replace the air conditioning unit and or duct work if that is what is needed to remediate the moisture issue. Motion seconded by Commissioner Hernandes. Motion passed unanimously.**
Station 3 is completed and Station 4 is just waiting on a custom door to replace the damaged front doors.

New Business:

1. Resolution 2023-011 Commitment of Fund Balances
Accountant Renee Lynch presented the resolution and explained the commitment of fund balances is done each year, to match what the Board budgets for each year.
A RESOLUTION OF THE MATLACHA/PINE ISLAND FIRE CONTROL DISTRICT OF LEE COUNTY, FLORIDA, ADOPTING AMOUNTS OF COMMITMENTS AND ASSIGNMENTS OF FUND BALANCE AT SEPTEMBER 30, 2023 PURSUANT TO THE FUND BLANACE POLICY, AS AMENDED.
Commissioner Hernandez moved to approve the amendment as presented. Motion seconded by Commissioner DeLacey. Motion passed unanimously.

Chief's Report:

- The most recent update on the engine that was ordered last year is that it has been pushed out another year. We are in discussions with E-One and will updated the Board as we know more.
- As of 9/22/23 the District is officially a non-transport advanced life support provider!
- We have received all of the paperwork back on the FEMA loan. Administration will be moving forward, but no draws on the loan will happen without prior approval of the board.
- There was discussion of forming an audit committee for future years audits. We have been with CLA for quite some time now and it would not be a bad idea to see our options.
- October is busy with Fire Prevention Week as well as Open House and other fall festivals.
- A Hurricane Ian Remembrance is being held in Matlacha tomorrow evening.
- Assistant Chief Davis gave the call report for August 2023.

Commissioner Price commended Administration of the achievement of ALS and noted what a great thing it is to be able to provide to our community!

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Public Comment:

None.

Good of the District:

- Renee is officially retiring from the District! We will miss her greatly!! The Board and Administration thanked her for all that she has helped us accomplish over the years. We would not be where we are today if it wasn't for her!
- Many events in October. Fire prevention 9th-13th, Halloween Festival 21st, Fall Festival 27th, Open House 28th and Halloween 31st.

Executive Session:

Resolved into an executive session at 6:04 pm

Resolved back into regular session at 6:25 pm

Commissioner Hernandez moved to approve the union contract changes for 2023/24. Motion seconded by Commissioner DeLacey. Motion passed unanimously.

Adjournment:

Commissioner Price moved to adjourn. Motion seconded by Commissioner DeLacey. Motion passed unanimously.

Meeting adjourned.

Respectfully submitted,

Sarah Miles

District Administrative Assistant

Board Secretary

RESOLUTION No. 2023-011

RESOLUTION OF THE MATLACHA/PINE ISLAND FIRE CONTROL DISTRICT OF LEE COUNTY, FLORIDA, ADOPTING AMOUNTS OF COMMITMENTS AND ASSIGNMENTS OF FUND BALANCE AT SEPTEMBER 30, 2023 PURSUANT TO THE FUND BALANCE POLICY, AS AMENDED.

WHEREAS, the MATLACHA/PINE ISLAND FIRE CONTROL DISTRICT of LEE County, Florida, has adopted a Fund Balance Policy, pursuant to Government Accounting Standards Board (GASB) Statement #54, *Fund Balance Reporting and Governmental Fund Type Definitions*; and

WHEREAS, the MATLACHA/PINE ISLAND FIRE CONTROL DISTRICT desires to establish the amounts of Fund Balance Commitments and Assignments pursuant to Section D. *Reservations of Fund Balance (General Fund)* as of September 30, 2023.

NOW, THEREFORE, BE IT RESOLVED by the MATLACHA/PINE ISLAND FIRE CONTROL DISTRICT of LEE County, Florida, that:

1. The Contingency/Disaster Reserve is hereby established in the amount of One Million Five Hundred Thousand Dollars (\$1,500,000) as of September 30, 2023.
2. The Insurance Deductible Reserve is hereby established as Zero dollars (\$-0-) as of September 30, 2023.
3. The Reserves for Compensated Absences/Sick Pay is hereby established at Zero dollars (\$-0-) as of September 30, 2023.
4. The Debt Service Reserve is established at Two Hundred Thirty-nine Thousand Nine Hundred Sixty-four Dollars (\$239,964) as of September 30, 2023.
5. A Station 2 Building Reserve is established at Zero dollars (\$-0-0) as of September 30, 2023.
6. A Cancer Reserve for Mandatory Payments is hereby established in the amount of Twenty-five Thousand Dollars (\$25,000) as of September 30, 2023.
7. There is no purpose identified for which an assignment of fund balance is made, therefore, Assigned Fund Balance is hereby established as zero dollars (\$-0-) as of September 30, 2023.
8. This Resolution will take effect immediately upon its adoption.

DULY ADOPTED this 27th day of September, 2023.

MATLACHA/PINE ISLAND FIRE CONTROL DISTRICT

Joyce Payer 9/27/23
Chairman Date

Samuel DeLong 9/27/23
Vice-Chairman Date

[Signature] 9/27/23
Secretary/Treasurer Date

ATTEST:

Zachary Lieberman
Zachary Lieberman