

**DESTIN FIRE CONTROL DISTRICT**  
Regular meeting of the Board of Fire Commissioners  
**Main Station**  
848 Airport Road  
Destin, Florida 32541

July 14, 2015

**Minutes**

Commissioners present: Tommy Green, Rick Moore, Jack Wilson, Bob Wagner,  
and Mike Buckingham

Staff present: Chief Kevin Sasser, Division Chiefs Ron Gerdeman and  
Joe D'Agostino, and Kathryn Wagner

Present: Dawn Stuntz

The meeting was called to order at 5:30 p.m. by Chairman Tommy Green.

**Public Comments:**

Patty Defrenza of Sunset Road, Destin stated she would like the January 13, 2015 minutes amended to remove the statement that, "Mrs. Defrenza gave the Commission a copy of her questions and then took them back later in the evening." Mrs. Defrenza stated she would like that to be retracted and approve the minutes as they state. She further stated she contacted the First Amendment Foundation and suggested that the Board resend an email sent that stated the notes must be returned in order for the minutes to be changed.

Mrs. Defrenza stated that she has reviewed the Florida Statue on the Sunshine Law which requires open bids to be reviewed and determined not by the Fire Administrator, but the Commissioners who have been elected to oversee all expenses which include the procurement of contractual services. She stated that when she was here, January 13<sup>th</sup> 2015, the Board did not have the sealed bids to review, but Chief Sasser stated the bids would not be opened until the next day at 1pm and asked the Board to award the bid to the lowest bidder. Mrs. Defrenza asked why the Board accepted a bid on the advice of the Fire Administrator. She stated that she felt like that was a Florida Sunshine violation and maybe the lowest bidder isn't always the best.

**Review of minutes:**

The minutes for the regular meeting of June 9, 2015, were presented. Rick Moore made a motion to approve the minutes. Jack Wilson seconded. The motion passed unanimously.

**Review of the Financial Report:**

Kathryn Wagner presented the financial report for June 30, 2015. She stated the accounts receivable are high due to Beach Safety invoices to the TDC and the City of Destin. She stated that fixed assets are adjusted at yearend and that liabilities are in line. She further stated accounts payable are where they should be and adjustments to transfer to impact fees and asset funds were made.

Kathryn Wagner reviewed the revenues over expenditures vs budget report stating it was another quiet month across the board. She stated we are nine months through the fiscal year so expenditures have slowed down. She stated the income remaining for the fiscal year is from the

TDC and the City of Destin and we have collected all but \$9,000 of the ad valorem taxes. She further stated the expenditures remaining have a target of 25% and there were some items that have gone over budget which were discussed at previous meetings and adjustments will be made at yearend.

Jack Wilson asked why we were only 2/3 of the way through our personnel budget. Kathryn Wagner stated is a timing of payments and that there are 3 payrolls in the month of July which would account for the majority of it. Jack Wilson asked if there would be major variances in the board category of personnel services. Kathryn Wagner stated no.

Bob Wagner made a motion to approve the financial statements for June 30, 2015. Mike Buckingham seconded. The motion passed unanimously.

**Old Business:**

1. Request for Proposals- UTV, ATV, Waverunner Repair and Maintenance Services  
Chief Sasser stated that he and Division Chief D'Agostino had been working on finding another vendor to repair the atv's and waverunner's but it had fallen through. He stated they continue to have the repairs done as needed but the vendors in general are very busy and having a spare apparatus is helpful.

Division Chief D'Agostino stated he and 2 lifeguards have taken on the routine maintenance of the vehicles. He stated if something breaks they will take it to the vendor they purchased the vehicle from, however turnaround is slow.

Chief Sasser stated the 2 year rotating schedule of apparatuses has helped with maintenance issues. He stated a second spare apparatus would help when others need to be repaired since it can take a week to get the repaired apparatus back.

Bob Wagner asked if we need to look into getting a second spare apparatus. Chief Sasser stated we are rotating a spare apparatus now and we will see how the plan to handle routine maintenance works out this year.

Tommy Green stated we are in limbo. Chief Sasser stated that we will do the best we can with minor repairs, major repairs will be taken in to be fixed.

Rick Moore asked where we purchased the last set of atv's and waverunner from. Chief Sasser stated they were purchased from K&M Motors.

Rick Moore asked if we get priority when one of the apparatus we purchased from them is broken. Division Chief D'Agostino stated K&M is accommodating but we are working on moving up in the line. He stated originally repairs would take 3 to 4 weeks and we have gotten it down to a week.

Mike Buckingham asked what our average maintenance costs are for the year. Kathryn Wagner stated \$25,000.

2. Investment Policy

Kathryn Wagner stated the investment policy has been changed based of last month's discussions. She stated the first item changed was the objective where we will get a reasonable

rate of return given our other criteria of security and liquidity. She stated another item changed was performance measurements which will be done on a quarterly basis.

Kathryn Wagner reviewed page 19 where the maximum amount allowed to investment in the Florida State Pool has been changed to up to 100%. She stated that items on page 22 have been struck out as they are not needed.

Kathryn Wagner stated the next step would be to adopt the investment policy and from there we would get more information on the Florida State Pool and could send out RFPs to our local banks to see what they would be able to do for us.

Jack Wilson asked if the state fund would review the policy and comment on it. Kathryn Wagner stated it would be a good idea since wherever we invest they have to approve our policy and abide by it.

Tommy Green asked if we need to approve the investment policy tonight. Kathryn Wagner stated that we should table this issue until the next meeting to give her time to contact the Florida State Pool and bring forth any changes that might be needed.

Jack Wilson asked if delaying this a month would be a problem. Kathryn Wagner stated no.

### 3. Capital Acquisition - Engine 9 replacement

Chief Sasser presented an estimate for the replacement of Engine 9 as well as costs of what other departments had recently purchased. He stated the cost from Pierce came in at \$470,000 with a full prepay discount of \$18,000 which will bring the price to around \$450,000. He stated the apparatus is similar to the one purchased by Ft. Walton Beach with a difference in the motor size, suspension, and foam system. Chief Sasser further stated that this apparatus would have additional costs for new equipment and he would like the Board to give him a total purchase amount to stay under which he would like to be a total purchase amount of \$500,000.

Mike Buckingham stated they would like to have all new equipment installed on the truck so it would be ready to go when it arrives.

Bob Wagner asked if we would sell the old equipment. Mike Buckingham stated that it would be sold with the old truck and that he thought the District would get more money for the truck with all the equipment on it.

Jack Wilson asked when the last apparatus was purchased. Chief Sasser stated 2005. Rick Moore asked if it was Ladder 10. Chief Sasser stated yes. Mike Buckingham stated Ladder 9 was rebuilt.

Tommy Green asked when Ladder 9 was rebuilt. Mike Buckingham stated 3 or 4 years ago.

Tommy Green asked if that was when it was taken back to Pierce. Chief Sasser stated yes and they expect to get another 10 years of life out of Ladder 9 because of the repairs. He stated repair costs for Engine 9 would be half of replacement cost.

Chief Sasser stated the new Engine would take the place of Engine 9 and Engine 9 would become the backup engine. He stated Engine 10 would be the truck that would be sold. He

further stated the purchase of the engine is built into next year's budget and he wants to get things started on October 1, 2015.

Tommy Green asked if we have gotten any other proposals. Chief Sasser stated they did not ask anyone other than Pierce for a price as he was just trying to bring a ballpark price to the Board.

Mike Buckingham stated that we are asking to keep the purchase price under \$500,000.

Rick Moore asked if the truck of choice is the Pierce. Chief Sasser stated yes and we have experience with several other brands of truck and Pierce is a better quality truck.

### **Chief Reports:**

#### 1. Beach Safety report

Joe D'Agostino stated 130 rescues were performed in the month of June. He stated he received a letter of appreciation from Jamie Harris praising the lifeguards he encountered while on vacation. Joe D'Agostino stated the lifeguard race teams had placed first and third in the Jacksonville Relays out of a field of 16. He further stated he had broken down the Harbor 9 rescues for the first time this year and 28 people have been rescued since Memorial Day.

Rick Moore asked if the rescues are down at the jetty or if it is throughout the whole area. Joe D'Agostino stated the majority are along the finger jetty with the outgoing tide.

Chief Sasser stated an extension to the agreement with the County and TDC will be brought before the Board at the next meeting.

Chairman Tommy Green recessed the meeting at 6:03pm.

Chairman Tommy Green reconvened the meeting at 6:37pm.

#### 2. Training report

Chief Sasser stated the guys received 22 hours of training for the month which were spread along a wide array of topics. He stated he anticipates them having all their required hours by November which is good since October is slow because of fire prevention activities.

#### 3. Inspection report

Ron Gerdeman stated normally July slows down, but not this year construction is still busy.

Rick Moore asked if there are any large projects coming in. Ron Gerdeman stated Whole Foods is in development as well as Home 2 Suites.

#### 4. Response Change report

Chief Sasser stated our fractal response times were 89% for the month. He stated it was another busy month which brought our percentile down although he anticipates staying right around that percentage even for July which will be even busier. He stated the total for June 2015 was 330 responses with zone 1 continuing to have the most of any other zone. He stated in the future he would like to have another station in zone 1 which would evenly split all responses between the 3 stations.

Rick Moore asked if commercial zoning was needed to build a fire station. Chief Sasser stated he believed a station can be built anywhere, however if the City of Destin had zoning

requirements he felt like they could be worked out. He stated he would like to pool money to create a Public Safety Facility that would house the fire department, sheriff, and EMS, however, if that is not feasible he would like to look into property on Azalea, Calhoun or Sibert.

Mike Buckingham asked if Chief Sasser has reached out to anyone at the County to see if they would even be interested in creating a public safety facility. Chief Sasser stated no because he thinks it is too early. He stated we need to get enough manpower to run 2 trucks out of Station 9 first.

Mike Buckingham stated he would like Chief Sasser to engage in talks with the County to see if they are interested because it would be a year to a year and a half before that station would need to be manned. He stated he liked this idea and believes it is needed, as well as it would be a nice addition to that part of Destin.

Chief Sasser stated the numbers backup the need for another station.

Tommy Green stated the growth over the last ten years warrants another station.

Chief Sasser stated he would like to wait until the County is done with their budgeting process and then he will present this idea.

#### 5. Overtime report

Chief Sasser stated the month had two incidents, one being off and the other being sick. He stated the other incidents were holdovers.

### **New Business:**

#### 1. Request for Proposals – Auditing Services

Kathryn Wagner presented a summary of the bids submitted by Carr, Riggs & Ingram LLC, Saltmarsh, Cleaveland & Gund, and Warren Averett, LLC based on the specific requests from the RFP. She stated the requests were the length in time in practice, government experience, size and structure, and qualifications of the principle partners as well as the support staff. She stated these items should be the main judging requirements, however once a firm was chosen we could negotiate with them if they are willing to do so. She stated the prices range from \$14,000 to \$16,000.

Rick Moore asked how much we currently pay for auditing services. Kathryn Wagner stated \$15,500.

Mike Buckingham asked how many years we have used the current firm. Kathryn Wagner stated 10 to 15 years.

Mike Buckingham stated he preferred Carr, Riggs & Ingram.

Tommy Green asked if we had any issues with the service from Carr, Riggs & Ingram. Kathryn Wagner stated no.

Jack Wilson asked if we asked for a firm price for each year for the 3 years. Kathryn Wagner stated yes it is a 3 year contract. Jack Wilson stated there was quite a range in price between the

3 bidders. Jack Wilson asked if we had any experience with the other 2 firms. Kathryn Wagner stated no. Jack Wilson asked if anyone presented their proposal. Kathryn Wagner stated no, but she did receive a call from an employee of Warren and Averett asking questions about the RFP and about the services we currently get. She stated we do not typically require a lot of support, but we do inquire about a GASB requirement or change to make sure our books are in order.

Tommy Green asked if we know how many of the firms have experience with special districts. Kathryn Wagner stated they all have experience with special districts. Tommy Green stated Carr, Riggs & Ingram listed that they handle over 70 special districts in Florida.

Mike Buckingham stated he has not heard of Saltmarsh. Chief Sasser stated they are a small local firm.

Rick Moore asked if Saltmarsh was the County's auditor. Chief Sasser stated he thought so. Rick Moore stated we may want to inquire into that further.

Tommy Green asked if this needed to be voted on tonight or could they have some time to research the proposals. Kathryn Wagner stated they could wait until the next meeting to decide since the service would not begin until September 30, 2015.

Tommy Green asked if this can be tabled until the next meeting. Kathryn Wagner stated yes.

Rick Moore asked if we could be sure to check into the County's possible use of Saltmarsh. Chief Sasser stated he believed Saltmarsh does Okaloosa Island's auditor service and that Carr, Riggs & Ingram does most of the other fire districts in this area.

Rick Moore stated we should reach out those other agencies to see how they like the firms they work with.

## 2. Impact Fee- Acquisition of Side Sonar and FLIR

Chief Sasser presented the quotes for the side sonar and FLIR. He stated side sonar has 2 different technologies and the quote before the Board represents the more sophisticated technology. He stated the difference between the 2 would be like seeing a pile of sand in the water and actually seeing a car. He further stated the quote for the FLIR is straightforward.

Rick Moore asked if it would have been put into application yesterday. Chief Sasser stated if they had it, it would have been put to use, but instead they had to drag someone behind the boat with a mask and fins and they could not see. He stated the body was found with FWC's side sonar.

Mike Buckingham asked if a motion is needed to accept this proposal. Chief Sasser stated would like permission from the Board to go out for bids. The Board agreed.

Mike Buckingham stated the quicker the better. Chief Sasser stated he would like to wait until October or the off season to have this installed.

## 3. EMS Grant- LUCAS chest compression system

Chief Sasser stated we applied for a state EMS grant and were awarded 75% of what we applied for. He stated we were awarded 1 LUCAS chest compression system and would like the Board's

approval to purchase the equipment. He further stated he anticipates applying for another one next year.

Kathryn Wagner stated we are in the process of applying for a grant from Florida League of Cities which awards \$2,500 for the purchase of firefighting equipment. She stated we have received the grant in the past and anticipates receiving it again this year which would pay for the majority of the District expense.

Tommy Green asked if a motion is needed. Kathryn Wagner stated yes since the purchase is over \$10,000.

Jack Wilson made a motion to accept the grant and purchase the equipment. Mike Buckingham seconded. The motion passed unanimously.

**Next meeting:**

Tommy Green reminded the Board that the next regular meeting will be August 11, 2015, at 5:30 p.m.

**Additional Upcoming Meetings:**

Budget workshop: August 11, 2015 at 6:00pm or soon thereafter

Budget workshop: August 25, 2015 at 5:30pm

**Adjournment:**

With no additional business to be discussed, the meeting adjourned at 7:05 p.m.