

Upper Captiva Fire & Rescue District

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Serving the Community with Pride

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BOARD OF COMMISSIONERS

REGULAR MEETING

16 June 2023

COMMISSIONERS & STAFF PRESENT: Duncan Rosen, Van Hammond, Bill Fry, Mike Filipczak (Zoom), Bill Byrnes, Chief Jesse Cottrell, and LT Tom Tracy

ISLANDERS/GUESTS PRESENT:

- Room: Greg Fodor and Zeke McDonald
- Zoom: Bob Wirtz, Sara Hammond, 8636602930, and Ed Boze

1) **CALL TO ORDER** ([Recording](#)): Chairman Rosen called the meeting to order at 10:00 AM

2) **ADDITIONS/CHANGES/DELETIONS TO AGENDA** ([Recording](#)): Filipczak at an airport and might have to move topics around if his flight is called before meeting end

3) **PUBLIC COMMENT ON AGENDA ITEMS** ([Recording](#)): None

4) **MINUTES** ([Recording](#)):

- Minutes of the 19 May 2023 Regular Meeting were approved without change or comment on the wording 4-0 (Byrnes abstained)
- Minutes of the 9 June 2023 Special Meeting were approved without change or comment 4-0 (Byrnes abstained)

5) **NEW BUSINESS:**

A) Martin Demand Letter/Potential Law Suit ([Recording](#)):

- Rosen stated District was officially served on 8 June via Chief Cottrell and that the insurance carrier and Attorney Mooney were notified
- Rosen stated that insurance covers up to \$100,000 in insurance legal expenses
- Byrnes stated that we were on WINK news at 6:30 about the suit with brief comments about the search for a new fire chief and the December mass resignations

B) Fiscal Year 2021/2022 Independent Audit ([Recording](#))

- Fry posted current state of the audit on the web page, mainly missing everything related to the current property records, physical inventory, and depreciation as of 30 Sep 2022;

that the audit is for FY22 under the administration of Byrnes, Jenkins, Martin, and Lynch-Wishin, that there are many District accounting documents that are apparently missing,

- For the first time on Tuesday, FY21 Excel spreadsheets were provided by the Auditor to Fry and Cottrell & staff will start the physical inventory this weekend; items not found would either be reported lost or stolen
- Fry will attempt to recreate the FY22 data for capital items were added or deleted between 1 October 2021 and 30 September 2022
- Apparently, none of the paperwork or physical inventory were completed by the last administration during FY22 or in the 3 months after the quarter ended (Martin's last day was 2 January 2023 and Lynch-Wishin's last day was 17 January 2023)
- Starting next month Fry & Cottrell agree that any gains or losses of capital items will be listed in the monthly written chief's report and Fry will start posting the recreated Excel each month contemporaneously (not 21 months after the fiscal year starts or 9+ months after it ended)
- District will not meet the Florida statutory requirement for filing with the State by 30 June
- Byrnes stated that Lynch-Wishin avows that she has NO District documents in her possession, either paper, PDF, Excel, Word, or PowerPoint
- Rosen signed letters to Pringle and Mooney for any legal claims known or pending, at the request of the Auditor

C) Resolution to Renew Line of Credit ([Recording](#))

- Rosen read the entire resolution verbatim, **moved by Byrnes, seconded by Hammond**, all voted by name, approved 5-0; signed document posted to the website o/a 17 June
- Bank costs are \$400 for their attorney and \$245 to the bank; they won't finalize the documents until the audit is complete

D) Year 10 Special Assessment Contract ([Recording](#))

- Contract with Russ Weyer to do the special assessment methodology document, the current tax roll, and the apportionment of the special assessment to individual property owners for \$3000 (an increase of \$500 over the budgeted amount)
- **Moved by Hammond** to approve the agreement for \$3000 and Rosen to sign, at seconded by Byrnes; all voted aye (5-0)

6) **RECURRING BUSINESS UPDATES:**

- A) Status of Chief Candidates ([Recording](#)): Hammond contacted all 3 candidates; no update since last special meeting

- B) Chief's Report ([Recording](#)): Written report posted on the website
 - C) Treasurer's Report ([Recording](#)): Written report posted on the website
 - D) Insurance Claim & Equipment Replacement Update ([Recording](#))
 - E) FEMA Reimbursement Submission ([Recording](#)):
 - F) Accessway Maintenance ([Recording](#))
 - G) New Garage Project ([Recording](#)): Written report posted on the website
- 7) **PUBLIC INPUT ON NON-AGENDA ITEMS** ([Recording](#)): None
- 8) **NEXT MEETING DATE** ([Recording](#)): Monthly Meeting on 21 July 2023 at 10AM
- 9) **ADJOURN** ([Recording](#)): **Move** by Fry, **seconded** by Byrnes; meeting adjourned at 12:33PM.

Respectfully submitted,

Secretary